



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Monday, July 1, 2019

1:00 PM

Council Chambers

Roll Call

Also Present - Janine Atchison - Housing Coordinator, Mila Matney - Youth Member, Leah Hall - Three Rivers Community Action, Barb Neitzel - Recording Secretary

Present: 4 - Jayne Hager Dee, Dayna Norvold, Kevin Fink and Brent Nystrom

Absent: 1 - Erica Zweifel

I. Call to Order and Approval of Agenda

A motion was made by Board Member Fink, seconded by Board Member Dee, to approve the July 1, 2019 HRA Agenda. The motion carried by the following vote:

Yes: 4 - Board Member Dee, Board Member Norvold, Board Member Fink and Board Member Nystrom

II. Approval of Minutes

1. [19-953](#) May 28, 2019 HRA Minutes

Attachments: [05-28-19 HRA Minutes](#)

A motion was made by Board Member Dee, seconded by Board Member Nystrom, to approve the May 28, 2019 HRA Minutes. The motion carried by the following vote:

Yes: 4 - Board Member Dee, Board Member Norvold, Board Member Fink and Board Member Nystrom

IV. New Business Items

2. [HRA M2019-009](#) Northern Oaks Rehabilitation Project

- Attachments:** [1 - 1 Bids received- Creekwood Construction - Northern Oaks](#)
[2 - Bids received- Ronald Carlsen - Northern Oaks](#)
[3 - Brands- email from Ron Carlsen](#)
[4 - Copy of Measures costs comp- Northern Oaks](#)
[5 - Copy of Measures costs comp- Northern Oaks-2](#)
[6 - Brands- email from Ron Carlsen](#)
[7 - Northern Oaks- Ron Carlsen- follow up email for clarifications](#)
[8 - Affidavit of Publication- Northern Oaks](#)
[9 - Bid Invitation and Scope of Work - Northern Oaks](#)
[10 - Bid Summary Sheet](#)
[11 - Public Bid Opening - Minutes 5-21-19- Northern Oaks](#)

Leah Hall - Three Rivers, reported on the difference between the two bids and requested the board members review them to determine which is the most competent bid. The HRA felt they needed additional information for the evaluation and asked Three Rivers to bring updated information to the next meeting scheduled for July 22, 2019 at 1:00 p.m.

3. [19-954](#) 2020 Viking Terrace Rehabilitation Program

- Attachments:** [Summary Strategic Plan - amended with new Targets 8-16-18](#)

Staff updated the HRA on outreach efforts and other possible agency partnerships to provide housing rehab services to Viking Terrace. Currently there is \$20,000 allocated for this purpose. Laura Tiano - HCI, is currently making site visits to each Viking Terrace homeowner.

4. [19-955](#) Housing & Redevelopment Authority 2020 Budget

- Attachments:** [1 - Proposed Budget Report](#)
[2 - HRA Budget 2020](#)
[Fund Balance Summary](#)

The HRA reviewed the proposed 2020 budget. They had questions regarding salary increases. Staff noted the final budget will need to be approved by August 27, 2019.

III. Unfinished Business

5. [19-956](#) HRA Work Plan for 2019-2020

- Attachments:** [1 - Work Plan Ideas](#)
[2 - Fund Balance Summary](#)

It was determined the HRA would score proposed action items in the work plan prior to the July 22, 2019 meeting. Staff will create a Google doc to allow board members to rank the items.

V. Reports and Discussion Items

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

The following were reported on:

- Staff noted there is a new buyer for the Florella's property.
- Board members asked how to better support TIF financing for the Schromm Development.
- The proposed 79 unit development at 5th and Washington will include 8 affordable units.
- Chair Norvold stated Habitat for Humanity purchased two quad lots at Ford St. and Maple St. and will be developed into eight units.

VI. Adjournment

The meeting adjourned at 2:14 p.m.