



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Tuesday, December 17, 2019

4:00 PM

2nd Floor Training Room

Roll Call

Also Present: Janine Atchison - Housing Coordinator, Mila Matney and Signe Hauck - Youth Members, Scott Wopata - CAC Director, Emily Fulton-Foley - Northfield Union of Youth, Colin and Mark Zweber - Riverside Northfield LLC, 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

A motion was made by Board Member Dee, seconded by Board Member Fink, to approve the December 17, 2019 HRA Meeting Agenda. 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. [19-1241](#) November 26, 2019 HRA Minutes

Attachments: [11-26-19 HRA Minutes](#)

A motion was made by Board Member Fink, seconded by Board Member Nystrom, to approve the November 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. [19-1242](#) Community Action Center - Homeless Prevention Update

Scott Wopata, CAC Director, and Emily Fulton-Foley, Northfield Union of Youth, presented on their partnership with the Northfield School District to address homeless prevention. A grant from the Department of Human Services will allow the Northfield Union of Youth to increase a host home coordinator position from .75 to 1.0 and the CAC to hire a full time youth advocate to work in the school district. Both positions will work closely with each other to address youth homelessness.

Scott also provided information regarding possible uses for the Manger Inn site at 1050 HWY 3 N. which they purchased in March.

IV. New Business Items

3. [19-1243](#) Florella's Manufactured Home Park Abandoned Coach Removal

Attachments: [1 - Florella's Space Inventory - Dec 2019](#)
[2 - Abandoned Coach Removal & Demolition](#)
[3 - Home Removal Map - Winter 2020 - Northfield MN](#)
[4 - Coach Demolition-Soft Touch](#)
[5 - Fund Balance Summary 6-30-2019](#)

Colin Zweber talked about the activity and unexpected costs at Florella's since they purchased it in July. It is their desire to keep the manufactured home park an option for affordable housing. He made a request for assistance for the removal of 8 abandoned coaches.

Staff recommended the HRA also consider a Manufactured Home Down Payment Assistance Program and Buy Back Program. More details will be brought forward at a future HRA meeting.

A motion was made by Board Member Fink, seconded by Board Member Dee, to approve a grant of up to \$45,000 for the removal of 8 abandoned, Phase 1, coaches at Florella's Manufactured Home Park in 2020. The motion carried by the following vote:

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

4. [19-1244](#) Cannon River Community Land Trust Property Disposal

Attachments: [1 - Voluntary Dissolution Plan](#)
[2 - CLT Resale Information](#)
[3 - Shared Appreciation Agreement FINAL](#)

Staff stated a former Cannon River Community Land Trust homeowner would like to purchase the land now owned by the HRA at the time of refinancing his property. She spoke on the history of the Cannon River Community Land Trust. It was intended for the Northfield HRA to manage the land until all of the properties were sold on the regular market with the assumption that the properties would be sold as soon as possible. When the homeowner sold their properties the HRA conveyed the land to the purchaser for a sum determined by a shared appreciation agreement. In some cases the homeowner was allowed to purchase the land at a rate set by the Rice County Assessor's valuation or by appraisal.

The HRA determined they would prefer to make a decision at their January meeting regarding the remaining four CLT properties. They will be reviewing additional information and considering incentives for disposal of these properties.

V. Reports and Discussion Items

Staff updated the HRA on the following:

- The Slipstream Mobile Home Repairs training on December 14th went very well and they may consider another one in the spring. The flyer is attached to these minutes.*
- She is working on getting an inspector for the Manufactured Home Rehab Program.*
- City Administrator is considering expanding the HRA from five members to seven members for equity inclusion. This will be discussed at the January HRA meeting and could be done by an HRA resolution.*

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

VI. Adjournment

The meeting adjourned at 6: 07 p.m.



FREE

Mobile Home Repairs Training

Saturday, December 14, 2019

Learn how to make basic repairs to your mobile home, including how to install and maintain heat tape on pipes, how to stop cold air from coming in through cracks near doors and windows, and more!

Two opportunities to participate:

Northfield

7:45 to 11:30 a.m.

Meet at Emmaus Baptist Church
parking lot

712 North Linden Street

*The group will go together to Viking
Terrace for the training*

Faribault

1:00 to 4:30 p.m.

Cannon River Mobile Home Park
1407 Hulett Avenue
Lot #160

Contact Jen Barrientos, Growing Up Healthy Coordinator, for information!
651-243-1331 or jen@northfieldhci.org