



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Tuesday, August 27, 2019

4:00 PM

Council Chambers

Roll Call

Also Present: Janine Atchison - Housing Coordinator, Ben Martig - City Administrator, Mitzi Baker - Community Development Director, 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

Chair Norvold added an item to discuss purchasing a property.

A motion was made by Board Member Dee, seconded by Board Member Nystrom, to approve the August 27, 2019 HRA Agenda as amended. 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. [19-1056](#) July 1, 2019 HRA Minutes

Attachments: [1 - 07-01-19 HRA Minutes](#)

B. Nystrom questioned the bids for the Northern Oaks Rehabilitation Project. Staff noted it was resolved with the CDA and the project was approved on August 5, 2019.

A motion was made by Board Member Dee, seconded by Board Member Nystrom, to approve the July 1, 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

III. Unfinished Business

IV. New Business Items

2. [19-1057](#) Northfield Strategic Plan - Affordable Housing

Attachments: [1 - Cty Strategic Plan-Martig-Baker](#)

Administrator Martig stated he has been working with staff to update the Strategic Plan. They have worked on metrics and target goals and will be presenting these goals to the City Council. Housing goals and definitions should be established using qualitative and quantitative data. The following metric for housing goals were identified:

- Maintain affordable housing/workforce housing
- Increase senior housing
- Increase emergency housing

Board Member Zweifel stated that she found the presentation helpful and liked defining the metrics but would also like to take a broader look at the entire housing industry as it relates to tracking home sales, rental vacancies and buildable lots.

Administrator Martig agreed that tracking sub data would be beneficial for the public and Rice and Dakota counties.

3. [HRA M2019-010](#) Housing & Redevelopment Authority 2020 Budget

Attachments: [1 - 2020 Proposed Budget Report](#)
[2 - 2020 Budget Proposal.2](#)
[3 - Fund Balance Summary 6-30-2019](#)

The HRA reviewed the proposed 2020 budget. Staff addressed board member's questions.

A motion was made by Board Member Fink, seconded by Board Member Nystrom, to approve the HRA 2020 Budget as presented. 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

4. [19-1058](#) 2nd Quarter Budget Report

Attachments: [1 - 2nd Qtr Budget Report](#)
[2 - Fund Balance Summary 6-30-2019](#)

The HRA reviewed the 2nd Quarter Budget Report. Staff noted revenues and expenses are on track with budget projections.

5. [19-1059](#) 2nd Quarter Income/Expense Report - Rental Properties

Attachments: [1 - 2nd Qtr Report](#)

The board reviewed the 2nd Quarter Rental Properties income/expense report. Staff reported there was an accident at one of the Elianna properties where a car ran into the garage. Staff is obtaining bids for repairs and is processing a claim with the driver's insurance.

6. [19-1060](#) 2nd Quarter Community Development Block Grant Report

Attachments: [CDBG fund Balance 7-1-2019](#)

The HRA reviewed the 2nd Quarter CDBG Report. Staff suggested the board review the down payment assistance and homeowner rehab programs for changes.

7. [HRA M2019-011](#) Fall Clean Up Day Possible Expansion

Attachments: [1 - Event Flyer-English](#)
[2 - Event Flyer-Spanish](#)

Staff reported on the Fall Clean Up Day and the possibility of including Northfield Estates. She anticipated costs for 2019 to be approximately \$10,000.

A motion was made by Board Member Dee, seconded by Board Member Nystrom, to continue with the Fall Clean Up Day in 2019 and approve increased costs to expand the project by including Northfield Estates. 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

Action Item to Purchase a Property

The HRA discussed the purchase of a 3 or 4 bedroom dwelling unit and providing staff with the authority to make an offer.

A motion was made by Board Member Zweifel and seconded by Board Member Dee approving staff to make an offer up to \$200,000 for property acquisition to address the HRA charge. All in favor. Motion carried.

After some discussion a friendly amendment was made by Board Member Dee to increase the amount to \$225,000. Yes votes by Board Member Norvold, Board Member Dee, Board Member Zweifel, Board Member Nystrom. No vote by Board Member Fink.

A motion was made by Board Member Zweifel, seconded by Board Member Dee, approving staff to purchase housing at a cost not to exceed \$225,000. 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

V. Reports and Discussion Items

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

Staff noted the Festler Farm (10 acres across from the High School and south of the cemetery) is coming up for sale. She has spoken with a realtor and learned the asking price is \$3M.

There was a discussion regarding the proposed 5th Street Loft project which is a 79 unit market rate apartment building at 5th and Washington. The HRA suggested a presentation from the developers.

New youth member, Signe Hauck, was welcomed to the board.

VI. Adjournment

The meeting adjourned at 5:47 p.m.