



# 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, May 28, 2019

4:00 PM

Council Chambers

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### Roll Call

*Also Present: Janine Atchison - Housing Coordinator, Mila Matney and Colin Bandy - 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 May 28, 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. [19-840](#) March 21, 2019 HRA Minutes

**Attachments:** [03-21-19 HRA Minutes](#)

A motion was made by Board Member Nystrom, seconded by Board Member Fink, to approve the March 21, 2019 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

### IV. New Business Items

2. [19-841](#) Quarterly Income & Expense Report - Rental Properties

**Attachments:** [1st Qtr Report](#)

*Staff stated income and expenses are on track for the year. The electrical at 517 Washington Street is being measured and may be a little high at the end of the year.*

3. [19-842](#) 2019 1st Quarter Budget Report

**Attachments:** [Budget Report 3-31-2019](#)  
[Fund Balance 12-31-2018](#)  
[Balance Sheet 12-31-2018](#)

*Staff noted the fund balance at the end of last year included \$920,000 of unencumbered dollars.*

4. [19-843](#) Quarterly Report - Community Development Block Grants

**Attachments:** [1 - CDBG Fund Balance 3-29-2019](#)  
[2 - CDA Letter-Continued Participation-CDBG](#)

*The HRA reviewed the CDBG quarterly report without comment.*

### III. Unfinished Business

5. [19-891](#) Housing & Redevelopment Authority Retreat Outcomes

**Attachments:** [Summary Strategic Plan - amended with new Targets 8-16-18](#)  
[Work Plan Ideas](#)

*The HRA reviewed the status of the Work Plan items and discussed the process to prioritize them. It was determined they would rank the items for review at the June meeting during a Work Session.*

*Chair Norvold and E. Zweifel would like to add "Property Acquisition" to the list.*

### V. Reports and Discussion Items

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

*The following items were reported on:*

- Multi City Housing Summit was rescheduled for June 20, 2019 from 9:00 a.m.-1:00 p.m. at the Inn at Shattuck-St. Mary's*
- Staff is working with the EDA Manager for a plan in conjunction with the HRA related to MnDOT property available along TH 3.*
- City Council will vote on Accessory Dwelling Units at their June 4th meeting.*
- Maple Brook development TIF hearing is scheduled for the July 2nd Council Meeting. Project includes 5 income qualified units.*
- Resident outreach for energy efficiency assessments at Viking Terrace will begin in June.*

### VI. Adjournment

*The meeting adjourned at 4:48 P.M.*