



# City of Northfield

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

## Meeting Minutes - Final Housing & Redevelopment Authority

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Thursday, November 7, 2024

4:00 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 4:03pm.*

**Present:** 7 - Vice Chair James Crow, Board Member George Zuccolotto, Board Member Maelynn Thomas, Board Member Brent Nystrom, Board Member Tim Freeland, Galen Malecha and Board Member Michael Thorsteinson

*Also present: Housing Coordinator Melissa Hanson, Community Development Director Jake Reilly, Community Development Staff Emery John and Administrative Associate Kari Bonde.*

### APPROVAL OF AGENDA

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

**Yes:** 7 - Vice Chair Crow, Board Member Zuccolotto, Board Member Thomas, Board Member Nystrom, Board Member Freeland, Chair Malacha and Board Member Thorsteinson

### APPROVAL OF MINUTES

1. [24-653](#) October 3, HRA Meeting Minutes

**Attachments:** [10-03-2024 HRA Meeting Minutes](#)

**A motion was made by Board Member Nystrom, seconded by Board Member Thorsteinson, to approve the October 3, 2024 HRA Meeting Minutes. The motion carried by the following vote:**

**Yes:** 7 - Vice Chair Crow, Board Member Zuccolotto, Board Member Thomas, Board Member Nystrom, Board Member Freeland, Chair Malacha and Board Member Thorsteinson

### PRESENTATIONS

2. [24-654](#) Rice County Housing and Redevelopment Authority.

**Attachments:** [1. Resolution 80-26](#)  
[2. Resolution 81-90](#)  
[3. Northfield HRA request to Rice County HRA](#)

Housing Coordinator Melissa Hanson introduced Joy Watson (Director of Housing for Rice County). Watson gave a presentation of an overview of what Rice County Housing HRA does. She reviewed their mission, funding, program eligibility, waiting list, landlord eligibility, other programs: Economic Development loans, Section 8 for Veterans and the Twin Oak subdivision-22 units.

## OPEN PUBLIC COMMENT

Gina Washburn, 1910 Roosevelt Dr. - chair of First United Church of Christ Immigrant Welcoming Ministry and this role is involved with Viking Terrace mobile home park. Thank you to HRA for allocating funding to Healthy Community Initiative in assisting with repairs in the mobile home park and for money allocation from the American Rescue Plan Act for repairs for the mobile home park. Washburn encourage HRA to support a third round of funding to the mobile home park so additional repairs can be made to the homes.

Brian Nowak, 801 Union - asked if there will there be a public hearing on the rental ordinances before it goes to Council?

Gina Washburn, 1910 Roosevelt Dr. - Housing Justice Center is working on a draft legislation for 2025 on rent control.

## REGULAR AGENDA

3. [HRA Res. 2024-007](#) City of Northfield Housing and Redevelopment Authority to Consider Additional Property Purchase at 706 and 716 2nd Street West, Northfield.

**Attachments:** [1. 06-06-2024 HRA Staff Report](#)  
[2. Hospital BOD Minutes092624](#)  
[3. HRA Resolution for purchase of 706 and 716 2nd St W](#)  
[4. Purchase Agreement - 706 and 716 2nd St W](#)

Housing Coordinator Melissa Hanson introduced this item. Hanson gave a PowerPoint reviewing the updated timeline. No action was taken on this item, Hanson noted it would come back after it goes to Council.

4. [HRA M2024-022](#) Housing and Redevelopment Authority Considers Recommendation to Adopt Revisions to Rental License Ordinances.

**Attachments:** [1. Housing Policies Staff Report](#)  
[2. Housing Policies Presentation](#)  
[3. Sec.14 97.REDLINE Limitation on rental properties in Low-Density Neighborhoods](#)  
[4. Sec.14.97.CLEAN Limitation on rental properties in low density neighborhoods](#)  
[5. Sec. 14 REDLINE Short-term rentals](#)  
[6. Sec. 14 CLEAN Short-term Rental Housing 11072024](#)  
[7. Rental Draft Ordinance 11072024](#)

Community Development Director Jake Reilly introduced this item and answered questions.

*Brain Nowak, 801 Union St. - asked clarifying questions on the ordinance.*

- 5. [24-655](#) City of Northfield 2025 Boards and Commissions Meeting Schedule.

- Attachments:**
- 1. [2025 City Council Meeting Schedule](#)
  - 2. [2025 Board and Commission Calendar](#)
  - 3. [2025 City Holidays](#)
  - 4. [2025 HRA Meeting Schedule](#)

## STAFF UPDATES

- 6. [24-656](#) The HRA Board shall be given an update on outstanding HRA/City and housing related items.

- Attachments:**
- 1. [Phase I ESA - HRA Outlot A Southbridge Property](#)
  - 2. [Geotechnical Report - HRA Outlot A Southbridge](#)
  - 3. [Housing Justice Center MH Owners Rights State Law 327C](#)
  - 4. [PC Worksession 2045 Comprehensive Plan](#)

*Housing Coordinator Hanson gave an update on 307 Sumner St. noting the house has been removed, 308 Cherry St. has been winterized, Elliana property will be purchased by the renters and that will come to the board at a later date, Geotech & phase 1 has been completed at HRA owned property - Southbridge, Local Housing Trust Fund policies and procedure manuals will be brought forward to the subcommittee and CDBG funds have been expended until July 2025.*

## BOARD MEMBER AND COMMISSIONER REPORTS

*Board Member Nystrom asked a few follow up questions regarding attachments to an item and if the city will be holding Clean Up Days at the mobile home parks.*

## ADJOURNMENT

**A motion was made by Board Member Thomas, seconded by Board Member Freeland, to adjourn the meeting at 7:30pm. The motion carried by the following vote:**

- Yes:** 7 - Vice Chair Crow, Board Member Zuccolotto, Board Member Thomas, Board Member Nystrom, Board Member Freeland, Chair Malacha and Board Member Thorsteinson