



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
northfieldmn.gov

Meeting Minutes - Final Housing & Redevelopment Authority

Thursday, February 2, 2023

6:00 PM

Council Chambers

6:00PM CLOSED MEETING

CALL TO ORDER AND ROLL CALL

The HRA went into closed session at 6:00pm.

- Present:** 5 - Board Member Jayne Hager Dee, Vice Chair Sandra Gerdes, Board Member Bruce McKendry, Board Member Maelynn Thomas and Chair Brent Nystrom
- Absent:** 2 - Board Member James Crow and Board Member George Zuccolotto

1. [23-917](#) Closed meeting pursuant to Minn. Stat. § 13D.05, subd. 3 (c) to develop or consider offers or counteroffers for the purchase of real property located at 315 Linden Street North, Northfield, MN 55057.

ADJOURNMENT

CALL TO ORDER AND ROLL CALL

Chair Nystrom called the meeting to order at 6:54pm.

- Present:** 5 - Board Member Jayne Hager Dee, Vice Chair Sandra Gerdes, Board Member Bruce McKendry, Board Member Maelynn Thomas and Chair Brent Nystrom
- Absent:** 2 - Board Member James Crow and Board Member George Zuccolotto

ALSO PRESENT

Housing Coordinator Melissa Hanson, Economic Development Coordinator Nate Carlson, Administrative Associate Kari Bonde, Meeting Associate Matt Bailey. Youth Rep: Keriana Rasmussen.

APPROVAL OF AGENDA

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

- Yes:** 5 - Board Member McKendry, Board Member Thomas, Chair Nystrom, Board Member Dee and Vice Chair Gerdes

APPROVAL OF MINUTES

2. [23-912](#) January 5, 2023 HRA Meeting Minutes

Attachments: [01-05-2023 HRA Meeting Minutes](#)

A motion was made by Board Member Dee, seconded by Board Member McKendry, to approve the January 5, 2023 HRA Meeting Minutes. The motion

carried by the following vote:

Yes: 5 - Board Member McKendry, Board Member Thomas, Chair Nystrom, Board Member Dee and Vice Chair Gerdes

NEW BUSINESS

3. [23-916](#) Potential action to be taken on closed meeting regarding 315 Linden St. N.

A motion was made by Board Member Dee, seconded by Board Member Thomas, to approve the HRA Resolution 2023-002, Approving the Acquisition of Real Property in Northfield, Minnesota and Dispensing with Review of the Purchase by the Northfield Planning Commission. The motion carried by the following vote:

Yes: 3 - Board Member Thomas, Chair Nystrom and Board Member Dee

No: 1 - Board Member McKendry

Abstained: 1 - Vice Chair Gerdes

The HRA meeting time reached 7:30pm therefore they needed to vote to extend it.

A motion was made by Board Member Dee, seconded by Board Member McKendry to extend the meeting. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Vice Chair Gerdes, Board Member McKendry, Board Member Thomas and Chair Nystrom

4. [HRA Res. 2023-001](#) HRA to Approve a \$30,000 Forgivable Loan to Habitat for Humanity of Rice County.

Attachments: [1 - RESOLUTION Forest Street](#)
[2 - Habitat Forgivable Loan Agreement](#)
[3 - signed PA for 1102 Forest Ave](#)

Housing Coordinator Melissa Hanson introduced this item noting that Habitat for Humanity of Rice County secured the lot for \$60,000.00.

A motion was made by Board Member Dee, seconded by Vice Chair Gerdes, to approve HRA Resolution 2023-001 to approve a \$25,000.00 Forgivable Loan to Habitat for Humanity of Rice County for the purchase of the vacant lot located at 1102 Ford St, Northfield. The motion carried by the following vote:

Yes: 5 - Board Member McKendry, Board Member Thomas, Chair Nystrom, Board Member Dee and Vice Chair Gerdes

A motion to amend the motion was made by Board Member McKendry, seconded by Vice Chair Gerdes, to request that the recipient consummate the acquisition within 150 days, to begin construction within 36 months and complete construction within 60 months. The motion carried by the following vote:

Yes: 5 - Board Member McKendry, Board Member Thomas, Chair Nystrom, Board Member Dee and Vice Chair Gerdes

5. [23-914](#) Community Development Block Grant (CDBG) 1st Half Report of Fiscal Year (FY) 2022-2023.

Attachments: [1 - NFLD CDBG Budget Status Report July 2022](#)
[2 - CDBG Funding Structure](#)

Housing Coordinator Melissa Hanson noted that there will be more CDBG funding available on July 1st.

6. [23-913](#) 2022 HRA Budget Report.

Attachments: [1 - 2022 Incode Report B4 Audit](#)

Housing Coordinator Melissa Hanson noted that this budget report is not the audited version, that one will come in March. Hanson and Economic Development Coordinator Nate Carlson answered questions from the board.

REPORTS FROM COMMISSION MEMBERS AND CHAIR

None.

STAFF UPDATES

7. [23-918](#) The HRA Board shall be given an update on outstanding HRA/City and housing related items.

Attachments: [1 - Waterford Power Outage #1 Map](#)
[2 - Cedar Meadows Rendering](#)
[3 - Spring Creek 2nd Final Site Plans](#)
[4 - SCII Bldg B](#)
[5 - SCII Bldg D](#)
[6 - Kraewood Apartment Building Designs TIF Assistance 2-8-2022](#)
[7 - Kraewood](#)
[8 - Urgency of Awareness Training](#)

No additional comments.

ADJOURNMENT

A motion was made by Board Member Dee, seconded by Vice Chair Gerdes, to adjourn the meeting at 8:00pm. The motion carried by the following vote:

Yes: 5 - Board Member McKendry, Board Member Thomas, Chair Nystrom, Board Member Dee and Vice Chair Gerdes