



# City of Northfield

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

## Meeting Minutes - Final Housing & Redevelopment Authority

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Thursday, August 7, 2025

6:00 PM

Council Chambers

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### 6:00 PM - REGULAR AGENDA CALL TO ORDER AND ROLL CALL

Chair Malecha called the meeting to order at 6:10 p.m.

**Present:** 4 - Board Member Brent Nystrom, Board Member Tim Freeland, Chair Galen Malecha and Board Member Michael Thorsteinson

**Absent:** 3 - Board Member Maelynn Thomas, Vice Chair James Crow and Board Member Davin Sokup

*Also present: Jake Reilly, Community Development Director; Melissa Thomas, Housing Coordinator; Matt Bailey, Meeting Associate; George Perry, Housing Intern; Abby Kauffeld, Youth Representative (non-voting); K. Swanson, Youth Representative (non-voting)*

### 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:** 4 - Board Member Nystrom, Board Member Freeland, Chair Malacha and Board Member Thorsteinson

### APPROVAL OF MINUTES

1. [25-431](#) June 30, 2025 HRA Meeting Minutes

**Attachments:** [06-30-2025 HRA Meeting Minutes](#)

**A motion was made by Board Member Nystrom, seconded by Board Member Freeland, to approve the June 30, 2025 HRA Meeting Minutes. The motion carried by the following vote:**

**Yes:** 4 - Board Member Nystrom, Board Member Freeland, Chair Malacha and Board Member Thorsteinson

### OPEN PUBLIC COMMENT

*No public comment was received.*

### BOARD MEMBER AND COMMISSIONER REPORTS

*No Board Member and Commissioner reports were submitted.*

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**REGULAR AGENDA**

2. [HRA Res. 2025-010](#) HRA to Consider Rice County Habitat for Humanity's \$30,000 Request to Acquire 315 Poplar Street South and Commit a Future \$25,000 Down Payment Assistance Loan to the Future Family.

**Attachments:** [1. Resolution](#)  
[2. Beacon - Rice County, MN - Report 2201126003](#)  
[3. 315 Poplar St, For Sale in Northfield - eXp Realty](#)  
[4. Northfield HRA Update and Request](#)

*Housing Coordinator Melissa Hanson presented a request from Rice County Habitat for Humanity for \$30,000 to acquire 315 Poplar Street South and to commit a future \$25,000 down payment assistance loan to the future family. Hanson introduced Dayna Norvold, Executive Director of Rice County Habitat for Humanity, who provided additional context for the request and an update on properties for which the HRA has previously provided assistance. The HRA discussed their current available funding and the feasibility of the request, deciding to provide the \$30,000 forgivable loan/grant as requested and asking Habitat for Humanity to return at a later date to request down payment assistance.*

**A motion was made to approve Rice County Habitat for Humanity's \$30,000 Request to Acquire 315 Poplar Street South. The motion carried by the following vote:**

**Yes:** 3 - Board Member Nystrom, Board Member Freeland and Board Member Thorsteinson

**No:** 1 - Chair Malacha

3. [25-432](#) The HRA to Consider an Accessory Dwelling Unit (ADU) Tax Abatement Strategy.

**Attachments:** [1. DRAFT ADU Initiative Program](#)  
[2. ADU Presentation Handouts](#)

*Housing Coordinator Melissa Hanson introduced Housing Intern George Perry who delivered a presentation on and proposal for the HRA to consider an accessory dwelling unit (ADU) tax abatement strategy. Perry responded to questions and comments from the HRA. Lee Dilley spoke on his experience building an ADU for a family member on his property. The HRA discussed the proposal.*

4. [25-433](#) 2025-2026 HRA Budget Update

**Attachments:** [1. BS&A Budget Summary Report](#)  
[2. 2025 HRA Budget Summary](#)  
[3. Resolution for 2025 Budget Allocations](#)  
[4. CC Resolution 2022-085 Tracking\\_Redacted](#)  
[5. CDBG Update July 2025](#)  
[6. CDBG estimated funding etter from CDA](#)  
[7. Northfield CDBG Application](#)

*Housing Coordinator Melissa Hanson provided an update on the 2025-2026 HRA budget.*

5. [25-434](#) HRA to Consider an Update to Lincoln Woods Townhome HOA request for funds.

**Attachments:** [1. Lincoln Woods Homeowners Association Meeting Minutes and Financial Report](#)

*Housing Coordinator Melissa Hanson provided an update on the Lincoln Woods Townhome HOA request for funds.*

6. [25-435](#) Update on 5th & Washington Redevelopment Project

**Attachments:** [1 - City Council Resolution 2024-044](#)  
[2 - EDA Resolution 2024-005](#)  
[3 - Project opportunity statement](#)  
[4 - Streetfront Letter of Interest](#)  
[5 - Streetfront Update Memo - 2025 07 21](#)

*Community Development Director Jake Reilly recommended the HRA watch the recent presentation delivered to the EDA regarding the Fifth Street and Washington Street Redevelopment Project.*

## STAFF UPDATES

7. [25-436](#) Staff Updates on Outstanding Community Development Items and City-Wide projects

**Attachments:** [1 - Link to City's Development Page](#)  
[2 - Affordable vs affordable](#)  
[3 - Link to NARHO's Secure Homes, Strong Communities](#)

*Housing Coordinator Melissa Hanson provided updates from City staff.*

## ADJOURNMENT

**A motion was made by Board Member Nystrom, seconded by Board Member Freeland, to adjourn the meeting at 7:36 p.m. The motion carried by the following vote:**

**Yes:** 4 - Board Member Nystrom, Board Member Freeland, Chair Malacha and Board Member Thorsteinson