



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, February 10, 2026, 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. [Join the meeting via Webex](#). To join via telephone, please dial (415) 655-0001. Enter access code 2555 596 3341 and password 2026 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 January 13, 2026 Regular Meeting Minutes.

6.B. Motion to Approve Bills (Checks 52830 - 52994, totaling \$143,876.33).

Public Housing: \$42,865.77

Housing Choice Voucher: \$1,759.53

Jordan Tower II: \$42,916.23
Redevelopment: \$26,758.03
Small Cities: \$29,576.77
TIF: \$0.00
AHTF: \$0.00

7. Motions & General Business

7.A. Motion to Approve Updates to Red Wing HRA Employee Handbook

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 March 10, 2026 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 & Redevelopment Authority
HRA Board Regular Meeting
Tuesday, January 13, 2026 at 3:30 PM

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

Others present: Kurt Keena, Executive Director; Jennifer Jacobson, Housing Director; Corrine Kulseth, Finance Director; Dawn Gielau, Finance Administrative Assistant; 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. Oath of Office – Sara Hoffman

4. Election of Officer

A. Chair: Jason Jech was nominated by Reuter and seconded by Abney with no other nominees.

Roll call was taken and all board members were in favor.

B. Vice Chair: Kristi Reuter was nominated by Hoffman and Seconded by Luikart with no other nominees. Roll call was taken and all board members were in favor.

C. Secretary/Treasurer: Abby Villaran was nominated by Reuter and seconded by Hoffman with no other nominees. Roll call was taken and all board members were in favor.

5. Roll Call

Roll call was taken with all members present.

6. Approval of Agenda

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

7. Public Comment

There were no public comments.

8. Consent Agenda (Roll Call Required*)

A. Motion to Approve December 9, 2025 Regular Meeting Minutes.

B. Motion to Approve Bills (Checks 52829-52929; Totaling \$427,191.34).

a. Public Housing: \$74,988.99

b. Housing Choice Voucher: \$4,360.40

c. Jordan II: \$95,464.01

d. Redevelopment: \$40,852.07

e. Small Cities: \$0.00

f. TIF: \$211,525.87

g. AHTF: \$0.00

C. Motion to Approve Resolution No. 1470-26 Designating 2026 Newspaper of Record.

D. City of Red Wing Council and Advisory Boards and Commissions Code of Conduct.

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

9. Communication Items

A. Executive Director Report

Keena said we are still operating on a Continuing Resolution at the Federal level and hoping a 2026 Budget is passed and signed by the end of the month. The ROSS grant application has

been submitted to HUD. We now wait to learn if we are selected for funding. At the State level, we are still waiting to learn if our NOAH application was selected for funding. He mentioned it was recommended to Board, but have not heard if approved. Also we will begin to roll out the Bring It Home Voucher Program in early 2026.

B. Finance Report

Kulseth presented October and November's financials, but said December financials will not be presented until March. Finance is currently preparing yearend financials and the 2025 Audit is scheduled to be held March 31 - April 3, 2026. There was no Finance Committee meeting held for December.

C. Housing Report

Jacobson presented waitlist, move out and Voucher program numbers ending December 2025. She announced she successfully passed a Business Communications course at the Minnesota State College Southeast last semester. Staff will start organizing and preparing to develop the Bring It Home Rental Vouchers Program. A HUD Inspector came on January 7, 2026 to complete the National Standards for the Physical Inspection of Real Estate (NSPIRE) Inspection and we are awaiting results. Regarding the POHP 2024 Updates for Jordan Tower I, contractors have been contacted to schedule the pipe scoping and wall opening in the units.

D. Community Development Report

Keena presented Small Cities Program Income Notes Receivable and Cash Reserves. We had a couple of Small Cities loan payoffs, which will allow us to fund another loan when we receive an application. We are waiting to execute an agreement with MHFA for the matching funds we were awarded, which will add \$150,000 to our AHTF account. November reserves for the AHTF are \$350,824. Keena also stated he met in late December with members of the Business Roundtable group along with City and County leaders regarding their desire to fund a Housing Coordinator position. This was a follow-up action from the Housing Summit held in late 2025.

E. Resident Council Report

Luikart wanted to make everyone aware of what a great job the Resident Council has done in 2025. She mentioned Resident Council is in need of three more members, but they have been keeping the residents happy and involved in activities.

F. Hope Coalition Report

Villaran stated there was nothing to report as no meeting was held.

G. City Council Liaison Report

Snyder stated City Council held an organizing meeting where they elected officers and set the calendar for the year. Hope Coalition and Hope and Harbor gave a presentation. Hope and Harbor are taking over the day programs from Hope Coalition, so funds were transferred accordingly. On January 29, 2026 there is a work shop scheduled to work on the strategic plan for the rest of this year and part of next.

H. Announcements

- a. The next HRA Board Meeting will be on February 10, 2026 at 3:30 p.m. in the City Council Chambers

9. Adjourn

The meeting was adjourned at 3:57 p.m. by Board Chair Jason Jech

Respectfully Submitted By,
Dawn Gielau

Board Chair

Red Wing Housing & Redevelopment

Checks Written Report

January 1, 2026 thru January 31, 2026

Payment Date	Payment Number	Payment Amount	Payee Name
1/9/2026	1896	\$50.00	NICHOLAS ABNEY
1/9/2026	1897	\$194.84	CARASOFT TECHNOLOGY CORPORATION
1/9/2026	1898	\$528.23	CSC SERVICEWORKS INC
1/9/2026	1899	\$296.92	ESI HOSTED SERVICES
1/9/2026	1900	\$255.00	FILEVISION USA
1/9/2026	1901	\$297.25	INNOVATIVE OFFICE SOLUTIONS LLC
1/9/2026	1902	\$50.00	JASON JECH
1/9/2026	1903	\$199.50	MRI SOFTWARE LLC
1/9/2026	1904	\$200.00	LESLEY NORTON
1/9/2026	1905	\$200.00	BARRY PREBLE
1/9/2026	1906	\$50.00	KRISTI REUTER
1/9/2026	1907	\$200.00	LINDA ROWAN
1/9/2026	1908	\$50.00	ABBY VILLARAN
1/14/2026	1909	\$450.00	CSC SERVICEWORKS INC
1/14/2026	1910	\$33.64	KURT KEENA
1/14/2026	1911	\$193.49	MAIDS IN MINNESOTA
1/22/2026	1912	\$45.00	GOT SHARPS LLC
1/22/2026	1913	\$120.38	INNOVATIVE OFFICE SOLUTIONS LLC
1/28/2026	1914	\$156.31	INNOVATIVE OFFICE SOLUTIONS LLC
1/28/2026	1915	\$23,372.15	MINNESOTA HOUSING FINANCE AGENCY
1/9/2026	52930	\$160.00	BLUFF COUNTRY CONCRETE
1/9/2026	52931	\$5,451.00	CITY OF RED WING COMMUNITY DEVELOPMENT
1/9/2026	52932	\$593.00	CITY OF RED WING OTHER UTILITIES
1/9/2026	52933	\$826.16	CULLIGAN WATER CONDITIONING
1/9/2026	52934	\$987.50	GB TECHNOLOGIES LLC
1/9/2026	52935	\$3,038.00	HAWKINS ASH CPAS LLP
1/9/2026	52936	\$377.83	HIAWATHA BROADBAND
1/9/2026	52937	\$299.68	HD SUPPLY FACILITIES MAINTENANCE
1/9/2026	52938	\$50.00	SARA HOFFMAN
1/9/2026	52939	\$15.00	DARREN KELLS
1/9/2026	52940	\$473.00	LANDRUM DOBBINS LLC
1/9/2026	52941	\$1,568.51	MENARDS RED WING
1/9/2026	52942	\$580.00	MN DEPT OF LABOR & INDUSTRY
1/9/2026	52943	\$110.00	STEPHEN JOHN PRINGLE
1/9/2026	52944	\$500.00	QUADIENT FINANCE USA INC
1/9/2026	52945	\$0.00	Void / Samantha Short
1/9/2026	52946	\$9.00	Travis Calamari
1/9/2026	52947	\$250.00	ROCKNE LAW OFFICE
1/9/2026	52948	\$330.07	RUNNINGS FARM & FLEET
1/9/2026	52949	\$385.00	RED WING AREA CHAMBER OF COMMERCE
1/9/2026	52950	\$1,051.00	RED WING PLUMBING & HEATING
1/9/2026	52951	\$1,391.50	SCHUMACHER ELEVATOR COMPANY

1/9/2026	52952	\$230.00	STARTECH COMPUTING INC
1/9/2026	52953	\$68.75	VICKIS FOOT AND NAIL CARE PLLC
1/9/2026	52954	\$466.59	XCEL ENERGY
1/14/2026	52955	\$15.00	PATRICIA COLLINS
1/14/2026	52956	\$5,805.70	FINN DANIELS ARCHITECTS
1/14/2026	52957	\$525.31	HOUSING AUTHORITY RISK RETENTION GROUP
1/14/2026	52958	\$389.65	JORDAN TOWERS RESIDENT COUNCIL
1/14/2026	52959	\$270.06	MENARDS RED WING
1/14/2026	52960	\$75.00	NCRC NAHRO
1/14/2026	52961	\$1,251.04	THE SHERWIN WILLIAMS CO
1/14/2026	52962	\$1,552.50	STARTECH COMPUTING INC
1/14/2026	52963	\$1,643.53	STORTZ SATELLITE
1/14/2026	52964	\$5,893.33	VISA
1/14/2026	52965	\$248.78	XCEL ENERGY
1/22/2026	52966	\$12,150.00	BOILER SERVICES INC
1/22/2026	52967	\$29,576.77	CAVERLY CONSTRUCTION INC
1/22/2026	52968	\$906.63	CITY OF RED WING OTHER UTILITIES
1/22/2026	52969	\$2,901.00	DIRECT TV
1/22/2026	52970	\$10.43	HD SUPPLY FACILITIES MAINTENANCE
1/22/2026	52971	\$84.83	MARCO TECHNOLOGIES LLC
1/22/2026	52972	\$45.89	MENARDS RED WING
1/22/2026	52973	\$1,000.00	MINNESOTA NAHRO
1/22/2026	52974	\$3,718.34	MUTUAL OF OMAHA
1/22/2026	52975	\$1,636.55	TOM PARKER ELECTRIC
1/22/2026	52976	\$402.50	RED WING PLUMBING & HEATING
1/22/2026	52977	\$83.64	CORRINE KULSETH
1/22/2026	52978	\$15.00	APRIL STRICKLAND
1/22/2026	52979	\$318.07	XCEL ENERGY
1/28/2026	52980	\$855.96	MENARDS RED WING
1/28/2026	52981	\$0.00	Void / Unused Check Entry
1/28/2026	52982	\$0.00	Void / Unused Check Entry
1/28/2026	52983	\$0.00	Void / Unused Check Entry
1/28/2026	52984	\$0.00	Void / Unused Check Entry
1/28/2026	52985	\$0.00	Void / Unused Check Entry
1/28/2026	52986	\$0.00	Void / Unused Check Entry
1/28/2026	52987	\$0.00	Void / Unused Check Entry
1/28/2026	52988	\$300.00	COFFEE CREEK ESPRESSO LLC
1/28/2026	52989	\$2,000.00	GOODHUE COUNTY HABITAT FOR HUMANITY
1/28/2026	52990	\$450.00	P HANSON MARKETING INC
1/28/2026	52991	\$592.94	MENARDS RED WING
1/28/2026	52992	\$374.19	QUADIENT LEASING USA INC
1/28/2026	52993	\$1,651.22	STORTZ SATELLITE
1/28/2026	52994	\$20,978.17	XCEL ENERGY

\$143,876.33



Red Wing Housing & Redevelopment Authority

428 West Fifth Street
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Telephone (651) 388-7571
FAX (651) 385-0551
www.redwinghra.org

February 10, 2026

To: Red Wing HRA Board of Commissioners

From: Corrine Kulseth, Finance Director

Re: Updates to Red Wing HRA Employee Handbook

Background:

In 2022, the Finance Director obtained SHRM-CP certification. With this certification, she has access to tools necessary to assist in creating and updating the Employee Handbook. The SHRM website has a Handbook Builder application to assist in updating HRA policies to be current with local, state, and federal laws. The Board of Commissioners approved an updated Employee Handbook in May 2023.

Analysis:

The Finance Director has updated the Employee Handbook with all employment law changes regularly. Effective January 1, 2026, there are many new state laws that are required by all employers. Minnesota Paid Leave Law and Meal and Break Policy are the two most prominent.

Minnesota Paid Leave Law (PFML) will offer payments and require job protections to people who need time away from work for their own health or to care for a family member. Employees are eligible for up to 12 weeks of PFML for certain covered family or medical leave reasons during the course of a benefit year, or a combined total of up to 20 weeks if the employee needs leave for both covered medical and family leave in the same benefit year. Benefits are financed through employer and employee contributions. The Red Wing HRA has partnered with Mutual of Omaha (MOO) as an equivalent plan substitution. The premium rate through MOO is 0.83%, in which the HRA is paying 97% of this premium.

State law requires employers to allow employees restroom time and time to eat a meal. For each 4 hours of continuous work, a rest break of 15 minutes must be provided to all non-exempt employees. Any shift over 6 hours requires at least 30 minutes of unpaid meal break. In the past, the HRA has provided a one-hour break, with half of it being paid. Employees are allowed to use the restroom as needed without a separate break. We will allow employees to continue with this practice as long as they sign a waiver acknowledging their paid rest periods are to coincide with their unpaid lunch.

Other minimal changes to the handbook include: changing verbiage on paid vacations to reflect hours of vacation as opposed to days since our work days are either 9 hours or 4 hours (3-3); Earned Sick and Safe Time accrual hours are changed to 96 hours from 12 sick days (3-4) and state change requirement to 2 consecutive workdays for providing reasonable documentation for time off using ESST.



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Recommendation:

Staff and the Personnel Committee give a favorable recommendation to the Red Wing HRA Board of Commissioners to accept and implement the changes to the Employee Handbook.

Red Wing Housing and Redevelopment Authority Employee Handbook



**Red Wing Housing
& Redevelopment Authority**

January 21, 2026

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with the Red Wing Housing and Redevelopment Authority. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. Red Wing HRA adheres to the policy of employment at will, which permits the Red Wing HRA or the employee to end the employment relationship at any time, for any reason, with or without cause or notice.

No Red Wing HRA representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in writing and signed.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Red Wing HRA documents. These Red Wing HRA documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Red Wing HRA guidelines. The Red Wing HRA may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and Executive Director.

This handbook supersedes all prior handbooks.

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Section 1 - GOVERNING PRINCIPLES OF EMPLOYMENT

1-1. Introduction

On behalf of Red Wing Housing and Redevelopment Authority, let me extend a warm and sincere welcome to employees commencing with us.

For employees who have been with us, thanks for your past and continued service.

I extend my personal best wishes for success and happiness here at Red Wing Housing and Redevelopment Authority. We understand that it is our employees who provide the services that our customers rely upon, and who will enable us to create new opportunities in the years to come.

1-2. Reasonable Accommodations & Interactive Dialogue

Red Wing Housing and Redevelopment Authority is committed to complying with applicable federal, state, and local laws governing reasonable accommodations of individuals, including, but not limited to, the Americans with Disabilities Act (ADA) and the Pregnant Workers Fairness Act (PWFA). To that end, Red Wing HRA will endeavor to make a reasonable accommodation to applicants and employees who have requested an accommodation or for whom Red Wing HRA has notice may require such an accommodation, related to an individual's:

- Disability, meaning any physical, medical, mental, or psychological impairment, or a history or record of such impairment;
- Sincerely held religious beliefs and practices;
- Needs as a victim of domestic violence, sex offenses, or stalking;
- Needs related to pregnancy, childbirth, or related medical conditions; and/or
- Any other reason required by applicable law, unless the accommodation would impose an undue hardship on the operation of our business.

Reasonable accommodations can take many forms. For example, reasonable accommodations for pregnancy, childbirth, or related medical conditions include but are not limited to things such as the ability to carry or keep water near and drink, as needed; allowing the employee additional restroom breaks; allowing the employee whose work requires standing to sit and whose work requires sitting to stand; allowing the employee breaks, as needed, to eat and drink; accommodations related to lactation; time off to recover from childbirth; modification of equipment; appropriate seating; temporary transfer to a different position that the employee is able to perform; restructuring job duties; light duty; or a modified work schedule. Red Wing HRA will work with the employee to determine what accommodation is appropriate for the employee, given the employee's unique circumstances, that does not impose an undue hardship on Red Wing Housing and Redevelopment Authority.

Any employee who would like to request an accommodation based on any of the reasons set forth above should contact the Head of Human Resources and/or Finance Director. Accommodation requests can be made in writing using a form which can be obtained from the Head of Human Resources and/or Finance Director. If the employee who has requested an accommodation has not

received an initial response within five (5) business days, they should contact Executive Director.

Unless otherwise required by law, Red Wing HRA may request that the employee provide supporting documentation. Cooperating with Red Wing HRA by returning requested information in a timely fashion is required.

After receiving a request for an accommodation or learning indirectly that the employee may require such an accommodation, Red Wing HRA will engage in an interactive dialogue with the employee.

Even if the employee has not formally requested an accommodation, Red Wing HRA may initiate an interactive dialogue under certain circumstances, such as when Red Wing HRA has knowledge that employee's performance at work has been negatively affected and a reasonable basis to believe that the issue is related to any of the protected classifications set forth above, in compliance with applicable law. In the event Red Wing HRA initiates an interactive dialogue, it should not be construed as Red Wing HRA's belief the employee requires an accommodation, but will serve as an invitation for the employee to share with Red Wing HRA any information the employee desires to share, or to request an accommodation.

The interactive dialogue may take place in person, by telephone, or by electronic means. As part of the interactive dialogue, Red Wing HRA will communicate openly and in good faith with the employee in a timely manner in order to determine whether and how Red Wing HRA may be able to provide a reasonable accommodation. To the extent necessary and appropriate based on the request, Red Wing HRA will attempt to explore the existence and feasibility of alternative accommodations as well as alternative positions for the employee. Red Wing HRA is not required to provide the specific accommodation sought by the employee, provided the alternatives are reasonable and either meet the specific needs of the employee or specifically address the employee's limitations.

Red Wing Housing and Redevelopment Authority will endeavor to keep confidential all communications regarding requests for reasonable accommodations and all circumstances surrounding the employee's underlying reason for needing an accommodation.

Red Wing Housing and Redevelopment Authority will not allow any form of retaliation against employees who have requested an accommodation, for whom Red Wing HRA has notice may require such an accommodation, or who otherwise engage in the interactive dialogue process.

Employees with questions regarding this policy should contact the Head of Human Resources and/or Finance Director.

1-3. Equal Employment Opportunity

Red Wing HRA is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, familial status, military service and veteran status, physical or mental disability, genetic information, public assistance, local human rights commission activity, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Red Wing HRA's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

The Red Wing HRA will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's: physical or mental disability; sincerely held religious beliefs and practices; and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon the Red Wing HRA's business operations. Any applicant or employee who needs an accommodation in order to perform the essential functions of the job should contact the Finance Director to request such an accommodation. The individual should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The Red Wing HRA then will review and analyze the request, including engaging in an interactive process with the individual, to identify if such an accommodation can be made. The Red Wing HRA will evaluate requested accommodations, and as appropriate identify other possible accommodations, if any. The individual will be notified of The Red Wing HRA's decision regarding the request within a reasonable period. The Red Wing HRA treats all medical information submitted as part of the accommodation process in a confidential manner.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Finance Director. The Red Wing HRA will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact the Finance Director. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

1-4. Non-Harassment

It is Red Wing Housing and Redevelopment Authority's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by Red Wing Housing and Redevelopment Authority.

The purpose of this policy is not to regulate any employee's personal morality, but to ensure that no one harasses another individual in the workplace, including while on Red Wing HRA premises, while on Red Wing HRA business (whether or not on Red Wing HRA premises) or while representing the Red Wing HRA. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted, or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual, or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived

protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts, or emails), or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that violate this policy include:

- Unwelcome flirtations, leering, whistling, touching, pinching, assault, or blocking normal movement;
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- Obscene or vulgar gestures, posters, or comments;
- Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
- Propositions or suggestive or insulting comments of a sexual nature;
- Derogatory cartoons, posters, and drawings;
- Sexually explicit emails, text messages, or voicemails;
- Uninvited touching of a sexual nature;
- Unwelcome sexually related comments;
- Conversation about a person's own or someone else's sex life;
- Conduct or comments consistently targeted at a single gender, even if the content is not sexual; and
- Teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Head of Human Resources. If the person toward whom the complaint is

directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the Red Wing HRA will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

1-5. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy, and productive work environment for our employees and others, to protect Red Wing HRA property, and to ensure efficient operations, Red Wing Housing and Redevelopment Authority has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Red Wing HRA.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances (including medical marijuana), drug paraphernalia, or alcohol by an individual anywhere on Red Wing HRA premises, while on Red Wing HRA business (whether or not on Red Wing HRA premises) or while representing the Red Wing HRA, is strictly prohibited. Employees and other individuals who work for the Red Wing HRA also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of lawful recreational or medical marijuana or to use such as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The Red Wing HRA maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. The Red Wing HRA encourages employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any Red Wing HRA employee, including themselves.

1-6. Workplace Violence

Red Wing HRA is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Red Wing HRA and personal property.

Red Wing HRA does not expect employees to become experts in psychology or to physically subdue a threatening or violent individual. Indeed, Red Wing HRA specifically discourages employees from engaging in any physical confrontation with a violent or potentially violent individual. However, Red Wing HRA does expect and encourage employees to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Red Wing HRA policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Red Wing HRA employee will not be tolerated. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Red Wing HRA premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom the employee feels comfortable. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede Red Wing HRA's ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Red Wing HRA determines, after an appropriate good faith investigation, that someone has violated this policy, the Red Wing HRA will take swift and appropriate corrective action.

If the employee is the recipient of a threat made by an outside party, that employee should follow the steps detailed in this section. It is important for the Red Wing HRA to be aware of any potential danger in its offices. Indeed, the Red Wing HRA wants to take effective measures to protect everyone from the threat of a violent act by employees or by anyone else.

Section 2 - OPERATIONAL POLICIES

2-1. Employee Classifications

For purposes of this handbook, all Red Wing Housing and Redevelopment Authority employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 32 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 32 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term employees generally are not eligible for Red Wing HRA benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

2-2. Trial Period

The first six months of employees' employment is an introductory period. This is an opportunity for the Red Wing HRA to evaluate the employee's performance. It also is an opportunity for employees to decide whether they are happy being employed by the Red Wing HRA. The Red Wing HRA may extend the introductory period if it desires. Completion of the introductory period does not alter the employee's at-will status.

Red Wing Housing and Redevelopment Authority will conduct a formal performance review at the end of the introductory period.

2-3. Your Employment Records

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file.

Employees should keep their personnel file up to date by informing the Finance Director of any changes. Employees also should inform the Finance Director of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

2-4. Right to Review Personnel Records

Under Minnesota law, active employees have the right to review their personnel record once every six (6) months. Employees who leave the Red Wing HRA may review their personnel record once every year as long as the Red Wing HRA maintains the personnel record.

To review their personnel record, employees must make a good faith request in writing to the Finance Director. Employees may also request a copy of the record at the time they review it. The copy will be made available to the employee at no cost.

The Red Wing HRA will provide employees an opportunity to review their personnel record within seven (7) working days of the written request or within 14 working days of the written request if the personnel record is physically located outside of Minnesota.

What is contained in the personnel record is carefully defined under Minnesota law. The law does not require employee access to information that is not contained in the personnel record.

If employees dispute information contained in their personnel record, they may request that it be removed from the record. However, if the Red Wing HRA does not agree the information should be removed, the employee may submit a written response to the denial (not to exceed five (5) pages).

No action can be taken against employees who appropriately ask to review their personnel records.

If employees are improperly denied their rights as provided by this law, the law provides certain remedies.

This notice only describes some of the employee's rights under the law. For more information, the Minnesota statutes detailing employee rights can be found at Minnesota Statutes. § 181.960 through Minnesota Statutes §181.965. These laws can be found on the internet at <https://www.revisor.mn.gov/pubs/> or in public libraries throughout the state.

2-5. Working Hours and Schedule

Red Wing Housing and Redevelopment Authority normally is open for business from 7:30 am to 4:30 pm, Monday through Thursday. and 8:00 am to 12:00 pm, Friday.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the business, at some point Red Wing HRA may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided meal and rest periods as required by law. A supervisor will provide further details.

2-6. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is the employee's responsibility to sign time records to certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

2-7. Overtime

When Red Wing Housing and Redevelopment Authority experiences periods of extremely high activity, additional work may be required. Supervisors are responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide employees with adequate advance notice in such situations. Employees may work overtime only with prior management authorization. Any non-exempt employee who works overtime without authorization may be subject to disciplinary action, up to and including termination.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) their regular hourly wage for all time worked in excess of 40 hours each workweek, unless otherwise required by applicable law. Overtime pay is calculated based on actual hours worked. Paid time off, holidays, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 12 a.m. on the following Sunday.

2-8. Travel Time for Non-Exempt Employees

Overnight, Out-of-Town Trips

Non-exempt employees will be compensated for time spent traveling (except for meal periods) during their normal working hours, on days they are scheduled to work and on unscheduled work days (such as weekends). Non-exempt employees also will be paid for any time spent performing job duties during otherwise non-compensable travel time; however, such work should be limited absent advance management authorization.

Out-of-Town Trips for One Day

Non-exempt employees who travel out of town for a one-day assignment will be paid for all travel time, except for, among other things: time spent traveling between the employee's home and the local railroad, bus or plane terminal; and meal periods.

Local Travel

Non-exempt employees will be compensated for time spent traveling from one job site to another job site during a workday. The trip home, however, is non-compensable when the employee goes directly home from the final job site, unless it is much longer than the regular commute home from

the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

Employees will be compensated a per diem for meals while away for business purposes; ask your supervisor for details.

Commuting Time

Under the Portal to Portal Act, travel from home to work and from work to home is generally non-compensable. If a non-exempt employee is required to travel to a worksite that is farther away than the regular worksite, whether the extra commute time is compensable will be addressed on a case-by-case basis.

If compensable travel time results in more than 40 hours worked by a non-exempt employee, the employee will be compensated at an overtime rate of one and one-half (1.5) times the regular rate.

To the extent that applicable state law provides greater benefits, state law applies.

2-9. Safe Harbor Policy for Exempt Employees

It is Red Wing HRA's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure proper payment and that no improper deductions are made, employees must review pay stubs promptly to identify and report all errors.

Those classified as exempt salaried employees will receive a salary which is intended to compensate them for all hours they may work for the Red Wing HRA. This salary will be established at the time of hire or classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, salary is subject to certain deductions. For example, unless state law requires otherwise, salary can be reduced for the following reasons:

- full-day absences for personal reasons;
- full-day absences for sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing wage replacement benefits for such absences (deductions also may be made for the exempt employee's full-day absences due to sickness or disability before the employee has qualified for the plan, policy or practice or after the employee has exhausted the leave allowance under the plan);
- full-day disciplinary suspensions for infractions of our written policies and procedures;
- Family and Medical Leave Act absences (either full- or partial-day absences);
- to offset amounts received as payment from the court for jury and witness fees or from the military as military pay;
- the first or last week of employment in the event the employee works less than a full week; and
- any full work week in which the employee does not perform any work.

Salary may also be reduced for certain types of deductions such as a portion of health, dental or life

insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which the employee performed any work, salary will not be reduced for any of the following reasons:

- partial day absences for personal reasons, sickness or disability;
- an absence because the Red Wing HRA has decided to close a facility on a scheduled work day;
- absences for jury duty, attendance as a witness, or military leave in any week in which the employee performed any work (subject to any offsets as set forth above); and
- any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If employees believe they have been subject to any improper deductions, they should immediately report the matter to the Finance Director.

2-10. Your Paycheck

Employees will be paid bi-weekly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, the Red Wing HRA is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

If there is an error in any employee's pay, the employee should bring the matter to the attention of the Finance Director immediately so the Red Wing HRA can resolve the matter quickly and amicably.

2-11. Wage Disclosure Protections

Under Minnesota law, an employer may not:

1. require nondisclosure by employees of their wages as a condition of employment;
2. require employees to sign a waiver or other document which purports to deny them the right to disclose their wages; or
3. take any adverse employment action against employees for disclosing their own wages or discussing another employee's wages which have been disclosed voluntarily.

Nonetheless, this policy should not be construed to:

1. create an obligation on Red Wing HRA or on employees to disclose wages;
2. permit employees, without the written consent of the Red Wing HRA, to disclose proprietary information, trade secret information or information that is otherwise subject to legal privilege

- or protected by law;
- 3. diminish any existing rights under the National Labor Relations Act; or
- 4. permit employees to disclose wage information of other employees to a competitor of Red Wing HRA.

An employer may not retaliate against the employee for asserting rights or remedies set forth in this policy.

Employees may bring a civil action against the Red Wing HRA for a violation of this policy. If a court finds that the Red Wing HRA has violated this policy, the court may order reinstatement, back pay, restoration of lost service credits, if appropriate, and the expungement of any related adverse records of the employee who was the subject of the violation.

2-12. Direct Deposit

Red Wing HRA strongly encourages employees to use direct deposit. Authorization forms are available from the Finance Director.

2-13. Salary Advances

Red Wing HRA does not permit advances on paychecks or against accrued paid time off.

2-14. Performance Review

Depending on the employee's position and classification, the Red Wing HRA endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the Red Wing HRA encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

2-15. Open Door Policy

All employees have the opportunity to express ideas and opinions to management. The Red Wing HRA believes that open communication is essential to a successful work environment, as well as to the Red Wing HRA's success. All employees may express ideas and opinions directly to Red Wing HRA management. Employees who would like to bring an idea or suggestion to the Red Wing HRA's attention, or just simply wishes to discuss an issue not covered by a separate reporting procedure, are always welcome to send an email or make a call to Human Resources.

Section 3 - BENEFITS

3-1. Benefits Overview

In addition to good working conditions and competitive pay, it is the Red Wing Housing and Redevelopment Authority's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs the Red Wing HRA provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Finance Director. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, the Red Wing HRA (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Red Wing HRA intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If employees have any questions regarding benefits, they should contact the Finance Director.

3-2. Paid Holidays

All employees are eligible to be paid for the following holidays:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Juneteenth National Independence Day

Independence Day
 Labor Day
 Veterans' Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Eve
 Christmas Day

Employees are also given one (1) floating holiday day to use in addition to those listed above.

When holidays fall or are celebrated on what otherwise would be a regular workday for the eligible employee, eligible employees will receive one (1) day's pay at their regular straight-time rate. All employees are paid nine (9) hours for holidays falling on Monday through Thursday, and four (4) hours for any holiday falling on a Friday. Employees must flex their time accordingly, with approval from their supervisor, to avoid overtime. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) instead of using the vacation day.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the leave day, or the eligible employee will receive an additional day off at the option of the Red Wing HRA.

3-3. Paid Vacations

The Red Wing HRA appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. The Red Wing HRA fully encourages employees to get this rest by taking vacation time. Full-time employees accrue paid vacation time as follows:

Years of continuous service as of anniversary date	Annual Vacation	Pay Period Accrual Schedule
0 - 5	80 hours	3.08 hours
6 - 10	120 hours	4.62 hours
11 or more	160 hours	6.15 hours

The maximum vacation entitlement for part-time employees is pro-rated based on hours worked.

Vacations should be taken during the year accrued unless otherwise required by law. Accrued, unused vacation time can be carried over to the following calendar year at no more than the full annual accrual amount.

Every effort will be made to grant employees' vacation preference, consistent with operating schedules. However, if too many people request the same period of time off, the Red Wing HRA reserves the right to modify or reverse approved requests to ensure adequate staffing for all departments. Vacation requests must be submitted to managers at least two (2) weeks in advance

of the requested vacation dates.

Accrued, unused vacation is paid out upon separation.

Advanced but unaccrued vacation will be deducted from final paychecks to the extent permitted by law.

3-4. Earned Sick and Safe Time

Eligibility

Red Wing Housing and Redevelopment Authority provides earned sick and safe time (ESST) to employees who are anticipated to perform work within Minnesota for at least 80 hours in a year. For employees who work in Minnesota and are eligible for sick leave under the general policy, this policy applies solely to the extent it provides greater benefits/rights on any specific issues.

Accrual

Full-time employees are eligible to receive up to 96 paid sick hours each year. Sick leave may be accumulated to a maximum of 1000 hours. The Executive Director has the discretion to advance up to one week of sick time if necessary to prevent hardship.

Accrual

Employees begin to accrue ESST at the start of employment. Employees accrue one (1) hour for every 30 hours worked, up to a maximum annual accrual of 48 hours each year. Additionally, employees' total ESST accrual balance may not exceed 80 hours at any time ("overall accrual cap"). Exempt employees will be presumed to work 40 hours in each workweek for accrual purposes unless their normal workweek is less than 40 hours, in which case accrual will be based on that normal workweek. For purposes of this policy, the year is the 12-month period beginning January 1 and ending on December 31.

Usage

Employees can begin to use granted or accrued ESST immediately. ESST may be used in the same increment of time for which employees are paid, but no less than 15-minute increments nor more than four- (4) hour increments.

Employees may use ESST for the following reasons:

1. The employee's mental or physical illness; injury; health condition; need for medical diagnosis; care, including prenatal care; treatment of a mental or physical illness, injury, or health condition; need for preventative medical or health care; or the employee's need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member.
2. Care of a family member with a mental or physical illness, injury, or health condition who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition or care for a family member who needs preventive medical care;
3. Absences due to domestic violence, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:
 - a. Seek medical attention related to physical or psychological injury or disability caused by

- domestic abuse, sexual assault, or stalking;
 - b. Obtain services from a victim services organization;
 - c. Obtain psychological or other counseling; to relocate due to domestic violence or take steps to secure an existing home, sexual assault, or stalking; or
 - d. Seek legal advice or take legal action, including preparing for or participating in any civil or criminal proceedings related to or resulting from domestic violence, sexual assault, or stalking;
4. The closure of the employee's place of business due to weather or other public emergency;
 5. To accommodate the employee's need to care for a family member whose school or place of care has been closed due to weather or other public emergency;
 6. The employee's inability to work or telework because the employee is:
 - a. Prohibited from working by the Red Wing HRA due to health concerns related to the potential transmission of a communicable illness related to a public emergency; or
 - b. Seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and such employee has been exposed to a communicable disease or the Red Wing HRA has requested a test or diagnosis; and
 7. When it has been determined by the health authorities having jurisdiction or by a health care professional that the presence of the employee or family member of the employee in the community would jeopardize the health of others because of the exposure of the employee or family member of the employee to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

For purposes of this policy, "family member" means a child (including child-in-law), spouse or registered domestic partner, sibling (including a sibling-in-law), parent, grandchild, grandparent, a child of a sibling, a sibling of the parents of the employee or the employee's spouse or registered domestic partner, any other individual related by blood or whose close association with the employee is the equivalent of a family relationship, or one (1) individual annually designated by the employee. The family members listed above are not limited to biological family members, but also include step-, foster, adoptive, and half-relations; those who stand in loco parentis; and legal guardians.

Unless the employee advises the Red Wing HRA otherwise, the Red Wing HRA will assume, subject to applicable law, that employees want to use available ESST for absences for reasons set forth above, and employees will be paid for such absences to the extent they have ESST available.

Employees will be provided with ESST balance and usage information at the end of each pay period.

Notice and Documentation

When the need to use ESST is foreseeable, employees must provide seven (7) days advance notice to their supervisor. When the need to use ESST is not foreseeable, employees must provide notice to their supervisor as soon as practicable. For ESST of more than two (2) consecutive workdays, employees may also be required to provide reasonable documentation that ESST was taken for a covered reason. For example, for ESST used for reasons (1), (2), (6), or (7) above, documentation signed by a licensed health care provider indicating the need for the amount of ESST taken and that ESST was used for a covered reason under this policy and/or applicable law will be considered reasonable documentation, and such documentation need not specify the nature of the employee's or the employee's family member's injury, illness, or condition, except as required by law. Supporting

documentation will not be required for the above purposes if it would result in an unreasonable expense on the employee or where the employee did not receive services from a health care professional. In this event, reasonable documentation may include a written statement from the employee. For example, for ESST used for reason (3) above, documentation signed by an employee or volunteer of a victim services organization, an attorney, a police officer, or an antiviolence counselor will be considered reasonable documentation, and such documentation need not specify the details of the domestic abuse, sexual assault, or stalking.

Payment

ESST is paid at the same base rate as the employee's rate of pay for the hours the employee was scheduled to work during the time ESST is used, unless otherwise required by applicable law. Use of ESST is not considered hours worked for purposes of calculating overtime.

Carryover and Payout

Accrued, unused ESST may be carried over to the following year, but as indicated above, there is an overall accrual cap of 80 hours. Once the overall accrual cap is reached, ESST will stop accruing until some ESST is used.

If an employee terminates employment in good standing and with at least three (3) years of service, they may be granted payment for one-half of their accrued sick leave, but not to exceed 240 hours. Advanced but unaccrued sick time will be deducted from the employees final paycheck, to the extent permitted by state law.

Enforcement and Retaliation

Employees may be subject to discipline for using ESST for a reason other than the covered reasons above, to the maximum extent permitted by applicable law. Retaliation against employees who request or use ESST is prohibited.

Employees have the right to file a complaint with the Minnesota Department of Labor and Industry or bring a civil action if they believe they have been denied ESST, retaliated against, or that their rights to ESST has been otherwise interfered with or restrained.

Employees with questions regarding this policy can contact Finance Director.

3-5. Paid Leave

The Minnesota Paid Leave Law is a mandatory statewide program administered by the Minnesota Employment and Economic Security Paid Leave Division (PLD). Employees may be eligible for Paid Family or Medical Leave (PFML) beginning on January 1, 2026.

Eligibility Requirements

Employees are eligible for PFML if they: (1) earned at least 5.3 percent of the state's average annual wage over their base period (typically the four (4) most recent completed quarters before the effective date of their application with the PLD) and (2) work 50 percent or more in Minnesota or work less than 50 percent in Minnesota but live in Minnesota and do not work 50 percent or more in any one (1) state.

Entitlement

Employees are eligible for up to 12 weeks of PFML for certain covered family or medical leave reasons during the course of a benefit year, or a combined total of up to 20 weeks if the employee needs leave for both covered medical leave and family leave in the same benefit year. The benefit year is generally the 52-week period beginning the effective date of the leave.

PFML may be taken for any one (1), or a combination, of the following reasons:

- *Up to 12 weeks of family leave:*
 1. To care for a family member with a serious health condition or who is a military member (family care leave);
 2. To bond with the employee's child after the child's birth, adoption, or placement (bonding leave);
 3. To respond to certain issues related to domestic violence, sexual assault, or stalking of the employee or a family member (safety leave); or
 4. For a qualifying exigency arising out of a family member's active duty service or notice of an impending call or order to active duty in the Armed Forces.
- *Up to 12 weeks of medical leave for the employee's own serious health condition or medical care related to pregnancy, including prenatal care or incapacity due to pregnancy or recovery from childbirth, stillbirth, miscarriage, or related health conditions.*

A "covered family member" includes the employee's spouse or domestic partner, child, parent or legal guardian, sibling, grandchild, son-in-law or daughter-in-law, the employee or employee's spouse's parent or grandparent, an individual who has a personal relationship with the employee that creates an expectation and reliance that the employee care for the individual without compensation, whether or not the employee and the individual reside together, as defined by applicable law.

A "serious health condition" is a physical or mental illness, injury, impairment, condition, or substance use disorder that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment or supervision by a health care provider.

"Safety leave" includes leave from work because of domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the leave is to:

1. Seek medical attention related to the physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
2. Obtain services from a victim services organization;
3. Obtain psychological or other counseling;
4. Seek relocation due to the domestic abuse, sexual assault, or stalking; or seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to, or resulting from, the domestic abuse, sexual assault, or stalking.

"Qualifying exigencies" may include providing for the care or other needs of the military member's child or other dependent, making financial or legal arrangements for the military member, attending counseling, attending military events or ceremonies, spending time with the military member during a rest and recuperation leave or following return from deployment, or making arrangements following the death of the military member.

A "covered military member" includes a current or former member of the United States armed forces, including a member of the National Guard or reserves, who, except for a deceased military member, is a resident of the state and is a family member of the applicant taking leave related to the qualifying exigency.

Except for a claim for benefits for bonding leave, any claim for benefits must be based on a single qualifying event of at least seven (7) calendar days. Bonding leave must be taken within one (1) year of the birth or placement of the employee's child.

Benefits are financed through employer and employee contributions to the PFML program. The total premium is an annually established percentage of gross wages, up to the Social Security cap. Employers can either pay the full premium or withhold a portion of the premium from their employees. Employers who choose to withhold premiums from their employees may withhold up to 50 percent of the total premium. The employer is responsible for paying the remainder. Employers with fewer than 30 Minnesota employees and whose average employee wage is less than 150 percent of the statewide average weekly wage are eligible for a reduced premium rate. Red Wing Housing and Redevelopment Authority will calculate and withhold premiums from employees' paychecks and send both the Red Wing HRA's share and the employees' shares, if applicable, to the PLD on a quarterly basis. The PLD is **solely** responsible for determining whether any employee is eligible for benefits and the amount of any benefits payable.

While on PFML, employees are entitled to partial wage replacement at a portion of their average weekly pay. The PLD calculates weekly benefits as a sum of the following:

1. The portion of the employee's average weekly wage that is equal to or less than 50 percent of the state average weekly wage shall be replaced at a rate of 90 percent;
2. The portion of the employee's average weekly wage that is more than 50 percent of the state average weekly wage but does not exceed 100 percent shall be replaced at a rate of 66 percent; and
3. The portion of the employee's average weekly wage that exceeds 100 percent % of the state average weekly wage shall be replaced at a rate of 55 percent up to the applicable weekly benefit limits.

The PLD pays benefits directly to employees.

Except for bonding leave, the first seven (7) days of a consecutive leave or seven (7) consecutive or nonconsecutive or a combination thereof for intermittent leave is considered the "initial paid week period" and is retroactively paid after the employee meets the seven- (7-) day qualifying event. The retroactive payment will be included in the employee's first benefit payment.

Any employee is not eligible for PFML benefits for any portion of a typical workweek in which they worked for pay, were incarcerated, or received or is receiving unemployment insurance benefits. Additionally, the employee is not eligible to receive benefits for any portion of a week in which the employee is receiving or received workers' compensation benefits for loss of wages equal to or in excess of the employee's PFML benefit. Employees who collect social security disability benefits may be eligible for PFML benefits in certain circumstances.

Usage

Employees do not need to use this PFML entitlement in one (1) block. PFML can be taken intermittently in increments of 15 minutes.

Please note that the PLD only permits employees to apply for payment of benefits associated with intermittent leave once they have eight (8) hours of accumulated leave time, except where more than 30 calendar days has lapsed since the employee initially took such leave. Employees requesting an intermittent leave must make a reasonable effort to schedule the intermittent leave so as not to disrupt unduly the operations of the Red Wing HRA.

The Red Wing HRA is not required, but may elect, to provide more than 480 hours of intermittent leave in any 12-month period. If the Red Wing HRA limits hours of intermittent leave, the employee is entitled to take their remaining leave continuously.

Notice

Employees must provide their manager and/or the Head of Human Resources at least 30 days' notice before PFML is to begin if the need for PFML is foreseeable. Employees must provide the Red Wing HRA notice as soon as is practicable when 30 days' notice is not practicable, such as because of a lack of knowledge of approximately when PFML will be required to begin, a change in circumstances, or a medical emergency. The notice must contain at least the anticipated timing and duration of the PFML.

Whether PFML is to be continuous or is to be taken intermittently, notice need only be given one (1) time, but the employee must inform the Red Wing HRA as soon as is practicable if dates of the scheduled PFML change are extended or were initially unknown.

Employees must provide the Red Wing HRA with a copy of the certification submitted to the PLD to substantiate their need for leave as soon as practicable.

Employee Application to the PLD

After providing notice to the Red Wing HRA, employees should apply directly to the PLD (online or over the phone through the PLD's contact center) for leave and benefits. Employees are required to use the forms provided by the PLD and their application for benefits may not be processed unless the application for benefits includes all information necessary for the PLD's review and processing. Employees will need to provide the PLD with the following information:

- Information about themselves and their job;
- The reason and the type of leave they are applying for;
- The expected length of leave; and
- Certification from a medical professional, service provider, or other supporting documentation about the reason for their leave.

It is the employee's responsibility to provide the PLD with timely, complete, and sufficient information, certifications, or other documents supporting the need for leave. Any time the employee applies for PFML benefits, the application must be supported by documentation or certification as required by applicable law.

The PLD is solely responsible for determining if any employee is eligible for benefits.

Supplemental Benefits During PFML

The Red Wing HRA does not offer supplemental benefits to employees who are receiving PFML.

To be eligible to receive the supplemental benefits under Red Wing HRA policy, employees must apply for all statutory or voluntary sources of wage replacement benefits available under any applicable state or local law, including without limitation PFML.

The benefits provided under this policy are coordinated with any wage replacement benefits provided under any statutory or voluntary source of wage replacement benefits so that a qualifying employee may not receive more than 100 percent of their base compensation at any time.

Employees will be required to provide documentation of their receipt of payment under an applicable wage replacement program in order to receive any supplemental benefits under this policy.

Job Benefits and Protection

During PFML leave, the Red Wing HRA will maintain coverage under any group insurance policy, subscriber contract, or health care plan for the employee and any dependents as if the employee had continued to work. If Red Wing HRA-provided benefits are used as an offset to the PFML benefits or to supplement the PFML benefits, the Red Wing HRA will deduct the employee's portion of any applicable insurance plan premium as a regular payroll deduction. If the employee is not receiving any Red Wing HRA benefits during the leave, the employee must make arrangements with Finance Director prior to taking leave to pay their portion of any applicable insurance premiums each month.

Unless otherwise provided by applicable law, employees returning from PFML leave will be restored to their previous or equivalent position with equivalent status, pay, benefits, and other terms and conditions of employment as of the date of the leave.

Interaction with Other Leave Policies

Leave taken pursuant to PFML will run concurrently with leave taken under the federal Family and Medical Leave Act and the Minnesota Pregnancy and Parenting Leave Act, when the leave is for a covered reason under those laws.

Questions and/or Complaints about PFML

Employees with questions regarding this PFML policy should contact Finance Director. For questions about determinations by the PLD on leave eligibility, entitlement, and/or benefits, employees should contact the PLD directly. The PFML makes it unlawful for employers to discriminate, retaliate, threaten to retaliate, or interfere with the exercise of any rights under the PFML. The Red Wing HRA is committed to complying with the PFML and, whenever necessary, shall interpret and apply this policy in a manner consistent with the PFML.

3-6. Nursing Mothers, Lactating Employees, and Pregnancy Accommodations

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law, Minn. Stat. § 181.939, gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence, or modification in work schedule or tasks. The Red Wing HRA will not require employees to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. The Red Wing HRA will provide a clean, private, and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

The Red Wing HRA will not retaliate or take negative action against a pregnant or lactating employee for exercising their rights under this law.

Effective August 1, 2024, to the extent leave is granted as an accommodation, the Red Wing HRA will maintain coverage under any group insurance policy, group subscriber contract, or health care plan for the employee and any dependents as if the employee was not on leave, provided, however, that the employee must continue to pay any employee share of the cost of the benefits.

Employees who believe their rights have been violated under this law can contact the Minnesota Department of Labor and Industry's Labor Standards Division at dli.laborstandards@state.mn.us or 651-284-5075 for help. Employees also have the right to file a civil lawsuit for relief. For more information about this law, visit dli.mn.gov/newparents.

3-7. Workers' Compensation

On-the-job injuries are covered by Red Wing HRA's Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow Red Wing HRA procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-8. Breaks and Meal Periods (for Non-Exempt Employees)

Rest Breaks

Non-exempt employees are authorized and allowed a paid rest break of 15 minutes or enough time to use the nearest convenient restroom, whichever is longer, within each four (4) consecutive hours of work.

Employees do not need to obtain approval from or notify their supervisor when taking a rest break. Employees are encouraged to take their rest breaks; they are not expected to and should not work during their rest breaks. Employees are paid for all rest break periods and do not need to clock out when taking a rest break.

Rest breaks may not be combined with each other or with a meal period. In addition, rest breaks may not be taken at the beginning or end of the workday to arrive late or leave early. Each rest break should be a separate break, meeting the requirements described above.

Meal Periods

Non-exempt employees who work six (6) or more consecutive hours in a workday are provided an unpaid, off-duty, and uninterrupted meal period of at least 30 minutes.

During a meal period, employees are relieved of all duties and should not work during this time. When taking a meal period, employees should completely stop working for at least 30 minutes. Employees are prohibited from working "off the clock" during their meal period.

Employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period. Employees are to immediately notify Head of Human Resources if they believe that they are prevented by the nature of their work from taking a timely and/or complete meal period.

Meal and Rest Period Waiver

Non-exempt employees may voluntarily waive their rest and/or meal periods in writing. Employees should contact their supervisor to obtain this waiver form.

Notwithstanding state law, the Red Wing HRA will allow non-exempt employees the option to combine the 2 paid rest breaks with their unpaid half hour meal period to take an hour break. Employees are still allowed to use the restroom as needed in the time surrounding this rest period. Employees electing this option must sign a waiver form with the Finance Director.

No Working During Rest Breaks and Meal Periods

Non-exempt employees are completely relieved of all work duties and responsibilities during their rest breaks and meal periods. All rest breaks and meal periods must be taken outside employees' work areas, such as in a break room. Employees should not visit or socialize with employees who are working while taking their rest break or meal period. Employees are required to notify Head of Human Resources immediately if they believe they are being pressured or coerced by any manager, supervisor, or other employee to forego any portion of a provided rest break or meal period. Additionally, employees are required to notify their supervisor immediately if they believe their workload, schedule, deadline, or other quota make rest break or meal periods infeasible.

3-9. Jury Duty

Red Wing HRA realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law. The Red Wing HRA will pay employees for time missed while serving on jury duty if the employee gives the Red Wing HRA the funds given for serving. However, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the Red Wing HRA during such week.

3-10. Crime Victims Leave

Employees who are victims of a violent crime and are subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony may be granted reasonable time off from work without pay to attend criminal proceedings related to the victim's case. Employees who are a victim's spouse or immediate family member may be granted reasonable time off from work without pay to attend criminal proceedings related to the victim's case.

Employees must give 48 hours' advance notice of the request for time off pursuant to this policy, unless impracticable or an emergency prevents the employee from doing so.

Upon request, the employee must provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this section shall be kept confidential by the Red Wing HRA.

3-11. Bereavement Leave

The death of a family member is a time when employees wish to be with their families. If employees lose a close relative, they will be allowed paid time off of up to 3 workdays to assist in attending to their obligations and commitments. For the purposes of this policy, a close relative includes a spouse, domestic/civil union partner, parent, sibling, child of domestic partner, stepchild, foster child, stepparent, grandparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, member of the employee's household, or any other relation required by applicable law., or any other relation required by applicable law. Paid leave days may be taken only on regularly scheduled, consecutive workdays following the day of death. Employees must inform their supervisor prior to commencing bereavement leave. In administering this policy, Red Wing Housing and Redevelopment Authority may require verification of death.

3-12. Voting Leave

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, supervisors should be notified at least two (2) days prior to the voting day.

3-13. Insurance Programs

Full-time employees may participate in Red Wing HRA's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits. Employees become eligible on the 1st of the month following 30 days of employment.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to contact the Finance Director with any further questions.

3-14. Long-Term Disability Benefits

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between the Red Wing HRA and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-15. Salary Continuation

Red Wing HRA provides enhanced monetary short-term disability benefits to full-time employees. These enhanced monetary benefits are inclusive of any monetary workers' compensation or statutory short-term disability benefits.

This is not a leave of absence provision. Employees who will be out of work must request a leave of absence. See the Leave of Absence sections of this handbook for more information. Employees will be required to submit medical certification as requested by the Red Wing HRA. Required medical certification under this policy may differ from the medical certification required for any leave of absence requested.

3-16. Employee Assistance Program

Red Wing HRA provides the Employee Assistance Program, which offers qualified counselors to help employees cope with personal problems they may be facing. Further details can be obtained through our medical insurance provider.

3-17. Retirement Plan

Eligible employees are able to participate in the Red Wing HRA's retirement plan. Plan participants may make pre-tax contributions to a retirement account.

Upon becoming eligible to participate in this plan, employees will receive an SPD describing the plan in greater detail. Please refer to the SPD for detailed plan information. Of course, feel free to speak to the Finance Director if there are any further questions.

Section 4 - LEAVES OF ABSENCE

4-1. Personal Leave

If employees are ineligible for any other Red Wing HRA leave of absence, the Red Wing HRA, under certain circumstances, may grant a personal leave of absence without pay. A written request for personal leave should be presented to management at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and employees are not eligible for leave under the federal Family and Medical Leave Act (FMLA) or any state leave law, medical certification also must be submitted. The request will be considered on the basis of staffing requirements and the reasons for the requested leave, as well as performance and attendance records. Normally, a leave of absence will be granted for a period of up to eight (8) weeks. However, personal leave may be extended if, prior to the end of leave, employees submit a written request for an extension to management and the request is granted. During the leave, employees will not earn vacation, personal days, or sick days. The Red Wing HRA will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the Red Wing HRA in a timely manner, subject to the terms of the plan documents.

When the employees anticipate returning to work, they should notify management of the expected return date. This notification should be made at least one (1) week before the end of the leave.

Upon completion of the personal leave of absence, the Red Wing HRA will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the Red Wing HRA will be considered a voluntary resignation of employment.

Personal leave runs concurrently with any Red Wing HRA-provided Short-Term Disability Leave of Absence.

4-2. Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

If employees are required to attend yearly Reserves or National Guard duty, they can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). They should give management as much advance notice of their need for military leave as possible so that the Red Wing HRA can maintain proper coverage while employees are

away.

4-3. Family Military Leave

Any employee who is the grandparent, parent, legal guardian, sibling, child, grandchild, spouse, fiancée or fiancé of a member of the United States armed forces who has been ordered into active service in support of a war or other national emergency ("mobilized service member") is eligible for an unpaid leave of absence of up to one (1) day per calendar year in order to attend a send-off or homecoming ceremony for the mobilized service member. Employees are asked to give the Red Wing HRA as much notice of their intent to take this leave as is practicable under the circumstances.

Additionally, any employee who is the parent, child, grandparent, sibling or spouse of a member of the United States armed forces who has been injured or killed while engaged in active service is eligible for an unpaid leave of absence for up to 10 days. The employee must give the Red Wing HRA as much notice of intent to take this leave as is practicable. Any accrued paid time off which is used during this period will run concurrently with leave under this policy and will not extend the length of leave.

4-4. Family and Medical Leave for Employers Not Covered by the FMLA

(For employers not covered by FMLA)

Employees in the State of Minnesota may be eligible for pregnancy and parental leave under the Minnesota Pregnancy & Parental Leave Act (MPPLA). All employees are eligible for leave under the MPPLA.

Eligible employees may take up to 12 weeks of unpaid leave for the birth or placement for adoption of a child (but not foster care placement) or for a childbearing employee's own prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. MPPLA leave for the birth or adoption of a child may begin not more than 12 months after the birth or adoption, except that where the child must remain in the hospital longer than the childbearing parent, the leave may not begin more than 12 months after the child leaves the hospital. The length of MPPLA leave will not be reduced by any period of paid or unpaid leave taken for prenatal care medical appointments.

During any period of leave pursuant to the MPPLA, employees may continue any health insurance coverage but employees must continue to pay their share of the cost of coverage.

Eligible employees may utilize any accrued paid time off benefits during an unpaid MPPLA leave. The substitution of paid time for unpaid MPPLA leave time does not extend the length of MPPLA leaves and the paid time will run concurrently with the employee's MPPLA entitlement, except for use related to prenatal care medical appointments as noted above. Receipt of disability benefits, workers' compensation benefits, or other monetary benefits except for use related to prenatal care medical appointments as noted above, does not extend the maximum amount of leave time to which the employee is eligible under the MPPLA.

Eligible employees must provide the employee's supervisor 30 days' notice of leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide Red Wing Housing and Redevelopment Authority notice of the need for leave as soon as practicable under the facts and circumstances of the particular

case. The notice should include the date the leave will commence and the estimated duration of the leave. Employees returning from a leave of absence longer than one (1) month must provide notice of their return from leave to the employee's supervisor at least two (2) weeks in advance.

At the end of MPPLA leave, subject to some exceptions, employees generally have the right to return to the same or equivalent position with equivalent pay, benefits, and other terms.

4-5. Domestic Abuse or Harassment Leave

Employees are entitled to reasonable unpaid time off to obtain or attempt to obtain an order of protection and/or other relief from a court related to domestic abuse or harassment.

The employee who is absent from the workplace shall give 48 hours' advance notice to the Red Wing HRA except in cases of imminent danger to the health or safety of the employee or the employee's child, or unless impracticable.

Upon request, the employee must provide verification that supports the employee's reason for being absent from the workplace. All information related to the employee's leave pursuant to this section shall be kept confidential by the Red Wing HRA.

4-6. School Conference and Activities Leave

Red Wing HRA will provide employees with up to 16 hours of leave during any 12-month period to attend school conferences or school-related activities related to the employee's child (including conferences related to a pre-kindergarten program or child care services), provided the conferences or school-related activities cannot be scheduled during nonwork hours. When leave cannot be scheduled during non-work hours and the need for leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the Red Wing HRA's operations. Leave under this policy is unpaid. However, the employee may substitute accrued paid time off for leave under this policy.

Section 5 - GENERAL STANDARDS OF CONDUCT

5-1. Workplace Conduct

Red Wing Housing and Redevelopment Authority endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Red Wing HRA's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing, or defacing Red Wing Housing and Redevelopment Authority property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of Red Wing Housing and Redevelopment Authority's Drug and Alcohol-Free Workplace Policy.
6. Fighting, threatening, or disrupting the work of others or other violations of Red Wing Housing and Redevelopment Authority's Workplace Violence Policy.
7. Failure to follow lawful instructions of a supervisor.
8. Failure to perform assigned job duties.
9. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences.
10. Gambling on Red Wing HRA property.
11. Willful or careless destruction or damage to Red Wing HRA assets or to the equipment or possessions of another employee.
12. Wasting work materials.
13. Performing work of a personal nature during working time.
14. Violation of the Solicitation and Distribution Policy.
15. Violation of Red Wing Housing and Redevelopment Authority's Harassment or Equal Employment Opportunity Policies.
16. Violation of the Communication and Computer Systems Policy.
17. Unsatisfactory job performance.
18. Any other violation of Red Wing Housing and Redevelopment Authority policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and Red Wing Housing and Redevelopment Authority reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Red Wing HRA will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2. Punctuality and Attendance

Employees are hired to perform important functions at Red Wing Housing and Redevelopment Authority. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive and disruptive and place an unfair burden on fellow employees and supervisors. The Red Wing HRA expects excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

The Red Wing HRA does recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify supervisors as early as possible, but no later than the start of the workday. Asking another employee, friend, or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the absence and its expected duration, every day of absenteeism.

Unreported absences of three (3) consecutive workdays generally will be considered a voluntary resignation of employment with the Red Wing HRA.

5-3. Use of Communications and Computer Systems

Red Wing HRA's communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Red Wing HRA policy. This includes the voice mail, e-mail, and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the Red Wing Housing and Redevelopment Authority systems.

Red Wing HRA may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Red Wing HRA deems it appropriate to do so. The reasons for which the Red Wing HRA may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Red Wing HRA operations continue appropriately during the employee's absence.

Further, the Red Wing HRA may review Internet usage to ensure that such use with Red Wing HRA property, or communications sent via the Internet with Red Wing HRA property, are appropriate. The reasons for which the Red Wing HRA may review employees' use of the Internet with Red Wing HRA property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Red Wing HRA operations continue appropriately during the employee's absence.

The Red Wing HRA may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Red Wing HRA's policies prohibiting harassment, in their entirety, apply to the use of Red Wing HRA's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race,

national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the Red Wing HRA's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

5-4. Use of Social Media

Red Wing Housing and Redevelopment Authority respects the right of any employee to maintain a blog or web page or to participate in a social networking on or through websites or services such as X (formerly Twitter), Facebook, Threads, LinkedIn, YouTube, Instagram, TikTok, SnapChat, or similar sites/services (collectively "social media"). However, to protect Red Wing HRA interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not use social media during work time or at any time with Red Wing HRA equipment or property.

All rules regarding confidential and proprietary business information apply in full to social media. Any information that cannot be disclosed through a conversation, a note, or an e-mail also cannot be disclosed through social media.

When using social media, if the employee mentions the Red Wing HRA and also expresses either a political opinion or an opinion regarding the Red Wing HRA's actions that could pose an actual or potential conflict of interest with the Red Wing HRA, and it is either implicit or explicit that the poster is affiliated with the Red Wing HRA, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is a personal opinion and not the Red Wing HRA's position. This is necessary to preserve the Red Wing HRA's goodwill in the marketplace.

Employees may not use the Red Wing HRA's logos or trademarks for commercial purposes or to endorse any product or service.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through social media. For example, posted material that is discriminatory, obscene, defamatory, libelous, or violent is forbidden. Red Wing HRA policies apply equally to employee social media usage.

Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

5-5. Personal and Company-Provided Portable Communication Devices

Red Wing Housing and Redevelopment Authority-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may be subject to monitoring if sent through the Red Wing HRA's networks, and the PCD must be provided for inspection and review upon request.

All conversations, text messages, and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Red Wing HRA-provided or personal device, employees must comply with applicable Red Wing HRA guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use, and operation of vehicles.

If employees who use a personal PCD for business resign or are discharged, they will be required to submit the device to the IT department for resetting on or before their last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Red Wing HRA information and personal data (such as contacts, e-mails, and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Red Wing HRA information. This is the only way currently possible to ensure that all Red Wing HRA information is removed from the device at the time of termination. The removal of Red Wing HRA information is crucial to ensure compliance with the Red Wing HRA's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Red Wing HRA-issued device, the Red Wing HRA's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Red Wing HRA business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving are prohibited in all circumstances.

5-6. Smoking

Smoking, including the use of e-cigarettes, is prohibited on Red Wing HRA premises and in all Red Wing HRA vehicles.

5-7. Solicitation and Distribution

To avoid distractions, solicitation by the employee of another employee is prohibited while either employee is on work time. "Work time" is defined as the time the employee is engaged, or should be engaged, in performing their work tasks for Red Wing Housing and Redevelopment Authority. Solicitation of any kind by non-employees on Red Wing HRA premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of the Red Wing HRA is prohibited at all times. Distribution of literature by non-employees on Red Wing HRA premises is prohibited at all times.

5-8. Bulletin Boards

Important notices and items of general interest are continually posted on Red Wing HRA bulletin boards. Employees should make it a practice to review bulletin boards frequently. This will assist employees in keeping up with what is current at the Red Wing HRA. To avoid confusion, employees should not post or remove any material from the bulletin board.

5-9. Confidential Company Information

During the course of work, employees may become aware of confidential information about Red Wing Housing and Redevelopment Authority's business, including but not limited to information regarding Red Wing HRA finances, pricing, products, and new product development, software, and computer programs, marketing strategies, suppliers, and customers and potential customers. Employees also may become aware of similar confidential information belonging to the Red Wing HRA's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to Red Wing Housing and Redevelopment Authority's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the Red Wing HRA may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5-10. Conflict of Interest and Business Ethics

It is Red Wing Housing and Redevelopment Authority's policy that all employees avoid any conflict between their personal interests and those of the Red Wing HRA. The purpose of this policy is to ensure that the Red Wing HRA's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Red Wing HRA.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Red Wing HRA, by any employee who is in a position to directly or indirectly influence either the Red Wing HRA's decision to do business, or the terms upon which business would be done with such organization;
2. Holding any interest in an organization that competes with the Red Wing HRA;
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Red Wing HRA or which competes with the Red Wing HRA; and/or
4. Profiting personally, e.g., through commissions, loans, expense reimbursements, or other payments, from any organization seeking to do business with the Red Wing HRA.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the Red Wing HRA.

5-11. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Employees should notify their supervisor if any equipment, machines, or tools appear to be damaged, defective or in need of repair. Prompt reporting of loss, damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Supervisors can answer any questions about the employees' responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Red Wing HRA's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Red Wing HRA is not responsible for any damage to employees' personal belongings unless the employee's supervisor provided advance approval for the employee to bring the personal property to work.

5-12. Health and Safety

The health and safety of employees and others on Red Wing HRA property are of critical concern to Red Wing HRA. The Red Wing HRA intends to comply with all health and safety laws applicable to our business. To this end, the Red Wing HRA must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Red Wing HRA's premises, or in a product, facility, piece of equipment, process, or business practice for which the Red Wing HRA is responsible should be brought to the attention of management immediately.

Periodically, the Red Wing HRA may issue rules and guidelines governing workplace safety and health. The Red Wing HRA may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

5-13. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, the Red Wing HRA may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the Red Wing HRA. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Red Wing HRA generally will attempt to identify other available positions, but if no alternate position is available, the Red Wing HRA retains the right to decide which employee will remain with the Red Wing HRA.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-14. Employee Dress and Personal Appearance

Employees are expected to report to work well groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well groomed and wearing the proper attire.

5-15. Publicity/Statements to the Media

All media inquiries seeking the Red Wing HRA's official position as to any issue of the Red Wing HRA must be referred to Executive Director. Only Executive Director is authorized to make or approve public statements on behalf of the Red Wing HRA. No employees, unless specifically designated by Executive Director, are authorized to make those statements on behalf of the Red Wing HRA. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Red Wing HRA must first obtain approval from Executive Director.

5-16. Operation of Vehicles

All employees authorized to drive Red Wing HRA-owned or leased vehicles or personal vehicles in conducting Red Wing HRA business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

Employees must have a valid driver's license in their possession while operating a vehicle off or on Red Wing HRA property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Red Wing HRA-owned or leased vehicles may be used only as authorized by management.

Portable Communication Device Use While Driving

Employees who drive on Red Wing HRA business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employees are driving, and permitted by law, they must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-17. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by the employee's Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to the Finance Director along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their Supervisor in advance if they have any questions about whether an expense will be reimbursed.

5-18. References

Red Wing HRA will respond to reference requests through the Finance Director. The Red Wing HRA will provide general information concerning the employee such as date of hire, date of discharge, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Finance Director.

Only the Finance Director may provide references.

5-19. If You Must Leave Us

Should any non-exempt employees decide to leave the Red Wing HRA, we ask that they provide a supervisor with at least 2 weeks advance notice of departure. Exempt employees shall submit a written resignation to the Executive Director at least 30 calendar days before leaving. Thoughtfulness will be appreciated. All Red Wing HRA property including, but not limited to, keys, security cards, parking passes, laptop computers, cell phones, uniforms, etc., must be returned at separation. Employees also must return all of the Red Wing HRA's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Red Wing HRA (through payroll deduction, if lawful) for any lost or damaged Red Wing HRA property. As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

5-20. Exit Interviews

Employees who resign are requested to participate in an exit interview with the Executive Director, if possible.

5-21. A Few Closing Words

This handbook is intended to give employees a broad summary of things they should know about the Red Wing HRA. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules, and benefits described in this handbook, the Red Wing HRA, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Employees should not hesitate to speak to management if they have any questions about the Red Wing HRA or its personnel policies and practices.

GENERAL HANDBOOK ACKNOWLEDGMENT

This Employee Handbook is an important document intended to help employees become acquainted with Red Wing Housing and Redevelopment Authority. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Red Wing HRA's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

I have received and read a copy of Red Wing Housing and Redevelopment Authority's Employees Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Red Wing HRA at any time.

I further understand that my employment is terminable at will, either by myself or the Red Wing HRA, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of the Red Wing HRA other than the Executive Director may alter "at will" status and any such modification must be signed in writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Red Wing HRA's Employee Handbook.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

RECEIPT OF NON-HARASSMENT POLICY

It is Red Wing Housing and Redevelopment Authority's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by Red Wing Housing and Redevelopment Authority.

The purpose of this policy is not to regulate any employee's personal morality, but to ensure that no one harasses another individual in the workplace, including while on Red Wing HRA premises, while on Red Wing HRA business (whether or not on Red Wing HRA premises) or while representing the Red Wing HRA. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted, or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual, or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures, or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts, or emails), or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state, or local laws. Because it is difficult to define unlawful harassment, employees are expected to behave at all times in a manner consistent with the intended purpose of this policy.

Sexual Harassment Defined

Sexual harassment can include all the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal, visual, or physical conduct of a sexual nature when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering

with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that violate this policy include:

- Unwelcome flirtations, leering, whistling, touching, pinching, assault, or blocking normal movement;
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment;
- Obscene or vulgar gestures, posters, or comments;
- Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies;
- Propositions or suggestive or insulting comments of a sexual nature;
- Derogatory cartoons, posters, and drawings;
- Sexually explicit emails, text messages, or voicemails;
- Uninvited touching of a sexual nature;
- Unwelcome sexually related comments;
- Conversation about a person's own or someone else's sex life;
- Conduct or comments consistently targeted at a single gender, even if the content is not sexual; and
- Teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact the Head of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the Red Wing HRA will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same manner in which the employee would report a claim of perceived harassment under this policy.

Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

I have read and I understand Red Wing Housing and Redevelopment Authority's Non-Harassment Policy.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.



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

February 10, 2026

To: Red Wing HRA Board of Commissioners

From: Kurt Keena, Executive Director

Re: Executive Director's Report

Federal, State & Local Funding

The House and Senate have passed the THUD appropriations bill that funds HUD and several of our programs that we administer. We are now waiting for it to be signed into law. Most areas saw stable funding with modest inflationary increases. The one area that saw a decrease is the Public Housing Operating Grant which is reduced by about \$500 million. This will impact how much operating subsidy we receive in FY 2026. We hope to learn if our \$960,000 CDS request for continued capital improvements at our Haven property was included in the final bill, as had been indicated by both US Senators offices.

We have submitted our ROSS grant application to HUD and now wait to learn if we are selected for funding. This grant would pay for the Resident Service Coordinator position for Jordan Tower I and our family public housing units.

At the State level we have learned that our NOAH application will be funded. This grant will pay for extensive capital improvements for our Bluff View property. The amount of the grant is \$2,396,000.

Bring It Home Voucher Program

We will begin to roll out this program in early 2026 and hope to eventually serve 15 to 20 families with the funding once fully implemented.

Board and Commission Resources

I have attached a copy of a Quick Reference Guide that City staff have produced for use by all City of Red Wing Boards and Commissions. The City would also like all members of Boards and Commissions to watch a series of short videos that cover 6 different topics related to serving on a Board or Commission. You can find the videos at the following link:

<https://www.redwingmn.gov/1095/Board-and-Commission-Member-Resources>



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

January 29, 2026

Kurt Keena
Executive Director
Red Wing Housing and Redevelopment Authority
428 West 5th Street
Red Wing, MN 55066

Re: Community Stabilization: Naturally Occurring Affordable Housing – Multifamily Rental Housing Program (NOAH Multifamily Program) Request for Proposals
Bluffview Townhomes; D8898

Dear Kurt Keena,

Congratulations! Minnesota Housing is pleased to inform Red Wing Housing and Redevelopment Authority that the Minnesota Housing board selected the Bluffview Townhomes project proposal for further processing under the NOAH Multifamily Program. In total, Minnesota Housing received 29 applications requesting over \$92 million. The available funding for the NOAH Multifamily Program was approximately \$41 million.

While the Bluffview Townhomes project proposal met Minnesota Housing’s initial criteria for selection, this letter is not a reservation of funding. Funding is contingent upon further underwriting, design requirements, satisfactory completion and review of due diligence items pertaining to the project, and compliance with the conditions of selection.

Enclosed with this letter is information that identifies the approved eligible uses, the estimated amount of NOAH Multifamily Program funds associated with eligible uses, the specific compliance requirements, Minnesota Housing contacts, and important next steps.

Contact Beverly Wilharm, Program Manager, at 651.539.9635 or beverly.wilharm@state.mn.us with questions.

Minnesota Housing looks forward to partnering with Red Wing Housing and Redevelopment Authority to preserve these housing units.

Sincerely,



James Lehnhoff

Assistant Commissioner, Multifamily Division

Equal Opportunity Employer

Good to Remember During Meetings

- Your group is like a choir, and the chairperson is the conductor. The chair facilitates & keeps things on track.
- A quorum is a majority of members, and a quorum must be present for a meeting to begin.
- Be present, early, respectful & curious. Raise your hand and get recognized by the chair before speaking.
- The chair can make motions, debate, and vote. The chair should ask for others' opinions before their own.
- The City uses Robert's Rules of Order to guide meeting procedures. The eight steps of voting include (1) Make a motion; (2) Second the motion if desired; (3) Chair states the motion; (4) Debate; (5) Chair restates the motion; (6) Group votes; (7) Chair counts the votes; (8) Chair announces the result.

Motion	What It Means	Needs 2nd	Debate-able	Amend-able	Who Decides If Motion Gets Approved
Main Motion	Introduces business.	Yes	Yes	Yes	Majority of members in attendance
Amend a Motion	Offers change(s) to a motion.	Yes	Yes	Yes	Majority of members in attendance
Amend an Amendment	Offers change(s) to an amendment.	Yes	Yes	No	Majority of members in attendance
Move the Previous Question	Proposes that the group immediately end all debate and vote.	Yes	No	No	Two-thirds of all members in attendance.
To Postpone	Proposes delaying discussion and action until a specific time and date, or until later in the meeting.	Yes	Yes	Yes	Majority of members in attendance
To Lay on the Table	Proposes deferring action due to an unexpected or urgent interruption or event. Should be used rarely. The item does not automatically return.	No	No	No	Majority of all members in attendance.
To Take from the Table	Offers to consider a tabled motion.	Yes	No	No	Majority of all members in attendance
To Refer to Committee	Offers to refer item to a committee of your group for further study.	Yes	Yes	Yes	Majority of members in attendance.
Point of Order	Stated to correct an error in meeting procedure, or to ask a question.	No	No	No	Chair decides.

COMMON INTRODUCTION PHRASES

- "I make a motion that..."
- "I move to amend the motion by..."
- "I move to amend the amendment by..."
- "I move the previous question."
- "I move to postpone this item until [*name a specific time and date*]."
- "I move to lay this item on the table."
- "I move to refer this item to the ____ committee."
- "Point of order."

How and When You Discuss Issues Coming Up for a Vote

Minding these do's and don'ts helps keep our government open and trustworthy.

OPEN MEETING LAW: WHAT IS IT?

- A law requiring that the work of public bodies be conducted openly and in public.
- Found in Chapter 13D of the Minnesota Statutes.
- Its purpose is to keep government business open and transparent to the public.
- Includes City Council and city boards and commissions.

HOW DO I FOLLOW IT?

Be Mindful of Business Conversations Outside of Meetings & Workshops

- Outside of a public meeting or workshop, do not discuss items coming up for a vote with a quorum (majority) or more of members.
- You CAN chat about non-business items with a quorum or more. But beware: That can accidentally lead to business talk. If so, stop and get back to other non-business topics.

Avoid Serial Communications in Emails & Texts

- Group emails or texts can inadvertently lead to an online chat about business with more than a quorum of members. In effect, this is a meeting outside of the public eye.
- To avoid this, do not email your whole group at one time or "reply all" to emails from your staff liaison.

EX PARTE COMMUNICATION: WHAT IS IT?

- It happens when one member gathers more information than other members about a specific application coming up for a vote. Often this happens through one-on-one talks, meetings, or emails.
- This rule applies **only** when a board or commission will be acting "quasi-judicially," meaning the group will be deciding whether an applicant meets set standards.
- Examples are when the HPC will be voting on a design review and when the APC will be voting on a zoning variance or conditional use permit. City Council must also follow this rule.
- Rule doesn't apply to many groups; you can still talk with individual residents about general concerns, etc.

HOW DO I FOLLOW IT?

- Do not meet or correspond with someone on your own if they have a pending application. They should speak to the full group at a meeting, presentation, or workshop. Ask them to contact your staff liaison or other city staff.
- If someone reaches out to you in this situation, politely stop the conversation and explain that details need to come to the whole group. Then disclose any information you learned to your staff liaison and/or at the next meeting.

KEY TAKEAWAY: The best place to learn about and discuss an issue coming up for a vote is at a city meeting or workshop, which is open to the public. That way, a quorum of your members is present, and all members will have the same information as they decide how to vote.



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

February 10, 2026

To: Red Wing HRA Board of Commissioners

From: Corrine Kulseth, Finance Director

Re: Finance Report

Reserves Adjusted

Program	November 2025
Public Housing	\$268,140
Housing Choice Vouchers (FSS and restricted included)	\$27,544
Redevelopment	\$798,857
AHTF	\$350,824
Bridges	-\$24,018
Small Cities Program	\$287,451
Jordan Tower II	\$1,719,761
Total	\$3,428,559

Operating Budget Update

Category	YTD 2025 (November)	Budgeted	Variance
Revenues	\$4,308,468	\$4,760,913	-10%
Expenses	\$4,119,183	\$4,469,651	-8%
Net Income	\$189,285		

CD Accounts

Bank	Program	Balance
Minnesota First	J1	\$48,462.30
	J2	\$58,633.70
	J2	\$54,832.02
	J2	\$59,247.11
	J2 Security Deposit	\$11,442.79
Merchants	AHTF	\$105,625.05
Edward Jones	J2	\$26,020.00

Notes to Financial Statements

- Preparing yearend financials. Will not see December financials until March

Other Business

- ROSS Grant application has been submitted
- Audit for 2025 Financials will be held March 31 - April 3, 2026
- No change in bank signers this year
- MCPP Allocations for 2026 attached to this report



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- New account set up for Bring It Home, program created in HAB, and set up with fee accountants

Committee Reports

No Finance Committee held for February
Personnel Committee summary attached

Community	2026 MCPP Allocation
Aitkin County	\$317,955
Albert Lea, City of	\$353,868
Alexandria, City of	\$291,931
Anoka County	\$7,281,283
Becker County	\$689,906
Benton County	\$310,053
Blue Earth County	\$1,375,918
Blue Earth, City of	\$100,000
Bluff Country HRA	\$775,686
Breckenridge, City of	\$100,000
Carver County	\$2,222,884
Chippewa County	\$551,025
Chisago County	\$1,150,459
City of Fairmont	\$199,046
Clay County	\$1,301,174
Cloquet, City of	\$245,664
Crow Wing County	\$1,336,736
Fergus Fall & Perham HRAs	\$347,386
Foley, City of	\$100,000
Grant County	\$118,929
Headwaters Regional Dev. Commission	\$1,684,375
Hennepin County	\$16,924,818
Isanti County	\$850,294
Kandiyohi County	\$869,545
Marshall, City of	\$273,070
McLeod County	\$717,993
Meeker County	\$457,283
Mower County	\$796,066
NW MN Multi-Co. HRA	\$1,601,767
New Prague, City of	\$162,043
New Ulm, City of	\$275,347
North Mankato, City of	\$282,043
Oakdale, City of	\$552,933
Olmsted County	\$3,239,387
Osakis, City of	\$100,000
Otter Tail County	\$837,662
Pine County, HRA	\$539,249
Ramsey County	\$4,752,162
Red Wing, City of	\$325,313
Rice County	\$1,343,587
SE MN Multi-Co. HRA	\$1,489,436
SW Regional Development Commission	\$1,989,503
Sandstone, City of	\$100,000
Sartell, City of	\$388,417
Sauk Rapids, City of	\$270,423
Scott County	\$2,976,751
Sherburne County	\$1,861,562

St. Cloud, City of	\$1,413,407
St. Joseph, City of	\$139,542
St. Louis County	\$3,908,446
Steele County (Owatonna administrates)	\$728,640
Stevens/Traverse County	\$252,087
Swift County	\$188,145
Washington County	\$5,005,202
Watonwan County	\$218,043
Winona, City of	\$511,979
Wright County	\$3,009,120
Total	\$80,205,544



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SUMMARY

Personnel Committee Meeting

Virtual

Tuesday, February 3, 2026 at 2:45 pm

Agenda

In attendance: Nic Abney, Jackie Luikart, Sara Hoffman, Kurt Keena, Corrine Kulseth

2:45 pm Approval of Agenda 2:45pm

Updates to the Red Wing HRA Employee Handbook
Recommend to Board of Commissioners

3:15 pm Adjourn 3:04 pm



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February 10, 2026

To: Red Wing HRA Board of Directors
From: Jennifer Jacobson, Housing Director
Re: Housing Board Report for month ending January 2026

HRA Owned Properties

	Jordan Tower I	Jordan Tower II	Family Public Housing Units	Market Rate Units (12)
Waiting List Numbers	121	94	24	n/a
Move-outs	0	1	0	0
Move-ins/Offline*	18*	2	0	0
Lease Terminations or Evictions this month	0	0	0	0
Occupancy Rate	100%*	98%	98%	100%

Voucher Programs

Housing Choice Voucher

Waiting List Numbers	469	Monthly HAP Received	\$99,816
Allocated Vouchers	169	Monthly HAP Paid	\$97,949
Funded Vouchers	121	HAP Reserves	\$111,517
Leased Vouchers	123	Per Unit Cost	\$796
Utilization Rate for Vouchers	101%	Utilization Rate for Monthly Funding	98%
Move-ins	5	Shopping (includes PO)	15
Move-outs	1	Processing Applications	11

Bridges Rental Assistance

Grant Years	2025-2027	Total Grant Awarded	\$368,280
Awarded Vouchers	16	Available Balance	\$288,802
Vouchers Leased	13	Grant Months remaining	17
Utilization of Vouchers	81%	Grant Funds Utilization	21%
Move-ins	0	Shopping	4
Move-outs	0	Processing Applications	6



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Program/Project Updates

- Naturally Occurring Affordable Housing (NOAH)
 - The HRA was awarded \$2.4 million to fund upgrades for the Bluffview Townhomes property.
- National Standards for the Physical Inspection of Real Estate (NSPIRE) Inspection
 - HUD Inspector arrived on January 7, 2026, to inspect the public housing units. The preliminary score is 83.
- POHP 2024 Updates
 - Jordan Tower I & Scattered Sites
 - The bid advertisement has been published in the local newspaper, on our website, and on other professional sites. A mandatory walkthrough is scheduled for mid-February. Bids are due in mid-March and will be presented at the April board meeting. Construction is expected to begin around July.



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February 10, 2026

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	November 2025
Notes Receivable	\$1,729,825
Forgivable	\$756,405
Reserves	\$287,451

Small Cities Loan Servicing and Activities

We have had a couple of loan payoffs recently that will allow us to fund another loan if we get an application.

Affordable Housing Trust Fund Activities and Reserves

We have executed the agreement with MHFA for the matching grants funds we were awarded. We can now request funding in two separate increments. This will add \$150K to our fund. November reserves for the AHTF are \$350,824.

Owner Occupied Rehab Program

Through 3 quarters of a program year Habitat has completed 10 projects and has two more ready to proceed. They expect to end the program year having fully utilized both the HRA and City Funds allocated for the year. We will share a year end report with more details regarding the program with you in April or May.

Housing & Redevelopment Related Update

In late December I met with members of the Business Roundtable group and City and County leaders and staff regarding their desire to fund a Housing Coordinator position. This is a follow-up action coming out of the Housing Summit we held with the City in late 2025. I believe it is encouraging that our business community is engaging around the issue of housing and its impact on their business operations.



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2025 Annual Report Red Wing Affordable Housing Trust Fund

For the year ended 12/31/2025 the Red Wing AHTF had cumulative revenue of \$193,572. Sources of the revenue were the HRA Levy, excess TIF increment, and interest income. Expenditures during the period totaled \$70,000. Activities funded included a new owner-occupied housing rehab program, creation of new affordable home-ownership units, and administrative expenses. AHTF expenditures were lower than the previous year due to no large affordable rental unit projects being funded. The ending balance of the fund as of 12/31/2025 was \$312,768.