

**Red Wing Housing & Redevelopment Authority
HRA Board Regular Meeting
Tuesday, September 9th, 2025 at 3:30 PM**

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

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

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

Roll call was taken with all member present except Abney.

4. Approval of Agenda

A motion to approve the agenda was made by Villaran and seconded by Hoffman. All were in favor. Motion carried.

5. Public Comment

There were no public comments.

6. Consent Agenda (Roll Call Required*)

- A. Motion to Approve August 12, 2025 Regular Meeting Minutes.
- B. Motion to Approve Bills (Checks 52520 – 52574; Totaling \$82,639.05).
 - a. Public Housing: \$31,744.17
 - b. Housing Choice Voucher: \$2,239.12
 - c. Jordan II: \$23,221.09
 - d. Redevelopment: \$18,061.12
 - e. Small Cities: \$7,373.55
 - f. TIF: \$0.00
 - g. AHTF: \$0.00
- C. Motion to Approve Establishing Public Housing Flat Rent
- D. Motion to Approve Public Housing Family Utility Allowance Schedule

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

7. Motions and General Business

A. Motion to Approve Classification and Compensation Report

Dr. Tessia Melvin presented a Power Point presentation explaining project scope and objectives, classifications of jobs, current market trends and analysis, compensation plan, benchmarks used, job content evaluation, and how they arrived at the new recommended pay grid. The question if all employees will receive at least a 3% increase was asked; no, they will not - there will be a range from 1.8% to a 6% increase depending on where employees are on the current pay grid. No COLA increases will be given this year as everyone gets moved to the new pay grid in January 2026.

A motion was made by Hoffman and seconded by Luikart. All were in favor. Motion carried.

- B. Motion to Approve Resolution No. 1464-25 Acceptance of the Grant Award for the Bring It Home Rental Assistance Program.

Jacobson explained the Bring It Home Rental Assistance Program is a new state program created to help low-income families with rental assistance. 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, and not in a unit receiving project based assistance under Section 8. Jacobson also explained the eligible uses for the funds are startup costs, administrative fees, and housing assistance payments. The Red Wing HRA was awarded \$440,156.00. Startup costs are \$27,000.00 and the remaining \$413,156.00 is for administrative fees and housing assistance payments.

A motion to approve Resolution No. 1464-25 Acceptance of the Grant Award for the Bring It Home Rental Assistance Program was made by Reuter and seconded by Villaran. Roll call was taken and all were in favor. Motion carried.

8. Communication Items

- A. Executive Director Report

Keena stated the Red Wing HRA learned from MHFA that their 2025 POHP application was not selected for funding. The 2026 Federal budget process continues and the Red Wing HRA is monitoring the outcome to assess impacts to their core HUD funded programs.

- B. Finance Report

Kulseth presented June and July's financials. First half of tax levy received was \$274,394.48. Keena, Jacobson and Kulseth will be attending the MN NAHRO Annual Conference in Duluth September 23 - 26. The 2025 Amended Budget will be presented in October and the 2026 Final Operating Budget will be presented in November.

- C. Housing Report

Jacobson presented waitlist, move out and Voucher program numbers ending August 2025. She announced that Lisa Welt obtained her Housing Choice Voucher Management certification. The CDS application for Haven of Hope Interior Improvements has been selected to move forward to the final step. Regarding the POHP 2024 updates, the plans are 75% complete and have been sent to Minnesota Housing for them to start reviewing. The next step is to get the scoping of the underground plumbing lines and opening the walls. If all goes as scheduled, staff would bring the bid proposal to the board in December for approval.

- D. Community Development Report

Keena presented Small Cities Program Income Notes Receivable and Cash Reserves. He stated the HRA has begun to see interest in the homebuyer assistance program again and have four potential applications pending. July reserves for the AHTF are \$374,506.00. Keena is currently working with the 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 to increase the supply of housing for the city. The meeting is tentatively scheduled for October 29th from 2:00 p.m. – 6:00 p.m.

- E. Resident Council Report

Luikart said they held an Ice Cream Social for all the tenants of Jordan I and Jordan II with music and dancing outside.

F. Hope Coalition Report

Villaran stated no meeting was held, so nothing to report

G. City Council Liaison Report

Snyder stated as of now the school district has not received any proposals for the Jefferson School site. They are now in discussion with the Port Authority regarding possible interest in the site for housing and green space. Magill brought up concerns regarding zoning and parking. Snyder said the city is broadening the zoning code and also making changes to the parking.

H. Announcements

- a. The next HRA Board Meeting will be on October 14, 2025 at 3:30 p.m. in the City Council Chambers

9. Adjourn

The meeting was adjourned at 4:50 p.m. by Board Chair Jason Jech

Respectfully Submitted By,
Dawn Gielau


Board Director