



City of Northfield

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

Meeting Minutes - Final Housing & Redevelopment Authority

Tuesday, April 27, 2021

4:00 PM

[GoTo Meeting](#)

CLOSED MEETING

Chair Nystrom called the closed meeting to order at 3:03pm.

1. [21-238](#) Closed meeting pursuant to Minn. Stat. § 13D.05, subd. 3 (c) to develop or consider offers or counteroffers for the sale of real property described as a 4.5 acre portion of land located in the southeasterly portion of Southbridge 2nd Addition, Outlot A. Rice County PID 22.07.3.03.003

ADJOURNMENT

The closed meeting adjourned at 3:50pm.

CALL TO ORDER AND ROLL CALL

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

Present: 7 - Board Member Jayne Hager Dee, Board Member Kevin Fink, Chair Brent Nystrom, Board Member Sandra Gerdes, Board Member James Crow, Board Member Clarice Grabau and Board Member Teng Lee

Also present: Housing Coordinator Melissa Hanson, Administrative Associate Kari Bonde, Economic Development Coordinator Nate Carlson, City Attorney David LaBerge, Alissa Harrington. Youth Rep: TJ Myers

APPROVAL OF AGENDA

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

Yes: 7 - Board Member Dee, Board Member Fink, Chair Nystrom, Board Member Gerdes, Board Member Crow, Board Member Grabau and Board Member Lee

APPROVAL OF MINUTES

2. [21-239](#) March 23, 2021 HRA Meeting Minutes

Attachments: [03-23-2021 HRA Meeting Minutes](#)

A motion was made by Board Member Crow, seconded by Board Member Dee, to approve the March 23, 2021 Meeting Minutes. The motion carried by the following vote:

Yes: 7 - Board Member Dee, Board Member Fink, Chair Nystrom, Board Member Gerdes, Board Member Crow, Board Member Grabau and Board Member Lee

PRESENTATIONS

3. [21-240](#) Presentation on updates to City codes related to Rental Licensing, Property Maintenance and Enforcement.

Attachments: [1. Northfield Rental Housing Licensing Ordinance DRAFT clean v3 HRAMTG](#)
[2. Northfield Rental Housing Licensing Ordinance DRAFT redline v3 HRAMTG](#)

Community Development Director Mitzi Baker gave a brief background on City codes related to Rental Licensing, Property Maintenance and Enforcement and introduced Alissa Harrington with Flaherty | Hood.

Alissa Harrington gave a Power Point presentation on reviewing our current rental codes, noted proposed changes, reviewed the 4 steps/types in the new rental licensing program and answered questions from HRA board members.

NEW BUSINESS

4. [HRA Res. 2021-010](#) Consideration of HRA Property Contribution to Three Rivers Community Action for Spring Creek II housing project.

Attachments: [1 - HRA Resolution 2021-002](#)

A motion was made by Board Member Dee, seconded by Board Member Gerdes, to approve the HRA Property Contribution to Three Rivers Community Action for Spring Creek II Housing Project. The motion carried by the following vote:

Yes: 7 - Board Member Dee, Board Member Fink, Chair Nystrom, Board Member Gerdes, Board Member Crow, Board Member Grabau and Board Member Lee

5. [21-241](#) Temporary Easements on HRA property at Southbridge/Adjacent to Spring Creek II.

Attachments: [1. HRA Land TempEasements memo04092021](#)
[2. HRA Land 2021](#)

Community Development Director Mitzi Baker introduced this item noting it was for discussion only and answered questions posed by HRA board members.

6. [21-242](#) Rice County Habitat for Humanity Requests

Attachments: [1. 2021.3.5 Request to Northfield HRA](#)

Chair Nystrom introduced this item. Board Member Fink and Board Member Gerdes outlined the three requests and brought forward their recommendations.

Chair Nystrom noted he would abstain from this vote due to his position as President of Rice County Habitat for Humanity.

A motion was made by Board Member Grabau, seconded by Board Member

Gerdes, to approve up to \$12,000 for Habitat Rice County for their Northfield builds subject to permits being issued in 2021. The motion carried by the following vote:

Yes: 6 - Board Member Dee, Board Member Fink, Board Member Gerdes, Board Member Crow, Board Member Grabau and Board Member Lee

Abstained: 1 - Chair Nystrom

7. [Res. 2021-037](#) Affordable Housing Task Force

Attachments: [Resolution- Dissolution of Housing Task Force v.2 mark-up 040921](#)

A motion was made by Board Member Dee, seconded by Board Member Fink, to approve dissolving the Northfield Affordable Housing Task Force and its relationship to Northfield HRA. The motion carried by the following vote:

Yes: 7 - Board Member Dee, Board Member Fink, Chair Nystrom, Board Member Gerdes, Board Member Crow, Board Member Grabau and Board Member Lee

REPORTS FROM COMMISSION MEMBERS AND CHAIR

No reports.

STAFF UPDATES

8. [21-243](#) Staff Updates on Outstanding Items

Housing Coordinator Melissa Hanson gave updates regarding: aging in place rehab loan program, City Council is still working on their strategic plan, Rent Help MN kicked off this week, and CDBG program update.

ADJOURNMENT

A motion was made by Board Member Grabau, seconded by Board Member Crow to adjourn the meeting at 5:27pm.