



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Thursday, August 11, 2016

5:00 PM

Council Chambers

I. Call to Order and Approval of Agenda

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

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

Absent: 1 - Kris Vohs

II. Approval of Minutes

1. [16-356](#) Approve July 14, 2016 HRA Minutes

Attachments: [07-14-16 HRA Minutes](#)

The HRA revised the minutes as requested by K. Fink.

A motion was made by Board Member Hager Dee, seconded by Board Member Fink, to approve the July 14 HRA Minutes as amended:

- P. 1, Unfinished Business, second paragraph to read as "The board determined the HRA should purchase the Armstrong units and authorized staff to pay for them from the appropriate budget line. The HRA agreed to charge the tenants for gas and electric only and reduce the fair market rent based on the calculated monthly average of the last two years utility bills."

- P. 2, second paragraph motion, 3rd line, to read as: "...apartments at 517 Washington Street contingent on tenants paying..."

- P. 2, New Business, Item 5., 2nd paragraph, 2nd line, to read as "...The board suggested the best practice would be to obtain their own appraisal for future sales but voted to accept this appraisal and approve the sale of the land."

- P. 3, Item 7, 1st paragraph, line 3, to read as: The Housing Coordinator added that staff..."

The motion carried by the following vote:

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

IV. New Business Items

2. [16-357](#) Habitat for Humanity

Attachments: [HRA Request from Habitat for Humanity 8-11-2016](#)

Chair Norvold spoke on behalf of Habitat for Humanity regarding a request to waive the

permit fees for the construction of a new home at 805 1st Street West in Northfield. Permit fees are estimated to be \$2300-\$2500, however, staff felt they could be less than that.

A motion was made by Board Member Zweifel, seconded by Board Member Fink, to approve up to \$2,500 in permit fees with the request to the City to waive the City fees for construction of a Habitat for Humanity home being built at 805 1st Street West. The motion carried by the following vote:

Yes: 3 - Board Member Hager Dee, Board Member Zweifel and Board Member Fink

Recused: 1 - Board Member Norvold

III. Unfinished Business

3. [16-358](#) Street Assessment Assistance Program

Attachments: [Policy and Application 2016](#)

The board discussed the street assessment policy as it relates to homes purchased with pending assessments and whether the sale price of the home was adjusted accordingly. This scenario applies to an application for the Woodley Street project. The HRA questioned whether they should request a copy of the closing statement in these situations. The Housing Coordinator stated she would draft language to reflect their desires.

A motion was made by Board Member Norvold, seconded by Board Member Hager Dee, stating this particular family will be awarded their street assessment assistance amount without a settlement statement or statement from the realtors. The motion carried by the following vote:

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

4. [16-359](#) Community Development Block Grant Funds

Attachments: [CDBG Balances 6-13-2016](#)

There was a discussion about future uses of CDBG funds which are subject to recapture in 2017 and 2018. Items discussed include:

- Revising Down Payment Assistance Program with new parameters.*
- Meeting with realtors to figure out why programs are not working.*
- Using funds for street improvements such as new sidewalk along Greenvale Apartments.*
- Assisting Community Action Center in purchase of pre-fab homes at Manger Inn site.*
- Assist with emergency housing needs.*
- Topic or main focus of Housing Summit.*

5. [16-360](#) Affordable Housing Task Force

Attachments: [9-06-2016 - agenda](#)

The next Affordable Housing Task Force meeting will be held September 6th at 4:00 p.m. at Laura Baker Services Association Meeting Room. The agenda includes open discussion.

V. Reports and Discussion Items

The Housing Coordinator noted the following:

- September meeting will include a discussion on the 2017 Budget
- September meeting will need to be changed due to absences
- Carol Juvland - Northfield CAC, may have a tenant for the upper unit of 517 Washington

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

VI. Adjournment

The meeting adjourned at 6:38 p.m.