



City of Northfield

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

Meeting Minutes - Final Housing & Redevelopment Authority

Tuesday, January 28, 2020

4:00 PM

Council Chambers

Rollcall

Also Present: Janine Atchison - Housing Coordinator, Mila Matney and Signe Hauck - Youth Members, Allan Gill - 421 Bunker Drive, and Recording Secretary - Barb Neitzel

Present: 5 - Jayne Hager Dee, Kevin Fink, Erica Zweifel, Brent Nystrom and Dayna Norvold

I. Call to Order and Approval of Agenda

A motion was made by Board Member Dee, seconded by Board Member Nystrom, to approve the January 28, 2020 HRA Agenda. The motion carried by the following vote:

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

II. Approval of Minutes

1. [20-061](#) December 17, 2019 HRA Minutes

Attachments: [1 - 12-17-19 HRA Minutes](#)

A motion was made by Board Member Fink, seconded by Board Member Nystrom, to approve the December 17, 2019 HRA Minutes. The motion carried by the following vote:

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

III. Unfinished Business

2. [HRA Res. 2020-001](#) Housing & Redevelopment Authority Board Member Increase from Five to Seven Members

Attachments: [1- Resolution to increase members form 5 to 7 and approve bylaws v.1 121819](#)
[2 - 2020 HRA Bylaws v1 increase board from 5 to 7 121719](#)
[3 - Resolution Establishing HRA-1968](#)
[4 - Res. 90-250 Reactivating HRA](#)

Staff noted increasing the board from 5 to 7 would provide a more diverse perspective for the board and is also consistent with other City Boards and Commissions.

B. Nystrom pointed out two areas in the bylaws that should be changed to state a quorum of Four (4) members versus Three (3). They are listed below:

- Article III - Meetings, Section 3, send line, to read as Four (4) Commissioners...*
- Article IV - Miscellaneous, Section 1, second line, to read as ..approved by at least Four (4) of the...*

Staff will provide the amended bylaws at the February meeting.

A motion was made by Board Member Fink, seconded by Board Member Nystrom, to approve HRA Resolution 2020-001 - Increasing Board Membership and Approving Bylaws. The motion carried by the following vote:

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

IV. New Business Items

3. [20-062](#) Cannon River Community Land Trust Properties

Attachments: [1 - Property Sales - Incentive](#)
[2 - CLT Resale Information](#)

The board considered incentives to purchase land for homeowners of the remaining land trust properties.

A lengthy discussion ensued regarding offering the land for sale at a set percentage of the County Assessor's value. They also discussed the possibility of assisting the sale by providing a second mortgage.

Staff will contact the City Attorney to determine if their action is allowed and approve a letter to the homeowners.

A motion was made by Board Member Zweifel, seconded by Board Member Dee to approve the HRA to incentivize the purchase of land for homeowners of the remaining land trust properties using 25% of the 2020 assessed value with the offer valid for six months from the date of the letter. The motion carried by the following vote:

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

4. [20-063](#) 4th Quarter Budget Report

Attachments: [1 - 4th Qtr Budget Report](#)
[2 - Fund Balance Summary Worksheet 12-31-2019](#)

Staff noted this is not the final budget report. The fund balance does not reflect the \$45,000 for coach removals at Florella's and \$50,000 for staffing of code enforcement.

5. [20-064](#) 4th Quarter Rental Property Report

Attachments: [1 - 4th Qtr Report](#)

The HRA reviewed the 4th Quarter Rental Report. Staff noted utility expenses were extremely high in one of the summer months but the bottom line still broke even on that

property.

B. Nystrom added he would like to see ongoing conversations to continue purchasing additional rental properties.

6. [20-065](#)

4th Quarter Community Development Block Grant Report

Attachments: [1 - CDBG Fund Balance 12-31-2019](#)

Staff stated she has had conversations with other cities who offer higher down payment assistance loans to aid homeowners at 80% or less of the area median income.

A motion was made by Board Member Nystrom, seconded by Board Member Fink, to approve raising the Down Payment Assistance maximum loans to \$25,000. The motion carried by the following vote:

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

V. Reports and Discussion Items

Chair Norvold reported she connected Colin Zweber of Riverside Northfield LLC with Kurt Halvorson - Hometown Credit Union to offer financial literacy advice to Manufactured Home residents.

Staff reported on the following:

- A firm has been selected to review code enforcement. A contract will be negotiated soon.*
- Election of officers and orientation will be held in February.*
- She will be retiring on March 31, 2020.*
- Plans are in place to roll out the Manufactured Home Rehab Program. She is working to provide qualified inspectors to conduct evaluations of the manufactured homes prior to determining the scope of the work.*

E. Zweifel reported the 2020 CDBG allocation request was pulled off the City Council consent agenda on January 7, 2020, to discuss a different application for the funding; however, the City Council voted to uphold the original HRA allocation request.

HRA members made a suggestion to change the March meeting date since it falls during Spring Break.

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

VI. Adjournment

The meeting adjourned at 5:27 p.m.