



Red Wing Housing and Redevelopment Authority Equal Opportunity Housing/Equal Opportunity Employment

Our Mission

To provide quality, affordable, sustainable housing and community redevelopment programs utilizing resources that develop public and private partnerships.

Statement of Intent

We gather today in this room as one people to discuss and attend to the matters of Red Wing. Together, as a government body and as community members, we agree to treat everyone with courtesy, dignity, and respect. We will listen to all sides of an issue, encourage participation, support each other, act with honor and accountability, and inspire pride in our community. This we commit as we open this meeting.

Meeting Announcement and Agenda Housing & Redevelopment Authority Board Regular Meeting City Council Chambers, 315 West 4th Street, Red Wing, MN & Virtually Tuesday, June 10, 2025, at 3:30 PM

This meeting will be held in the City Hall Council Chambers and virtually via Webex at the same time. Members of the public can join this meeting either in person at City Hall or virtually. To join this meeting via Webex, [click this link](#). To join via telephone, please dial (415) 655-0001. Enter access code 2555 573 2565 and password 2025 when prompted.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Agenda**
- 5. Public Comment**

We now invite anyone to share their thoughts on a topic that is not on the agenda. We welcome all opinions and ideas. We appreciate you stating your name at the lectern, and please remember that personal attacks may be ruled out of order. You will have up to three minutes to comment, and we appreciate your time in coming tonight.

- 6. Consent Agenda (Roll Call Required *)**

The Consent Agenda consists of items that often don't require Council discussion. These items are usually routine business, non-controversial, or have been discussed publicly in the past. These items can be approved by the Council all at once unless a Council member acknowledges they would like to comment or have a discussion on any of these items at this meeting. If no Council member has a concern or comment on any of the consent agenda items, the Council will approve them all at the same time.

- 6.A. Motion to Approve May 13, 2025 Regular Meeting Minutes.**
- 6.B. Motion to Approve Bills (Checks 52299 - 52366, totaling \$319,763.22)**
 - Public Housing: \$118,523.26
 - Housing Choice Voucher: \$4,429.61

Jordan Tower II: \$90,277.00
Redevelopment: \$56,713.35
Small Cities: \$50,000
TIF: \$0
AHTF: \$0

7. Motions & General Business

- 7.A. Resolution No. 1458-25 Updates to the Administration Plan for Housing Choice Voucher Program
 - 1. Public Hearing
 - 2. Consider Motion to Adopt Resolution No. 1458-25 Updates to the Administration Plan for Housing Choice Voucher Program
- 7.B. Introduction to the Admissions and Continued Occupancy Policy (ACOP) for Public Housing
- 7.C. Resolution No. 1459-25 Approval to Enter into Agreement for Bridges Rental Assistance Program Funding
- 7.D. Resolution No. 1457-25 Approving Formation of Bluff View Red Wing LLC

8. Communication Items

- 8.A. Director's Report
- 8.B. Finance Report
- 8.C. Housing Report
- 8.D. Community Redevelopment Report
- 8.E. Resident Council Report
- 8.F. Hope Coalition Liaison Report
- 8.G. City Council Liaison Report
- 8.H. Announcements
 - The next HRA regular Board Meeting will be July 8, 2025, at 3:30 p.m. in the City Council Chambers

9. Adjournment

Accommodations for signing interpreter, Braille, large print, etc. can be made. Call City Hall at 385.3600 seven days prior to the need. Hearing assistance devices are available during meetings.

Red Wing Housing and Redevelopment Authority
HRA Board Regular Meeting
Tuesday, May 13, 2025, at 3:30 PM

Board Members Present: Commissioners: Abby Villaran, Nic Abney, Liz Magill, Jackie Luikart, and Sara Hoffman.

Others Present: Kurt Keena, Executive Director; Corrine Kulseth, Finance Director; Jennifer Jacobson, Housing Director; and Beth Snyder, City Council Liaison

A. Call to Order

The meeting was called to order at 3:30 p.m. by Vice Chair Abby Villaran.

B. Pledge of Allegiance

C. Roll Call

Roll Call was taken with all members present except Jech and Reuter.

D. Approval of Agenda

A motion to approve the agenda was made by Hoffman and seconded by Abney. Motion carried.

E. Public Comment

There were no public comments.

F. Consent Agenda (Roll Call Required*)

A. Motion to Approve May 13, 2025, Regular Meeting Minutes

B. Motion to Approve Bills (Checks 52253 - 52298, totaling \$254,701.04)

a. Public Housing: \$41,299.02

b. Housing Choice Voucher: \$2830.99

c. Jordan Tower II: \$22,762.30

d. Redevelopment: \$142,808.73

e. Small Cities: \$0

f. TIF: \$0

g. AHTF: \$45,000.00

A motion to accept the Consent Agenda was made by Luikart and seconded by Abney. Roll call was taken and all board members were in favor.

G. Motions and General Business

A. Motion to Approve 2024 Audit

Steve Salvesson of Smith Schafer & Associates presented the Financial Statements of the Red Wing HRA's 2024 Audit. He stated no findings were noted and the Red Wing HRA was in compliance with all requirements.

B. Motion to Approve SCLF Commercial Rehab Loan TAJ, LLC

Perry Knudsen is the owner of this property and approval of the loan will allow TAJ LLC the ability to complete necessary repairs, code and energy efficiency improvements to the electrical, HVAC, and roof. A motion to approve the SCLF Commercial Rehab Loan was made by Luikart and seconded by Hoffman. Motion carried.

C. Motion to Approve Architect and Engineering Service for CDS2024 – Hill Street Triplex

Jacobson presented the proposal received from Finn Daniels Architects for the rehabilitation construction of the Hill Street Triplex. The contract amount for Finn Daniels Architects is minimum of \$24,500 and a maximum of \$26,500. Abney made a motion to approve the maximum of \$26,500 and it was seconded by Hoffman. Motion carried.

D. Introduction to the Administrative Plan (Admin Plan) for Housing Choice Voucher

No action by the Board of Commissioners is required at this meeting. Staff will bring any comments regarding The Admin Plan to the Board at the June 10, 2025 scheduled Board meeting and seek approval of The Admin Plan at that time.

H. Communication Items

A. Executive Director Report

Keena updated the Board regarding State and Federal funding. At the State level the Red Wing HRA is hoping to apply for funds from the NOAH grant program to make capital improvements at the Bluffview property. At the Federal level the President has released a FY26 budget proposal that cuts HUD funding by over \$26B and combines many of the mainstream programs into a block grant given to the states. Congress decides funding levels so we will have to wait to see what the House and Senate propose before we know what the future may hold for our core programs. Verizon has a 20-year lease for a cellular site on top of Jordan Tower II that is expiring the end of this year. The Red Wing HRA has engaged the services of a company that assists land and property owners to understand the value of their site and negotiate favorable lease terms. Verizon wishes to extend the lease and has offered a lower monthly lease amount. The Red Wing HRA will keep the Board posted on the progress and outcome of the negotiations. There are two other companies with cellular sites on Jordan Tower II so the information learned will assist the Red Wing HRA when it comes time to renew those leases.

B. Finance Report

Kulseth discussed the financials for February and March. The Public Housing decrease is due to payments for 2024 POHP project work, Commercial/Liability Insurance and Xcel Energy. Negative balance shown for Bridges is due to not receiving HAP for two months. Increase in Small Cities is from early loan payoff. Revenue and Expenses will still reflect negative variances due to timing of paying annual contracts, not receiving tax levy, and payments made toward 2024 POHP before reimbursement. Kulseth also stated the process of the Compensation Study has started and the MN NAHRO Spring Symposium will be held May 28-30, 2025.

C. Housing Report

Jacobson presented waitlist, move out and Voucher program numbers ending April 2025. Red Wing HRA staff presented information about the HRA programs at the City of Red Wing Landlord and Tenant meetings April 17 & 29, 2025. The Red Wing HRA began administering a Bridges program in 2017. The current grant period is set to expire June 30, 2025. Staff applied for the next round of funding and are awaiting official notification of the award. The HRA was awarded \$121,192 from Housing Authority Insurance (HAI) Company from the 2022 Loss Prevention Fund for the Deer Run and Featherstone properties concrete project. The project was started at the end of 2024 with a few items placed on hold for the winter. Featherstone corner replacement work has begun and should be completed by mid-May.

D. Community Development Report

Keena said the HRA Small Cities funds may be able to be combined with a recent DEED grant in the amount of \$700,000 that Downtown Main Street received. Downtown Main Street will be directing applicants to the Red Wing HRA for more information about this possibility. There are no Affordable Housing Trust Fund applications at this time. The HRA funded the Owner-Occupied Housing Rehab Program for 2025 in the amount of \$45,000. A final version of the Housing Study the HRA commissioned with the City is now complete. Keena is working with City staff to schedule a time for the HRA and City Council to receive the report and hear from the author.

E. Resident Council Report

Luikart announced that Jordan Tower II has a newly revamped Library and the residents are so happy and excited. She also stated they are planning a big party at the end of the month, but had no details to share.

F. Hope Coalition Report

Villaran had nothing to report as no meeting was held.

G. City Council Liaison Report

City Council approved Hope Heights (The old hospital property) to receive a conditional use permit. Utility work needs to be completed on the property before they can plat. A \$500,000 grant was received to go toward the \$1.3M project.

H. Announcements

- a. The next HRA Board Meeting will be on June 10, 2025, at 3:30 p.m. in the City Council Chambers.

I. **Adjourn**

The meeting was adjourned at 4:42 p.m. by Vice Chair Abby Villaran.

Respectfully Submitted By,
Dawn Gielau

Board Chair

Red Wing Housing & Redevelopment Authority

Checks Written Report

May 1, 2025 - May 31, 2025

Payment Date	Payment Number	Payment Amount	Payee Name
5/1/2025	1702	\$50.00	NICHOLAS ABNEY
5/1/2025	1703	\$198.73	CINTAS CORPORATION
5/1/2025	1704	\$295.95	ESI HOSTED SERVICES
5/1/2025	1705	\$50.00	JASON JECH
5/1/2025	1706	\$180.00	RENEE LAVIGNE
5/1/2025	1707	\$23,372.15	MINNESOTA HOUSING FINANCE AGENCY
5/1/2025	1708	\$400.00	MRI SOFTWARE LLC
5/1/2025	1709	\$200.00	BARRY PREBLE
5/1/2025	1710	\$50.00	KRISTI REUTER
5/1/2025	1711	\$52.99	SHRED-IT USA LLC
5/1/2025	1712	\$50.00	ABBY VILLARAN
5/8/2025	1713	\$272.84	ADAMS PEST CONTROL
5/8/2025	1714	\$243.00	FILEVISION USA
5/8/2025	1715	\$198.86	MAIDS IN MINNESOTA
5/8/2025	1716	\$235.00	MRI SOFTWARE LLC
5/15/2025	1717	\$198.73	CINTAS CORPORATION
5/15/2025	1718	\$450.00	CSC SERVICEWORKS INC
5/15/2025	1719	\$268.80	CORRINE KULSETH
5/21/2025	1720	\$14.99	CARASOFT TECHNOLOGY CORPORATION
5/21/2025	1721	\$1,900.00	INSTITUTE FOR ENVIRONMENTAL ASSESSMENT
5/21/2025	1722	\$527.57	INNOVATIVE OFFICE SOLUTIONS LLC
5/21/2025	1723	\$302.95	THEIPGUYS NET LLC ONENET GLOBAL
5/1/2025	52299	\$710.94	CITY OF RED WING OTHER UTILITIES
5/1/2025	52300	\$0.00	Void / CITY OF RED WING WATER & SEWER
5/1/2025	52301	\$0.00	Void / CITY OF RED WING WATER & SEWER
5/1/2025	52302	\$13,873.20	CITY OF RED WING WATER & SEWER
5/1/2025	52303	\$229.80	CULLIGAN WATER CONDITIONING
5/1/2025	52304	\$41,488.10	FINN DANIELS ARCHITECTS
5/1/2025	52305	\$200.00	CANDIS FLECK
5/1/2025	52306	\$3,875.00	GB TECHNOLOGIES LLC
5/1/2025	52307	\$645.00	P HANSON MARKETING INC
5/1/2025	52308	\$483.93	HD SUPPLY FACILITIES MAINTENANCE
5/1/2025	52309	\$50.00	JACKIE LUIKART
5/1/2025	52310	\$250.00	JACKIE LUIKART
5/1/2025	52311	\$50.00	ELIZABETH MAGILL
5/1/2025	52312	\$363.11	MENARDS RED WING
5/1/2025	52313	\$3,444.06	MUTUAL OF OMAHA
5/1/2025	52314	\$638.60	OROURKE MEDIA GROUP
5/1/2025	52315	\$290.00	TOM PARKER ELECTRIC
5/1/2025	52316	\$351.42	MAIL FINANCE
5/1/2025	52317	\$50,000.00	RED WING CONSTRUCTION
5/1/2025	52318	\$1,457.50	RED WING PLUMBING & HEATING

5/1/2025	52319	\$27.09	CORRINE KULSETH
5/1/2025	52320	\$1,764.27	STORTZ SATELLITE
5/1/2025	52321	\$110.00	VICKIS FOOT AND NAIL CARE PLLC
5/1/2025	52322	\$3,112.89	VISA
5/1/2025	52323	\$518.13	Barbara Holden
5/8/2025	52324	\$237.93	CULLIGAN WATER CONDITIONING
5/8/2025	52325	\$25.00	ROSE EICHTEN
5/8/2025	52326	\$15,703.00	FRERICHS CONSTRUCTION COMPANY
5/8/2025	52327	\$1,914.00	GB TECHNOLOGIES LLC
5/8/2025	52328	\$3,468.00	HAWKINS ASH CPAS LLP
5/8/2025	52329	\$384.29	HIAWATHA BROADBAND
5/8/2025	52330	\$55.30	HD SUPPLY FACILITIES MAINTENANCE
5/8/2025	52331	\$160.00	LANDRUM DOBBINS LLC
5/8/2025	52332	\$2,167.00	MCNAMARA DESIGNS
5/8/2025	52333	\$285.88	MENARDS RED WING
5/8/2025	52334	\$400.00	OROURKE MEDIA GROUP
5/8/2025	52335	\$30.00	PLUNKETTS PEST CONTROL INC
5/8/2025	52336	\$110.00	STEPHAN JOHN PRINGLE
5/8/2025	52337	\$500.00	QUADIENT FINANCE USA INC
5/8/2025	52338	\$50.00	Samantha Short
5/8/2025	52339	\$20.98	RUNNINGS FARM & FLEET
5/8/2025	52340	\$9,500.00	SMITH SCHAFFER & ASSOCIATES
5/8/2025	52341	\$230.00	STARTECH COMPUTING INC
5/8/2025	52342	\$100.00	LESLIE WILBURN
5/8/2025	52343	\$307.39	XCEL ENERGY
5/15/2025	52344	\$167.51	CITY OF RED WING OTHER UTILITIES
5/15/2025	52345	\$288.85	CULLIGAN WATER CONDITIONING
5/15/2025	52346	\$1,480.05	CUSTOM ALARM
5/15/2025	52347	\$2,856.56	DIRECT TV
5/15/2025	52348	\$111,836.42	GOODHUE COUNTY TREASURER
5/15/2025	52349	\$377.79	HD SUPPLY FACILITIES MAINTENANCE
5/15/2025	52350	\$87.00	KEYS ETC LOCKSMITH SERVICE
5/15/2025	52351	\$86.04	MENARDS RED WING
5/15/2025	52352	\$125.00	TOM PARKER ELECTRIC
5/15/2025	52353	\$417.50	RED WING PLUMBING & HEATING
5/15/2025	52354	\$1,337.98	SCHUMACHER ELEVATOR COMPANY
5/15/2025	52355	\$540.00	STARTECH COMPUTING INC
5/15/2025	52356	\$28.14	XCEL ENERGY
5/21/2025	52357	\$284.90	ALLEGRA
5/21/2025	52358	\$1,290.75	CITY OF RED WING OTHER UTILITIES
5/21/2025	52359	\$82.25	HD SUPPLY FACILITIES MAINTENANCE
5/21/2025	52360	\$2,695.00	JAYTECH INC
5/21/2025	52361	\$183.72	MARCO TECHNOLOGIES LLC
5/21/2025	52362	\$179.30	MENARDS RED WING
5/21/2025	52363	\$3,568.56	MUTUAL OF OMAHA
5/21/2025	52364	\$1,753.53	STORTZ SATELLITE
5/21/2025	52365	\$988.00	U.S. INSPECTION GROUP, INC.

5/21/2025	52366	\$14.00	WESTCAP
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\$319,763.22



Red Wing Housing & Redevelopment Authority

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Telephone (651) 388-7571
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www.redwinghra.org

June 10, 2025

To: Red Wing Board of Commissioners
From: Jennifer Jacobson, Housing Director
Re: Administrative Plan (Admin Plan) for Housing Choice Voucher
Resolution #1458-25

Background

Each PHA must adopt a written Administrative Plan (Admin Plan) for the Housing Choice Voucher (HCV) Program. The U.S. Department of Housing and Urban Development's (HUD) final rules are published in the Federal Register which are mandatory to be implemented by Public Housing Authorities (PHAs), Owners and Management Agents.

Summary of Admin Plan Updates

The Housing Opportunity Through Modernization Act (HOTMA) of 2016 amended several regulations that will bring substantial changes to federal housing programs. Some changes are not in effect due to a delay in software compatibility with the HUD system for reporting. Due to waiting for a new compliance date, some chapters are split into two sections; one for pre-HOTMA compliance date and one for post-HOTMA compliance date. Overall, there were edits to the formatting, punctuation and language clarification.

Pre-HOTMA Significant Changes:

- Better clarification of language for Violence Against Women Act (VAWA)
- There is an asset limitation of \$100,000 for all new participants
- Acceptable documentation timeline increased from 60 to 120 days

Post-HOTMA Significant Changes:

- An appendix to outline which chapters are effected by HOTMA compliance date
- Elderly/disabled deduction increase from \$400 to \$525
- Asset limit to use imputed income increased from \$5,000 to \$50,000+ inflation
- Updates to list of federally mandated income exclusions
- Clarifications regarding health and medical care expenses

Inspections Chapter

- National Standards for the Physical Inspection of Real Estate (NSPIRE) implementation has been postponed so HRA is still using Housing Quality Standards (HQS)
- This chapter is split into two separate for when the implementation date is announced

Steps for Admin Plan Approval

A copy of the draft Admin Plan was available for review at the Red Wing HRA main office. HRA Staff presented the Admin Plan for the Red Wing HRA Board of Commissioners at the meeting on May 13, 2025.

The PHA Board of Commissioners must formally adopt an Admin Plan. Additionally, current HCV participants must be given a sixty-day notice, which includes a thirty-day comment period. Notice of the revised policy was sent to current participants on April 8, 2025.



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A public hearing is scheduled for June 10, 2025 during the Red Wing Housing and Redevelopment Authority Board meeting at 3:30pm in City Council chambers. At that time, comments, if any, on the Admin Plan will be considered. After the public hearing, the Board of Commissioners will be asked to consider approval of the revised Admin Plan. (See Attachment A)

Recommendation

Staff requests the HRA Board of Commissioners to adopt Resolution #1458-25 approving: 1) the revised and updated Administrative Plan and 2) make the policy effective June 10, 2025.

Attachment A

**Administrative Plan (Admin Plan)
Public Hearing Comments
Public Hearing on June 10, 2025**

On April 7, 2025, a letter was sent out to all Housing Choice Voucher Participants about the updated Administrative Plan. The directions on how to comments on the revision were included in the letter.

No comments received.

A Public Hearing Notice was published in the Republican Eagle on April 26, 2025, which described how to review the Admin Plan and how to submit comments.

No comments received

Jennifer Jacobson
Housing Director

RESOLUTION #1458-25
UPDATES TO THE ADMINISTRATIVE PLAN FOR HOUSING CHOICE VOUCHER
PROGRAM

WHEREAS, Each PHA must adopt a written Administrative Plan (Admin Plan) for the Housing Choice Voucher (HCV) Program. The U.S. Department of Housing and Urban Development’s (HUD) final rules are published in the Federal Register which are mandatory to be implemented by Public Housing Authorities (PHAs), Owners and Management Agents; and

WHEREAS, A copy of the draft Admin Plan was available for review at the Red Wing HRA main office. HRA Staff presented the Admin Plan for the Red Wing HRA Board of Commissioners at the meeting on May 13, 2025; and

WHEREAS The current HCV participants must be given a sixty-day notice, which includes a thirty day comment period. Notice of the revised policy was sent to current participants on April 8, 2025; and

WHEREAS, A public hearing was held on June 10, 2025 at the regular Board of Commissioners meeting. All public comments were presented. The effective date of these policy changes will be June 10, 2025; and

Therefore, let it be resolved that the HRA Board of Commissioners adopts Resolution #1458-25 approving updates to the Administrative Plan for Housing Choice Voucher Program effective June 10, 2025.

Dated: June 10, 2025

Board Chair

Secretary/Treasurer



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June 10, 2025

To: Red Wing Board of Commissioners
From: Jennifer Jacobson, Housing Director
Re: Introduction to the Admissions and Continued Occupancy Policy (ACOP) for Public Housing

Background

Each PHA must adopt a written Admissions and Continued Occupancy Policy (ACOP) for the Public Housing Program. The U.S. Department of Housing and Urban Development's (HUD) final rules are published in the Federal Register which are mandatory to be implemented by Public Housing Authorities (PHAs), Owners and Management Agents

Nan McKay publishes a model ACOP for the Public Housing program and provides, as needed, revisions to the policy as HUD regulations change. The Red Wing HRA purchases a subscription to their model policies and updates. Over the last several months, staff have gone through the entire policy to ensure that our policy is accurate and up to date.

For many HUD regulations, the PHA does not have a choice on how it will implement the policy, but for some regulations, the PHA has a choice for what they would like their policy to be as long as it is within HUD guidelines. Nan McKay provides a guide along with the model plan that, in most cases, gives a "safe harbor" choice or says option two, PHA's own policy.

Summary of ACOP Updates

The Housing Opportunity Through Modernization Act (HOTMA) of 2016 amended several regulations that will bring substantial changes to federal housing programs. Some changes are not in effect due to a delay in software compatibility with the HUD system for reporting. Due to waiting for a new compliance date, some chapters are split into two sections; one for pre-HOTMA compliance date and one for post-HOTMA compliance date. Overall, there were edits to the formatting, punctuation and language clarification.

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Inspections Chapter

- National Standards for the Physical Inspection of Real Estate (NSPIRE) implementation has been implemented in place of HUD's Uniform Physical Condition Standards (UPCS)

Steps for ACOP Approval

A copy of the draft ACOP is available for review at the Red Wing HRA main office and at the Resident Social Service offices in Jordan Tower I & II. HRA staff have a hard copy of the plan for each Board Member.

The PHA Board of Commissioners must formally adopt the ACOP. Additionally, current Public Housing tenants must be given a sixty-day notice, which includes a thirty-day comment period. Notice of the revised policy was sent to current tenants on May 5, 2025. HRA Staff will attend the Resident Council meeting on June 17, 2025 to go over the policy and seek comments from the council.

A public hearing is scheduled for July 8, 2025 during the Red Wing Housing and Redevelopment Authority Board meeting at 3:30pm in City Council chambers. At that time, any comments on the ACOP will be considered. After the public hearing, the Board of Commissioners will be asked to consider approval of the revised ACOP.

Recommendation

No action by the Board of Commissioners is required at this meeting. Staff will bring any comments received on the Admin Plan to the Board at the July 8, 2025 scheduled Board meeting and seek approval of the ACOP at that time.



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June 10, 2025

TO: Red Wing HRA Board of Commissioners
FROM: Jennifer Jacobson, Housing Director
RE: Approval to enter into agreement for Bridges Rental Assistance Program Funding Resolution #1459-25

BACKGROUND

The Red Wing HRA began administering a Bridges program in 2017. Bridges programs provide temporary rental assistance until the participating household is able to obtain either a Housing Choice Voucher or some other rental subsidy. To be eligible a household must be very low-income and the head of the household must have a serious mental illness diagnosis. The Bridges program's first priority is to serve those who are exiting an institution, psychiatric, drug/alcohol treatment, or jail/prison, who would be homeless upon discharge. The program is funded by the Minnesota Housing Finance Agency (MHFA). MHFA awards funds based on a competitive grant application process which takes place every two years. Our current grant for twelve (12) vouchers is set to expire June 30, 2025.

The Red Wing HRA has a cooperative agreement with Goodhue County Health and Human Services to assist with administering the grant.

The Red Wing HRA were notified we have been awarded \$368,280 to serve eighteen (18) households. The grant period would be two years beginning July 1, 2025 and ending June 30, 2027.

PROPOSAL

Staff proposes that the Red Wing HRA accept the grant in the amount awarded and enter into a grant agreement with MHFA.

BUDGET IMPACT

MHFA has awarded the Red Wing HRA with eighteen (18) vouchers. A \$64.00 administration fee is earned for each voucher that is leased during each month. Therefore, if all eighteen (18) vouchers are leased every month during the 24 month grant cycle the Red Wing HRA would earn a maximum of \$27,648 in administration fees. The remainder of the grant, \$340,632, would be obligated toward housing assistance payments and other housing expenses allowed by the grant such as security deposits.

RECOMMENDATION

Staff recommends that the HRA Board of Commissioners adopt Resolution #1459-25 approving: 1) The Red Wing HRA to administer the Bridges program, 2) enter into a grant agreement with MHFA for the amount of \$368,280 to fund a total of eighteen (18) households within the City of Red Wing and 3) Authorize the Executive Director to execute all necessary documents.



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Red Wing Housing and Redevelopment Authority

Resolution #1459-25

Approval to enter into agreement for Bridges Rental Assistance Program

WHEREAS, the Red Wing HRA began administering a Bridges program in 2017 to provide temporary housing assistance to household with very low incomes in which the head of the household has a serious mental illness diagnosis. The Red Wing HRA has had cooperative agreement with Goodhue County Health and Human Services to assist with administering the grant, and

WHEREAS, The Red Wing HRA has been awarded \$368,280 for the July 1, 2025 – June 30, 2027 grant period to serve up to eighteen (18) households within the City of Red Wing; and

WHEREAS, Minnesota Housing has awarded the Red Wing HRA eighteen (18) vouchers. A \$64.00 administration fee is earned for each voucher leased during each month. Therefore, if all eighteen (18) vouchers are leased every month during the twenty four (24) month grant cycle the Red Wing HRA would earn a maximum of \$27,648 in administration fees. The remainder; \$340,632 would be obligated toward housing assistance payments and other housing expenses allowed by the grant such as security deposits; and

THEREFORE, BE IT RESOLVED, that the Red Wing Housing and Redevelopment Authority Board of Commissioners adopt resolution #1459-25 approving: 1) The Red Wing HRA to administer the Bridges program, 2) enter into a grant agreement with MHFA for the amount of \$368,280 to fund a total of eighteen (18) households within the City of Red Wing and 3) Authorize the Executive Director to execute all necessary documents.

Dated: June 10, 2025

Board Chair

Secretary/Treasurer



Red Wing Housing & Redevelopment Authority

428 West Fifth Street
Wing, MN 55066
DD/TTY 7-1-1

Telephone (651) 388-7571
FAX (651) 385-0551
www.redwinghra.org

June 10, 2025

To: Red Wing HRA Board of Commissioners

From: Kurt Keena, Executive Director

Subject: Resolution No. 1457-25 Approving Formation of Bluff View Red Wing LLC

Background

In order to be eligible to apply for NOAH funding from MHFA to make capital improvements to our Bluff View property, we have to create a single member LLC. This is necessary because “publicly owned housing” is not eligible for the funding. Because the HRA is a public entity, and because we currently directly own Bluff View, MHFA has determined that the property would meet the definition of publicly owned housing and not be eligible under this program.

The solution is for us to create a single member LLC that would become the owner of the property if we were successful in being awarded funding from MHFA. The HRA would be the sole member of the LLC and would control it through the Governors and the appointment of Officers. This type of ownership structure is quite common in Tax Credit developments and other forms of MHFA affordable housing finance.

We would not have to transfer ownership of the property to the LLC until the time of closing on any funding we are awarded from MHFA. If we are not successful in being awarded funding under this opportunity we would not transfer ownership and the LLC could be dissolved.

The formation of the LLC is a relatively routine and straightforward process and I have attached the two documents we would need to approve in order to do so. The LLC has to be listed as the applicant for the funding. The funding application is due by July 24, 2025.

Recommendation

Staff recommends that the HRA Board approve Resolution 1457-25 for the formation of Bluff View Red Wing LLC and authorize the Executive Director to execute the necessary documents for the formation.

OPERATING AGREEMENT
OF
BLUFF VIEW RED WING LLC

THE INTERESTS REFERRED TO IN THIS OPERATING AGREEMENT HAVE NOT BEEN REGISTERED UNDER THE FEDERAL SECURITIES ACT OF 1933 OR ANY OTHER SECURITIES LAWS, STATE OR FEDERAL, AND SUCH INTERESTS MAY NOT BE TRANSFERRED WITHOUT APPROPRIATE REGISTRATION OR THE AVAILABILITY OF AN EXEMPTION FROM SUCH REGISTRATION REQUIREMENTS.

**OPERATING AGREEMENT
OF
BLUFF VIEW RED WING LLC**

This Operating Agreement (this “**Agreement**”), of **BLUFF VIEW RED WING LLC**, a Minnesota limited liability company (the “**Company**”), is entered into by and between **RED WING HOUSING AND REDEVELOPMENT AUTHORITY**, a Minnesota housing and redevelopment authority (the “**Sole Member**”), and the Company as of June ___, 2025. The Sole Member hereby agrees as follows:

1. **Name.** The name of the limited liability company formed hereby is Bluff View Red Wing LLC.

2. **Formation.** The Company was formed by the filing of the articles of organization with the Secretary of State of the State of Minnesota on June ___, 2025.

3. **Purpose.** The Company was formed for the object and purpose of engaging in any lawful act or activity for which limited liability companies may be formed under the Revised Act. The Company shall be operated in a manner that supports the charitable and public purposes of the member(s), and shall not operate in a manner that jeopardizes the tax-exempt status of any member under Section 501(c)(3) of the Code. Notwithstanding any other law, rule or agreement to the contrary, the member(s) agree that these purposes shall override any duty that the member(s) or the Company’s governors or managers may otherwise have to operate the Company for the financial benefit of any individual or entity, including the member(s).

4. **Operating Agreement.** Subject only to Section 322C.0110, Subd. 2 and Subd. 3 of the Minnesota Revised Uniform Limited Liability Company Act (Minn. Stat. §§ 322C.0101 *et. seq.*) (the “**Revised Act**”), the Sole Member intends that this Agreement govern all aspects of the Company’s business, activities and affairs. Notwithstanding Section 322C.0102, Subd. 17 of the Revised Act, the Sole Member acknowledges and agrees that this Agreement shall be the Company’s sole operating agreement for purposes of the Revised Act, in each case as hereafter amended from time to time pursuant to Section 27, including any exhibits to this Agreement, and at no time shall any operating agreement be created by oral or implied means. The Sole Member intends that, during the entire term of this Agreement, the provisions of this Agreement shall supersede any provisions of the Revised Act, as they now exist or as may be subsequently amended or restated, that are inconsistent or conflict with the provisions of this Agreement to the maximum extent permitted by law.

5. **Powers.** In furtherance of its purposes, but subject to all of the provisions of this Agreement, the Company will have all of the powers specifically granted by the Revised Act and all other powers necessary or convenient to its business and purposes.

6. **Principal Place of Business.** The principal business office of the Company will be located at c/o Red Wing Housing and Redevelopment Authority, 428 West Fifth Street, Red Wing, Minnesota 55066 or such location as may hereafter be determined by the Board.

7. **Registered Office and Registered Agent.** The location of the registered office and the name of the registered agent (if any) of the Company in the State of Minnesota are stated in the Company's articles of organization. The registered office and registered agent of the Company in the State of Minnesota may be changed, from time to time, by the Board.

8. **Members.** The name and the mailing address of the Sole Member are set forth beneath the Sole Member's signature.

9. **Capital Contributions; Interest in the Company.** The Sole Member is deemed admitted as a member of the Company upon execution and delivery of this Agreement. The Sole Member's initial capital contribution is set forth on Schedule 1 attached hereto.

10. **Interest in the Company; Units.**

(a) The Sole Member owns 100% of the issued and outstanding ownership interest (the "**Interest**") in the Company. For purposes of this Agreement the Sole Member's Interest includes all of the Sole Member's rights and interests in the Company in the Sole Member's capacity as a member of the Company, all as provided in the articles of organization, this Agreement and the Revised Act, including the Sole Member's interest in the capital, distributions, income, gain, deductions, losses, and credits of the Company. Unless otherwise expressly separated, the Sole Member's Interest includes 100% of the transferable interest under the Revised Act.

(b) The Interest in the Company shall be apportioned into 100 membership interests (each a "**Unit**" and collectively the "**Units**"), which represent a proportionate interest in the Interest, and therefore represent a proportionate interest in the rights and interests in the Company including a proportionate interest in the capital, distributions, income, gain, deductions, losses, and credits of the Company. Unless otherwise determined by the Board, the Units will be uncertificated.

(c) The Units represented by this Agreement, as amended, supplemented or otherwise modified from time to time, are "securities" governed by Article 8 of the Uniform Commercial Code as in effect from time to time in Minnesota.

11. **Additional Contributions.** The Sole Member is not required to make any additional capital contributions to the Company. However, subject to approval by the Board, the Sole Member may make additional capital contributions to the Company provided that such contributions are recorded in writing deposited in the Company's books and records.

12. **Allocation of Profits and Losses.** 100% of the Company's profits and losses will be allocated to the Sole Member.

13. **Distributions.** 100% of the distributions will be made to the Sole Member at the times and in the aggregate amounts determined by the Board. Notwithstanding any provision to the contrary contained in this Agreement, the Company will not and the Board shall not cause the Company to make a distribution to the Sole Member on account of such member's Interest in the Company if such distribution would violate the Revised Act or other applicable law.

14. **Member Voting.** Notwithstanding Section 322C.0407, Subd. 2(2) of the Revised Act, in all matters on which a vote of members is required or otherwise provided for, each member will vote in proportion to the amount of Interests of the Company owned by such member.

15. **Management by the Board of Governors.** The business, activities and affairs of the Company shall be managed by and under the direction of the board of governors (the "**Board**") and, except as expressly set forth in this Agreement, all matters relating to the activities of the Company shall be decided exclusively by the Board. The Company shall be a "board-managed limited liability company" as that term is defined in Section 322C.0102, Subd. 4 of the Revised Act. The Board shall be composed of natural persons (each a "**Governor**") who shall be appointed in accordance with the provisions of Section 15(a).

(a) **Board Composition; Term, Removal, Resignation, Vacancies, Election.**

(i) **Composition.** The Board of Governors of the Company shall be comprised of all of the members of the Board of Commissioners of the Sole Member. As individuals are added, removed, re-appointed or in any way join or leave the Board of Commissioners of the Sole Member, they also shall automatically be added to or removed from the Board of Governors of the Company.

(ii) **Term.** Each Governor shall serve for an indefinite term, equal to the individual's term on the Board of Governors of the Sole Member.

(b) **Board Meetings.**

(i) **Generally.** The Board shall meet at such time and at such place as the Board may designate. Meetings of the Board may be held either in person or by means of remote communication (as more fully set forth in Section 15(b)(vii) of this Agreement), at the offices of the Company or at such other place (either within or outside the State of Minnesota) as may be determined from time to time by the Board. Written notice of each meeting of the Board shall be given to each Governor at least ten days prior to each such meeting. The purpose of the meeting need not be stated. If the day or date, time, and place of a Board meeting has been provided in a Board resolution, or announced at a previous meeting of the Board, no notice is required. Notice of an adjourned meeting need not be given other than by announcement at the meeting at which adjournment is taken.

(ii) **Special Meetings.** Special meetings of the Board shall be held on the call of any Governor upon at least three days' advance written notice (if the meeting is to be held in person) or one day advance written notice (if the meeting is to be held by

telephone communications or video conference) to the Governors, or upon such shorter notice as may be approved by all the Governors. The purpose of the meeting need not be stated. Any Governor may waive such notice as to himself or herself.

(iii) **Method of Notice.** Notice may be: (1) mailed to the Governor at an address designated by the Governor or at the last known address of the Governor; (2) deposited with a nationally recognized overnight delivery service for overnight delivery or, if overnight delivery to the Governor is not available, for delivery as promptly as practicable to the Governor at an address designated by the Governor or at the last known address of the Governor; (3) communicated to the Governor orally; (4) handed to the Governor; (5) given by facsimile communication, electronic mail, or any other form of electronic communication (each Governor, by accepting his or her governorship, is hereby deemed to have consented to receive notice by such means); or (6) by any other means determined by the Sole Member.

(iv) **Time of Notice.** Notice is deemed given if by: (1) mail, when deposited in the United States mail with sufficient postage affixed; (2) deposit for delivery, when deposited for delivery with delivery charges prepaid or otherwise provided for by the sender; (3) facsimile communication, when directed to a telephone number at which the Governor has consented in a record to receive notice; (4) electronic mail, when directed to an electronic mail address at which the Governor has consented in a record to receive notice; and (5) any other form of electronic communication by which the Governor has consented in a record to receive notice, when directed to the Governor.

(v) **Attendance and Waiver of Notice.** A Governor may waive notice of a meeting of the Board. A waiver of notice by a Governor entitled to notice is effective whether given before, at, or after the meeting, and whether given in a record, orally, or by attendance. Attendance by a Governor at a meeting is a waiver of notice of that meeting, except where the Governor objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate in the meeting after the objection.

(vi) **Quorum.** A majority of the Governors serving on the Board shall constitute a quorum for the transaction of business of the Board. If a quorum is not present at any meeting of the Board, then the Governors present at the meeting may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum is present. If a quorum is present when a duly called or held meeting is convened, the Governors present may continue to transact business until adjournment, even though the withdrawal of a number of the Governors originally present leaves less than the proportion or number otherwise required for a quorum.

(vii) **Electronic Meetings; Participation; Proxies.** Any Board meeting may be conducted solely by one or more means of remote communication through which all of the Governors may participate with each other during the meeting (including by means of telephone, video conference, web conference or other communications device that permits all Governors participating in the meeting to hear each other), if the number of Governors participating in the meeting would be sufficient to constitute a quorum.

Participation in a meeting by that means constitutes presence in person at the meeting. A Governor may vote or be present at a meeting either in person or by proxy, and such proxy may be granted in writing, by means of electronic transmission or as otherwise permitted by applicable law.

(c) **Binding Act.** Each Governor shall have one vote on all matters submitted to the Board or any committee thereof. The Board shall take action by the affirmative vote of a majority of the Governors present at any duly held meeting.

(d) **Action By Written Consent.** An action required or permitted to be taken at a Board meeting may be taken by written action signed (including approval by electronic communications) by the number of Governors that would be required to take the same action at a meeting of the Board at which all Governors were present. The written action is effective when signed by the required number of Governors, unless a different effective time (which may be before or after the time when the minimum number of signatures is received) is provided in the written action. When written action is taken by less than all Governors, all Governors must be notified promptly (either orally, in writing or by electronic communication) of its text and effective date. Failure to provide the notice does not invalidate the written action. A Governor who does not sign or consent or approve by electronic communication the written action has no liability for the action or actions taken by the written action.

(e) **Compensation; No Employment.**

(i) Each Governor shall be reimbursed for his reasonable out-of-pocket expenses incurred in the performance of his duties as a Governor, pursuant to such policies as from time to time established by the Board. Nothing contained in this Section 15(e) shall be construed to preclude any Governor from serving the Company in any other capacity and receiving reasonable compensation for such services.

(ii) This Agreement does not, and is not intended to, confer upon any Governor any rights with respect to continued employment by the Company, and nothing herein should be construed to have created any employment agreement with any Governor.

16. **Committees.**

(a) **Establishment.** The Board may, by resolution, designate one or more committees, each of which shall be comprised of at least 2 persons, one of whom must be a Governor unless otherwise approved in writing by the Sole Member; provided, that in no event may the Board designate any committee with all of the authority of the Board. Subject to the immediately preceding proviso, any such committee, to the extent provided in the resolution forming such committee, shall have and may exercise the authority of the Board, subject to the limitations set forth in Section 16(b). The Board may dissolve any committee or remove any member of a committee at any time.

(b) **Limitation of Authority.** No committee of the Board shall have the authority of the Board in reference to:

(i) authorizing or making distributions to the members;

- (ii) authorizing the issuance of Interests;
- (iii) approving a plan of merger, exchange or conversion or domestication to another domicile or sale of the Company;
- (iv) filling vacancies in the Board; or
- (v) altering or repealing any resolution of the Board that by its terms provides that it shall not be so amendable or repealable.

17. **Officers.**

(a) **Board Approval.** The Board may appoint individual persons as Officers of the Company as it deems necessary or desirable to carry on the business of the Company and the Board may delegate to such Officers such power and authority as the Board deems advisable. No Officer need be a member or Governor. Any individual may hold two or more offices of the Company. Each Officer shall hold office until his or her successor is designated by the Board or until his or her earlier death, resignation or removal. Any Officer may resign at any time upon written notice to the Board. Any Officer may be removed by the Board (acting by majority vote of all Governors other than the Officer being considered for removal, if applicable) with or without cause at any time. A vacancy in any office occurring because of death, resignation, removal or otherwise, may, but need not, be filled by the Board. As used in this Agreement “**Officer**” means an individual person designated as such by the Board, with the responsibilities and duties specified or delegated by the Board, including the offices set forth in this Section 17.

(b) **Chairman.** If the Board designates a person as “chairman” that person shall serve as the chairman of the Board unless otherwise determined by the Sole Member. The Chairman shall preside at Board meetings and member meetings. The Chairman shall also be an *ex officio* member of each Board committee unless otherwise determined by the Board or the Sole Member.

(c) **Chief Executive Officer.** If the Board designates a person as “chief manager,” “president,” “chief executive officer,” “CEO,” or another title of similar import, that person shall, unless otherwise specified by the Board (i) serve as an agent of the Company at the will of the Board, without prejudice to any rights the person may have under a contract with the Company; (ii) have general active management of the business of the Company, subject to the supervision and control of the Board; (iii) see that all orders and resolutions of the Board are carried into effect; (iv) sign and deliver in the name of the Company any deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of the Company, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Board to some other Officer or agent of the Company; (v) maintain records of and, whenever necessary, certify all proceedings of the Governors and the members; and (vi) perform other duties prescribed by the Board.

(d) **Chief Financial Officer.** If the Board designates a person as “treasurer,” “chief financial officer,” “CFO,” or another title of similar import, that person shall, unless otherwise specified by the Board (i) serve as an agent of the Company at the will of the Board, without prejudice to any rights the person may have under a contract with the Company; (ii) keep

or oversee the keeping of accurate financial records for the Company; (iii) deposit or oversee the deposit of all money, drafts, and checks in the name of and to the credit of the Company in the banks and depositories designated or permitted by the Board; (iv) endorse or oversee the endorsement for deposit all notes, checks, and drafts received by the Company as ordered by the Board or delegated as permitted by the Board, making proper vouchers for them when necessary; (v) disburse or oversee the disbursement of Company funds and issue or oversee the issuance of checks and drafts in the name of the Company, as ordered by the Board; (vi) give to the Chief Executive Officer and the Board, whenever requested, an account of all transactions by the Chief Financial Officer and of the financial condition of the Company; and (vii) perform other duties prescribed by the Board or by the Chief Executive Officer.

(e) **Secretary.** The Secretary shall be Secretary of and attend all meetings of the members and Governors and may record the proceedings of such meetings in the minute book of the Company, and whenever necessary certify such proceedings. The Secretary shall give proper notice of meetings of members and Governors and shall perform such other duties as may be prescribed by the Chief Executive Officer.

(f) **Vice President.** Each Vice President shall have such powers and shall perform such duties as may be prescribed by the Chief Executive Officer.

(g) **Delegation.** Unless prohibited by the Board, an Officer may, without the approval of the Board, delegate some or all of the duties and powers of an office to other persons. An Officer who delegates the duties or powers of an office is subject to the standard of conduct for an Officer stated in this Agreement with respect to: (1) the act of delegation; and (2) the supervision of persons to whom those duties and powers are so delegated.

(h) **No Employment Rights.** This Agreement does not, and is not intended to, confer upon any member or any Officer any rights with respect to continued employment by the Company, and nothing herein should be construed to have created any employment agreement with any member or any Officer. Nothing contained in this Section 17(h) shall be construed to preclude any Governor from serving the Company in any other capacity and receiving reasonable compensation for such services.

(i) **Initial Officers.** The following individuals shall hold the office set forth next to their name until such Officer's resignation, removal or death:

<u>Name</u>	<u>Office</u>
Executive Director of Sole Member	President
Chairperson of Sole Member	Vice President
Vice Chair of Sole Member	Secretary/Treasurer

18. **Elimination of Fiduciary Duties of the Sole Member, Governors and Officers.** Except as otherwise set forth in this Agreement, in performing his/hers/its rights and obligations as a Governor, Officer or the Sole Member, such person shall have no fiduciary duties to the Company and such duties are hereby eliminated to the fullest extent permitted by the Revised Act, including, but not limited to, the duties specified in Section 322C.0409, Subd. 8 of the Revised Act. Notwithstanding the foregoing, any such elimination of the duty of care shall not extend to

or authorize any intentional misconduct or a knowing violation of law. In furtherance of the foregoing and to the extent not eliminated by the foregoing or as may not be eliminated pursuant to the Revised Act:

(a) **Duty of Care of Governors and Officers.** Subject to the business judgment rule, the duty of care of a Governor or an Officer in the conduct of the Company's activities is to act with the care that a person in a like position would reasonably exercise under similar circumstances and in a manner the Governor or Officer reasonably believes to be in the best interests of the Company. In discharging this duty, the Governor or Officer may rely in good faith on opinions, reports, statements, or other information provided by another person that the Governor or Officer reasonably believes is a competent and reliable source for the information.

(b) **Duty of Loyalty.** The Sole Member formed the Company and entered into this Agreement with the full knowledge and awareness that each Governor is an employee of the Sole Member or an affiliate of the Sole Member (and therefore has a significant financial or otherwise conflicting interest in the Sole Member or such affiliate) and may also be a governor, director, manager, officer or other legal representative of the Sole Member or one or more affiliates of the Sole Member. Knowing this, and notwithstanding anything to the contrary in Section 322C.0409 of the Revised Act, the Sole Member acknowledges and agrees that it entered into this Agreement without any expectation that any Governor would be required to exclusively consider the interests of the Company in any matter. The Sole Member further acknowledges and agrees that, when voting or taking any other action, each Governor is free to consider the interests of the Sole Member or one or more of its Affiliates without considering whether such vote or other action serves the interests or is in the best interest of the Company. Accordingly, when the Board causes the Company to take any action, each Governor shall be entitled to consider only such interests and factors as such Governor desires, including the Governor's own interests, and each such Governor shall have no duty or obligation to give any consideration to any interest of or factors affecting the Company. Whenever in this Agreement any Governor is permitted or required to make a decision in "good faith," such Governor shall act under this express standard and shall not be subject to any other or different standard imposed by this Agreement (other than for purposes of Section 20(a)) or any other applicable law.

(c) **Elimination of Certain Fiduciary Duties Not Manifestly Unreasonable.** **THE SOLE MEMBER WAS ADVISED BY COUNSEL IN ENTERING INTO THIS AGREEMENT AND IS FULLY APPRISED AND AWARE OF ALL IMPLICATIONS AND CONSEQUENCES OF ENTERING INTO THIS AGREEMENT. THE SOLE MEMBER AGREES THAT THIS SECTION 18 IS NOT MANIFESTLY UNREASONABLE.**

19. **No Personal Liability.** Except as otherwise provided by applicable law or as expressly set forth in this Agreement, the debts, obligations, or other liabilities of the Company, whether arising in contract, tort or otherwise (a) are solely the debts, obligations or other liabilities of the Company, and (b) do not become the debts, obligations or other liabilities of a Governor, an Officer or the Sole Member solely by reason of such Governor, Officer or the Sole Member acting as a governor, officer or member of a limited liability company; *provided, however*, that any repeal of this provision or the Revised Act as a matter of law or any modification of this Section 19 shall

be prospective only, and shall not adversely affect any limitation on the personal liability of any Governor, Officer or the Sole Member existing at the time of such repeal or modification.

20. Indemnification; Covered Persons; Limitation of Liability.

(a) **Conduct of Covered Persons.** A person entitled to indemnification under Section 322C.0408 of the Revised Act (a “**Covered Person**”) shall be deemed to have acted in “good faith” within the meaning of the Revised Act if such person acted in reliance upon the records of the Company and upon such information, opinions, reports or statements (including financial statements and information, opinions, reports or statements as to the value or amount of the assets, liabilities, income or losses of the Company or any facts pertinent to the existence and amount of assets from which distributions might properly be paid) of the following persons or groups: (i) the Sole Member (if applicable); (ii) one or more Officers or employees of the Company; (iii) any attorney, independent accountant, appraiser or other expert or professional employed or engaged by or on behalf of the Company; or (iv) any other person selected in good faith by or on behalf of the Company, in each case as to matters that such relying person reasonably believes to be within such other person’s professional or expert competence.

(b) **Right to Indemnification and Advancement; Limitations.** The Company shall indemnify and advance expenses to the Governors, the Officers and other Covered Persons acting in their “official capacity” (as defined in Section 322C.0408 of the Revised Act) with respect to “proceedings” (as defined in Section 322C.0408 of the Revised Act) to the fullest extent required by Section 322C.0408 of the Revised Act for actions thereafter, and in furtherance of the foregoing, in accordance with Section 322C.0110, Subd. 7 of the Revised Act, no Governor or Officer will be liable to the Company or the Sole Member for any loss, damage, liability, or expense on account of any action taken or omitted to be taken by such person as a Governor or Officer other than for: (i) a breach of the duty of loyalty in contravention of this Agreement; (ii) a financial benefit received by the Governor or Officer to which the Governor or Officer is not entitled; (iii) a breach of a duty under Section 322C.0406 of the Revised Act; (iv) an intentional infliction of harm on the Company or the Sole Member; or (v) an intentional violation of criminal law. If the Revised Act is hereafter amended to authorize the further elimination or limitation of the liability of a Governor or Officer then, without requiring any action by the Sole Member, the liability of each Governor and Officer shall be further limited to the fullest extent permitted by the amended Revised Act. Any repeal of this provision as a matter of law or any modification of this subpart by the Sole Member shall be prospective only, and shall not adversely affect any limitation on the personal liability of any Governor or Officer existing at the time of such repeal or modification.

(c) **Additional Limitation on Indemnification.** The Company shall not be required to indemnify a Covered Person or advance expenses in connection with a proceeding (or part thereof) covered by Section 322C.0408 of the Revised Act if such proceeding (or part thereof) was commenced by such Covered Person.

21. Reimbursement of Sole Member’s Expenses. Except to the extent otherwise provided for herein, and except for items generally constituting a member’s overhead, the Company will pay all costs and expenses associated with the Company’s business, and will

reimburse the Sole Member for the actual costs incurred for goods, materials, and services used by or for the Company.

22. **Execution of Documents Filed with Minnesota.** Any Officer authorized by the Board is authorized to execute and file with the Minnesota Secretary of State any document permitted or required by the Revised Act. Such documents may be executed and filed only after the Board and/or the Sole Member (to the extent required by this Agreement or the Revised Act) has approved or consented to such action in the manner provided herein.

23. **Transfers.** Subject to the advance written consent of the Board, a member may transfer in whole or in part such member's Interest. If the Sole Member transfers any part of its Interest in the Company pursuant to this Section 23, the transferee will be admitted to the Company upon its execution of an instrument signifying its agreement to be bound by the terms and conditions of this Agreement. Unless and until this Agreement is amended in writing to accommodate multiple members (which amendment shall be approved by the Board and executed by the Sole Member), any such transferee acknowledges that this Agreement generally contemplates only one member and it will be interpreted in the manner and as determined by the Sole Member in its sole discretion. If the Sole Member transfers all (but not less than all) of its interest in the Company, the transferee will be admitted to the Company effective immediately prior to the transfer, and, immediately following such admission, the Sole Member will cease to be a member of the Company and this Agreement will be deemed to be the Company's operating agreement with respect to the transferee unless and until such transferee adopts a replacement operating agreement or otherwise amends or modifies this Agreement.

24. **Dissolution.** Notwithstanding Section 322C.0701 of the Revised Act, the Company will be dissolved upon the first to occur of the following events: (a) upon the approval of the Sole Member (or the approval of the members holding a majority of the Interests if there are more than one), (b) upon the approval of the Board; or (c) upon the entry of a judicial decree permitted under Section 322C.0701 of the Revised Act. To the full extent permitted by applicable law, the forgoing events which cause dissolution of the Company shall be the exclusive events which cause the dissolution of the Company. In the event of dissolution, the Company will be wound up and terminated in accordance with Section 322C.0702 of the Revised Act.

25. **Separability of Provisions.** Each provision of this Agreement will be considered separable and if for any reason any provision or provisions herein are determined to be invalid, unenforceable or illegal under any existing or future law, such invalidity, unenforceability or illegality will not impair the operation of or affect those portions of this Agreement which are valid, enforceable and legal.

26. **Entire Agreement.** This Agreement constitutes the entire agreement of the member(s) with respect to the subject matter hereof and supersedes all prior agreements with respect to each member's Interest in the Company. The heirs, executors, administrators, legal or personal representatives, successors and/or assigns of each member shall be bound by this Agreement and shall be obligated to take any further action necessary or proper to fulfillment hereof.

27. **Amendments.** Any amendment to this Agreement will be adopted and be effective as an amendment hereto if it is approved in writing by the Sole Member (or all of the members if there are more than one).

28. **Notices.** Any notice to be given or to be served by a member upon the Company in connection with this Agreement must be in writing and will be deemed to have been given when delivered personally or mailed to the Company at its registered office or its principal executive office or to the Sole Member. Notice to a member will be deemed to have been given when (a) delivered personally to the member or (b) deposited in the United States mail, postage prepaid and addressed to a member at the address specified in Section 8 hereof. At any time, by giving five days' prior written notice to the Company, a member may designate another address in substitution of the foregoing address as the address to which notice is to be given.

29. **Governing Law.** This Agreement will be governed by, and construed under, the laws of the State of Minnesota (without regard to conflict of laws principles), all rights and remedies being governed by said laws.

30. **Seal.** This Company will have no seal.

31. **Member Loans to the Company.** In order to meet the financial needs of the Company, the Company may borrow, from time to time, such amounts as the Sole Member of the Company is willing to lend and the Company may require, as determined by the Board. Such amounts will be repaid by the Company on demand, or as determined by the Board, and bear interest at a rate per annum to be agreed upon by the Sole Member and the Company. Subject to the contrary determination of the Board, the Officers are authorized, empowered and directed to execute and deliver to the lending members promissory notes containing terms consistent with this Agreement and to perform, execute and deliver such other documents or acts as the Officers determine appropriate in connection with the foregoing.

32. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which shall constitute but one instrument.

[Signature Page Follows]

IN WITNESS WHEREOF, the undersigned, intending to be legally bound hereby, have executed this Agreement to be effective as of the date first above stated.

SOLE MEMBER:

**RED WING HOUSING AND REDEVELOPMENT
AUTHORITY**

By: _____

Name: Kurt Keena
Title: Executive Director
428 West Fifth Street
Red Wing, MN 55066

THE COMPANY:

BLUFF VIEW RED WING LLC

By: _____

Name: Kurt Keena
Title: President
428 West Fifth Street
Red Wing, MN 55066

SCHEDULE 1

MEMBERS AND INTERESTS

<u>Member's Name</u>	<u>Contribution</u>	<u>% Interest</u>
Red Wing Housing and Redevelopment Authority	\$10	100.0%
Total	\$10	<hr/> 100.0%

**ARTICLES OF ORGANIZATION
OF
BLUFF VIEW RED WING LLC**

The undersigned organizer, being a natural person at least eighteen (18) years old, in order to form a limited liability company under Minnesota Statutes Chapter 322C, hereby adopts the following Articles of Organization.

**Article I
Name**

The name of the limited liability company is Bluff View Red Wing LLC, referred to in these Articles of Organization as the “Company”.

**Article II
Registered Office and Agent**

The street and mailing address of the registered office of the Company is c/o Red Wing Housing and Redevelopment Authority, 428 West Fifth Street, Red Wing, Minnesota 55066. The Company’s agent appointed to accept service of process at that address is Red Wing Housing and Redevelopment Authority.

**Article III
Organizer**

The name and street and mailing address of the organizer of this Company is Kurt Keena, c/o Red Wing Housing and Redevelopment Authority, 428 West Fifth Street, Red Wing, Minnesota 55066.

IN WITNESS WHEREOF, the organizer has executed these Articles of Organization on this ____ day of June, 2025.

Kurt Keena, Organizer

RESOLUTION No. 1457-25

RESOLUTION TO APPROVE FORMATION OF BLUFF VIEW RED WING LLC

WHEREAS, the HRA intends to apply for funding to make capital improvements at Bluff View;
and

WHEREAS, The HRA cannot be the owner of the property if funding is awarded; and

WHEREAS, A single member LLC can be the owner of the property if funding is awarded;

NOW, THEREFORE BE IT RESOLVED, that the Red Wing Housing and Redevelopment Authority Board of Commissioners adopts resolution 1457-25 to authorize the creation of Bluff View Red Wing LLC for the purposes of applying for funding from MHFA.

Date: June 10, 2025

Jason Jech, Chairperson

Abby Villaran, Vice-Chair

Kristi Reuter, Secretary/Treasurer



RED WING HOUSING & REDEVELOPMENT AUTHORITY

428 WEST FIFTH STREET, RED WING, MN 55066

TELEPHONE (651) 388-7571

FAX (651) 385-0551

TDD/TTY 711

WWW.REDWINGHRA.ORG

June 10, 2025

To: Red Wing HRA Board of Commissioners

From: Kurt Keena, Executive Director

Re: Executive Director's Report

Federal, State & Local Funding

At the State level we have learned that we were awarded \$150,000 in funding for a matching grant to our AHTF. We had applied for the maximum of \$225,000. Only two applicants were awarded this amount with all the others being recommended for \$150K. MHFA had requests for nearly two times the available funding. The award letter from MHFA is attached.

We are awaiting word from MHFA on our Bring it Home voucher program application and our 2025 POHP application. We will be applying to them for NOAH funding for our Bluff View property.

At the Federal level we continue to watch the 2026 budget process to see what Congress ultimately decides to fund as opposed to what the President has proposed.

Cellular Site Lease Negotiations

The original 20-year lease we have with Verizon for a cellular site on top of Jordan Tower II is expiring at the end of this year. We are currently negotiating with their third-party contractor on the terms of a lease extension. We are using the information we got from the consultant we hired to inform our negotiations with them. We will bring the final proposed agreement to you for your consideration and approval at a future meeting once negotiations are complete.

Compensation Study

We continue to work with DDA Human Resources on the completion of this project and will bring final recommendation to you for your review and approval once the work is complete.

Board Property Tour

Based on the Doodle poll results it appears that Tuesday, July 29th at either 2:00PM or 3:00PM is the time that works best for a tour of our properties.



Minnesota Housing
400 Wabasha St. N
Suite 400
St. Paul, MN 55102

May 28, 2025

Kurt Keena, Executive Director
City of Red Wing Housing and Redevelopment Authority
428 West Fifth St.
Red Wing, MN 55066

Dear Kurt,

Congratulations! We are pleased to inform you that the Minnesota Housing board of directors has approved your request for funding under the 2025 Local Housing Trust Fund Grants Program Request for Proposals. The City of Red Wing HRA has been awarded a grant in the amount of \$150,000.

Your application is one of 36 selected for approval from a competitive review process of 54 applications requesting a total of over \$9.6 million. Please note that this letter is not a commitment by Minnesota Housing to provide financing. Funding is contingent upon the receipt of required due diligence items and execution of a grant contract agreement.

If you have any questions, please contact Local Government Housing Programs staff at localhousingtrustfund.mhfa@state.mn.us.

Thank you for your commitment to meeting the affordable housing needs of Minnesotans. We are grateful to your partnership and look forward to working with you on this project.

Sincerely,

A handwritten signature in blue ink that reads 'Jennifer Ho'.

Jennifer Leimaile Ho
Commissioner, Minnesota Housing

Equal Opportunity Employer



Red Wing Housing & Redevelopment Authority

428 West Fifth Street
 Wing, MN 55066
 DD/TTY 7-1-1

Telephone (651) 388-7571
 FAX (651) 385-0551
 www.redwinghra.org

June 10, 2025

To: Red Wing HRA Board of Commissioners

From: Corrine Kulseth, Finance Director

Re: Finance Report

Reserves Adjusted

Program	March 2025	April 2025
Public Housing	\$466,080	\$494,477
Housing Choice Vouchers (FSS and restricted included)	\$56,341	\$56,933
Redevelopment	\$901,148	\$757,039
AHTF	\$290,754	\$311,057
Bridges	-\$17,692	-\$11,538
Small Cities Program	\$449,705	\$462,389
Jordan Tower II	\$1,465,928	\$1,513,793
Total	\$3,612,264	\$3,584,149

Operating Budget Update

Category	YTD 2025 (April)	Budgeted	Variance
Revenues	\$1,350,857	\$1,858,969	-27%
Expenses	\$1,421,169	\$1,716,083	-17%
Net Income	-\$70,312		

Notes to Financial Statements

- Public Housing increase reflects \$37,414 final shortfall funding payment.
- Negative balance shown for Bridges program is due to not receiving HAP timely
- Redevelopment decrease is due to closing out MURL program account and sending funds to MHFA
- Revenue and Expenses will still reflect negative variances due to timing of paying annual contracts, not receiving tax levy, and payments made toward 2024 POHP before reimbursement

Other Business

- Started process of Compensation Study
- Negotiating contract with Verizon cell tower lease
- Starting to prepare 2026 Preliminary Budget for August Board

Committee Reports

No Finance Committee summary held for June

RED WING HRA RESERVE ACCOUNTS
April 30, 2025 Month End

Program	Fund Account	31-Mar-2025	30-Apr-2025	30-Apr-2024
Jordan Tower I & Family Units	Unrestricted - CDs	\$ 45,542	45,542	44,573
	Unrestricted	\$ 370,282	399,692	323,885
	Restricted - Sec Dep	\$ 50,257	49,423	51,132
	Total	\$ 466,081	494,657	419,590
	Due to/from Redevelopment	0.00	180.00	907.85
Sec 8 Voucher	Unrestricted Cash	\$ -53	-635	13,462
	FSS Escrow	\$ 0	0	0
	HAP Reserve Acct	\$ 56,394	57,568	8,139
	Total	\$ 56,341	56,933	21,601
	Due to/from Redevelopment	0.00	0.00	12,534.86
Redevelopment	MURL Investments	\$ 118,036	118,201	117,067
	Transitional Housing	\$ 0	0	0
	Bluff View	\$ 91,743	93,143	76,343
	Twin Homes	\$ 12,368	12,368	12,368
	Hill Street	\$ 13,089	10,472	13,048
	Restricted - Sec Dep	\$ 11,461	11,461	14,062
	Restricted - CDG	\$ 31,000	31,000	36,000
	ILSP	\$ 833	833	-1,154
	Unrestricted	\$ 599,705	447,507	485,446
	Total	\$ 878,235	724,987	753,180
	Bridges	Unrestricted	5,220	20,334
Front Funded HAP		\$ 0	0	0
Total		\$ 5,220	20,334	11,144
	Due to/from Redevelopment	22,912.39	31,872.39	11,144.39
AHTF	Unrestricted AHTF	\$ 290,754	311,057	416,272
	Program Income	0	0	0
	Total	\$ 290,754	311,057	416,272
	Due to/from Redevelopment	0.00	0.00	0.00
Small Cities	Small Cities Program	\$ 449,705	462,389	362,797
	Program Income	0	0	0
	Total	\$ 449,705	462,389	362,797
	Due to/from Redevelopment	0.00	0.00	0.00
Jordan II Tower	Unrestricted	\$ 1,426,813	1,474,255	1,155,055
	Restricted - Sec Dep	\$ 39,115	39,538	39,738
	City Bond Debt Escrow	\$ 0	0	0
	Total	\$ 1,465,928	1,513,793	1,194,793
	Due to/from Redevelopment	0.00	0.00	219.53
Total Cash Reserves		3,612,264	3,584,149	3,179,377

Financial Institution	Funds	Funds	Funds
Associated Bank	2,854,122	2,797,431	2,475,555
Edward D Jones	108,660	108,660	107,813
First Minnesota	154,380	154,380	151,997
Merchant's Bank	495,102	523,678	444,012
	\$3,612,264	\$3,584,149	\$3,179,377

Red Wing Housing and Redevelopment Authority
Income and Expense Report
4/30/2025

	Public Housing			Housing Choice Voucher			Jordan Towers II			Redevelopment			Budget			All Programs		
	YTD	YTD	Variance	YTD	YTD	Variance	YTD	YTD	Variance	YTD	YTD	Variance	YTD	YTD	Variance	Total	Total	Variance
REVENUES																		
Rental Income	\$225,876	\$229,833	-3%	\$163,543	\$176,667	-9%	\$170,970	\$176,667	-4%	\$56,251	\$61,441	-8%	\$45,573	\$28,333	61%	\$453,597	\$467,941	-3%
Subsidy	\$61,026	\$67,291	-9%	\$18,188	\$20,000	-9%	\$18,188	\$20,000	-9%	\$18,188	\$20,000	-9%	\$18,188	\$20,000	-9%	\$682,979	\$667,291	7%
Other Income-Tenants	\$1,636	\$9,333	-82%	\$188	\$133	41%	\$5,903	\$5,667	4%	\$2,546	\$3,200	-20%	\$1,636	\$9,333	-82%	\$11,540	\$11,333	2%
Interest Income	\$2,903	\$2,333	24%	\$188	\$133	41%	\$5,903	\$5,667	4%	\$2,546	\$3,200	-20%	\$1,636	\$9,333	-82%	\$41,808	\$197,000	-79%
Other Income	\$0	\$93,667	-100%	\$19,205	\$40,033	-51%	\$24,821	\$29,612	-16%	\$3,611	\$17,691	-80%	\$0	\$0	0%	\$47,406	\$99,962	-53%
Tax Levy	\$19,923	\$27,317	-27%	\$19,205	\$40,033	-51%	\$24,821	\$29,612	-16%	\$3,611	\$17,691	-80%	\$0	\$0	0%	\$3,611	\$17,691	-80%
DirectV	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$32,288	\$33,000	-8%
Office Rent	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$7,000	\$7,000	0%
TIF Tax Increment	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%
Operating Transfer in	\$311,364	\$429,775	-28%	\$20,131	\$26,917	-25%	\$430,909	\$433,612	-1%	\$127,576	\$526,332	-76%	\$8,912	\$4,167	114%	\$29,043	\$31,083	-7%
Total Revenues	\$311,364	\$429,775	-28%	\$423,068	\$433,750	-2%	\$430,909	\$433,612	-1%	\$127,576	\$526,332	-76%	\$57,941	\$35,000	63%	\$1,350,857	\$1,855,969	-27%
EXPENSES																		
Administrative																		
Salaries	\$60,740	\$60,000	1%	\$15,522	\$16,667	-8%	\$51,087	\$51,667	-1%	\$48,987	\$49,083	0%	\$8,427	\$5,000	69%	\$704,762	\$703,417	1%
Employee Benefits	\$27,267	\$19,333	29%	\$16,108	\$16,667	-3%	\$18,358	\$16,667	10%	\$21,516	\$21,750	-1%	\$3,941	\$1,667	136%	\$83,190	\$75,533	10%
Advertising & Marketing	\$1,182	\$1,500	-21%	\$1,158	\$1,500	-23%	\$1,158	\$1,500	-23%	\$1,450	\$1,500	-4%	\$1,450	\$1,500	-4%	\$1,450	\$1,500	-4%
Memberships/Publications	\$80	\$333	-76%	\$0	\$167	-100%	\$71	\$500	-86%	\$71	\$1,333	-93%	\$0	\$0	0%	\$80	\$667	-88%
Travel	\$75	\$333	-78%	\$0	\$167	-100%	\$71	\$500	-86%	\$71	\$1,333	-93%	\$0	\$0	0%	\$75	\$333	-78%
Printing	\$156	\$1,000	-84%	\$265	\$1,000	-74%	\$265	\$1,000	-74%	\$265	\$1,000	-74%	\$265	\$1,000	-74%	\$265	\$1,000	-74%
Accounting	\$1,032	\$1,333	-23%	\$1,032	\$1,333	-23%	\$1,032	\$1,333	-23%	\$1,032	\$1,333	-23%	\$1,032	\$1,333	-23%	\$1,032	\$1,333	-23%
Utilities	\$1,273	\$1,667	-23%	\$1,273	\$1,667	-23%	\$1,273	\$1,667	-23%	\$1,273	\$1,667	-23%	\$1,273	\$1,667	-23%	\$1,273	\$1,667	-23%
Office Rent	\$1,200	\$1,500	-20%	\$1,200	\$1,500	-20%	\$1,200	\$1,500	-20%	\$1,200	\$1,500	-20%	\$1,200	\$1,500	-20%	\$1,200	\$1,500	-20%
Office Rent	\$1,200	\$1,500	-20%	\$1,200	\$1,500	-20%	\$1,200	\$1,500	-20%	\$1,200	\$1,500	-20%	\$1,200	\$1,500	-20%	\$1,200	\$1,500	-20%
Office Supplies/Paper	\$1,803	\$1,667	8%	\$1,747	\$1,667	4%	\$1,747	\$1,667	4%	\$1,747	\$1,667	4%	\$1,747	\$1,667	4%	\$1,747	\$1,667	4%
Supplies	\$1,803	\$1,667	8%	\$1,747	\$1,667	4%	\$1,747	\$1,667	4%	\$1,747	\$1,667	4%	\$1,747	\$1,667	4%	\$1,747	\$1,667	4%
Telephone	\$253	\$667	-62%	\$253	\$667	-62%	\$253	\$667	-62%	\$253	\$667	-62%	\$253	\$667	-62%	\$253	\$667	-62%
Total Admin Expenses	\$100,371	\$100,000	0%	\$57,857	\$63,417	-9%	\$85,546	\$89,443	-4%	\$101,140	\$97,300	4%	\$12,368	\$7,167	73%	\$357,782	\$357,337	0%
Tenant Services																		
Social Service Coordinator	\$17,856	\$27,317	-35%	\$14,821	\$29,612	-16%	\$14,821	\$29,612	-16%	\$14,821	\$29,612	-16%	\$14,821	\$29,612	-16%	\$14,821	\$29,612	-16%
Resident Activities	\$1,432	\$2,308	-38%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$1,432	\$2,308	-38%
Total Tenant Services Exp.	\$19,288	\$29,625	-35%	\$14,821	\$29,612	-16%	\$14,821	\$29,612	-16%	\$14,821	\$29,612	-16%	\$14,821	\$29,612	-16%	\$14,821	\$29,612	-16%
Utilities																		
Water & Sewer	\$17,701	\$21,667	-18%	\$10,478	\$13,333	-21%	\$10,478	\$13,333	-21%	\$4,605	\$5,333	-14%	\$4,605	\$5,333	-14%	\$32,784	\$40,333	-19%
Electricity	\$12,790	\$11,667	10%	\$12,779	\$10,667	20%	\$2,713	\$10,667	21%	\$4,583	\$10,667	71%	\$2,713	\$10,667	71%	\$28,282	\$23,917	18%
Gas	\$19,444	\$11,667	67%	\$21,016	\$10,000	110%	\$4,340	\$2,667	63%	\$4,340	\$2,667	63%	\$4,340	\$2,667	63%	\$44,800	\$24,333	84%
Rubbish/Recycling	\$5,606	\$8,000	-30%	\$3,002	\$4,333	-31%	\$1,364	\$1,708	-20%	\$1,364	\$1,708	-20%	\$1,364	\$1,708	-20%	\$9,972	\$14,042	-29%
Total Utilities Exp.	\$55,542	\$53,000	5%	\$47,275	\$38,333	23%	\$13,021	\$11,722	15%	\$13,021	\$11,722	15%	\$13,021	\$11,722	15%	\$113,838	\$102,625	13%
Maintenance Expenses																		
Salaries	\$48,013	\$50,000	-10%	\$38,025	\$33,333	14%	\$1,940	\$4,500	-57%	\$1,940	\$4,500	-57%	\$1,940	\$4,500	-57%	\$86,978	\$87,833	-3%
Benefits	\$18,780	\$21,667	-15%	\$14,782	\$13,000	14%	\$1,560	\$733	-51%	\$1,560	\$733	-51%	\$1,560	\$733	-51%	\$33,922	\$35,400	-4%
Materials	\$5,550	\$10,000	-45%	\$4,478	\$8,333	-46%	\$2,437	\$4,267	-43%	\$2,437	\$4,267	-43%	\$2,437	\$4,267	-43%	\$12,465	\$22,600	-45%
Uniforms	\$45	\$200	-78%	\$45	\$200	-78%	\$45	\$200	-78%	\$45	\$200	-78%	\$45	\$200	-78%	\$45	\$200	-78%
Elevator Contract	\$2,876	\$2,833	2%	\$2,876	\$2,833	2%	\$2,876	\$2,833	2%	\$2,876	\$2,833	2%	\$2,876	\$2,833	2%	\$2,876	\$2,833	2%
Estimating	\$30	\$333	-91%	\$725	\$667	9%	\$725	\$667	9%	\$682	\$233	19%	\$682	\$233	19%	\$725	\$5,667	-87%
Heating/Cooling Contracts	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%
Plumbing Contracts	\$3,506	\$2,000	75%	\$3,031	\$1,500	107%	\$0	\$233	-100%	\$0	\$233	-100%	\$0	\$233	-100%	\$6,82	\$7,233	-91%
Unit Turnaround	\$589	\$11,667	-95%	\$8,227	\$5,000	67%	\$0	\$1,167	-100%	\$0	\$1,167	-100%	\$0	\$1,167	-100%	\$6,536	\$17,333	-75%
Contract Costs	\$8,239	\$10,000	-18%	\$9,646	\$16,667	-42%	\$1,151	\$19,733	-92%	\$1,151	\$19,733	-92%	\$1,151	\$19,733	-92%	\$8,916	\$17,833	-50%
Capital Improvement	\$44,411	\$40,000	11%	\$81,936	\$88,200	-7%	\$19,691	\$108,867	-81%	\$19,691	\$108,867	-81%	\$19,691	\$108,867	-81%	\$19,691	\$108,867	-81%
Total Maintenance Exp.	\$129,038	\$149,033	-13%	\$81,936	\$88,200	-7%	\$19,691	\$108,867	-81%	\$19,691	\$108,867	-81%	\$19,691	\$108,867	-81%	\$230,665	\$346,100	-33%
General Expenses																		
Property Insurance	\$21,834	\$22,667	3%	\$19,488	\$18,667	4%	\$6,806	\$6,233	9%	\$6,806	\$6,233	9%	\$49,127	\$47,567	3%	\$49,127	\$47,567	3%
Liability Insurance	\$1,486	\$1,333	11%	\$1,967	\$1,333	-11%	\$964	\$1,433	-31%	\$964	\$1,433	-31%	\$964	\$1,433	-31%	\$7,418	\$8,100	-8%
Work Comp Insurance	\$8,181	\$5,000	59%	\$6,181	\$5,000	179%	\$8,276	\$5,000	174%	\$8,276	\$5,000	174%	\$8,276	\$5,000	174%	\$14,988	\$9,000	178%
Misc Insurance	\$0	\$1,333	-100%	\$0	\$1,333	-100%	\$0	\$533	-64%	\$0	\$533	-64%	\$0	\$533	-64%	\$86	\$3,200	-97%
Pilot	\$17,033	\$16,000	6%	\$12,369	\$15,000	-18%	\$9,916	\$4,861	-19%	\$9,916	\$4,861	-19%	\$9,916	\$4,861	-19%	\$33,319	\$35,861	-7%
Software Maintenance	\$4,473	\$1,667	168%	\$3,767	\$1,000	277%	\$4,473	\$1,667	168%	\$10,093	\$6,667	51%	\$12,806	\$11,000	107%	\$12,806	\$11,000	107%
Collection/Losses	\$0	\$2,333	-100%	\$0	\$2,333	-100%	\$0	\$2,333	-100%	\$0	\$2,333	-100%	\$0	\$2,333	-100%	\$0	\$2,333	-100%
Other General Expense	\$0	\$4,667	-100%	\$2,287	\$1,667	-15%	\$0	\$1,583	-100%	\$0	\$1,583	-100%	\$0	\$1,583	-100%	\$2,287	\$15,917	-86%
HAP Expense	\$0	\$0	0%	\$345,957	\$366,667	-6%	\$345,957	\$366,667	-6%	\$345,957	\$366,667	-6%	\$345,957	\$366,667	-6%	\$345,957	\$366,667	-6%
DirectV	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%
ILSP	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%
HOME loan repayment	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%
PARIF Interest	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0	0%
PARIF principle	\$0	\$0	0%	\$0	\$0	0%	\$0	\$0										



Red Wing Housing & Redevelopment Authority

428 West Fifth Street
Wing, MN 55066
DD/TTY 7-1-1

Telephone (651) 388-7571
FAX (651) 385-0551
www.redwinghra.org

June 10, 2025

To: Red Wing HRA Board of Directors
From: Jennifer Jacobson, Housing Director
Re: Housing Board Report for month ending May 2025

HRA Owned Properties

	Jordan Tower I	Jordan Tower II	Family Public Housing Units	Market Rate Units (13)
Waiting List Numbers	131	75	59	n/a
Move-outs	0	0	0	0
Move-ins/Offline*	6*	0	0*	0
Lease Terminations or Evictions this month	0	0	0	0
Occupancy Rate	100%*	99%	100%*	100%

Voucher Programs

Housing Choice Voucher

Waiting List Numbers	363	Monthly HAP Received	\$87,285
Allocated Vouchers	169	Monthly HAP Paid	\$87,210
Funded Vouchers	123	HAP Reserves	\$74,188
Leased Vouchers	120	Per Unit Cost	\$748
Utilization Rate for Vouchers	97%	Utilization Rate for Monthly Funding	100%
Move-ins	1	Shopping (includes PO)	11
Move-outs	0	Processing Applications	4

Bridges Rental Assistance

Grant Years	2023-2025	Total Grant Awarded	\$225,792
Awarded Vouchers	12	Available Balance	\$27,378
Vouchers Leased	13	Grant Months remaining	1
Utilization of Vouchers	108%	Grant Funds Utilization	88%
Move-ins	0	Shopping	0
Move-outs	1	Processing Applications	6



Red Wing Housing & Redevelopment Authority

428 West Fifth Street
Wing, MN 55066
DD/TTY 7-1-1

Telephone (651) 388-7571
FAX (651) 385-0551
www.redwinghra.org

Program/Project Updates

- The HRA received the 2025 Capital Fund Program (CFP) funds in the amount of \$326,715. We use these funds to operate and make capital improvements to our public housing units.
- Haven of Hope- 2023 Congressionally Directed Spending (CDS)
 - To finish utilizing the grant, the light fixtures in each unit were replaced.
- Hill Street- 2024 Congressionally Directed Spending (CDS)
 - Staff are at the end of the process to gain access to these funds. Mike Hegna with Finn Daniels Architects is working on the scope of work and plans for the project.
- POHP 2024 Updates
 - Staff are continuing to work on due diligence items.
 - Mike Hegna and other staff from Finn Daniels Architects are continuing to gather information for the scope of work to be able to go out for bids.



RED WING HOUSING & REDEVELOPMENT AUTHORITY

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WWW.REDWINGHRA.ORG

June 10, 2025

To: Red Wing HRA Board of Commissioners

From: Kurt Keena, Executive Director

Re: Community Redevelopment Report

Small Cities Program Income Notes Receivable and Cash Reserves

Category	April 2025
Notes Receivable	\$1,287,274
Forgivable	\$591,272
Reserves	\$462,389

Small Cities Loan Servicing and Activities

We have two potential pending applications at this time.

Affordable Housing Trust Fund Activities and Reserves

We have one potential pending application at this time.

We have been awarded funding from MHFA for a matching grant to our AHTF in the amount of \$150,000.

I would like to get your feedback on extending and revising our agreement with Goodhue County Habitat for Humanity concerning the production of new affordable homeownership units in town. At the start of the Covid pandemic, we had an agreement to allocate some AHTF resources for up to three new units that has since expired. Habitat would like the HRA to consider allocating funds for one unit that is nearing completion and for future units that will be created as part of their Hope Heights project.

April reserves for the AHTF are \$311,057.

Housing TIF District No. 8

No change. Certification of the final phase is not yet complete. The developer needs to complete some tree planting and other minor landscaping items before they can get a final Certificate of Occupancy from the City. Once they have that we can issue the TIF note for this phase.

Red Wing Housing Study

I continue to work with City staff to coordinate and schedule a time for the HRA and City Council to receive the report and hear from the author. This will be a time for us to ask questions and discuss areas of focus for both the HRA and the City.

Housing & Redevelopment Related Update

I am not aware of any new or updated items regarding potential redevelopment sites we have previously discussed.