



# 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, August 25, 2020

4:00 PM

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### Rollcall

**Present:** 5 - Jayne Hager Dee, Kevin Fink, Erica Zweifel, Brent Nystrom and Sandra Gerdes

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

*Chair Nystrom called the meeting to order at 4:02pm.*

*Chair Nystrom introduced the two new youth members on the board. Welcome Annie and TJ!*

**A motion was made by Board Member Fink, seconded by Board Member Zweifel, to approve the agenda. The motion carried by the following vote:**

**Yes:** 5 - Board Member Dee, Board Member Fink, Board Member Zweifel, Board Member Nystrom and Board Member Gerdes

### II. Approval of Minutes

1. [20-435](#) July 28, 2020 HRA Meeting Minutes

**Attachments:** [7-28-20 HRA Minutes](#)

**A motion was made by Board Member Dee, seconded by Board Member Gerdes, to approve the minutes as amended. The motion carried by the following vote:**

**Yes:** 5 - Board Member Dee, Board Member Fink, Board Member Zweifel, Board Member Nystrom and Board Member Gerdes

### III. Unfinished Business

2. [Res. 2020-071](#) Resolution for Budget Amendment for Consultant Fees

**Attachments:** [Resolution 2020-008](#)

**A motion was made by Board Member Gerdes, seconded by Board Member Fink, to approve the Budget Amendment for Consultant Fees. The motion carried by the following vote:**

**Yes:** 5 - Board Member Dee, Board Member Fink, Board Member Zweifel, Board Member Nystrom and Board Member Gerdes

### IV. New Business Items

3. [20-436](#) Housing & Redevelopment Authority 2021 Budget

**Attachments:** [PRELIMINARY 2021 Budget](#)  
[2021 Proposed Budget Worksheet](#)

*Housing Coordinator Melissa Hanson introduced this item and answered questions posed by the HRA.*

*Community Development Director Mitzi Baker answered questions posed by the HRA.*

**A motion was made by Gerdes, seconded by Hager Dee to approve the preliminary HRA 2021 budget as amended to include allocating \$36,000 to Professional Services. The motion carried by the following vote:**

**Yes:** 5 - Board Member Dee, Board Member Fink, Board Member Zweifel, Board Member Nystrom and Board Member Gerdes

## **V. Reports and Discussion Items**

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

*Staff gave an updates on Cares Act dollars, 1800 Maple St., Street Assessment Program, Fall Clean-Up, housing study - kick off meeting and the rental property study.*

*Staff will send out correspondence regarding a HRA retreat in December.*

## **VI. Adjournment**

**A motion was made by Gerdes, seconded by Fink to adjourn the meeting at 5:10pm.**