



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Thursday, January 5, 2023

6:00 PM

Council Chambers

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

Chair Nystrom called the meeting to order at 6:07pm.

Present: 7 - Board Member Jayne Hager Dee, Vice Chair Sandra Gerdes, Board Member James Crow, Board Member Bruce McKendry, Board Member George Zuccolotto, Board Member Maelynn Thomas and Chair Brent Nystrom

ALSO PRESENT

Housing Coordinator Melissa Hanson, Mayor Pownell and Administrative Associate Kari Bonde.

APPROVAL OF AGENDA

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

Yes: 7 - Board Member Dee, Vice Chair Gerdes, Board Member Crow, Board Member McKendry, Board Member Zuccolotto, Board Member Thomas and Chair Nystrom

APPROVAL OF MINUTES

1. [23-852](#) December 13, 2022 HRA Meeting Minutes

Attachments: [12-13-2022 HRA Meeting Minutes](#)

A motion was made by Board Member Crow, seconded by Board Member Gerdes, to approve the December 13, 2022 HRA Meeting Minutes. The motion carried by the following vote:

Yes: 6 - Vice Chair Gerdes, Board Member Crow, Board Member McKendry, Board Member Zuccolotto, Board Member Thomas and Chair Nystrom

Abstained: 1 - Board Member Dee

NEW BUSINESS

2. [23-853](#) 2023 Board and Commission Onboarding and Refresher

Attachments: [1 - Board and Commission Onboarding and Refresher 2023](#)
[2 - Northfield City Code/Charter](#)
[3 - 2021-2024 City of Northfield Strategic Plan](#)
[1 - 2022 Board and Commission Training video](#)
[5 - 2021 Board and Commission Training video](#)
[6 - Tips for Speaking in the Council Chamber video](#)
[7 - City Council Rules of Business](#)
[8 - Current HRA Bylaws](#)
[9 - HRA City Webpage](#)

Housing Coordinator Melissa Hanson introduced this item and noted it is information to review and to let her know if you have questions.

3. [23-854](#) 2023 Housing & Redevelopment Authority Board Election of Officers.

Chair Nystrom introduced this item. He proposed the following: Brent Nystrom to stay as Chair, Sandi Gerdes to stay as Vice-Chair and Jayne Hager Dee to stay as Secretary.

A motion was made by Board Member Crow, seconded by Board Member McKendry, to approve Brent Nystrom as Chair, Sandi Gerdes as Vice-Chair and Jayne Hager Dee as Secretary. The motion carried by the following vote:

Yes: 7 - Board Member Dee, Vice Chair Gerdes, Board Member Crow, Board Member McKendry, Board Member Zuccolotto, Board Member Thomas and Chair Nystrom

4. [23-855](#) 2023 Proposed HRA Meeting Schedule

Attachments: [2023 HRA Meeting Dates](#)

Chair Nystrom introduced this item noting that the HRA meeting will be moving to the 1st Thursday of the month, starting at 6:00pm. (This is a change from the 4th Tuesday of the month, starting at 4:00pm.)

Mayor Pownell addressed questions from Board Members regarding the change of date/time noting that this change will keep it consistent with all boards and commissions and that citizens/staff/other board members have the option to make it to any board/commission meeting.

A motion was made by Board Member Dee, seconded by Board Member Thomas, to approve the new date/time change to the 1st Thursday of the month, starting at 6pm. The motion carried by the following vote:

Yes: 7 - Board Member Dee, Vice Chair Gerdes, Board Member Crow, Board Member McKendry, Board Member Zuccolotto, Board Member Thomas and Chair Nystrom

5. [HRA M2023-001](#) HRA to Consider a \$30,000 Grant Request from Habitat for Humanity of Rice County.

Attachments: [1 - 2022.11.17 Revised Request to Northfield HRA](#)
[2 - Beacon - 1104 Forest](#)
[3 - 2022.11.18 Supplement to HRA request](#)

Housing Coordinator Melissa Hanson introduced this item noting Habitat for Humanity of Rice County is requesting assistance with purchasing a lot in Northfield. Dayna Norvold, Rice County Executive Director, asked the HRA for \$30,000.00 to help purchase a lot in Northfield noting this would help Northfield provide more affordable housing.

Chair Nystrom recused himself from the vote due to involvement with Habitat for Humanity.

A motion was made by Board Member Crow, seconded by Board Member Dee, to approve giving Habitat for Humanity of Rice County up to \$30,000.00 to purchase a lot in Northfield. The motion carried by the following vote:

Yes: 4 - Board Member Dee, Board Member Crow, Board Member Zuccolotto and Board Member Thomas

No: 2 - Vice Chair Gerdes and Board Member McKendry

Recused: 1 - Chair Nystrom

6. [23-856](#)

Consider the Creation of a Joint Subcommittee of the Housing and Redevelopment Authority and Human Rights Commission to Review and Recommend a Fair Housing Policy for the City of Northfield.

Housing Coordinator Melissa Hanson introduced this item and answered questions from Board Members. We are looking to create a joint subcommittee of the HRA and HRC (Human Rights Commission) to review and recommend a Fair Housing Policy. Board Members Thomas and Vice Chair Gerdes volunteered to represent the HRA on the subcommittee.

REPORTS FROM COMMISSION MEMBERS AND CHAIR

Vice Chair Gerdes stated she received an email from Gina Washburn regarding dollars we used for Viking Terrance repairs, process is cumbersome and asking if can we get things done in a timely manner.

STAFF UPDATES

7. [23-857](#)

The HRA Board shall be given an update on outstanding HRA/City and housing related items.

Attachments: [1 - Comp Plan FINAL RFQ 12122022](#)
[2 - DRAFT Intern Description 2023](#)
[3 - Meeting Schedule 2023- Thursday](#)

Housing Coordinator Melissa Hanson gave her updates to the board and answered questions.

She asked the board about their thoughts on acquiring 315 Linden St. N.

A motion was made by Vice Chair Gerdes, seconded by Board Member Hager Dee to pursue an LOI on 315 Linden St. N. Motion carried by the following vote:

Yes: 7 - Board Member Dee, Vice Chair Gerdes, Board Member Crow, Board Member McKendry, Board Member Zuccolotto, Board Member Thomas and Chair Nystrom

ADJOURNMENT

A motion was made by Board Member Crow, seconded by Board Member McKendry, to adjourn at 7:49pm. The motion carried by the following vote:

Yes: 7 - Board Member Dee, Vice Chair Gerdes, Board Member Crow, Board Member McKendry, Board Member Zuccolotto, Board Member Thomas and Chair Nystrom