



# City of Northfield

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

## Meeting Agenda

### Housing & Redevelopment Authority

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Tuesday, January 13, 2026

6:00 PM

Council Chambers

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#### Special Meeting; Prior to Council Work Session

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

#### **ELECTION OF OFFICERS**

1. [26-027](#) Election of Housing and Redevelopment Authority Officers of Chair and Vice-Chair.

#### **APPROVAL OF AGENDA**

#### **APPROVAL OF MINUTES**

2. [26-028](#) October 2, 2025 HRA Meeting Minutes

Attachments: [10-02-2025 HRA Meeting Minutes](#)

#### **OPEN PUBLIC COMMENT**

*Persons may take one opportunity to address the Board/Commission for two (2) minutes (not including interpreter's time) on any topic, even if on the agenda, with the condition that they may not speak on the same item later in the meeting. No notification of the Chair is required. However, speakers are asked to complete a sign up card. Persons wanting a response to a question must submit the question in writing to the recording secretary. Questions must include name and information on how to contact. You may use the back side of the comment cards available in the meeting room. Persons cannot gift their 2 minute speaking time to other members of the public.*

#### **BOARD MEMBER AND COMMISSIONER REPORTS**

#### **REGULAR AGENDA**

*Persons that wish to speak on a regular agenda item must provide name and address by completing & submitting a sign up card. Persons may also contact the staff liaison via the City's website no later than 12:00 noon on the day of the meeting. The Chair will call up individuals to speak, based on preregistration and cards submitted, after the staff report on an item. Please be respectful of the public's and the Commission's time. Members of the public wishing to speak must adhere to the following guidelines:*

- Speak only once for no more than two minutes (not including interpreter's time) on the topic unless the speaker is addressed by the Commission;
- Identify your relationship to the topic;
- Have a spokesperson or two for your group to present your comments;
- Persons wanting a response to a question must submit the question in writing to the recording secretary, including name and how you would like to be contacted.

3. [26-029](#) 2026 Board and Commission Onboarding - Youth on Boards.

**Attachments:** [1 - 2025 YOB One Pager](#)

4. [26-030](#) Housing & Redevelopment Authority (HRA) “Onboarding” Presentation & Discussion.

**Attachments:** [1 - HRA Update & Onboarding](#)

[2 - Presentation Recording](#)

## **STAFF UPDATES**

## **ADJOURNMENT**



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## Legislation Text

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**File #:** 26-027, **Version:** 1

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**Housing and Redevelopment Authority Meeting Date:** January 13, 2026

**To:** Housing and Redevelopment Authority

**From:** Melissa Hanson, Housing Coordinator

Election of Housing and Redevelopment Authority Officers of Chair and Vice-Chair.

**Action Requested:**

Consideration of Election of Housing and Redevelopment Authority Chair.

**Summary Report:**

The Housing and Redevelopment Authority will nominate and vote in a chair and vice-chair.

Below are excerpts from City Code related to the role of Chair and Vice Chair.

*Sec. 2-286. Officers.*

(a) Chairperson and vice-chairperson. Each board or commission annually shall elect from its members a chairperson and vice-chairperson to serve a term of one year. Serving in such capacity shall conform to the members term on the board or commission. A chairperson elected to fill a vacancy shall be eligible to serve three full terms in addition to the remainder of the vacated term. There are no term limits for the position of vice-chairperson, except that serving in such capacity shall conform to the members term on the board or commission.

(b) The vice chairperson performs the duties of the chairperson in the chairperson's absence. If both the chairperson and the vice chairperson are absent, an acting chairperson may be assigned in advance by either officer or at the meeting by a majority vote of the members.

(Ord. No. 1061, § 5, 6-4-2024)

Staff will give a summary introduction to the topic as outlined in the memo. Staff recommends a nomination process which is a formal proposal to the voting body in an election to fill an office or position, suggesting a particular person as the one who should be elected. It is recommended to use the following process of taking nominations from the floor (per Roberts Rules of Order option):

1. Mayor announces that "we will take nominations for the position of Chair from members of the floor."
  - a. Any member may then call out, for example "I nominate (fill in name)," without needing to be recognized by the chair. No seconds are necessary. The Mayor then announces, "(Fill in name) is nominated."
  - b. When it appears that everyone who wishes to make a nomination, the Mayor says, "Are there any further nominations? [Pause.] If not, [pause] nominations are closed."

- c. Individuals who were nominated could choose to remove themselves from consideration of appointment. They should state "I respectfully decline my nomination."
- d. If only one candidate has been nominated for an office, the Mayor simply declares the nominee elected.
- e. If there is more than one candidate a written ballot process will be conducted with the one receiving majority approval. Staff will have paper and pencils available at the meeting for the ballot vote. The election becomes final when the Mayor announces the result of the candidate is present and does not decline or is absent but has previously consented to serve. Otherwise, it becomes final when an absent candidate is notified and does not immediately decline.

2. Repeat process above with new Chair to lead for "Vice-Chair" office.
3. Repeat process above for "Secretary" office.

The board does not currently have any formal process of rotation of officers. However, as noted earlier the Chair position is limited to three terms total.

The officers would take office immediately after election of all officers is completed as there are no special provisions for a later date to take office.

**Alternative Options:**

None recommended.

**Financial Impacts:**

N/A

**Tentative Timelines:**

N/A



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## Legislation Text

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**File #:** 26-028, **Version:** 1

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**HRA Meeting Date:** January 13, 2025

**To:** Members of the Housing and Redevelopment Authority

**From:** Kari Bonde, Administrative Associate

October 2, 2025 HRA Meeting Minutes

**Action Requested:**

Please review the October 2, 2025 HRA Meeting Minutes and approve or approve with amendments.

**Summary Report:**

N/A

**Alternative Options:**

N/A

**Financial Impacts:**

N/A

**Tentative Timelines:**

N/A



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## Meeting Minutes - Draft Housing & Redevelopment Authority

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Thursday, October 2, 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 6:01pm.*

**Present:** 5 - Board Member Brent Nystrom, Board Member Tim Freeland, Chair Galen Malecha,

Board Member Davin Sokup and Board Member Chad Beumer

**Absent:** 2 - Board Member Maelynn Thomas and Board Member Michael Thorsteinson

*Also present: Housing Coordinator Melissa Hanson, City Administrator Ben Martig, Administrative Associate Kari Bonde. Youth reps: Kay Swanson, Abby Kauffeld.*

### APPROVAL OF AGENDA

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

**Yes:** 5 - Board Member Nystrom, Board Member Freeland, Chair Malacha, Board Member Sokup and Board Member Beumer

### APPROVAL OF MINUTES

**1. 25-540** September 22, 2025 HRA Meeting Minutes - Work Session

**Attachments:** [09-22-2025 HRA Meeting Minutes - Work Session](#)

*Board Member Sokup arrived at 6:02pm. (after minutes were approved)*

**A motion was made by Board Member Nystrom, seconded by Board Member Beumer, to approve the September 22, 2025 HRA Work Session Meeting minutes. The motion carried by the following vote:**

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

**Not Present:** 1 - Board Member Sokup

### OPEN PUBLIC COMMENT

*None.*

### PUBLIC HEARINGS

**2. 25-541** Public Hearing for Consideration of the Sale of HRA owned Property at 2330

Elianna Drive.

Attachments: [1 - Public Hearing Notice](#)

*Chair Malecha opened the public hearing at 6:04pm.*

*Housing Coordinator Melissa Hanson noted this public hearing is to sell a HRA property at 2330 Elianna Dr..*

**A motion was made by Board Member Freeland, seconded by Board Member Beumer, to close the Public Hearing. The motion carried by the following vote:**

**Yes:** 5 - Board Member Nystrom, Board Member Freeland, Chair Malacha, Board Member Sokup and Board Member Beumer

**3. HRA Res. 2025-013** Consideration of the Sale of HRA owned Property at 2330 Elianna Drive.

Attachments: [1 - Resolution](#)

[2 - EXHIBIT A Listing Contract](#)

*Housing Coordinator Melissa Hanson introduced this item.*

*A motion was made by Board Member Freeland, seconded by Board Member Beumer, to approve HRA Resolution 2025-013 - Consideration of the sale of HRA owned property at 2330 Elianna Drive. The motion carried by the following vote:*

**Yes:** 5 - Board Member Nystrom, Board Member Freeland, Chair Malacha, Board Member Sokup and Board Member Beumer

## BOARD MEMBER AND COMMISSIONER REPORTS

*Board Member Sokup - event regarding affordable housing with Representative Kristi Pursell and former Council Member George Zuccolotto on Oct. 9th at 7pm at St. Johns church.*

## STAFF UPDATES

**4. 25-542** Staff Updates on Outstanding Community Development Items and City-Wide projects

Attachments: [1 - Link to City's Development Page](#)

[2 - City Administrator Memo September](#)

*Housing Coordinator Hanson attended MN NAHRO last week, held conversations with Dakota County around housing and what the cuts meant for their funding, participated in the Metro-wide Cities Forum.*

## ADJOURNMENT

**A motion was made by Board Member Beumer, seconded by Board Member Freeland, to adjourn the meeting at 6:16pm. The motion carried by the following vote:**

**Yes:** 5 - Board Member Nystrom, Board Member Freeland, Chair Malacha, Board Member Sokup and Board Member Beumer



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## Legislation Text

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**File #:** 26-029, **Version:** 1

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**Housing and Redevelopment Authority Meeting Date:** January 6, 2026

**To:** Housing and Redevelopment Authority

**From:** Ben Martig, City Administrator

2026 Board and Commission Onboarding - Youth on Boards.

**Action Requested:**

No action required.

**Summary Report:**

Since the City Council, now serving as the Housing and Redevelopment Authority, have not served alongside youth members, staff will be providing a brief onboarding related to the youth on boards program and how members can best support youth members.

The Northfield Youth on Boards program is a Healthy Community Initiative program that offers a unique opportunity for local youth to get involved in government by serving on boards, commissions, and committees. In addition to the HRA, youth also serve on the Planning Commission, Economic Development Authority, Heritage Preservation Commission, Library Board, Human Rights Commission, Environmental Quality Commission, and Youth Substance Prevention Alliance Task Force.

Healthy Community Initiative Staff put together a document for 2026 (attachment #1) laying out the goals of the Youth on Boards program, the roles of adult advisor, and advice and direction for adult board and commission members on how best to work alongside the youth and assist with furthering their experiences in local government.

With the shift in board and commission appointments, other boards and commissions will be receiving this document, along with the other standard onboarding items at their May or June meeting.

**Alternative Options:**

N/A

**Financial Impacts:**

N/A

**Tentative Timelines:**

N/A



**Northfield Youth on Boards** is a Healthy Community Initiative program that offers a unique opportunity for youth to get involved in local government, make change, and have a voice.

Opportunities include the Mayor's Youth Council, the District Youth Council, the City of Northfield Boards and Commissions, and Nonprofit Boards.

## What are the goals of the Youth on Boards program?

### Primary outcome:

- Expose young people to the civic process through participation on a City Board or Commission

### Secondary outcomes for youth:

- Gain an understanding of City issues
- Provide insights on issues
- See adult Board members as resources
- Have the opportunity to serve on a committee or task force

### Outcomes for adults:

- See youth as community experts
- Gain broader perspectives on City issues



## What is the role of the adult advisor?

The adult advisor is an HCI employee who serves as a liaison between the youth and the adult board and commission members. The adult advisor is available to:

- Help youth members understand board-related terms and processes
- Support youth and adults with communication and building strong partnerships
- Ensure youth are able to share important information from commission meetings with their peers and connect with others in the community who are engaged in related efforts
- Partner with the City, organizations and community members to ensure youth voice remains embedded in local decision-making processes

**The adult advisor, Emily Culver, can be reached at [emily@healthycommunityinitiative.org](mailto:emily@healthycommunityinitiative.org)**

## Important reminders

- A lack of vocal participation is not necessarily a sign of a lack of interest. Youth take back what they hear. Information transparency is an important sign of power-sharing for young people.
- Youth commit to attending monthly commission meetings. While they are encouraged to join a committee, schedules may not allow for an additional commitment.
- If a youth member misses a meeting and does not email or text the staff liaison ahead of time, please let the adult advisor know right away. If a youth member misses two meetings in a row (regardless of contact), please let the adult advisor know. Email Emily Culver at [emily@healthycommunityinitiative.org](mailto:emily@healthycommunityinitiative.org)

## Key takeaways on working with teens\*

- **Teens are still learning.** Adults often misinterpret teen behavior as rude or careless, when really they're still developing life skills. They may not know how to advocate for themselves yet, so they need guidance without judgment.
- Remembering what their own teen experience was like, adults can better approach youth when they employ plenty of empathy and patience. Expecting teens to act a certain way can lead to self-fulfilling outcomes. **The key is listening with an open mind and respecting where teens are in their development.**
- Teens are often expected to be both mature and immature, which is confusing! Rather than expecting certain types of behavior, **be ready to provide support when needed and take advantage of teachable moments** so teens don't have to struggle alone.
- Teens thrive when they feel they have autonomy—making choices, managing responsibilities and seeing purpose in their actions. **Feeling respected encourages openness, whereas treating teens like children can shut them down.**
- **Create opportunities for exploration so teens can figure out their goals and grow without pressure.** Life doesn't need to be figured out all at once—reassure teens that they have time.
- Teenagers can sometimes lash out to protect themselves from judgment. Someone (usually the adult) has to break the ice. **Fortunately, teens value authenticity in adults. Those who can be a little vulnerable (maybe not with the big things, but at least the small personal connections) are likely to earn more respect and build trust and openness.**



\*From the University of Minnesota Extension Service <https://extension.umn.edu/youth-development-insight/how-work-better-teens-according-18-year-olds>



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## Legislation Text

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**File #:** 26-030, **Version:** 1

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**HRA Meeting Date:** January 13, 2026

**To:** Members of the Housing and Redevelopment Authority

**From:** Melissa Hanson, Housing Coordinator

Housing & Redevelopment Authority (HRA) “Onboarding” Presentation & Discussion.

**Action Requested:**

Information only. No action requested. Please review presentation prior to meeting.

**Summary Report:**

The following is an outline of the HRA - Council Onboarding Outline to PowerPoint Presentation:

1. Vision and Mission Statement
2. Fair Housing Statement
3. What does an HRA do?
4. City Strategic Plan 2025-2028
5. HRA Tools
  - a. Bonds, conduit debt and other debt instruments
  - b. Policies and Ordinances
  - c. Programming
  - d. Property acquisition and disposition
6. Properties owned by the HRA
7. HRA 2026 Budget
8. 2025 Accomplishments
9. Headwinds/Tailwinds impacting housing
10. 2026 Priorities

Items that will be covered in more detail during the meeting include:

- Individual properties owned and current status;
- Local Housing Trust Fund;
- City's online development map;
- HRA activity report from 2024.

**Alternative Options:**

N/A

**Financial Impacts:**

N/A

**Tentative Timelines:**

N/A



# HRA- Council Onboarding

Melissa Hanson, Housing Coordinator  
January 13, 2026

# HRA Vision & Mission



## Vision

Our goal is to create a community with housing opportunities available along the entire housing spectrum: from renters to homeownership, first-time homeowners, to senior living, workforce housing and empty-nesters.

## Mission

To be a partner in providing a sufficient supply of affordable, adequate, safe and sanitary dwellings in Northfield.

We strive to create affordable housing opportunities and strengthen our neighborhoods utilizing:

- Sustainability
- Innovation
- Partnerships
- Community Input

# Northfield's Adopted Fair Housing Statement



The City of Northfield is an open, safe, and welcoming community.

The City and its Housing & Redevelopment Authority and Economic Development Authority is committed to being an inclusive community for all. This statement affirms a commitment to further fair housing and to promote appropriate activities by private and public entities to provide and advocate for equal housing opportunities for all residents and prospective residents of the City of Northfield.

The federal Fair Housing Act (1968) makes it illegal to consider race, color, religion, national origin, sex (including gender identity and sexual orientation), disability, or family status in rental, sales, or lending decisions. The Minnesota Human Rights Law also makes it illegal to discriminate based on creed, sexual or affectional orientation, marital status or receipt of public assistance. Fair housing means fair housing for all.

# What does an HRA do?

Governed by State Statute 469.001-.047



Northfield HRA has a history of:

- Housing development
- Housing preservation
- Redevelopment of blighted properties (housing and other)
- Ensuring affordability of housing
- Support housing access for all people

# Priorities of 2025-2028 City Strategic Plan



## Increase housing availability

Addressing the city's affordable housing needs

Desired outcome	Key outcome indicator	Target
Expanded availability of single- family housing	◦ # of single-family housing units added annually	◦ Add 50 single-family homes annually through December 2028
Expanded availability of multi- family housing	◦ # of multi-family housing units added annually	◦ Add 50 multi-family homes annually through December 2028
Preservation of housing quality and affordability	◦ # of naturally occurring affordable housing (NOAH) units preserved	◦ 30 NOAH units preserved/rehabbed annually through 2028

### Strategic initiatives

- Develop and implement single-family home expansion strategy and recruitment plan
- Implement new and existing housing stabilization program
- Create a strategy to reduce homeownership disparity
- Create development subsidy standards and policy
- Create a plan for publicly owned high priority redevelopment sites

# HRA Tools



- Bonds and Conduit Debt
- Policies and Ordinances
- Programming
- Property Acquisition and Disposition

# HRA Tools: Bonds and Conduit Debt



- Conduit debt financing – Jefferson Square Townhomes acquisition and rehabilitation of property (Preservation of affordable housing)
- Tax Increment Financing (TIF) – Northfield Apartments and Harvest Hills to apply (Expanded availability of multi-family housing)
- Tax abatement (expanded availability of housing) – Harvest Hills to request for infrastructure

# HRA Tools: Policies & Ordinances



- 4d Tax Classification (Housing Preservation and ensuring affordability of housing)
- 20% rentals – Increase availability of single-family rentals
- Short-term Lodging – VRBO/Air BnB
- Source of income protections (Ensuring affordability and housing access)
- Legislative Agenda

# HRA Tools: Programming



- Down Payment Assistance (ensuring affordability and housing access)
- Home Rehabilitation Assistance Loans (housing preservation)
- Rental Assistance Programs (affordability and access)
- Emergency Housing Access

# HRA Tools: Property Acquisition and Disposition



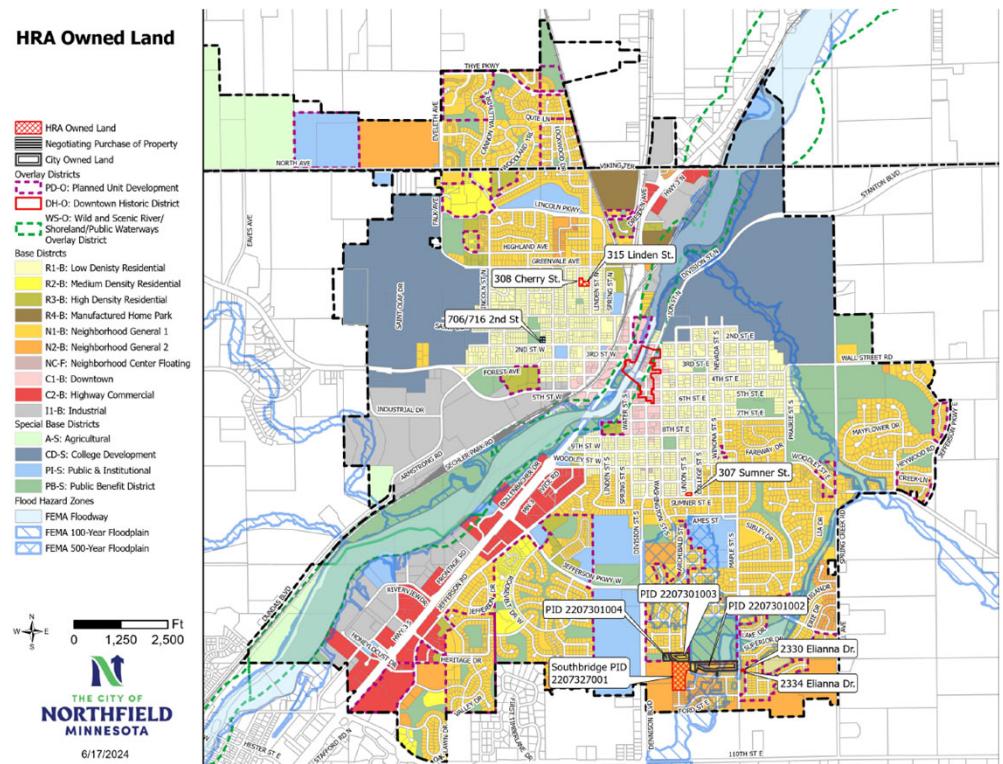
- Prepare properties for development – Sumner Street lot splits, surveys, GeoTech, Phase I Environmental, etc. (Housing Development and redevelopment)



# Properties Owned by HRA or City



- 308 Cherry St
- 315 Linden St
- 706/716 2nd St
- Southbridge – 7 acres
- Fargaze Meadow – 40 acres
- 2330 Elianna Dr- Listed for Sale



# HRA Budget 2026



## **Income: \$490,498**

- Levy = \$403,926
- State Affordable Housing Aid = \$31,972 (state funds appropriated to the Department of Revenue)
- Community Development Block Grant = \$54,600

## **Expenses: \$490,498**

- Staffing = \$242,712 – HRA Coordinator, Community Development Director, interns
- Local Housing Trust Fund = \$140,944
- Operations = \$53,918 – accounting, legal, IT, administration, public notices
- Miscellaneous (property tax, maintenance/repairs for properties, utilities) = \$52,924

Local Housing Trust Fund Balance 12/31/2025: \$168,597 + 2026 funds = \$491,513

- \$150,000 MHFA matching grant, must be programmed to down payment assistance and home rehabilitation loans/grants
- \$140,944 budgeted from 2026 HRA Levy
- \$31,972 State Affordable Housing Aid

**Total HRA fund balance = \$1,498,500 (unrestricted funds = \$741,290; restricted = \$757,210)**

# 2025 Accomplishments



- Secured a **matching grant from the Minnesota Housing Finance Agency (MHFA)** for the Local Housing Trust Fund, which will be allocated to **Down Payment Assistance** and **Home Rehabilitation** programs.
- Submitted a matching grant application to support a potential **Workforce Housing development** on City-owned land at Meadows Park; the application was **not awarded**.
- Implemented a **municipal 4d tax program** under the Low-Income Rental Classification (LIRC) program, providing reduced property tax rates to owners of affordable rental properties—an important **housing preservation tool**.
- Provided **financial support** to key community partners, including:
  - Northfield Union of Youth's *Wallflower Project* and *Wallflower House*
  - Community Action Center's *rent stabilization programs*
  - Rice County *Habitat for Humanity*

# Headwinds/Tailwinds



## Headwinds

- Infill priority
- Lack of grant funding opportunities
- Challenging development market

## Tailwinds

- Repositioning out of property management is almost complete
- Grant funds have been secured for Down Payment Assistance and Home Rehabilitation
- Strong community partnerships
- City Site Control of multiple properties

# Staff Emerging Priorities for 2026



- Lean into **legislative priorities** that strengthen and support housing initiatives in Northfield.
- Actively **pursue the limited funding opportunities** to support housing initiatives and redevelopment activities.
- Update **Down Payment Assistance** and **Home Rehabilitation Loan** programs to ensure compliance with the MHFA Local Housing Trust Fund grant requirements.
- Advance **housing development on HRA-owned land**, including developer recruitment and/or necessary predevelopment activities.
- Provide guidance for the **Zoning Code Update**, focusing on best practices for housing preservation and strengthening the local housing ecosystem.

# Initial Feedback



- . Questions?
- . Priorities?
- . Direction?