



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Thursday, October 12, 2017

5:00 PM

Council Chambers

Rollcall

Also Present: Janine Atchison - Housing Coordinator, Chris Heineman - Community Development and Planning Director, Kimberly Hernandez & Audrey Pagel - Youth Members, Barb Neitzel - Recording Secretary

Present: 4 - Jayne Hager Dee, Kris Vohs, Dayna Norvold and Kevin Fink

Absent: 1 - Erica Zweifel

I. Call to Order and Approval of Agenda

A motion was made by Board Member Fink, seconded by Board Member Vohs, to approve the October 12, 2017 HRA Agenda. The motion carried by the following vote:

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

II. Approval of Minutes

A motion was made by Board Member Fink, seconded by Board Member Vohs, to approve the September 14 and 25, 2017 HRA Minutes. The motion carried by the following vote:

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

1. [17-1048](#) September 14, 2017 HRA Minutes

Attachments: [09-14-17 HRA Minutes](#)

2. [17-1049](#) September 25, 2017 HRA Work Session Minutes

Attachments: [09-25-17 HRA Work Session Minutes](#)

IV. New Business Items

3. [17-1050](#) Community Development Block Grant (CDBG) Update - Environmental Review

Staff noted environmental reviews have now expanded to all CDBG programs. The

administrative fee is 10% and will be deducted as the dollars are used. She informed the HRA of a down payment assistance loan that required an environmental review that would not be reimbursed by CDA since it had not been completed prior to closing. However, there is a second mortgage on the property in favor of the HRA and once the house is sold the \$15,000 loan will be repaid to the HRA.

Staff added that she may be able to perform the environmental reviews in the future once she has learned all the procedures and how to properly document them.

4. [17-1051](#) 2017 3rd Quarter Financial Report

Attachments: [3rd Qtr Revenue & Expense Report](#)

[HRA Fund Balance](#)

[2017 3rd Qtr Income & Expense](#)

[CDBG Fund Balance 9-30-2017](#)

The HRA reviewed the 3rd quarter financial report which showed revenues down since income from the 2nd half property taxes has not been reflected yet. Expenses are on track for the year but the year end report will best reflect the unassigned fund balance which is available to spend.

5. [17-1052](#) Housing & Redevelopment Authority (HRA) 2018 Budget

Attachments: [2018 HRA Budget](#)

[2018 Proposed Budget 9-28-2017](#)

[Revenue & Expense Report 9-29-2017](#)

[Fund Balance 9-30-2017](#)

The HRA reviewed the proposed budget. Staff noted proposed revenues exceed proposed expenses by \$11,285. The HRA has the ability to place these unspent dollars in the 2018 budget under the Professional Services line item in order to use them for the Spring Creek Park Project.

K. Fink requested an explanation of any budget line items that vary by 15% or more.

Final adoption of the budget will be made at the November 9, 2017 HRA meeting.

6. [17-1053](#) Southbridge Development - Engineering Proposals for Concept Plans

Attachments: [Concept Plan RFP Letter](#)

[SEH Proposal](#)

[ISG Proposal](#)

The HRA discussed the proposals received by Short Elliott Hendrickson, Inc. (SEH) and ISG Group and determined that ISG Group was the successful low bidder.

A motion was made by Board Member Fink, seconded by Board Member Dee, to approve the services of ISG Group to prepare a minimum of two concept plans for the Southbridge Development. The motion carried by the following vote:

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

V. Reports and Discussion Items

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

VI. Adjournment

The meeting adjourned at 6:05 p.m.