



City of Northfield

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

Meeting Minutes - Draft Housing & Redevelopment Authority

Thursday, August 10, 2017

5:00 PM

Council Chambers

I. Call to Order and Approval of Agenda

Also Present: Janine Atchison - Housing Coordinator, Chris Heineman - Community Development and Planning Director, Humphrey School Team: KT Gallagher, MerLynne Byrne, Nicole Smiley, Nkayo Drepaul, Barb Neitzel - Recording Secretary

Present: 3 - Jayne Hager Dee, Dayna Norvold and Erica Zweifel

Absent: 2 - Kris Vohs and Kevin Fink

II. Approval of Minutes

A motion was made by Board Member Dee, seconded by Board Member Zweifel, to approve the June 12, 2017 HRA Minutes . The motion carried by the following vote:

5 -

Yes: Board Member Dee, Board Member Norvold, and Board Member Zweifel

1. [17-914](#) June 12, 2017 HRA Minutes
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Attachments: [06-12-17 HRA Minutes](#)

IV. New Business Items

2. [17-926](#) University of Minnesota Humphrey School of Public Affairs Capstone Project Report

Four graduate students from the Humphrey School of Public Affairs at the the University of Minnesota gave a Capstone presentation analyzing the existing housing market in the City of Northfield. A copy of their presentation is attached to these minutes.

They determined there is a lack of affordable housing in Northfield and offered the following recommendations:

- Constituency Building*
- Build Workforce Housing on 11 Acres*
- Longitudinal Research*

Staff will provide a full report to the board.

3. [HRA Res. 2017-004](#) Consider Resolution Provide for the Sale of \$460,000 Taxable Obligation Tax Increment Refunding Bonds, Series 2017B.

Attachments: [TIF Resolution 17-
Tax Increment Pledge.docx](#)

A motion was made by Board Member Zweifel, seconded by Board Member Dee, to approve HRA Resolution 2017-004 - Providing for the Sale of \$460,000 Taxable Obligation Tax Increment Refunding Bonds, Series 2017B. The motion carried by the following vote:

Yes: 3 - Board Member Dee, Board Member Norvold and Board Member Zweifel

4. [17-917](#) Housing & Redevelopment Authority (HRA) Second Quarter Financial Report

Attachments: [Fund Balance Summary 4-30-2017](#)
[Balance Sheet 4-30-2017](#)
[GL Detail vs Budget Report 7-17-17](#)

Staff distributed a condensed version of the report included in the packet.

A motion was made by Board Member Dee, seconded by Board Member Zweifel, to approve the Second Quarter Financial Report. The motion carried by the following vote:

Yes: 3 - Board Member Dee, Board Member Norvold and Board Member Zweifel

5. [17-916](#) Community Development Block Grant (CDBG) Quarterly Report

Attachments: [CDBG Fund Balance 6-30-2017](#)

The HRA reviewed the CDBG report. Staff noted an environmental review will need to be done on all proposals receiving CDBG funds. Details regarding this requirement will be brought to the next meeting.

A motion was made by Board Member Dee, seconded by Board Member Zweifel, to approve the CDBG Quarterly Report. The motion carried by the following vote:

Yes: 3 - Board Member Dee, Board Member Norvold and Board Member Zweifel

6. [17-915](#) Rental Property Quarterly Report

Attachments: [2017 2nd Qtr Report](#)

A motion was made by Board Member Dee, seconded by Board Member Zweifel, to approve the Rental Property Quarterly Report. The motion carried by the following vote:

Yes: 3 - Board Member Dee, Board Member Norvold and Board Member Zweifel

7. [17-918](#) 517 Washington St S Landscaping Plan

Attachments: [Landscape Photos 7-20-2017](#)

The board discussed landscaping needs at 517 Washington Street.

A motion was made by Board Member Hager Dee to approve up to \$3,950 for landscaping and up to \$500 for tree removal.

Staff suggested adding a 10% contingency to the amount.

Chair Norvold amended the motion to approve up to \$4,800 in total for landscaping needs.

Staff will coordinate with the contractors installing the windows and doing the landscaping to insure the landscaping will not be damaged.

The board made a request of staff to draft a landscape policy for the rental properties and also keep in mind the organic pest management policy already in place.

A motion was made by Board Member Dee, seconded by Board Member Zweifel and amended by D. Norvold to approve landscaping needs at 517 Washington Street up to \$4,800 in totality. The motion carried by the following vote:

Yes: 3 - Board Member Dee, Board Member Norvold and Board Member Zweifel

8. [17-919](#) Appraisal-1800 Maple Street

The HRA expressed interest in pursuing the property at 1800 Maple Street and will discuss negotiations in a closed session.

9. [17-927](#) Strategic Work Plan

Attachments: [Strategic Plan Summary](#)

[a\) Initiatives - Koester Court](#)

[b\) Initiative-Revise Residential Rehab Program](#)

[c\) Initiative--Barrier Removal Strategy](#)

[d\) Initiatives-Senior Housing](#)

[e\) Initiative-Expand Spring Creek Townhomes](#)

[f\) Initiative-ActionPlan Form](#)

[Strategic Plan Process](#)

Staff reported on the Strategic Plan Summary that includes the following HRA actions:

- Koester Court Preservation*
- Revise Residential Rehab Program for Homeowners*
- Barrier Removal Strategy - Affordable Housing*
- Develop Senior Housing Plan*
- Expand Spring Creek Townhomes (Workforce Housing)*

The HRA also discussed planning a joint work session with the EDA to come to a shared understanding of needs and solutions regarding affordable housing.

V. Reports and Discussion Items

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

The board welcomed new youth member Audrey Pagel.

VI. Adjournment

The meeting adjourned at 6:35 p.m.

Home: A Place Families Can Afford

Opportunity Statement

There is currently a lack of affordable* housing in Northfield.

Research Questions

1. What is the income demographic of Northfield?
2. What % of affordable housing units exist in Northfield?
3. What is the % of workforce that commutes to Northfield?
4. How does affordable housing in other communities compare to Northfield?

"Many of our employees work in jobs with pay that makes it hard to afford to live within the community"

Income by the Numbers

- \$75,300 HUD's AMFI
- 51.8% of families make less than the AMFI
- 69.8% of all parents work

The Bridgewater's are a typical family making 80% of Northfield's AMFI which means :

- ♦ \$12hr - Mrs. Bridgewater works 40hrs/wk at a local long term facility
- ♦ \$17hr - Mr. Bridgewater works 40hrs/wk at a local manufacturer
- ♦ Their monthly income is \$5062
- ♦ After paying for taxes, childcare, food healthcare and transportation they have \$914 a month to spend on housing.

Helpful Information

Area Median Family Income (AMFI): is the standard for comparing median incomes

Affordable Housing: is defined by AMFI using the 30% of income toward housing costs standard set by HUD

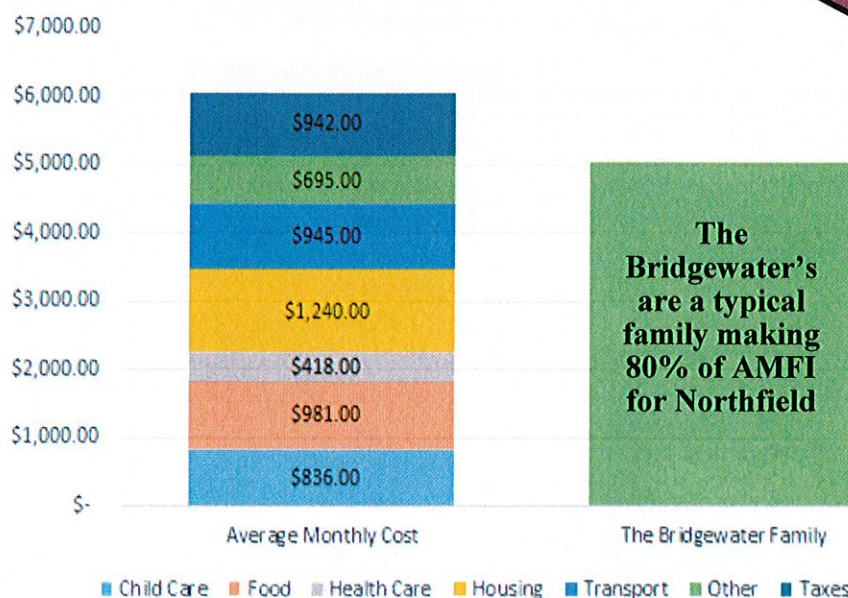
Primary research included:

- Interviews with housing subject experts
- Surveys of local businesses

Secondary research included:

- American Community Data (ACS)
- Housing and Urban Development (HUD)
- Longitudinal Employer-Household Dynamics (LEHD)
- PolicyMap (Valassis)
- Zillow

RICE COUNTY COST OF LIVING

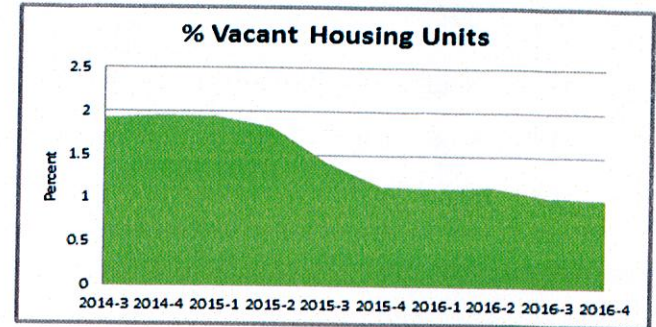
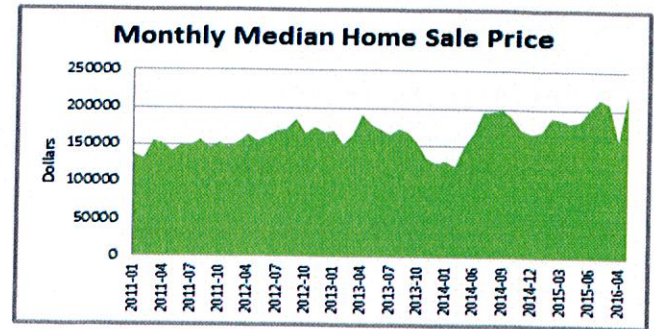


Demographics by the Numbers

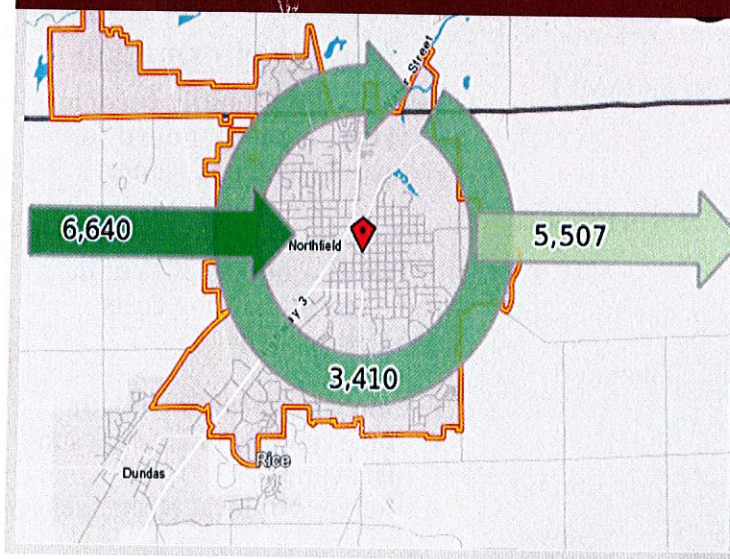
- 20,309 Population in 2015
- 26.6 Median age
- 57% of population is 20-64 years old

Housing by the Numbers

- Median home sale June of 2016 was \$225,076
- Residential vacancy rate was 1.14% for the same time frame
- \$737/mo median rent
- On 8/9/2017 there 2 Rentals on Zillow:
 - A 2 bedroom for \$895
 - A 3 bedroom for \$1595



Commuters in and out of Northfield



Jobs by the numbers

- 10,050 total jobs
- 1,133 net job inflow
- 6,640 jobs filled by commuters
- 47.5% of commuters make <40K
- 64% jobs in Education, Healthcare & Manufacturing sectors

“More housing options support business interest in attracting people to Northfield.”

The Recommendations

1. Constituency Building

- ⇒ Building Key Stakeholder Relationships (non-traditional)
- ⇒ Creating a YIMBY atmosphere
- ⇒ Multimedia platform for information sharing

2. Build Workforce Housing on 11 Acres

- ⇒ Replicate current strategies
- ⇒ Multi-use & multi-income buildings
- ⇒ 1 & 2 family houses
- ⇒ All affordable rental buildings

Selection Criteria

1. Equity
2. Political will
3. Economic feasibility

3. Longitudinal Research

- ⇒ Embed Program Evaluation into Housing Plan
- ⇒ Research Affordable Housing Building Quota