



# Housing and Redevelopment Authority

Monday, June 2, 2025

5:30 PM

Elk River City Hall

## Regular Meeting & Work Session Agenda

- Regular meeting in Council Chambers
- Work Session meeting in Upper Town Conference Room immediately following regular meeting

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### 1. CALL MEETING TO ORDER

### 2. PLEDGE OF ALLEGIANCE

### 3. CONSIDER AGENDA

### 4. CONSENT AGENDA

Considered to be routine and noncontroversial and will be approved by one motion. There will be no separate discussion of these items unless there is a request to remove the item from the consent agenda to the regular agenda.

#### 4.1 Draft Minutes - May 5, 2025

#### 4.2 Check Register

#### 4.3 Balance Sheet

#### 4.4 Revenue/Expenditure Reports

### 5. OPEN FORUM

An opportunity to provide comments and feedback regarding items not on the agenda. Information provided in Open Forum will not be discussed at this meeting; rather, the information will be referred to staff and/or scheduled for discussion at a future meeting.

### 6. GENERAL BUSINESS

Items in which the information is presented by city staff or consultants, then deliberation and action occur. General Business items are not opportunities to receive or provide public input. However, the presiding officer may, at its sole discretion, solicit public feedback.

#### 6.1 Presentation from Central Minnesota Habitat for Humanity

#### 6.2 Addendum to 724 Main Street MOU

#### 6.3 Housing Rehabilitation Loan Program Update

#### 6.4 General Updates

### 7. MOTION TO ADJOURN REGULAR MEETING

### 8. WORK SESSION

Work Sessions are less formal meetings to encourage dialog. Official action or votes are not typically taken. At the conclusion of a discussion, a simple consensus provides staff direction for execution of the item. This portion of the agenda is audio recorded but not video recorded or broadcast. Work Sessions are open to the public; however, visitors who wish to provide input must be invited by the presiding officer, assume a seat at the discussion table and provide their full name and address for the official record.

8.1 Housing Rehabilitation Loan Program Discussion

9. MOTION TO ADJOURN

**The Elk River Vision**

*A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity*



Report Criteria:

Invoice Detail.GL account = {>=} "910"  
Invoice Detail.GL account = {<=} "920"

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Net Invoice Check Amount	GL Account Number
<b>CITY OF ELK RIVER</b>								
<b>910</b>								
5-2025 HRA	1	HRA SALARIES - MAY 2025	Invoice	05/28/2025	06/02/2025	6,652.74	6,652.74	910-4-6100-4101
5-2025 HRA	2	HRA SALARIES - MAY 2025	Invoice	05/28/2025	06/02/2025	375.00	375.00	910-4-6100-4103
5-2025 HRA	3	HRA SALARIES - MAY 2025	Invoice	05/28/2025	06/02/2025	502.40	502.40	910-4-6100-4104
5-2025 HRA	4	HRA SALARIES - MAY 2025	Invoice	05/28/2025	06/02/2025	412.47	412.47	910-4-6100-4105
5-2025 HRA	5	HRA SALARIES - MAY 2025	Invoice	05/28/2025	06/02/2025	97.55	97.55	910-4-6100-4107
5-2025 HRA	6	HRA SALARIES - MAY 2025	Invoice	05/28/2025	06/02/2025	963.60	963.60	910-4-6100-4108
Total 17440 CITY OF ELK RIVER:						9,003.76	9,003.76	
Total 910:						9,003.76	9,003.76	
<b>JOSHUA MOLLAN</b>								
<b>910</b>								
5122025 JM	1	REIMB MILEAGE&PARKING 05-09-20	Invoice	05/12/2025	06/12/2025	30.35	30.35	910-4-6100-4331
Total 14730 JOSHUA MOLLAN:						30.35	30.35	
Total 910:						30.35	30.35	
<b>YARDWORX OUTDOOR SERVICES</b>								
<b>910</b>								
17021	1	BASKET UPKEEP - JUN	Invoice	05/01/2025	06/01/2025	3,001.14	3,001.14	910-4-6100-4409
Total 14715 YARDWORX OUTDOOR SERVICES:						3,001.14	3,001.14	
Total 910:						3,001.14	3,001.14	
Total :						12,035.25	12,035.25	
Grand Totals:						12,035.25	12,035.25	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
910-4-6100-4101	6,652.74	.00	6,652.74
910-4-6100-4103	375.00	.00	375.00
910-4-6100-4104	502.40	.00	502.40
910-4-6100-4105	412.47	.00	412.47
910-4-6100-4107	97.55	.00	97.55
910-4-6100-4108	963.60	.00	963.60
910-4-6100-4331	30.35	.00	30.35
910-4-6100-4409	3,001.14	.00	3,001.14
Grand Totals:	12,035.25	.00	12,035.25

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
00/00	12,035.25	.00	12,035.25
Grand Totals:	12,035.25	.00	12,035.25

Report Criteria:

Invoice Detail.GL account = {>=} "910"  
Invoice Detail.GL account = {<=} "920"

**CITY OF ELK RIVER**

Balance Sheet

May 31, 2025

Fund 910 - HRA

Assets

910-1000	Cash - HRA	1,394,054.74
910-1190	Loans Receivable	189,276.16
910-1193	Forgivable Loan	75,000.00
910-1194	Allow for Forgivable Loan	(75,000.00)
910-1195	Note Receivable	400,000.00
910-1310	Due From Other Funds	<u>152,710.43</u>

Total Assets

2,136,041.33

Fund Equity

910-2400	Fund Balance	2,176,896.63
	Revenues over Expenditures - YTD	<u>(40,855.30)</u>

Total Fund Equity

2,136,041.33

Total Liabilities & Equity

2,136,041.33

**CITY OF ELK RIVER**  
 Revenues with Comparison to Budget  
 For the Month Ending May 31, 2025

Fund 910 - HRA

		Period Actual	YTD Actual	Budget	Unearned	PCNT
910-3-0000-3111	Property Taxes	-	-	439,950.00	(439,950.00)	0%
910-3-0000-3621	Interest Income	586.51	13,823.79	5,000.00	8,823.79	276%
Total Fund Revenue		586.51	13,823.79	444,950.00	(431,126.21)	3%

**CITY OF ELK RIVER**  
Expenditures with Comparison to Budget  
For the Month Ending May 31, 2025

Fund 910 - HRA

	Period Actual	YTD Actual	Budget	Unearned	PCNT
910-4-6100-4101 Regular Pay	6,652.74	25,945.68	87,200.00	(61,254.32)	30%
910-4-6100-4104 PERA	498.96	1,945.93	6,550.00	(4,604.07)	30%
910-4-6100-4105 FICA	412.47	1,627.36	5,400.00	(3,772.64)	30%
910-4-6100-4107 Medicare	96.46	380.58	1,250.00	(869.42)	30%
910-4-6100-4108 Insurance	963.60	4,574.40	17,000.00	(12,425.60)	27%
910-4-6100-4109 Workers Comp	-	174.00	450.00	(276.00)	39%
910-4-6100-4201 Office Supplies	-	-	50.00	(50.00)	0%
910-4-6100-4219 Operating Supplies	-	-	500.00	(500.00)	0%
910-4-6100-4304 Legal Fees	-	-	6,500.00	(6,500.00)	0%
910-4-6100-4319 Professional Services	-	-	27,000.00	(27,000.00)	0%
910-4-6100-4322 Postage	-	-	50.00	(50.00)	0%
910-4-6100-4331 Travel, Conferences & Schools	-	-	200.00	(200.00)	0%
910-4-6100-4349 Advertising/Marketing	6,412.00	6,412.00	9,500.00	(3,088.00)	67%
910-4-6100-4359 Publishing	-	86.00	300.00	(214.00)	29%
910-4-6100-4401 Bldg Repair/Maint Services	-	-	4,000.00	(4,000.00)	0%
910-4-6100-4404 Software Services	-	-	6,500.00	(6,500.00)	0%
910-4-6100-4409 Contractual Services	8,467.14	13,533.14	27,000.00	(13,466.86)	50%
910-4-6100-4433 Dues & Subscriptions	-	-	2,500.00	(2,500.00)	0%
910-4-6100-4440 Miscellaneous	-	-	200,000.00	(200,000.00)	0%
910-4-6100-4721 Transfer-General Fund	-	-	39,000.00	(39,000.00)	0%
910-4-6100-4735 Transfer-EDA	-	-	4,000.00	(4,000.00)	0%
<b>Total Fund Expenditures</b>	<b>23,503.37</b>	<b>54,679.09</b>	<b>444,950.00</b>	<b>(390,270.91)</b>	<b>12%</b>
<b>Net Revenue Over Expenditures</b>	<b>(22,916.86)</b>	<b>(40,855.30)</b>	<b>-</b>	<b>(40,855.30)</b>	<b>0%</b>



# Request for Action

**To**  
Housing and Redevelopment Authority

**Item Number**  
6.1

**Meeting Date**  
June 2, 2025

**Prepared By**  
Brent O'Neil, Economic Development Director

**Item Description**  
Presentation from Central Minnesota Habitat for Humanity

**Reviewed by**  
Brent O'Neil  
Cal Portner

**Action Requested**  
Receive a presentation on Habitat for Humanity.

## Background/Discussion

Central Minnesota Habitat for Humanity was formed in 1989 to improve the availability of quality housing. With offices in St. Cloud, the organization has a geographic focus that includes Elk River. Most recently, Habitat has been looking at a partnership with ISD 728 for a student-constructed home to be located in Elk River. This is part of Habitat's effort to be more active in the Elk River area. Habitat has also been identified as a likely recipient of the city's allocation of State Affordable Housing Aid dollars. These funds would help identify and purchase land for future Habitat homes.

Chad Bouley, the executive director of Habitat, will be in attendance to give a presentation on the organization and an overview of its vision to initiate more housing projects in Elk River.

**Financial Impact**  
N/A

**Mission/Policy/Goal**  
Support housing options in Elk River.

**Attachments**  
None

## The Elk River Vision

*A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity*





# Request for Action

**To**  
Housing and Redevelopment Authority

**Item Number**  
6.2

**Meeting Date**  
June 2, 2025

**Prepared By**  
Joshua Mollan, Economic Development Specialist

**Item Description**  
Addendum to 724 Main Street MOU

**Reviewed by**  
Brent O'Neil  
Cal Portner

## Action Requested

Approve, by motion, the attached addendum to the memorandum of understanding allowing the Downtown Elk River Business Association (DERBA) to utilize HRA property at 724 Main Street.

## Background/Discussion

DERBA has requested approval from the HRA to use the green space at 724 Main Street for a "Christmas in July" event, which would host non-downtown businesses to sell goods as well as provide carnival-type games for participants in the event. The event will take place on Thursday, July 24, from 3:00 to 6:00 p.m. They anticipate usage of the site from 1:00 to 7:00 p.m. to allow for set up and tearing down.

This addendum to the May 6, 2025, MOU adds this event as an allowed activity on the HRA site for the purposes stated above, subject to approval of a city special event permit.

## Financial Impact

N/A

## Mission/Policy/Goal

Work with citizens to achieve goals.

## Attachments

1. 2025 MOU Addendum
2. Executed MOU 05-06-2025

## The Elk River Vision

*A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity*

**ADDENDUM ONE**  
*to the*  
MEMORANDUM OF UNDERSTANDING  
*between*  
**The Elk River Housing and Redevelopment Authority**  
*and*  
**The Downtown Elk River Business Association**

This **ADDENDUM** is made and entered into as of the \_\_\_ day of \_\_\_\_\_, 2025 by and between the **ELK RIVER HOUSING AND REDEVELOPMENT AUTHORITY**, a public body corporate and politic (“HRA”) and the **DOWNTOWN ELK RIVER BUSINESS ASSOCIATION**, a Minnesota nonprofit corporation (“Association”).

This Addendum modifies and is fully incorporated into the Memorandum of Understanding (the "MOU") signed between both parties on May 6, 2025. The purpose of this Addendum is to allow the Association to hold a Christmas in July event from 1:00 – 7:00 p.m. on July 24, 2025, on the Property, subject to approval of a City of Elk River special event permit. Except as otherwise provided herein, all terms and conditions of the MOU shall remain in full force and effect.

**Elk River Housing and Redevelopment  
Authority**

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Dennis Chuba, Chair

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Brent O'Neil, Executive Director

**Downtown Elk River Business  
Association**

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Allison McDowell, Secretary

## Memorandum of Understanding

This **MEMORANDUM OF UNDERSTANDING** (“MOU”) is made and entered into as of the 6 day of May, 2025 by and between the **ELK RIVER HOUSING AND REDEVELOPMENT AUTHORITY**, a public body corporate and politic (“HRA”) and the **DOWNTOWN ELK RIVER BUSINESS ASSOCIATION**, a Minnesota nonprofit corporation (“Association”).

### RECITALS

**WHEREAS**, the HRA owns the real property located at 724 Main Street NW, Elk River, Minnesota 55330, with a PID of 75-00405-0225 (the “Property”); and

**WHEREAS**, the Association has offered to place outdoor furniture on the Property for use by the public during the 2025 summer season; and

**WHEREAS**, the Association has arranged to obtain the necessary furniture at its own sole expense; and

**WHEREAS**, the HRA believes that placing outdoor furniture on the Property will benefit the public and further a public purpose by supporting the HRA’s efforts to promote redevelopment in the City of Elk River areas; and

**WHEREAS**, the parties to this MOU wish to memorialize their understanding.

**NOW, THEREFORE**, the HRA and the Association have reached the following understandings:

- 1. Purpose.** The purpose of this MOU is to establish a mutual understanding of the parties’ intentions, rights, and obligations.
- 2. Furniture Placement Authorized.** The Association is authorized to place outdoor furniture on the Property through November 1, 2025, except for the oversized Adirondack chair which may remain on the Property during the term of this MOU. In no case shall the City be responsible for any portion of the cost associated with the furniture on the Property.
- 3. Responsibilities of Association.** The Association shall be solely responsible for acquiring, transporting, placing, maintaining, cleaning, repairing, and removing the furniture. The Association shall ensure the furniture is removed from the Property on or before the date the authorization ends.
- 4. Responsibilities of the HRA.** The HRA shall allow the furniture to be placed on the Property, and shall not remove the furniture except as provided in this MOU. If the furniture becomes damaged, defaced, in disrepair, unsightly, or begins to encroach on or obstruct the use of the Property or nearby uses, the HRA may, but is under no obligation to, remove and dispose of the affected portion of the furniture.

**5. Time; Termination.** This MOU shall be effective from the date of its final execution. This MOU shall expire on April 15, 2026, unless terminated earlier. Either party to this MOU may also terminate this agreement for any reason upon 14 days' notice. The Association shall, at its own sole cost, remove all its remaining furniture from the Property within fourteen (14) days of any termination of this agreement. If the Association fails to do so, the HRA may remove any remaining furniture and the Association shall reimburse the HRA for the full cost of doing so.

**6. Representation of Authority.** The undersigned executing this agreement represent and warrant that they have been duly authorized to execute this agreement and that this agreement shall bind it to the terms and obligations contained herein.

**7. Mutual Indemnification.** To the fullest extent permitted by law, the Association agrees to defend, indemnify and hold harmless the HRA, the City of Elk River, and their employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the Association's use of the Property or its placement of outdoor furniture. The indemnification obligation shall apply to anyone directly or indirectly employed, hired, or otherwise participating in the Association use, or anyone for whose acts the Association may be liable. The HRA agrees to defend, indemnify and hold harmless the Association, and their employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the HRA's performance under this agreement. It is understood and agreed that the provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466, and other applicable laws govern liability arising from the HRA's acts or omissions. The parties agree this indemnity obligation shall survive the completion or termination of this Agreement.

**8. Entire Agreement; Modification.** This MOU supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement. Any modification to this MOU must be in writing and be signed by the parties.

**9. Assignment.** The Association may not assign this Agreement to any other person unless written consent is obtained from the HRA.

**10. No Employee Relationship.** Nothing within this MOU shall be construed as creating an agent or employee relationship between the HRA and the Association.

*[Remainder of Page Intentionally Left Blank]*

**Elk River Housing and Redevelopment  
Authority**

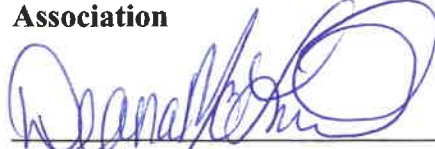


Dennis Chuba, Chair



Brent O'Neil, Executive Director

**Downtown Elk River Business  
Association**



Deana Mclean, Chair



# Request for Action

**To**  
Housing and Redevelopment Authority

**Item Number**  
6.3

**Meeting Date**  
June 2, 2025

**Prepared By**  
Joshua Mollan, Economic Development Specialist

**Item Description**  
Housing Rehabilitation Loan Program Update

**Reviewed by**  
Brent O'Neil  
Cal Portner

**Action Requested**  
Receive updates on the Housing Rehabilitation Loan Program.

**Background/Discussion**  
CEE reports that all accounts are current, and the HRA's portfolio is performing as expected with no delinquencies or late payments.

There have been no new loans issued during this period, and \$150,000 is available for new loan disbursements in 2025.

**Financial Impact**  
N/A

**Mission/Policy/Goal**  
Improve housing stock by offering incentives or programs to repair or maintain residential properties.

- Attachments**
1. CEE Monthly Loan Servicing Report
  2. CEE Monthly Loan Activity Summary

## The Elk River Vision

*A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity*



# CITY OF ELK RIVER LOAN SERVICING REPORT

*March 2025*

**Data Set: April 1st, 2025**

LOAN SERVICING DEPARTMENT



Center for Energy and Environment

# CONTENTS



- 1 Invoice Report
- 2 Trial Balance Report (Loan Detail)
- 3 New Loan Count
- 4 Total Loan Count (Monthly Detail)
- 5 Trial Balance Report (Monthly Detail in USD)
- 6 Monthly Payment Collection Per Loan
- 7 Total Payment Collection in USD (Monthly Detail)
- 8 Total Principal Collection in USD (Monthly Detail)
- 9 Total Interest Collection in USD (Monthly Detail)

CITY OF ELK RIVER  
 INVOICE SUMMARY  
 Detail for March 2025

POOL	TOTAL COUNT OF ACTIVE LOANS	COUNT OF NEW LOANS	COUNT OF ACTIVE AMORTIZING LOANS	COUNT OF ACTIVE DEFERRED LOANS	COUNT OF ACTIVE DELINQUENT LOANS	COUNT OF PAYOFFS RECEIVED	TOTAL AMOUNT RECEIVED	PRINCIPAL RECEIVED	INTEREST RECEIVED	LATE FEES AND OTHER FEES RECEIVED	3RD PARTY FEES COLLECTED	NEW LOAN FEES	DELINQUENCY MANAGEMENT FEES	SATISFACTION DRAFTING FEES	SERVICING FEES	TOTAL FEES TO SERVICER	FUNDS TO THE CITY OF ELK RIVER
HRA REHAB	11	0	11	0	0	0	\$2,673.81	\$2,086.30	\$586.51	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$66.00	\$67.00	\$2,606.81
<b>Grand Total</b>	<b>11</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$2,673.81</b>	<b>\$2,086.30</b>	<b>\$586.51</b>	<b>\$0.00</b>	<b>\$1.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$66.00</b>	<b>\$67.00</b>	<b>\$2,606.81</b>

**CITY OF ELK RIVER**

PAYMENT BREAKDOWN PER LOAN

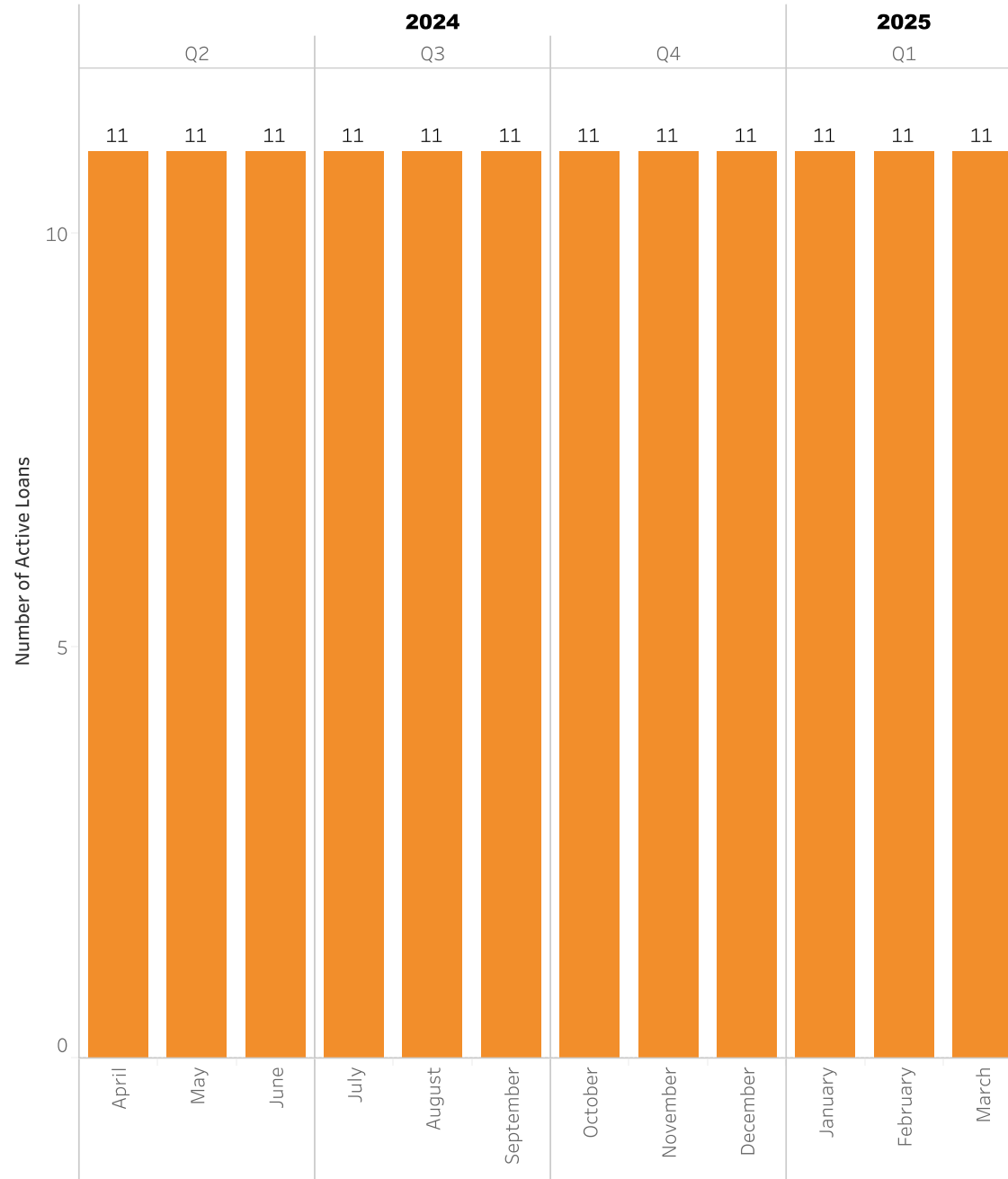
Detail for March 2025

Source Company	Loan #	Address	TOTAL AMOUNT RECEIVED	PRINCIPAL RECEIVED	INTEREST RECEIVED	LATE FEES AND OTHER FEES RECEIVED	3RD PARTY FEES COLLECTED
ELK RIVER	19-015204	1420 5TH ST NW	\$208.04	\$199.20	\$8.84	\$0.00	\$0.00
	19-015209	609 GATES AVE NW	\$187.63	\$176.02	\$11.61	\$0.00	\$0.00
	19-015215	606 JEFFERSON LN NW	\$192.33	\$190.72	\$1.61	\$0.00	\$0.00
	19-015217	1811 MAIN ST	\$162.79	\$118.43	\$44.36	\$0.00	\$0.00
	19-016564	403 3RD ST NW	\$154.43	\$131.43	\$23.00	\$0.00	\$0.00
	23-028654	13222 179 1/2 AVE NW	\$300.00	\$207.51	\$92.49	\$0.00	\$0.00
	23-029012	18990 TWIN LAKES RD NW	\$260.00	\$163.43	\$96.57	\$0.00	\$0.00
	23-029085	17931 GARY ST NW	\$306.00	\$226.24	\$79.76	\$0.00	\$0.00
	23-029618	13366 181ST LN NW	\$501.00	\$431.35	\$68.65	\$0.00	\$1.00
	24-032189	14270 191ST AVE NW	\$142.69	\$85.98	\$56.71	\$0.00	\$0.00
	24-033299	17812 CONCORD CT NW	\$258.90	\$155.99	\$102.91	\$0.00	\$0.00
<b>Grand Total</b>			<b>\$2,673.81</b>	<b>\$2,086.30</b>	<b>\$586.51</b>	<b>\$0.00</b>	<b>\$1.00</b>

CITY OF ELK RIVER  
 TRIAL BALANCE REPORT  
 Monthly Detail

Loan #	Address	2024			2024			2024			2025		
		Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
		April	May	June	July	August	September	October	November	December	January	February	March
19-015215	606 JEFFERSON LN NW	\$2,823.57	\$2,636.64	\$2,449.34	\$2,261.84	\$2,073.42	\$1,885.05	\$1,696.44	\$1,507.46	\$1,317.74	\$1,127.92	\$937.75	\$747.03
19-015204	1420 5TH ST NW	\$6,571.82	\$6,377.29	\$6,182.79	\$5,987.46	\$5,792.13	\$5,596.39	\$5,399.84	\$5,203.27	\$5,005.92	\$4,808.51	\$4,610.69	\$4,411.49
19-015209	609 GATES AVE NW	\$7,230.10	\$7,058.81	\$6,887.67	\$6,715.60	\$6,543.65	\$6,371.31	\$6,198.08	\$6,024.92	\$5,850.92	\$5,676.95	\$5,502.58	\$5,326.56
19-015217	1811 MAIN ST	\$14,728.86	\$14,617.52	\$14,507.49	\$14,395.37	\$14,284.55	\$14,173.32	\$14,060.04	\$13,948.00	\$13,833.94	\$13,721.08	\$13,607.82	\$13,489.39
19-016564	403 3RD ST NW	\$8,765.19	\$8,639.58	\$8,514.50	\$8,388.06	\$8,262.13	\$8,135.77	\$8,008.09	\$7,880.87	\$7,752.35	\$7,624.26	\$7,495.73	\$7,364.30
23-029012	18990 TWIN LAKES RD NW	\$32,986.07	\$32,834.52	\$32,686.06	\$32,533.52	\$32,384.05	\$32,234.07	\$32,080.04	\$31,929.03	\$31,773.99	\$31,621.94	\$31,469.37	\$31,305.94
23-028654	13222 179 1/2 AVE NW	\$32,096.08	\$31,901.60	\$31,709.98	\$31,514.23	\$31,321.29	\$31,127.70	\$30,930.04	\$30,735.11	\$30,536.15	\$30,339.90	\$30,142.97	\$29,935.46
23-029085	17931 GARY ST NW	\$28,142.14	\$27,928.66	\$27,717.54	\$27,502.67	\$27,290.10	\$27,076.81	\$26,859.83	\$26,645.08	\$26,426.68	\$26,210.46	\$25,993.50	\$25,767.26
23-029618	13366 181ST LN NW	\$22,362.01	\$22,013.60	\$21,581.15	\$21,145.00	\$21,033.06	\$20,599.91	\$20,599.91	\$19,938.52	\$19,938.52	\$19,573.56	\$19,573.56	\$19,142.21
24-032189	14270 191ST AVE NW	\$19,290.00	\$19,176.91	\$19,118.28	\$19,038.44	\$18,960.42	\$18,882.15	\$18,801.53	\$18,722.72	\$18,641.58	\$18,562.22	\$18,482.59	\$18,396.61
24-033299	17812 CONCORD CT NW	\$35,000.00	\$34,856.17	\$34,690.65	\$34,545.81	\$34,404.27	\$34,262.25	\$34,116.00	\$33,973.00	\$33,825.79	\$33,681.81	\$33,537.34	\$33,381.35
<b>Grand Total</b>		<b>\$209,995.84</b>	<b>\$208,041.30</b>	<b>\$206,045.45</b>	<b>\$204,028.00</b>	<b>\$202,349.07</b>	<b>\$200,344.73</b>	<b>\$198,749.84</b>	<b>\$196,507.98</b>	<b>\$194,903.58</b>	<b>\$192,948.61</b>	<b>\$191,353.90</b>	<b>\$189,267.60</b>

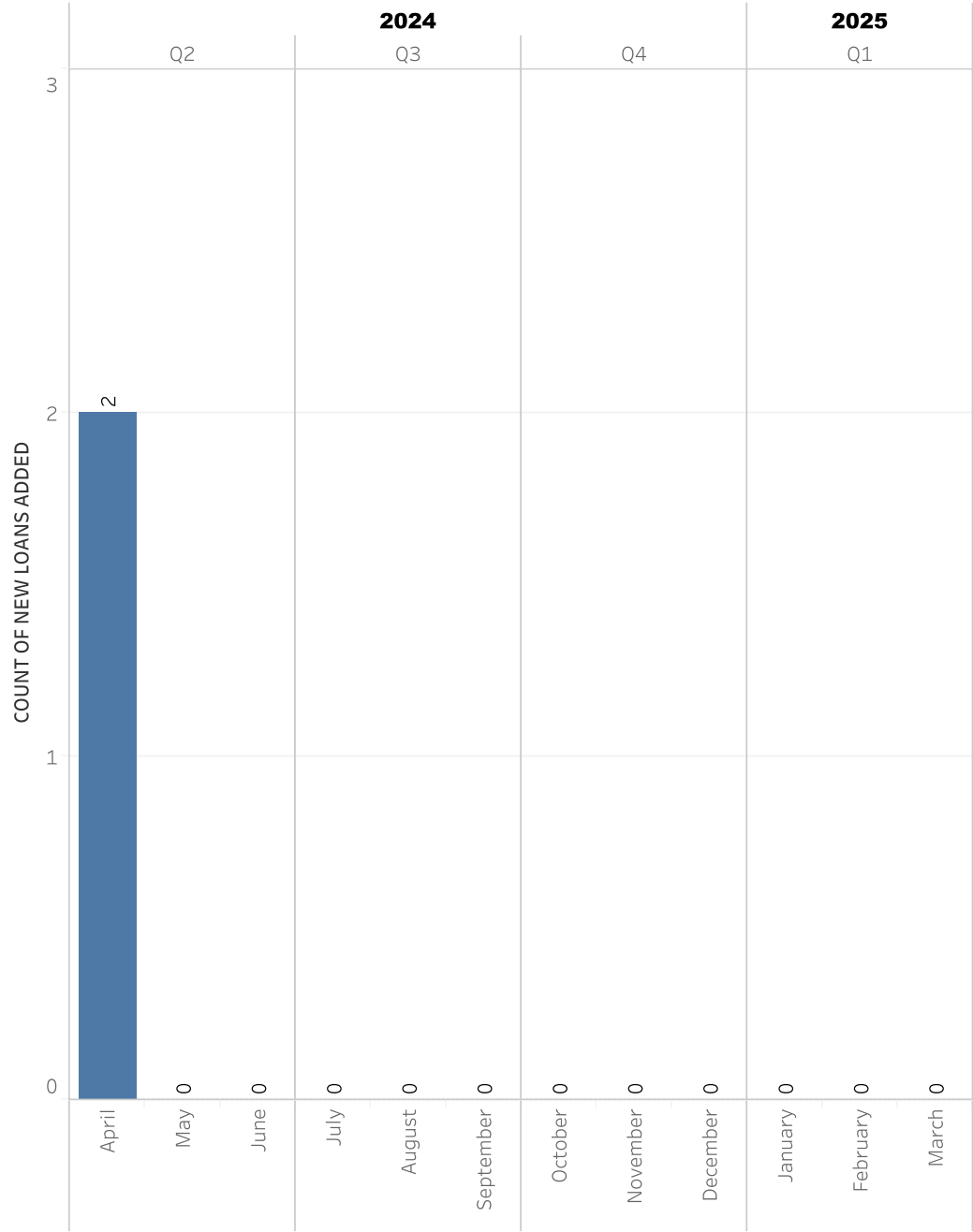
CITY OF ELK RIVER  
TOTAL LOAN COUNT  
Monthly Detail



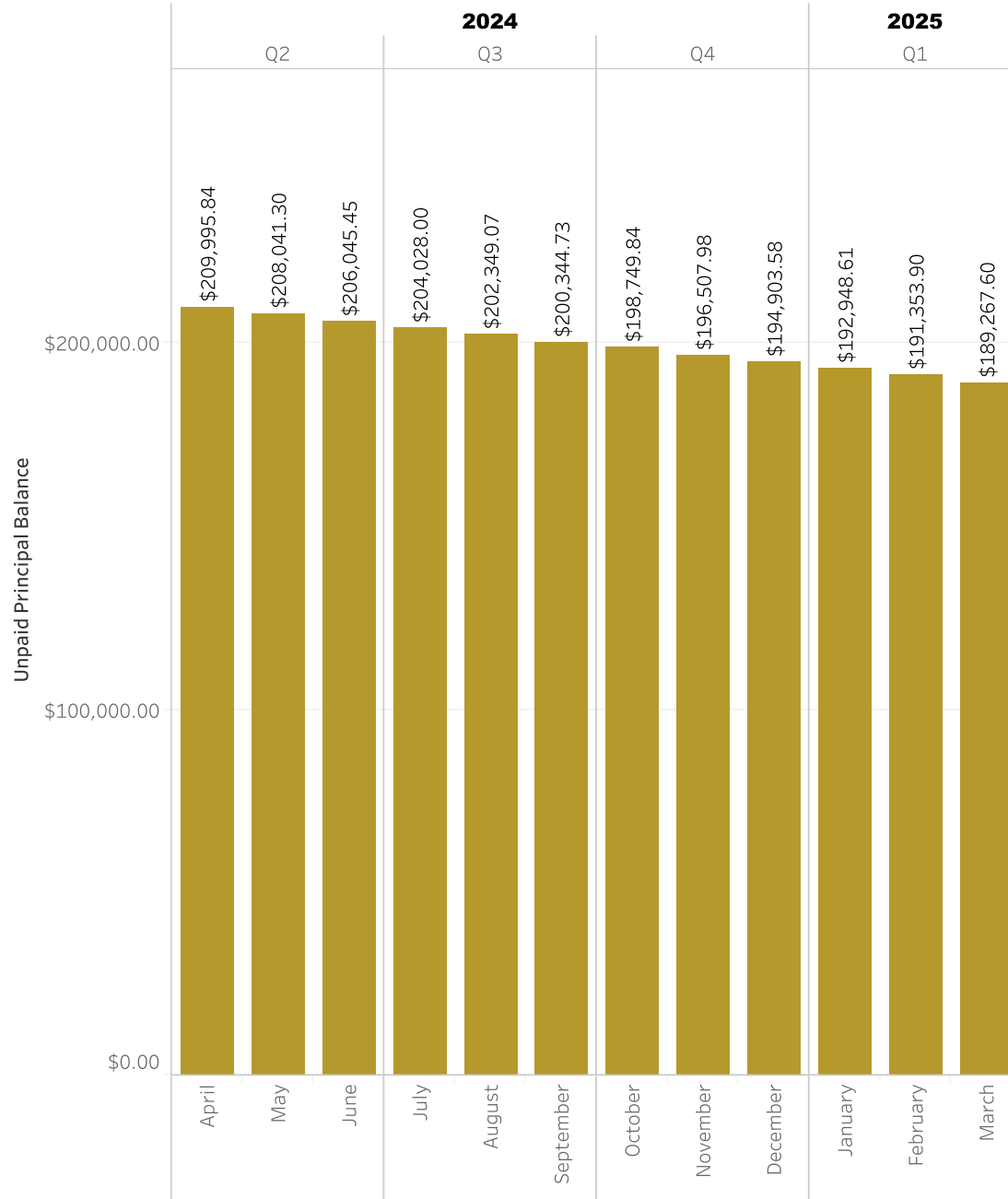
CITY OF ELK RIVER

NEW LOAN COUNT

Monthly Detail



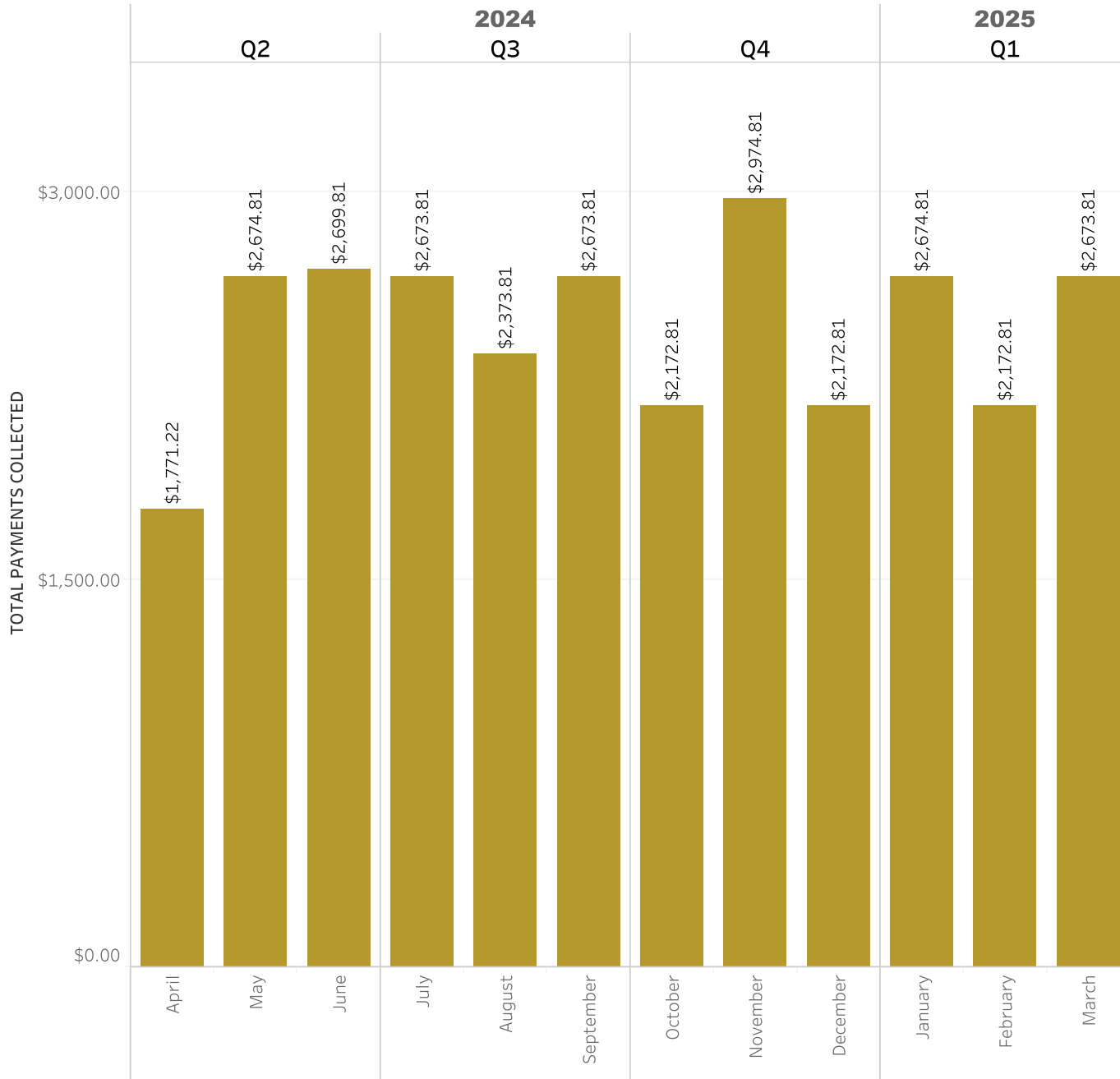
CITY OF ELK RIVER  
 TRIAL BALANCE  
 Monthly Detail in USD



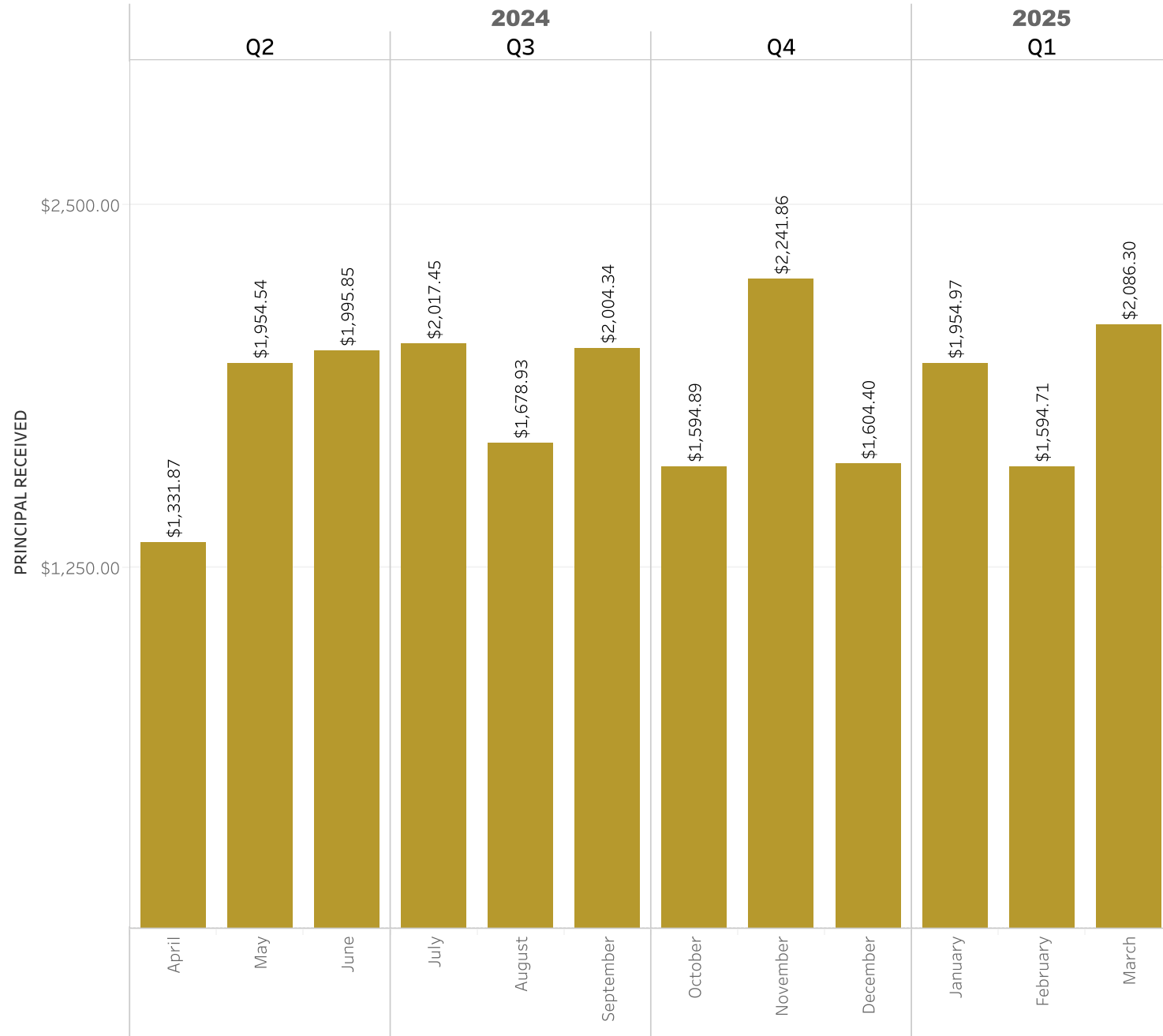
**CITY OF ELK RIVER**  
 PAYMENT COLLECTION PER LOAN  
 Monthly Detail

			2024			2024			2024			2025		
			Q2			Q3			Q4			Q1		
			April	May	June	July	August	September	October	November	December	January	February	March
<b>ELK RIVER</b>	19-015204	1420 5TH ST NW	\$208.04	\$208.04	\$208.04	\$208.04	\$208.04	\$208.04	\$208.04	\$208.04	\$208.04	\$208.04	\$208.04	\$208.04
	19-015209	609 GATES AVE NW	\$187.63	\$187.63	\$187.63	\$187.63	\$187.63	\$187.63	\$187.63	\$187.63	\$187.63	\$187.63	\$187.63	\$187.63
	19-015215	606 JEFFERSON LN NW	\$192.33	\$192.33	\$192.33	\$192.33	\$192.33	\$192.33	\$192.33	\$192.33	\$192.33	\$192.33	\$192.33	\$192.33
	19-015217	1811 MAIN ST	\$162.79	\$162.79	\$162.79	\$162.79	\$162.79	\$162.79	\$162.79	\$162.79	\$162.79	\$162.79	\$162.79	\$162.79
	19-016564	403 3RD ST NW	\$154.43	\$154.43	\$154.43	\$154.43	\$154.43	\$154.43	\$154.43	\$154.43	\$154.43	\$154.43	\$154.43	\$154.43
	23-028654	13222 179 1/2 AVE NW	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
	23-029012	18990 TWIN LAKES RD NW	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00	\$260.00
	23-029085	17931 GARY ST NW	\$306.00	\$306.00	\$306.00	\$306.00	\$306.00	\$306.00	\$306.00	\$306.00	\$306.00	\$306.00	\$306.00	\$306.00
	23-029618	13366 181ST LN NW	\$0.00	\$502.00	\$501.00	\$501.00	\$201.00	\$501.00	\$0.00	\$802.00	\$0.00	\$502.00	\$0.00	\$501.00
	24-032189	14270 191ST AVE NW	\$0.00	\$142.69	\$142.69	\$142.69	\$142.69	\$142.69	\$142.69	\$142.69	\$142.69	\$142.69	\$142.69	\$142.69
	24-033299	17812 CONCORD CT NW	\$0.00	\$258.90	\$284.90	\$258.90	\$258.90	\$258.90	\$258.90	\$258.90	\$258.90	\$258.90	\$258.90	\$258.90
<b>Grand Total</b>			<b>\$1,771.22</b>	<b>\$2,674.81</b>	<b>\$2,699.81</b>	<b>\$2,673.81</b>	<b>\$2,373.81</b>	<b>\$2,673.81</b>	<b>\$2,172.81</b>	<b>\$2,974.81</b>	<b>\$2,172.81</b>	<b>\$2,674.81</b>	<b>\$2,172.81</b>	<b>\$2,673.81</b>

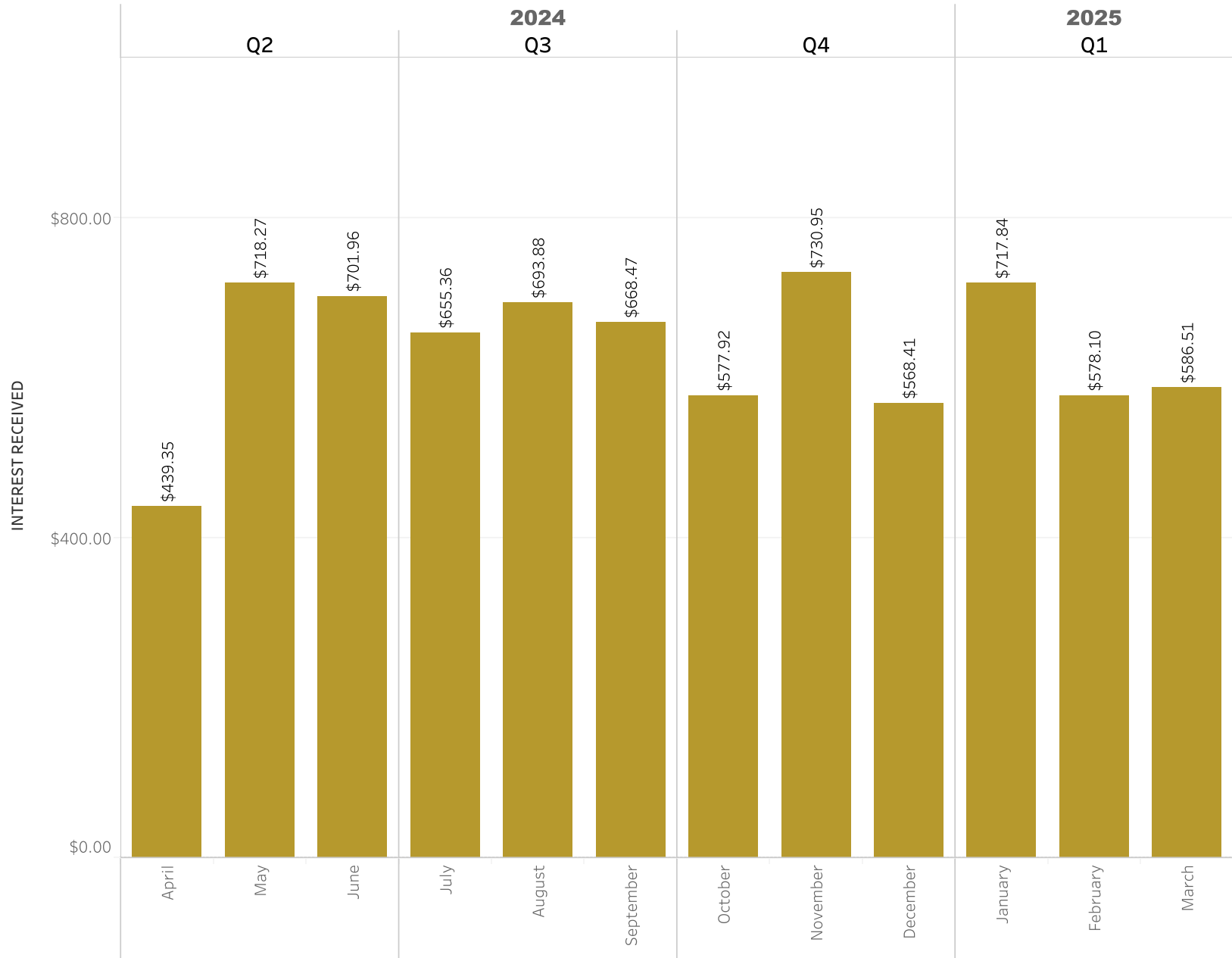
**CITY OF ELK RIVER**  
**TOTAL PAYMENT COLLECTION (USD)**  
 Monthly Detail



CITY OF ELK RIVER  
 TOTAL PRINCIPAL COLLECTION (USD)  
 Monthly Detail



CITY OF ELK RIVER  
 TOTAL INTEREST COLLECTION(USD)  
 Monthly Detail



**CITY OF ELK RIVER**

AGING DELINQUENCY

Detail for March 2025

Source Company	Loan #	Address	DAYS PAST DUE	AMOUNT DUE 30+ DAYS	TOTAL AMOUNT DUE
ELK RIVER	19-015204	1420 5TH ST NW	0	\$0.00	\$0.00
	19-015209	609 GATES AVE NW	0	\$0.00	\$0.00
	19-015215	606 JEFFERSON LN NW	0	\$0.00	\$0.00
	19-015217	1811 MAIN ST	0	\$0.00	\$0.00
	19-016564	403 3RD ST NW	0	\$0.00	\$0.00
	23-028654	13222 179 1/2 AVE NW	0	\$0.00	\$0.00
	23-029012	18990 TWIN LAKES RD NW	0	\$0.00	\$0.00
	23-029085	17931 GARY ST NW	0	\$0.00	\$0.00
	23-029618	13366 181ST LN NW	0	\$0.00	\$0.00
	24-032189	14270 191ST AVE NW	0	\$0.00	\$0.00
	24-033299	17812 CONCORD CT NW	0	\$0.00	\$0.00
<b>Grand Total</b>			<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>

## CEE Monthly Loan Activity Summary

6/2/25

Loan #	Loan Amount	Contract	Maturity	Status	Rate	Feb Pymt	Mar Pymt	Balance
19-015215	\$ 20,650.00	8/3/2015	8/1/2025	Current	2.25%	\$ 192.33	\$ 192.33	\$ 747.03
19-015204	\$ 22,069.00	1/25/2017	1/1/2027	Current	2.50%	\$ 208.04	\$ 208.04	\$ 4,411.49
19-015209	\$ 19,665.00	9/22/2017	9/1/2027	Current	2.75%	\$ 187.63	\$ 187.63	\$ 5,326.56
19-015217	\$ 21,640.00	5/4/2018	5/1/2033	Current	4.25%	\$ 162.79	\$ 162.79	\$ 13,489.39
19-016564	\$ 15,252.22	7/15/2019	7/15/2029	Current	4.00%	\$ 154.43	\$ 154.43	\$ 7,364.30
23-029012	\$ 34,749.06	4/21/2023	4/21/2038	Current	4.00%	\$ 260.00	\$ 260.00	\$ 31,305.94
23-028654	\$ 33,925.67	6/16/2023	6/16/2038	Current	4.00%	\$ 300.00	\$ 300.00	\$ 29,935.46
23-029085	\$ 30,223.00	6/20/2023	6/20/2033	Current	4.00%	\$ 306.00	\$ 306.00	\$ 25,767.26
23-029618	\$ 23,780.00	10/2/2023	10/2/2038	Current	4.00%	\$ -	\$ 501.00	\$ 19,142.21
24-032189	\$ 19,290.00	4/22/2024	4/22/2039	Current	4.00%	\$ 142.69	\$ 142.69	\$ 18,396.61
24-033299	\$ 35,000.00	4/22/2024	4/22/2039	Current	4.00%	\$ 258.90	\$ 258.90	\$ 33,381.35
<b>Total</b>	<b>\$ 276,243.95</b>					<b>\$ 2,172.81</b>	<b>\$ 2,673.81</b>	<b>\$ 189,267.60</b>



# Request for Action

**To**  
Housing and Redevelopment Authority

**Item Number**  
6.4

**Meeting Date**  
June 2, 2025

**Prepared By**  
Brent O'Neil, Economic Development Director

**Item Description**  
General Updates

**Reviewed by**  
Brent O'Neil  
Cal Portner

**Action Requested**  
This item is presented for information and discussion purposes.

**Background/Discussion**  
This item is an opportunity to discuss relevant topics and other non-action items of the board.

**Financial Impact**  
N/A

**Mission/Policy/Goal**  
Support housing and redevelopment in Elk River.

**Attachments**  
None

## The Elk River Vision

*A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity*



# Request for Action

**To**  
Housing and Redevelopment Authority

**Item Number**  
8.1

**Meeting Date**  
June 2, 2025

**Prepared By**  
Joshua Mollan, Economic Development Specialist

**Item Description**  
Housing Rehabilitation Loan Program Discussion

**Reviewed by**  
Brent O'Neil  
Cal Portner

## Action Requested

This item is presented for information and discussion purposes.

## Background/Discussion

This is an opportunity for staff and commission members to review and discuss the Housing Rehabilitation Loan Program policy following staff's meeting with the Minnesota Center for Energy and Environment in May. Topics include debt-to-income ratio, eligibility boundary, and interest rate, among others.

If changes to the policy are desired, staff can bring them forward for approval at a future meeting.

**Financial Impact**  
N/A

## Mission/Policy/Goal

Improve existing housing stock by offering incentives or programs to repair and maintain residential properties.

## Attachments

1. Rehab Loan Program Guidelines 2025
2. Urban Service Area 2025

## The Elk River Vision

*A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity*



AMENDMENT 4 to the LOAN ORIENTATION AGREEMENT  
Between  
HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF ELK  
RIVER And  
CENTER FOR ENERGY AND ENVIRONMENT

The Agreement made the 4th day of February, 2019 by and between the HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF ELK RIVER, with offices at 13065 Orono Parkway, Elk River, MN 55430, (the “Authority”), and the CENTER FOR ENERGY AND ENVIRONMENT, with its offices at 212 3<sup>rd</sup> Avenue North, Suite 560, Minneapolis, Minnesota 55401 (“CEE”) is hereby amended.

1. Section 2 and 5 of the Agreement are hereby revised as follows:

**Section 2. Compensation** of the agreement shall be amended to read:

2.1 The Authority shall compensate CEE for services provided under this agreement according to the following schedule and more fully described in Exhibit B4 attached hereto:

Loan Origination Fee \$750

The Authority shall pay CEE an Origination Fee for each loan closed using the Authority Funded Program.

Annual Administrative Fee \$5,000

This shall be due January 1<sup>st</sup> of each calendar year the contract is in effect.

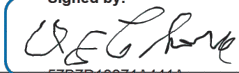
Remodeling Advisor Visit (RAV) \$250

**Section 5. Term and Termination** of the agreement shall be amended to read:

5.1 Unless earlier terminated as provided in the following paragraphs, this Agreement shall become effective on January 1, 2025 and continue through December 31, 2025

IN WITNESS WHEREOF, the parties hereunder set their hands as of the date written below:

HOUSING AND REDEVELOPMENT  
AUTHORITY IN AND FOR THE CITY  
OF ELK RIVER

Signed by:  
By   
57B7D13371A441A...  
Denny Chuba, Chair Person

Date 11/5/2024

By \_\_\_\_\_

Date \_\_\_\_\_

CENTER FOR ENERGY AND  
ENVIRONMENT

DocuSigned by:  
By   
A8E3C208B20C4C3...  
Stephanie Haddad, COO

Date 11/5/2024  
#4828

TAX ID 41-1647799

# **EXHIBIT A**

## **PROGRAM GUIDELINES**

This document includes guidelines for the  
REVOLVING LOAN PROGRAM

## **CITY of ELK RIVER REVOLVING LOAN PROGRAM GUIDELINES**

The Elk River Housing and Redevelopment Authority has funds available for homeowners to make improvements to their properties. The Elk River Revolving Loan Program is designed to supplement existing loan programs available from MHFA, CEE, private lenders and other housing resources. This program is not intended to be the sole source of improvement funds available to the City. Center for Energy and Environment shall serve as the administrator for the Elk River Loan Program and will secure the most beneficial financing based on the borrower's needs independent of the funding source.

### **Revolving Loan Program**

**Interest Rate:** 4%

**Amortization Type:** Amortizing (Monthly Payments Required).

**Loan Amount:** Minimum of \$5,000 and Maximum of \$35,000.

**Loan term:** Generally, one year per \$1,000 borrowed. This will be somewhat flexible depending on the size of the loan and the borrower's ability to repay the loan.

- \$5,000 to \$15,000 – up to 10 years
- \$15,001 to \$35,000 – up to 15 years

**Eligible Properties:** 1-4 unit owner-occupied properties located within the geographical boundaries of the City of Elk River **AND** the Urban Services District. A recent water and sewer utility bill may be used to verify the borrower is in the Urban Services District. If applicant does not have a utility bill a letter of eligibility from the City of Elk River can be used. Townhomes, Condominiums and properties held in a Trust are eligible. The property **must be at least 20 years old**. Property must not be in a flood plain.

**Ineligible Properties:** Dwellings with more than four units, cooperatives, manufactured homes, and properties used for commercial purposes. Properties located in a flood plain. Properties **NOT** located in the Urban Services District.

**Eligible Borrowers:** All borrowers must be legal residents of the United States, as evidenced by a social security number, Including: U.S. Citizens, Permanent Resident Aliens, Non-Permanent Resident Aliens. TAX IDENTIFICATION NUMBERS (ITIN) ARE NOT ACCEPTABLE.

**Ineligible Borrowers:** Including but not limited to: - Foreign Nationals, Non-Occupant Co-Borrowers, and business entities.

**Ownership/Occupancy:** Owner- occupied only.

**Loan - to - Value Ratio:** The ratio of all loans secured by the property, including the new loan, should not exceed 100% of the property value. Half of the improvement value may be added to the initial property value.

**Income Limit:** No maximum income limit.

**Debt - to - Income Ratio:** Applicant must have the ability to repay the loan. An applicant who has a debt to income ratio in excess of 43% will be ineligible to receive financing.

Credit Score Requirement: All borrowers must have a minimum of a 620 credit score.

**Credit Requirements:** 1) All mortgage payments must be current and reflect no 30 day late payments history in the past 12 month period (without reasonable explanation). 2) All real estate taxes must be current. 3) No outstanding judgements or collections. 4) Bankruptcy must have been discharged for at least 24 months prior to loan closing. 5) The redemption period on prior foreclosures must have occurred at least 24 months prior to the loan application date. 6) Generally, no more than two 30-day late payments on credit report in the past year (without reasonable explanation). Any 30 day late requires a documented explanation and reasonable reasons; medical, unemployment, divorce. 7) No defaulted government loans.

**Multiple Loans per Property:** More than one loan per property is allowed, however, the outstanding balance(s) cannot exceed the maximum program limit and previous loans are current and have an acceptable payment history.

**Eligible Use of Funds:** Loans may be used to finance most permanent interior and exterior improvements including, but not limited to: roofing, siding, doors/windows, plumbing, electrical, HVAC, insulation, solar, garage, driveways, sidewalks/steps, painting, flooring, additions, landscaping, etc.

**Ineligible Use of Funds:** Payment for work initiated prior to the loan being approved and closed, unless due to emergency. Recreation or luxury projects (pools, lawn sprinkler systems, playground equipment, saunas, whirlpools, etc.), furniture, non-permanent appliances(unless part of a full kitchen remodel), and funds for working capital, debt service, homeowner labor or refinancing existing debts are NOT allowed.

**Bids:** Only one estimate is required. All contractors must be properly licensed.

**Sweat Equity / Homeowner Labor:** Work may be performed by property owners on a "sweat equity" basis. Loan funds may be used only for the purchase of materials and to rent tools/ equipment, but not to compensate for labor.

**Remodeling Advisor Visit (RAV):** The Remodeling Advisor Visit provides rehabilitation and/or remodeling advice upon request of the resident. The intent is to help residents improve their homes by providing technical assistance before and during the bidding and construction process. All "Eligible Properties" are eligible for this service. This visit is not required and would be paid by the borrower(s).

**Post Installation Inspection:** Permits must be obtained and signed off by a City inspector where required; when not required, a post installation inspection will be performed by a City of Elk River representative to ensure the work has been completed before any funds will be released.

**Loan Security:** All loans will be secured with a mortgage in favor of the Elk River Housing and Redevelopment Authority. Borrower will pay all applicable title and filing fees, which may be financed in the loan amount.

**Borrower Fees:** Borrower will be responsible for a 1% origination Fee, \$50 Document Preparation Fee, mortgage filing and service fees, flood certificate, credit report fees and any other applicable closing costs, all which may be financed in the loan amount.

**Underwriting Decision:** Applicants must have acceptable credit history (see Credit Requirements). CEE will approve or deny loans based on a credit report, income verification and other criteria as deemed necessary through CEE's underwriting guidelines. CEE shall refer to the Elk River HRA for any questionable situations. All borrowers must have a credit score of at least 620.

**Work Completion:** All work must be completed within 120 days of the loan closing. However, when warranted, CEE may authorize exceptions on a case by case basis.

### **General Program Conditions**

**Application Processing:** Loans will be distributed on a first come first serve basis as borrowers qualify.

**Applicants must provide a completed application package including, but not limited to:**

- Completed and signed application form
- Proof of income
- Bids or estimates for proposed projects
- Valid Identification
- Other miscellaneous documents CEE may require.

**Program Costs:** Loan origination and other administrative fees will be paid out of the Program Budget. Loan program marketing efforts will be billed directly to the City of Elk River Housing and Redevelopment Authority. Should the HRA choose to commission CEE for marketing support it will be a separate expense.

**Total Project Cost:** It is the borrower's responsibility to obtain the amount of funds necessary to finance the entire cost of the work. In the event the final cost exceeds the original loan amount, the borrower must obtain the additional funds and show verification of the additional funds in order to be approved for the loan.

**Disbursement Process:** Payment to the contractor (or owner in sweat equity situations) will be made upon completion of work. An inspection will be performed by a city inspector and/or representative to verify the completion of the work. The following items must be received prior to final disbursement of funds:

- Final invoice or proposal from contractor (or materials list from supplier);
- Final inspection verification by a City Inspector or representative;

- Completion certificate(s) signed by borrower, contractor and city inspector or representative (if a permit is not required);
- Lien waiver for entire cost of work;
- Evidence of city permit (if required)

# EXHIBIT B4

## TOTAL PROGRAM BUDGET \$150,000

### ELK RIVER LOAN PROGRAM BUDGET

**Revolving Loan Program Budget Allocation ( Origination Fees, Remodeling Advisor Visit and Annual Administration Fee is not a part of the TOTAL PROGRAM BUDGET):**

**Budget Notes:**

1. CEE shall submit monthly invoices to the Housing and Redevelopment Authority in and for the City of Elk River for the loan principal and administrative fees.
2. Services performed by CEE will initially be funded from the Total Program Budget as stated above and paid in accordance with the following schedule.

(a) Loan Origination Fee	\$750.00 per loan closed
(b) Annual Administration Fee	\$5,000.00
(c) Remodeling Advisor Visit (RAV)	\$250 per visit

The Annual Administration Fee shall be payable on January 1<sup>st</sup> of each year the contract is active.

3. **Marketing**  
Marketing efforts will be supported by CEE and marketing costs are not included in the administrative budget. Hourly rates are inclusive of all overhead expenses and will be charged only for hours directly related to the labor of all program marketing. CEE will also be reimbursed by the City of Elk River Housing and Redevelopment Authority for any non-labor, out-of-pocket expenses relating to these services on a dollar-for-dollar basis.

