



# City of Northfield

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

## Meeting Minutes - Draft Housing & Redevelopment Authority

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Thursday, July 14, 2016

5:00 PM

Council Chambers

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### Rollcall

*Also Present: Janine Atchison - Housing Coordinator, Kimberly Hernandez and Mikal Hofstad - Youth Representatives, and Barb Neitzel - Recording Secretary*

**Present:** 4 - Jayne Hager Dee, Erica Zweifel, Kevin Fink and Dayna Norvold

**Absent:** 1 - Kris Vohs

### I. Call to Order and Approval of Agenda

A motion was made by Board Member Hager Dee, seconded by Board Member Fink, to approve the July 14, 2016 Agenda . The motion carried by the following vote:

**Yes:** 4 - Board Member Hager Dee, Board Member Zweifel, Board Member Fink and Board Member Norvold

### II. Approval of Minutes

1. [16-305](#) Approve June 9, 2016 HRA Minutes

**Attachments:** [06-09-16 HRA Minutes](#)

A motion was made by Board Member Zweifel, seconded by Board Member Hager Dee, to approve the June 9, 2016 HRA Minutes. The motion carried by the following vote:

**Yes:** 4 - Board Member Hager Dee, Board Member Zweifel, Board Member Fink and Board Member Norvold

### III. Unfinished Business

2. [16-306](#) HRA Property Update - 517 Washington Street

*Staff reported on the following bids for air conditioning units at 517 Washington:*

- \$6,800 for Armstrong units - Lennox Brand
- \$5,900 for Carrier units

*The board determined they should purchase the Armstrong units and authorized staff to pay for them from the appropriate budget line item. They agreed to charge the tenants for gas and electric only and adjust the rent based on an average of the last two years bills.*

*Staff is still working with various agencies for tenant referrals for the upper unit.*

**A motion was made by Board Member Fink, seconded by Board Member Hager Dee, to approve the installation of Armstrong central air units in the two apartments at 517 Washington Street with the possibility of the tenants paying their own gas and electric based on rent to be reduced by an average of previous years usage. The motion carried by the following vote:**

**Yes:** 4 - Board Member Hager Dee, Board Member Zweifel, Board Member Fink and Board Member Norvold

3. [16-307](#) Affordable Housing Task Force Meeting

**Attachments:** [06-13-2016 Minutes](#)

*The board reviewed the June 13, 2016 Affordable Housing Task Force meeting minutes. There is no meeting scheduled for July.*

#### IV. New Business Items

4. [16-308](#) HRA Youth Representatives

*The HRA welcomed youth representatives Kimberly Hernandez and Mikal Hofstad.*

5. [HRA Res. 2016-017](#) Approval of Resolution for 103 Orchard Street North

**Attachments:** [Resolution for Transfer of Real Property - Reppmann](#)  
[Termination of Lease - Reppmann](#)  
[Purchase Agreement - Reppmann](#)  
[Quit Claim Deed - Reppmann](#)

*In 2014 the Cannon River Community Land Trust offered to transfer the individual properties to the homeowners for a monetary value based on the Rice County Assessors valuation of the property or the results of a private, third party property appraisal paid for by the homeowner, whichever was less.*

*The homeowners of 103 Orchard Street, Joachim and Gitta Reppmann, requested to purchase the land and obtained a third party appraisal. The board had concerns about the validity of the third party appraisal but voted to accept the appraisal and approve the sale of the land.*

**A motion was made by Board Member Zweifel, seconded by Board Member Hager Dee, to approve Resolution 2016-017 Approving the sale of the land of the property at 103 Orchard Street using the Reppmann's appraisal of \$15,300. The motion carried by the following vote:**

**Yes:** 3 - Board Member Hager Dee, Board Member Zweifel and Board Member Norvold

**No:** 1 - Board Member Fink

*However, when the board realized a 2/3 majority was required to transfer the land the topic was reopened and a new vote was taken.*

**A motion was made by Board Member Fink, seconded by Board Member Zweifel, to re-approve HRA Resolution 2016-017 - Approving the Transfer of Land at 103**

Orchard with the understanding that the HRA will obtain an appraisal for future land trust transfers and if there is equity the homeowner will be responsible for paying for it. The motion carried by the following vote:

**Yes:** 4 - Board Member Hager Dee, Board Member Zweifel, Board Member Fink and Board Member Norvold

6. [HRA Res. 2016-018](#) Approval of Resolution 625 Bunker Drive, a Cannon River Community Land Trust (CRCLT) property.

**Attachments:** [Resolution for Transfer of Real Property to Nystrun](#)  
[Spreadsheet of Costs Jermeland](#)

*The HRA discussed to sale of land at 625 Bunker Drive in which the homeowner is in a negative equity situation.*

**A motion was made by Board Member Fink, seconded by Board Member Zweifel, to approve HRA Resolution 2016-018 - Aproving the sale of land at 625 Bunker Drive. The motion carried by the following vote:**

**Yes:** 4 - Board Member Hager Dee, Board Member Zweifel, Board Member Fink and Board Member Norvold

7. [16-309](#) Community Development Block Grant Funds

**Attachments:** [CDBG Balances 6-13-2016](#)  
[Home Matters Phase 3 Map](#)

*The board discussed unspent CDBG funds and staff asked them to explore and consider alternative uses of funds which are subject to recapture in 2017 and 2018. She added that staff, along with Three Rivers representatives, will be meeting the Dakota County CDA to discuss Federal Wage Rate requirements (Davis-Bacon Act) on the North and South Oaks rehabilitation project, which was understood did not apply to this project.*

*The HRA determined they would like a discussion of CDBG funding on all future agendas.*

## V. Reports and Discussion Items

*E. Zweifel reported on a HUD meeting she attended regarding solar garden projects.*

- a) Commissioner Comments and Reports
- b) Staff Updates and Reports
- c) Comments from the Chair

*Chair Norvold noted she will be attending a NAHRO workshop on financing large projects.*

## VI. Adjournment

*The meeting adjourned at 6:30 p.m.*