



# 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 28, 2021

4:00 PM

Council Chambers

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### CALL TO ORDER AND ROLL CALL

*Chair Nystrom called the meeting to order at 4:01pm.*

**Present:** 7 - Board Member Jayne Hager Dee, Board Member Kevin Fink, Chair Brent Nystrom, Board Member Sandra Gerdes, Board Member James Crow, Board Member Clarice Grabau and Board Member Teng Lee

### ALSO PRESENT

*Housing Coordinator Melissa Hanson, Project Manager Beth Kallestad, Community Development Director Mitzi Baker, Administrative Associate Kari Bonde.*

### APPROVAL OF AGENDA

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

**Yes:** 7 - Board Member Dee, Board Member Fink, Chair Nystrom, Board Member Gerdes, Board Member Crow, Board Member Grabau and Board Member Lee

### APPROVAL OF MINUTES

1. [21-551](#) August 31, 2021 HRA Meeting Minutes

**Attachments:** [08-31-2021 HRA Meeting Minutes](#)

**A motion was made by Board Member Fink, seconded by Board Member Crow, to approve the August 31, 2021 HRA meeting minutes. The motion carried by the following vote:**

**Yes:** 7 - Board Member Dee, Board Member Fink, Chair Nystrom, Board Member Gerdes, Board Member Crow, Board Member Grabau and Board Member Lee

### PRESENTATIONS

2. [21-552](#) Presentation regarding Sustainable Building Policy

**Attachments:** [1 - Northfield SBP Proposed Policy\\_final\\_91621](#)  
[2 - Northfield SBP Stakeholder Handout 9 15 21](#)

*Beth Kallestad, Program Coordinator introduced Katie Jones, consultant for Center for Energy and Environment. Katie is helping the City with a draft Sustainable Building Policy.*

*Katie Jones, gave a Power Point presentation noting the definition of what a Sustainable*

*Building Policy is, other cities who have adopted Sustainable Building Policies, what is involved, went over specifics, reviewed Financial Incentives, ratings system, and examples. It is for both new construction and renovations/additions. She review barrier/concerns and solutions/benefits. Katie answered questions from HRA Board Members.*

*George Zuccolotto arrived at 4:28pm.*

3. [21-553](#) A presentation of Proposed Ordinance Amendments Related to the Residential Rental Licensing Code and Nuisance Code.

**Attachments:** [1 - REPORT: Northfield Rental Housing Nuisance Abatement v4](#)  
[2 - Northfield Code Updates v4 - PP Presentation](#)

*Community Development Mitzi Baker introduced Alissa Harrington with Flaherty | Hood P.A. noting she is helping the City with proposed Ordinance amendments related to the Residential Rental Licensing Code and Nuisance Code.*

*Alissa Harrington gave a Power Point presentation regarding:*

- Identified problems/weakness in current code*
- Goals such as improve quality of housing in Northfield*
- Proposed changes for Rental Licensing-creating 3 different license categories*
- Enforcement - Abatement options - 3 levels*
- Nuisances*
- Supporting pieces*
- Next steps*

## REPORTS FROM COMMISSION MEMBERS AND CHAIR

*None.*

## STAFF UPDATES

4. **TMP-7803** Staff Update on Outstanding Items

*Housing Coordinator Melissa Hanson noted the HRA Workshop on Oct. 20 at 1pm.*

## ADJOURNMENT

**A motion was made by Board Member Dee, seconded by Board Member Crow, to adjourn the meeting at 5:59pm. The motion carried by the following vote:**

**Yes:** 7 - Board Member Dee, Board Member Fink, Chair Nystrom, Board Member Gerdes, Board Member Crow, Board Member Grabau and Board Member Lee