



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Thursday, March 8, 2018

5:00 PM

Council Chambers

Rollcall

Also Present: Janine Atchison - Housing Coordinator, Kimberly Hernandez and Audrey Pagel - Youth Members, Barb Neitzel - Recording Secretary

Present: 4 - Jayne Hager Dee, Kevin Fink, Erica Zweifel and Brent Nystrom

Absent: 1 - Dayna Norvold

I. Call to Order and Approval of Agenda

A motion was made by Board Member Dee, seconded by Nystrom, to approve the March 8, 2018 HRA Agenda . The motion carried by the following vote:

Yes: 4 - Board Member Dee, Board Member Fink, Board Member Zweifel and Board Member Nystrom

II. Approval of Minutes

A motion was made by Board Member Dee, seconded by Nystrom, to approve the February 8, 2018 HRA Minutes. The motion carried by the following vote:

Yes: 4 - Board Member Dee, Board Member Fink, Board Member Zweifel and Board Member Nystrom

1. [18-136](#) February 8, 2018 HRA Minutes

Attachments: [02-08-18 HRA Minutes](#)

IV. New Business Items

2. [18-137](#) 2018 Meeting Schedule

Attachments: [Meeting Schedule 2018](#)

Staff noted the HRA voted to change their meeting date to the fourth Tuesday of each month beginning in April; however, there would be a conflict with the Christmas holiday in December. She recommended selecting a date the week before.

A motion was made by Board Member Fink, seconded by Board Member Dee, to approve the new 2018 meeting schedule with a revision to the December meeting which will be held on Tuesday, December 18, 2018 at 4:00 p.m. The motion carried by the following vote:

Yes: 4 - Board Member Dee, Board Member Fink, Board Member Zweifel and Board Member Nystrom

3. [18-138](#) 2018 Street Assessment Assistance Program

Attachments: [2018 Reconstruction Project Maps](#)
[2012 - 2017 Street Assessments](#)

Staff reported on the 2018 Street Assessment Assistance Program which is budgeted for \$40,000. Approximately 46 residential properties will be affected. This program is very well received in the community and continues to be viable.

E. Zweifel added that she would also like to see data from the Pavement Management Study brought forward at a future meeting.

4. [18-139](#) 2017 Interim Financial Report

Attachments: [2017 Expense-Budget Report](#)

The board reviewed the interim year end report for 2017 that should be very close to the final report processed at the end of March. Actual expenditures were \$74,254 less than budgeted and will be carried over into 2018 and go directly into the HRA Fund Balance.

5. [18-140](#) 2017 Rental Property Expense Report

Attachments: [2017 Income-Expense](#)

The HRA reviewed the income and expenses for the rental properties. Staff noted the 517 Washington Street property had lower net gains since the rent was reduced for the CAC. This property also had significant repairs and capital improvements.

Staff added the Washington Street and Hidden Valley properties are now on a yard maintenance plan.

III. Unfinished Business

6. [18-141](#) Southbridge Update

Staff noted things are moving quickly on the proposed Southbridge site and added the following items need to happen to keep the project moving forward:

- Prepare for April 19, 2018 neighborhood meeting to explain the proposed plan.*
- Adopt HRA resolution supporting the project.*
- Receive letter of support for the project from City Council for donation of the land and expansion of the Spring Creek Townhomes.*

7. [18-142](#) Maple Street Property Update

Staff noted quotes were solicited for the appraisal of the property at 1800 Maple Street. Chadwick Appraisals was the lowest competent bidder at \$3,300. Once an appraisal is received the HRA can enter into negotiations to purchase the property. She strongly suggested hiring a professional who understands real estate to negotiate on behalf of the HRA.

V. Reports and Discussion Items

Staff stated \$20,000 was set aside for the Greenvale Sidewalk Project but CDBG dollars can only be used for the accessibility portion of the project. As a result, the project may need to be scaled back or else the funds will need to be reallocated to another project.

Another concern with CDBG dollars is the allocation to the Key for their new position. The CDA is reviewing the fact that the training started prior to July 2018 which would make it ineligible for CDBG funding.

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

B. Nystrom reported he is on a committee to discuss the northwest area development. He and Councilmember Peterson White attended a meeting which discussed the history of this development and the goal of coming up with a process to move forward.

VI. Adjournment

A motion was made by Nystrom, seconded by Board Member Dee, to adjourn the meeting at 6:04 p.m. The motion carried by the following vote:

Yes: 4 - Board Member Dee, Board Member Fink, Board Member Zweifel and Board Member Nystrom