



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Thursday, January 12, 2017

5:00 PM

Council Chambers

I. Call to Order and Approval of Agenda

Also Present: Janine Atchison - Housing Coordinator, Chris Heineman - Community Development and Planning Director, Arlen Malecha - Coldwell Banker, Kimberly Hernandez, Jim Blaha - CAC, Barb Neitzel - Recording Secretary

Present: 5 - Jayne Hager Dee, Kris Vohs, Dayna Norvold, Kevin Fink and Erica Zweifel

II. Approval of Minutes

1. [17-589](#) December 12, 2016 HRA Minutes and December 20, 2016 Special HRA Meeting Minutes

Attachments: [12-12-16 HRA Minutes](#)
[12-20-16 HRA Minutes](#)

A motion was made by Board Member Vohs, seconded by Board Member Hager Dee, to approve the December 12 and 20, 2016 HRA Minutes. The motion carried by the following vote:

Yes: 5 - Board Member Hager Dee, Board Member Vohs, Board Member Norvold, Board Member Fink and Board Member Zweifel

IV. New Business Items

3. [17-591](#) Northfield Housing Market - Arlen Malecha, Coldwell Banker Real Estate

Arlen Malecha distributed a statistics sheet comparing single family home sales data in 2015 and 2016 for Faribault, Northfield, Owatonna and Rice County. In 2016, 372 homes were sold in Northfield for a median sale price of \$225,900.00; however, the average list price was \$359,318.00.

Other items noted include:

- In 2016 there were 70 buildable lots with 30 building permits being issued.
- Most homes priced under \$200,000 are in substandard condition.
- Northfield's great school system and two colleges make it attractive to many buyers.
- Empty nesters are staying in their homes longer causing a bottleneck of available homes for sale.
- Northfield is lacking in starter homes and properties for empty nesters.
- Northfield has less foreclosures than surrounding communities.

III. Unfinished Business

4. [17-592](#) Cannon River Community Land Trust (CRCLT) Land Sale-101 Orchard St N

Attachments: [Foster Request to HRA Board](#)

[Appraisal Dec-2016](#)

[Appraisal Apr-2016](#)

Staff reported she spoke with City Attorney Robert Scott regarding the difference in the appraisals and he stated the board could get a second opinion but in the end it is a policy decision.

There was concern related to setting a precedence, although the board recognized it is a unique situation because of how close the lots are to each other. As a result, they agreed to set the price at \$20,000 which is \$5,000 less than the appraised value.

A motion was made by Board Member Zweifel, seconded by Board Member Vohs, to sell the land at 101 Orchard Street North at a price of \$20,000. The motion carried by the following vote:

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

No: 1 - Board Member Fink

5. [17-593](#) Community Development Block Grant (CDBG) Funds - Home Matters

Attachments: [CDBG Fund Balance 18-NOV-2016](#)

The board discussed whether Home Matters funding should be a grant or a forgivable loan. Staff noted the scope of work will be limited to key areas such as foundation repair, roof and gutter replacement, and mechanical repairs (HVAC, plumbing or electrical).

A motion was made by Board Member Fink, seconded by Board Member Hager Dee, to approve a 0% deferred loan forgivable after five years for up to \$10,000 and owner's contribution to be 50% for projects from \$1,000-\$5,000 and 33% for projects from \$5,001 and above. The motion carried by the following vote:

Yes: 5 - Board Member Hager Dee, Board Member Vohs, Board Member Norvold, Board Member Fink and Board Member Zweifel

6. [17-594](#) Community Development Block Grant (CDBG) Funds- Down Payment Assistance

Attachments: [CDBG Fund Balance 18-NOV-2016](#)

The board discussed changing the parameters of the existing Down Payment Assistance Program to better serve low and moderate income buyers. They would also like to come up with creative ways to market this program.

A motion was made by Board Member Zweifel, seconded by Board Member Vohs, to change the amount of a 0% deferred loan to a maximum of \$15,000, requiring that eligible families provide a minimum of \$1,000 toward the down payment. The

motion carried by the following vote:

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

Recused: 1 - Board Member Norvold

7. [HRA Res. 2017-001](#) Adopt 2017 Community Development Block Grant (CDBG) Application Resolution

Attachments: [2017-001 CDBG Application Resolution](#)

The HRA approved the following 2017 CDBG funding allocation:

\$26,014 - Home Matters - Single Family Homeowner Rehabilitation

\$15,000 - Down Payment Assistance

\$20,000 - Sidewalk Project at Greenvale Avenue

A motion was made by Board Member Hager Dee, seconded by Board Member VoHS, to approve the HRA Resolution 2017-001 - Approving the Application for Fiscal Year 2017 Dakota County Community Development Block Grant Funding.

The motion carried by the following vote:

Yes: 5 - Board Member Hager Dee, Board Member VoHS, Board Member Norvold, Board Member Fink and Board Member Zweifel

8. [HRA Res. 2017-002](#) Resolution Community Development Block Grant (CDBG) Activity Change

Attachments: [Resolution CDBG Activity Change 1-4-2017](#)

The board discussed moving unspent CDBG Funds totalling \$11,398 from the Demolition and Site Clearance Program to the Downtown Historic District Rental Rehabilitation Program.

A motion was made by Board Member Hager Dee, seconded by Board Member Zweifel, to approve the HRA Resolution 2017-002 - Approving the Amended Activity Application for Fiscal Year 2013 Dakota County Community Development Block Grant Funding. The motion carried by the following vote:

Yes: 5 - Board Member Hager Dee, Board Member VoHS, Board Member Norvold, Board Member Fink and Board Member Zweifel

9. [17-595](#) Housing & Redevelopment Authority (HRA) Financial Reports

Attachments: [2016 Revenue & Expense Report - 295](#)

[2016 Rental Income & Expense Report](#)

[2016 Revenue & Expense Report-250](#)

Year-end financial reports for 2016 were reviewed. Staff noted a few minor changes may occur between now and the end of February when the books are closed for the year.

10. [17-596](#) Housing & Redevelopment Authority (HRA) - 2017 Meeting Schedule

Attachments: [2017 HRA Meeting Schedule](#)

Staff noted the schedule of meetings is a living document and is subject to change.

The board also discussed election of officers for FY2017.

A motion was made by Board Member Zweifel, seconded by Board Member Hager Dee, to retain Dayna Norvold as Chair and Jayne Hager Dee as Secretary for the HRA for fiscal year 2017. The motion carried by the following vote:

Yes: 5 - Board Member Hager Dee, Board Member Vohs, Board Member Norvold, Board Member Fink and Board Member Zweifel

V. Reports and Discussion Items

Jim Blaha, Community Action Center, stated the CAC has been faced with a high demand of homeless services. He asked the HRA to consider collaborating with the CAC for emergency housing at 517 Washington Street that would allow residents to stay from two weeks to three months. The HRA spoke in favor of this proposal and asked Jim and staff to explore opportunities at this location.

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

VI. Adjournment

The meeting adjourned at 6:22 p.m.