



City of Northfield

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

Meeting Minutes - Final Housing & Redevelopment Authority

Tuesday, September 27, 2022

4:00 PM

Council Chambers

CALL TO ORDER AND ROLL CALL

Chair Nystrom called the meeting to order at 4:04pm.

Present: 5 - Board Member Jayne Hager Dee, Chair Brent Nystrom, Board Member Sandra Gerdes, Board Member James Crow and Board Member Clarice Grabau
Absent: 1 - Board Member Abdullahi Abdullahi

ALSO PRESENT

Housing Coordinator Melissa Hanson, Administrative Associate Kari Bonde, Administrative Associate Alisha Hayes, Mayor Pownell.

Present: 5 - Board Member Jayne Hager Dee, Chair Brent Nystrom, Board Member Sandra Gerdes, Board Member James Crow and Board Member Clarice Grabau
Absent: 1 - Board Member Abdullahi Abdullahi

APPROVAL OF AGENDA

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

Yes: 5 - Board Member Dee, Chair Nystrom, Board Member Gerdes, Board Member Crow and Board Member Grabau

APPROVAL OF MINUTES

1. [22-620](#) August 23, 2022 HRA Meeting Minutes

Attachments: [08-232022 HRA Meeting Minutes](#)

A motion was made by Board Member Gerdes, seconded by Board Member Grabau, to approve the August 23, 2022 HRA Meeting Minutes. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Chair Nystrom, Board Member Gerdes, Board Member Crow and Board Member Grabau

BUSINESS ITEMS

3. [HRA M2022-004](#) HRA to Consider Update to Purchase Agreement for Sale of HRA Owned Property.

Attachments: [1 - Purchase Agmt HRA seller to CAC buyer v7 092322](#)

A motion was made by Board Member Gerdes, seconded by Board Member Dee,

to approve the updated Purchase Agreement for Sale of HRA Owned Property. (517 Washington). The motion carried by the following vote:

Yes: 5 - Board Member Dee, Chair Nystrom, Board Member Gerdes, Board Member Crow and Board Member Grabau

4. [HRA M2022-005](#) HRA to Consider Revised Meeting Dates and Times.

Attachments: [1 - Meeting Schedule 2023- Mondays](#)
[2 - Meeting Schedule 2023- Thursday](#)

A motion was made by Board Member Gerdes, seconded by Board Member Crow, to approve having the HRA Meeting on the first Thursday of each month starting in January 2023. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Chair Nystrom, Board Member Gerdes, Board Member Crow and Board Member Grabau

5. [HRA M2022-006](#) 2023 Draft HRA Budget Approval.

Attachments: [1 - 2023 HRA Budget Presentation](#)
[2 - DRAFT_PROPOSED_2023_Budget](#)

Housing Coordinator Melissa Hanson introduced this item and gave a PowerPoint presentation reviewing the 2023 budget.

Work Session to be held on Friday, October 28 from 1:00pm-3:00pm with a regular meeting starting at 3:00pm.

A motion was made by Board Member Dee, seconded by Board Member Gerdes, to approve keeping the maximum HRA levy. The motion carried by the following vote:

Yes: 5 - Board Member Dee, Chair Nystrom, Board Member Gerdes, Board Member Crow and Board Member Grabau

2. [HRA M2022-003](#) HRA Introduction to the Mobile Home Rehabilitation Coordinator and Receive Update.

Attachments: [1 - CAC Emergency Mobile Home Repair](#)
[2 - Viking Terrace_Press Release](#)

Housing Coordinator Melissa Hanson introduced Brian Kopack with Growing Up Healthy. (Mobile Home Rehabilitation Coordinator) He noted that the mobile home parks need assistance/would like licensed level help. (ex: licensed electrician) It is hard to get someone to work on mobile homes because people have bigger jobs to do.

Board Member Grabau left at 5:02pm.

A motion was made by Board Member Gerdes, seconded by Board Member Dee, to approve up to \$50,000 to assist with emergency repairs on mobile homes at Viking Terrace and to be as flexible as possible with the funds. Motion carried by the following vote:

Yes: 4 - Board Member Dee, Chair Nystrom, Board Member Gerdes and Board Member Crow

Not Present: 1 - Board Member Grabau

REPORTS FROM COMMISSION MEMBERS AND CHAIR

STAFF UPDATES

6. [22-621](#) The HRA Board shall be given an update on outstanding HRA/City and housing related items.

Housing Coordinator Melissa Hanson reviewed her updates noting HCl is taking on Fall Clean Up and a letter has been sent to Lake Shore Management telling them to take care of trees at Viking Terrace.

ADJOURNMENT

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

Yes: 4 - Board Member Dee, Chair Nystrom, Board Member Gerdes and Board Member Crow

Not Present: 1 - Board Member Grabau