

**Red Wing Housing & Redevelopment Authority**  
**HRA Board Regular Meeting**  
**Tuesday, October 14<sup>th</sup>, 2025 at 3:30 PM**

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

**Others present:** Kurt Keena, Executive Director; Jennifer Jacobson, Housing Director; Beth Snyder, City Council Liaison; and Megan Conway, Assistant Voucher Manager.

**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 Luikart.

**4. Approval of Agenda**

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

**5. Public Comment**

There were no public comments.

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

A. Motion to Approve September 9th Regular Meeting Minutes.

B. Motion to Approve Bills (Checks 52575 – 52654; Totaling \$227,298.41).

- a. Public Housing: \$49,452.84
- b. Housing Choice Voucher: \$1,922.07
- c. Jordan II: \$75,631.73
- d. Redevelopment: \$25,323.77
- e. Small Cities: \$74,821.00
- f. TIF: \$100.00
- g. AHTF: \$0.00

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

**7. Motions and General Business**

A. Motion to Approve Resolution No. 1465-25 Approving Acceptance of the Grant Award for the Local Housing Trust Fund Matching Grant

Keena stated the HRA applied for \$225,000.00 of funding from the Local Housing Trust Fund Matching Grant program and was notified earlier this summer that they were selected to receive \$150,000.00 in funding from the program. All applicants awarded funding were sent a due diligence checklist to be completed and returned to The MHFA before any matching funds will be dispersed.

A motion to approve Resolution No. 1465-25 Approving Acceptance of the Grant Award for the Local Housing Trust Fund Matching Grant was made by Reuter and seconded by Hoffman. Roll call was taken and all were in favor. Motion carried.

B. Motion to Approve Resolution No. 1466-25 Approving 2025 Amended Operating Budget

Keena explained that each year around month nine we take a look at our budget, cash flow and expenses and come up with an amended budget. He summarized saying this year we have taken in a little less money and spent a little less money so we will finish the year a little stronger. He then stated this is primarily due to some increases and in flows in the AHTF and not as many out flows from that fund; therefore retaining more money in that fund.

A motion to approve Resolution No. 1466-25 Approving the 2025 Amended Operating Budget was made by Reuter and seconded by Abney. Roll call was taken and all were in favor.

Motion carried.

C. Motion to Approve Resolution No. 1467-25 Approving the 2026 Annual PHA Plan

Jacobson explained The Public Housing Agency (PHA) plan is a HUD document which contains the public housing agency polices, programs, operations and strategies for meeting local housing needs and goals. Jacobson then stated there are two parts to the PHA plan; the Five-Year Plan and the Annual Plan. Required forms to be included are the Annual PHA Plan-Hud-50075-SM, Civil Rights Certification –HUD-50077 CR and Resident Council and Public comments. No comments were received.

D. Motion to Approve Resolution No. 1468-25 Approving the 2026 CFP Annual Action Plan.

Jacobson stated The Capital Fund Program Annual Action Plan must describe the capital improvements necessary to ensure long-term physical and social viability of the PHA's public housing developments based on a formula allocation system. Required forms that are included:

- Capital Fund Program – HUD 50075.1 Annual Action Plan (2026),
- Civil Rights Certification – HUD-50077 CR,
- Certification of Payments to Influence Federal Transactions – HUD-50071
- Disclosure of Lobbying Activities – Stand. For LLL
- Resident Council and Public Comments. No comments were received
  - I. Public Hearing – Jech opened a Public Hearing at 3:39 p.m. There were no comments. Public Hearing was closed at 3:39 p.m.
  - II. Consider Motion to Adopt Resolution No. 1467-25 Approving the 2026 Annual PHA Plan.

A motion to Approve Resolution No. 1467-25 Approving the 2026 Annual PHA Plan was made by Villaran and seconded by Hoffman. Roll call was taken and all were in favor. Motion carried.

- III. Consider Motion to Adopt Resolution No. 1468-25 Approving the 2026 CFP Annual Action Plan.

A motion to approve Resolution No. 1468-25 Approving the 2026 CFP Annual Action Plan was made by Reuter and seconded by Abney. Roll call was taken and all were in favor. Motion carried.

E. Motion to Approve SCLF Loan to Valery Hoium/Aliveo Military Museum

Keena stated this is a Small Cities Local Fund loan to put a new roof on the building. There is no other debt on this property, which would put the HRA in first position. This program helps preserve the integrity of downtown Red Wing by funding loans to make improvements to local buildings.

Motion to Approve SCLF Loan to Valery Hoium/Aliveo Military Museum was made by Abney and seconded by Magill. Roll call was taken with all in favor. Motion carried.

## 8. Communication Items

### A. Executive Director Report

Keena stated our two main Federal programs, Public Housing and Housing Choice Voucher have funding through at least the second week of November. Assuming the government shut down is resolved before the middle of November it should not be too disruptive. He also stated that HUD has released the Notice of Funding Opportunity (NOFO) for the ROSS Grant Program and we will be applying for the grant to fund our Social Service Coordinator position in Jordan Tower I. Megan Conway has resigned her position as Assistant Voucher Program Manager with us and has accepted a similar position at the Dakota County CDA. Keena said he reached out to the third party contractor who is handling the lease renewal of the Cellular Site. We are close to a final agreement and will bring the final proposed agreement to the HRA Board for consideration and approval once negotiations are complete. The November Board meeting will be held on November 4, 2025 due to the Veteran's Day holiday. The other half of the Twin Home on 5<sup>th</sup> Street has become vacant due to an eviction action and would like to discuss potential options for this half in more detail at the November meeting. The other half was sold to Goodhue County Habitat for Humanity approximately two years ago.

### B. Finance Report

Keena presented July and August's financials. He then stated that Kulseth attended the MN SHRM State Conference October 12-13, 2025 and the Hawkins Ash Financial Workshop with Gielau October 14-15, 2025. Kulseth applied with Mutual of Omaha to process the Paid Family Medical Leave required by the state of Minnesota, as opposed to processing through the state. The 2026 Final Operating Budget will be presented in November.

### C. Housing Report

Jacobson presented waitlist, move out and Voucher program numbers ending September 2025. She announced that Dwane King the Assistant Property Manager obtained his Public Housing Specialist certification and RyAnne Schutz obtained her Professional Service Coordinator certification. Jacobson was reelected to a second term as the Secretary/Treasurer for the Minnesota National Association of Housing and Redevelopment Officials (NAHRO) board. Minnesota Housing conducted a compliance review for the HOME and PARIF deferred loan and the review was completed successfully. Staff is completing annual inspections in October, which are required by HUD each year.

### D. Community Development Report

Keena presented Small Cities Program Income Notes Receivable and Cash Reserves. He also stated he is working with the City staff to finalize the planning for the Red Wing Housing Summit meeting that will take place on Wednesday, October 29, 2025 from 2:00 p.m. to 6:00 p.m. at the St. James Hotel. The school and the Port Authority are exploring a possible Port acquisition of the former Jefferson Elementary School site.

### E. Resident Council Report

Luikart was absent so no report was given

### F. Hope Coalition Report

Villaran stated Hope Coalition's 35 Year Anniversary Gala Celebration will be held at the James Hotel on October 23, 2025 from 5:30 p.m. to 8:30 p.m. She also said they are planning a Pop-up Tattoo event on October 21, 2025. The tattoos will be done by S.W.A.T.

### G. City Council Liaison Report

Snyder said the Council met last night and they are in the middle of working on the budget. She said they have renewed the insurance plan for employees and non-exempt employees and they are staying with BCBS so employees should not see much change in their insurance benefits. The City has started to work on a Bond purchase to help with the 10<sup>th</sup> Street Water Station. She said they have approximately \$2,000,000.00 worth of work to be completed there.


H. Announcements

- a. The next HRA Board Meeting will be on November 4, 2025 at 3:00 p.m. in the City Council Chambers

**9. Adjourn**

The meeting was adjourned at 4:07 p.m. by Board Chair Jason Jech

Respectfully Submitted By,  
Dawn Gielau



Board Director