



# 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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Monday, June 12, 2017

11:00 AM

Council Chambers

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### Rollcall

*Also Present: Janine Atchison - Housing Coordinator, Chris Heineman - Community Development and Planning Director, Ben Martig - City Administrator, Barb Neitzel - Recording Secretary*

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

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

### II. Approval of Minutes

1. [17-856](#) May 11, 2017 HRA Minutes.

**Attachments:** [05-11-17 HRA Minutes](#)

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

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

### III. Unfinished Business

2. [17-857](#) Housing & Redevelopment Authority (HRA) Land at Southbridge

*Staff noted that she and Chris Heineman, Community Development and Planning Director, will be meeting with Jenny Larson and Leah Lerass from Three Rivers on Thursday, June 15th to discuss the expansion of the Spring Creek Townhomes.*

*E. Zweifel asked for a timeline of the previous opportunities presented in 2016/2017 for the land at Southbridge. It should include the opportunity, acreage, timeline, partnering costs and obstacles. She also requested a map be provided for each discussion.*

*Chair Norvold stated that board members feel out of the loop on the Southbridge Project. She feels the board should be guiding the process instead of just giving their stamp of approval.*

*C. Heineman stressed that there is nothing happening behind closed doors. There is an urgency to get things done but items are not ready for the agenda or initial conversations. The HRA board has the potential to be the leader but need to get the facts first. Staff doesn't have the pieces to present the first step yet. They need to talk*

about what a project might look like such as the meeting scheduled with Three Rivers on Thursday. They hope to have a concept plan that would further facilitate discussion about the land. To Chair Norvold's suggestion they will also speak to Three Rivers about financing sources.

C. Heineman presented a preliminary plat from the 2008 development by Bolton & Menk, Inc. which is now expired. This plat did not include multi-family housing.

3. [17-858](#)

Housing & Redevelopment Authority (HRA) Meeting July 2017

The board discussed issues with scheduling the July HRA meeting. Staff noted there are no pressing items to be discussed at this time.

**A motion was made by Board Member Zweifel, seconded by Board Member Vohs, to cancel the July HRA meeting unless staff has something important to discuss. The motion carried by the following vote:**

- Yes:** 4 - Board Member Vohs, Board Member Norvold, Board Member Fink and Board Member Zweifel
- No:** 1 - Board Member Dee

#### IV. New Business Items

4. [17-859](#)

Affordable Housing Development Costs

**Attachments:** [2-Acre Housing Development](#)

[Cul de Sac](#)

Staff stated she was approached by an owner regarding a two acre tract of land which may be for sale in the future. An estimated value of the land is \$280,000. She noted the following two options for this site:

- 1) Have existing homes move by a house mover. They would typically be ranch style, 3 bedroom, one bath homes.
- 2) Purchase prefabricated homes.

Chair Norvold suggested that Habitat for Humanity would be interested in pursuing building 8 homes on the site. Their cost is approximately \$110,000 to build the house and would like the HRA to consider financing the cost of the land and infrastructure improvements.

Board members agreed with this option and asked staff to proceed with obtaining an appraisal of the land. They also felt it was important to discuss the appraisal if it could be received by the end of July and set a meeting date of Wednesday July 26th at 5:00 p.m. to review the data.

**A motion was made by Board Member Dee, seconded by Board Member Fink, to proceed with Habitat for Humanity and Three Rivers for financing options for the two acre tract of land. The motion carried by the following vote:**

**A motion was made by Board Member Zweifel, seconded by Board Member Dee, directing staff to proceed with obtaining an appraisal of the property. The motion carried by the following vote:**

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

## V. Reports and Discussion Items

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

## VI. Adjournment

*The meeting adjourned at 12:06 p.m.*