



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Tuesday, March 23, 2021

4:00 PM

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CALL TO ORDER AND ROLL CALL

Chair Nystrom called the meeting to order at 4:00pm.

Also present: Housing Coordinator Melissa Hanson, Administrative Associate Kari Bonde, Community Development Director Mitzi Baker, Youth Rep: Annie Sanders, Scott Wopata, Gina Washburn, Economic Development Coordinator Nate Carlson, Brad Scheib, Mar Valdecantos, Charlie Kyte, Rhonda Pownell, Kathleen Doran-Norton

Present: 5 - Jayne Hager Dee, Kevin Fink, Brent Nystrom, Sandra Gerdes and Clarice Grabau

Absent: 2 - James Crow and Teng Lee

APPROVAL OF AGENDA

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

Yes: 4 - Board Member Dee, Chair Nystrom, Board Member Gerdes and Board Member Grabau

Not Present: 1 - Board Member Fink

APPROVAL OF MINUTES

1. [21-182](#) February 23, 2021 HRA Meeting Minutes

Attachments: [02-23-2021 HRA Minutes](#)

A motion was made by Board Member Dee, seconded by Board Member Gerdes, to approve the February 23, 2021 HRA Meeting Minutes. The motion carried by the following vote:

Yes: 4 - Board Member Dee, Chair Nystrom, Board Member Gerdes and Board Member Grabau

Not Present: 1 - Board Member Fink

PRESENTATIONS

2. [21-183](#) Housing Study Presentation

Attachments: [1. Final Report 3-4-2021 v2](#)
[2. HRA Meeting Presentation 3-24-2021](#)

Housing Coordinator Melissa Hanson introduce Brad Scheib and Jeff Miller with HKGI.

Brad Scheib and Jeff Miller reviewed the Power Point presentation regarding the Housing Study and answered questions posed by the HRA members.

Board Member Fink arrived at 4:12pm.

PUBLIC HEARINGS AND RELATED ACTION

3. [21-184](#) Public Hearing on HRA financial assistance for CAC Hillcrest Project

Attachments: [1 - Publication NFLD NEWS 3-3-21](#)
[2 - CAC Hillcrest Village HRA Request with plans](#)
[3 - Public input received](#)

A motion was made by Board Member Fink, seconded by Board Member Grabau to open the Public Hearing at 4:53pm. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Board Member Fink, Chair Nystrom, Board Member Gerdes and Board Member Grabau

Economic Development Coordinator Nate Carlson introduced this item and answered questions posed by HRA board members.

Scott Wopata, CAC Director, gave a brief overview of the CAC Hillcrest project.

A motion was made by Board Member Dee, seconded by Board Member Gerdes, to close the Public Hearing. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Board Member Fink, Chair Nystrom, Board Member Gerdes and Board Member Grabau

4. [21-185](#) Public Hearing on HRA property contribution to Three Rivers Community Action for Spring Creek II townhome project

Attachments: [1 - Spring Creek II project summary](#)
[2 - HRA Resolution 2018-004](#)
[3 - HRA Motion 2020-007](#)

A motion was made by Board Member Gerdes, seconded by Fink to open the Public Hearing. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Board Member Fink, Chair Nystrom, Board Member Gerdes and Board Member Grabau

Economic Development Coordinator Nate Carlson introduced this item and answered questions posed by HRA board members.

A motion was made by Board Member Dee, seconded by Board Member Fink, to close the Public Hearing. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Board Member Fink, Chair Nystrom, Board Member Gerdes and Board Member Grabau

NEW BUSINESS

5. [HRA Res. 2021-008](#) HRA to consider \$250,000 Forgivable Loan to the Community Action Center of Northfield's Hillcrest Project

Attachments: [1 - HRA Resolution 2020-001](#)

A motion was made by Board Member Dee, seconded by Board Member Gerdes, to approve the \$250,000 Forgivable Loan with a 10 year term to the Community Action Center of Northfield's Hillcrest Project. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Board Member Fink, Chair Nystrom, Board Member Gerdes and Board Member Grabau

6. [21-186](#) Affordable Housing Task Force As sub-committee of HRA

Attachments: [04-20-16 Creation of AHTF](#)
[04-20-16 HRA Minutes \(Read-Only\)](#)
[AHTF Creation Request](#)

Housing Coordinator Melissa Hanson introduced this item and answered questions posed by HRA members.

A motion was made by Board Member Dee, seconded by Board Member Fink, to approve the Northfield Affordable Housing Task Force no longer be an Ad Hoc committee of the Housing & Redevelopment Authority. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Board Member Fink, Chair Nystrom, Board Member Gerdes and Board Member Grabau

7. [21-187](#) Rice County Habitat for Humanity

Attachments: [2021.3.5 Request to Northfield HRA](#)

Housing Coordinator Melissa Hanson introduced this item and answered questions from the HRA board members.

Board Member Gerdes and Board Member Fink will serve as the subset of the HRA and review the 3 requests from the Rice County Habitat for Humanity. Once they have reviewed the requests they will bring back recommendations to the HRA.

REPORTS FROM BOARD MEMBERS AND CHAIR

STAFF UPDATES

8. [21-188](#) Staff Updates on Outstanding HRA Items

Housing Coordinator Melissa Hanson gave updates to HRA members.

ADJOURNMENT

A motion was made by Board Member Grabau, seconded by Board Member Gerdes, to adjourn the meeting at 6:04pm. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Board Member Fink, Chair Nystrom, Board Member Gerdes and Board Member Grabau