



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Thursday, December 14, 2017

5:00 PM

Council Chambers

I. Call to Order and Approval of Agenda

This was approved.

Present: 5 - Jayne Hager Dee, Kris Vohs, Dayna Norvold, Kevin Fink and Erica Zweifel

II. Approval of Minutes

1. [17-1149](#) November 9, 2017 HRA Minutes

Attachments: [11-09-17 HRA Minutes](#)

A motion was made by Board Member Fink, seconded by Board Member Dee, to approve the November 9, 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

IV. New Business Items

2. [HRA Res. 2017-005](#) Resolution Honoring Kris Vohs for Years of Service

Attachments: [2017-05 -Resolution Honoring Kris Vohs](#)

Chair Norvold thanked Kris Vohs for his years of service and stated he will be honored by a plaque naming 2007 Hidden Valley Road the Kris Vohs House.

A motion was made by Board Member Dee, seconded by Board Member Fink, to approve HRA Resolution 2017-005 - Honoring Kris Vohs for His Years of Service to the City of Northfield. The motion carried by the following vote:

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

III. Unfinished Business

3. [17-1150](#) Consideration of Southbridge Development Concept Plans

Attachments: [ISG Concept 2](#)
[ISG Concept 3](#)
[ISG - Concept 4](#)
[ISG - Concept 5](#)
[TRCA 1 - 2 Concept 5](#)
[2004 Arcon Site Plan](#)

Staff presented the concept plans from ISG, Three Rivers and those from the original Arcon Development. After reviewing the pros and cons with Three Rivers and Vern and Joan Koester, it was determined that Concept 2 was the most efficient design.

There was a discussion related to soil conditions in the area. It was noted that a Braun Intertec soils report done around 2008 showed 8 ft. of soil that needed to be corrected in or near the area where the townhomes would be built. Three Rivers received a quote from Nova Consulting Group, Inc. of approximately \$5,000 to perform additional soil testing at the site. It was determined that the testing should be done prior to the land swap.

The Koesters agreed to allow the testing to be done on their land.

A motion was made by Board Member Dee, seconded by Board Member Vohs, to proceed with soil borings on HRA property C and Koester property B of Concept 2 with a cap of \$8,000. The motion carried by the following vote:

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

No: 1 - Board Member Fink

4. [17-1151](#) Northfield Union of Youth (NUY) Safe Homes Program

Attachments: [NUY Financial Summary-Home Safe Program](#)

Staff noted the Northfield Union of Youth is faced with an annual budget shortfall of \$25,639 to fund a social worker for their Safe Homes Program. She recommended utilizing unspent funds budgeted for the 2017 Street Assessment Assistance Program.

A motion was made by Board Member Zweifel, seconded by Board Member Vohs, to direct staff to allocate \$25,639 of unspent 2017 Street Assessment Assistance funds to the Northfield Union of Youth to ensure the continuation of the Safe Homes Program. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Board Member Vohs, Board Member Norvold, Board Member Fink and Board Member Zweifel

5. [17-1152](#) Community Development Block Grant (CDBG) Update

Attachments: [CDBG Fund Balance 12-06-2017.xlsx](#)

Staff suggested reallocating unspent CDBG funds from the Down Payment Assistance Program (\$23,000) to the Home Matters Residential Rehabilitation Fund and also transferring funds from the Rental Rehab Program (\$1,398.50) to the Downtown Historic Rental Rehabilitation Program. She noted the success of the windshield survey for the Home Matters Residential Rehab Program. Staff will continue to explore ways to advertise for the Down Payment Assistance Program

A motion was made by Board Member Fink, seconded by Board Member Dee, to direct staff to reallocate unspent CDBG funds as suggested by staff. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Board Member Vohs, Board Member Norvold, Board Member Fink and Board Member Zweifel

6. [17-1153](#) Community Development Block Grant (CDBG) - 2018 Allocation

Attachments: [CDBG Fund Balance 12-06-2017](#)

The board discussed the 2018 allocation of CDBG funds which are expected to be approximately \$61,000.

A motion was made by Board Member Zweifel, seconded by Board Member Fink, to approve the 2018 CDBG Allocation as follows: \$5,000 - Down Payment Assistance, \$9,000 - NUY Youth Homelessness Program, \$5,000 - Home Matters Rehabilitation Program, \$8,000 - Manufactured Home Demolition Program and \$35,000 - Northern Oaks Rehabilitation Program. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Board Member Vohs, Board Member Norvold, Board Member Fink and Board Member Zweifel

7. [17-1154](#) Maple Street Development Concepts

Attachments: [Concept Plans Bid - ISG](#)

[Concept Plans Bid-SEH](#)

A motion was made by Board Member Dee, seconded by Board Member Zweifel, to accept the ISG Engineering bid of \$2,200 to provide three concept plans and two stakeholder meetings for the Maple Street Development. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Board Member Vohs, Board Member Norvold, Board Member Fink and Board Member Zweifel

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 6:06 p.m.