

City of Northfield

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



Meeting Agenda

Tuesday, February 17, 2026

6:00 PM

Prior to Council Meeting

Council Chambers

Housing & Redevelopment Authority

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

APPROVAL OF AGENDA

CONSENT AGENDA

The proposed consent agenda is included on the Council Chamber screens. The purpose of a consent agenda is to allow for routine motions, resolutions, and ordinances, or those previously discussed with consensus made, to be passed with one motion. These are still important and necessary considerations and full background memo and materials are publicly available on the website and a copy on the table in the room. Board/Commission Members may ask questions for clarification of an item. If a Member wants to discuss an item, our rules request it be made by advance notice by noon on the Monday immediately prior to the meeting date to the Chair and Staff Liaison, or without said prior notice, during the approval of the agenda. The agenda was passed earlier including the consent agenda.

1. [26-074](#) Consider Approval of December 4, 2025 Housing and Redevelopment Authority Closed Meeting Minutes.

Attachments: [12-04-2025 HRA Meeting Minutes - Closed](#)

2. [26-075](#) Consider Approval of January 13, 2026 Housing and Redevelopment Authority Special Meeting Minutes.

Attachments: [1 - 01-13-26 HRA Special Meeting Minutes](#)

OPEN PUBLIC COMMENT

Persons may take one opportunity to address the Board/Commission for two (2) minutes (not including interpreter's time) on any topic, even if on the agenda, with the condition that they may not speak on the same item later in the meeting. No notification of the Chair is required. However, speakers are asked to complete a sign up card. Persons wanting a response to a question must submit the question in writing to the recording secretary. Questions must include name and information on how to contact. You may use the back side of the comment cards available in the meeting room. Persons cannot gift their 2 minute speaking time to other members of the public.

BOARD MEMBER AND COMMISSIONER REPORTS

REGULAR AGENDA

Persons that wish to speak on a regular agenda item must provide name and address by completing & submitting a sign up card. Persons may also contact the staff liaison via the City's website no later than 12:00 noon on the day of the meeting. The Chair will call up individuals to speak, based on preregistration and cards submitted, after the staff report on an item. Please be respectful of the public's and the Commission's time. Members of the public wishing to speak must adhere to the following guidelines:

- *Speak only once for no more than two minutes (not including interpreter's time) on the topic unless the speaker is addressed by the Commission;*
- *Identify your relationship to the topic;*
- *Have a spokesperson or two for your group to present your comments;*
- *Persons wanting a response to a question must submit the question in writing to the recording secretary, including name and how you would like to be contacted.*

3. [HRA Res. 2026-001](#) Budget Amendment for Emergency Rental Assistance Partnership to Support Housing Stability.

Attachments: [1 - Resolution Emergency Rental Assistance](#)
[2 - Northfield HRA Rental Assistance Needs Feb 2026](#)

STAFF UPDATES

4. [26-076](#) Staff Updates on Outstanding HRA Items

Attachments: [1 - Link to City's Development Page](#)

ADJOURNMENT



Legislation Text

File #: 26-074, **Version:** 1

HRA Meeting Date: February 17, 2026

To: Members of the Housing and Redevelopment Authority

From: Kari Bonde, Administrative Associate

Consider Approval of December 4, 2025 Housing and Redevelopment Authority Closed Meeting Minutes.

Action Requested:

The Housing and Redevelopment Authority is asked to consider approval of the December 4, 2025 Housing and Redevelopment Authority Closed Meeting Minutes.

Summary Report:

N/A

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
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Meeting Minutes - Draft Housing & Redevelopment Authority

Thursday, December 4, 2025

6:00 PM

Closed Meeting

CALL TO ORDER AND ROLL CALL

Chair Malecha called the meeting to order at 6:00pm.

Also present: Housing Coordinator Melissa Hanson, City Administrator Ben Martig, Administrative Associate Kari Bonde. Youth reps: Abby Kauffeld and Kay Swanson.

Present: 5 - Board Member Brent Nystrom, Chair Galen Malecha, Board Member Michael Thorsteinson, Chair Davin Sokup and Vice Chair Chad Beumer

Absent: 1 - Board Member Maelynn Thomas

1. [25-648](#) Closed meeting pursuant to Minn. Stat. § 13D.05, subd. 3 (c) to develop or consider offers or counteroffers for the sale of real property at 2330 Elianna Drive, Northfield.

Attachments: [1 - 10.03 Land Disposition Policy](#)

The meeting went into closed session at 6:01pm.

ADJOURNMENT

Chair Malecha adjourned the meeting at 6:21pm.



Legislation Text

File #: 26-075, **Version:** 1

HRA Meeting Date: February 17, 2026

To: Members of the Housing and Redevelopment Authority

From: Lynette Peterson, City Clerk

Consider Approval of January 13, 2026 Housing and Redevelopment Authority Special Meeting Minutes.

Action Requested:

The Housing and Redevelopment Authority is asked to consider approval of the January 13, 2026 Housing and Redevelopment Authority Special Meeting Minutes.

Summary Report:

N/A

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A



City of Northfield

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801 Washington Street
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Meeting Minutes - Draft Housing & Redevelopment Authority

Tuesday, January 13, 2026

6:00 PM

Council Chambers

Special Meeting; Prior to Council Work Session

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

CALL TO ORDER AND ROLL CALL

Mayor Zweifel called the meeting to order at 6:00 p.m.

- Present:** 6 - Board Member Davin Sokup, Board Member Chad Beumer, Board Member Erica Zweifel, Board Member Kathleen Holmes, Board Member Jessica Peterson White and Board Member Brad Ness
- Absent:** 1 - Board Member Peter Dahlen

Also present: Youth Representative Kay Swanson; City Administrator Ben Martig; Housing Coordinator Melissa Hanson; Community Development Director Scott Wopata; and City Clerk Lynette Peterson.

ELECTION OF OFFICERS

1. [26-027](#) Election of Housing and Redevelopment Authority Officers of Chair and Vice-Chair.

Council Member Holmes nominated Council Member Sokup for the position of Chair. No other nominations were received so the Mayor declared Council Member Sokup as Chair of the Housing and Redevelopment Authority.

Mayor Zweifel nominated Council Member Beumer for the position of Vice Chair. No other nominations were received so the Chair Sokup declared Council Member Beumer as Vice Chair of the Housing and Redevelopment Authority.

APPROVAL OF AGENDA

A motion was made by Board Member Ness, seconded by Board Member Holmes, to approve the agenda. The motion carried by the following vote:

- Yes:** 6 - Board Member Sokup, Board Member Beumer, Board Member Zweifel, Board Member Holmes, Board Member Peterson White and Board Member Ness

APPROVAL OF MINUTES

2. [26-028](#) October 2, 2025 HRA Meeting Minutes

A motion was made by Board Member Beumer, seconded by Board Member Holmes, to approve the Minutes. The motion carried by the following vote:

Yes: 6 - Board Member Sokup, Board Member Beumer, Board Member Zweifel, Board Member Holmes, Board Member Peterson White and Board Member Ness

OPEN PUBLIC COMMENT

None.

BOARD MEMBER AND COMMISSIONER REPORTS

No reports.

REGULAR AGENDA

- 3. [26-029](#) 2026 Board and Commission Onboarding - Youth on Boards.

Community Development Director Scott Wopata introduced the item and asked Board Members and staff to introduce themselves.

- 4. [26-030](#) Housing & Redevelopment Authority (HRA) “Onboarding” Presentation & Discussion.

Housing Coordinator Melissa Hanson presented on the Council onboarding as the Housing and Redevelopment Authority (HRA) to include what an HRA does; Minnesota Statutes pertaining to an HRA; City Strategic Plan; HRA Tools; Properties owned by the HRA, 2026 Budget; 2025 Accomplishments; headwinds/tailwinds; and staff emerging priorities.

Hanson and Wopata answered questions from the board members. Board members identified housing-related itmes they would like the HRA to address.

STAFF UPDATES

Community Development Director Scott Wopata presented emerging considerations, including competing interests, reality checks, emerging priorities and general observations.

Wopata answered questions from the Council and Council Members commented on the information presented.

ADJOURNMENT

A motion was made by Board Member Ness, seconded by Board Member Peterson White, to adjourn the meeting at 7:08 p.m. The motion carried by the following vote:

Yes: 6 - Board Member Sokup, Board Member Beumer, Board Member Zweifel, Board Member Holmes, Board Member Peterson White and Board Member Ness



Legislation Text

File #: HRA Res. 2026-001, **Version:** 1

Housing and Redevelopment Authority Meeting Date: February 17, 2026

To: Members of the Housing and Redevelopment Authority

From: Melissa Hanson, Housing Coordinator

Budget Amendment for Emergency Rental Assistance Partnership to Support Housing Stability.

Action Requested:

Authorize a budget amendment for the allocation of an additional \$50,000 to the Community Action Center to provide emergency rental assistance services on behalf of the Housing and Redevelopment Authority, consistent with adopted Comprehensive Plan and City Strategic Plan goals related to housing stability and displacement prevention.

Summary Report:

The Northfield Housing and Redevelopment Authority's mission is to be a partner in providing a sufficient supply of affordable, adequate, safe and sanitary dwellings in Northfield. Our goal is to create a community with housing opportunities available throughout the entire housing spectrum: from renters to homeownership, first-time homeowners, to senior living, workforce housing and empty nesters. We strive to create affordable housing opportunities and strengthen our neighborhoods utilizing:

- Sustainability
- Innovation
- Partnerships
- Community Input

The impact of recent federal activity has caused many families to stay home. This has impacted attendance at schools and for employees in their place of work. The loss of income from this disruption has created housing instability for some Northfield households. Providing short-term rental assistance is consistent with the HRA's role in promoting housing stability and responding to emerging community needs.

Staff recommends partnering with the Community Action Center (CAC) to provide additional emergency rental assistance. CAC has the experience, staffing, and systems needed to administer this assistance quickly and responsibly.

Staff recommends a budget amendment allocating \$50,000 to CAC to deliver this service on behalf of the HRA. This approach allows the HRA to respond promptly to current needs while using an established provider to reach affected households efficiently.

Of note, the HRA has already budgeted for and allocated \$50,000 for general rental assistance to the CAC. This

new allocation is in addition to this amount and is in response to the impact of federal actions. The total amount of rental assistance provided by the HRA in 2026 will be \$100,000.

City Plans & Policies Relevance:

This action directly supports priorities identified in the City’s Comprehensive and Strategic Plans, which emphasize preventing displacement, stabilizing existing households, and using partnerships to deliver housing services efficiently.

Alternative Options:

The HRA Board may choose not to authorize additional rental assistance funds, or to approve funding at a lower or higher amount.

Financial Impacts:

These funds will be drawn from HRA reserves. Estimated HRA reserve fund balance is currently \$1,455,329 (unrestricted = \$698,119; restricted = \$757,210).

Tentative Timelines:

CAC will report on the use of funds as part of their regular and required annual reporting.

CITY OF NORTHFIELD, MN
HOUSING AND REDEVELOPMENT AUTHORITY RESOLUTION 2026-001
AUTHORIZING A BUDGET AMENDMENT FOR EMERGENCY RENTAL ASSISTANCE
PARTNERSHIP TO SUPPORT HOUSING STABILITY

- WHEREAS, pursuant to Minnesota Statute 469.001, the City of Northfield Housing and Redevelopment Authority (“HRA”) was created and exists in part to provide a sufficient supply of adequate, safe, and sanitary dwellings and to remedy the shortage of housing for low- and moderate-income residents of the City of Northfield (the “City”);
- WHEREAS, recent federal activity has resulted in economic disruptions that have caused many families to remain at home impacting school attendance and workforce participation;
- WHEREAS, these disruptions have led to loss of income for numerous households, creating housing instability and increasing the risk of eviction for low- and moderate-income residents;
- WHEREAS, the Community Action Center of Northfield (“CAC”) has been a longstanding partner in providing housing stability services, including emergency rental assistance, to residents in need;
- WHEREAS, providing emergency rental assistance aligns with the HRA’s commitment under Minnesota Statutes Chapter 469 to promote adequate housing and prevent homelessness;
- WHEREAS, supporting the CAC’s emergency rental assistance program will help mitigate the negative impacts of recent federal activity and ensure that vulnerable households maintain safe and stable housing.
- WHEREAS, the HRA has available fund balance to support this budget amendment.

NOW, THEREFORE, BE IT RESOLVED BY THE CHAIR AND VICE-CHAIR THAT:
The HRA hereby expresses its support for allocating emergency rental assistance funds to the CAC to address housing instability in the City caused by recent federal activity and economic disruptions, consistent with the purposes outlined in Minnesota Statutes Chapter 469 by authorizing a fund transfer to the CAC and a budget amendment to the HRA Fund #295 Account # 295-5220-43309 for this additional \$50,000 expenditure.

BE IT FURTHER RESOLVED THAT:
The CAC shall provide a report to the HRA at the beginning of next calendar year detailing the use of these emergency rental assistance funds, including the number of households served, total dollars distributed, and outcomes achieved. This report can be a part of other annual reporting requirements currently in place for the CAC.

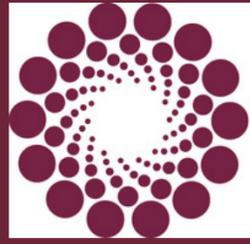
PASSED by the Housing and Redevelopment Authority of the City of Northfield on this 17 day February, 2026.

ATTEST

HRA Chair

HRA Vice-Chair

VOTE: ___ ZWEIFEL ___ BEUMER ___ DAHLEN ___ HOLMES
 ___ NESS ___ PETERSON WHITE ___ SOKUP



Community Action Center

Emergency Rental Assistance

Anika Rychner, Interim Executive Director
Community Action Center

Northfield Housing and Redevelopment Authority
February 17, 2026



The Current Crisis

Recent large-scale immigration enforcement actions in Minnesota have created a climate of profound fear and instability for documented and undocumented immigrants alike, as well as U.S. citizens.

Economic Disruption: Many immigrant families who are essential to our local workforce and the fabric of our neighborhoods are currently sheltering in place. Families are losing critical wages, leaving them unable to meet basic rent obligations. Families are turning to CAC for rental assistance at a rate much higher than usual.



Impact on Community

- **Fear**
 - Increased dramatically in early December.
 - Sheltering in place more consistently in early January
- **Food Access Needs**
 - People too afraid to come to CAC for food and other resources
 - CAC has partnered with many others to bring hundreds of food deliveries to people's homes
 - Proxy (substitute) shopper model preferred
- **Transportation Challenges**
 - Volunteers are mobilized to drive children to and from school and adults to and from work (*Northfield Supporting Neighbors and Emmaus Church*)



Impact on Housing

- Rental assistance and mortgage support are needed for those who have been unable to work
- As of February 6th, CAC has received **over 100 requests** for financial assistance from Northfield residents who are facing eviction or possible foreclosure
- Due to community contributions, CAC has been able to stabilize all households to date, but not sustainable
- Landlords threatening eviction (in some cases)





Data Indicators

- In Northfield, **35% of households** are currently rent burdened, paying more than 30% of their income on housing*
- Estimated **460** Northfield families potentially in need
 - 10% of Northfield residents are foreign born and 65% of foreign born are from Latin America.**
- **\$600 - \$1200 per month**-Range of Relief requested per household
- **Impact Example:** \$50,000 from Northfield HRA could support approximately 55 families for one month of rent.

**2024 Rice County Community Health Assessment*

***U.S. Census Bureau*

Proposal

The Community Action Center (CAC) respectfully proposes a partnership with the City of Northfield Housing and Redevelopment Authority (HRA) to manage and disburse funds for rent relief.

As the Rice County area's primary provider of emergency housing and basic needs services, CAC is uniquely positioned to ensure these funds reach the most vulnerable Northfield residents with the speed, trust, and cultural responsiveness required in this critical moment.





Why CAC

CAC is already a partner in the mission of the HRA and we appreciate any opportunity to work together on behalf of our community.

With an established Resource Center in Northfield, the CAC has seen exponential growth—now serving approximately **8,000 Northfield residents** annually. Our bilingual staff (English, Spanish) and "no-wrong-door" approach have built deep community trust.

Return on Investment

- Prevention is much cheaper than crisis intervention
- Eviction process and unit turnover is much more costly
- Prevents higher public costs tied to shelter use, public safety, and child welfare
- Housing loss is strongly linked to job loss, especially in shift-based, hourly, manufacturing, and service jobs
- Preventing evictions now avoids the long-term public costs of disrupted education and student homelessness





Infrastructure and Accountability

The CAC already possesses the administrative infrastructure to execute this work immediately.

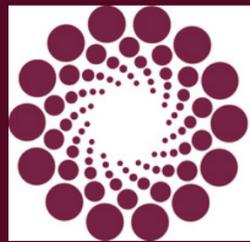
- **Proven Processes:** Our housing advocacy team manages and prioritizes complex intake, participant release forms, landlord verification, and digital fund disbursement daily.
- **Reporting:** The CAC is committed to transparency. We will provide regular, anonymized reporting to the HRA on fund utilization, demographic reach, and impact.
- **Leverage:** In addition to Northfield HRA funds, CAC is leveraging additional grants and donations to meet this critical, time-sensitive need.

Thank you

Anika Rychner

rychner.anika@communityactioncenter.org

612-644-4308



Community Action Center



Legislation Text

File #: 26-076, Version: 1

HRA Meeting Date: February 17, 2026

To: Members of the Housing and Redevelopment Authority

From: Melissa Hanson, Housing Coordinator

Staff Updates on Outstanding HRA Items

Action Requested:

No action requested. There are several outstanding items related to Community Development and the HRA. A summary update on each item is provided below. Staff will also provide a verbal update during the meeting, and the Board may discuss any item individually as desired.

Summary Report:

City Redevelopment Projects, EDA, HRA, Planning Applications & Related Updates

See hyperlink in the attachment of this agenda item.

- 2330 Elianna Dr.

As part of the transition out of property management, the unit has been listed on the MLS for 101 days at a price of \$305,000. Staff remain in regular communication with the listing agent.

- Fall Cleanup update

Prior to the City organizing a city-wide cleanup beginning in 2021, the HRA funded a successful, labor-intensive pilot Fall Cleanup program. The program was staged at Viking Terrace and then relocated to Riverside. The Fall Cleanup was created to address neighborhood complaints related to the disposal of large trash items (i.e. mattresses, tires, appliances, etc.) in public rights-of-way.

The City now offers a *Spring Cleanup* on two Saturdays in May at the Streets & Parks Department. To build on efficiencies and address equity considerations, staff has proposed locating one of the Saturdays at a northside location to improve physical access to the event. Following the Cleanup event, staff and partners will evaluate outcomes, identify improvements, and explore potential subsidy options to help reduce costs for lower-income residents in 2027.

- Manufactured Home Buyback Program

Staff have been exploring, in coordination with the Building Department and community partners, the potential to revive a former Manufactured Home Buyback Program. Using funds from the Building Department's Emergency Housing Program, staff are currently working with two families identified by the Building Official as residing in substandard structures.

Prior to the next HRA meeting, staff will meet with partners to evaluate outcomes to date, assess the level of staff and partner time required to facilitate manufactured home replacement, and determine

whether a buyback program would be a feasible and effective option for the community.

- Local Housing Trust Fund
Ordinance No. 1034, adopted by the City Council on April 19, 2022, established a Local Housing Trust Fund and designated the HRA as the administering entity on behalf of the City. In June 2025, the HRA was awarded \$150,000 from the Minnesota Housing Finance Agency for the Local Housing Trust Fund, to be provided on a reimbursement basis.

Based on the funding application requirements, these funds must be allocated to down payment assistance and home rehabilitation loans. Staff are preparing a Local Housing Trust Fund policy for HRA review at the next meeting, with formal action anticipated in April. The policy will guide updates to the down payment assistance and home rehabilitation loan programs.

- Community Land Trust (CLT)
There is a new coalition formalizing in Rice County to explore establishing a CLT. Staff are dedicating time and energy to explore the viability of a new CLT and will report back at the March HRA work session. CLT's are a well-established program model and a tool to encourage single family homeownership for households in the 50-120% of AMI range. In short, they separate the value of the land from the purchase price of the home, to make the home purchase more affordable. A nonprofit or government agency retains ownership of the land. A CLT called "Cannon River Community Land Trust" was established in the Northfield area in the early 2000's and failed in the housing crash in 2008. Staff are preserving lessons learned from this history.

Alternative Options:

N/A

Financial Impacts:

N/A

Tentative Timelines:

N/A