



## Legislation Details (With Text)

<b>File #:</b>	23-1134	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Information/Discussion Item	<b>Status:</b>		Agenda Ready	
<b>File created:</b>	4/27/2023	<b>In control:</b>		Housing & Redevelopment Authority	
<b>On agenda:</b>	5/4/2023	<b>Final action:</b>			
<b>Title:</b>	The HRA Board shall be given an update on outstanding HRA/City and housing related items.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	1. 1 - Commissioner Training Series, 2. 2 - Stantec_Response Com Plan, 3. 3 - Scope of Work Com Plan				

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

**Meeting Date:** May 4, 2023

**To:** Members of the Housing & Redevelopment Authority

**From:** Melissa Hanson, Housing Coordinator

The HRA Board shall be given an update on outstanding HRA/City and housing related items.

### Action Requested:

There are a number of outstanding items related to and connected to the HRA, City, and housing in the community. Below is a summary update on each item. The Board has the opportunity to discuss or ask questions about each item individually if desired.

### Summary Report:

#### Waterford Township Hall Move

Xcel Energy will be taking down powerlines in order to facilitate the moving of Waterford Township Hall from north of Northfield south on Hwy 3 to the fairgrounds. There will be interruption to electric services during this time to homes in higher areas of concentrated poverty. This move is tentatively scheduled for Thursday, May 18 starting at approximately 10:00 PM and will be complete by Friday, May 19 at 4:00 AM. THIS IS WEATHER DEPENDENT and date could change. Staff will work with City Communications to make sure that maps and information are widely distributed.

#### Linden Street Property

Staff has obtained demolition bids and are working on getting deconstruction bids.

#### Rental Assistance

Staff has been working with Rice County HRA to develop rental programming and landlord incentives to encourage acceptance of rental assistance in Northfield. Funding for this program has been allocated through

## City Council Resolution 2022-085.

### Training

Minnesota National Association of Redevelopment Officials (NAHRO) is offering an online training series specifically for Housing Authority Commissioners. The online Commissioner Series will feature five sessions (four that are applicable to Northfield HRA) that cover the multifaceted role of a commissioner in an easy to access online format. (Att. 1)

Each session will be 90 minutes on the last Wednesday of every other month beginning in March. The 2<sup>nd</sup> Floor Training room has been reserved for these dates.

- March 29, 11:30-1:00- The Role of the Commissioner in the HRA's Success- completed
- **May 31, 11:30-1:00- The Role of the Commissioner in Agency Policies & Performance**
- July 26, 11:30-1:00- The Role of the Commissioner in Agency Financials & Oversight
- September 27, 11:30-1:00- The Role of the Commissioner in ED Hiring, Compensation, Performance & Succession Planning
- November 29, 11:30-1:00- The Role of the Commissioner in the HRA's Future

**Please let HRA Staff if you are interested in attending the next session no later than May 24.**

### Fair Housing Month April 2023

On Wednesday, April 12, 2023, there was a workshop based on The Sense of Urgency written by Jodi Pfarr. The workshop was at Carleton College Weitz Center room WCC236- Larson Family Meeting Room. Forty-seven (47) individuals with leadership roles in our community participated. Feedback was overwhelmingly positive.

### City of Northfield Fair Housing Statement

Staff was not able to share the Fair Housing statement that the joint HRA/HCA committee prepared with the HRC at their regular April 26 meeting. The Fair Housing statement will be shared at the May 24 HRC meeting and will be on for Council approval on June 6. Staff has been working with the Communications Department in setting up a Fair Housing page on the City's website to become "live" once Council has approved it.

### Phase II of Rental License Ordinance Update

Administration, Community Development and HRA Staff provided updates and information to the city attorney. Phase II has been delayed in part to the issues that needed to be addressed at Viking Terrace. Admin/CD/HR is working with city attorney to prepare a packaged draft of the changes go to HRA for input prior to Council in the third quarter of 2023. It is anticipated that draft policy will be presented at June or July 2023 HRA meeting.

### 2045 Comprehensive Plan

An eight-person subcommittee made up of staff and elected and appointed officials, including Planning Commission Vice-chair Tracy Davis-Heisler and Planning Commissioner Brian Nowak, interviewed four of the eight teams that submitted qualifications to prepare a 2045-horizon comprehensive plan for the City of Northfield. Subsequently, staff has asked the Stantec-led team that includes NEOO Partners, Inc. to prepare a draft scope and budget. The Stantec/NEOO response (attached) demonstrates extensive experience delivering a product that can meet the needs identified in the request for qualifications, especially around inclusive engagement and setting the stage for a comprehensive update to the City's Land Development Code (LDC). At its April 4, 2023 meeting, City Council authorized staff to work with Stantec/NEOO Partners to draft a scope, schedule, and budget for the comprehensive plan (CP) update. An initial scope of services has been drafted (attached). At the April 20, 2023 Planning Commission meeting, staff and the commissioners will discuss the

draft scope. The City Council is anticipated to authorize the professional services agreement and not to exceed amount (\$150,000) in May, based on the Planning Commission's recommendation. The EDA and HRA will be asked to participate in comprehensive planning activities.

#### Intern

Community Development staff will be hosting 3 interns beginning June 12. The CD department has been working with facilities and IT to ensure space and tech is available. City Planning will have two (2) interns and HRA will have one (1).

#### Rice County Project-Based Voucher Waiting List for Spring Creek II Townhomes

The Rice County Housing and Redevelopment Authority (HRA) will be accepting applications for Spring Creek II Townhomes in Northfield, opening at 8:00 a.m. on April 25, 2023. Applications will be available in the HRA office on or the website at <https://www.ricecountymn.gov/327/Housing>

The HRA has openings for 16 townhomes; **three-bedroom and four-bedroom units are available.**

Application will only be accepted from families eligible for the Rice County residency preference and will only be accepted from families who qualify for three or four bedrooms. Applicants on waiting lists for other housing programs must apply separately for this program. Persons with disabilities who require special accommodations in completing an application may call the HRA at 507-333-3787 to make special arrangements.

**The housing office will request documentation of the residency preference at the time applications are submitted.**

***Applications from non-Rice County residents will not be accepted.***

This is a federally funded housing assistance program. Mixed-citizenship status families are welcome and encouraged to apply. Assistance will be prorated based on eligible family members.

#### **Alternative Options:**

N/A

#### **Financial Impacts:**

N/A

#### **Tentative Timelines:**

N/A