



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Tuesday, July 24, 2018

4:00 PM

Council Chambers

Rollcall

Also Present: Janine Atchison - Housing Coordinator, Leah Hall - Three Rivers Community Action, Barb Neitzel - Recording Secretary

Present: 4 - Dayna Norvold, Kevin Fink, Erica Zweifel and Brent Nystrom

Absent: 1 - Jayne Dee

I. Call to Order and Approval of Agenda

A motion was made by Board Member Fink, seconded by Board Member Nystrom, to approve the July 24, 2018 HRA Agenda. The motion carried by the following vote:

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

II. Approval of Minutes

1. [18-373](#) June 26, 2018 HRA Minutes.

Attachments: [6-26-18 HRA Minutes](#)

A motion was made by Board Member Nystrom, seconded by Board Member Fink, to approve the June 26, 2018 HRA Minutes. The motion carried by the following vote:

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

III. Unfinished Business

2. [18-374](#) Maple Street Acquisition Project

Chair Norvold noted an offer was made and plans are in place to set up a closed meeting to discuss the proposal.

IV. New Business Items

3. [18-375](#) Community Development Block Grant (CDBG) Quarterly Report

Attachments: [Fund Balance CDA-4-6-2018](#)
[CDBG Fund Balance 6-30-2018](#)

Staff updated the board on the CDBG Quarterly Report and explained why the \$12,881.23

in pre-2015 CDBG funds were unused and recaptured by HUD.

4. [HRA M2018-003](#) Community Development Block Grants-Activity Amendment

Attachments: [CDBG Fund Balance 6-30-2018](#)

Staff reported they are unable to find additional funding for the Greenvale Sidewalk Project which are required for the project to move forward. She recommended that the \$20,090 be reallocated to the Northern Oaks Rehabilitation Project.

Staff also reported the Northfield Union of Youth will not be eligible to receive CDBG funds since their program has already started. HUD rules state that funds cannot be used for existing public service projects. She asked that the \$9,000 allocated for this program also be reallocated to the Northern Oaks Rehabilitation Project.

Leah Hall, Three Rivers Community Action, explained to the board that the original Northern Oaks Rehabilitation plan had been decreased due to available funds. With additional funds they could expand the rehabilitation project to include other needed repairs.

The HRA discussed the importance of the Greenvale Sidewalk Project and the Union of Youth Homeless Prevention program.

A motion was made by Board Member Nystrom, seconded by Board Member Zweifel, to submit a CDBG activity amendment to the CDA for the transfer of \$20,090 from Public Facilities-ADA sidewalk and \$9,000 from Youth Homeless Prevention programs to the Northern Oaks Rehabilitation project. The motion carried by the following vote:

A motion was made by Board Member Fink and seconded by Board Member Nystrom to commit up to \$20,090 of HRA operating funds to the Greenvale Sidewalk Project pending the ability to obtain additional funding and also provide \$9,000 from the operating fund to the Northfield Union of Youth for the Youth Homeless Prevention Program. The motion carried by the following vote:

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

5. [HRA M2018-004](#) Northfield Strategic Plan

Attachments: [Strategic Plan Summary](#)
[Affordable Housing Targets](#)
[Key Outcome Targets](#)

Staff reported on the Northfield Strategic Plan and the request from the Council to set targets.

The HRA agreed with the targets set by staff and requested the following targets be added:

- Speaker series highlighting solutions for affordable housing.*
- Organize a summit with the Economic Development Authority and Planning Commission to discuss barriers to affordable housing in Northfield.*

6. [18-376](#) 2018 - 2nd Quarter Income/Expense Report-Rental Properties

Attachments: [2nd Qtr Income & Expense Report](#)
[2017 Income-Expense](#)

The board reviewed the rental income/expense report. Staff made the board aware that there are still some unbilled expenses that are not reflected on the report.

7. [18-377](#) Financial Quarterly Report

Attachments: [YTD Qtr Financial Report 6-30-18](#)

The HRA reviewed the quarterly financial report.

8. [18-378](#) Housing & Redevelopment Authority 2019 Budget

Attachments: [HRA Ad Valorem Tax Worksheet-2019 Budget](#)
[Fund Balance Summary 3-31-2018](#)
[2019 Proposed Budget](#)

The board reviewed the proposed budget for 2019. Staff will bring back approval of the budget in September or October. The City Council will approve all budgets in December.

V. Reports and Discussion Items

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

E. Zweifel noted she attended an intergovernmental meeting which discussed solid waste. It was brought to her attention by township members the amount of large items that are dumped along their ditches. She suggested the HRA sponsor another amnesty day to clean up bulky items such as mattresses, etc. in certain neighborhoods.

VI. Adjournment

The meeting adjourned at 5:39 p.m.