



# City of Northfield

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

## Meeting Minutes - Draft Housing & Redevelopment Authority

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Tuesday, November 27, 2018

4:00 PM

Council Chambers

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### Roll Call

*Also Present: Janine Atchison - Housing Coordinator, Mike Ericson - Interim Community Development and Planning Director, Mila Matney and Colin Bandy - Youth Members, Emily Fulton-Foley - Northfield Union of Youth Executive Director, 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 Nystrom, seconded by Board Member Dee, to approve the November 27, 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. [18-585](#) October 23, 2018 Minutes

**Attachments:** [10-23-18 HRA Minutes](#)

A motion was made by Board Member Fink, seconded by Board Member Dee, to approve the October 23, 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

2. [18-586](#) November 15, 2018 HRA Special Meeting Minutes

**Attachments:** [11-15-18 HRA Special Meeting Minutes](#)

A motion was made by Board Member Dee, seconded by Board Member Nystrom, to approve the November 15, 2018 HRA Special Meeting 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

### III. Unfinished Business

3. [18-587](#) Report-Fall Clean Up Day at Viking Terrace and Florella's Manufactured Home Parks

**Attachments:** [DSI Invoice](#)  
[Landfill Tickets](#)  
[Translation- Fall Clean Up Invoice Oct 2018](#)  
[Event Flyer-English](#)  
[Event Flyer-Spanish](#)  
[Photos 10-20-2018 Fall Clean Up](#)

*Staff reported on the success of the October 20, 2018 Fall Clean Up at Viking Terrace and Florella's manufactured home parks. A total of 11.57 tons were removed from 52 households. The total cost was \$5,338.83 which was \$838.83 over the budgeted amount. Volunteers from the Northfield Union of Youth were essential to the success of the clean up.*

*The HRA spoke in favor of making it an annual event.*

**A motion was made by Board Member Zweifel, seconded by Board Member Dee, to approve the donation of an additional \$520.00 to the Northfield Union of Youth Key Improvement Fund and approve the \$838.83 cost overage for the 2018 Fall Clean Up and annually support a clean up event at the manufactured home parks moving forward. 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 M2018-011](#) Northfield Union of Youth - Safe Homes (Wallflower) Project

**Attachments:** [NUY Wallflower Project for HRA - Nov 2018](#)

*Emily Fulton-Foley, Executive Director for Northfield Union of Youth, reported on their efforts to support youth experiencing homelessness through a Safe Homes/Wallflower Program. She praised Northfield for not only being reactive but proactive with this issue. She thanked the HRA for their support in 2018 and, in order to keep the program moving forward, she asked the HRA to consider funding a financial gap of \$15,639.00. They will continue to work with other businesses and pursue grants from the MN State Office of Economic Opportunity (OEO) to retain a full time licensed social worker.*

*The HRA spoke in favor of the Safe Homes/Wallflower Program and agreed they would like to fund it annually along with reevaluating it each year. They also agreed to make a donation to the NUY for their helpful and courteous assistance.*

*Staff noted a budget line item could be set up for this yearly expense beginning with the 2020 budget.*

**A motion was made by Board Member Zweifel, seconded by Board Member Nystrom, to approve support of the Northfield Union of Youth Homelessness**

**Program for \$15,000 annually. 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

5. [HRA M2018-012](#) Community Development Block Grant Allotment Fiscal Year 2019-2020

**Attachments:** [CDBG Fund Balance 9-30-2018](#)

[MH Rehab June 2011](#)

[MH Acquisition January 2013](#)

*Staff stated she is currently working with Growing Up Healthy, Three Rivers Community Action, and the Northfield Community Action Center to create a viable program to ensure safe and healthy housing for residents of Northfield's two manufactured home parks. She suggested allocating 2019 CDBG dollars for manufactured home rehabilitation, down payment assistance and clearance and demolition.*

*The HRA agreed with staff's proposal for the 2019 CDBG allocation as presented and would also like to monitor the funding throughout the year.*

**A motion was made by Board Member Dee, seconded by Board Member Fink, to move that the HRA includes in the 2019 CDBG budget \$25,000 for a Manufactured Home Rehabilitation Grant Program, \$16,000 for a Manufactured Home Down Payment Assistance Grant Program and \$20,000 for a Manufactured Home Clearance & Demolition Program for total of \$61,000. 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**

6. [18-588](#) Housing & Redevelopment Authority Meeting Date, December 2018

**Attachments:** [Dec 2018 Council Chambers Calendar](#)

*The HRA discussed moving the regularly scheduled December HRA meeting due to the fact it falls on the Christmas holiday.*

**A motion was made by Board Member Dee, seconded by Board Member Nystrom, to move the December HRA meeting from December 25, 2018 to December 18, 2018 beginning at 4:00 p.m. 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**

*The HRA thanked Interim Community Development and Planning Director Mike Ericson for his efforts while filling in until a director is hired.*

*Chair Norvold stated she attended the Planning Commission meeting to discuss accessory dwelling units. Staff noted the City Council will address this item at their December 11, 2018 City Council meeting. E. Zweifel felt it is important to support dwelling units in Northfield and reported on a town in Oregon in which churches built*

*accessory units and rented them to parishioners.*

**A motion was made by Board Member Nystrom, seconded by Board Member Fink, to formally support the new recommendation for accessory dwelling units from the Planning Commission. 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

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

## **VI. Adjournment**

*The meeting adjourned at 4:56 p.m.*