



# City of Northfield

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

## Meeting Minutes - Final Housing & Redevelopment Authority

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Tuesday, September 22, 2020

4:00 PM

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### Rollcall

**Present:** 5 - Jayne Hager Dee, Kevin Fink, Erica Zweifel, Brent Nystrom and Sandra Gerdes

### Call to Order and Approval of Agenda

*Chair Nystrom called the meeting to order at 4:03pm.*

**A motion was made by Board Member Fink, seconded by Board Member Gerdes to approve the agenda. The motion carried by the following vote:**

**Yes:** 5 - Board Member Dee, Board Member Fink, Board Member Zweifel, Board Member Nystrom and Board Member Gerdes

*Also present: Youth member- TJ Myers, Colin Zweber, Mark Zweber, Dayna Norvold, Molly Just, Mar Valdecantos, Olivia Frey and G. Washburn*

### Approval of Minutes

1. [20-489](#) August 25, 2020 HRA Meeting Minutes

**Attachments:** [8-25-20 HRA Minutes](#)

**A motion was made by Board Member Dee, seconded by Board Member Gerdes, to approve the August 25, 2020 Meeting Minutes. The motion carried by the following vote:**

**Yes:** 5 - Board Member Dee, Board Member Fink, Board Member Zweifel, Board Member Nystrom and Board Member Gerdes

### New Business Items

2. [20-490](#) Riverside Northfield, LLC (Riverside), FKA Florella's Manufactured Home Park

**Attachments:** [HRA Update September 2020](#)  
[HRA Support Letter](#)

*Housing Coordinator Melissa Hanson introduced this item and Colin Zweber, owner of Riverside Northfield, LLC.*

*Colin Zweber gave an update on the Forella's. He is asking the HRA for a letter of support to the Minnesota Housing Finance Agency for their Manufactured Housing*

*Community Redevelopment Program.*

**A motion was made by Board Member Dee, seconded by Board Member Gerdes, to approve a letter of support from the HRA with Chair Nystrom's signature on it. The motion carried by the following vote:**

**Yes:** 5 - Board Member Dee, Board Member Fink, Board Member Zweifel, Board Member Nystrom and Board Member Gerdes

3. [20-491](#) Mobile Home Energy Efficiency Kits

**Attachments:** [Request to City of Northfield - conservation kits fall 2020](#)

*Housing Coordinator Melissa Hanson introduced this item and answered questions posed by the HRA.*

**A motion was made by Board Member Zweifel, seconded by Board Member Fink, to approve the Mobile Home Energy Efficiency Kits. The motion carried by the following vote:**

**Yes:** 5 - Board Member Dee, Board Member Fink, Board Member Zweifel, Board Member Nystrom and Board Member Gerdes

4. [20-492](#) Brief Update on Rental Licensing Program and Policy Initiative

**Attachments:** [Northfield Rental Housing Program UpdateHRASept20020](#)

*Community Development Director Mitzi Baker introduced this item and answered questions posed by the HRA.*

*Molly Just with WSB gave a PowerPoint presentation on where they are at with the study and the next steps noting that they have had a great response rate to surveys.*

## Reports and Discussion Items

*Staff Updates:*

*HRA Retreat set for December 16, 2020 from 2-5pm (first 15 minutes of the retreat for official business if needed)*

*A motion was made by Gerdes, seconded by Fink to move the December 22, 2020 HRA meeting to December 16, 2020 at 2pm. All in favor, motion passes.*

*The November 24, 2020 HRA meeting will stay as is.*

*Housing Coordinator Melissa Hanson gave an update regarding RFP for professional management, Slip Stream regarding inspections/assessments when they apply for the Mobile Home rehab programs, Fall clean up days on October 10 for Viking Terrace, Florella's and Northfield Estates.*

*Board Member Zweifel noted that Council passed HRA preliminary levy!*

*Board Member Hager Dee asked for an update regarding the houses that St. Olaf is removing to build dorms.*

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

## Adjournment

A motion was made by Board Member Dee, seconded by Board Member Fink, to adjourn the meeting at 5:31pm.