



# City of Northfield

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

## Meeting Minutes - Final Housing & Redevelopment Authority

---

Thursday, May 2, 2024

6:00 PM

Council Chambers

---

### 6:00 PM - REGULAR AGENDA CALL TO ORDER AND ROLL CALL

*Chair Malecha called the meeting to order at 6:10pm.*

**Present:** 4 - Vice Chair James Crow, Board Member Tim Freeland, Galen Malecha and Board Member Michael Thorsteinson

**Absent:** 3 - Board Member George Zuccolotto, Board Member Maelynn Thomas and Board Member Brent Nystrom

### ALSO PRESENT

*Housing Coordinator Melissa Hanson, Community Development Director Jake Reilly, Administrative Associate Kari Bonde. Youth rep: Jaden Hietala.*

### APPROVAL OF AGENDA

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

**Yes:** 4 - Vice Chair Crow, Board Member Freeland, Chair Malacha and Board Member Thorsteinson

### APPROVAL OF MINUTES

1. [24-286](#) March 7, 2024 HRA Meeting Minutes

**Attachments:** [03-07-2024 HRA Meeting Minutes](#)

**A motion was made by Vice Chair Crow, seconded by Board Member Thorsteinson, to approve the March 7, 2024 HRA meeting minutes. The motion carried by the following vote:**

**Yes:** 4 - Vice Chair Crow, Board Member Freeland, Chair Malacha and Board Member Thorsteinson

2. [24-287](#) April 4, 2024 HRA Meeting Minutes

**Attachments:** [04-04-2024 HRA Meeting Minutes](#)

**A motion was made by Board Member Freeland, seconded by Vice Chair Crow, to approve the April 4, 2024 HRA meeting minutes. The motion carried by the following vote:**

**Yes:** 4 - Vice Chair Crow, Board Member Freeland, Chair Malacha and Board Member Thorsteinson

## OPEN PUBLIC COMMENT

*Brian Nowak, 801 Union St. - wanted to let the HRA know that Dayna Norvold with Habitat and myself met with NCF. Joel was unable to make it so we will meet with them again when he can attend.*

## REGULAR AGENDA

3. [HRA M2024-014](#) Consider Land Disposition Policy of the Northfield Housing and Redevelopment Authority.

**Attachments:** [1. Draft policy\\_121823](#)  
[2. Redlined draft](#)  
[3. Current draft policy\\_clean](#)

**A motion was made by Vice Chair Crow, seconded by Board Member Thorsteinson, to approve the Land Disposition Policy of the HRA to include "..and is proposed use of local contractors." in the Procedure section V, letter E., number 7. The motion carried by the following vote:**

**Yes:** 4 - Vice Chair Crow, Board Member Freeland, Chair Malacha and Board Member Thorsteinson

4. [24-288](#) 2024 HRA Budget Report.

**Attachments:** [1 - Fund 295 Budget Report](#)

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

5. [24-289](#) Community Development Block Grant (CDBG) 3rd Quarter Report of Fiscal Year (FY) 2023-2024.

**Attachments:** [1 - NFLD Dashboard April 2024](#)

*Housing Coordinator Melissa Hanson introduced this item noting there is enough money in our CDBG dollars to cover one more residential rehab loan and one more down payment assistance loan.*

6. [24-290](#) HRA Meeting Schedule for 2024.

**Attachments:** [Meeting Schedule 2024](#)

*Housing Coordinator Melissa Hanson introduced this item.*

7. [24-291](#) The HRA Board shall be given an update on outstanding HRA/City and housing related items.

*Housing Coordinator Melissa Hanson gave updates on the Rental Ordinance, Sumner St. house, Cherry St. house and introduced the housing intern, Emery John.*

## STAFF UPDATES

*Community Development Director Jake Reilly gave department updates.*

## **BOARD MEMBER AND COMMISSIONER REPORTS**

*Chair Malecha - recommends the HRA make a recommendation to City Council to have tax abatement on ADU units and 2, 3, 4-plex.*

*Vice Chair Crow - would like to receive updates on the Local Housing Trust Fund and the Disposition Policy.*

## **ADJOURNMENT**

**A motion was made by Board Member Thorsteinson, seconded by Board Member Freeland, to adjourn the meeting at 6:48pm. The motion carried by the following vote:**

**Yes:** 4 - Vice Chair Crow, Board Member Freeland, Chair Malacha and Board Member Thorsteinson