



# City of Northfield

City Hall  
801 Washington Street  
Northfield, MN 55057  
northfieldmn.gov

## Meeting Minutes - Draft Housing & Redevelopment Authority

---

Thursday, April 6, 2023

6:00 PM

Council Chambers

---

### CALL TO ORDER AND ROLL CALL

*Chair Nystrom called the meeting to order at 6:03pm.*

**Present:** 5 - Board Member Jayne Hager Dee, Vice Chair Sandra Gerdes, Board Member James Crow, Board Member George Zuccolotto and Chair Brent Nystrom

**Absent:** 1 - Board Member Maelynn Thomas

### ALSO PRESENT

*Housing Coordinator Melissa Hanson, Administrative Associate Kari Bonde. Youth Reps: Keriana Rasmussen and Jeb Sawyer.*

### APPROVAL OF AGENDA

*A motion was made by Board Member Hager Dee, seconded by Board Member Crow to add Approve a Motion to Support the Council's Adoption of Resolution Proclaiming April as Fair Housing Month to the agenda. The motion carried by the following vote:*

*Yes: 5 - Board Member Dee, Vice Chair Gerdes, Board Member Crow, Board Member Zuccolotto and Chair Nystrom*

**A motion was made by Board Member Crow, seconded by Board Member Zuccolotto, to approve the amended agenda. The motion carried by the following vote:**

**Yes:** 5 - Board Member Dee, Vice Chair Gerdes, Board Member Crow, Board Member Zuccolotto and Chair Nystrom

### APPROVAL OF MINUTES

1. [23-1061](#) February 2, 2023 HRA Meeting Minutes

**Attachments:** [1 - 02-02-2023 HRA Meeting Minutes](#)

**A motion was made by Vice Chair Gerdes, seconded by Board Member Zuccolotto, to approve the February 2, 2023 HRA Meeting Minutes. The motion carried by the following vote:**

**Yes:** 4 - Board Member Dee, Vice Chair Gerdes, Board Member Zuccolotto and Chair Nystrom

**Abstained:** 1 - Board Member Crow

2. [23-1062](#) March 2, 2023 HRA Meeting Minutes

**Attachments:** [03-01-2023 HRA Meeting Minutes](#)

**A motion was made by Board Member Dee, seconded by Board Member Zuccolotto, to approve the March 2, 2023 HRA Meeting Minutes. The motion carried by the following vote:**

**Yes:** 5 - Board Member Dee, Vice Chair Gerdes, Board Member Crow, Board Member Zuccolotto and Chair Nystrom

## BUSINESS ITEMS

3. [23-1063](#) Housing and Redevelopment Board to Rescind Resolution 2023-001.

**Attachments:** [1 - Statement of Conflict BKN](#)

*Chair Nystrom noted he had a conflict of interest and recused himself from items 3 & 4 and turned the meeting over to Vice Chair Gerdes.*

*Housing Coordinator Melissa Hanson introduced this item and answered questions from the board members.*

**A motion was made by Board Member Dee, seconded by Board Member Zuccolotto, to approve Rescind Resolution 2023-001. The motion carried by the following vote:**

**Yes:** 4 - Board Member Dee, Vice Chair Gerdes, Board Member Crow and Board Member Zuccolotto

**Recused:** 1 - Chair Nystrom

4. [HRA Res. 2023-004](#) HRA to Approve a \$25,000 Forgivable Loan to Habitat for Humanity of Rice County.

**Attachments:** [1 - HRA Resolution 2023-002](#)  
[2 - Habitat Forgivable Loan Agreement](#)  
[3 - signed PA for 1102 Forest Ave](#)

*Housing Coordinator Melissa Hanson introduced this item*

*Chair Nystrom recused himself from this item due to a conflict of interest.*

**A motion was made by Board Member Crow, seconded by Board Member Zuccolotto, to approve \$25,000.00 Forgivable Loan to Habitat for Humanity of Rice County. The motion carried by the following vote:**

**Yes:** 4 - Board Member Dee, Vice Chair Gerdes, Board Member Crow and Board Member Zuccolotto

**Recused:** 1 - Chair Nystrom

5. [23-1064](#) Consider the Fair Housing Statement as Recommended by the Joint Subcommittee of the Housing and Redevelopment Authority and Human Rights Commission for the City of Northfield.

**Attachments:** [1 - Northfield's Fair Housing Statement](#)  
[2 - Example of a Fair Housing webpage](#)  
[3 - Example of a Fair Housing webpage](#)

*Chair Nystrom returned for the remainder of the meeting.*

*Housing Coordinator Melissa Hanson introduced this item and answered questions from the board.*

**A motion was made by Vice Chair Gerdes, seconded by Board Member Zuccolotto, to approve the Fair Housing Statement as Recommended by the Joint Subcommittee of the Housing and Redevelopment Authority and Human Rights Commission for the City of Northfield. The motion carried by the following vote:**

**Yes:** 5 - Board Member Dee, Vice Chair Gerdes, Board Member Crow, Board Member Zuccolotto and Chair Nystrom

## REPORTS FROM COMMISSION MEMBERS AND CHAIR

*Chair Nystrom attended the meeting with Northcountry noting It would use HRA land (along with other neighboring land), it is a cooperative model and will produce approximately 87 homes. They will be here next month to give a presentation.*

*George Zuccolotto - gave an update on Viking Terrace. Hoping to have a community center in Viking Terrance that will provide tutoring, bilingual driving lessons/class etc.*

## STAFF UPDATES

6. [23-1065](#) The HRA Board shall be given an update on outstanding HRA/City and housing related items.

**Attachments:** [1 - Commissioner Training Series](#)  
[2 - Urgency of Awareness Training](#)

*Housing Coordinator Melissa Hanson noted we have hired Molly as our Housing intern for the summer and she will start in June and talked about Housing Trust Fund dollars.*

## ADJOURNMENT

**A motion was made by Vice Chair Gerdes, seconded by Board Member Zuccolotto, to adjourn the meeting at 7:10pm. The motion carried by the following vote:**

**Yes:** 5 - Board Member Dee, Vice Chair Gerdes, Board Member Crow, Board Member Zuccolotto and Chair Nystrom