



# 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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Tuesday, January 22, 2019

4:00 PM

Council Chambers

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### Roll Call

*Also Present: Janine Atchison - Housing Coordinator, Colin Bandy and Mila Matney - Youth Members, Barb Neitzel - Recording Secretary*

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

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

A motion was made by Board Member Dee, seconded by Board Member Nystrom, to approve the January 22, 2019 HRA Agenda. The motion carried by the following vote:

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

### II. Approval of Minutes

1. [19-679](#) December 18, 2018 HRA Minutes

**Attachments:** [12-18-18 HRA Minutes](#)

A motion was made by Board Member Fink, seconded by Board Member Nystrom, to approve the December 18, 2018 HRA Minutes. The motion carried by the following vote:

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

2. [19-680](#) January 10, 2019 Special HRA Meeting Minutes

**Attachments:** [01-10-19 Special HRA Meeting](#)

A motion was made by Board Member Dee, seconded by Board Member Fink, to approve the January 10, 2019 Special HRA Meeting Minutes. The motion carried by the following vote:

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

### IV. New Business Items

3. [19-681](#) Quarterly Budget Report

**Attachments:** [2018 Revenue & Expense Report 12-31-2018](#)

*Staff stated most areas of the budget came in under the budgeted amount. It was also noted the 2019 Street Assessment Program would utilize more of the available funds since the project is in a residential area.*

4. [19-682](#) 4th Quarter Rental Income & Expense Report

**Attachments:** [4th Qtr Income & Expense Report](#)

*The board reviewed the rental income and expense report for the 5 rental units owned by the HRA.*

5. [19-683](#) Quarterly Report-Community Development Block Grant

**Attachments:** [CDBG Fund Balance 12-31-2018](#)

*Staff noted that, in conversations with the CDA, she has learned some additional strategies for utilizing CDBG funds in a more timely and effective manner. Examples would include increasing the amount of the maximum CDBG contribution from \$10,000 to \$20,000 for Residential Rehab and also raising the maximum contribution for the Down Payment Assistance Program from \$15,000 to \$20-\$25,000. These changes would make the programs more accessible to lower income families.*

*The HRA would like to discuss these issues in more depth at the retreat.*

6. [19-684](#) Housing & Redevelopment Authority Goals and Work Plan

**Attachments:** [2015 HRA FINAL work plan](#)

[Mission Statement](#)

[Strategic Plan - 2 page final as approved 10 17 2017](#)

[Calendar-Feb-Mar-Apr](#)

*The HRA agreed that the retreat would be held on Tuesday, February 18, 2019 from 7:30 a.m. to 10:30 a.m. at an offsite location yet to be determined.*

### III. Unfinished Business

7. [HRA M2019-004](#) 2019 Community Development Block Grant Allocation

*Staff explained that, due to possible relocation costs related to the demolition and clearance of occupied manufactured homes, the \$40,000 previously allocated to this program will need to be reallocated. She suggested placing the full \$63,352 into manufactured home repair and raise the limit to \$20,000 with no matching funds from the manufactured home owner.*

*The HRA agreed to increase the maximum amount but some felt the home owner should still pay a participation cost.*

*A motion was made by Board Member Fink, seconded by Board Member Nystrom to require a 5% down payment from the recipients.*

*After more discussion, a friendly amendment was made to require a 2.5% down payment*

*from the recipients.*

*Staff added the funds will not be available until the fall. Outreach includes door to door and community meetings.*

**A motion was made by Board Member Fink, seconded by Board Member Nystrom, to approve allocating \$63,352.00 in 2019 CDBG Funds to the Manufactured Home Repair Program for Viking Terrace with maximum assistance of \$20,000 per family/manufactured home, with a 2.5% downpayment from the recipient. The motion carried by the following vote:**

**Yes:** 3 - Board Member Norvold, Board Member Fink and Board Member Nystrom

**No:** 2 - Board Member Dee and Board Member Zweifel

## V. Reports and Discussion Items

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

*Chair Norvold stated she attended a discussion on accessory dwelling units and noted the following concerns that were brought up:*

- transparency of accessory dwelling units being rentals*
- square footage*
- building codes to follow*

*E. Zweifel stated she attended the quarterly intergovernmental meeting and reported on the success of the amnesty clean up.*

*B. Nystrom would like the HRA to keep the property at 1800 Maple Street on their radar.*

## VI. Adjournment

*The meeting adjourned at 4:57 p.m.*