



# 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, July 27, 2021

4:00 PM

Council Chambers

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

**Present:** 6 - Board Member Kevin Fink, Chair Brent Nystrom, Board Member Sandra Gerdes, Board Member James Crow, Board Member Clarice Grabau and Board Member Teng Lee

**Absent:** 1 - Board Member Jayne Hager Dee

*Also Present: Community Development Director Mitzi Baker, Housing Coordinator Melissa Hanson, Administrative Associate Kari Bonde.*

### APPROVAL OF AGENDA

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

**Yes:** 6 - Board Member Fink, Chair Nystrom, Board Member Gerdes, Board Member Crow, Board Member Grabau and Board Member Lee

### APPROVAL OF MINUTES

1. [21-433](#) June 22, 2021 HRA Meeting Minutes

**Attachments:** [06-22-2021 HRA Meeting Minutes](#)

**A motion was made by Board Member Crow, seconded by Board Member Grabau, to approve the June 22, 2021 as amended. The motion carried by the following vote:**

**Yes:** 6 - Board Member Fink, Chair Nystrom, Board Member Gerdes, Board Member Crow, Board Member Grabau and Board Member Lee

### NEW BUSINESS

2. [21-434](#) Consider potential interest in the MNDOT property at 510 Woodley Street.

**Attachments:** [1 - 2019-0125 location photo](#)  
[2 - MNDOT Normal Conveyance Process](#)  
[3 - MNDOT Property Area Info Council Intro](#)

*Community Development Director Mitzi Baker gave a Power Point Presentation regarding the MNDOT property at 510 Woodley St. She reviewed when the property will be*

available, what the uses of this property could be and asked for feedback from Board Members that can be brought to City Council.

Discussion points from Board Members were: in favor of having it act as a gateway, using it as mixed development, possibility of partnering with a private party, asked about an environmental review on the property, adding a bridge over HWY 3, asked if it was in the flood plain, dog park or pedestrian bridge.

The overall consensus was that the HRA was in favor of acquiring the land.

George Zuccolotto arrived at 4:06pm.

3. [21-435](#) 2021- 2nd Quarter Rental Property Report

**Attachments:** [1 - 2021 Rental Income & Expense Report](#)

Housing Coordinator Melissa Hanson introduced the current budget and reviewed the upcoming budget.

4. [21-436](#) 2021- 2nd Quarter Budget Report

**Attachments:** [InCode-2nd Qtr Report](#)

Housing Coordinator Melissa Hanson reviewed the 2nd Quarter Budget Report and answered questions from Board Members.

5. [21-437](#) Community Development Block Grant (CDBG) 2nd Quarter 2021 Report, 4th Quarter Report for fiscal year (FY) 2020-2021, April-May-June

**Attachments:** [1 -NFLD Dashboard 05172021](#)  
[2 - CDBG Worksheet- Budget](#)

Housing Coordinator Melissa Hanson introduced this item noting that all of the CDBG funds have been spent.

6. [21-438](#) Housing & Redevelopment Authority 2022 Budget

**Attachments:** [1 - Combined- 2022-23 Draft Budget](#)

Housing Coordinator Melissa Hanson gave a Power Point presentation regarding the 2022 Budget and answered questions posed by Board Members.

**A motion was made by Board Member Grabau, seconded by Board Member Gerdes, to approve the HRA 2022 draft budget that include a line item for \$10,000 for Fall Clean Up. The motion carried by the following vote:**

**Yes:** 6 - Board Member Fink, Chair Nystrom, Board Member Gerdes, Board Member Crow, Board Member Grabau and Board Member Lee

## REPORTS FROM COMMISSION MEMBERS AND CHAIR

Chair Nystrom - mentioned the affordable housing trust funds from the state, asked if we can move the August meeting from August 24 to August 31.

Board Member Fink - asked if there is an HRA retreat planned for this year?

## STAFF UPDATES

7. [21-439](#)

Staff Update on Outstanding Items.

*Housing Coordinator Melissa Hanson gave updates regarding: Spring Creek, prelim TIF application for Kraewood Addition, HCI show Aug. 14 on Heat Taping, Northfield Racial & Ethnic Equity Collaborative, Age Friendly Northfield, class on eviction moratorium.*

## ADJOURNMENT

*Chair Nystrom adjourned the meeting at 5:32pm.*