



# 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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Wednesday, September 21, 2016

5:00 PM

Council Chambers

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### Rollcall

*Also Present: Chris Heineman - Community Planning & Development Director,  
Kimberly Hernandez and Mikal Hofstad - Youth Members and Barb Neltzel - Recording  
Secretary*

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

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

A motion was made by Board Member Fink, seconded by Board Member Hager Dee, to approve the September 21, 2016 HRA agenda . The motion carried by the following vote:

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

### II. Approval of Minutes

#### 1. 16-412 August 11, 2016 HRA Minutes

Attachments: 08-11-16 HRA Minutes

A motion was made by Board Member Hager Dee, seconded by Board Member Vohs, to approve the August 11, 2016 HRA Minutes. The motion carried by the following vote:

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

### III. Unfinished Business

#### 2. 16-413 2017 Housing & Redevelopment Authority Budget

Attachments: 2017 Proposed HRA Budget

2016 HRA Fund Balance

Revenue and Expense Report 08312016

*The HRA reviewed the draft budget for 2017. C. Heineman noted revenues will increase slightly due to ad valorem taxes and personnel costs will decrease due to lower health insurance costs. There was a discussion regarding the fund balance and the need to identify specific projects. The lack of affordable lots was a concern. They also discussed funding sources and partnering with other developers and asked staff to explore this possibility. The board requested a breakdown of the fund balance and more detailed 2017 budget numbers.*

Staff noted the HRA will need to approve a final budget in November for final levy approval by the City Council in December.

3. **16-414** North/South Oaks Relocation Fees

C. Heineman reported on the request from Three Rivers for relocation assistance up to \$6,000 for two tenants in the North/South Oaks Apartments that will be displaced because their income is above the tax credit income requirements.

The board agreed to assist Three Rivers but were curious to know where they will be able to find "like" housing in Northfield.

**A motion was made by Board Member Hager Dee, seconded by Board Member Fink, to approve up to \$6,000 for relocation fees to meet relocation requirements in association with the use of CDBG funds. The motion carried by the following vote:**

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

4. **16-415** 2007 Hidden Valley Rd - Rehabilitation Report

Attachments: Final Rehab Costs

Staff displayed a power point of before and after pictures of the work done at 2007 Hidden Valley Road. Funding for additional repairs to replace the driveway (neighbor would pay half) and repair cracks in the steps and garage slab were requested.

**A motion was made by Board Member Vohs, seconded by Board Member Fink, to approve additional repairs to the driveway and concrete cracking at 2007 Hidden Valley Road. The motion carried by the following vote:**

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

#### IV. New Business Items

#### V. Reports and Discussion Items

D. Norvold questioned the status of the College City Motel. Staff noted the purchaser is focused on long term rental with the interest to serve the same purpose as the previous owner. Cosmetic repairs will be done this year with more extensive repairs planned for next year.

D. Norvold reported on a NAHRO session she attended that focused on micro housing to end homelessness.

Staff noted the Planning Commission will incorporate tiny house/granny flat language into the land development versus adopting language adopted by the state legislature on September 1, 2016.

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

#### VI. Adjournment

*The meeting adjourned at 6:03 p.m.*