



City of Northfield

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

Meeting Minutes - Final Housing & Redevelopment Authority

Thursday, February 6, 2025

6:00 PM

Council Chambers

6:00 PM - REGULAR AGENDA

CALL TO ORDER AND ROLL CALL

- Present:** 6 - Board Member Maelynn Thomas, Board Member Brent Nystrom, Board Member Tim Freeland, Galen Malecha, Board Member Michael Thorsteinson and Board Member Davin Sokup
- Absent:** 1 - Vice Chair James Crow

Also present: Community Development Director Jake Reilly, Emery John, Administrative Associate Kari Bonde. Youth Reps: Sylvester Huyck & Maria Hegland.

APPROVAL OF AGENDA

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

- Yes:** 6 - Board Member Thomas, Board Member Nystrom, Board Member Freeland, Chair Malacha, Board Member Thorsteinson and Board Member Sokup

APPROVAL OF MINUTES

1. [25-080](#) December 5, 2024 HRA Meeting Minutes

Attachments: [12-05-2024 HRA Meeting Minutes](#)

A motion was made by Board Member Nystrom, seconded by Board Member Thorsteinson, to approve the December 5, 2024 HRA Meeting Minutes. The motion carried by the following vote:

- Yes:** 6 - Board Member Thomas, Board Member Nystrom, Board Member Freeland, Chair Malacha, Board Member Thorsteinson and Board Member Sokup

2. [25-081](#) January 2, 2025 HRA Meeting Minutes- Work Session

Attachments: [Work Session Meeting Minutes 01-02-25](#)

A motion was made by Board Member Thorsteinson, seconded by Board Member Freeland, to approve the January 2, 2025 HRA Work Session Meeting Minutes. The motion carried by the following vote:

- Yes:** 6 - Board Member Thomas, Board Member Nystrom, Board Member Freeland, Chair Malacha, Board Member Thorsteinson and Board Member Sokup

OPEN PUBLIC COMMENT

Mar Valdecantos - 6 Fareway Dr. - gave an update on water and sewer charges in Viking Terrace and noted the rent is being raised. She would like to see more options for homes.

REGULAR AGENDA

3. [25-082](#) Election of Housing and Redevelopment Authority Officers of Chair and Vice-Chair.

A motion was made by Board Member Thorsteinson, seconded by Board Member Freeland, to approve Galen Malecha as Chair, Jim Crow as Vice Chair and Brent Nystrom as Secretary. The motion carried by the following vote:

Yes: 6 - Board Member Thomas, Board Member Nystrom, Board Member Freeland, Chair Malacha, Board Member Thorsteinson and Board Member Sokup

4. [25-083](#) 2025-2026 HRA Budget Update

Attachments: [1. BS&A Budget Summary Report](#)
[2. 2025 HRA Budget Summary](#)
[3. Resolution for 2025 Budget Allocations](#)
[4. CDBG estimated funding etter from CDA](#)
[5. Northfield CDBG Application](#)

Community Development Director Jake Reilly introduced the budget item and answered questions from the board. Informational item only.

5. [HRA Res. 2025-001](#) Update and Discussion Regarding Redevelopment of 307 Sumner Street.

Attachments: [1. HRA Resolution 2025-001](#)
[2. 307 Sumner Update](#)
[3. Draft Purchase Agreement - 307 Sumner](#)
[4. HRA Resolution 2024-005](#)

Community Development Director Jake Reilly introduced this item. Rice County Habitat of Humanity, Executive Director, Dayna Norvold presented to the board along with Norm Oberto and Brian Nowak. Nowak (801 Union St.) stated the project is conforming as of right now and there is no need for a variance at this time.

A motion was made by Board Member Nystrom, seconded by Board Member Freeland, to approve HRA Resolution 2025-001 with the sale of the property being \$1.00. The motion carried by the following vote:

Yes: 6 - Board Member Thomas, Board Member Nystrom, Board Member Freeland, Chair Malacha, Board Member Thorsteinson and Board Member Sokup

6. [HRA M2025-001](#) Discussion Regarding Request by Rice County Habitat for Humanity to Purchase and Move Property at 511-515 Kraewood Drive

Attachments: [1. Habitat request for assistance](#)
[2. Beacon property information](#)

Community Development Director Jake Reilly introduced this item noting the house on 511-515 Kraewood Dr. will need to be relocated 621 Highland Ave. The requests from Habitat are for the cost of moving and rehabbing (\$43,900) and down payment assistance (\$25,000). Reilly suggested the board break out the requests separately.

Rice County Habitat of Humanity, Executive Director, Dayna Norvold gave additional information and answered questions from the board.

A motion was made by Board Member Thomas, seconded by Board Member Nystrom, to deny the request for \$45,000 at this time, pending additional information on reducing the lot cost. The motion carried by the following vote:

Yes: 6 - Board Member Thomas, Board Member Nystrom, Board Member Freeland, Chair Malacha, Board Member Thorsteinson and Board Member Sokup

STAFF UPDATES

7. [25-084](#) 2025 Board and Commission Onboarding and Refresher.

- Attachments:** [1 - Board and Commission Member Orientation Video](#)
[2 - Board and Commission Work With Youth Video](#)
[3 - City Council & Board/Commission Member Guide](#)
[4 - Northfield City Code/Charter](#)
[5 - Board and Commission Rules of Business](#)
[6 - 2021-2024 City of Northfield Strategic Plan](#)

Community Development Jake Reilly noted the on boarding and refresher item and next meeting will be a subcommittee in March. City Council's next Work Session will be covering the draft Comp Plan.

Emery John attended small focus work surrounding manufactured housing, organized by Emily at HCI and we have submitted our Intent to Apply to the Local Housing Trust Fund funding source by MN Housing.

BOARD MEMBER AND COMMISSIONER REPORTS

None.

ADJOURNMENT

A motion was made by Board Member Freeland, seconded by Board Member Thomas, to adjourn the meeting at 7:32pm. The motion carried by the following vote:

Yes: 6 - Board Member Thomas, Board Member Nystrom, Board Member Freeland, Chair Malacha, Board Member Thorsteinson and Board Member Sokup