



# City of Northfield

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

## Meeting Minutes - Final Housing & Redevelopment Authority

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Tuesday, February 25, 2020

4:00 PM

Council Chambers

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### Rollcall

*Also Present: Janine Atchison - Housing Coordinator, Mitzi Baker - Community Development Director, Signe Hauck and Mila Matney - Youth Members, Jennifer Banaszewski - Building Permit Technician*

**Present:** 6 - Jayne Hager Dee, Erica Zweifel, Brent Nystrom, Dayna Norvold, Shelley Holden and Sandra Gerdes

**Absent:** 1 - Kevin Fink

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

*Chair Norvold noted the addition of discussion on an agreement for the removal of coaches at Florellas.*

**A motion was made by Board Member Dee, seconded by Board Member Nystrom, to approve the February 25, 2020 HRA agenda as amended. The motion carried by the following vote:**

**Yes:** 6 - Board Member Dee, Board Member Zweifel, Board Member Nystrom, Board Member Norvold, Board Member Holden and Board Member Gerdes

### II. Approval of Minutes

1. [20-125](#) January 28, 2020 HRA Minutes

**Attachments:** [1 - 01-28-20 HRA Minutes](#)

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

**Yes:** 6 - Board Member Dee, Board Member Zweifel, Board Member Nystrom, Board Member Norvold, Board Member Holden and Board Member Gerdes

### IV. New Business Items

2. [20-126](#) Welcome New Board Members

**Attachments:** [1 - HRA Presentation -Feb 25, 2020](#)  
[2 - 2020 HRA Bylaws v1 increase board from 5 to 7 121719](#)

*HRA members welcomed new members Sandra Gerdes and Shelley Holden and watched*

and orientation video.

Staff gave a power point presentation on the HRA's roles and responsibilities, projects, programs, budget, open law meetings, rules of conduct and bylaws.

3. [20-127](#) HRA Land Purchase opportunity

**Attachments:** [440 Water Street N-Map](#)

Community Development Director Baker stated the City is coordinating with the Healthy Community Initiative to locate land for a park on the north end of town. They have identified three properties and one of them is adjacent to the Florella's site. She asked if the HRA would be interested in purchasing this property if it is not the chosen site.

HRA members agreed they would be interested in this property since it would be walkable to downtown amenities and a great opportunity for multi-use housing.

### III. Unfinished Business

4. [HRA Res. 2020-002](#) Land Trust Property - Land Sale 421 Bunker Drive

**Attachments:** [1 - Offer Letter-Signed](#)  
[2 - Resolution for Transfer of Real Property to Gill 022020](#)  
[3 - Purchase Agreement Gill 022020](#)  
[4 - QC DEED Gill 022020](#)  
[5 - Termination of Lease - Gill 022020](#)

Chair Norvold noted the sale of these land trust properties resolves all issues related to the Land Trust.

A motion was made by Board Member Gerdes, seconded by Board Member Nystrom, to approve HRA Resolution 2020-002 - Approving the Conveyance of Former Cannon River Community Land Trust Property and Termination of Ground Lease for 421 Bunker Drive. The motion carried by the following vote:

Yes: 6 - Board Member Dee, Board Member Zweifel, Board Member Nystrom, Board Member Norvold, Board Member Holden and Board Member Gerdes

5. [HRA Res. 2020-003](#) Land Trust Property Sale-505 Bunker Drive

**Attachments:** [1 - Offer Letter - Signed](#)  
[2 - Resolution for Transfer of Real Property to Klahr 022020](#)  
[3 - Purchase Agreement Klahr 022020](#)  
[4 - QC DEED Klahr 022020](#)  
[5 - Termination of Lease - Klahr 022020](#)

A motion was made by Board Member Nystrom, seconded by Board Member Holden, to approve HRA Resolution 2020-003 - Approving the Conveyance of Former Cannon River Community Land Trust Property and Termination of Ground Lease for 505 Bunker Drive. The motion carried by the following vote:

**Yes:** 6 - Board Member Dee, Board Member Zweifel, Board Member Nystrom, Board Member Norvold, Board Member Holden and Board Member Gerdes

6. [HRA Res. 2020-004](#) Land Trust Property Sale 513 Bunker Drive

**Attachments:** [1 - Offer Letter Signed](#)  
[2 - Resolution for Transfer of Real Property to Finnseth 022020](#)  
[3 - Termination of Lease - Finnseth 022020](#)  
[4 - QC DEED Finnseth 022020](#)  
[5 - Purchase Agreement Finnseth 022020](#)

**A motion was made by Board Member Zweifel, seconded by Board Member Holden, to approve HRA Resolution 2020-004 - Approving the Conveyance of Former Cannon River Community Land Trust Property and Termination of Ground Lease for 513 Bunker Drive. The motion carried by the following vote:**

**Yes:** 6 - Board Member Dee, Board Member Zweifel, Board Member Nystrom, Board Member Norvold, Board Member Holden and Board Member Gerdes

7. [HRA Res. 2020-005](#) Land Trust Property Sale - 302 Dresden Ave

**Attachments:** [1 - Offer letter-signed](#)  
[2 - Resolution for Transfer of Real Property to Hamman 022020](#)  
[3 - Purchase Agreement Hamman 022020](#)  
[4 - QC DEED Hamman 022020](#)  
[5 - Termination of Lease - Hamman 022020](#)

**A motion was made by Board Member Dee, seconded by Board Member Gerdes, to approve HRA Resolution 2020-005 - Approving the Conveyance of Former Cannon River Community Land Trust Property and Termination of Ground Lease for 302 Dresden Avenue. The motion carried by the following vote:**

**Yes:** 6 - Board Member Dee, Board Member Zweifel, Board Member Nystrom, Board Member Norvold, Board Member Holden and Board Member Gerdes

8. [20-128](#) Comprehensive Housing Study 2020

*The HRA discussed increasing the funding for a 2020 Housing Study but felt it was too expensive.*

*B. Nystrom offered to share with staff a recent market study prepared for Rebound Enterprises.*

*HRA members inquired if there was an opportunity to ask the EDA or other city entity to help with the costs since affordable housing is part of the City's Strategic Plan.*

**A motion was made by Board Member Zweifel, seconded by Board Member Gerdes, to authorize up to the \$36,000 for a housing study. The motion failed by the following vote:**

**Yes:** 1 - Board Member Zweifel

**No:** 5 - Board Member Dee, Board Member Nystrom, Board Member Norvold, Board Member Holden and Board Member Gerdes

### **Agreement for Removal of Coaches at Florellas**

*The board reviewed the agreement to remove eight coaches at Florella's at an amount not to exceed \$45,000.*

**A motion was made by Board Member Gerdes, seconded by Board Member Nystrom, to approve the agreement to remove eight coaches at Florella's.. The motion carried by the following vote:**

**Yes:** 6 - Board Member Dee, Board Member Zweifel, Board Member Nystrom, Board Member Norvold, Board Member Holden and Board Member Gerdes

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

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

*The HRA agreed to change the March meeting date from March 24th to March 31st.*

*M. Baker reported on the following:*

- A consultant has been hired to work on rental licensing. They will start mid March.*
- The Housing Coordinator position has been posted.*

## **VI. Adjournment**

*The meeting adjourned at 5:32 p.m.*