



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Wednesday, April 20, 2016

5:00 PM

Council Chambers

Rollcall

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

16-187

I. Call to Order and Approval of Agenda

II. Approval of Minutes

A motion was made by Board Member Hager Dee, seconded by Board Member Vohs, to approve the March 10, 2016 HRA Minutes . The motion carried by the following vote:

A motion was made by Board Member Fink, seconded by Board Member Hager Dee, to approve the March 29, 2016 Special HRA Meeting Minutes. The motion carried by the following vote:

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

1. [16-160](#) March 10 & 29 HRA Meeting Minutes

Attachments: [03-10-16 HRA Minutes](#)
[03-29-2016 HRA Minutes](#)

III. Unfinished Business

3. [16-161](#) Community Development Block Grant (CDBG) Amendment

Attachments: [Public Notice](#)

Staff reported on the public hearing for the CDBG Amendment which is set for May 17, 2016. The overall amount will be reduced from \$146,555 to \$144,420 since the recaptured funds were lower than anticipated. She plans on attending the public hearing.

4. [16-162](#) Community Development Block Grant (CDBG) Fund use for Cannon River Community Land Trust (CRCLT)

Staff noted the Dakota County Community Development Association (CDA) requested information on the use of Community Development Block Grant (CDBG) funds for

acquisition of Cannon River Community Land Trust properties. She summarized how \$73,920 of CDBG funds were used to acquire three land trust properties at 513 Bunker Drive (\$30,234), 1904 Wilcox Blvd. E. (\$40,000) and 1905 Wilcox Blvd. E. (\$3,686). If it is determined these funds were income for the HRA they may be liable to return it. Staff noted the funds were used for developing the lots.

5. [16-163](#) 2007 Hidden Valley Road

Attachments: [Scope of Work](#)

Staff reported on the repairs to be done at 2007 Hidden Valley Road and asked the board to include replacement of the roof, exterior painting and expanded landscaping to the list. She has received one bid that seemed somewhat high but is still seeking additional bids. A special meeting may need to be held to approve the bids.

The HRA also discussed how the unit would be utilized. Chair Norvold stated Ruth's House is still interested in using the unit for long term stable housing. Her program would be able to fund rent at \$1,230 per month. The board decided to invite Ruth Hickey to a future meeting to provide more details about the program.

IV. New Business Items

6. [16-164](#) Affordable Housing Task Force

Attachments: [Sub-committee request to HRA](#)

The board discussed creating an affordable housing task force to discuss ways to provide low/moderate income housing. An ad hoc group was formed at the beginning of 2016 and has met four times this year. The group included HRA Board Members Norvold and Hager Dee as well as other housing advocates in Northfield and Rice County. In order to be transparent it was recommended the HRA be given the opportunity to participate through the creation of an Affordable Housing Task Force. They would be noticed as public meetings and the HRA would be in charge of agenda management. The board spoke in favor of creating the task force and also asked to be given minutes from previously held ad hoc meetings.

A motion was made by Board Member Hager Dee, seconded by Board Member Fink, to approve establishing an Affordable Housing Task Force to include HRA members, existing ad hoc committee members and others. The motion carried by the following vote:

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

V. Reports and Discussion Items

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

K. Vohs suggested the help of board members to remove the deck at 2007 Hidden Valley Road in order to save costs.

Due to conflicts, the May HRA Meeting will be held on Monday, May 16th at 5:00 p.m.

VI. Adjournment

The meeting adjourned at 6:00 p.m.