



# 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, February 8, 2018

5:00 PM

Council Chambers

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

*Also Present: Janine Atchison - Housing Coordinator, Chris Heineman - Community Development and Planning Director, Mayor Rhonda Pownell, Kimberly Hernandez and Audrey Pagel - Youth Members, Leah Hall - Three Rivers Community Action, Barb Neitzel - Recording Secretary*

*Chair Norvold noted a request to swap item 6 and item 7.*

**Present:** 4 - Jayne Hager Dee, Dayna Norvold, Erica Zweifel and Brent Nystrom

### II. Approval of Minutes

1. [18-069](#) January 11, 2018 HRA Minutes

**Attachments:** [1-11-18 HRA Minutes](#)

**A motion was made by Board Member Dee, seconded by Board Member Zweifel, to approve the January 11, 2018 HRA Minutes. The motion carried by the following vote:**

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

### IV. New Business Items

2. [18-070](#) Housing & Redevelopment Authority (HRA) New Board Member, Brent Nystrom

*New member Brent Nystrom was welcomed to the board and introductions were made.*

3. [18-071](#) Presentation from Mayor Pownell and City Administrator's Video

*Mayor Pownell thanked the board for their service and noted housing plays an major role in the City's Strategic Plan. She encouraged them to attend all boards and commission trainings in order to build strong relationships while making policy decisions together.*

*The HRA viewed the orientation video presented by City Administrator Martig.*

4. [18-072](#) Housing & Redevelopment Authority (HRA) Election of Officers and Review of By-Laws.

**Attachments:** [2018 Board Commission Orientation Materials with attachments](#)  
[2012 REVISED Bylaws.HRA](#)  
[MINNESOTA STATE STATUTES 1-4-2018](#)

A motion was made by Board Member Dee and seconded by Board Member Nystrom to nominate Dayna Norvold as Chair of the HRA for FY 2018.

A motion was made by Board Member Dee and seconded by Board Member Nystrom to nominate Erica Zweifel as Vice Chair of the HRA for FY 2018.

A motion was made by Board Member Norvold and seconded by Board Member Nystrom to nominate Jayne Hager Dee as Secretary of the HRA for FY 2018.

The motions carried by the following vote:

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

5. [18-073](#) 2018 Housing & Redevelopment Authority (HRA) Meeting Dates

*The HRA discussed moving the meeting date from the second Thursday of the month to the fourth Tuesday of the month beginning at 4:00 p.m.*

*It was determined this schedule change would work for all members present; however, since the fourth Tuesday in March is spring break the change will not take effect until April.*

A motion was made by Nystrom, seconded by Board Member Dee, to change the regular HRA meeting date to the fourth Tuesday of each month beginning in April. The motion carried by the following vote:

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

### III. Unfinished Business

7. [18-074](#) Southbridge Area Development Site Concept Review

**Attachments:** [21073 Southbridge - Concept 1](#)  
[21073 Southbridge - Concept 2](#)  
[21073 Southbridge - Concept 3](#)  
[21073 Southbridge - Concept 4](#)

*Staff presented the four concept plans. Leah Hall, Three Rivers Community Action, felt that Concept 1 was the best plan and stated that Three Rivers is prepared to move forward with the LIHTC (Low-Income Housing Tax Credit) application. She also felt that Concept 1 may only need minor adjustments and meets the needs of the Spring Creek Townhome expansion.*

*Concept 1 includes 30+ units for Spring Creek Townhomes, 20 twin home structures and 8 single family homes. It has the most cost efficient infrastructure for the first phase of the project which only includes the townhome units.*

A motion was made by Nystrom, seconded by Board Member Dee, to approve moving forward with Concept 1 for the Southbridge Area Development Site. The

**motion carried by the following vote:**

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

6. [HRA Res. 2018-003](#) Community Development Block Grant (CDBG) Substantial Amendment

**Attachments:** [CDBG Fund Balance 2-08-2018](#)  
[CDBG Activity Amend 2-8-18](#)  
[Resolution CDBG Activity Change 2-8-2018](#)

*The HRA discussed amending CDBG activity to utilize funds subject to recapture. The amendment would transfer \$24,398.50 from Down Payment Assistance and Rental Rehab Programs to the Residential Rehab Program.*

*Staff reported the Residential Rehab Program has received 8 applications and she is expecting 2-3 more. She is very enthusiastic about this program and feels it will be very beneficial to the community. Most of the work is expected to be done in April or May.*

**A motion was made by Board Member Dee, seconded by Board Member Zweifel, to approve HRA Resolution No. 2018-003 - Approving the Amended Activity Application for Program Year 2013 and 2014 Dakota County Community Development Block Grant Funding. The motion carried by the following vote:**

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

8. [18-075](#) Consideration of Maple Street Concept Plans

**Attachments:** [Maple Street Concepts](#)

*Staff presented three concept plans for the property at 1800 Maple Street. Based on Concept 3 the HRA felt it was worthwhile to pursue the purchase of the property.*

**A motion was made by Board Member Dee, seconded by Nystrom, to move ahead with a subdivision appraisal for the property at 1800 Maple Street. The motion carried by the following vote:**

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

## 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 6:24 p.m.*