



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Thursday, September 19, 2024

6:00 PM

Council Chambers

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

Chair Malecha called the meeting to order at 6:04pm.

Present: 5 - Vice Chair James Crow, Board Member George Zuccolotto, Board Member Brent Nystrom, Galen Malecha and Board Member Michael Thorsteinson

Absent: 2 - Board Member Maelynn Thomas and Board Member Tim Freeland

ALSO PRESENT

Housing Coordinator Melissa Hanson, Community Development Director Jake Reilly, Emery John, Administrative Associate Kari Bonde.

APPROVAL OF AGENDA

A motion was made by Board Member Nystrom, seconded by Vice Chair Crow, to approve the amended agenda. Items 3 and 4 were switched in the order of the agenda. The motion carried by the following vote:

Yes: 4 - Vice Chair Crow, Board Member Nystrom, Chair Malacha and Board Member Thorsteinson

Not Present: 1 - Board Member Zuccolotto

APPROVAL OF MINUTES

1. [24-577](#) August 1, 2024 HRA Meeting Minutes

Attachments: [08-01-2024 HRA Meeting Minutes](#)

A motion was made by Board Member Thorsteinson, seconded by Vice Chair Crow, to approve the August 1, 2024 HRA meeting minutes. The motion carried by the following vote:

Yes: 4 - Vice Chair Crow, Board Member Nystrom, Chair Malacha and Board Member Thorsteinson

Not Present: 1 - Board Member Zuccolotto

OPEN PUBLIC COMMENT

No comments.

REGULAR AGENDA

4. [24-579](#) HRA to Consider a Housing Redevelopment Proposal for an HRA Owned Vacant Lot.

Attachments: [1. Northfield R1 Revitalization and Reasonable Cost Housing Development Initiative](#)
[2. Tentative Developer Request](#)
[3. Concept Drawing](#)
[4. N. Oberto Initiatives](#)

Board Member George Zuccolotto arrived at 6:06pm.

Housing Coordinator Melissa Hanson introduced this item giving an analysis of the proposal. Hanson noted the demolition will happen within the next week.

Norman Oberto, 701 Baneberry Ct. - developer on the 307 Sumner St. E. Revitalization project proposal. Oberto noted they are working with Habitat for Humanity and will follow their guidelines for building and purchasing.

Brian Novak, 801 Union St. - excited about what could be on this property and working with the planning department to see exactly how to configure the building to maximize the density on the lot.

3. [HRA Res. 2024-005](#) HRA to Consider a Resolution Authorizing Designation of Tentative Developer Status for Oberto Properties, LLC and Rice County Habitat for Humanity.

Attachments: [1. Resolution](#)

A motion was made by Board Member Nystrom, seconded by Vice Chair Crow, to approve the HRA Resolution Authorizing Designation of Tentative Developer Status for Oberto Properties LLC. The motion carried by the following vote:

Yes: 5 - Vice Chair Crow, Board Member Zuccolotto, Board Member Nystrom, Chair Malacha and Board Member Thorsteinson

5. [24-580](#) 2025 HRA Budget

Attachments: [1 - 2024 HRA Budget Narrative](#)

Housing Coordinator Melissa Hanson gave a PowerPoint presentation on the projected budget for 2025.

A motion was made by Board Member Thorsteinson, seconded by Board Member Nystrom, to ask City Council to support a maximum levy for HRA in 2025. The motion carried by the following vote:

Yes: 6 - Vice Chair Crow, Board Member Zuccolotto, Board Member Thomas, Board Member Nystrom, Chair Malacha and Board Member Thorsteinson

2. [24-578](#) Staff update on Comprehensive Plan and relationship to 5-year Capital Improvement Plan.

- Attachments:** [1 - Link to July 18 2024 Planning Commission video](#)
[2 - July 2024 Comprehensive Plan update](#)
[3 - August 2024 Comprehensive Plan Update](#)
[4 - September 2024 Comprehensive Plan Update](#)
[5 - Steering Committee #4 Packet – July 2024](#)
[6 - Steering Committee #5 – August 2024](#)
[7 - SUPPLEMENTAL - 2025-2029 CIP - CEP Presentation](#)

Community Development Director Jake Reilly gave a PowerPoint presentation on an update on the Comp Plan.

6. [HRA M2024-020](#) HRA Future Meeting Schedule.

- Attachments:** [1. Proposed HRA 2025 Meeting Schedule](#)

Housing Coordinator Melissa Hanson introduced the HRA schedule for 2025 noting there will be Work Sessions and Subcommittee meetings held throughout the year.

A motion was made by Board Member Nystrom, seconded by Board Member Zuccolotto, to approve the 2025 HRA Meeting Schedule. The motion carried by the following vote:

- Yes:** 6 - Vice Chair Crow, Board Member Zuccolotto, Board Member Thomas, Board Member Nystrom, Chair Malacha and Board Member Thorsteinson

STAFF UPDATES

7. [24-581](#) The HRA Board shall be given an update on outstanding HRA/City and housing related items.

- Attachments:** [1. Northfield Housing Analysis](#)

Housing Coordinator Hanson gave updates to the board noting the Open Air Open House on Sat. 28th from 10am - 2pm at the 5th and Washington parking lot, housing needs assessment is attached - Oct. 3rd will be the formal presentation & other property updates.

BOARD MEMBER AND COMMISSIONER REPORTS

Board Member Nystrom asked about the status of Riverside Manufactured Home Park.

ADJOURNMENT

A motion was made by Board Member Nystrom, seconded by Board Member Thorsteinson, to adjourn the meeting. The motion carried by the following vote:

- Yes:** 6 - Vice Chair Crow, Board Member Zuccolotto, Board Member Thomas, Board Member Nystrom, Chair Malacha and Board Member Thorsteinson