



# 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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Thursday, March 21, 2019

5:00 PM

Council Chambers

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### Rollcall

*Also Present: Janine Atchison - Housing Coordinator, Colin Bandy - Youth Member, Scott Wopata - Executive Director of Northfield Community Action Agency, Leah Hall - Three Rivers Community Action, Barb Neitzel - Recording Secretary*

**Present:** 4 - Jayne Hager Dee, Dayna Norvold, Kevin Fink and Brent Nystrom

**Absent:** 1 - Erica Zweifel

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

*Staff stated Item #4 - Resolution 2019-06 in Support of In-Kind Contribution for Spring Creek II Project - should be removed since it is no longer necessary.*

**A motion was made by Board Member Fink, seconded by Board Member Nystrom, to approve the March 21, 2019 HRA Agenda as amended. The motion carried by the following vote:**

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

### II. Approval of Minutes

1. [19-760](#) February 26, 2019 HRA Minutes.

**Attachments:** [02-26-19 HRA Minutes](#)

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

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

### III. Unfinished Business

2. [19-761](#) Emergency Housing Partnership Update

**Attachments:** [CAC HRA Update March 2019](#)

*S. Wopata - Executive Director of CAC - gave an update on the success of the partnership between the CAC and HRA to provide safe, sustainable, and flexible emergency shelter housing at 517 Washington Street and thanked the HRA for their support. He noted well over 1,000 nights of actual use. They support people as young as 22 and as old as 67 but most are in their 40's. The majority of those in need (75%) are Northfield residents. Their main priority is to assist those facing homelessness and especially families with children.*

*He also noted the CAC has purchased the Manager Inn which includes seven units. The long term vision is to grow up to 20 units of affordable housing. He will keep the HRA updated.*

3. [HRA Res. 2019-005](#) Resolution 2019-05 in Support of Land Donation and Tax Increment Financing for Spring Creek II Project

*L. Hall, Three Rivers Community Action, updated the HRA on the status of the application which is on course for the June 14, 2019 deadline. It has been reviewed by the Minnesota Housing Finance Agency.*

*She has been working with Laura Baker Services to designate units at Spring Creek II for developmentally disabled adults. Hall also stated that, after working with MFHA, she feels confident in the low income housing tax credit application.*

**A motion was made by Board Member Dee, seconded by Board Member Fink, to approve the HRA Resolution 2019- 05 for Site Control of Parcel 22.07.3.03.003 and Support of Tax Increment Financing. The motion carried by the following vote:**

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

4. [HRA Res. 2019-006](#) Resolution 2019-06 in Support of In-Kind Contribution for Spring Creek II Project

*A donation is not required at this time due to an adequate appraisal being received.*

#### IV. New Business Items

5. [HRA M2019-008](#) 2019 Rental Rates for HRA Properties

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

*The HRA reviewed the income statements and rental rates for the four rental properties they own.*

**A motion was made by Board Member Dee, seconded by Board Member Nystrom, to approve retaining the current HRA property rental rates and review again in 2020. The motion carried by the following vote:**

**Yes:** 4 - Board Member Dee, Board Member Norvold, Board Member Fink 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 noted there may be an opportunity for the HRA to rent another two unit building. She will keep the board updated.*

*Staff reported Chair Norvold received the Commission Member of the Year Award which was presented at the State of the City Address.*

*Youth Member C. Bandy reported on The Key Housing Committee.*

*Staff updated the board on the Accessory Dwelling Unit Open House. The next step is for the City Council to review it at their April 9, 2019 Work Session.*

## **VI. Adjournment**

*The meeting adjourned at 5:41 p.m.*