



# City of Northfield

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

## Meeting Minutes - Draft Housing & Redevelopment Authority

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Thursday, August 1, 2024

6:00 PM

Council Chambers

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

*Chair Malecha called the meeting to order at 6:07pm.*

**Present:** 6 - Vice Chair James Crow, Board Member Maelynn Thomas, Board Member Brent Nystrom, Board Member Tim Freeland, Galen Malecha and Board Member Michael Thorsteinson

**Absent:** 1 - Board Member George Zuccolotto

### ALSO PRESENT

*Community Development Director Jake Reilly, Housing Coordinator Melissa Hanson, Administrative Associate Kari Bonde, Building Official Mike Morehouse, Interns: Theo Weldon & Emery John.*

### APPROVAL OF AGENDA

**A motion was made by Board Member Nystrom, seconded by Board Member Freeland, to approve the agenda as amended. A presentation of 5th and Washington was added under the Presentation portion of the agenda and Vice Chair Crow added a request for an inventory of City owned vacant lots. The motion carried by the following vote:**

**Yes:** 5 - Vice Chair Crow, Board Member Nystrom, Board Member Freeland, Chair Malacha and Board Member Thorsteinson

**Not Present:** 1 - Board Member Thomas

### APPROVAL OF MINUTES

1. [24-473](#) June 6, 2024 HRA Meeting Minutes

**Attachments:** [06-06-2024 HRA Meeting Minutes](#)

**June 6, 2024 HRA Meeting Minutes approved by the following vote:**

**Yes:** 5 - Vice Chair Crow, Board Member Nystrom, Board Member Freeland, Chair Malacha and Board Member Thorsteinson

**Not Present:** 1 - Board Member Thomas

### PRESENTATIONS

*Community Development Director Jake Reilly gave a presentation on the 5th & Washington Downtown Redevelopment project. Reilly noted that the Economic Development Authority (EDA) is now charged with the project, he gave a project timeline*

and reviewed 3 scenarios of what could be in the area.

Commissioner Thomas arrived at 6:25pm.

## OPEN PUBLIC COMMENT

No comments.

## REGULAR AGENDA

2. [HRA M2024-018](#) HRA recommends Adoption of Housing Policies to City Council.

*Housing Coordinator Melissa Hanson gave a PowerPoint presentation on all the Housing Policies that the HRA recommends to City Council. Policies discussed are: Inclusionary Zoning, Short Term Rental Ordinance, Tenant Protections &, Source of Income Protections. Building Official Morehouse and Housing Coordinator Hanson answered questions from the board members.*

*A motion was made by Board Member Nystrom, seconded by Board Member Thomas to extend the meeting until we have completed business. Motion carried by the following vote:*

*Yes: 6 - Vice Chair Crow, Board Member Thomas, Board Member Nystrom, Board Member Freeland, Chair Malecha and Board Member Thorsteinson*

3. [HRA Res. 2024-003](#) Approve Updated Housing and Redevelopment Authority Policies.

**Attachments:** [1 - Resolution Approving Housing and Redevelopment Authority Amendments and Terminations](#)  
[2 - Updated Housing and Redevelopment Authority Policies](#)  
[3 - Redlined Housing and Redevelopment Authority Policies](#)

**A motion was made by Board Member Nystrom, seconded by Board Member Freeland, to approve the HRA Updated Housing and Redevelopment Authority Policies Resolution. The motion carried by the following vote:**

**Yes:** 6 - Vice Chair Crow, Board Member Thomas, Board Member Nystrom, Board Member Freeland, Chair Malacha and Board Member Thorsteinson

4. [HRA M2024-019](#) HRA to Approve Implementation of the City of Northfield 4d Program.

**Attachments:** [1 - Low Income Rental Classification \(LIRC\) Program Guide](#)  
[2 - Minnesota Statutes 2023, Section 273.128](#)  
[3 - LIRC\\_2024\\_Initial Application](#)  
[4 - 4dDRAFT\(v2\)](#)

*Housing Coordinator Melissa Hanson gave an update on the Manufactured Housing Assessment Review and answered questions from Board Members.*

## STAFF UPDATES

5. [24-474](#) The HRA Board shall be given an update on outstanding HRA/City and housing related items.

**Attachments:** [1 - 2024-Rice-County-Housing-Study](#)  
[2 - Harvard JCHS The State of the Nations Housing 2024](#)  
[3 - NREEC Housing Solutions Action Plan](#)  
[4 - NFLD HRA Executive Summary](#)

*Housing Coordinator Melissa Hanson gave updates to the board.*

6. [24-475](#) Status update on Comprehensive Plan and relationship to 5-year Capital Improvement Plan.

**Attachments:** [1 - 2025-2029 CIP-CEP Presentation](#)  
[2 - 2025-2029 250611 CIP Draft](#)  
[3 - 2025-2029 CIP MAP](#)  
[4 - City Council Supplemental Agenda Background Memo No. 1 for June 11, 2024](#)  
[5 - Northfield Updated CIP and Bonding Discussion Levy Table \(with impacts\)](#)  
[6 - Hyperlink to June 11, 2024 City Council Work Session - Discussion on CIP & CEP](#)  
[7 - 072424 Steering Committee Meeting #4](#)

*This item will be moved to the next HRA meeting.*

## BOARD MEMBER AND COMMISSIONER REPORTS

## ADJOURNMENT

**A motion was made by Board Member Thorsteinson, seconded by Vice Chair Crow to adjourn the meeting at 8:30 pm. Motion carried by the following vote:**

- Yes:** 6 - Vice Chair Crow, Board Member Thomas, Board Member Nystrom, Board Member Freeland, Chair Malacha and Board Member Thorsteinson