



# 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, September 24, 2019

4:00 PM

Council Chambers

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### Rollcall

*Also Present: Janine Atchison - Housing Coordinator, Mila Matney and Signe Hauck - Youth Members, Brett Reese - Rebound Enterprises, 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 Fink, to approve the September 24, 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. [19-1096](#) August 27, 2019 HRA Minutes

**Attachments:** [1 - 08-27-19 HRA Minutes](#)

**A motion was made by Board Member Fink, seconded by Board Member Dee, 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

### IV. New Business Items

2. [19-1097](#) Presentation of the Proposed 5th Street Loft Apartment Project

*B. Nystrom recused himself from this discussion.*

*Brett Reese, Rebound Enterprises, presented on the proposed 5th Street Loft Apartment Project, that includes 79 dwelling units of which 8 will be designated as affordable units.*

*HRA members spoke in favor of the project.*

*E. Zweifel would have liked to see the HRA involved earlier on in the project in order to share pertinent housing data.*

*Chair Norvold would like further discussions with the developer regarding the affordable units and filling them with unique populations such as those with special needs.*

### III. Unfinished Business

3. [19-1098](#) Dwelling Purchase Update

*Staff reported on the two attempts to purchase properties in Northfield. She plans to meet with Ruth's House of Hope and others to establish acceptable standards relating to criminal and credit background checks for tenants.*

4. [19-1099](#) Home Matters Residential Rehabilitation Program

**Attachments:** [1 - Res Rehab Brochure-2019](#)  
[2 - CDBG fund Balance 7-1-2019](#)

*Staff reported on increasing the Home Matters Residential Rehabilitation Program from its current amount of \$10,000.*

*The board discussed increasing the amount to \$20,000 but had concerns related to how much would be forgiven.*

*A friendly amendment by Chair Norvold to have half of the project amount forgiven after 10 years was suggested but not formally proposed so no action was taken.*

**A motion was made by Board Member Dee, seconded by Board Member Zweifel, to raise the maximum Home Matters Residential Rehabilitation Program loan amount to \$20,000, of which \$10,000 is forgivable after 10 years. The motion carried by the following vote:**

**Yes:** 3 - Board Member Dee, Board Member Fink and Board Member Zweifel

**No:** 2 - Board Member Norvold and Board Member Nystrom

5. [19-1100](#) HRA Work Plan for 2019-2020

**Attachments:** [1 - HRA Priorities Scoring](#)

*Staff presented the poll results for the work plan action priorities.*

*The HRA would like to present their priorities to the City Council and requested staff provide updates on the status of each action item to be presented at an HRA work session scheduled for Wednesday, October 2, 2019, at 4:00 p.m.*

## V. Reports and Discussion Items

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

*Staff reported on the following:*

- Board and Commission training is scheduled for October 23, 2019 from 5-6:30 p.m.
- Fall Clean Up Days is scheduled for October 12th from 7-11:00 a.m. Northfield Estates will be included this year. The Key will provide assistance.
- Down Payment Assistance Program will be reviewed to see what can be done to make it more appealing.
- She met with the new owners of Florellas. They put together a list of what they would like to accomplish and may look to the HRA for assistance.

*- A request for proposals for the Housing Market Study will be sent out soon.*

*D. Norvold stated a presentation on "Aging in Place" is scheduled for September 25th from 2-4:00 p.m. at the Senior Center.*

## **VI. Adjournment**

*The meeting adjourned at 5:39 p.m.*