



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, September 9, 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 August 12, 2025 Regular Meeting Minutes.**
- 6.B. Motion to Approve Bills (Checks 52520 - 52574, totaling \$82,639.05).**
Public Housing: \$31,744.17
Housing Choice Voucher: \$2,239.12

Jordan Tower II: \$23,221.09
Redevelopment: \$18,061.12
Small Cities: \$7,373.55
TIF: \$0.00
AHTF: \$0.00

- 6.C. Motion to Approve Establishing Public Housing Flat Rent
- 6.D. Motion to Approve Public Housing Family Utility Allowance Schedule

7. Motions & General Business

- 7.A. Motion to Approve Classification and Compensation Report
- 7.B. Motion to Approve Resolution No. 1464-25 Acceptance of the Grant Award for the Bring It Home Rental Assistance Program

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 October 14, 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, August 12, 2025, at 3:30 PM

Board Members Present: Board Chair, Jason Jech; Commissioners: Abby Villaran, Kristi Reuter, Liz Magill, Jackie Luikart, and Sara Hoffman.

Others Present: Kurt Keena, Executive Director; Corrine Kulseth, Finance Director; Jennifer Jacobson, Housing Director

1. Call to Order

The meeting was called to order at 3:30 p.m. by Board Chair Jason Jech

2. Pledge of Allegiance

3. Roll Call

Roll Call was taken with all members present except Abney.

4. Approval of Agenda

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

5. Public Comment

There were no public comments.

6. Consent Agenda (Roll Call Required*)

A. Motion to Approve July 10, 2025, Regular Meeting Minutes

B. Motion to Approve Bills (Checks 52451 - 52519, totaling \$463,630.23)

- i. Public Housing: \$141,354.16
- ii. Housing Choice Voucher: \$1,788.89
- iii. Jordan Tower II: \$49,777.81
- iv. Redevelopment: \$46,475.05
- v. Small Cities: \$13,385.45
- vi. TIF \$23.50
- vii. AHTF: \$210,825.37

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

7. Motions and General Business

A. Motion to Approve American Legion Post 54 SCLF Loan

Kulseth explained the American Legion Post 54 is asking for funds to replace the roof of the building. They are a good candidate because there are no liens against the building and they have a higher than average debt to income ratio. A motion to approve the American Legion Post 54 SCLF Loan was made by Reuter and seconded by Luikart. All were in favor and the motion carried.

B. Motion to Approve RWVC LLC SCLF Loan

Kulseth stated the current business of this location is The Creative Hand. The owners are seeking funds to make necessary improvements to the roof and to maintain the integrity of the building. After review of the business's financial statements, its expected revenues will exceed total expenses, making them good candidates for the loan. A motion to approve RWVC LLC SCLF Loan was made by Luikart and seconded by Hoffman. All were in favor and the motion carried.

C. Motion to Approve BAR Properties RWLLC SCLF Loan

Kulseth explained this building holds the downtown laundromat and two residential units. This loan will allow necessary updates to the exterior of the building and critical updates to the upstairs rental units to improve the safety, efficiency and curb appeal of the historic downtown building. Kulseth also stated after accounting for all mortgage obligations and expenses, there is sufficient cash flow to support the additional payment toward the HRA

loan each year. A motion to approve BAR Properties RWLLC SCLF Loan was made by Reuter and seconded by Magill. All were in favor and the motion carried.

- D. Motion to Adopt Resolution No. 1462-25 Approving 2026 Tax Levy
Kulseth stated in order for the HRA to receive their annual levy, the City of Red Wing requires the HRA to present a 2026 Preliminary Agency Operating Budget and Tax Levy Request to the City in August of each year. The HRA is requesting \$545,000 from the 2026 Tax Levy. A motion to Adopt Resolution No.1462-25 Approving 2026 Tax Levy was made by Hoffman and seconded by Magill. Roll call was taken and all were in favor. Motion carried.
- E. Motion to Adopt Resolution No. 1463-25 Approving 2026 Preliminary Operating Budget
Kulseth presented the 2026 Preliminary Operating Budget. She stated Public Housing’s Dwelling Rental Revenue and Excess Utilities along with Maintenance materials, Heating/Cooling contracts, Unit Turnaround and Contract Costs were decreased due to the vacant units, which will be used for the upcoming POHP project. Salaries increased to reflect adjustment from Compensation Study and loss of ROSS grant. Not reflected in the Budget due to Grants reimbursement process is the POHP funding of \$7.75 million, which will begin in 2025 and will involve Jordan Tower I and Family Units. A slight decrease in HAP is anticipated for 2026. Jordan Tower II has a 2% increase in Dwelling rental revenue. They also have an increase in Other Income based on the anticipated increase in the cell tower lease. Jordan Tower II has a decrease in Heating/Cooling contracts as staff have been trained in the boiler system. Benefits increased to include new state mandated Paid Family Leave program.
Motion to Adopt Resolution No. 1463-25 Approving 2026 Preliminary Operating Budget was made by Reuter and seconded by Villaran. Roll call was taken and all were in favor. Motion carried.
- F. Motion to Adopt Resolution No. 1461-25 Updates to the Tenant Selection Plan for Multi-Family Section-8 New Construction Program Effective August 12, 2025.
Jacobson explained Jordan Tower II is a HUD-subsidized multifamily property, under Section 8-New Construction Program. Nan McKay publishes a model TSP for the Multi-Family program and provides, as needed, revisions to the policy as HUD regulations change. The Red Wing HRA purchased a subscription to their model policies and updates. Jacobson also explained 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 regulations.
- i. Public Hearing – Jech opened a Public Hearing at 3:59 p.m. There were no comments. Public Hearing was closed at 3:59 p.m.
 - ii. Consider Motion to Adopt Resolution No. 1461-25 Approving Updates to the Tenant Selection Plan for Multi-Family Section 8-New Construction Program Effective August 12, 2025
- A Motion to Adopt Resolution No. 1461-25 Approving Updates to the Tenant Selection Plan for Multi-Family Section 8-New Construction Program Effective August 12, 2025 was made by Luikart and seconded by Magill. Roll call was taken and all were in favor. Motion carried.

8. Communication Items

- A. Executive Director Report
Keena updated the Board regarding State and Federal funding. At the State level the Red Wing HRA has been awarded \$440,000.00 for a 2-year period for the Bring it Home voucher program. The Red Wing HRA expects to be able to serve between 15 and 20 families with this new funding. At the Federal level, we continue to watch the 2026 budget process to see what Congress ultimately decides to fund.
- B. Finance Report

Kulseth discussed the financials for May and June stating the Public Housing increase on the financial statement is due to receiving Operating Subsidy funds from CFP. Bridges payments are being caught up and Small Cities decrease is from a payment made on a loan. Kulseth also said the renewal for the SCMF (Service Coordinator) grant is complete. HUD has accepted Red Wing HRA's 2024 audit.

C. Housing Report

Jacobson presented waitlist, move out and Voucher program numbers ending July 2025. She said Staff has submitted an application for the Naturally Occurring Affordable Housing (NOAH) for approximately \$2.5 million in funds, which will be used for improvements to the Bluffview Townhomes. For the Bring It Home Voucher award, startup costs of \$27,000 are to be used in the first twelve months and the HAP/Administrative fees of \$413,156 is to be used during the two-year contract term.

D. Community Development Report

Keena presented the Small Cities Program Income Notes Receivable and Cash Reserves. Kenna stated the City Council approved Red Wing HRA's use of AHTF resources to assist Goodhue County Habitat for Humanity with the production of affordable homeownership units in Red Wing.

E. Resident Council Report

Luikart stated hot dogs were offered to all Jordan Tower residents on National Night To Unite. She said they had a good turnout and it was a great way to get to know your neighbors. She said some Policemen and Firefighters, along with a Fire Truck, showed up. They had games to play and handed out gifts, which added extra excitement for the residents.

F. Hope Coalition Report

Villaran stated Hope Coalition is having a 35th Anniversary celebration at the St. James on October 23rd. They are also hosting a Golf Tournament at the Jewel in Lake City on September 26th. They are looking for businesses or individuals to give donations or to sponsor holes, at the cost of \$150.00 per hole. Villaran stated Sara Kern would be the contact person if interested in donating or hole sponsorship.

G. City Council Liaison Report

Snyder stated the Farmer's Market has now been move to the Depot at all times. There will be no more selling of product outside The City Hall. One cannabis registration has been approved and will have 18 months to be registered with the state and to open. Last year the City Council voted to only have two cannabis retailers allowed in Red Wing. With Prairie Island already having a dispensary the two cannabis spots have been filled. She also made note that Indian communities can open as many dispensaries, in the cities they are located, as they choose because they are not tied to the limit the cities have put in place.

H. Announcements

- a. The next HRA Board Meeting will be on September 9, 2025, at 3:30 p.m. in the City Council Chambers.

I. **Adjourn**

The meeting was adjourned at 4:35 p.m. by Board Chair Jason Jech.

Respectfully Submitted By,
Dawn Gielau

Board Chair

Red Wing Housing & Redevelopment Authority

Checks Written Report

August 1, 2025 Thru August 31, 2025

Payment Date	Payment Number	Payment Amount	Payee Name
8/7/2025	1779	\$100.00	NICHOLAS ABNEY
8/7/2025	1780	\$238.24	ADAMS PEST CONTROL
8/7/2025	1781	\$198.73	CINTAS CORPORATION
8/7/2025	1782	\$295.93	ESI HOSTED SERVICES
8/7/2025	1783	\$243.00	FILEVISION USA
8/7/2025	1784	\$166.75	INNOVATIVE OFFICE SOLUTIONS LLC
8/7/2025	1785	\$100.00	JASON JECH
8/7/2025	1786	\$3,988.27	STEVE JUNGE INSTALLATIONS INC
8/7/2025	1787	\$325.00	MKC INC
8/7/2025	1788	\$200.00	RENEE LAVIGNE
8/7/2025	1789	\$198.87	MAIDS IN MINNESOTA
8/7/2025	1790	\$200.00	BARRY PREBLE
8/7/2025	1791	\$211.50	ALBIN ACQUISITION CORP DBA RHR
8/7/2025	1792	\$100.00	KRISTI REUTER
8/7/2025	1793	\$100.00	ABBY VILLARAN
8/14/2025	1794	\$483.78	ADAMS PEST CONTROL
8/14/2025	1795	\$14.99	CARAHSOFT TECHNOLOGY CORPORATION
8/14/2025	1796	\$450.00	CSC SERVICWORKS INC
8/21/2025	1797	\$198.73	CINTAS CORPORATION
8/21/2025	1798	\$175.71	INNOVATIVE OFFICE SOLUTIONS LLC
8/28/2025	1799	\$4,625.00	MINNESOTA HOUSING FINANCE AGENCY
8/28/2025	1800	\$302.95	THEIPGUYS NET LLC ONENET GLOBAL
8/28/2025	1801	\$52.99	SHRED-IT USA LLC
8/7/2025	52520	\$5.58	ACE HARDWARE
8/7/2025	52521	\$237.93	CULLIGAN WATER CONDITIONING
8/7/2025	52522	\$200.00	CANDIS FLECK
8/7/2025	52523	\$347.85	GS DISTRUBUTING
8/7/2025	52524	\$3,274.00	HAWKINS ASH CPAS LLP
8/7/2025	52525	\$327.58	HD SUPPLY FACILITIES MAINTENANCE
8/7/2025	52526	\$100.00	SARA HOFFMAN
8/7/2025	52527	\$2,482.68	JAYTECH INC
8/7/2025	52528	\$260.00	LANDRUM DOBBINS LLC
8/7/2025	52529	\$50.00	JACKIE LUIKART
8/7/2025	52530	\$100.00	ELIZABETH MAGILL
8/7/2025	52531	\$1,007.09	MENARDS RED WING
8/7/2025	52532	\$150.00	MN DEPT OF LABOR & INDUSTRY
8/7/2025	52533	\$915.61	MOTION PICTURE LICENSING CORPORATION
8/7/2025	52534	\$694.12	PLUNKETTS PEST CONTROL INC
8/7/2025	52535	\$200.00	STEPHEN JOHN PRINGLE
8/7/2025	52536	\$500.00	QUADIENT FINANCE USA INC
8/7/2025	52537	\$50.00	Samantha Short
8/7/2025	52538	\$128.03	RUNNINGS FARM & FLEET

8/7/2025	52539	\$230.00	STARTECH COMPUTING INC
8/7/2025	52540	\$110.00	VICKIS FOOT AND NAIL CARE PLLC
8/7/2025	52541	\$200.00	LESLIE WILBURN
8/7/2025	52542	\$34.12	XCEL ENERGY
8/14/2025	52543	\$666.33	CITY OF RED WING OTHER UTILITIES
8/14/2025	52544	\$1,480.05	CUSTOM ALARM
8/14/2025	52545	\$100.00	DUANE EARNEY
8/14/2025	52546	\$1,945.25	MRI SOFTWARE LLC
8/14/2025	52547	\$378.01	HIAWATHA BROADBAND
8/14/2025	52548	\$105.90	MENARDS RED WING
8/14/2025	52549	\$309.50	RYAN AND GORDY'S GLASS INC
8/14/2025	52550	\$1,337.98	SCHUMACHER ELEVATOR COMPANY
8/14/2025	52551	\$573.75	STARTECH COMPUTING INC
8/14/2025	52552	\$4,051.65	VISA
8/14/2025	52553	\$11.88	XCEL ENERGY
8/21/2025	52554	\$347.90	CULLIGAN WATER CONDITIONING
8/21/2025	52555	\$2,856.56	DIRECT TV
8/21/2025	52556	\$162.40	CATHY EDBLOM
8/21/2025	52557	\$211.46	HD SUPPLY FACILITIES MAINTENANCE
8/21/2025	52558	\$136.89	MARCO TECHNOLOGIES LLC
8/21/2025	52559	\$64.95	MENARDS RED WING
8/21/2025	52560	\$4,014.41	MUTUAL OF OMAHA
8/21/2025	52561	\$7,048.55	TOM PARKER ELECTRIC
8/21/2025	52562	\$286.58	Jacob Carik
8/21/2025	52563	\$421.00	RED WING PLUMBING & HEATING
8/21/2025	52564	\$408.97	THE SHERWIN WILLIAMS CO
8/21/2025	52565	\$5.40	XCEL ENERGY
8/28/2025	52566	\$0.00	Void / CITY OF RED WING WATER & SEWER
8/28/2025	52567	\$0.00	Void / CITY OF RED WING WATER & SEWER
8/28/2025	52568	\$14,734.50	CITY OF RED WING WATER & SEWER
8/28/2025	52569	\$300.66	CULLIGAN WATER CONDITIONING
8/28/2025	52570	\$448.00	MENARDS RED WING
8/28/2025	52571	\$311.39	PLUNKETTS PEST CONTROL INC
8/28/2025	52572	\$30.00	CHRISTINE RADTKE
8/28/2025	52573	\$1,741.03	STORTZ SATELLITE
8/28/2025	52574	\$13,573.07	XCEL ENERGY

\$82,639.05



Red Wing Housing & Redevelopment Authority

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September 9, 2025

To: Red Wing HRA Board of Commissioners
From: Jennifer Jacobson, Housing Director
RE: Establishing Public Housing Flat Rent

Background

Rent for participants of the Public Housing Program is based on 30% of the household’s monthly adjusted income. HUD Regulations require agencies to establish Flat Rents to limit the amount of rent a resident must pay to encourage self-sufficiency and avoid creating disincentives for continued residency by higher income families. Families are offered the choice of Flat Rent versus income based rent annually. The Flat Rent is to be based on the rent charged for comparable units in the private rental market.

Method Used to Determine Flat Rents

PHAs may use rent reasonableness data to establish flat rents for their units.

1 & 2 Bedroom Units: The flat rent was determined based on rent reasonableness data used for Jordan Tower II, a complex similar in size, location and amenities to Jordan Tower I. Utilities supplied by the HRA are included in the flat rent.

3 & 4 Bedroom Units: The flat rent amount is based on a percentage of Fair Market Rent (FMR) for Goodhue County. The FMR is published yearly by HUD. The current flat rent amount is at 100% of the FMR. Utilities supplied by the HRA are included in the flat rent.

Bedroom Size	Current Flat Rents July 11, 2023	Proposed Flat Rents	Difference
1	\$987	\$1,015	+\$28
2	\$1,233	\$1,284	+\$51
3	\$1,757	\$1,739	-\$18
4	\$2,058	\$2,028	-\$30

The new flat rent will be applied at the next Annual Recertification/Update for all Public Housing residents. Currently, three households in the public housing program pay the flat rent amount. Staff will evaluate the information for these residents to ensure they are paying 30% or less of their adjusted income. Any time a resident has a decrease in income, they can request a review of the rent calculations to ensure they are paying 30% or less of their adjusted income.

Recommendation

Staff recommend to the HRA Board of Commissioners to approve the proposed flat rent for: 1) one bedroom units at \$1,015; 2) two bedroom unit at \$1,284; 3) three bedroom units at \$1,739; and 4) four bedroom units at \$2,028 effective September 9, 2025.



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September 9, 2025

TO: Red Wing HRA Board of Commissioners
FROM: Jennifer Jacobson, Housing Director
RE: Public Housing Family Utility Allowance Schedule

BACKGROUND

The Department of Housing and Urban Development (HUD) requires Housing Authorities to review their utility allowances every year to determine whether the allowances need to be revised in order to remain consistent with federal regulations. If the utility rates change by 10% or more, the Housing Authority must revise its allowances accordingly.

PROPOSAL

The utility allowance has been calculated using a three-year rolling base to mitigate fluctuations from any one year. Allowances were calculated using data from three successive years 2023, 2024, and 2025. By using a 3-year rolling base in the calculation, the impact on the allowance of a single-year's fluctuation in weather patterns is reduced. A rolling base will incorporate changes in consumption patterns over time that result from resident turnover, gradual changes in the number and type of appliances used and physical changes to the buildings.

When the sample size for an allowance category is less than six units the only way to achieve statistical validity is to merge allowance categories; therefore, the data from the four 4-bedroom family Public Housing units were combined with the 3-bedroom family Public Housing units.

See Attachment A - Public Housing Utility Allowance 3 Year Average. Residents pay the Xcel Energy bill directly to Xcel Energy. The utility allowance for gas and electric is deducted from the resident's rent. The Red Wing HRA pays the City of Red Wing bill (water, sewer, recycling, and garbage) and charges any excess amount above the utility allowance to the resident.

The current total utility allowance is \$283 (gas, electric, water, sewer, garbage and recycling). In calculating this year's utility allowance using the three-year average, the total utility allowance calculated to \$300 (gas, electric, water, sewer, garbage and recycling). This is less than a 10% difference; therefore, an adjustment to the utility allowance is not required for 2025.

RECOMMENDATION

No Action Required

Attachment A: Public Housing Utility Allowance

Three and Four Bedroom Units

3 Year Average

Tuesday, September 9, 2025

Summary

Current Utility Allowance

City of Red Wing	\$ 129.00
Xcel Energy	\$ 154.00
Total	\$ 283.00

City of Red Wing Bill

* this bill includes water, sewer, recycling and garbage

* Red Wing HRA pays this bill and charges any excess above the utility allowance to the tenant

Xcel Energy Bill

* this bill includes gas and electric

* tenant pays this bill directly to Xcel Energy

*The Utility Allowance is deducted from the tenant rent

2023 Monthly Average

City of Red Wing Bill	\$ 128.54
Xcel Energy Bill	\$ 160.13
Total	\$ 288.67

Three Year Average

City of Red Wing Bill	\$ 136.54
Xcel Energy Bill	\$ 163.02
Total	\$ 299.56

2024 Monthly Average

City of Red Wing Bill	\$ 136.31
Xcel Energy Bill	\$ 146.04
Total	\$ 282.35

2025 Monthly Average

City of Red Wing Bill	\$ 144.78
Xcel Energy Bill	\$ 182.88
Total	\$ 327.66



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To: Kurt Keena, Executive Director and Red Wing HRA Board
From: Dr. Tessia Melvin, DDA

RE: 2025 Classification and Compensation Report

Project Summary

The Red Wing HRA contracted with DDA Human Resources to conduct a complete classification and compensation analysis. The objectives were to:

- Review and re-write job descriptions.
- Review job classifications.
- Collect market wage data.
- Identify current trends in the market.
- Provide recommendations based on the current market analysis.
- Create a new pay grid.
- Provide cost implementation.

Background

A compensation program is a structured pay plan that is used to attract the most qualified employees and retain talented employees. A pay plan is developed through the following areas:

- Job descriptions
- Pay equity (hierarchy of jobs or comp worth)
- The current compensation system is based on work completed several years ago.
 - The current grid has 7 steps, which takes employees about 6 years to achieve maximum pay. However, adjustments have been made to include two grades for jobs, which creates longer to reach maximum pay.
 - The grid currently has 45% wage spread (difference between min and max rate), whereas marker is 39%.
- Market analysis of base pay
- Market definition, which is influenced by industry, size, geographic location and tax capacity.
- Identified pay philosophy (Where does the organization want to be in relation to its market? How does the organization want to pay employees? How does the organization want to influence the market?) (How does the pay philosophy match with the City's pay philosophy?)

Market Analysis

When we compared the City's pay grid is calculated at 73% of market minimum average rates and 80% of market maximum rates. Additional findings of the current pay grid are:

- Some jobs deviate more from the market than others.
- Job descriptions are outdated.
- The market has some career ladders, which may improve recruitment and retention.
- Competitive pay is wages that are equal to or greater than the identified market. Best practices illustrate that within 5% of market maintains a highly competitive pay grid. Anything below 10% creates an area of concern as current employees could leave for more money and new employees will not accept a job that is significantly below market. A competitive pay plan would ideally be at least 100% of market average. The following guidelines are used when determining the competitive nature of current actual compensation:
 - +/- 5% (Highly Aligned with the market)
 - +/- 10% (Aligned with the market)
 - +/- 11-15% (Possible misalignment with the market)
 - > 15% (Significant misalignment with the market)

Benchmarks

City of Red Wing	Olmstead HRA	Dakota HRA
City of Northfield (HRA staff are City employees)	Goodhue County	Red Wing Schools
SEMMC HRA	Dakota County CDA	Austin HRA
Albert Lea HRA	Washington County CDA	Winona HRA
St. Louis Park HRA		

Tiering of Benchmarks:

With the analysis of market data and job description matches, it was determined that some benchmarks are much larger and not as comparable. In order to use all of the benchmarks, DDA suggested reviewing the benchmarks by best matches and organizational similarities. The following benchmark tiers were created:

- All benchmarks
- City of Red Wing: This keeps market competitive, creates internal equity, is consistent with Pay Equity and while the jobs are different using the same classification system, we can find the comp worth of all positions.
- All benchmarks but Olmstead and Dakota HRAs: These are the two largest benchmarks, and they deviate from the market average.

Tier I: All Benchmarks

Job Title	Client	Client	Client	Bench	Bench	Bench	Client	Client	Client	Client	Bench
	MIN	MAX	ACTUAL	MIN	MAX	ACTUAL	Min % of Bench	Max % of Bench	Actual % of Bench	Range Spread	Range Spread
Housing Assistant	\$19.31	\$27.39	\$25.72	\$23.62	\$36.08	\$27.61	82%	76%	93%	42%	53%
Maintenance	\$20.57	\$29.19	\$29.19	\$24.43	\$33.64	\$27.91	84%	87%	105%	42%	38%
Maintenance Foreman	\$21.92	\$31.10	\$31.10	\$29.14	\$39.01	\$33.59	75%	80%	93%	42%	34%
Property Manager	\$23.35	\$37.62	\$32.04	\$32.82	\$47.16	\$40.48	71%	80%	79%	61%	44%
Finance/Administrative Assistant	\$23.35	\$33.15	\$27.25	\$25.17	\$36.44	\$27.34	93%	91%	100%	42%	45%
Maintenance Manager	\$26.51	\$37.62	\$38.76	\$38.46	\$53.61	\$45.98	69%	70%	84%	42%	39%
Finance Director	\$30.10	\$45.06	\$43.55	\$56.48	\$74.43	\$80.80	53%	61%	54%	50%	32%
Housing Director	\$34.17	\$48.37	\$51.93	\$41.24	\$51.55	\$66.26	60%	94%	78%	42%	25%
Executive Director			\$54.38	\$58.10	\$83.18	\$66.21					43%
							73%	80%	86%	45%	39%

Tier II: City of Red Wing Only

Job Title	Client MIN	Client MAX	Client ACTUAL	Bench MIN	Bench MAX	Client Min % of Bench	Client Max % of Bench	Client Range Spread	Bench Range Spread
Housing Assistant	\$19.31	\$27.39	\$25.72	\$24.20	\$32.49			42%	
Maintenance	\$20.57	\$29.19	\$29.19	\$24.20	\$32.49	85%	90%	42%	34%
Maintenance Foreman	\$21.92	\$31.10	\$31.10	\$29.62	\$39.76	74%	78%	42%	34%
Property Manager	\$23.35	\$37.62	\$32.04	\$32.87	\$44.14	71%	85%	61%	34%
Finance/Administrative Assistant	\$23.35	\$33.15	\$27.25	\$29.62	\$39.76	79%	83%	42%	34%
Maintenance Manager	\$26.51	\$37.62	\$38.76	\$35.51	\$47.66	75%	79%	42%	34%
Finance Director	\$30.10	\$45.06	\$43.55	\$38.34	\$51.48	79%	88%	50%	34%
Housing Director	\$34.17	\$48.37	\$51.93	\$42.28	\$56.75	81%	85%	42%	34%
Executive Director			\$54.38	\$53.96	\$72.44				34%
						78%	84%	45%	34%

Tier III: Remove Dakota and Olmstead HRAs

Job Title	Client	Client	Client	Bench	Bench	Bench	Client	Client	Client	Client	Bench
	MIN	MAX	ACTUAL	MIN	MAX	ACTUAL	Min % of Bench	Max % of Bench	Actual % of Bench	Range Spread	Range Spread
Housing Assistant	\$19.31	\$27.39	\$25.72	\$23.62	\$36.08	\$27.61	82%	76%	93%	42%	53%
Maintenance	\$20.57	\$29.19	\$29.19	\$24.43	\$33.64	\$27.91	84%	87%	105%	42%	38%
Maintenance Foreman	\$21.92	\$31.10	\$31.10	\$29.14	\$39.01	\$33.59	75%	80%	93%	42%	34%
Property Manager	\$23.35	\$37.62	\$32.04	\$32.82	\$47.16	\$40.48	71%	80%	79%	61%	44%
Finance/Administrative Assistant	\$23.35	\$33.15	\$27.25	\$25.17	\$36.44	\$27.34	93%	91%	100%	42%	45%
Maintenance Manager	\$26.51	\$37.62	\$38.76	\$38.46	\$53.61	\$45.98	69%	70%	84%	42%	39%
Finance Director	\$30.10	\$45.06	\$43.55	\$56.48	\$74.43	\$80.80	53%	61%	54%	50%	32%
Housing Director	\$34.17	\$48.37	\$51.93	\$41.24	\$51.55	\$66.26	60%	94%	78%	42%	25%
Executive Director			\$54.38	\$58.10	\$83.18	\$66.21					43%
							73%	80%	86%	45%	39%

Job Evaluations: All jobs were reviewed by employee and supervisor. DDA re-wrote the job descriptions and evaluated them on the state match system, which uses the following criteria to determine classifications:

- Knowledge and Skills
- Training and Ability
- Experience
- Level of Work
- Human Relation Skills
- Physical Demands
- Working Conditions and Hazards
- Independence of Actions
- Impact on End Results
- Supervision

All employees and supervisors reviewed updated job descriptions and classifications. If a job description was missing or there was another warrant for consideration of classification, a Job Classification Form was submitted to DDA. The following classifications were determined:

Job Title	Step	Current Grade	Minimum Grade/Step Current wage	Maximum Grade/Step Current wage	New grade	new min	new max
Housing Assistant	G	6	5/A \$19.31	7/G \$27.39	6	\$26.17	\$35.14
Maintenance	G	8	6/A \$20.57	8/G \$29.19	6	\$26.17	\$35.14
Assistant Property Manager	D	8	8/A \$23.35	10/G \$33.15	7	\$27.48	\$36.89
Assistant Voucher Manager	E	8	8/A \$23.35	10/G \$33.15	7	\$27.48	\$36.89
Resident Service Coordinator	G	8	8/A \$23.35	10/G \$33.15	7	\$27.48	\$36.89
Finance/Administrative Assistant	E	8	8/A \$23.35	10/G \$33.15	8	\$30.51	\$40.95
Maintenance Foreman	G	9	7/A \$21.92	9/G \$31.10	8	\$30.51	\$40.95
Property Manager	F	10	8/A \$23.35	12/G \$37.62	9	\$33.86	\$45.46
Senior Resident Service Coordinator	E	11	8/A \$23.35	11/G \$35.32	9	\$33.86	\$45.46
Voucher Manager	D	10	7/A \$21.92	10/G \$33.15	9	\$33.86	\$45.46
Maintenance Manager	F	13	10/A \$26.51	12/G \$37.62	11	\$39.49	\$53.02
Finance Director	F	15	12/A \$30.10	15/G \$45.06	13	\$43.55	\$58.45
Housing Director	G	17	14/A \$34.17	16/G \$48.37	13	\$43.55	\$58.45
Executive Director					18	\$55.58	\$74.61

New Pay Grid

	1	2	3	4	5	6	7	8	9
1	\$16.45	\$17.08	\$17.72	\$18.38	\$19.07	\$19.79	\$20.53	\$21.30	\$22.09
2	\$19.26	\$19.97	\$20.72	\$21.51	\$22.30	\$23.14	\$24.02	\$24.91	\$25.84
3	\$20.80	\$21.58	\$22.39	\$23.22	\$24.09	\$25.00	\$25.94	\$26.90	\$27.91
4	\$22.46	\$23.30	\$24.17	\$25.08	\$26.03	\$27.00	\$28.01	\$29.06	\$30.15
5	\$24.93	\$25.86	\$26.83	\$27.84	\$28.88	\$29.96	\$31.09	\$32.25	\$33.46
6	\$26.17	\$27.16	\$28.18	\$29.23	\$30.33	\$31.47	\$32.64	\$33.87	\$35.14
7	\$27.48	\$28.51	\$29.58	\$30.68	\$31.85	\$33.04	\$34.28	\$35.57	\$36.89
8	\$30.51	\$31.65	\$32.85	\$34.07	\$35.34	\$36.68	\$38.04	\$39.47	\$40.95
9	\$33.86	\$35.13	\$36.44	\$37.82	\$39.24	\$40.72	\$42.23	\$43.82	\$45.46
10	\$36.58	\$37.95	\$39.37	\$40.84	\$42.37	\$43.97	\$45.61	\$47.32	\$49.09
11	\$39.49	\$40.97	\$42.52	\$44.10	\$45.76	\$47.47	\$49.26	\$51.11	\$53.02
12	\$41.47	\$43.02	\$44.64	\$46.31	\$48.05	\$49.85	\$51.72	\$53.66	\$55.67
13	\$43.55	\$45.18	\$46.88	\$48.64	\$50.45	\$52.34	\$54.30	\$56.34	\$58.45
14	\$45.72	\$47.43	\$49.22	\$51.06	\$52.98	\$54.97	\$57.03	\$59.16	\$61.39
15	\$48.01	\$49.81	\$51.68	\$53.61	\$55.63	\$57.71	\$59.87	\$62.12	\$64.46
16	\$50.41	\$52.30	\$54.26	\$56.29	\$58.40	\$60.59	\$62.87	\$65.23	\$67.67
17	\$52.93	\$54.92	\$56.97	\$59.11	\$61.33	\$63.62	\$66.01	\$68.48	\$71.05
18	\$55.58	\$57.66	\$59.82	\$62.07	\$64.40	\$66.81	\$69.32	\$71.91	\$74.61
19	\$58.35	\$60.54	\$62.82	\$65.17	\$67.62	\$70.15	\$72.78	\$75.51	\$78.34
20	\$61.27	\$63.57	\$65.96	\$68.42	\$70.99	\$73.66	\$76.42	\$79.29	\$82.27
21	\$66.18	\$68.66	\$71.23	\$73.90	\$76.67	\$79.55	\$82.53	\$85.62	\$88.84
22	\$74.12	\$76.89	\$79.78	\$82.77	\$85.87	\$89.10	\$92.43	\$95.90	\$99.50

Recommended Implementation

- Movement into the Grid January 1 and then anniversary step on anniversary date: \$46,505.71 (4.3%)

Board Approval

- Approve the report that includes a new pay grid that is similar to the City of Red Wing that identifies new pay ranges, new job classifications and implementation on January 1 with costing of \$46,505.71.



Red Wing Housing & Redevelopment Authority

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

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

September 9, 2025

To: Red Wing HRA Board of Commissioners
From: Kurt Keena, Executive Director
Re: Classification and Compensation Report

Background

In April of this year we engaged DDA Human Resources to complete a classification and compensation study for us since it had been nearly 15 years since the last comprehensive study. The compensation table had been updated in 2019 but not the classification system. With the number of staff turnover and the disruption to the labor market caused by the Covid pandemic, it was time to complete a comprehensive study of both the classification and compensation system we use. DDA Human Resources was the firm the City of Red Wing used to complete a similar study for them recently.

Staff have worked with Dr. Tessia Melvin of DDA Human Resources over a number of months to complete the process of reviewing and updating job descriptions for each position as well as providing other information and feedback. We then worked through a number of implementation and cost scenarios based on the results of the study to arrive at an outcome that will allow us to attract and retain qualified staff, meet pay equity requirements of the State of Minnesota, and that the HRA can afford to move forward with.

Action Requested

Dr. Melvin will present the results of the study at our meeting and answer any questions Board members may have regarding it. Board members will be asked to consider adopting the recommendations of the study and move forward with implementation of it in the 2026 fiscal year.

The Personnel Committee considered the matter and heard Dr, Melvin's report and recommendation at their meeting on September 2nd and they recommend approval and implementation as presented.



Red Wing HRA

Classification and Compensation Study



DDA

Human Resources, Inc.
a David Drown Associates Company

Agenda

Review	Who Are We
Discuss	Project Scope
Present	Findings
Review	Recommendations
Answer	Questions

David Drown Associates

Nearly 20 years of
experience working
with cities and
counties in Minnesota

With staff having
practical experience
in the public sector,
we understand local
government

We have worked with
over 450 government
clients.

We base our business
on our clients'
needs. We expanded
to include HR to
assist our clients.

Dr. Tessia Melvin

Leads Practice Area

Worked 15 years in City and County government
Former City Administrator

Received Doctorate in Public Administration

Why Conduct a Study?



Gradual changes in duties performed



Changes in organizational relationships and responsibilities



Recruitment/retention problems



Statutory Compliance

Classification and Compensation Plan

Classification of jobs

- Required for pay equity
- Creates internal equity
- Determined by updated job descriptions

Compensation Plan

- Pay grid
- Wages
- Policies and procedures on how employees are paid, how they are promoted, how they are hire, etc.

Project Scope



Current Market Trends





Project Objectives

What this Study IS

- One that ensures jobs are **classified appropriately** and meet FLSA guidelines.
- One that ensures **pay is competitive and equitably** structured.
- One that provides **policies and procedures** to keep the compensation system up-to-date.
- One that develops a **compensation system** that is easy to understand and administer.

- **NOT** a staffing needs study.
- **NOT** an organizational structure study.
- **NOT** a strategy designed to cut costs.
- **NOT** a strategy to eliminate positions.
- **NOT** a strategy to reduce or increase pay.

What this Study is NOT

Key Milestones	Board Decision
Introduction and Project Orientation; collect organizational information (roster, org charts, policies, etc.)	
Discuss compensation philosophy	
Creation of communication strategy	
Develop list of comparable organizations	
Finalize list of comparable organizations	Board approve benchmark communities
Kickoff Presentation to Staff (optional)	
Job Description review and rewrite	Job Description Appeals
Competitive analysis performed	
Finalization of market data	
Classify Jobs and determine comp worth	Job Classification Appeals
Development of new structure of grades and ranges	Recalibration of Pay Grid based on HRA Board Pay Philosophy
Transition options and next steps/costs outlined	
System Adoption/Presentation to Full Board	Board decide on implementation costs and date

Benchmarks

- ◆ Who do you look like?
- ◆ Who do you act like?
- ◆ Entities that surround you
- ◆ Use indicators that make sense and identify your uniqueness:
 - ◆ Tax capacity
 - ◆ Population
 - ◆ Revenues
 - ◆ Expenditures
 - ◆ Others

Spotlight

Counties or cities that are much larger



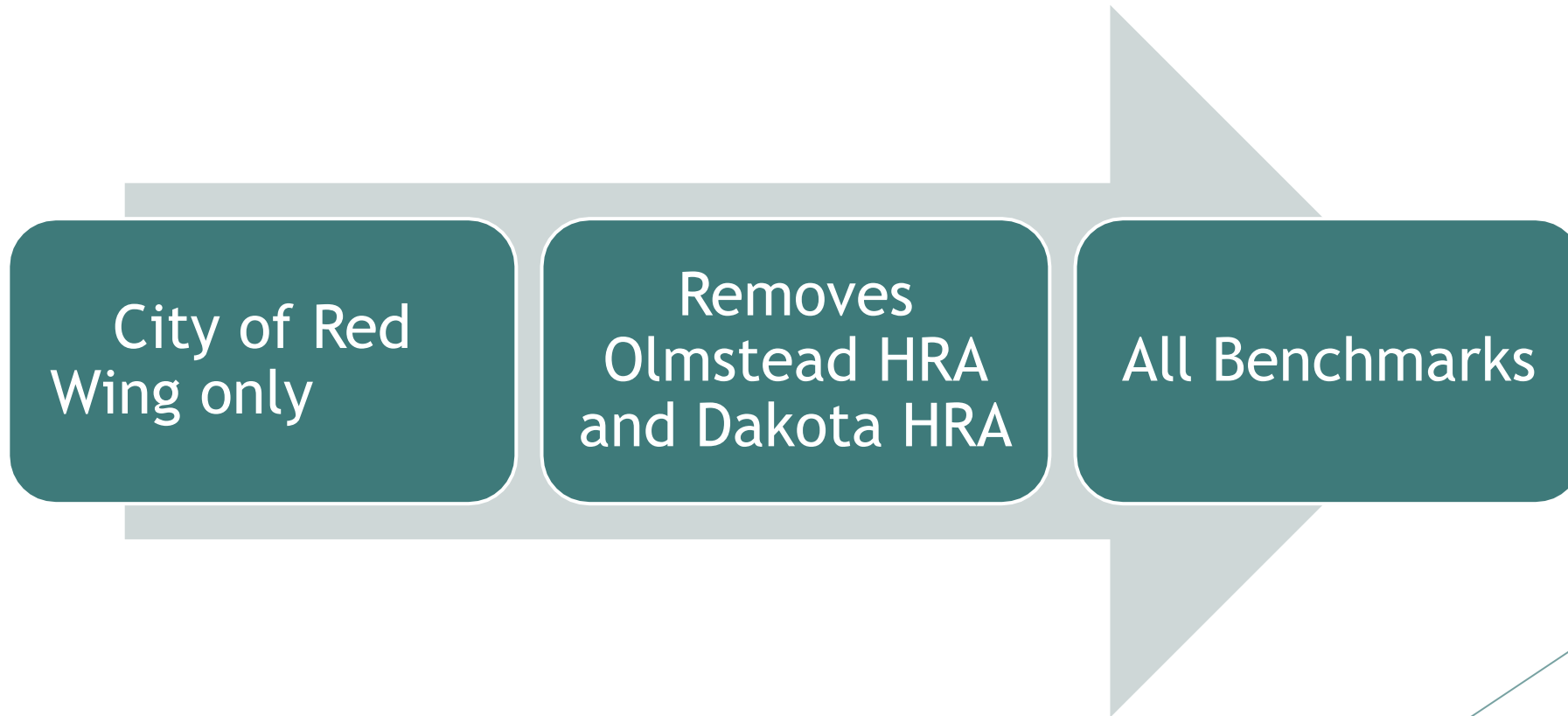
Reach counties or cities

Will not be averaged in the market average, but separated out to illustrate competitiveness

Board Approved Benchmarks

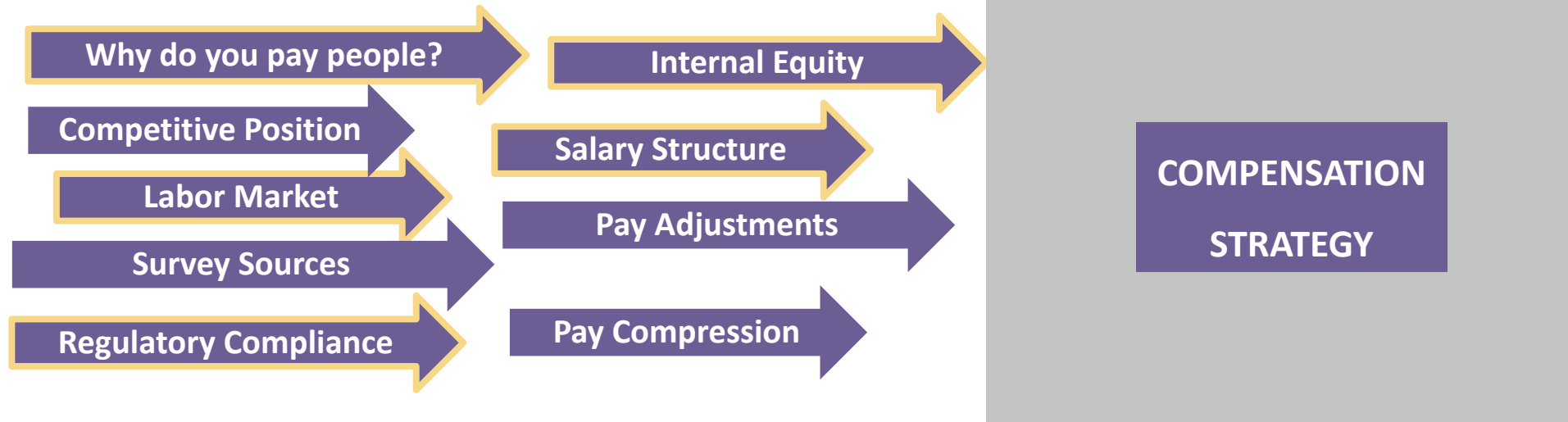
- ◆ City of Red Wing
- ◆ Olmstead HRA
- ◆ Dakota HRA
- ◆ City of Red Wing
- ◆ City of Northfield (HRA staff are city employees)
- ◆ Goodhue County
- ◆ Red Wing Schools
- ◆ SEMMCHRA
- ◆ Dakota County CDA
- ◆ Austin HRA
- ◆ Albert Lea HRA
- ◆ Washington County CDA
- ◆ Clay County HRA
- ◆ Olmstead County HRA (HRA staff are county employees)
- ◆ Winona HRA
- ◆ St. Louis Park HRA

Three Benchmark Tiers



Pay Philosophy

- ◆ To achieve their goals consider the following factors when designing a Pay Philosophy:

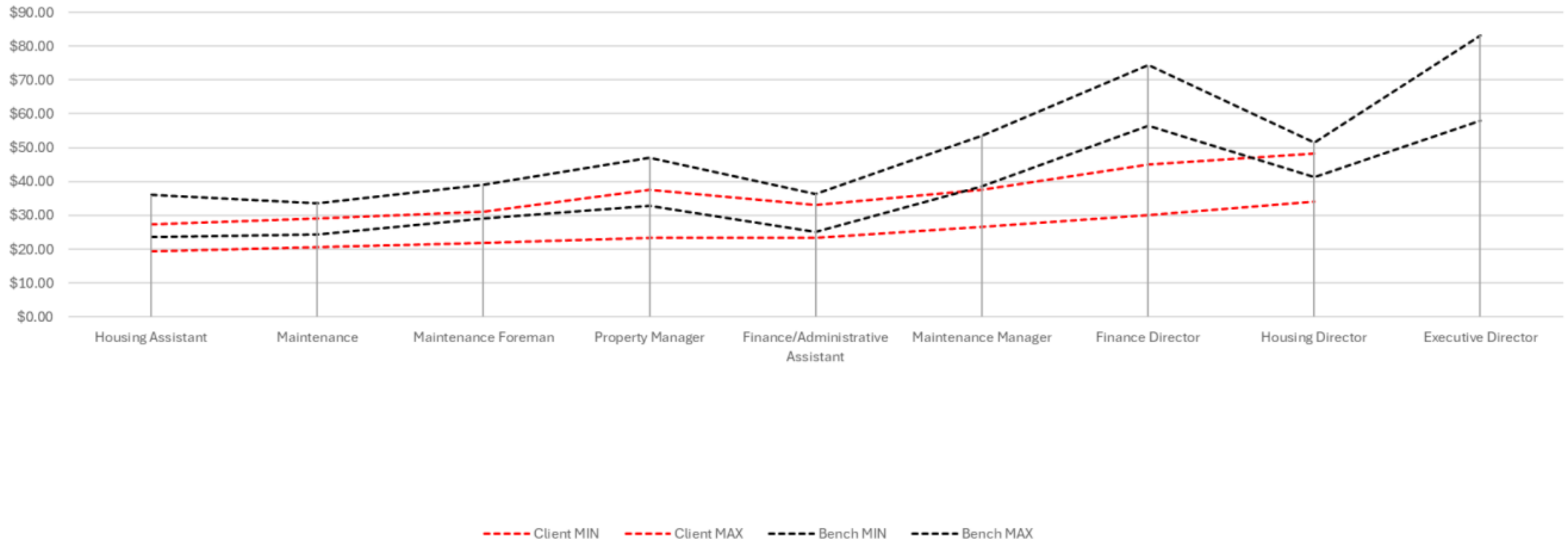


- ◆ Most public entities want to be near market average. Generally, entities set a pay philosophy of within 5% of market average.

Job Title	Client		Client	Bench		Bench	Client	Client	Client	Client	Bench
	MIN	MAX	ACTUAL	MIN	MAX	ACTUAL	Min % of Bench	Max % of Bench	Actual % of Bench	Client Range Spread	Bench Range Spread
Housing Assistant	\$19.31	\$27.39	\$25.72	\$23.62	\$36.08	\$27.61	82%	76%	93%	42%	53%
Maintenance	\$20.57	\$29.19	\$29.19	\$24.43	\$33.64	\$27.91	84%	87%	105%	42%	38%
Maintenance Foreman	\$21.92	\$31.10	\$31.10	\$29.14	\$39.01	\$33.59	75%	80%	93%	42%	34%
Property Manager	\$23.35	\$37.62	\$32.04	\$32.82	\$47.16	\$40.48	71%	80%	79%	61%	44%
Finance/Administrative Assistant	\$23.35	\$33.15	\$27.25	\$25.17	\$36.44	\$27.34	93%	91%	100%	42%	45%
Maintenance Manager	\$26.51	\$37.62	\$38.76	\$38.46	\$53.61	\$45.98	69%	70%	84%	42%	39%
Finance Director	\$30.10	\$45.06	\$43.55	\$56.48	\$74.43	\$80.80	53%	61%	54%	50%	32%
Housing Director	\$34.17	\$48.37	\$51.93	\$41.24	\$51.55	\$66.26	60%	94%	78%	42%	25%
Executive Director			\$54.38	\$58.10	\$83.18	\$66.21					43%
							73%	80%	86%	45%	39%

Tier I: All Benchmarks

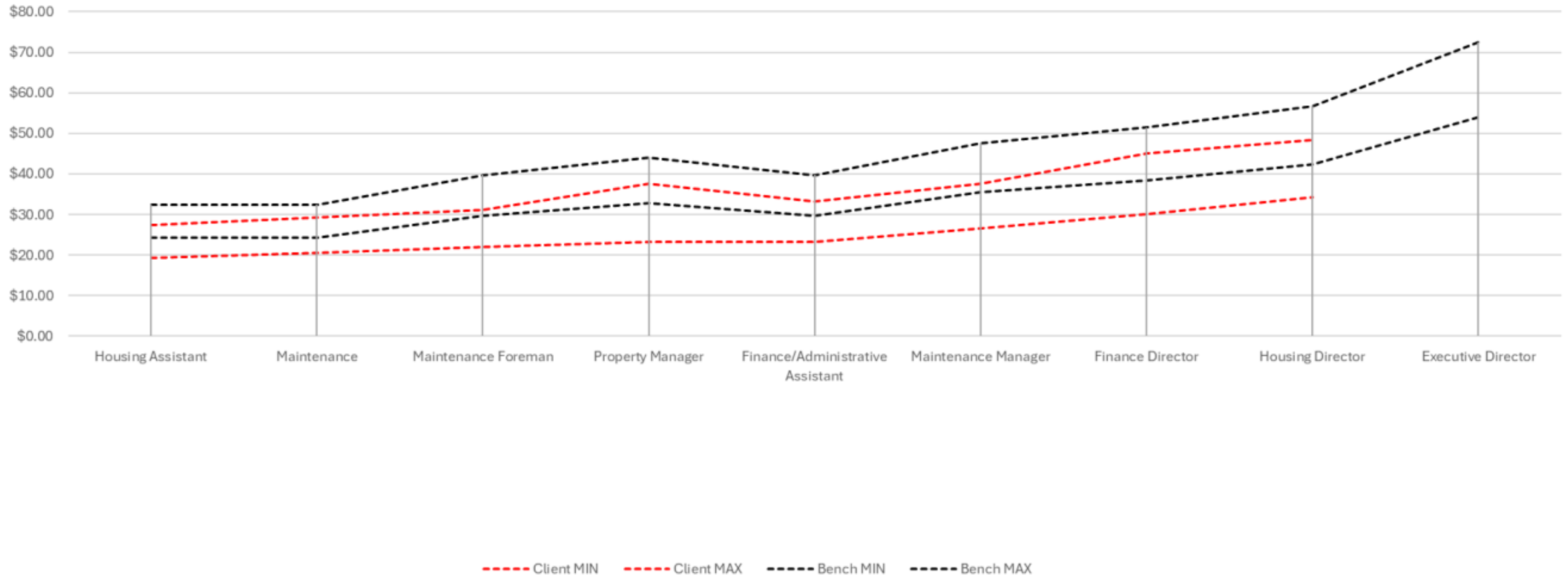
Pay Ranges: Client & Benchmark Averages



Job Title	Client		Client ACTUAL	Bench		Client Min % of Bench		Client Range Spread	Bench Range Spread
	MIN	MAX		MIN	MAX	Min	Max		
Housing Assistant	\$19.31	\$27.39	\$25.72	\$24.20	\$32.49			42%	
Maintenance	\$20.57	\$29.19	\$29.19	\$24.20	\$32.49	85%	90%	42%	34%
Maintenance Foreman	\$21.92	\$31.10	\$31.10	\$29.62	\$39.76	74%	78%	42%	34%
Property Manager	\$23.35	\$37.62	\$32.04	\$32.87	\$44.14	71%	85%	61%	34%
Finance/Administrative Assistant	\$23.35	\$33.15	\$27.25	\$29.62	\$39.76	79%	83%	42%	34%
Maintenance Manager	\$26.51	\$37.62	\$38.76	\$35.51	\$47.66	75%	79%	42%	34%
Finance Director	\$30.10	\$45.06	\$43.55	\$38.34	\$51.48	79%	88%	50%	34%
Housing Director	\$34.17	\$48.37	\$51.93	\$42.28	\$56.75	81%	85%	42%	34%
Executive Director			\$54.38	\$53.96	\$72.44				34%
						78%	84%	45%	34%

Tier II: City of Red Wing Only

Pay Ranges: Client & Benchmark Averages



Job Title	Client		Bench		Client	
	MIN	MAX	MIN	MAX	Min % of Bench	Max % of Bench
Housing Assistant	\$19.31	\$27.39	\$23.07	\$30.76	84%	89%
Maintenance	\$20.57	\$29.19	\$24.23	\$31.01	85%	94%
Maintenance Foreman	\$21.92	\$31.10	\$28.91	\$37.35	76%	83%
Property Manager	\$23.35	\$37.62	\$32.82	\$41.85	71%	90%
Finance/Administrative Assistant	\$23.35	\$33.15	\$26.09	\$36.12	89%	92%
Maintenance Manager	\$26.51	\$37.62	\$31.53	\$47.71	84%	79%
Finance Director	\$30.10	\$45.06	\$37.05	\$44.11	81%	102%
Housing Director	\$34.17	\$48.37	\$41.24	\$51.55	83%	94%
Executive Director			\$49.67	\$66.21		
					82%	90%

Tier III: Remove Dakota and Olmstead HRAs

Pay Ranges: Client & Benchmark Averages



Market Analysis

Benchmark Tier	Red Wing HRA to Benchmark Minimum Average rate	Red Wing HRA to Benchmark Maximum Average rate
All Benchmarks	73% of market minimum average	80% of market maximum average
City of Red Wing Only	78% of market minimum average	84% of market maximum average
All Benchmarks	82% of market minimum average	90% of market maximum average

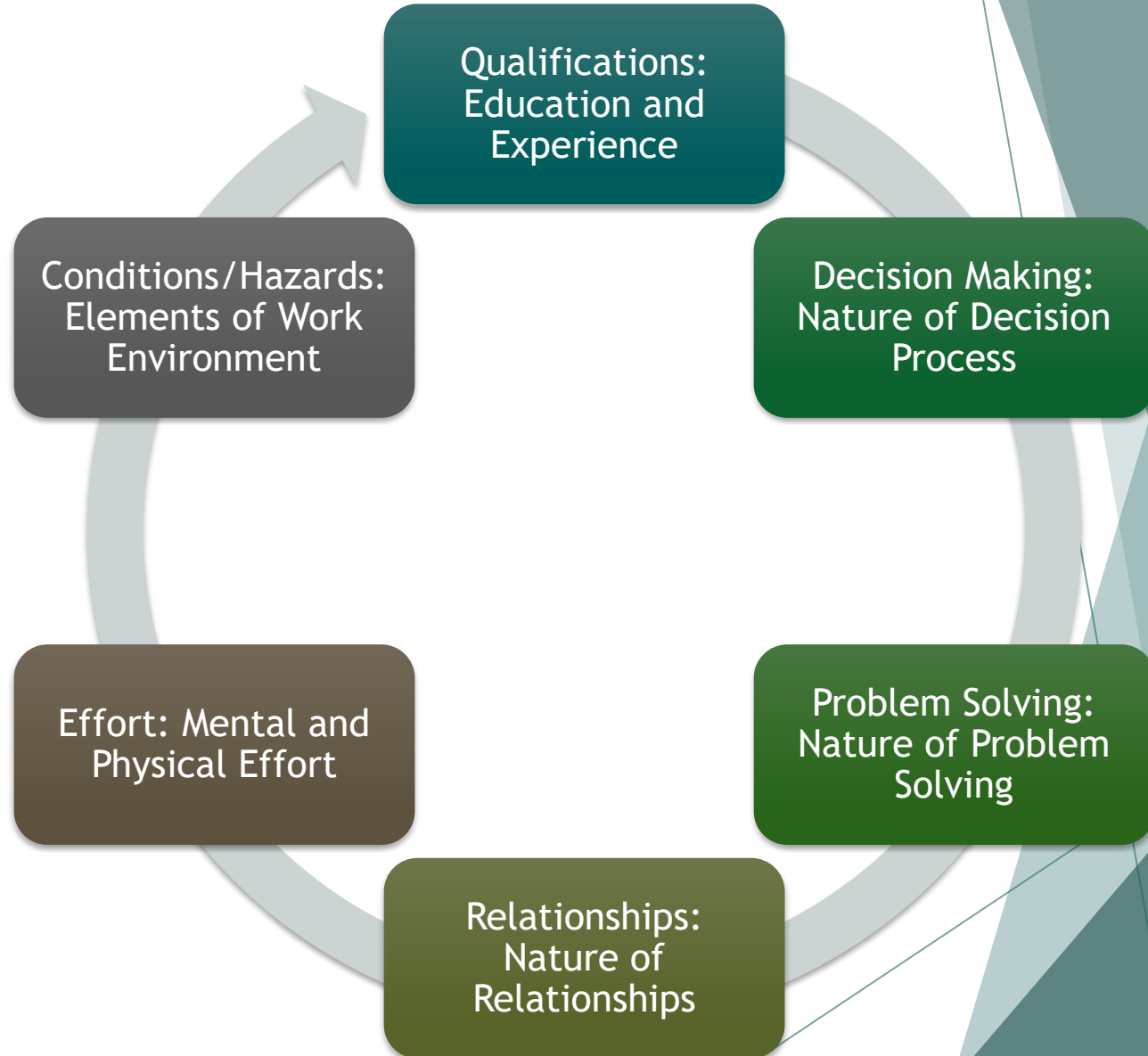
Considerations

- ◆ Not all benchmarks are the same, Dakota and Olmstead are much bigger in size and skew the market average. Remove Olmstead and Dakota HRAs.
- ◆ There is an inconsistency and inequity between the City.
- ◆ Use all of the benchmarks.

Current Pay Grid

1	14.98	15.61	16.23	16.86	17.48	18.11	18.73
2	15.97	16.63	17.29	17.95	18.63	19.30	19.96
3	17.02	17.73	18.43	19.15	19.84	20.55	21.25
4	18.12	18.88	19.64	20.39	21.14	21.90	22.66
5	19.31	20.12	20.93	21.71	22.53	23.33	24.13
6	20.57	21.44	22.29	23.15	24.01	24.86	25.72
7	21.92	22.85	23.75	24.66	25.56	26.49	27.39
8	23.35	24.34	25.30	26.27	27.25	28.21	29.19
9	24.88	25.91	26.96	27.99	29.04	30.08	31.10
10	26.51	27.62	28.73	29.82	30.92	32.04	33.15
11	28.24	29.44	30.61	31.78	32.95	34.14	35.32
12	30.10	31.36	32.62	33.86	35.09	36.37	37.62
13	32.07	33.43	34.75	36.07	37.40	38.76	40.07
14	34.17	35.60	37.04	38.44	39.85	41.28	42.70
15	36.05	37.53	39.04	40.56	42.05	43.55	45.06
16	38.69	40.32	41.91	43.52	45.16	46.74	48.37
17	41.54	43.28	45.00	46.73	48.44	50.18	51.93
18	44.59	46.44	48.32	50.16	52.02	53.87	55.74
19	47.86	49.85	51.86	53.84	55.86	57.86	59.83

Job Content Evaluation



	1	2	3	4	5	6	7	8	9
1	\$16.45	\$17.08	\$17.72	\$18.38	\$19.07	\$19.79	\$20.53	\$21.30	\$22.09
2	\$19.26	\$19.97	\$20.72	\$21.51	\$22.30	\$23.14	\$24.02	\$24.91	\$25.84
3	\$20.80	\$21.58	\$22.39	\$23.22	\$24.09	\$25.00	\$25.94	\$26.90	\$27.91
4	\$22.46	\$23.30	\$24.17	\$25.08	\$26.03	\$27.00	\$28.01	\$29.06	\$30.15
5	\$24.93	\$25.86	\$26.83	\$27.84	\$28.88	\$29.96	\$31.09	\$32.25	\$33.46
6	\$26.17	\$27.16	\$28.18	\$29.23	\$30.33	\$31.47	\$32.64	\$33.87	\$35.14
7	\$27.48	\$28.51	\$29.58	\$30.68	\$31.85	\$33.04	\$34.28	\$35.57	\$36.89
8	\$30.51	\$31.65	\$32.85	\$34.07	\$35.34	\$36.68	\$38.04	\$39.47	\$40.95
9	\$33.86	\$35.13	\$36.44	\$37.82	\$39.24	\$40.72	\$42.23	\$43.82	\$45.46
10	\$36.58	\$37.95	\$39.37	\$40.84	\$42.37	\$43.97	\$45.61	\$47.32	\$49.09
11	\$39.49	\$40.97	\$42.52	\$44.10	\$45.76	\$47.47	\$49.26	\$51.11	\$53.02
12	\$41.47	\$43.02	\$44.64	\$46.31	\$48.05	\$49.85	\$51.72	\$53.66	\$55.67
13	\$43.55	\$45.18	\$46.88	\$48.64	\$50.45	\$52.34	\$54.30	\$56.34	\$58.45
14	\$45.72	\$47.43	\$49.22	\$51.06	\$52.98	\$54.97	\$57.03	\$59.16	\$61.39
15	\$48.01	\$49.81	\$51.68	\$53.61	\$55.63	\$57.71	\$59.87	\$62.12	\$64.46
16	\$50.41	\$52.30	\$54.26	\$56.29	\$58.40	\$60.59	\$62.87	\$65.23	\$67.67
17	\$52.93	\$54.92	\$56.97	\$59.11	\$61.33	\$63.62	\$66.01	\$68.48	\$71.05
18	\$55.58	\$57.66	\$59.82	\$62.07	\$64.40	\$66.81	\$69.32	\$71.91	\$74.61
19	\$58.35	\$60.54	\$62.82	\$65.17	\$67.62	\$70.15	\$72.78	\$75.51	\$78.34
20	\$61.27	\$63.57	\$65.96	\$68.42	\$70.99	\$73.66	\$76.42	\$79.29	\$82.27
21	\$66.18	\$68.66	\$71.23	\$73.90	\$76.67	\$79.55	\$82.53	\$85.62	\$88.84
22	\$74.12	\$76.89	\$79.78	\$82.77	\$85.87	\$89.10	\$92.43	\$95.90	\$99.50

Recommended Pay Grid

Job Title	Step	Grade	Minimum Grade/ Step Current wage	Maximum Grade/ Step Current wage	New grade	new min	new max
Housing Assistant	G	6	5/A \$19.31	7/G \$27.39	6	\$26.17	\$35.14
Maintenance	G	8	6/A \$20.57	8/G \$29.19	6	\$26.17	\$35.14
Maintenance	G	8	6/A \$20.57	8/G \$29.19	6	\$26.17	\$35.14
Assistant Property Manager	D	8	8/A \$23.35	10/G \$33.15	7	\$27.48	\$36.89
Assistant Voucher Manager	E	8	8/A \$23.35	10/G \$33.15	7	\$27.48	\$36.89
Resident Service Coordinator	G	8	8/A \$23.35	10/G \$33.15	7	\$27.48	\$36.89
Finance/Administrative Assistant	E	8	8/A \$23.35	10/G \$33.15	8	\$30.51	\$40.95
Maintenance Foreman	G	9	7/A \$21.92	9/G \$31.10	8	\$30.51	\$40.95
Property Manager	F	10	8/A \$23.35	12/G \$37.62	9	\$33.86	\$45.46
Senior Resident Service Coordinator	E	11	8/A \$23.35	11/G \$35.32	9	\$33.86	\$45.46
Voucher Manager	D	10	7/A \$21.92	10/G \$33.15	9	\$33.86	\$45.46
Maintenance Manager	F	13	10/A \$26.51	12/G \$37.62	11	\$39.49	\$53.02
Finance Director	F	15	12/A \$30.10	15/G \$45.06	13	\$43.55	\$58.45
Housing Director	G	17	14/A \$34.17	16/G \$48.37	13	\$43.55	\$58.45
Executive Director					18	\$55.58	\$74.61

Impact of Proposed Grid

Red Wing HRA Current Pay Grid to City of Red Wing Minimum Average rate	Red Wing HRA Current Pay Grid to City of Red Wing Maximum Average rate
78% of market minimum average	84% of market maximum average
Red Wing HRA Proposed Pay Grid to City of Red Wing Minimum Average rate	Red Wing HRA Proposed Pay Grid to City of Red Wing Maximum Average rate
103% of market minimum average	103% of market maximum average

- ◆ Movement into the Grid January 1 and then anniversary step on anniversary date: \$46,505.71 (4.3%)

Costing

Next steps

- ◆ Consider approval of the report that includes a new pay grid that is similar to the City of Red Wing that identifies new pay ranges, new job classifications and implementation of January 1 with costing of \$46,505.71.

▶ Questions



DDA

Human Resources, Inc.
a David Drown Associates Company

- Tessia Melvin
- 612-920-3320 x103
- Tessia@daviddrown.com

Thank You



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

September 9, 2025

To: Red Wing HRA Board of Commissioners
From: Jennifer Jacobson, Housing Director
Re: Acceptance of the Grant Award for the Bring It Home Rental Assistance Program
Resolution #1464-25

Background

The Bring It Home Rental Assistance Program, also referred to as “Bring It Home,” is a new state program created to help low-income families with rental assistance. This program provides grants to program administrators to administer the program as direct assistance for renter households.

In 2023, the Minnesota State legislature appropriated funds to create this program. Since then, Minnesota Housing has been working to build the staffing capabilities for this program and the structure of the program. Minnesota NAHRO has been a resource for them since many of its members operate the federal Housing Choice Voucher Program. These agencies are also the entities that were eligible to apply for these funds. Staff applied to the Request for Proposal in April 2025.

Eligible Households

Households are eligible for the program if they:

- are a Minnesota resident;
- have an annual income up to 50% of the area median income as determined by the United States Department of Housing and Urban Development (HUD);
- pay more than 30% of the household’s annual income on rent;
- not receiving federal tenant-based assistance under Section 8 of the United States Housing Act of 1937; and
- Not in a unit receiving project based assistance under Section 8 of the United States Housing Act of 1937.

After initial eligibility, administrators may use additional screening criteria. The Red Wing HRA plans to administer the Bring It Home program similar to the federal Housing Choice Voucher program. There is priority given to household with children 18 years of age and under, and annual incomes of up to 30% of the area median income.

Funding Information

The eligible uses for these funds are start-up costs, administrative fees, and housing assistance payments. The Red Wing HRA was awarded \$440,156 from the request for proposals. The amount for start-up costs is \$27,000. This will cover the costs to set up software, audit, financial, paperwork, and other beginning costs. The remaining \$413,156 is for administrative fees and housing assistance payments.



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Next Steps

All applicants awarded funding were sent a due diligence checklist to be completed by October 15, 2025. All of these items need to be submitted and the grant contract signed before any costs are incurred.

Once the grant agreement is signed, the HRA will begin to establish the program. This will include setting up a waiting list; create required forms for program, set up accounting and auditing procedures. After all of the different aspects of the program are functional, staff will begin to process from the waiting list.

Recommendation:

Staff recommend to the HRA Board of Commissioners to adopt Resolution #1464-25 approving:
1) approving the acceptance of the grant award for the Bring It Home Rental Assistance Program and 2) authorize the Executive Director to execute all necessary documents.

RESOLUTION #1464-25
APPROVING THE ACCEPTANCE OF THE GRANT AWARD FOR THE BRING IT HOME RENTAL ASSISTANCE PROGRAM

WHEREAS, Minnesota Housing is granting funding to Program Administrators for the Bring It Home Rental Assistance Program; and

WHEREAS, the Red Wing Housing and Redevelopment Authority has a documented need for the addition of rental assistance vouchers; and

WHEREAS, the Red Wing Housing and Redevelopment Authority plans to accept the grant award from Minnesota Housing for the Bring It Home Rental Assistance vouchers; and

WHEREAS, the 2 year grant award to be accepted is in the amount of \$440,156; and

Therefore, let it be resolved that the Red Wing Housing and Redevelopment Authority Board of Commissioners accepts the funding from Minnesota Housing and authorizes the Kurt Keena, Executive Director, to sign the contract and execute any documents necessary.

Dated: September 9, 2025

Board Chair

Secretary/Treasurer



RED WING HOUSING & REDEVELOPMENT AUTHORITY

428 WEST FIFTH STREET, RED WING, MN 55066

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TDD/TTY 711

WWW.REDWINGHRA.ORG

September 9, 2025

To: Red Wing HRA Board of Commissioners

From: Kurt Keena, Executive Director

Re: Executive Director's Report

Federal, State & Local Funding

We learned from MHFA that our 2025 POHP application was not selected for funding. We applied for approximately \$4M to continue to make capital improvements to Jordan Tower 1 and our family public housing units. We will now prepare a grant application to the Federal Home Loan Bank for funds to complete these items and other work we would like to complete at Jordan Tower 1.

The 2026 Federal budget process continues and we are monitoring the outcome to assess impacts to our core HUD funded programs. We do know that our CDS request for additional work at our Haven of Hope property is moving forward and will be funded assuming they can reach a compromise and pass a budget that includes earmarks.

Cellular Site Lease Negotiations

No change this month. 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 close to a final agreement with them and are waiting to receive a proposed agreement extension from them. We will bring the final proposed agreement to you for your consideration and approval at a future meeting once negotiations are complete.



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September 9, 2025

To: Red Wing HRA Board of Commissioners

From: Corrine Kulseth, Finance Director

Re: Finance Report

Reserves Adjusted

Program	June 2025	July 2025
Public Housing	\$446,076	\$379,711
Housing Choice Vouchers (FSS and restricted included)	\$17,025	\$17,571
Redevelopment	\$691,178	\$874,970
AHTF	\$311,655	\$374,506
Bridges	-\$23,251	-\$23,251
Small Cities Program	\$397,190	\$389,320
Jordan Tower II	\$1,501,312	\$1,522,317
Total	\$3,341,187	\$3,535,144

Operating Budget Update

Category	YTD 2025 (July)	Budgeted	Variance
Revenues	\$2,984,091	\$3,097,808	-4%
Expenses	\$2,737,902	\$3,015,502	-9%
Net Income	\$246,188		

Notes to Financial Statements

- Public Housing decrease reflects payments made for A&E for POHP 2024
- Bridges is still not caught up.
- AHTF reflects 1st payment from tax levy
- Tax Levy - \$274,394.48

Other Business

- MN NAHRO Annual Conference in Duluth – September 23-26
- 2025 Amended Budget will be presented in October
- 2026 Final Operating Budget presented in November

Committee Reports

Personnel Committee summary attached to this report

RED WING HRA RESERVE ACCOUNTS
July 31, 2025 Month End

Program	Fund Account	30-Jun-2025	31-Jul-2025	31-Jul-2024
Jordan Tower I & Family Units	Unrestricted - CDs	\$ 45,542	45,542	51,058
	Unrestricted	\$ 352,693	286,592	408,971
	Restricted - Sec Dep	\$ 47,842	47,577	50,975
	Total	\$ 446,077	379,711	511,004
	Due to/from Redevelopment	0.00	0.00	907.85
Sec 8 Voucher	Unrestricted Cash	\$ -2,160	-2,865	20,414
	FSS Escrow	\$ 0	0	0
	HAP Reserve Acct	\$ 19,186	20,437	4,985
	Total	\$ 17,026	17,571	25,399
	Due to/from Redevelopment	0.00	0.00	13,513.22
Redevelopment	MURL Investments	\$ -9	-9	116,635
	Transitional Housing	\$ 0	0	0
	Bluff View	\$ 95,946	97,343	80,543
	Twin Homes	\$ 12,368	12,368	12,368
	Hill Street	\$ 8,499	8,788	17,135
	Restricted - Sec Dep	\$ 13,261	13,261	14,062
	Restricted - CDG	\$ 31,000	31,000	31,000
	ILSP	\$ 833	833	554
	Unrestricted	\$ 486,396	660,842	386,627
	Total	\$ 648,294	824,425	658,924
Bridges	Unrestricted	13,633	27,294	908
	Front Funded HAP	\$ 0	0	0
	Total	\$ 13,633	27,294	908
	Due to/from Redevelopment	36,884.39	50,545.39	14,027.13
AHTF	Unrestricted AHTF	\$ 311,655	374,506	405,910
	Program Income	0	0	0
	Total	\$ 311,655	374,506	405,910
	Due to/from Redevelopment	0.00	0.00	0.00
Small Cities	Small Cities Program	\$ 403,190	389,320	368,008
	Program Income	0	0	0
	Total	\$ 403,190	389,320	368,008
	Due to/from Redevelopment	0.00	0.00	0.00
Jordan II Tower	Unrestricted	\$ 1,460,641	1,482,028	1,290,885
	Restricted - Sec Dep	\$ 40,671	40,289	40,517
	City Bond Debt Escrow	\$ 0	0	0
	Total	\$ 1,501,312	1,522,317	1,331,402
	Due to/from Redevelopment	0.00	0.00	219.53
Total Cash Reserves		3,341,187	3,535,144	3,301,554

Financial Institution	Funds	Funds	Funds
Associated Bank	2,603,016	2,863,338	2,506,253
Edward D Jones	108,797	108,797	108,085
First Minnesota	154,380	154,380	151,997
Merchant's Bank	474,994	408,628	535,218
	\$3,341,187	\$3,535,144	\$3,301,553

Red Wing Housing and Redevelopment Authority
Income and Expense Report
7/31/2025

	Public Housing			Housing Choice Voucher			Jordan Tower II			Redevelopment			Budget			All Programs		
	YTD	Budget	Variance	YTD	Budget	Variance	YTD	Budget	Variance	YTD	Budget	Variance	YTD	Budget	Variance	Total	Budget	Variance
REVENUES																		
Rental Income	\$395,873	\$405,720	-2%	\$305,428	\$315,000	-3%	\$103,325	\$110,377	-6%	\$80,885	\$72,917	22%	\$11,414,434	\$11,117,183	2%	\$804,626	\$837,086	-3%
Subsidy	\$80,574	\$43,700	84%	\$183,085	\$358,750	7%	\$4,135	\$8,167	-49%	\$21,629	\$22,458	-4%	\$5,019	\$14,583	-66%	\$5,019	\$14,583	-66%
Other Income-Tenants	\$5,019	\$14,583	-60%	\$1,900	\$2,922	-35%	\$3,192	\$2,917	10%	\$63,356	\$71,333	-48%	\$205,904	\$229,833	-10%	\$205,904	\$229,833	-10%
Other Income	\$110,357	\$79,333	39%	\$46,051	\$52,500	-12%	\$274,394	\$309,167	-11%	\$55,817	\$57,750	-3%	\$1,409,292	\$1,731,618	-14%	\$1,409,292	\$1,731,618	-14%
Grants/Admin Fees	\$78,841	\$47,804	40%	\$67,360	\$67,188	0%	\$55,817	\$57,750	-3%	\$12,250	\$12,250	0%	\$274,394	\$309,167	-11%	\$274,394	\$309,167	-11%
Tax Levy																		
Direct TV																		
Office Rent																		
TIF Tax Increment																		
Operating Transfer In	\$625,511	\$595,263	5%	\$48,165	\$52,500	-8%	\$779,162	\$785,333	2%	\$780,420	\$881,544	-11%	\$ (1,382,377)	\$14,875	-111%	\$46,583	\$67,375	-31%
Total Revenues																		
EXPENSES																		
Administrative																		
Salaries	\$107,191	\$102,083	5%	\$90,207	\$90,417	0%	\$94,647	\$114,625	-26%	\$12,225	\$14,583	-16%	\$358,200	\$385,792	-8%	\$358,200	\$385,792	-8%
Employee Benefits	\$45,390	\$35,000	30%	\$35,241	\$36,167	-3%	\$44,697	\$39,681	13%	\$4,697	\$39,681	-13%	\$161,779	\$144,681	12%	\$161,779	\$144,681	12%
Advertising & Marketing	\$1,515	\$2,917	21%	\$3,491	\$2,917	20%	\$0	\$0	-100%	\$1,900	\$2,333	-66%	\$7,006	\$5,950	16%	\$7,006	\$5,950	16%
Memberships/Publications	\$1,882	\$1,167	61%	\$67	\$292	-77%	\$486	\$1,167	-58%	\$1,266	\$2,333	-46%	\$3,877	\$2,333	66%	\$3,877	\$2,333	66%
Legal	\$486	\$875	-44%	\$2,905	\$1,750	32%	\$1,006	\$2,917	-66%	\$4,519	\$2,333	38%	\$2,905	\$4,667	-51%	\$2,905	\$4,667	-51%
Training	\$5,670	\$6,417	-12%	\$3,808	\$3,792	0%	\$4,530	\$4,958	-9%	\$6,664	\$8,250	-24%	\$20,672	\$23,917	-14%	\$20,672	\$23,917	-14%
Accounting	\$4,625	\$2,917	59%	\$4,625	\$2,917	59%	\$4,625	\$2,917	59%	\$4,625	\$2,917	59%	\$18,500	\$11,667	59%	\$18,500	\$11,667	59%
Audit	\$6,125	\$6,125	0%	\$0	\$438	-100%	\$6,125	\$6,125	0%	\$4,242	\$8,167	-48%	\$12,250	\$12,688	-3%	\$12,250	\$12,688	-3%
Office Rent	\$2,813	\$4,667	-40%	\$2,813	\$4,667	-44%	\$2,813	\$6,417	-56%	\$19,283	\$14,158	36%	\$12,250	\$23,917	-48%	\$12,250	\$23,917	-48%
Office Supplies/Paper	\$6,723	\$10,138	-34%	\$1,891	\$2,917	-35%	\$8,433	\$8,213	3%	\$19,283	\$14,158	36%	\$36,353	\$36,009	1%	\$36,353	\$36,009	1%
Supplies	\$1,037	\$1,167	-11%	\$1,037	\$1,167	-11%	\$1,037	\$1,167	-11%	\$1,037	\$1,167	-11%	\$4	\$583	-96%	\$4	\$583	-96%
Telephone	\$180,063	\$176,388	2%	\$111,005	\$113,021	-2%	\$157,993	\$163,380	-3%	\$176,257	\$202,064	-13%	\$18,047	\$21,020	-14%	\$651,865	\$675,853	-4%
Total Admin Expenses																		
Tenant Services																		
Social Services Coordinator	\$33,269	\$47,804	-30%	\$46,051	\$52,500	-12%	\$46,051	\$52,500	-12%	\$46,051	\$52,500	-12%	\$79,320	\$100,304	-21%	\$79,320	\$100,304	-21%
Resident Activities	\$5,572	\$4,040	36%	\$4,040	\$4,040	0%	\$4,040	\$4,040	0%	\$4,040	\$4,040	0%	\$2,572	\$4,040	-36%	\$2,572	\$4,040	-36%
Total Tenant Service Exp.	\$35,840	\$51,844	-31%	\$50,091	\$56,540	-12%	\$50,091	\$56,540	-12%	\$50,091	\$56,540	-12%	\$81,892	\$104,344	-22%	\$81,892	\$104,344	-22%
Utilities																		
Water & Sewer	\$40,763	\$35,000	16%	\$23,947	\$23,333	3%	\$10,308	\$7,933	30%	\$10,308	\$7,933	30%	\$10,308	\$6,267	13%	\$75,018	\$66,267	13%
Electricity	\$25,795	\$20,417	26%	\$20,288	\$21,000	-3%	\$4,403	\$4,317	2%	\$4,403	\$4,317	2%	\$50,487	\$45,733	10%	\$50,487	\$45,733	10%
Gas	\$27,764	\$23,333	19%	\$23,816	\$21,583	10%	\$5,448	\$4,667	17%	\$5,448	\$4,667	17%	\$52,028	\$49,583	5%	\$52,028	\$49,583	5%
Rubbish/Recycling	\$13,180	\$13,417	-2%	\$6,859	\$6,417	7%	\$2,974	\$3,033	-2%	\$2,974	\$3,033	-2%	\$23,013	\$22,867	1%	\$23,013	\$22,867	1%
Total Utilities Exp.	\$107,503	\$92,167	11%	\$74,910	\$73,333	4%	\$23,133	\$19,950	16%	\$23,133	\$19,950	16%	\$200,546	\$184,450	9%	\$200,546	\$184,450	9%
Maintenance Expenses																		
Salaries	\$81,394	\$87,000	-7%	\$61,732	\$67,083	-8%	\$5,632	\$10,500	-46%	\$5,632	\$10,500	-46%	\$148,759	\$165,083	-10%	\$148,759	\$165,083	-10%
Benefits	\$26,637	\$33,833	-20%	\$24,729	\$27,417	-10%	\$24,729	\$27,417	-10%	\$24,729	\$27,417	-10%	\$56,128	\$63,793	-12%	\$56,128	\$63,793	-12%
Materials	\$11,316	\$33,333	-66%	\$1,489	\$20,417	-93%	\$6,673	\$7,921	-16%	\$6,673	\$7,921	-16%	\$31,883	\$31,421	50%	\$31,883	\$31,421	50%
Uniforms	\$205	\$250	-18%	\$205	\$250	-18%	\$205	\$250	-18%	\$205	\$250	-18%	\$1,010	\$1,250	-20%	\$1,010	\$1,250	-20%
Elevator Contract	\$4,214	\$5,250	-20%	\$4,214	\$5,250	-20%	\$4,214	\$5,250	-20%	\$4,214	\$5,250	-20%	\$4,428	\$10,500	-70%	\$4,428	\$10,500	-70%
Emergency	\$1,033	\$1,033	0%	\$1,033	\$1,033	0%	\$1,033	\$1,033	0%	\$1,033	\$1,033	0%	\$1,033	\$1,033	0%	\$1,033	\$1,033	0%
Heating/Cooling Contracts	\$0	\$2,917	-100%	\$0	\$2,917	-100%	\$0	\$2,917	-100%	\$0	\$2,917	-100%	\$482	\$482	0%	\$482	\$482	0%
Printing Contracts	\$728	\$2,917	-75%	\$4,211	\$2,917	44%	\$60	\$482	-100%	\$60	\$482	-100%	\$11,853	\$4,158	78%	\$11,853	\$4,158	78%
Other Contract	\$989	\$17,250	-94%	\$19,013	\$7,000	68%	\$19,013	\$7,000	68%	\$19,013	\$7,000	68%	\$15,702	\$27,068	-51%	\$15,702	\$27,068	-51%
Contract Costs	\$14,683	\$17,250	-15%	\$24,002	\$29,167	-17%	\$48,438	\$116,667	-58%	\$48,438	\$116,667	-58%	\$35,360	\$39,268	-10%	\$48,438	\$116,667	-58%
Capital Improvements	\$0	\$0	ndiv/0	\$0	\$0	ndiv/0	\$0	\$0	ndiv/0	\$0	\$0	ndiv/0	\$48,438	\$116,667	-58%	\$48,438	\$116,667	-58%
Total Maintenance Exp.	\$158,980	\$192,167	-17%	\$142,492	\$167,183	-15%	\$76,193	\$154,274	-51%	\$76,193	\$154,274	-51%	\$377,665	\$513,724	-26%	\$377,665	\$513,724	-26%
General Expenses																		
Property Insurance	\$41,382	\$39,083	6%	\$35,246	\$33,833	4%	\$12,222	\$11,700	9%	\$12,222	\$11,700	9%	\$48,851	\$48,117	6%	\$48,851	\$48,117	6%
Liability Insurance	\$6,163	\$6,417	-6%	\$5,245	\$5,833	-10%	\$1,705	\$2,129	-20%	\$1,705	\$2,129	-20%	\$13,114	\$14,379	-9%	\$13,114	\$14,379	-9%
Work Comp Insurance	\$8,381	\$5,833	44%	\$8,381	\$5,250	60%	\$6,568	\$5,833	13%	\$6,568	\$5,833	13%	\$21,330	\$16,917	38%	\$21,330	\$16,917	38%
Misc Insurance	\$2,917	\$2,917	0%	\$2,917	\$2,917	0%	\$2,917	\$2,917	0%	\$2,917	\$2,917	0%	\$2,917	\$2,917	0%	\$2,917	\$2,917	0%
PILOT	\$29,337	\$28,000	5%	\$23,052	\$26,250	-12%	\$10,525	\$9,206	14%	\$10,525	\$9,206	14%	\$62,914	\$63,456	-1%	\$62,914	\$63,456	-1%
Software Maintenance	\$5,259	\$6,417	-18%	\$5,259	\$6,417	-18%	\$5,259	\$6,417	-18%	\$5,259	\$6,417	-18%	\$28,337	\$28,292	0%	\$28,337	\$28,292	0%
Collection/Losses	\$0	\$1,167	-100%	\$0	\$1,167	-100%	\$0	\$1,167	-100%	\$0	\$1,167	-100%	\$4,485	\$37,188	-88%	\$4,485	\$37,188	-88%
Other General Expense	\$0	\$8,167	-100%	\$0	\$8,167	-100%	\$0	\$8,167	-100%	\$0	\$8,167	-100%	\$604,781	\$714,583	-4%	\$604,781	\$714,583	-4%
HAP Expense	\$0	\$641,667	-100%	\$640,485	\$641,667	-5%	\$14,865	\$28,583	22%	\$14,865	\$28,583	22%	\$14,865	\$28,583	22%	\$14,865	\$28,583	22%
Direct TV																		
ILSP																		
HOME loan repayment																		
PARIF Interest																		
PARIF principle																		
Operating Transfer out																		
TIF Payment																		
Transfer to AHTF																		
Total General Expenses	\$90,573	\$95,667	-5%	\$740,789	\$752,729	-5%	\$400,818	\$462,735	-14%	\$400,818	\$462,735	-14%	\$76,296	\$72,917	5%	\$1,425,935	\$1,527,131	-7



Red Wing Housing & Redevelopment Authority

428 West Fifth Street
Red Wing, MN 55066

Telephone & TDD (651) 388-7571
FAX (651) 385-0551

Website: www.redwinghra.org

SUMMARY

Personnel Committee Meeting

HRA Office Conference Room

Tuesday, September 2, 2025 at 4:00pm

Agenda

In attendance: Nic Abney, Sara Hoffman, Jackie Luikart, Kurt Keena, Jennifer Jacobson, Tessia Melvin

4:00 pm	Approval of Agenda	4:05pm
	Classification and Compensation	
	Recommend to Board of Commissioners	
5:00 pm	Adjourn	4:55pm



Red Wing Housing & Redevelopment Authority

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September 9, 2025

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

HRA Owned Properties

	Jordan Tower I	Jordan Tower II	Family Public Housing Units	Market Rate Units (13)
Waiting List Numbers	130	82	59	n/a
Move-outs	0	0	0	0
Move-ins/Offline*	14*	0	0*	0
Lease Terminations or Evictions this month	0	0	0	0
Occupancy Rate	100%*	98%	100%*	100%

Voucher Programs

Housing Choice Voucher

Waiting List Numbers	422	Monthly HAP Received	\$91,170
Allocated Vouchers	169	Monthly HAP Paid	\$89,851
Funded Vouchers	129	HAP Reserves	\$117,550
Leased Vouchers	120	Per Unit Cost	\$749
Utilization Rate for Vouchers	93%	Utilization Rate for Monthly Funding	99%
Move-ins	2	Shopping (includes PO)	12
Move-outs	3	Processing Applications	21

Bridges Rental Assistance

Grant Years	2025-2027	Total Grant Awarded	\$368,280
Awarded Vouchers	16	Available Balance	\$344,904
Vouchers Leased	13	Grant Months remaining	22
Utilization of Vouchers	81%	Grant Funds Utilization	6%
Move-ins	1	Shopping	2
Move-outs	0	Processing Applications	6



Red Wing Housing & Redevelopment Authority

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

Telephone (651) 388-7571
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Program/Project Updates

- Staff Updates
 - Lisa Welt has obtained her Housing Choice Voucher Program Management certification.
- CDS 2026 Update
 - The HRA's application for the Haven of Hope Interior Improvements has been selected to move forward to the final step. Now, we have to wait and see what congress decides for the 2026 budget to know if it will be funded.
- POHP 2025 Update
 - The HRA's applications were not selected for this round of funding. We have been awarded five times out of the possible seven rounds of funding. Staff will bill be applying to Federal Home Loan next spring for these items along with other projects.
- POHP 2024 Updates
 - The plans are 75% completed and have been sent to Minnesota Housing for them to start reviewing them. Next step is to get the scoping of the underground plumbing lines and opening the walls. At this time, staff and architect are targeting to start the bid process, for the Jordan Tower I projects, at the beginning of October. If all goes as scheduled, staff would bring the bid proposal to board in December for approval.



RED WING HOUSING & REDEVELOPMENT AUTHORITY

428 WEST FIFTH STREET, RED WING, MN 55066

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September 9, 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	July 2025
Notes Receivable	\$1,352,448
Forgivable	\$661,405
Reserves	\$389,320

Small Cities Loan Servicing and Activities

We have two applications pending. Further applications will depend on funding availability based on future loan repayments and the possible submission of an application to MN DEED for additional Small Cities Development Program funds.

Affordable Housing Trust Fund Activities and Reserves

We have begun to see interest in our homebuyer assistance program again and currently have 4 potential applications pending.

July reserves for the AHTF are \$374,506.

Housing TIF District No. 8

Certification of the final phase is not yet complete. The developer needs to complete some tree planting 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. We now expect that to happen in the next month or two.

Red Wing Housing Summit

I am currently working with City staff on the planning of a housing summit that will leverage the information contained in the recently completed housing study to provide information and education as well as focus efforts to increase the supply of housing for the City. The meeting is tentatively scheduled for October 29th from 2:00 to 6:00PM. HRA members will be invited to attend with more details available as they are worked out and firmed up.

Housing & Redevelopment Related Update

The school did not receive any proposals for the Jefferson School site and is now in discussion with the City regarding possible interest in the site for housing and green space. It is very early in the discussions and nothing is definite at this time.