



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Thursday, May 11, 2017

5:00 PM

Council Chambers

Rollcall

Also Present: Janine Atchison - Housing Coordinator, Chris Heineman - Community Development and Planning Director, Kimberly Hernandez & Mikal Hofstad - Youth Members, Leah Leraas - Three Rivers, Barb Neitzel - Recording Secretary

Present: 4 - Jayne Hager Dee, Kris Vohs, Dayna Norvold and Kevin Fink

Absent: 1 - Erica Zweifel

I. Call to Order and Approval of Agenda

A motion was made by Board Member Vohs, seconded by Board Member Fink, to approve the May 11, 2017 HRA Agenda . The motion carried by the following vote:

Yes: 4 - Board Member Dee, Board Member Vohs, Board Member Norvold and Board Member Fink

II. Approval of Minutes

1. [17-803](#) April 17, 2017 HRA Minutes

Attachments: [04-17-17 HRA Minutes](#)

A motion was made by Board Member Dee, seconded by Board Member Fink, to approve the April 17, 2017 HRA Minutes. The motion carried by the following vote:

Yes: 4 - Board Member Dee, Board Member Vohs, Board Member Norvold and Board Member Fink

III. Unfinished Business

2. [17-804](#) Purchase & Renovation of Koester Court by Common Bond Communities

Staff noted there was a slight change with this item. Common Bond Communities has been informed they need to have a full appraisal done per Rural Development. This should take approximately 30 days. Since CDBG dollars are being used it would be subject to prevailing wages.

C. Heineman noted local contributions would need to be a minimum of 2.1% of the total costs. CDBG funds would be the primary funding source and another type of loan such

as a deferred loan could be used to fill the gap.

Staff will bring this item back to the board once the appraisal has been completed.

3. [17-805](#) Community Development Block Grant (CDBG) Fund Update

Attachments: [CDBG Fund Balance 4-30-2017](#)

Staff reported on the CDBG activity and balance report. Everything is on track with the exception of \$5,000 in revolving funds that was added to the Down Payment Assistance Program.

IV. New Business Items

4. [17-806](#) Northfield Micropolitan Summit

Attachments: [Micropolitan Summit Agenda](#)
[Northfield Sponsorship Micropolitan Rate Sheet](#)

Staff stated Lynn Johnson from Colwell Banker is set to speak at the summit. Two other speakers still need to be confirmed. The HRA spoke in favor of supporting the summit.

A motion was made by Board Member Dee, seconded by Board Member Fink, to approve the HRA becoming silver corporate sponsors at the \$2,500 level. The motion carried by the following vote:

Yes: 4 - Board Member Dee, Board Member Vohs, Board Member Norvold and Board Member Fink

5. [17-807](#) University of Minnesota, Humphrey School of Public Affairs, Capstone Project

Attachments: [Northfield Capstone Application](#)

Staff stated she and City Planner Tempel submitted a Capstone Project proposal to provide an analysis of the existing housing market in Northfield. Four students from the U of M Humphrey School of Public Affairs will research income, demographics and other resources for future housing projects. A final report will be presented to the HRA at the August meeting.

6. [17-808](#) Home Matters Residential Rehab Application Intake Contract with Three Rivers Community Action Agency

Attachments: [Three Rivers services contract 2017-2020](#)

Staff reported on the consultant services contract with Three Rivers to provide administrative services for processing client applications for the Home Matters Residential Rehab Program. It will provide \$3,300 for processing up to 11 applications. Staff will perform all inspections and handle the bidding process. The City Attorney will also be reviewing the contract.

The HRA spoke in favor of the contract and questioned marketing of the program. Staff noted it was sent to the Northfield News and Link and is also on the City's HRA webpage.

A motion was made by Board Member Fink, seconded by Board Member Vohs, to approve the proposed contract with Three Rivers to provide application processing administrative services until December 31, 2020. The motion carried by the following vote:

Yes: 4 - Board Member Dee, Board Member Vohs, Board Member Norvold and Board Member Fink

7. [17-809](#) Housing and Redevelopment Authority 2017 Calendar Update.

Attachments: [Meeting Schedule 2017](#)

The HRA reviewed the 2017 calendar highlighting future matters to come before the board for review and action. The June meeting was changed to June 12th at 11:00 a.m. It was also noted the July meeting will need to be changed due to conflicts.

8. [17-810](#) Affordable Housing Task Force

Attachments: [3-7 Minutes](#)

[4-4 Minutes](#)

[5-2-2017 Agenda](#)

The board reviewed the March 7th and April 4th Affordable Housing Task Force Minutes.

V. Reports and Discussion Items

The board thanked youth member Mikal Hosted for his service and participation on the board.

Chair Norvold requested that a dedicated agenda item related to the development of the 11 acres in the Southbridge Addition be added to the June and July meetings.

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

VI. Adjournment

The meeting adjourned at 5:58 p.m.