

# City of Northfield HRA Update



Janine Atchison  
Housing Coordinator  
February 25, 2020



***The HRA is authorized by state statute to provide sufficient supply of adequate safe & sanitary dwellings.***

### **Statutory Requirements**

- 1987 Legislation (MN Statute 469.001-047)
  - Established by Enabling Resolution  
Reactivated by Enabling Resolution
  - Board Size – 7
  - Officers
  - Budget Resources and Levy (0.0185%)
- 

# 2020 HRA Board

**Dayna Norvold**

- Member since March 2008

**Erica Zweifel**

- Member since May 2012

**Jayne Hager Dee**

- Member since January 2014

**Kevin Fink**

- Member since September 2006

**Brent Nystrom**

- Member since January 2018

**Sandra Gerdes**

- Member since February 2020

**Shelley Holden**

- Member since February 2020

Chair

Co-Chair

Secretary

Member

Member

Member

Member



# ***What are the Powers of the HRA***

*Housing Redevelopment Authorities (HRA's) to create new housing and protect existing housing.*

## **HRA**

- Acquire Property
- Issue Loans
- Enter into Contracts
- Limited Partnerships
- Joint Powers Agreements
- Issue Bonds
- Studies and Research
- Tax Increment
- Tax Abatement

## **Limitation of Powers**

- Enabling Resolution Restrictions from Governing Body
- Bonding Authority
- HRA Composition



# ***Northfield HRA Resources***

## **Local Resources**

- Tax Increment Finance
- Tax Abatement
- Property Tax Levy
- Community Development Block Grants (CDBG)

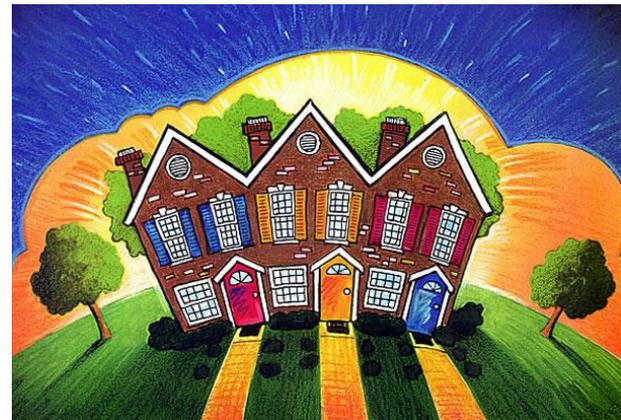
## **Partner Resources**

- Dakota County Community Development Authority
  - USDA Programs
  - MN Housing Finance Agency
  - Mn Housing Partnership
  - Greater Mn Housing Fund
  - USDA Programs
  - Rice County HRA
  - Three Rivers Community Action Agency
- 

# HRA Properties

Properties owned by the HRA

- 11.18 Acres at Southbridge
- 517 Washington St S (Duplex)
- 2007 Hidden Valley Rd
- 2330 Elianna Drive
- 2334 Elianna Drive



# ***Northfield HRA Partners***

## **Dakota County Community Development Agency**

- Administer Community Development Block Grants (CDGB)



## **Three Rivers Community Action Agency**

- Spring Creek Townhomes
- North & South Oaks Apartments
- Northern Oaks Townhomes
- Spring Creek II



## **Northfield Community Action Agency**

- HRA provides two dwelling units for homeless transition program
- Manufacture home repair program
- Homeless/shelter programs



## **Northfield Union of Youth**

- Wallflower Project (Host homes for homeless youth)



# ***Northfield HRA Partners***

## **Ruth's House of Hope**

- HRA provides 1 dwelling for Women in Transition Program

## **Northfield Healthy Community Initiative (HCI)**

- Manufactured home repair program

## **Rice County Habitat for Humanity**

- Provide downpayment assistance to clients
- Partner to purchase/provide land for future building



## **Rice County HRA**

- Co-sponsors Workforce Housing Summit
- Section 8 program



## **Cities of Faribault, Lonsdale, Morristown**

- Co-sponsors Workforce Housing Summit



# *Northfield HRA Partners*

## Minnesota Housing Finance Agency



- Loans/grants for rehab & downpayment assistance

## Minnesota Housing Partnership



- Housing Trust Fund Development
- Technical program support

## Greater Minnesota Housing Fund



- Technical program support & Information



# ***Staff Roles and Responsibilities***

## ***Ben Martig, City Administrator***

- Strategic Planning & Direction
- Annual Budgeting & Financial Matters

## ***Mitzi Baker, Community Development Director***

- Strategic Planning & Direction
- Delegation of work to staff and consultants

## ***Janine Atchison, Housing Coordinator***

- Primary implementation of work plan
- Staff liaison to HRA / Agenda preparation
- Manage HRA Properties
- Manage & implement CDBG Projects & Programs
- Assistant secretary for HRA meetings

## ***Barb Neitzel, Engineering Specialist***

- Minutes, agenda preparation & distribution
  - Committee Coordination
- 

# ***HRA Board of Directors***

## ***Roles and Responsibilities***

### **Open Meeting Law – MN Statute 13D**

- *Applies to “a committee, subcommittee, board, department, or commission of a public body subject to the law”*
  - *The primary requirement of the open meeting law is that meetings be open to the public.*
  - *Gatherings of less than a quorum of a public body are not subject to the law; a “meeting” is held when the group is capable of exercising decision-making powers.*
  - *The law requires public bodies to give notice of their meetings.*
  - *It is a violation of the open meeting law to conduct business before the time publicly announced for a meeting. (i.e. email/in-person discussions between multiple Board members)*
- 

# HRA Board

## Roles & Responsibilities

### Rules of Conduct and Basic Expectations

- Regular meeting attendance
  - Disclosure of conflicts of interest
  - Subject to Open Meeting Law
  - Maintain confidentiality
  - A commitment to teamwork
  - A commitment to speak with one voice
  - A commitment to work with City Council to move projects forward
  - Staff provides information – HRA Commissioners make decisions.
- 

# HRA Budget - 2020

## **Fund 295**

### Revenue

- Levy \$267,504
  - Rent \$ 49,752
  - Investments \$ 10,000
- \$327,256

### Expenditures

- Personnel \$116,843
  - Services \$ 63,661
  - Rental/Land Costs \$ 49,660
  - Programs \$ 97,092
- \$327,256

- Street Assessment Assistance
- Fall Clean Up
- NUY Wallflower Project
- Viking Terrace Rehab
- Housing Market Needs Study

## **CDBG Program**

Annual allowance-Approx \$63,000

- Downpayment Assistance Program
- Residential Rehab Program
- Northern Oaks Rehab
- Mobile Home Rehab Program



# Recent Northfield Projects & Programs



# Grow & Maintain Housing



## **Benedictine Senior building**

- 95 units Total - nursing care, assisted living and some independent living units. Market Rate

## **Family Residence**

- 12 units - Senior Care facility- Market Rate

## **Maple Brook Townhomes**

- 24 units- 19 units Market Rate & 5 units affordable – Under construction

## **Bortz project**

- 8 Townhome units. Market Rate – Under construction

## **Woodley townhomes**

- 2 units. Market Rate

## **5<sup>th</sup> Street Lofts**

- 79 unit redevelopment project – 71 units Market Rate & 8 units affordable – Plan & site review Process

# Grow & Maintain Housing

## **Future Development**

- Spring Creek Townhomes -32 Units (2, 3, & 4 bed) - Tax Credits Awarded. Construction to begin Aug 2020
- Habitat for Humanity – 4 townhome units to be built in 2020
- Housing Market Needs Study to be completed in 2020



# Grow & Maintain Housing



## *Programs*

- Northfield Union of Youth Wallflower Project
  - Provides host homes for homeless youth
  - HRA provides annual funding
- Street Assessment Assistance Program
  - HRA assist income qualified homeowners with street assessment costs
- Residential Rehab Program
  - HRA assists income qualified homeowners with rehab costs, utilizing CDBG funds



# Grow & Maintain Housing



## Programs

- Downpayment Assistance
  - HRA assists 1<sup>st</sup> time homebuyers with down payment, utilizing CDBG funds
- Manufactured Home Rehab Program
  - HRA assists income qualified MH homeowners with rehab costs, utilizing CDBG funds
- Northern Oaks Rehab Project
  - HRA assist with rehab costs for low and very low income residents, utilizing CDBG funds

# Grow & Maintain Housing

- CAC for homeless prevention program
  - HRA provides 2 dwelling units for program
- Ruth's House of Hope for Women in Transition Program
  - HRA provides a 1 dwelling unit for program



# Housing & Redevelopment Authority

## Questions?

*Janine Atchison*

Janine Atchison, Housing Coordinator  
City of Northfield  
801 Washington Street S  
Northfield, MN 55057  
Ph: 507-645-3047  
[Janine.Atchison@ci.northfield.mn.us](mailto:Janine.Atchison@ci.northfield.mn.us)

