



# 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, February 26, 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, Troy Schrom - Schrom Construction, Inc., Nick Anhut - Senior Municipal Advisor, Ehlers, Inc., Ruth Hickey - Ruth's House of Hope, Barb Neitzel - Recording Secretary*

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

**Absent:** 1 - Kevin Fink

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

**A motion was made by Board Member Nystrom, seconded by Board Member Dee, to approve the February 26, 2019 HRA Agenda. The motion carried by the following vote:**

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

### II. Approval of Minutes

1. [19-731](#) January 22, 2019 HRA Minutes

**Attachments:** [01-22-19 HRA Minutes](#)

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

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

### III. Unfinished Business

2. [HRA Res. 2019-004](#) Resolution in Support of Tax Increment Financing for 28-Unit Townhome Development.

- Attachments:** [1 - Preliminary Site Plan](#)  
[2 - Schrom housing TIF request memo \(2.20.19 draft\)](#)  
[3 - Schrom TIF Cashflow update - 2.20.2019](#)  
[4 - Northfield Housing TIF District Fact Sheet](#)  
[5 - Draft schedule of Events \(New TIF District\)](#)  
[6 - Resolution of Support TIF.docx](#)

*Troy Schrom, Schrom Construction, Inc., spoke on his plans to build 28 unit workforce two and three bedroom rental townhomes in Northfield. One of the buildings (6 units) would be ADA compliant and affordable with income qualifications.*

*Nick Anhut, Ehlers, Inc., stated the project would have a \$540,000 funding gap and Schrom Construction is seeking tax increment financing (TIF) through the City of Northfield. His assessment of the project has found it feasible and meets TIF requirements. A TIF district requires City Council approval and would take approximately six weeks to accomplish.*

*Residents in the neighborhood voiced concern about the project since they were told the land was slated to be a park. Staff explained that the original developer filed for bankruptcy and the property was split between the Koester's and HRA. She noted that when Planning Commission has a public hearing on this development the public will have a chance to speak.*

*Troy Schrom added the majority of the development is for market rate workforce housing and will be professionally managed. He would like to be very transparent with residents in the neighborhood and offered his contact information.*

**A motion was made by Board Member Dee, seconded by Board Member Nystrom, to approve HRA Resolution 2019-04 - In Support of Tax Increment Financing for Schrom Construction 28 Unit Townhome Development in the City of Northfield. The motion carried by the following vote:**

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

#### **IV. New Business Items**

**3. [19-732](#) Ruth's House of Hope Proposal**

**Attachments:** [1 - Proposal Northfield HRA 2.26.19](#)

*Ruth Hickey - Ruth's House of Hope, presented information on the non-profit that provides safe shelter to women in crisis. She thanked the HRA for their support of the dwelling in Northfield that they lease for their Women-In-Transition program. She would like the HRA to consider partnering with them on additional properties.*

*The HRA spoke in favor of this request but would like to have a fund balance discussion to insure funds are also available for other housing projects.*

**4. [HRA M2019-006](#) 2019 Street Assessment Assistance Program**

- Attachments:** [1 - 2019 Reclamation Map](#)  
[2 - Copy of 2019 Assessment Roll PRELIM DRAFT](#)  
[3 - 2012 - 2018 Street Assessments](#)

*Staff gave a breakdown of the Street Assessment Assistance Program. She anticipates the 2019 Street Reclamation Project to generate more assistance. The 2019 budget amount for this program is \$30,000.*

**A motion was made by Board Member Dee, seconded by Board Member Nystrom, to approve the 2019 Street Assessment Assistance Program. The motion carried by the following vote:**

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

**5. [19-733](#)** Housing & Redevelopment Authority (HRA)- Boards & Commission Review

- Attachments:** [1 - Statement-2018](#)  
[2 - 2018 Board Commission Orientation Materials with attachments](#)  
[3 - 2018 Minnesota Statutes Chapter 469-Housing & Redevelopment Authorities](#)  
[4 - 2012 REVISED Bylaws.HRA](#)

*The HRA viewed the Boards and Commissions Orientation video.*

*The board discussed public comment and it was determined the public would be allowed to speak during items they have concerns with.*

**6. [HRA M2019-007](#)** 2019 Housing & Redevelopment Authority Election of Officers

**A motion was made by Board Member Dee, seconded by Board Member Zweifel, to re-elect all current officers: Dayna Norvold - Chair, Erica Zweifel - Vice Chair, Jayne Hager Dee - Secretary. The motion carried by the following vote:**

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

## V. Reports and Discussion Items

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

*Staff stated the following:*

- *The City Council will discuss accessory dwelling units at their March 19, 2019 meeting.*
- *The March HRA meeting scheduled for March 26th has been rescheduled to March 21st.*
- *State of the City is March 18th.*

## VI. Adjournment

*The meeting adjourned the meeting at 5:21 p.m.*