



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Tuesday, April 24, 2018

4:00 PM

Council Chambers

I. Call to Order and Approval of Agenda

Present: Dayna Norvold, Jayne Hager Dee, Erica Zweifel, Kevin Fink

Absent: Brent Nystrom

Also Present: Janine Atchison - Housing Coordinator, Chris Heineman - Community Development and Planning Director, Audrey Pagel - Youth Member, Leah Hall - Three Rivers Community Action, Brian Novak - Environmental Quality Commission, Barb Neitzel - Recording Secretary

A motion was made by Board Member Zweifel, seconded by Board Member Dee, to approve the April 24, 2018 HRA Agenda. The motion carried by the following vote:

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

Not Present: 1 - Board Member Nystrom

II. Approval of Minutes

1. [18-226](#) March 8, 2018 HRA Minutes

Attachments: [03-08-18 HRA Minutes](#)

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

Yes: 3 - Board Member Dee, Board Member Norvold and Board Member Zweifel

III. Unfinished Business

IV. New Business Items

2. [18-227](#) Environmental Quality Commission Presentation

Brian Novak, Environmental Quality Commission, reported on the formation of a Climate Action Plan which is included in the Strategic Plan. The Mayor has appointed an advisory board that will report to the EQC. Some of the ways the plan could intersect with the HRA are reliable and resilient structures, solar power, energy efficiency, and redevelopment and land use.

3. [18-228](#) Rental Property-Quarterly Report

Attachments: [1st Qtr Income & Expense Report](#)

The board reviewed the 1st quarter rental income and expense report for the 4 rental units. There were no issues to report.

4. [18-229](#) 2018/2019 Rental Rates for Housing & Redevelopment Authority (HRA)
Owned Properties

Attachments: [FY 2018 Fair Market Rent](#)

The HRA reviewed the proposed 2018/2019 rental rates for the Washington Street, Elianna Drive and Hidden Valley Road properties. They felt it was important to continue to provide affordable housing to low and moderate income families and agreed to retain the current rates.

A motion was made by Board Member Dee, seconded by Board Member Zweifel, to maintain the monthly rental rates at current levels for 2018-2109. The motion carried by the following vote:

Yes: 3 - Board Member Dee, Board Member Norvold and Board Member Zweifel

5. [18-230](#) Community Development Block Grant (CDBG) Quarterly Report

Attachments: [CDBG Fund Balance 3-30-2018](#)

Staff updated the board on the first quarter CDBG programs. A down payment assistance loan closed on March 30th which is not reflected on the report. Three residential rehab applications have been approved and she expects to approve 2-3 more.

Chair Norvold suggested staff prepare a report at the end of summer detailing the work done on the residential rehab projects.

6. [HRA Res. 2018-004](#) Resolution of Support for the Spring Creek II Housing Project

Attachments: [Proposed Site Plan](#)
[Preliminary Concept Plan](#)
[HRA Resolution](#)

Staff reported the Southbridge Area Neighborhood Input Meeting scheduled for 5:30 on Thursday, April 26, 2108 has been noticed by the City so all HRA members can attend.

Leah Hall, TRCA, gave an update on the low income housing tax credit application.

Three Rivers Community Action is partnering with the Community Action Center and Northfield Key to provide transitional housing as part of the Spring Creek Project. Three Rivers is also asking the Rice County HRA for up to 8 units of project based Section 8 housing.

The HRA asked if there were any other ways for them to help and Leah responded by saying it would be helpful to have SAC and WAC and building permit fees waived.

Staff stated she obtained a Broker's Professional Opinion stating the value of the land contribution for the Spring Creek Project is between \$175,000 and \$190,000.

The project will be discussed at the May 8, 2018 City Council Work Session and on May 15, 2018 the Council will be asked to approve a letter of support for TIF financing.

K. Fink entered the meeting at 4:55 p.m.

A motion was made by Board Member Dee, seconded by Board Member Zweifel, to approve HRA Resolution 2018-004 for site control of parcel 22.07.3.03.003 and support of tax increment financing. The motion carried by the following vote:

Yes: 3 - Board Member Dee, Board Member Norvold and Board Member Zweifel

7. [18-231](#)

Closed meeting subject to MN Statute 13D.05, subd. 3(c)(3) to develop or consider offers or counteroffers for the purchase of the real property located at 1800 Maple Street South.

Closed meeting subject to MN Statute 13D.05, subd. 3 (c) (3) to develop or consider offers or counteroffers for the purchase of real property.

Chair Norvold read information regarding the closed meeting noting the agenda item for this portion of the regular meeting is to develop or consider offers or counteroffers for the purchase of real property located at 1800 Maple Street South. This portion of the properly noticed regular meeting of the City Council of the City of Northfield will be closed pursuant to Minnesota Statutes, section 13D.05, subdivision 3 (c).

HRA members present: Chair Norvold, J. Hager Dee, E. Zweifel, and K. Fink

Staff present: J. Atchison - Housing Coordinator, C. Heineman - Community Development and Planning Director, Barb Neitzel - Recording Secretary

A motion was made by K. Fink, seconded by J. Hager Dee, to go into a closed meeting at 4:56 pm. The motion carried by the following vote:

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

V. Reports and Discussion Items

The meeting returned to open session at 5:37 p.m.

A motion was made by J. Hager Dee and seconded by E. Zweifel to form a partnership with a professional realtor to negotiate a purchase price as discussed in the closed meeting. The motion carried by the following vote:

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

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

D. Norvold reported on the county wide housing study discussed at the Rice County HRA meeting.

Staff reported she is working with Laura Tiano to create a manufactured home rehab

project at Viking Terrace in 2019.

VI. Adjournment

The meeting adjourned at 5:39 p.m.