



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Tuesday, August 23, 2022

4:00 PM

Council Chambers

CALL TO ORDER AND ROLL CALL

Chair Nystrom called the meeting to order at 4:05pm.

Present: 4 - Chair Brent Nystrom, Board Member Sandra Gerdes, Board Member James Crow and Board Member Clarice Grabau

Absent: 2 - Board Member Jayne Hager Dee and Board Member Abdullahi Abdullahi

ALSO PRESENT

Housing Coordinator Melissa Hanson, Administrative Associate Kari Bonde, City Administrator Ben Martig

APPROVAL OF AGENDA

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

Yes: 4 - Chair Nystrom, Board Member Gerdes, Board Member Crow and Board Member Grabau

APPROVAL OF MINUTES

1. [22-496](#) June 20, 2022 HRA Meeting Minutes

Attachments: [06-20-2022 HRA Meeting Minutes](#)

A motion was made by Board Member Gerdes, seconded by Board Member Crow to approve the June 20, 2022 HRA Meeting Minutes. The motion carried by the following vote:

Yes: 4 - Chair Nystrom, Board Member Gerdes, Board Member Crow and Board Member Grabau

NEW BUSINESS

2. [22-558](#) Mid-Year 2022 HRA Budget Report.

Attachments: [Incode Report- Mid-Year](#)

Housing Coordinator Melissa Hanson gave an update on the HRA budget and answered questions from the board members.

3. [22-559](#) 2nd Quarter 2022 Rental Property Report.

Attachments: [Q2 2022 Rental Income & Expense Report](#)

Housing Coordinator Melissa Hanson introduced this item and answered questions from board members.

4. [22-560](#) Community Development Block Grant (CDBG) 2nd Quarter 2022 Report, 4th Quarter Report for fiscal year (FY) 2021-2022.

Attachments: [NFLD CDBG Budget Status Report July 2022](#)

Housing Coordinator Melissa Hanson introduced this item and answered questions from board members.

5. [HRA M2022-002](#) HRA to Consider Utilizing unspent Mobile Home Rehab Funds by providing financial support to the Community Action Center for their new Emergency Mobile Home Repair program.

Attachments: [1 - CAC Emergency Mobile Home Repair](#)
[2 - Viking Terrace Press Release](#)

Housing Coordinator Melissa Hanson introduced this item and answered question from board members.

Board members would like a presentation update from CAC regarding their Emergency Mobile Home Repair program and to invite Brian Kopack, Mobile Home Rehabilitation Coordinator, to give an update. The consensus from the board is that they are in support to give funds.

6. [HRA Res. 2022-004](#) HRA to Consider the Resolution and Purchase Agreement for Sale of HRA Owned Property.

Attachments: [1 - Resolution HRA seller to CAC buyer v3 071422](#)
[2 - QCD HRA Seller to CAC Buyer v.4 071422](#)

Housing Coordinator Melissa Hanson introduced this item noting the roof will be replaced before closing on September 30 and the cost of the home is \$222,040.00. The money from the sale will be deposited into the reserve account for future housing initiatives.

A motion was made by Board Member Gerdes, seconded by Board Member Crow, to approve the Resolution and Purchase Agreement for Sale of HRA Owned Property - 517 Washington St. The motion carried by the following vote:

Yes: 4 - Chair Nystrom, Board Member Gerdes, Board Member Crow and Board Member Grabau

7. [22-561](#) HRA to Consider Revised Meeting Dates and Times.

Attachments: [1 - Meeting Schedule 2022-Revised](#)
[2 - Meeting Schedule 2023](#)

City Administrator Ben Martig introduced this item and answered questions from board members.

Board members would like to keep the 2022 schedule as is. Look at 2023 for new schedule time/date.

8. [22-562](#) Strategic Plan Update.

Attachments: [1-Strategic Plan](#)

Housing Coordinator Melissa Hanson gave a brief Power Point update on the Strategic Plan regarding housing in Northfield, surrounding areas and Rice County.

9. [22-563](#) HRA to Review Draft of Local Housing Trust Fund Policy and Guide Book.

Attachments: [1 - LHTE POLICY](#)

Housing Coordinator Melissa Hanson answered questions from board members.

Possible funds to put into the Local Housing Trust Fund: CDBG funds, levy funds, possible ARPA funds.

REPORTS FROM COMMISSION MEMBERS AND CHAIR

Board Member Gerdes: Joy Watson, would like to give a presentation to the HRA regarding small home development.

STAFF UPDATES

10. [22-564](#) The HRA Board shall be given an update on outstanding HRA/City and housing related items.

Housing Coordinator Melissa Hanson gave updates regarding:

Spring Creek II Ground Breaking tomorrow (8/24) at 3pm.

Attorney General Keith Ellison will be at Emmaus Church at 6pm on Friday regarding Viking Terrance/Lakeshore Management.

Possible Work Session at 6pm, after regular October meeting.

ADJOURNMENT

A motion was made by Board Member Gerdes, seconded by Board Member Grabau, to adjourn the meeting at 5:25pm. The motion carried by the following vote:

Yes: 4 - Chair Nystrom, Board Member Gerdes, Board Member Crow and Board Member Grabau