



# 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, March 9, 2017

5:00 PM

Council Chambers

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### Rollcall

*Also Present: Janine Atchison - Housing Coordinator, Chris Heineman - Community Development and Planning Director, Kimberly Hernandez - Youth Member, Jim Blaha - Northfield Community Action Center, Jenny Larson and Leah Hall - Three Rivers Community Action*

**Present:** 4 - Jayne Hager Dee, Kris Vohs, Dayna Norvold and Erica Zweifel

**Absent:** 1 - Kevin Fink

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

**A motion was made by Board Member Vojs, seconded by Board Member Dee to approve the March 9, 2017 HRA Agenda. The motion carried by the following vote:**

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

### II. Approval of Minutes

*Jayne Hager Dee stated her last name is Dee and not Hager Dee as noted in the minutes.*

**A motion was made by Board Member Dee, seconded by Board Member Vojs, to approve the February 9, 2017 HRA minutes as amended. The motion carried by the following vote:**

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

1. [17-699](#) February 9, 2017 HRA Minutes

**Attachments:** [02-09-17 HRA Minutes](#)

### IV. New Business Items

3. [17-700](#) Community Action Center Proposal for Lease at 517 Washington Street South

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**Attachments:** [CAC Proposal 2017](#)

[2015 Income-Expense 517 Washington St S](#)

[2016 Income-Expense 517 Washington St S](#)

[FMR-2016 with Utility Allowance](#)

*Jim Blaha - Executive Director of Northfield Community Action Center made a proposal to rent both of the units at 517 Washington Street to be used as emergency shelters. As a result of demand and cost he proposed a lower than market rent of \$600 per month/per unit with all utilities paid by the HRA. He also requested longer than a two week stay in order for tenants to have enough time to pursue permanent housing.*

*HRA members spoke in favor of the request and saw it as a reasonable way for the HRA to contribute to homelessness. Questions were raised regarding damages, keys and cleaning. J. Blaha stated the CAC would be responsible for changing locks, cleaning before and after transitions and all damages to the units.*

*Staff added the windows will still need to be replaced but air conditioning units would not be installed at this time.*

*It was noted the upper unit would be available for use in April and the other at the end of July.*

**A motion was made by Board Member Zweifel, seconded by Board Member Vohs, to enter into an agreement with the Community Action Center for \$600 per unit for two years for the dwellings at 517 Washington Street . The motion carried by the following vote:**

**Yes:** 3 - Board Member Vohs, Board Member Norvold and Board Member Zweifel

**Recused:** Board Member Dee

**4. [17-701](#) Possible Development Options for Southbridge Property**

*Jenny Larson and Leah Hall - Three Rivers Community Action, spoke to the board about the steps needed to further develop the Southbridge site. They also spoke about the process used when the Spring Creek Townhomes were built. Those processes include community meetings, best uses, planning, alternative concepts and financing. Applications for MFHA funds are due in June of each year and results are given out in September so groundbreaking can happen in the spring. It takes about a year to put together a proposal for financing.*

*The board determined that they would like to explore building concepts for the site with Three Rivers.*

*They also agreed to have monthly work sessions as needed.*

**5. [17-702](#) Three Rivers Community Action Agency Program Assistance**

**A motion was made by Board Member Vohs, seconded by Board Member Dee, to direct staff to draft a consultant service contract with Three Rivers Community Action Agency to provide administrative services for the CDBG Home Matters Residential Rehabilitation Program and bring back to the HRA for approval at a future meeting. The motion carried by the following vote:**

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

6. [17-703](#) City Council Strategic Planning

*Staff informed the board of a City Council strategic planning process to set priorities for the next three years. HRA board members were invited to participate at a Community Forum scheduled for April 6th.*

7. [17-704](#) Housing & Redevelopment Authority (HRA) 2017 Meeting Schedule

*It was determined alternative dates would need to be provided for the April and July meetings. The July meeting will include budget discussions.*

### III. Unfinished Business

8. [17-705](#) Northfield Micropolitan Summit

**Attachments:** [1 - Micropolitan Letter](#)  
[2 - Minnesota Micropolitan Article](#)  
[3 - Micropolitan Rate Sheet](#)

*Staff reported on a Micropolitan Summit hosted by the Northfield EDA on Wednesday, June 7th to help generate awareness about the Northfield market for both commercial and residential real estate brokers, investors, and developers to help foster retention and expansion of current Northfield businesses.*

9. [17-706](#) Affordable Housing Task Force Update

**Attachments:** [2017-2-7 Minutes](#)

*The HRA reviewed the Affordable Housing Task Force meeting minutes of February 7, 2017.*

### V. Reports and Discussion Items

*Staff noted she has received the first application for the Downtown Rental Rehabilitation Program.*

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

### VI. Adjournment

*The meeting adjourned at 6:11 p.m.*