



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
ci.northfield.mn.us

Meeting Minutes - Draft Housing & Redevelopment Authority

Tuesday, December 18, 2018

4:00 PM

Council Chambers

Rollcall

Also Present: Janine Atchison - Housing Coordinator, Mila Matney and Colin Bandy - Youth Members, Troy Schrom - Schrom Construction, Barb Neitzel - Recording Secretary

Present: 5 - Jayne Hager Dee, Dayna Norvold, Kevin Fink, Erica Zweifel and Brent Nystrom

I. Call to Order and Approval of Agenda

A motion was made by Board Member Fink, seconded by Board Member Dee, to approve the December 18, 2018 HRA Agenda . The motion carried by the following vote:

Yes: 5 - Board Member Dee, Board Member Norvold, Board Member Fink, Board Member Zweifel and Board Member Nystrom

II. Approval of Minutes

1. [18-621](#) November 27, 2018 HRA Minutes

Attachments: [11-27-18 HRA Minutes](#)

A motion was made by Board Member Nystrom, seconded by Board Member Dee, to approve the November 27, 2018 HRA Minutes. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Board Member Norvold, Board Member Fink, Board Member Zweifel and Board Member Nystrom

IV. New Business Items

2. [18-622](#) Housing Opportunity for Northfield

Attachments: [Property Photos](#)

Troy Schrom - Schrom Construction spoke to the HRA about a possible housing development in Northfield which would include affordable townhome rental units. The townhomes are about 1,230 square feet and would be managed by Lloyd Management. He hopes to come before the HRA again in January or February with a more detailed plan.

III. Unfinished Business

3. [HRA M2018-015](#) Community Development Block Grant-Fiscal Year 2019 Allocation

Staff noted she has been speaking with mobile home park managers, sellers of manufactured homes and finance people to educate herself on manufactured homes. She recommended making the Manufactured Home Rehab Program a grant of up to \$8,000 and Manufactured Home Down Payment Assistance Program a forgivable loan of up to \$10,000 and the Manufactured Home Demolition and Site Clearance Program a grant of up to \$10,000.

A motion was made by Board Member Zweifel, seconded by Board Member Fink, to approve the 2019 CDBG allocation as follows:

- \$23,352 for Manufactured Home Rehab Program at Viking Terrace Manufacture Home Park.
- \$20,000 for Manufactured Home Down Payment Assistance at Viking Terrace Manufactured Home Park
- \$20,000 for Manufactured Home Demolition and Site Clearance at Viking Terrace Manufactured Home Park.

Staff recommends the HRA consider adopting the following guidelines for the Manufactured Home Rehabilitation Program for Viking Terrace Manufactured Home Park:

CDBG grant of up to \$8,000 for eligible participants. Eligible owners whose incomes are at or below 60% of AMI contribute 0% and 100% of costs above maximum. Eligible owners, whose income is between 61 % and 80% AMI, would contribute 10% of costs up to maximum allowed and 100% of costs above maximum, subject to adjustments to be compliant with HUD and CDA rules and regulations.

Staff recommends the HRA consider adopting the following guidelines for the Manufactured Home Down Payment Assistance Program at Viking Terrace Manufacture Home Park:

CDBG forgivable loan of up to \$10,000 for a new, or newer manufactured home for down payment assistance and/or closing costs including moving, set up, skirting, etc. costs. A lien is placed against the title. Owners are required to remain in the home for 3 years. After 1st year 25% of loan is forgiven, after 2 years 50% of loan is forgiven and after 3 years 100% of loan is forgiven, subject to adjustments to be compliant with HUD and CDA rules and regulations.

Staff further recommends the HRA consider adoption of the following guidelines for the Manufactured Home Demolition & Site Clearance Program at Viking Terrace Manufactured Home Park:

CDBG grant of up to \$10,000. The HRA would purchase the dilapidated, substandard or uninhabitable home for a flat rate of \$2,000, minus any outstanding property tax or lot rent payments. Upon assuming ownership of the manufactured home, the HRA then conducts the required asbestos inspections and has the home properly demolished, removed and disposed. Manufacture homes, located in Viking Terrace, found to be substandard and in need of substantial repairs beyond the value of the structure and are not fit for human habitation, are eligible for the demolition and clearance.

The motion carried by the following vote:

Yes: 5 - Board Member Dee, Board Member Norvold, Board Member Fink, Board Member Zweifel and Board Member Nystrom

4. [HRA Res. 2018-007](#) Resolution Adopting 2019 Community Development Block Grant Application

Attachments: [CDBG Application Resolution](#)

A motion was made by Board Member Nystrom, seconded by Board Member Fink, to approve the HRA Resolution 2018-06 - Approving the Application for Fiscal Year 2019-20 Dakota County Community Development Block Grant Funding. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Board Member Norvold, Board Member Fink, Board Member Zweifel and Board Member Nystrom

V. Reports and Discussion Items

- a) Commissioner Comments and Reports
- b) Staff Updates and Reports
- c) Comments from the Chair

Staff reported she met with Rice County housing representatives to discuss a possible housing summit at the end of March to discuss solutions to housing problems with various entities.

Staff also noted CDBG dollars for downtown rehabilitation may need to be reallocated. She will bring alternatives in January.

VI. Adjournment

The meeting adjourned at 4:53 p.m.