



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Tuesday, November 26, 2019

4:00 PM

Council Chambers

Roll Call

Also Present: Nate Carlson - EDA Manager, Mitzi Baker - Community Development Director, Mila Matney and Signe Hauck - Youth Members, St. Olaf College Students, Emily Fulton Foley - Northfield Union of Youth, Barb Neitzel Recording Secretary

Present: 4 - Jayne Hager Dee, Kevin Fink, Erica Zweifel and Brent Nystrom

Absent: 1 - Dayna Norvold

I. Call to Order and Approval of Agenda

Vice Chair Zweifel chaired the meeting due to the absence of Chair Norvold.

A motion was made by Board Member Dee, seconded by Board Member Nystrom, to approve the November 26, 2019 HRA Agenda. The motion carried by the following vote:

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

II. Approval of Minutes

1. [19-1215](#) October 22, 2019 HRA Minutes

Attachments: [1 - 10-22-19 HRA Minutes](#)

A motion was made by Board Member Nystrom, seconded by Board Member Dee, to approve the October 22, 2019 HRA Minutes. The motion carried by the following vote:

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

Not Present: 1 - Board Member Norvold

III. Unfinished Business

IV. New Business Items

2. [19-1216](#) St. Olaf Environmental Studies Class 237 Civic Engagement Project Presentation

Multiple St. Olaf students gave a presentation on how net-zero energy and affordable

housing are achieved in other places with the same climate as Northfield. They provided local examples and discussions with builders and developers.

3. [19-1217](#) Northfield Union of Youth - Wallflower Project Update

Attachments: [1 - NUY Wallflower Project Summary 2019](#)
[2 - 2020 Proposed Budget.xlsx](#)

Emily Fulton Foley, Northfield Union of Youth, gave an update on the Wallflower Project and their efforts to solve the problem of youth homelessness in Northfield by utilizing a host family model. In the last 20 months they have housed 12 youth between the ages of 16-24. They currently have five available host homes. She noted a budget shortfall of approximately \$19,000 for 2020. She thanked the HRA for their generous support in the past and believing in the youth and giving them the resources necessary to move forward in life.

The HRA stated they are proud to collaborate with the NUY and agreed these are the partnerships they should be seeking.

A motion was made by Board Member Fink, seconded by Board Member Dee, to approve a 2020 contribution of \$15,000 to the Northfield Union of Youth Wallflower Project. The motion carried by the following vote:

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

Not Present: 1 - Board Member Norvold

4. [19-1218](#) Community Development Block Grant Fiscal Year 2020 Allocation

Attachments: [1 - CDBG Fund Balance 10-31-2019](#)

M. Baker reported on the proposed CDBG allocation of \$27,794 to the Down Payment Assistance Program and \$37,797 to Home Matters Residential Rehab Program as outlined in the staff report and noted any recommendation would require City Council approval.

A motion was made by Board Member Nystrom, seconded by Board Member Dee, to approve the recommendation of \$27,794 to the Down Payment Assistance Program and \$33,797 to the Home Mastters Residential Rehabilitation Program as part of the FY2020 Community Development Block Grant Funds allocation. The motion carried by the following vote:

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

Not Present: 1 - Board Member Norvold

V. Reports and Discussion Items

E. Zweifel stated the Mayor had asked her to gather input from the HRA to expand the board membership from 5 to 7.

Board members also felt the 5 year term should be changed to 3 or 4 years.

There was also a discussion regarding the date of the December meeting since it falls on Christmas Eve.

A motion was made by Board Member Dee, seconded by Board Member Nystrom, to approve changing the December HRA meeting date to December 17, 2019 at 4:00 p.m. The motion carried by the following vote:

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

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

VI. Adjournment

The meeting adjourned at 4:53 p.m.