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, July 14, 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 June 10, 2026 Regular Meeting Minutes.
   6.B. Motion to Approve Bills (Checks 53253 - 53326, totaling $194,754.97).
   Public Housing: $56,366.01
   Housing Choice Voucher: $6,602.82

Jordan Tower II: $74,497.70
Redevelopment: $32,288.44
Small Cities: $25,000.00
TIF: $0.00
AHTF: $0.00

7. Motions & General Business

7.A. Motion to Approve Resolution No. 1473-26 Authority's Borrowing Resolution for Red Wing HRA POHP 2024 Funds - Jordan Tower I

7.B. Motion to Approve Resolution No. 1474-26 Certification of By-Laws for Red Wing HRA POHP 2024 Funds - Jordan Tower I

7.C. Motion to Approve Abatement Contactor Contract for POHP 2024 Funds - Jordan Tower I

7.D. Motion to Approve Bid for POHP 2024 Funds - Scattered Site Pending Funding Modification from Minnesota Housing

7.E. Motion to Approve Abatement Contractor Contract for POHP 2024 Funds - Scattered Sites Pending Funding Modification from Minnesota Housing

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 August 11, 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, June 9, 2026 at 3:30 PM

Board members present: Board Chair, Jason Jech; Commissioners: Abby Villaran, Liz Magill, Sara Hoffman, 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. **Roll Call**
   Roll call was taken with all members present except Abney.
4. **Approval of Agenda**
   A motion to approve the agenda was made by Villaran and seconded by Hoffman. All were in favor. Motion carried.
5. **Public Comment**
   There were no public comments.
6. **Consent Agenda (Roll Call Required*)**
   A. Motion to Approve May 12, 2026 Regular Meeting Minutes.
   B. Motion to Approve Bills (Checks 53190 - 53252; Totaling $257,266.91).
      a. Public Housing: $82,742.35
      b. Housing Choice Voucher: $1,655.59
      c. Jordan II: $116,440.74
      d. Redevelopment: $31,352.24
      e. Small Cities: $0.00
      f. TIF: $75.99
      g. AHTF: $25,000.00
   C. Motion to Approve Resolution No, 1472-26 Approving Bank Signatures
   A motion to accept the Consent Agenda was made by Magill and seconded by Villaran. Roll call was taken and all board members were in favor. Motion carried.
7. **Motions and General Business**
   A. Motion to Approve Updated Red Wing HRA Procurement Policy
   Jacobson explained the proposed policy changes its format from the current 2019 policy, making it easier to locate information and reference it when going out for bids. Added a section on Domestic Preferences for Procurements (Buy America Build America, BABA), which was added into the Federal Regulations. HUD published a revised Public Housing Agency Procurement Handbook, and the thresholds for micro purchase increased from $10,000 to $15,000.
   A motion to Approve Updated Red Wing HRA Procurement Policy was made by Magill and seconded by Hoffman. All board members were in favor. Motion carried.

B. Motion to Approve Software Upgrade to PHA-Web

Kulseth explained the current housing software (HAB) the HRA is using was implemented in 2009. In 2017, HAB was acquired by MRI Software. This software receives upgrades required to stay compliant, but no upgrades for ease and convenience. Senior staff, along with the Housing and Voucher Managers, attended several demo presentations with MRI, as well as PHA-Web. By converting to PHA-Web, which is Cloud based, we will be able to use one software system instead of three separate systems and we will only need one slightly larger server instead of three. This is a cost saving factor of approximately $13,000-$18,000 annually. The annual subscription amount for PHA-Web is $10,950 and there is a one-time conversion fee of $14,800. We are electing to retain three years of history for tenant account information, landlord payments, and vendor payments at an additional cost of $1,694. The signing of this contract places the HRA on the waitlist for conversion implementation, but the actual conversion date is planned for some time in the spring of 2027.

A motion to Approve Software Upgrade to PHA-Web was made by Villaran and seconded by Magill. All board members were in favor. Motion carried.

8. <u>Communication Items</u>

A. Executive Director Report

Keena stated the 2026 State legislature has appropriated $17.5 million for POHP. This is the program used to make capital improvements to our public housing properties. We received our first payment of $75,000 from MHFA as part of our LHTF matching grant and will now request the remaining $75,000. These funds are required to be used on affordable housing activities. The HRA has been awarded, by HUD, the ROSS grant in the amount of $250,990 for a three year period. The Service Coordinator for Public Housing position has been held open while waiting to hear on our grant application. We will now proceed to fill the position as this grant will cover the cost. The upgrade to a new phone system has been completed and will result in cost savings in the future as we reduce the number of servers we need to maintain. In regards to our new housing programs software vendor, staff has determined PHA-Web will be the best fit for our needs and variety of programs. The actual conversion will take place in early to mid-2027.

B. Finance Report

Kulseth presented March and April's financials. Staff had new insurance start June 1, 2026. The Red Wing HRA is the host agency for the MN NAHRO Fall Conference happening October 7 thru October 9, at Treasure Island Resort and Casino and the planning stages have begun. No Finance Committee meeting was held in June.

C. Housing Report

Jacobson presented waitlist, move out and Voucher program numbers ending May 2026. The first voucher has been issued for the Bring It Home (BIH) program. The next step under review for BIH is the reporting and monitoring requirements. Minnesota Housing staff visited the HRA on June 3, 2026 to complete a Monitoring and Occupancy Review (MOR) and Other Funding Review. Regarding POHP 2024 updates, the contract between the HRA and Project One is being processed for signatures. As far as the Abatement, the mandatory pre-bid walkthrough is on June 18, 2026 and the bid opening is on July 2, 2026. Once the HRA has the bid amount for the Scatter Sites abatement contractor, staff will inform MN Housing so they can bring the funding modification request to its board. The abatement bid solicitation ad was published to solicit an abatement contractor. The mandatory pre-bid walkthrough is on June 9, 2026 and the bid opening is on June 23, 2026.

D. Community Development Report

Keena presented Small Cities Program Income, Notes Receivable and Cash Reserves. We have one Small Cities approved loan, which will close on June 16, 2026 and then be disbursed. We have begun the process for the 2027 application funding round, which will included both a commercial rehab portion and a multi-family rehab component. We received an AHTF disbursement of $75,000 from our $150,000 State matching grant. The repayment of $75,000 for a loan whose project no longer includes housing units is scheduled for the end of May or early June. No applications are pending at this time.

E. Resident Council Report

Luikart said they are planning an Ice Cream Social this month and for Father's Day there will be a gathering with cupcakes provided.

F. Hope Coalition Report

Villaran stated Hope Coalition has submitted a grant application for state funding with Victim Crime Servicing. Hopefully, they will know if they received any funding by October. They will be hosting a Pickle Ball tournament, as a fundraising event on June 20. In case of rain, the event will be held on June 21 instead. The annual Golf tournament will be held in September and they are looking for Hole Sponsor's. Also this tournament matches funds so it is a great fundraising opportunity. A campaign for a New Shelter will be coming in the future.

G. City Council Liaison Report

Snyder talked about the rezoning of three parcels of properties, which are located at Briarwood, Jefferson School and Bay View. The rezoning has passed, but it been put on hold until the July meeting for final approval. The Community has strong opinions on this subject. It will be discussed further at the next meeting.

H. Announcements

A. The next HRA Board Meeting will be on July 14, 2026 at 3:30 p.m. in the City Council Chambers

9. Adjourn

The meeting was adjourned at 4:36 p.m. by Board Chair Jason Jech

Respectfully Submitted By,
Dawn Gielau

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Board Chair

Red Wing Housing & Redvelopment Authority Checks Written Report June 1, 2026 thru June 30, 2026			
Payment Date	Payment Number	Payment Amount	Payee Name
6/4/2026	2007	$50.00	NICHOLAS ABNEY
6/4/2026	2008	$150.00	KARLA ALBERTZ
6/4/2026	2009	$3,343.07	ESI HOSTED SERVICES
6/4/2026	2010	$255.00	FILEVISION USA
6/4/2026	2011	$200.00	AMY HARRIS
6/4/2026	2012	$89.52	INNOVATIVE OFFICE SOLUTIONS LLC
6/4/2026	2013	$139.26	JENNIFER JACOBSON
6/4/2026	2014	$50.00	JASON JECH
6/4/2026	2015	$210.00	KURT KEENA
6/4/2026	2016	$68.75	MAIDS IN MINNESOTA
6/4/2026	2017	$1,645.62	MRI SOFTWARE LLC
6/4/2026	2018	$200.00	BARRY PREBLE
6/4/2026	2019	$200.00	LINDA ROWAN
6/4/2026	2020	$50.00	ABBY VILLARAN
6/10/2026	2021	$204.55	CINTAS CORPORATION
6/10/2026	2022	$280.64	MAIDS IN MINNESOTA
6/10/2026	2023	$119.05	CORRINE KULSETH
6/16/2026	2024	$450.00	CSC SERVICEWORKS INC
6/16/2026	2025	$426.77	INNOVATIVE OFFICE SOLUTIONS LLC
6/16/2026	2026	$704.22	STEVE JUNGE INSTALLATIONS LLC
6/24/2026	2027	$204.55	CINTAS CORPORATION
6/24/2026	2028	$45.00	GOT SHARPS LLC
6/24/2026	2029	$231.34	INNOVATIVE OFFICE SOLUTIONS LLC
6/24/2026	2030	$7,567.31	STEVE JUNGE INSTALLATIONS LLC
6/24/2026	2031	$23,480.15	MINNESOTA HOUSING FINANCE AGENCY
6/24/2026	2032	$307.95	THEIPGUYS NET LLC ONENET GLOBAL
6/24/2026	2033	$20.00	BARRY PREBLE
6/24/2026	2034	$30.00	LINDA ROWAN
6/24/2026	2035	$22.40	CORRINE KULSETH
6/4/2026	53253	$46.85	ALLEGRA
6/4/2026	53254	$0.00	Void / CITY OF RED WING WATER & SEWER
6/4/2026	53255	$0.00	Void / CITY OF RED WING WATER & SEWER
6/4/2026	53256	$16,157.30	CITY OF RED WING WATER & SEWER
6/4/2026	53257	$320.22	CULLIGAN WATER CONDITIONING
6/4/2026	53258	$200.00	CANDIS FLECK
6/4/2026	53259	$150.00	STEVEN GREGORY
6/4/2026	53260	$3,657.00	HAWKINS ASH CPAS LLP
6/4/2026	53261	$450.00	P HANSON MARKETING INC
6/4/2026	53262	$5,796.00	HOUSING AUTHORITY RISK RETENTION GROUP
6/4/2026	53263	$39.53	HD SUPPLY FACILITIES MAINTENANCE
6/4/2026	53264	$50.00	SARA HOFFMAN
6/4/2026	53265	$35,550.00	HOUSING INSURANCE SERVICES INC

6/4/2026	53266	$1,158.56	JAYTECH INC
6/4/2026	53267	$80.73	ERICK JOHNSON
6/4/2026	53268	$50.00	JACKIE LUIKART
6/4/2026	53269	$50.00	ELIZABETH MAGILL
6/4/2026	53270	$23.47	MENARDS RED WING
6/4/2026	53271	$150.00	NATHAN MEWES
6/4/2026	53272	$200.00	STEPHEN JOHN PRINGLE
6/4/2026	53273	$500.00	QUADIENT FINANCE USA INC
6/4/2026	53274	$10.00	Travis Calamari
6/4/2026	53275	$916.00	RED WING PLUMBING & HEATING
6/4/2026	53276	$1,289.45	THE SHERWIN WILLIAMS CO
6/4/2026	53277	$397.70	STARTECH COMPUTING INC
6/4/2026	53278	$273.01	CORRINE KULSETH
6/4/2026	53279	$370.00	TEE JAY NORTH INC
6/4/2026	53280	$67.43	TIFFANY IDE
6/4/2026	53281	$49.38	XCEL ENERGY
6/10/2026	53282	$442.16	CITY OF RED WING OTHER UTILITIES
6/10/2026	53283	$17,000.00	COHNREZNICK ADVISORY L.L.C.
6/10/2026	53284	$387.84	CULLIGAN WATER CONDITIONING
6/10/2026	53285	$6,659.00	FINN DANIELS ARCHITECTS
6/10/2026	53286	$5,000.00	HADLER PROPERTY CLEAN UPS
6/10/2026	53287	$44.92	MENARDS RED WING
6/10/2026	53288	$90.47	PLUNKETTS PEST CONTROL INC
6/10/2026	53289	$1,080.00	STARTECH COMPUTING INC
6/10/2026	53290	$68.75	VICKIS FOOT AND NAIL CARE PLLC
6/10/2026	53291	$9,773.53	XCEL ENERGY
6/15/2026	53292	$100.00	Yvonne Svoboda
6/16/2026	53293	$372.00	CITY OF RED WING OTHER UTILITIES
6/16/2026	53294	$2,901.00	DIRECT TV
6/16/2026	53295	$1,689.00	EBNER THREADS LLC
6/16/2026	53296	$2,190.00	FIRELINE SPRINKLER LLC
6/16/2026	53297	$100.00	GOODHUE COUNTY HABITAT FOR HUMANITY
6/16/2026	53298	$376.49	HIAWATHA BROADBAND
6/16/2026	53299	$100.00	HOPE COALITION
6/16/2026	53300	$250.20	MENARDS RED WING
6/16/2026	53301	$251.15	To The Estate of David Pete
6/16/2026	53302	$1,391.50	SCHUMACHER ELEVATOR COMPANY
6/16/2026	53303	$47.55	THE SHERWIN WILLIAMS CO
6/16/2026	53304	$3,069.58	VISA
6/16/2026	53305	$95.05	XCEL ENERGY
6/24/2026	53306	$20.00	JOANNE BUNDY
6/24/2026	53307	$30.00	LARRY CEDAR
6/24/2026	53308	$765.12	CITY OF RED WING OTHER UTILITIES
6/24/2026	53309	$266.64	CULLIGAN WATER CONDITIONING
6/24/2026	53310	$25,000.00	FISCHER COMPANIES INC
6/24/2026	53311	$20.00	JEANELLE FOSBERG
6/24/2026	53312	$30.00	JULIE HUBBLE

6/24/2026	53313	$30.00	CHERYL LUND
6/24/2026	53314	$84.83	MARCO TECHNOLOGIES LLC
6/24/2026	53315	$565.32	MENARDS RED WING
6/24/2026	53316	$10.00	ROMELIA MORENO
6/24/2026	53317	$3,697.56	MUTUAL OF OMAHA
6/24/2026	53318	$239.00	NAN MCKAY & ASSOCIATES INC
6/24/2026	53319	$10.00	STEPHEN JOHN PRINGLE
6/24/2026	53320	$20.00	CHRISTINE RADTKE
6/24/2026	53321	$30.00	KIM ROSSI
6/24/2026	53322	$1,648.53	STORTZ SATELLITE
6/24/2026	53323	$30.00	JOYCE THOMPSON
6/24/2026	53324	$10.00	ELAINE FOSBERG
6/24/2026	53325	$10.00	DOUGLAS NOETZEL
6/24/2026	53326	$10.00	JACOB WALLACE
		$194,754.97	

Red Wing Housing & Redevelopment Authority

428 West Fifth Street | Telephone (651) 388-7571
Wing, MN 55066 | FAX (651) 385-0551
DD/TTY 7-1-1 | www.redwinghra.org

July 14, 2026

To: Red Wing HRA Board of Commissioners
From: Jennifer Jacobson, Housing Director
Re: Authority's Borrowing Resolution for Red Wing HRA
POHP 2024 Funds- Jordan Tower I
Resolution #1473-26

Background

The Publicly Owned Housing Program (POHP) was first established by the Minnesota Legislature in 2005. The purpose of these funds is to rehabilitate and preserve public housing units. POHP funds are provided in the form of a 20-year, deferred, forgivable loan to HRAs/PHA/CDAs that operate public housing.

Minnesota Housing published a request for proposals for up to $41 million. The Red Wing HRA submitted two applications for these funds totaling $10,202,738. On June 27, 2024, the Minnesota Housing Board approved Red Wing HRA's application for Jordan Tower I in the amount of $6,275,500.

Authority's Borrowing Resolution

As part of the POHP funding requirements, the HRA is required, within 90 days of closing, to submit an Authority's Borrowing Resolution to Minnesota Housing for review.

Attachments

Borrowing Resolution
Exhibit A- Legal Description of Property

Recommendation:

Staff recommends to the HRA Board of Commissioners to adopt Resolution #1473-26 approving: 1) Authority's Borrowing Resolution for 2024 Publicly Owned Housing Program funding, and 2) authorize the Executive Director to execute all necessary documents.

CERTIFIED COPY OF THE RESOLUTIONS ADOPTED BY ALL OF THE MEMBERS OF
Red Wing Housing and Redevelopment Authority
Resolution #1473-26

I HEREBY CERTIFY that I am the duly elected Secretary and keeper of the records of Red Wing Housing and Redevelopment Authority, a public body politic of the City of Red Wing, (the "(HRA"), that the following is a true and correct copy of the Resolutions duly and unanimously adopted by all of the members of the HRA on July 14, 2026 all of the members of the HRA being present and constituting a quorum for the transaction of business; further, that such meeting was called in compliance with all applicable laws of the HRA; that such Resolutions do not conflict with any laws of the HRA nor have such Resolutions been in any way altered, amended or repealed and are in full force and effect, unrevoked and unrescinded as of this day, and have been entered upon the regular Minute Book of the HRA, as of the aforementioned date, and that all of the members of the HRA have and at the time of adoption of such Resolution, had full power and lawful authority to adopt such Resolutions and to confer the powers thereby granted to the officer(s) therein named who has (have) full power and lawful authority to exercise the same:

WHEREAS, on this 14th day of July, 2026, there has been presented to the meeting of the HRA a proposal for the HRA to borrow a zero-interest forgivable loan from the Minnesota Housing Finance Agency, a public body corporate and politic of the State of Minnesota, 400 Wabasha Street North, Suite 400, St. Paul, MN 55102-1109, (the "Agency") in an amount not to exceed $6,275,500, (the "Loan") that will be forgiven in twenty (20) years, which Loan will be evidenced by a Deferred Loan Repayment Agreement. Further, a General Obligations Bonds Declaration of Covenants, Conditions and Restrictions (the "G.O. Declaration"), a Construction Loan Agreement, and a Publicly Owned Housing Program Declaration of Covenants, Conditions and Restrictions (the "POHP Declaration") shall be executed in connection with the Loan, the terms of which require that (i) the HRA's retain ownership of the Development located in the County of Goodhue, State of Minnesota and more fully described in **Exhibit A** attached hereto and made a part hereof, and (ii) provides public housing for a term of thirty-five (35) years. The Deferred Loan Repayment Agreement, the G.O. Declaration, Construction Loan Agreement, and the POHP Declaration are referred to collectively as the "Loan Documents".

NOW THEREFORE, be it resolved by all members of the HRA, that the HRA be and hereby is, authorized to borrow the funds referred to hereinabove from the Agency; and

BE IT FURTHER RESOLVED, that Kurt Keena, the Executive Director of the HRA be, and they hereby are, authorized and directed on behalf of the HRA, at any time and from time to time hereafter and without further action by or authority or direction from the HRA, to execute and deliver or cause to be executed and delivered, those documents referred to hereinabove, and all such other further agreements, assignments, statements, instruments, certificates and documents and to do or cause to be done all such other and further acts and things as they may determine to be necessary or advisable under or in connection with such borrowing, and that their execution of any such agreement, assignment, statement, instrument, certificate or document, or the doing of any such act or thing, shall be conclusive evidence or their determination in that respect; and

BE IT FURTHER RESOLVED, that the Agency be and it hereby is authorized to rely on the continuing force and effect of these Resolutions, until receipt by the Commissioner of the Agency at its principal office of notice in writing from the HRA of any amendments or alterations thereof.

ATTEST:

_______________________________ _______________________________
Board Chair Secretary

____

Dated: ____________, 20___
(SEAL, if applicable)

EXHIBIT A
Legal Description

All that part of Lots six and seven in Block twenty in the City of Red Wing, bounded and described as follows, to-wit: Beginning on the Northerly line of said block at a point 54 feet Westerly from the Northeasterly corner of said Lot 6,running thence Westerly on said Northerly line of said Block 50 feet, thence Southerly parallel to the Easterly line of Lot 7to the Southerly line thereof, thence Easterly on the Southerly line of said Lots 6 and 7 to a point 54 feet Westerly from the Southeasterly corner of said Lot 6, thence Northerly to the place of beginning; all according to the original plat of the City of Red Wing on file in the office of the County Recorder in and for Goodhue County, Minnesota.

All that part of Lot 6 in Block 20 in the City of Red Wing, Goodhue County, Minnesota, bounded and described as follows, to-wit: Beginning at the Northeasterly corner of said lot; running thence west on the northerly line thereof 54 feet, thence southerly parallel with the westerly line of said lot to the southerly line thereof, thence easterly on the southerly line of said lot to the southeasterly corner thereof, thence northerly on the easterly line of said lot to the place of beginning.

Lot 5, Block 20, City of Red Wing, according to the original plat thereof in the office of the County Recorder in and for Goodhue County, Minnesota.

Lot 10, Block 21, City of Red Wing, according to the original plat thereof on record in the office of the County Recorder in and for Goodhue County, Minnesota.

Together with the northerly half of the vacated alley as described in Resolution Number 1161 by the City of Red Wing dated March 13, 1978, recorded March 21, 1978 in Book 162 of M.R., page 477.

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

July 14, 2026

To: Red Wing HRA Board of Commissioners
From: Jennifer Jacobson, Housing Director
Re: Certification of By-Laws for Red Wing HRA
POHP 2024 Funds- Jordan Tower I
Resolution #1474-26

Background
The Publicly Owned Housing Program (POHP) was first established by the Minnesota Legislature in 2005. The purpose of these funds is to rehabilitate and preserve public housing units. POHP funds are provided in the form of a 20-year, deferred, forgivable loan to HRAs/PHA/CDAs that operate public housing.

Minnesota Housing published a request for proposals for up to $41 million. The Red Wing HRA submitted two applications for these funds totaling $10,202,738. On June 27, 2024, the Minnesota Housing Board approved the continued processing the application from Red Wing HRA for Jordan Tower I in the amount of $6,275,500.

Certification of By-Laws
As part of the POHP funding requirements, the HRA is required within 90 days of closing to submit a certification of by-laws to Minnesota Housing for review.

Attachments
Certification of By-Laws
By-Laws of the Red Wing Housing and Redevelopment Authority

Recommendation:
Staff recommends to the HRA Board of Commissioners to adopt Resolution #1474-26 approving: 1) Certification of By-laws for 2024 Publicly Owned Housing Program funding and 2) authorize the Executive Director to execute all necessary documents.

Certification

I, Abby Villaran, do hereby certify that I am the Secretary of the Red Wing Housing and Redevelopment Authority, Minnesota, a public body politic of the City of Red Wing (the "HRA") and I hereby further certify as follow:

> **Exhibit A** attached hereto is, respectively, a true, complete and correct copy of the Bylaws of the HRA and all amendments, thereto, and such bylaws have been duly adopted by the HRA, are presently in full force and effect.

Signed this 14^{th} day of July 2026

____

Secretary

BYLAWS OF THE RED WING
HOUSING AND REDEVELOPMENT AUTHORITY
RED WING, MINNESOTA

Section 1. Name of Authority.

The name of the Authority shall be the "Red Wing Housing and Redevelopment Authority".

Section 2. Seal of Authority.

The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of Authority.

The offices of the Authority shall be 428 West Fifth Street in the City of Red Wing, State of Minnesota, but the Authority may hold its meetings at such other place or places as it may designate by resolution.

ARTICLE II - OFFICERS

Section 1. Officers.

The officers of the Authority shall be a Chairperson, a Vice-Chairperson, and a Secretary/Treasurer.

Section 2. Chairperson.

The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairperson shall sign all contracts, deeds and other instruments made by the Authority.

Section 3. Vice-Chairperson.

The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall select a new Chairperson.

Section 4. Secretary/Treasurer.

The Secretary/Treasurer shall perform the duties of a Secretary/Treasurer for the Authority.

Section 5. Executive Director.

The Authority shall employ an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He/she shall be charged with the management of the housing projects of the Authority.

As assistant to the Secretary/Treasurer, the Executive Director in his/her own name and title shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings to be kept for such purpose, and shall perform all duties incident to his/her office; or appoint a staff person to assist in these duties. He/she shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

They shall have the general supervision of the fiscal management of all funds of the Authority. The Executive Director may employ, subject to the direction of the Authority, a Financial Officer to assist in the fiscal management of all Authority funds. The Authority shall, by resolution, designate who may sign all orders and checks for the payments of moneys under the direction of the Authority by signature or facsimile signature. The Executive Director, or subject to their supervision of the Financial Officer, shall keep regular books of accounts showing receipts and expenditures, and shall at each regular meeting, provide a detail listing of expenditures. The Authority will give bond for the faithful performance of staff performing any financial duties as the Authority may determine.

The compensation of the Executive Director shall be determined by the Authority.

Section 6. <u>Additional Duties</u>.

The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the bylaws or rules and regulations of the Authority.

Section 7. <u>Election or Appointment</u>.

The first Chairperson shall, pursuant to his/her appointment, serve in the capacity of Chairperson until the expiration of his/her term in office as Commissioner. The Vice-Chairperson, Secretary/Treasurer and, except in the case of the First Chairperson, the Chairperson shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

The Executive Director shall be appointed by the Authority. Any person appointed to fill the office of Executive Director, or any vacancy therein, shall have such term as the Authority fixes, but no Commissioner of the Authority shall be eligible to this office.

Section 8. <u>Officer Term Limits</u>.

No Commissioner shall serve more than two consecutive terms to the same office. A Commissioner may hold the same office provided one full year has elapsed from the termination of the last term served in the office. The exception to term limits is upon any vacancy of office, as stated in Article II, Section 9.

Section 9. Vacancies.

Should the office of the Chairperson, Vice-Chairperson or Secretary/Treasurer become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the remaining term of said office. When the office of Executive Director becomes vacant, the Authority shall appoint a successor, as aforesaid.

Section 10. Additional Personnel.

The Authority may from time to time employ such personnel, as it deems necessary to exercise its powers, duties and functions as prescribed by the Municipal Housing and Redevelopment law of Minnesota applicable thereto. The selection and compensation of such personnel (including the Executive Director) shall be determined by the Authority subject to the laws of the State of Minnesota.

ARTICLE III – MEETINGS

Section 1. Annual Meeting.

The annual meeting of the Authority shall be held at the regular meeting place of the Authority, or such place as designated.

Section 2. Regular Meeting.

Monthly meetings shall be held with notice at the regular meeting place of the Authority on the second Tuesday of each month.

Section 3. Special / Emergency Meetings.

Special / Emergency meetings of the Authority may be called by the Chairperson, or two members of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time prior to the time of the proposed meeting to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the members of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Quorum.

The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When quorum is in attendance, action may be taken by the Authority upon vote of a majority of the Commissioners present.

Section 5. Order of Business.

At the regular meetings of the Authority the following shall be the order of business:

1. Call to Order.
2. Approval of Minutes.
3. Program Reports.
4. Old Business.
5. New Business.
6. Other Business.
7. Bills/Expenses.
8. Adjourn.

All resolutions shall be in writing and shall be copied in the journal of the proceedings of the Authority.

Section 6. Manner of Voting.

The voting on all resolutions coming before the Authority shall be by roll call, and the yeas and nays shall be entered upon the minutes of such meeting.

ARTICLE IV – AMENDMENTS

Amendments to Bylaws.

The bylaws of the Authority shall be amended only with the approval of at least three of the members of the Authority at an annual, regular or special meeting.

As amended March 8, 2005 by Resolution #810

Red Wing Housing & Redevelopment Authority

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

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

June 13, 2017

To: Red Wing HRA Board of Commissioners

Approved by the HRA Board of Commissioners, RH

From: Randal Hemmerlin, Executive Director

Re: Amend By-Laws to Include Pledge of Allegiance in the Order of Business

Background:
In our February 2017 meeting, we discussed that because we had our own By-laws and Orders of Business accordingly, we were exempt from the City's Rules of Order and Procedure for Boards and Commissions in Accordance with the City Charter, Section 5.04. No action was taken to change anything in that regard.

Section 5 of our By-Laws is our Order of Business.

Section 5. Order of Business.

At the regular meetings of the Authority the following shall be the order of business:

1. Call to Order.
2. Approval of Minutes.
3. Program Reports.
4. Old Business.
5. New Business.
6. Other Business.
7. Bills/Expenses.
8. Adjourn.

Analysis:
The City is now requesting that the HRA include the Pledge of Allegiance to our Order of Business at the beginning of each meeting.

Recommendation:
Staff recommends that the Board of Commissioners amend the By Laws in Section 5 Order of Business to include the Pledge of Allegiance to read as follows:

Section 5. Order of Business

At the regular meeting of the Authority, the following shall be the order of business:

1. Call to Order
2. Pledge of Allegiance
3. Approval Of Minutes
4. Program Reports
5. Old Business
6. New Business
7. Other Business
8. Bills/Expenses
9. Adjourn

RESOLUTION #1474-26
CERTIFICATION OF BY-LAWS FOR 2024
PUBLICLY OWNED HOUSING PROGRAM FUNDING
JORDAN TOWER I

WHEREAS, The Publicly Owned Housing Program (POHP) was first established by the Minnesota Legislature in 2005. The purpose of these funds is to rehabilitate and preserve public housing units. POHP funds are provided in the form of a 20-year, deferred, forgivable loan to HRAs/PHA/CDAs that operate public housing; and

WHEREAS, Minnesota Housing published a request for proposals for up to $41 million. The Red Wing HRA submitted two applications for these funds totaling $10,202,738. On June 27, 2024, the Minnesota Housing Board approved the continued processing the application from Red Wing HRA for Jordan Tower I in the amount of $6,275,500; and

WHEREAS, As part of the POHP funding requirements, the HRA is required within 90 days of closing to submit a certification of by-laws to Minnesota Housing for review; and

Therefore, let it be resolved that the Red Wing Housing and Redevelopment Authority Board of Commissioners adopt Resolution #1474-26 approving: 1) Certification of By-laws for 2024 Publicly Owned Housing Program funding and 2) authorize the Executive Director to execute all necessary documents.

Dated: July 14, 2026

____
Board Chair

____
Secretary/Treasurer

Red Wing Housing & Redevelopment Authority

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DD/TTY 7-1-1

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July 14, 2026

To: Red Wing HRA Board of Commissioners
From: Jennifer Jacobson, Housing Director
Re: Approving Abatement Contractor Contract for POHP 2024 Funds- Jordan Tower I

Background

The Publicly Owned Housing Program (POHP) was first created by the Minnesota Legislature in 2005. The goal of the program is to repair and maintain public housing units. POHP funds are offered as a 20-year, deferred, forgivable loan to HRAs/PHAs/CDAs that manage public housing.

Minnesota Housing issued a request for proposals totaling up to $41 million. The Red Wing HRA submitted two applications amounting to $10,202,738. On June 27, 2024, the Minnesota Housing Board approved Red Wing HRA's applications for Scattered Sites and Jordan Tower I, totaling $7,785,200. The amount approved for the Jordan Tower I project is $6,275,500.

Project Information

Hazardous materials abatement for the Plumbing, Tenant Electrical Panels, and Exterior Doors replacement project at Jordan Tower I.

While architects and general contractors can coordinate with the abatement team, they cannot assume the legal responsibilities or liabilities related to hazardous materials management or removal. Therefore, the owner must hire both a separate abatement consultant and a separate abatement contractor to ensure regulatory compliance, protect human health, and reduce liability.

The Red Wing HRA entered into a contract with Terracon Consultants, Inc. as the abatement consultant. The hazardous materials abatement consultant is responsible for:

- Reviewing final architectural and engineering plans.
- Cross-referencing them with prior testing reports.
- Identifying any additional testing needed.
- Preparing abatement design documents.
- Managing the abatement portion of the project, including oversight, monitoring, and environmental clearances.

The hazardous materials abatement contractor is responsible for removing any materials identified by the consultant.

Bid Information

An advertisement for bids was published in the local newspaper on June 6, 2026, and June 13, 2026. A mandatory pre-bid walk-through was held on June 18, 2026, for abatement contractors interested in bidding on the project. The bid opening occurred on July 2, 2026. Ethan Striefel from Terracon Consultants, Inc. reviewed the bids and the bidders.

The bids received at the bid opening are listed in the Bid Tabulation Form. In consultation with Terracon Consultants, Inc., the HRA recommends accepting VCI Environmental, Inc.'s bid.

Bidding Abatement Contractor	Bid Amount
VCI Environmental, Inc.	$442,410
Mavo Systems, Inc.	$549,400

Funding
The estimated cost for the abatement portion of the construction at scattered sites was $764,036, and the submitted low bid was below that original estimate.

The estimated cost for the rehabilitation construction at Jordan Tower I is $6,625,500. Funding will come from the POHP 2024 request of $6,275,500 and the Red Wing HRA Capital Fund Program in the amount of $350,000. The cost of the abatement consultant and contractor is included in the abatement costs line of the overall project budget.

Recommendation:
Staff requests the HRA Board of Commissioners to approve: 1) accepting the bid of $442,410 from VCI Environmental, Inc.; 2) awarding a contract to VCI Environmental, Inc.; and 3) authorizing the Executive Director to execute all necessary documents.

Bid Tabulation Form

Abatement Contractor for Jordan Tower I- POHP 2024

July 2, 2026

Contractor	VCI Environmental, Inc.	MAVO Systems, Inc.
Bid Form	X	X
Bid Bond	X	X
HUD 5369-A	X	X
Declaration of Bidder's Qualifications	X	X
Non-Collusion Form	X	X
Debarred, Suspended or Excluded Statement	X	X
Code of Conduct	X	X
Section 3 Forms	X	X
Responsible Contractor Verifications	X	X
Sub-Contractors List	X	X
Previous Experience	X	X
Base Bid	$442,410.00	$549,400.00
Deduct 1	$15,500.00	$12,500.00

00 41 46 BID FORM for Lump Sum Price Contract

BID FORM SUBMITTED BY VCI Environmental, Inc.
Legal Name of firm or corporation

The undersigned, having carefully examined the Project Manual and Contract Documents prepared by Terracon Consultants, Inc. for the Work in conjunction with the:

Project: Red Wing Housing and Redevelopment Authority
Plumbing, Tenant Electrical Panels, and Exterior Door Replacement Project

Address: 433 West 4th Street
Red Wing, Minnesota 55066

and having examined the site and being familiar with the local conditions affecting the cost of the Work, hereby proposes to furnish all labor, material, equipment, protective equipment, personal hygiene facilities, permits/fees, occupational exposure sampling, tools, transportation, mobilization, disposal and services necessary to complete the Work in accordance with said Contract Documents for the following sums:

BASE BID – ASBESTOS ABATEMENT AND LEAD REMDATION

Item #	Work Description	Cost
1	Level 1 – Asbestos, Lead and Demolition work	$44,900.00
2	Level 2 – Asbestos, Lead and Demolition work	$49,910.00
3	Level 3 – Asbestos, Lead and Demolition work	$46,380.00
4	Level 4 – Asbestos, Lead and Demolition work	$49,910.00
5	Level 5 – Asbestos, Lead and Demolition work	$49,910.00
6	Level 6 – Asbestos, Lead and Demolition work	$49,910.00
7	Level 7 – Asbestos, Lead and Demolition work	$46,880.00
8	Level 8 – Asbestos, Lead and Demolition work	$ 49,290.00
9	Level 9 – Asbestos, Lead and Demolition work	$46,880.00
10	Level 10 – Asbestos, Lead and Demolition work	$8,440.00 Penthouse
11	Level 11 – Asbestos, Lead and Demolition work medicine cabinet, towel bars, ETC)	$NO BID/ NA per Terracon
12	Level 12 – Asbestos, Lead and Demolition work	$NO BID/ N/A Per Terracon
	Base Bid Total (Items 1-12):	$442,410.00

Bid form clarification per Mike Wiley Terracon 6-30-26

*The Contractor shall verify all quantities during the bid walk. By submitting a bid, the Contractor acknowledges that it has reviewed and accepted the quantities provided and agrees that such quantities shall not be subject to dispute.

ALTERNATES/DEDUCTS - ASBESTOS ABATEMENT

Item #	**Work Description**	Quantity	Cost
Deduct 1	Remove and Discard Vanity Cabinet and Countertop and all accessories (grab bars, toilet paper holder, mirror, medicine cabinet, towel bars, ETC) for bathrooms in all units	100 each	$ 15,500.00
		Alternate Total:	$ 15,500.00

Refer to **Section 00 50 00** for additional forms that must be submitted with the Bid form.

Failure to complete the Work within the specified schedule shall render the Contractor liable for liquidated damages, refer to **Part 6.4** in **Section 00 21 13**.

The undersigned agrees, if awarded the Contract, to substantially complete the Work of the Contract, subject to the time provisions of the Contracting Forms and Supplements.

Addenda No(s). 1, ______, ______, ______, have been received and incorporated in this bid.

Contact Name: Aaron Ostermann

Company: VCI Environmental, Inc.

Address: 7094 Lake Drive, Suite 200, Lino Lakes, MN 55014

Telephone: 651-784-7077 Email: aaron@vci-environmental.com

By: [signature] Title: Vice President

BID FORM SUBMITTED BY Mavo Systems Inc.
Legal Name of firm or corporation

The undersigned, having carefully examined the Project Manual and Contract Documents prepared by Terracon Consultants, Inc. for the Work in conjunction with the:

Project: Red Wing Housing and Redevelopment Authority
Plumbing, Tenant Electrical Panels, and Exterior Door Replacement Project

Address: 433 West 4th Street
Red Wing, Minnesota 55066

and having examined the site and being familiar with the local conditions affecting the cost of the Work, hereby proposes to furnish all labor, material, equipment, protective equipment, personal hygiene facilities, permits/fees, occupational exposure sampling, tools, transportation, mobilization, disposal and services necessary to complete the Work in accordance with said Contract Documents for the following sums:

BASE BID – ASBESTOS ABATEMENT AND LEAD REMDATION

Item #	Work Description	Cost
1	Level 1 – Asbestos, Lead and Demolition work	$ 98,150.00
2	Level 2 – Asbestos, Lead and Demolition work	$ 56,100.00
3	Level 3 – Asbestos, Lead and Demolition work	$ 48,850.00
4	Level 4 – Asbestos, Lead and Demolition work	$ 60,450.00
5	Level 5 – Asbestos, Lead and Demolition work	$ 60,450.00
6	Level 6 – Asbestos, Lead and Demolition work	$ 60,450.00
7	Level 7 – Asbestos, Lead and Demolition work	$ 48,850.00
8	Level 8 – Asbestos, Lead and Demolition work	$ 57,550.00
9	Level 9 – Asbestos, Lead and Demolition work	$ 48,850.00
10	Level 10 – Asbestos, Lead and Demolition work	$ 9,700.00
11	Level 11 – Asbestos, Lead and Demolition work medicine cabinet, towel bars, ETC)	$ 0.00
12	Level 12 – Asbestos, Lead and Demolition work	$ 0.00
	Base Bid Total (Items 1-12):	**$** 549,400.00

*The Contractor shall verify all quantities during the bid walk. By submitting a bid, the Contractor acknowledges that it has reviewed and accepted the quantities provided and agrees that such quantities shall not be subject to dispute.

ALTERNATES/DEDUCTS - ASBESTOS ABATEMENT

Item #	**Work Description**	Quantity	Cost
Deduct 1	Remove and Discard Vanity Cabinet and Countertop and all accessories (grab bars, toilet paper holder, mirror, medicine cabinet, towel bars, ETC) for bathrooms in all units	100 each	$ 12,500.00
		Alternate Total:	**$** 12,500.00

Refer to **Section 00 50 00** for additional forms that must be submitted with the Bid form.

Failure to complete the Work within the specified schedule shall render the Contractor liable for liquidated damages, refer to **Part 6.4** in **Section 00 21 13**.

The undersigned agrees, if awarded the Contract, to substantially complete the Work of the Contract, subject to the time provisions of the Contracting Forms and Supplements.

Addenda No(s). 1, ______, ______, ______, have been received and incorporated in this bid.

Contact Name: Heath Nelson

Company: Mavo Systems Inc.

Address: 4330 Centerville Road White Bear Lake MN 55127

Telephone: 612-220-1544 Email: hnelson@mavo.com

By: Heath Nelson *Heath Nelson* Title: Project Manger

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July 14, 2026

To: Red Wing HRA Board of Commissioners
From: Jennifer Jacobson, Housing Director
Re: Approval of Bid for POHP 2024 Funds- Scattered Site
Pending Funding Modification from Minnesota Housing

Background

The Publicly Owned Housing Program (POHP) was established by the Minnesota Legislature in 2005. The goal of the program is to repair and sustain public housing units. Funding for POHP is offered as a 20-year, deferred, and forgivable loan to HRAs/PHA and CDAs responsible for managing public housing.

Minnesota Housing issued a request for proposals totaling up to $41 million. The Red Wing HRA submitted two applications amounting to $10,202,738. On June 27, 2024, the Minnesota Housing Board approved Red Wing HRA's applications for Scattered Sites and Jordan Tower I, totaling $7,785,200. The amount approved for the scattered site project is $1,509,700.

Project Information

The improvements involve replacing all domestic plumbing pipes, upgrading the water heaters, new bathroom toilets, sinks, faucets, vanity cabinets, shower enclosures, light fixtures, outlets, flooring, and accessories. Additionally, there's a new kitchen sink and faucet.

All of the units will have new windows and trim installed. At Pioneer Place and Featherstone Townhomes, the storage doors will be replaced.

Bid Information

An advertisement for bids was published in the local newspaper on February 14, 2026 and February 21, 2026. A mandatory pre-bid walk-through was held on March 4, 2026, for general contractors interested in bidding on the project. The bid opening occurred on March 24, 2026. Mike Hegna from Finn Daniels Architects reviewed the bids and the bidders.

The bids received at the bid opening are listed in the Bid Tabulation Form. The HRA recommends accepting Base Bid #1 with Deduct #4. Deduct #4 covers demolition of non-hazardous materials. The abatement contractor's bid was lower for this action.

Bidding Contractors	Base Bid #1 Amount	Deduct #4 Amount
Frerichs Construction Company	$1,806,000	$48,000
Project One Construction, Inc	$1,852,000	$25,000
Apadana, LLC (Deemed Non-Responsive)	$380,000	$683,000

Red Wing Housing & Redevelopment Authority
428 West Fifth Street Telephone (651) 388-7571
Wing, MN 55066 FAX (651) 385-0551
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It was determined that Apadana, LLC was deemed a non-responsive bidder; therefore, Finn Daniels Architects has qualified Frerichs Construction Company as the lowest responsible bidder. Attached is the Bid Recommendation Letter from Finn Daniels Architects.

Project Funding

The estimated cost for rehabilitation construction at the scattered sites was $1,509,700. Construction bids exceeded the original estimate because the initial estimate was prepared before any design work was completed. As the design progressed, the final plans identified all building components, systems, and associated work required to achieve the intended scope of the project. This more comprehensive design led to higher construction costs than originally anticipated. Another factor contributing to the higher bid amounts was the requirement to comply with the Build America, Buy America Act (BABA).

Minnesota Housing staff are bringing a funding modification to the Minnesota Housing Board to increase the amount awarded to the HRA to cover the additional costs. The Minnesota Housing Board meeting is at the end of July.

Funding will be sourced from the POHP 2024 request and the Capital Fund Program (CFP) for the remaining costs. The Public Housing Capital Fund Program was created to help public housing agencies enhance existing units. The program is financed through annual appropriations from Congress. Relocation expenses will be paid by the Capital Fund Program managed by the Red Wing HRA.

Sources	Amount		Uses	Amount
POHP 2024 Funding	$1,509,700		Construction/Contingency	$1,881,060
Funding Modification	$790,727		Soft Costs/Other Fees	$231,337
CFP 2025	$22,993		Abatement Costs	$188,030
CFP 2026	$177,007		Relocation Costs	$200,000
Total	$2,500,427		Total	$2,500,427

Attachments

Bid Recommendation Letter from Finn Daniels Architects

Recommendation:

Staff requests the HRA Board of Commissioners to approve, pending funding modification from Minnesota Housing: 1) accept the bid of $1,758,000 from Frerichs Construction Company; 2) award a contract to Frerichs Construction Company; and 3) authorize the Executive Director to execute all necessary documents.

Bid Recommendation

FINN DANIELS ARCHITECTS

July 1, 2026

To: Red Wing Housing & Redevelopment Authority
428 West 5th Street
Red Wing, MN 55066

Attn: Kurt Keena
Executive Director

Re: Plumbing, Windows, and Doors Replacement Project

Featherstone Townhomes	Deer Run Townhomes	Pioneer Place Townhomes
861 Featherstone Road	613 21st Street	341 Pioneer Road
Red Wing, MN 55066	Red Wing, MN 55066	Red Wing, MN 55066

Project Summary:

The full scope of work is shown on the Construction Drawing Plan Set and as specified in the associated Project Manual (Architect's Project #24033) however the following is a brief description of the Base Bid scope of work:

1. Replacement of all above and below grade domestic plumbing (hot and cold water supply piping and sanitary waste piping and vent piping).
2. Replacement of all water heaters.
3. Replacement of plumbing fixtures in bathrooms, kitchens, and basement laundry areas.
4. Replacement of fixtures, finishes, and accessories in bathrooms.
5. Replacement of lighting and receptacles related to the plumbing work listed above.
6. Replacement of all windows and related components, including interior and exterior casing/trim.
7. Replacement of all bathroom interior doors, frames, and associated hardware.
8. Replacement of select exterior doors (storage area doors at Pioneer Place and Featherstone; Deer Run storage area doors to remain as they were replaced just a few years ago).
9. Any and all residual work necessary related to work listed above for a complete and finished project.

To competitively bid both materials and labor, two Base Bids were requested from each bidder. Both Base Bids were for the same scope of work with the only difference being that Base Bid #1 is for the installation of Pella windows and Base Bid #2 is for the installation of Marvin windows.

Five Alternate Deducts were also requested from each bidder to reduce the project scope should the Base Bid scope of work be over budget:

1. Alternate Deduct #1: Install hollow core wood doors in lieu of solid core wood doors for all bathroom doors.
2. Alternate Deduct #2: Install wood frames in lieu of composite frames for all exterior storage doors being replaced.
3. Alternate Deduct #3: Reuse all existing water heaters in lieu of providing new.

4. Alternate Deduct #4: Remove from scope of work the demolition of select non-hazardous materials and/or components (bathroom vanity cabinets and counter tops, bathroom accessories such as mirrors, medicine cabinets, toilet paper holders, towel bars, etc., and bathroom doors, frames, and hardware).
5. Alternate Deduct #5: Remove from scope of work the installation of laundry tubs in the basements of all tenant units.

Solicitation for Bids:
On February 19, 2026 plans and specifications were completed and distributed for bids. An Advertisement for Bid was published in the local paper twice, and the plans and specifications were posted on various construction bidding networks. Additionally, several contractors were contacted to give them a “heads up” that the project was being was being released for bids. On March 4, 2026 a Mandatory Prebid Meeting was held on site. There were four general contractors, two mechanical/plumbing subcontractors, two electrical subcontractors, and one window/door subcontractor at the meeting and walkthrough.

Bid Opening:
On March 24, 2026 bids were received consistent with the procurement policy of the Red Wing HRA for the renovation work described in the plans and specifications. The HRA received three sealed bids; (see attached Bid Tabulation). Apadana, LLC. was the apparent low-bid contractor with a Base Bid #2 amount of $351,000.00. The other bids received (low Base Bids) were from Frerichs Construction Company with a Base Bid #1 amount of $1,806,000.00 and from Project One Construction, Inc. with a Base Bid #2 amount of $1,851,000.00.

At the bid opening, the bids were opened in no particular order. Frerichs Construction Company’s bid was opened first, followed by Project One Construction, Inc., and then Apadana, LLC. When the bid numbers were read aloud Apadana, LLC realized their Base Bid numbers were significantly lower than the other bidders. Their representative tried to verbally change their Base Bid #1 amount to $1,128,639.00 and Base Bid #2 amount to $1,099,587.00 indicating the numbers written on their form were only for the Pella and Marvin windows themselves but not the full scope of work. It was clearly explained at the mandatory pre-bid meeting that the Base Bid numbers should include the full scope of work and that the only difference is Base Bid #1 should include the cost for Pella windows while Base Bid #2 should include the cost of Marvin windows. Both Frerichs Construction Company and Project One Construction, Inc. correctly completed their bid forms as such. Also when the bid numbers were read aloud, Apadana, LLC. realized they missed including an amount for Alternate Deduct #5, which was added as part of Addendum #1 during the bidding process. Their representative, again, tried to verbally add an Alternate Deduct #5 amount of $19,635.00. Only written numbers on signed bid forms should be accepted and, again, Frerichs Construction Company and Project One Construction, Inc. included an amount for this Deduct on their bid forms.

The following is a list of concerns with Apadana, LLC.’s submission after further reviewing all the bid submission paperwork:

- Document 00 4100 – Bid Form

  - Base Bid #1 is significantly lower than the other two bidders ($380,000 vs $1,806,000 and $1,852,000).
  - Base Bid #2 is significantly lower than the other two bidders ($351,000 vs $1,821,000 and $1,851,000).
  - Alternate Deduct #4 was significantly higher than the other two bidders ($683,000 vs $48,000 and $25,000).
  - Did not use Addendum #1 Bid Form which resulted in missing Alternate Deduct #5.
  - Did not fill out Sections 10 or 11.
- Document 00 4313 – Bid Bond
  - No original wet signature or embossed seal.
  - Missing Owner address.
  - Wrong Project address.
- Document 00 4525 – Previous Experience Documentation
  - Complete list of similar projects completed in the last 5 years:
    - (6) projects were provided but only (1) appeared to be residential and that one appeared to be a single-family home renovation.
  - List at least (4) references with a minimum of (2) Owners and (1) Design Professional:
    - No separate reference list was provided however the project list did provide contact information so it was assumed it was both the project list and reference list.
    - Of the projects listed, it was inconclusive which contacts were Owners and which were Design Professionals. Of the (6) project contacts provided, it appeared (4) were Owner and/or Owner Representatives and (2) were General Contractors. None appeared to be Design Professionals.
- Document 00 4549 – HUD-5369-A Representations, Certifications, and Other Statements of Bidders, Public and Indian Housing
  - Form was signed but none of the check boxes were filled out.
- Document 00 4553 – Section 3 Forms
  - Document 00 4551 forms were provided rather than the Document 00 4553 forms as indicated on the Bid Form. Of the 00 4551 forms provided, page 1 of Appendix 4 was missing (Appendix 4 is similar to the Document 00 4553 form).

Both Frerichs Construction Company and Project One Construction, Inc. completed all their bid submission paperwork with no concerns.

Furthermore, on Wednesday April 1, 2026 Apadana, LLC. sent an email to Finn Daniels Architects indicating they identified an issue with their bid. They indicated that at the time of the bid submission they had not yet received pricing from a licensed plumbing contractor and only included a plumbing allowance in their bid. They had since received two qualifying plumbing proposals and were requesting to adjust their Base Bid #2 amount to $1,576,867.00. Again, only written numbers on signed bid forms submitted by the bid due date should be accepted.

Last, if Apadana's bid numbers as written and submitted on the signed bid form were accepted, a Base Bid #2 amount of $351,000.00 along with an Alternate Deduct #4 amount of $638,000.00

would result in Apadana paying the HRA $287,000.00 to complete the project rather than the HRA paying Apadana to complete the project.

For these reasons it was determined that Apadana, LLC. was a non-responsive bidder and should not be considered. This leaves Frerichs Construction Company as the apparent low-bidder.

Frerichs Construction Company's Base Bid #1 amount is over the original rough construction cost estimate. However, because the original rough construction cost estimate was provided on February 12, 2024 for the Minnesota Housing Finance Agency (MHFA) Publicly Owned Housing Program (POHP) Funding Application and prior to any design work taking place, Finn Daniels finds the submitted bid amount to be reasonable considering the final project design, current bidding and building environment, and the small difference between both Frerichs' and Project One's bid amounts.

Alternate Deduct Considerations:

As mentioned above, five Alternate Deducts were also requested from each bidder to reduce the project scope should the Base Bid scope of work be over budget. If all the Alternate Deducts were added together the total deduct amount for Frerichs would be $82,900.00 and the total deduct amount for Project One would be $81,480.00; (see attached Bid Tabulation for full breakdown). In any combination of accepted Deducts, Frerichs would still be the apparent low-bidder.

Alternate Deduct #1, 2, 3, and 5:

Finn Daniels finds that the proposed cost savings from submitted Alternate Deduct #1, #2, #3, and #5 amounts do not justify accepting these alternates. While we recognize that any savings are valuable, particularly since the apparent low-bid is currently over budget, the benefits of utilizing more durable door and frame materials, replacing the water heaters rather than keeping the existing, and adding laundry tubs which do not currently exist outweigh the relatively small savings these deducts provide when considered in the context of the overall project cost.

The submitted deduct amounts, if accepted, would result in the following savings:

- Alternate Deduct #1: $2,600.00 total savings (approximately $81.25 per door).
- Alternate Deduct #2: $3,300.00 total savings (approximately $137.50 per door).
- Alternate Deduct #3: $22,000.00 total savings (approximately $1,222.22 per water heater, including all related components).
- Alternate Deduct #5: $7,000.00 total savings (approximately $388.88 per laundry tub, faucet, and all related components).

Based on the limited savings associated with each alternate, Finn Daniels recommends that Alternate Deducts #1, #2, #3, and #5 not be accepted.

Alternate Deduct #4:

This Alternate Deduct is related to the select removal of non-hazardous materials (refer to Other Costs Considerations section below for further background).

The HRA contracted with Terracon Consultants, Inc. to serve as the hazardous materials abatement consultant and their Abatement Construction bidding documents included the same

Base Bid and Alternate Deduct removal of select non-hazardous materials scope of work as our General Construction bidding documents. This allowed for an apples-to-apples comparison of which contractor could perform such work most cost effectively.

Frerichs' submitted an Alternate Deduct #4 amount of $48,000.00 and VCI Environmental, Inc. (apparent low-bid Abatement Construction contractor) submitted a deduct amount of $7,680.00. As such there would be savings of $40,320.00 by having the Abatement Contractor perform this work rather than the General Contractor. Therefore, Finn Daniels recommends accepting Alternate Deduct #4.

Construction Contingency Considerations:
In addition to the Base Bid, and any accepted Alternate Deducts, the lender (Minnesota Housing Finance Agency), will require a minimum of 7% of the total construction cost be set aside, outside of the Owner-Contractor Construction Contract, as a construction contingency to cover any unexpected costs that may arise during construction.

Summation of Cost Considerations:

Base Bid:		$1,806,000.00
Alternate Deduct #4:		($48,000.00)
	Subtotal:	$1,758,000.00
Recommended Contingency (7%):		$123,060.00
Total Construction Budget Cost:		**$1,881,060.00**

Cost Difference Resolution:
This project was awarded funding from the Minnesota Housing Finance Agency (MHFA) through their Publicly Owned Housing Program (POHP). MHFA awarded 94% of the total estimated project costs with the remaining 6% coming from the Red Wing HRA. Because the bid amounts received were over the funding amount awarded by MHFA, Finn Daniels and the HRA staff have had multiple discussions with MHFA staff to discuss the bid results. MHFA's staff have agreed to request additional funding to increase their awarded amount so long the Red Wing HRA was able to increase their funding amount to maintain at least the same MHFA / HRA share (94% / 6%). As such, pending the funding increases, Finn Daniels feels it is in the best interest of the Red Wing HRA to maintain the original design and proceed with the project.

Contractor Qualifications:
The apparent low bid Contractor, Frerichs Construction Company completed and submitted all required paperwork with their bid including but not limited to a Bid Bond, Responsible Contractors Act Forms, Non-Collusion Affidavit, Previous Experience, and References.

Frerichs Construction Company is a well-established general contractor in the local construction industry. They were originally established in 1983 with a focus on the commercial construction industry. Over time, much of the company's focus has shifted into supportive housing and multi-family housing. The company has 5 officers and a cumulative total of approximately 75 employees.

Finn Daniels has been the Architect on several public housing projects in which they were the General Contractor, all to a successful conclusion, including the large Jordan Tower II Building Renovation Project for the Red Wing HRA which was successfully completed in late 2018.

They have worked on many projects in coordination with the U.S Department of Housing and Urban Development (HUD) and the Minnesota Housing Finance Agency (MHFA) and are well versed in all the requirements that go along with publicly funded projects such as Prevailing Wage and Labor Reporting requirements, IC 134 Tax Withholdings, Section 3 requirements and other various HUD and MHFA documentation and requirements.

Frerichs would be the General Contractor and would complete the paperwork and project oversight with their own workforces and also intend to complete demolition, rough carpentry, finish carpentry, and window and door replacements with their owner workforces.

Ryan Mechanical, a local Red Wing company, is Frerichs' intended primary mechanical/plumbing subcontractor. While Finn Daniels has not previously worked with Ryan Mechanical, our consulting MEP engineer for this project, Erickson, Ellison, and Associates, Inc. (EEA), has been the MEP engineer on multiple projects where Ryan Mechanical served as the primary mechanical/plumbing contractor. EEA reports being impressed with their quality of work and continues to collaborate with them on various projects, including providing engineering services for their design-build efforts. EEA expressed no concerns about Ryan Mechanical serving as the primary subcontractor for this project and highlighted the added benefit that they are local to the project site.

Tom Parker Electric, another local Red Wing company, is Frerichs' intended primary electrical subcontractor. While Finn Daniels has not worked extensively with Tom Parker Electric, we did collaborate on a previous Red Wing HRA project. Although the original project did not include electrical work, an electrical issue arose during construction, and the prime contractor retained Tom Parker Electric to address it. Tom Parker Electric communicated effectively, responded promptly, and completed the work correctly and efficiently. Their pricing was also very reasonable, particularly given that the work was completed under a change order and required a quick response.

Frerichs Construction Company indicated they fully understood the scope of work and had no questions or concerns relating to the plans and specifications. They expressed excitement to work on another project with the Red Wing HRA and were eager to get started.

<u>Other Cost Considerations:</u>
There are two other cost considerations outside the Architect's scope of work and not included in the Contract for General Construction as follows:

1. Hazardous Materials Abatement
    a. Previous hazardous materials testing for asbestos and lead has been conducted at all three townhome locations and those previous reports were included as available project information in the Project Manual. After reviewing the final project designs against these prior reports, it appears that some existing materials expected to be

    affected by the project either have not yet been tested or have already been found to contain asbestos and/or lead.

    b. While architects and general contractors can coordinate with the abatement team, they cannot assume the legal obligations or liabilities associated with hazardous materials management or removal. Therefore, the Owner must hire both a separate abatement consultant and a separate abatement contractor to ensure regulatory compliance, protect human health, and minimize liability.
    c. The hazardous materials abatement consultant is responsible for:
        i. Reviewing the final architectural and engineering plans.
        ii. Cross-referencing then with prior testing reports.
        iii. Identifying any additional testing needed.
        iv. Preparing abatement design documents.
        v. Managing the abatement portion of the project, including oversight, monitoring, and environmental clearances.
    d. The hazardous materials abatement contractor is responsible for removing any materials identified by the abatement consultant.
2. Temporary Tenant Relocation
    a. This project will require temporary tenant relocation due to the disruption of water and sewer service. As such the project has broken down into 3 phases to limit the amount of time each tenant will need to be relocated balanced with construction efficiency to generate the best contractor pricing and shortest possible overall construction duration.
    b. While determining phasing and estimated construction timeframes for each phase is within the Architect's scope of work and determining the final overall project schedule and particular phase sequencing is within the General Contractor's scope of work, the Owner is responsible for tenant relocation itself, including all associated costs.

Architect's Conclusion:

At this point in time, contingent on gaining the additional funding necessary and contingent on the Other Cost Considerations being within the HRA's budget, Finn Daniels would recommend that Frerichs Construction Company be awarded the Contract for General Construction, for the sum of $1,758,000.00 (Base Bid #1 in the amount of $1,806,000.00 minus Alternate Deduct #4 in the amount of ($48,000.00)) pursuant to the lender's approval.

This report is respectfully submitted by,

Michael W. Hegna, AIA
Principal

Red Wing HRA

BIDDER	Frerichs Construction Company	Project One Construction, Inc.	Apadana, LLC.
FORMS			
Document 00 9111.1 - Addendum #1 - Acknowledged on Bid Form	**YES**	**YES**	**YES**
Document 00 4100 - Bid Form - Signed	**YES**	**YES**	**YES**
Document 00 4313 - Bid Bond	**YES**	**YES**	**YES (COPY)**
Document 00 4519 - Bidder's Affidavit of Non-Collusion	**YES**	**YES**	**YES**
Document 00 4525 - Previous Experience Information - List of Similar Projects	**YES**	**YES**	**YES**
Document 00 4525 - Previous Experience Information - References	**YES**	**YES**	**YES**
Document 00 4525 - Previous Experience Information - List of Company Owners/Offices	**YES**	**YES**	**YES**
Document 00 4549 - HUD-5369-A Representations, Certifications, and Other Statements of Bidders, Public and Indian Housing	**YES**	**YES**	**YES**
Document 00 4550 - Responsible Contractor Act - Attachment A	**YES**	**YES**	**YES**
Document 00 4550 - Responsible Contractor Act - Attachment A-1	**YES**	**YES**	**YES**
Document 00 4553 - Section 3 Forms - Business Concern Affidavit	**YES**	**YES**	**NO (PROVIDED 00 4551)**
Document 00 4560 - Debarred, Suspended, Excluded Statement	**YES**	**YES**	**YES**

Red Wing HRA

BIDDER	Frerichs Construction Company	Project One Construction, Inc.	Apadana, LLC.
BASE BID			
Base Bid#1 (Pella Windows): All Labor, materials, services, and equipment necessary for completion of the Work shown on the Drawings and stated in the Project Manual as described in the Bid Documents	$1,806,000.00	$1,852,000.00	$380,000.00
Base Bid#2 (Marvin Windows): All Labor, materials, services, and equipment necessary for completion of the Work shown on the Drawings and stated in the Project Manual as described in the Bid Documents	$1,821,000.00	$1,851,000.00	$351,000.00
ALTERNATES			
Alternate Deduct #1: Install hollow core wood in lieu of solid wood core wood at new bathroom doors .	$2,600.00	$2,680.00	$14,400.00
Alternate Deduct #2: Install wood frames in lieu of composite frames at new exterior storage doors.	$3,300.00	$2,400.00	$5,300.00
Alternate Deduct #3: Reuse existing water heaters in lieu of providing new.	$22,000.00	$44,400.00	$51,500.00
Alternate Deduct #4: Remove from scope of work the demolition of select non-hazardous materials and/or components.	$48,000.00	$25,000.00	$683,000.00
Alternate Deduct #5: Remove from scope of work the installation of laundry tubs in the basements of all tenant units.	$7,000.00	$7,000.00	DID NOT PROVIDE

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July 14, 2026

To: Red Wing HRA Board of Commissioners
From: Jennifer Jacobson, Housing Director
Re: Approving Abatement Contractor Contract for POHP 2024 Funds- Scattered Sites Pending Funding Modification from Minnesota Housing

Background

The Publicly Owned Housing Program (POHP) was first created by the Minnesota Legislature in 2005. The goal of the program is to repair and maintain public housing units. POHP funds are offered as a 20-year, deferred, forgivable loan to HRAs/PHAs/CDAs that manage public housing.

Minnesota Housing issued a request for proposals totaling up to $41 million. The Red Wing HRA submitted two applications amounting to $10,202,738. On June 27, 2024, the Minnesota Housing Board approved Red Wing HRA's applications for Scattered Sites and Jordan Tower I, totaling $7,785,200. The amount approved for the scattered site project is $1,509,700.

Project Information

While architects and general contractors can coordinate with the abatement team, they cannot assume the legal responsibilities or liabilities related to hazardous materials management or removal. Therefore, the owner must hire both a separate abatement consultant and a separate abatement contractor to ensure regulatory compliance, protect human health, and reduce liability.

The Red Wing HRA entered into a contract with Terracon Consultants, Inc. as the abatement consultant. The hazardous materials abatement consultant is responsible for:

- Reviewing final architectural and engineering plans.
- Cross-referencing them with prior testing reports.
- Identifying any additional testing needed.
- Preparing abatement design documents.
- Managing the abatement portion of the project, including oversight, monitoring, and environmental clearances.

The hazardous materials abatement contractor is responsible for removing any materials identified by the consultant.

Bid Information

An advertisement for bids was published in the local newspaper on May 30, 2026 and June 6, 2026. A mandatory pre-bid walk-through was held on June 9, 2026, for abatement contractors interested in bidding on the project. The bid opening occurred on June 23, 2026. Michael Grabber from Terracon Consultants, Inc. reviewed the bids and the bidders.

The bids received at the bid opening are listed in the Bid Tabulation Form. In consultation with Terracon Consultants, Inc. the HRA recommends accepting VCI Environmental, Inc.'s bid.

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Bidding Abatement Contractor	Bid Amount
VCI Environmental, Inc.	$114,245
Envirobate, Inc.	$176,000

Funding

The estimated cost for the abatement portion of the construction at scatter sites was $136,046 and the submitted low bid was under that original estimate. However, the estimated cost for the entire scope of work was $1,509,700 and when the HRA solicited bids for a general contractor, those bids came in above what the estimated amount was when the application for the POHP 2024 funding was submitted.

Minnesota Housing staff are bringing a funding modification to the Minnesota Housing Board to increase the amount awarded to the HRA to cover the additional costs. The Minnesota Housing Board meeting is at the end of July.

The cost of the abatement consultant and contractor is included in the abatement costs line of the overall project budget.

Attachments

Bid Tabulation Form
Quotes Received

Recommendation:

Staff requests the HRA Board of Commissioners to approve, pending funding modification from Minnesota Housing: 1) accepting the bid of $114,245 from VCI Environmental, Inc.; 2) awarding a contract to VCI Environmental, Inc.; and 3) authorizing the Executive Director to execute all necessary documents.

BID FORM SUBMITTED BY VCI Environmental, Inc.

Legal Name of firm or corporation

The undersigned, having carefully examined the Project Manual and Contract Documents prepared by Terracon Consultants, Inc. for the Work in conjunction with the:

Project: **Red Wing Housing and Redevelopment Authority**
Plumbing, Window and Door Replacement Project

Address: **861 Featherstone Road – Featherstone**
613 21st Street – Deer Run
341 Pioneer Road – Pioneer Place
Red Wing, Minnesota 55066

Bid Walkthrough: **10:00 am, June 9, 2026**
Questions Due: **2:00 pm, June 15, 2026**
Sealed Bids Due: **10:00 am, June 23, 2026**

and having examined the site and being familiar with the local conditions affecting the cost of the Work, hereby proposes to furnish all labor, material, equipment, protective equipment, personal hygiene facilities, permits/fees, occupational exposure sampling, tools, transportation, mobilization, disposal and services necessary to complete the Work in accordance with said Contract Documents for the following sums:

BASE BID – ASBESTOS ABATEMENT

Item #	Location	Work Description	Quantity*	Cost
Featherstone				
1	Unit A-F Bathrooms and Kitchens	Drywall / Joint Compound (<1%)	2,820 sqft	$ 19,400.00
2		Tan-Flecked Linoleum	420 sqft	$ 11,160.00
3		Remove and Discard Fiberglass Tub/Shower Basin and Surround, Vinyl Baseboard, Wood Subfloors	6 each	$ 7,440.00
4		Remove and Discard Vanity Cabinet and Countertop, all accessories (grab bars, toilet paper holder, mirror, medicine cabinet, towel bars, ETC), and Door, Frame and Related Hardware	6 each	$ 2,560.00
			Total for Featherstone (Items 1-4)	$40,560.00
Deer Run				
5	Unit A-F Bathrooms and Kitchens	Drywall / Joint Compound (<1%)	2,472 sqft	$ 17,005.00
6		Tan-Flecked Linoleum	370 sqft	$ 4,915.00
7		Ceiling Texture	370 sqft	$ 4,915.00

BASE BID – ASBESTOS ABATEMENT

Item #	Location	Work Description	Quantity*	Cost
8	Unit A-F Bathrooms and Kitchens	Remove and Discard Fiberglass Tub/Shower Basin and Surround, Vinyl Baseboard, Wood Subfloors	6 each	$ 7,440.00
9		Remove and Discard Vanity Cabinet and Countertop, all accessories (grab bars, toilet paper holder, mirror, medicine cabinet, towel bars, ETC), and Door, Frame and Related Hardware	6 each	$ 2,560.00
			Total for Deer Run (Items 5-9	$ 36,835.00

Pioneer Place

Item #	Location	Work Description	Quantity*	Cost
10	Unit A-F Bathrooms and Kitchens	Drywall / Joint Compound (<1%)	2,472 sqft	$ 17,020.00
11		Tan-Flecked Linoleum	370 sqft	$ 9,830.00
12		Remove and Discard Fiberglass Tub/Shower Basin and Surround, Vinyl Baseboard, Wood Subfloors	6 each	$ 7,440.00
13		Remove and Discard Vanity Cabinet and Countertop, all accessories (grab bars, toilet paper holder, mirror, medicine cabinet, towel bars, ETC), and Door, Frame and Related Hardware	6 each	$ 2,560.00
			Total for Pioneer Place (Items 10-13)	$ 36,850.00
			Base Bid Total(Items 1-13):	$ 114,245.00

*The Contractor shall verify all quantities during the bid walk. By submitting a bid, the Contractor acknowledges that it has reviewed and accepted the quantities provided and agrees that such quantities shall not be subject to dispute.

ALTERNATES/DEDUCTS - ASBESTOS ABATEMENT

Item #	Location	Work Description	Quantity	Cost
Featherstone				
Deduct 1	Unit A-F Bathrooms and Kitchens	Base Bid Item 4	1 each	$ 2,560.00
Deer Run				
Deduct 2	Unit A-F Bathrooms and Kitchens	Base Bid Item 9	1 each	$ 2,560.00
Pioneer Place				
Deduct 3	Unit A-F Bathrooms and Kitchens	Base Bid Item 13	1 each	$ 2,560.00
			Alternate Total:	$ 7,680.00

Note: Refer to **Section 00 50 00** for additional forms that must be submitted with the Bid form. Additionally, Failure to complete the Work within the specified schedule shall render the Contractor liable for liquidated damages, refer to **Part 6.4** in **Section 00 21 13**.

The undersigned agrees, if awarded the Contract, to substantially complete the Work of the Contract, subject to the time provisions of the Contracting Forms and Supplements.

Addenda No(s). 1, ______, ______, ______, have been received and incorporated in this bid.

Contact Name: Aaron Ostermann

Company: VCI Environmental, Inc.

Address: 7094 Lake Drive, Suite 200, Lino Lakes, MN 55014

Telephone: 651-784-7077 Email: aaron@vci-environmental.com

By: ______ Title: Vice President

00 41 46 BID FORM for Lump Sum Price Contract

Terracon

BID FORM SUBMITTED BY EnviroBate, Inc
Legal Name of firm or corporation

The undersigned, having carefully examined the Project Manual and Contract Documents prepared by Terracon Consultants, Inc. for the Work in conjunction with the:

Project: **Red Wing Housing and Redevelopment Authority**
Plumbing, Window and Door Replacement Project

Address: **861 Featherstone Road – Featherstone**
613 21st Street – Deer Run
341 Pioneer Road – Pioneer Place
Red Wing, Minnesota 55066

Bid Walkthrough: **10:00 am, June 9, 2026**
Questions Due: **2:00 pm, June 15, 2026**
Sealed Bids Due: **10:00 am, June 23, 2026**

and having examined the site and being familiar with the local conditions affecting the cost of the Work, hereby proposes to furnish all labor, material, equipment, protective equipment, personal hygiene facilities, permits/fees, occupational exposure sampling, tools, transportation, mobilization, disposal and services necessary to complete the Work in accordance with said Contract Documents for the following sums:

BASE BID – ASBESTOS ABATEMENT				
Item #	**Location**	**Work Description**	**Quantity***	**Cost**
Featherstone				
1	Unit A-F Bathrooms and Kitchens	Drywall / Joint Compound (<1%)	2,820 sqft	$ 34,000.00
2		Tan-Flecked Linoleum	420 sqft	$ 20,000.00
3		Remove and Discard Fiberglass Tub/Shower Basin and Surround, Vinyl Baseboard, Wood Subfloors	6 each	$ 6,000.00
4		Remove and Discard Vanity Cabinet and Countertop, all accessories (grab bars, toilet paper holder, mirror, medicine cabinet, towel bars, ETC), and Door, Frame and Related Hardware	6 each	$ 6,000.00
		Total for Featherstone (Items 1-4)		$ 66,000.00
Deer Run				
5	Unit A-F Bathrooms and Kitchens	Drywall / Joint Compound (<1%)	2,472 sqft	$ 14,000.00
6		Tan-Flecked Linoleum	370 sqft	$ 18,000.00
7		Ceiling Texture	370 sqft	$ 12,000.00

BASE BID – ASBESTOS ABATEMENT				
Item #	**Location**	**Work Description**	**Quantity***	**Cost**
8	Unit A-F Bathrooms and Kitchens	Remove and Discard Fiberglass Tub/Shower Basin and Surround, Vinyl Baseboard, Wood Subfloors	6 each	$ 6,000.00
9		Remove and Discard Vanity Cabinet and Countertop, all accessories (grab bars, toilet paper holder, mirror, medicine cabinet, towel bars, ETC), and Door, Frame and Related Hardware	6 each	$ 5,000.00
			Total for Deer Run (Items 5-9	$ 55,000
Pioneer Place				
10	Unit A-F Bathrooms and Kitchens	Drywall / Joint Compound (<1%)	2,472 sqft	$ 14,000.00
11		Tan-Flecked Linoleum	370 sqft	$ 18,000
12		Remove and Discard Fiberglass Tub/Shower Basin and Surround, Vinyl Baseboard, Wood Subfloors	6 each	$ 6,000.00
13		Remove and Discard Vanity Cabinet and Countertop, all accessories (grab bars, toilet paper holder, mirror, medicine cabinet, towel bars, ETC), and Door, Frame and Related Hardware	6 each	$ 5,000.00
			Total for Pioneer Place (Items 10-13)	$ 55,000
			Base Bid Total(Items 1-13):	**$** 176,000.00

*The Contractor shall verify all quantities during the bid walk. By submitting a bid, the Contractor acknowledges that it has reviewed and accepted the quantities provided and agrees that such quantities shall not be subject to dispute.

ALTERNATES/DEDUCTS - ASBESTOS ABATEMENT				
Item #	**Location**	**Work Description**	Quantity	Cost
Featherstone				
Deduct 1	Unit A-F Bathrooms and Kitchens	Base Bid Item 4	1 each	$ 6,000.00
Deer Run				
Deduct 2	Unit A-F Bathrooms and Kitchens	Base Bid Item 9	1 each	$ 5,000.00
Pioneer Place				
Deduct 3	Unit A-F Bathrooms and Kitchens	Base Bid Item 13	1 each	$ 5,000.00
			Alternate Total:	**$** 16,000

Note: Refer to **Section 00 50 00** for additional forms that must be submitted with the Bid form. Additionally, Failure to complete the Work within the specified schedule shall render the Contractor liable for liquidated damages, refer to **Part 6.4** in **Section 00 21 13**.

The undersigned agrees, if awarded the Contract, to substantially complete the Work of the Contract, subject to the time provisions of the Contracting Forms and Supplements.

Addenda No(s). 1, ______, ______, ______, have been received and incorporated in this bid.

Contact Name: Rob King

Company: EnviroBak, Inc

Address: 3301 East 26th Street, Minneapolis MN 55406

Telephone: 612-729-1080 Email: rking@envirobak.com

By: [signature] Title: President

Bid Tabulation Form

Abatement Contractor for Scattered Site- POHP 2024

June 23, 2026

Contractor	VCI Environmental, Inc.	Envirobate, Inc.
Bid Form	X	X
Bid Bond	X	X
HUD 5369-A	X	X
Declaration of Bidder's Qualifications	X	X
Non-Collusion Form	X	X
Debarred, Suspended or Excluded Statement	X	X
Code of Conduct	X	X
Section 3 Forms	X	X
Responsible Contractor Verifications	X	X
Sub-Contractors List	X	X
Previous Experience	X	X
Base Bid	$114,245	$176,000
Deduct 1-3	$7,680	$16,000

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July14, 2026

To: Red Wing HRA Board of Commissioners

From: Kurt Keena, Executive Director

Re: Executive Director's Report

Staffing

Holly Getzie, our current Housing Assistant at the front desk, has accepted a promotion to be our next Service Coordinator at Jordan Tower 1 working with our public housing residents. Holly's education and work background are in the social work field. Holly's first day in her position will be August 10th.

2027 HRA Budget

Corrine and I are currently working on putting together the preliminary 2027 budget for the agency. We will present this to you at your August meeting for your consideration and approval.

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July 14, 2026

To: Red Wing HRA Board of Commissioners

From: Corrine Kulseth, Finance Director

Re: Finance Report

Reserves Adjusted

Program	April 2026	May 2026
Public Housing	$199,967	$142,021
Housing Choice Vouchers (FSS and restricted included)	$21,078	$20,373
Redevelopment	$771,935	$949,419
AHTF	$383,195	$433,396
Bridges	$0	$0
Small Cities Program	$173,618	$174,118
Jordan Tower II	$1,806,086	$1,798,567
Total	**$3,355,880**	**$3,517,894**

Operating Budget Update

Category	YTD 2026 (May)	Budgeted	Variance
Revenues	$1,973,419	$2,310,089	-15%
Expenses	$1,805,785	$2,283,599	-21%
Net Income	**$167,634**		

Notes to Financial Statements

- Public Housing – Property taxes paid for 2026
- Redevelopment – Deposit from sale of Twin Home of $204,073.50
- AHTF – Deposit of payment one from state matching funds, and payment to GCHFH for $25,000 for new unit agreement

Other Business

- Planning stages have begun for MN NAHRO Fall Conference at Treasure Island. Red Wing HRA is host agency. If any commissioners wish to attend, I will be happy to register you.
- Working on 2027 Preliminary Budget to be presented in August

Committee Reports

No Finance Committee meeting in June

RED WING HRA RESERVE ACCOUNTS
May 31, 2026 Month End

Program	Fund Account		30-Apr-2026	31-May-2026	31-May-2025
Jordan Tower I & Family Units	Unrestricted - CDs	$	331	331	45,542
	Unrestricted	$	161,116	99,699	308,906
	Restricted - Sec Dep	$	42,160	41,891	49,137
	Total	**$**	**203,607**	**141,921**	**403,585**
	Due to/from Redevelopment		3,640.00	-100.00	0.00
Sec 8 Voucher	Unrestricted Cash	$	-2,809	-3,939	-1,462
	FSS Escrow	$	0	0	0
	HAP Reserve Acct	$	19,366	18,742	17,001
	Total	**$**	**16,557**	**14,802**	**15,539**
	Due to/from Redevelopment		-4,520.67	-5,570.58	0.00
Redevelopment	MURL Investments	$	0	0	118,372
	Transitional Housing	$	0	0	0
	Bluff View	$	109,943	111,343	94,543
	Twin Homes	$	0	0	12,368
	Hill Street	$	16,471	19,644	8,432
	Restricted - Sec Dep	$	9,667	13,579	11,561
	Restricted - CDG	$	0	0	31,000
	ILSP	$	0	0	833
	Unrestricted	$	603,716	776,635	400,641
	Total	**$**	**739,797**	**921,201**	**677,750**
Bridges	Unrestricted		33,019	33,879	10,456
	Front Funded HAP	$	0	0	0
	Total	**$**	**33,019**	**33,879**	**10,456**
	Due to/from Redevelopment		33,019.00	33,879.39	33,707.39
AHTF	Unrestricted AHTF	$	383,195	433,396	311,361
	Program Income		0	0	0
	Total	**$**	**383,195**	**433,396**	**311,361**
	Due to/from Redevelopment		0.00	0.00	0.00
Small Cities	Small Cities Program	$	173,618	174,118	412,573
	Program Income		0	0	0
	Total	**$**	**173,618**	**174,118**	**412,573**
	Due to/from Redevelopment		0.00	0.00	0.00
Jordan II Tower	Unrestricted	$	1,765,100	1,758,124	1,458,569
	Restricted - Sec Dep	$	40,986	40,453	40,248
	City Bond Debt Escrow	$	0	0	0
	Total	**$**	**1,806,086**	**1,798,577**	**1,498,817**
	Due to/from Redevelopment		0.00	10.00	0.00
Total Cash Reserves			3,355,879	3,517,894	3,330,081

Financial Institution	Funds	Funds	Funds
Associated Bank	2,847,901	3,071,601	2,634,435
Edward D Jones	26,058	26,058	108,660
First Minnesota	173,044	173,044	154,380
Merchant's Bank	308,878	247,191	432,606
	$3,355,881	$3,517,894	$3,330,081

Red Wing Housing and Redevelopment Authority
Income and Expense Report
5/31/2026

	Public Housing			Housing Choice Voucher			Jordan Tower II		
	YTD Balance	YTD Budget	Variance	YTD Balance	YTD Budget	Variance	YTD Balance	YTD Budget	Variance
REVENUES									
Rental Income	$242,059	$254,792	-5%				$235,913	$229,167	3%
Subsidy	$21,234	$25,000	-15%	$496,702	$445,917	11%	$271,190	$270,833	0%
Other Income-Tenants	$2,024	$10,417	-81%						
Interest Income	$167	$2,708	-94%	$8	$208	-96%	$8,735	$8,333	5%
Other Income	$101,000	$42,083	140%				$23,532	$33,333	-29%
Grants/Admin Fees	$0	$0	#DIV/0!	$30,365	$48,000	-37%	$33,774	$45,833	-26%
Tax Levy									
DirecTV									
Office Rent									
TIF Tax Increment									
Operating Transfer In				$33,542	$38,750	-13%			
Total Receipts	$366,484	$335,000	9%	$560,617	$532,875	5%	$573,144	$587,500	-2%
EXPENSES									
Administrative									
Salaries	$65,913	$83,333	-21%	$35,946	$45,833	-22%	$64,764	$91,667	-29%
Employee Benefits	$26,743	$35,833	-25%	$13,443	$21,667	-38%	$24,899	$35,833	-31%
Advertising & Marketing	$1,715	$2,083	-18%				$1,715	$2,083	-18%
Memberships/Publications									
Legal	$1,328	$833	59%						
Travel	$839	$417	101%	$4	$250	-98%	$839	$417	101%
Training	$805	$2,083	-61%	$1,318	$1,250	5%	$1,555	$2,083	-25%
Accounting	$4,215	$4,583	-8%	$2,784	$2,917	-5%	$3,302	$3,542	-7%
Audit	$0	$2,292	-100%	$0	$2,292	-100%	$0	$2,292	-100%
Office Rent				$0	$0	#DIV/0!	$4,375	$4,375	0%
Office Supplies/Paper	$1,427	$3,333	-57%	$1,311	$2,917	-55%	$1,436	$3,333	-57%
Sundry	$6,644	$5,992	11%	$1,255	$2,083	-40%	$5,258	$6,700	-22%
Telephone	$800	$833	-4%	$800	$833	-4%	$800	$833	-4%
Total Admin Expenses	$110,429	$141,617	-22%	$56,860	$80,042	-29%	$108,942	$153,158	-29%
Tenant Services									
Social Service Coordinator	$0	$0	#DIV/0!				$33,774	$45,833	-26%
Resident Activities	$1,403	$2,885	-51%						
Total Tenant Service Exp.	$1,403	$2,885	-51%				$33,774	$45,833	-26%
Utilities									
Water & Sewer	$22,252	$25,000	-11%				$18,844	$16,667	13%
Electricity	$16,307	$16,667	-2%				$14,852	$16,250	-9%
Gas	$28,243	$16,667	69%				$22,828	$16,667	37%
Rubbish/Recycling	$7,993	$8,333	-4%				$3,745	$5,000	-25%
Total Utilities Exp.	$74,794	$66,667	12%				$60,269	$54,583	10%
Maintenance Expenses									
Salaries	$63,854	$65,625	-3%				$39,412	$47,917	-18%
Benefits	$27,539	$29,167	-6%				$15,795	$20,417	-23%
Materials	$11,369	$8,333	36%				$5,284	$8,333	-37%
Uniforms	$209	$250	-17%				$209	$250	-17%
Elevator Contract	$3,830	$3,750	2%				$3,769	$3,958	-5%
Exterminating	$590	$417	41%				$90	$1,250	-93%
Heating/Cooling Contracts	$0	$417	-100%				$85	$833	-90%
Plumbing Contracts	$1,293	$2,083	-38%				$3,061	$2,917	5%
Unit Turnaround	$1,131	$4,167	-73%				$1,387	$6,667	-79%
Contract Costs	$19,906	$8,333	139%				$25,802	$18,750	38%
Capital Improvements	$0	$0	#DIV/0!						
Total Maintenance Exp.	$129,719	$122,542	6%				$94,893	$111,292	-15%
General Expenses									
Property Insurance	$29,739	$29,167	2%				$25,306	$25,417	0%
Liability Insurance	$4,491	$5,000	-10%				$3,822	$4,167	-8%
Work Comp Insurance	$10,215	$4,167	145%				$10,215	$4,167	145%
Misc Insurance	$0	$2,083	-100%				$0	$2,083	-100%
PILOT	$16,728	$20,000	-16%				$17,564	$20,000	-12%
Software Maintenance	$2,417	$4,583	-47%	$2,671	$4,167	-36%	$2,417	$4,583	-47%
Collections/Losses	-$646	($833)	-22%						
Other General Expense	$0	$0	#DIV/0!	$4,485	$2,500	79%	$3,478	$313	1013%
HAP Expense				$508,977	$445,833	14%			
DirecTV									
ILSP									
HOME loan repayment							$23,125	$23,333	-1%
PARIF interest							$49,882	$49,583	1%
PARIF principle							$44,069	$45,833	-4%
Operating Transfer out									
TIF payment									
Transfer to AHTF									
Total General Expenses	$62,943	$64,167	-2%	$516,133	$452,500	14%	$179,879	$179,479	0%
TOTAL EXPENSES	$379,289	$397,877	-5%	$572,993	$532,542	8%	$477,757	$544,346	-12%
NET INCOME/LOSS	-$12,805	-$62,877	-80%	-$12,376	$333	-3813%	$95,387	$43,154	121%

	Redevelopment			Bridges			Bring It Home			All Programs		
	YTD Balance	YTD Budget	Variance	YTD Balance	YTD Budget	Variance	YTD Balance	YTD Budget	Variance	Total Balance	Total Budget	Variance
REVENUES												
Rental Income	$77,450	$82,630	-6%							$555,422	$566,589	-2%
Subsidy				$66,300	$62,500	6%	$29,358	$41,667	-30%	$884,784	$845,917	5%
Other Income-Tenants										$2,024	$10,417	-81%
Interest Income	$1,266	$4,583	-72%							$10,176	$15,833	-36%
Other Income	$217,785	$72,292	201%							$342,317	$147,708	132%
Grants/Admin Fees				$5,180	$5,833	-11%	$13,500	$20,417	-34%	$82,819	$120,083	-31%
Tax Levy	$2,485	$227,083	-99%							$2,485	$227,083	-99%
DirecTV	$44,176	$41,667	6%							$44,176	$41,667	6%
Office Rent	$4,375	$4,375	0%							$4,375	$4,375	0%
TIF Tax Increment	$0	$281,250	-100%							$0	$281,250	-100%
Operating Transfer In				$11,299	$10,417	8%				$44,842	$49,167	-9%
Total Receipts	$347,536	$713,880	-51%	$82,779	$78,750	5%	$42,858	$62,083	-31%	$1,973,419	$2,310,089	-15%
EXPENSES												
Administrative												
Salaries	$76,598	$81,042	-5%	$11,865	$11,250	5%	$8,685	$6,250	39%	$263,771	$319,375	-17%
Employee Benefits	$39,935	$34,469	16%	$4,438	$4,583	-3%	$3,024	$2,917	4%	$112,482	$135,302	-17%
Advertising & Marketing	$0	$83	-100%							$3,430	$4,250	-19%
Memberships/Publications	$2,759	$1,667	66%							$2,759	$1,667	66%
Legal	$0	$833	-100%							$1,328	$1,667	-20%
Travel	$934	$2,083	-55%							$2,617	$3,167	-17%
Training	$1,943	$5,167	-62%							$5,621	$10,583	-47%
Accounting	$4,748	$5,833	-19%							$15,050	$16,875	-11%
Audit	$0	$2,292	-100%							$0	$9,167	-100%
Office Rent										$4,375	$4,375	0%
Office Supplies/Paper	$2,599	$4,167	-38%							$6,772	$13,750	-51%
Sundry	$7,157	$11,258	-36%	$0	$7,083	-100%	$3,160	$11,250	-72%	$23,472	$44,367	-47%
Telephone	$800	$833	-4%							$3,199	$3,333	-4%
Total Admin Expenses	$137,472	$149,727	-8%	$16,303	$22,917	-29%	$14,869	$20,417	-27%	$444,875	$567,877	-22%
Tenant Services												
Social Service Coordinator										$33,774	$45,833	-26%
Resident Activities										$1,403	$2,885	-51%
Total Tenant Service Exp.										$35,177	$48,719	-28%
Utilities												
Water & Sewer	$5,571	$6,292	-11%							$46,666	$47,958	-3%
Electricity	$2,144	$2,792	-23%							$33,303	$35,708	-7%
Gas	$8,604	$4,583	88%							$59,675	$37,917	57%
Rubbish/Recycling	$1,479	$2,271	-35%							$13,216	$15,604	-15%
Total Utilities Exp.	$17,797	$15,938	12%							$152,860	$137,188	11%
Maintenance Expenses												
Salaries	$2,522	$6,458	-61%							$105,788	$120,000	-12%
Benefits	$167	$2,740	-94%							$43,501	$52,323	-17%
Materials	$4,744	$7,792	-39%							$21,397	$24,458	-13%
Uniforms										$417	$500	-17%
Elevator Contract										$7,599	$7,708	-1%
Exterminating										$680	$1,667	-59%
Heating/Cooling Contracts	$198	$313	-37%							$283	$1,563	-82%
Plumbing Contracts	$0	$208	-100%							$4,354	$5,208	-16%
Unit Turnaround	$0	$1,042	-100%							$2,518	$11,875	-79%
Contract Costs	$3,118	$26,458	-88%							$48,826	$53,542	-9%
Capital Improvements	$6,725	$53,542	-87%							$6,725	$53,542	-87%
Total Maintenance Exp.	$17,474	$98,552	-82%							$242,086	$332,385	-27%
General Expenses												
Property Insurance	$8,668	$9,375	-8%							$63,714	$63,958	0%
Liability Insurance	$1,242	$1,646	-25%							$9,555	$10,813	-12%
Work Comp Insurance	$10,215	$4,167	145%							$30,644	$12,500	145%
Misc Insurance	$188	$729	-74%							$188	$4,896	-96%
PILOT	$5,533	$7,034	-21%							$39,825	$47,034	-15%
Software Maintenance	$10,347	$10,000	3%							$17,852	$23,333	-23%
Collections/Losses										-$646	-$833	-22%
Other General Expense	$0	$0	#DIV/0!							$7,963	$2,813	183%
HAP Expense				$66,476	$62,500	6%	$0	$41,667	-100%	$575,453	$550,000	5%
DirecTV	$22,387	$23,333	-4%							$22,387	$23,333	-4%
ILSP	$1,933	$4,167	-54%							$1,933	$4,167	-54%
HOME loan repayment										$23,125	$23,333	-1%
PARIF interest										$49,882	$49,583	1%
PARIF principle										$44,069	$45,833	-4%
Operating Transfer out	$44,842	$49,167	-9%							$44,842	$49,167	-9%
TIF payment	$0	$225,000	-100%							$0	$225,000	-100%
Transfer to AHTF	$0	$62,500	-100%							$0	$62,500	-100%
Total General Expenses	$105,355	$397,118	-73%	$66,476	$62,500	6%	$0	$41,667	-100%	$930,786	$1,197,430	-22%
TOTAL EXPENSES	$278,098	$661,334	-58%	$82,779	$85,417	-3%	$14,869	$62,083	-76%	$1,805,785	$2,283,599	-21%
NET INCOME/LOSS	$69,438	$52,546	32%	$0	-$6,667	-100%	$27,989	$0	#DIV/0!	$167,634	$26,490	533%

2026 MCPP Usage Report 1.16.2026 - 11.30.2026 (Applies to Start Up Program Loans Only)

For Informational Purposes Only

Applicant Name	Allocation Amount	Committed Loans	Committed Amount	*Usage Test	% of Usage	**Additional Start Up Loans: Committed Loans	**Additional Start Up Loans: Committed Amount	Step Up Loans: Committed Loans	Step Up Loans: Committed Amount	Fix Up Loans: Committed Loans	Fix Up Loans: Committed Amount	Total Loan Activity: Committed Loans	Total Loan Activity: Committed Amount	Downpayment and Closing Cost Loans: % of First Mortgage	Downpayment and Closing Cost Loans: Total Amount of Downpayment
Aitkin	$ 317,955	1	$191,675	MET	60%	0	$ -	0	$ -	0	$ -	1	$191,675	100%	$ 14,000
Albert Lea	$ 353,868	5	$752,343	MET	213%	4	$ 582,195	0	$ -	0	$ -	9	$1,334,538	100%	$ 113,260
Alexandria	$ 291,931	1	$206,193	MET	71%	0	$ -	0	$ -	0	$ -	1	$206,193	100%	$ 14,000
Anoka	$ 7,281,283	87	$23,052,077	MET	317%	16	$ 4,947,973	21	$ 6,581,241	13	$ 359,635	137	$34,940,926	89%	$ 1,793,400
Becker	$ 689,906	4	$569,190	MET	83%	1	$ 176,739	0	$ -	2	$ 112,813	7	$858,742	71%	$ 68,600
Benton	$ 310,053	3	$815,108	MET	263%	0	$ -	1	$ 382,936	0	$ -	4	$1,198,044	100%	$ 49,500
Blue Earth - City of	$ 100,000	4	$434,177	MET	434%	0	$ -	0	$ -	0	$ -	4	$434,177	100%	$ 41,875
Blue Earth County	$ 1,375,918	9	$1,680,369	MET	122%	3	$ 786,525	6	$ 1,207,441	4	$ 65,828	22	$3,740,163	82%	$ 231,550
Bluff Country HRA	$ 775,686	7	$1,319,053	MET	170%	0	$ -	1	$ 198,850	0	$ -	8	$1,517,903	100%	$ 104,000
Breckenridge	$ 100,000	1	$137,270	MET	137%	2	$ 403,682	1	$ 249,300	0	$ -	4	$790,252	100%	$ 54,500
Carver	$ 2,222,884	7	$1,723,366	MET	78%	3	$ 935,564	4	$ 1,256,237	1	$ 17,800	15	$3,932,967	87%	$ 194,600
Chippewa	$ 551,025	10	$1,220,869	MET	222%	2	$ 361,100	1	$ 161,500	3	$ 35,050	16	$1,778,519	81%	$ 162,892
Chisago	$ 1,150,459	11	$3,145,551	MET	273%	4	$ 1,205,063	7	$ 1,915,902	0	$ -	22	$6,266,516	91%	$ 288,497
Clay	$ 1,301,174	13	$2,589,890	MET	199%	7	$ 1,641,156	5	$ 1,135,117	6	$ 183,663	31	$5,549,826	81%	$ 325,800
Cloquet	$ 245,664	4	$711,932	MET	290%	2	$ 523,707	4	$ 924,609	0	$ -	10	$2,160,248	100%	$ 133,000
Crow Wing	$ 1,336,736	14	$3,073,127	MET	230%	4	$ 1,194,371	3	$ 792,735	0	$ -	21	$5,060,233	100%	$ 287,740
Fairmont	$ 199,046	1	$103,500	MET	52%	0	$ -	1	$ 242,250	0	$ -	2	$345,750	100%	$ 28,000
Fergus Falls & Perham HRAs	$ 347,386	0	$0	NOT MET	0%	0	$ -	2	$ 393,145	4	$ 84,976	6	$478,121	33%	$ 24,600
Foley	$ 100,000	3	$662,773	MET	663%	0	$ -	0	$ -	0	$ -	3	$662,773	100%	$ 40,600
Grant	$ 118,929	2	$441,547	MET	371%	0	$ -	0	$ -	0	$ -	2	$441,547	100%	$ 28,000
Headwaters Regional Dev. Commiss	$ 1,684,375	14	$2,307,466	MET	137%	3	$ 622,178	1	$ 229,853	10	$ 245,649	28	$3,405,146	64%	$ 242,000
Hennepin	$ 16,924,818	155	$40,870,863	MET	241%	26	$ 8,277,035	32	$ 9,885,723	15	$ 462,633	228	$59,496,254	91%	$ 3,084,426
Isanti	$ 850,294	17	$4,504,764	MET	530%	2	$ 494,250	3	$ 1,146,663	2	$ 48,295	24	$6,193,972	88%	$ 309,597
Kandiyohi	$ 869,545	16	$2,678,615	MET	308%	3	$ 595,023	6	$ 1,404,606	13	$ 245,530	38	$4,923,774	63%	$ 333,859
Marshall - City of	$ 273,070	5	$811,883	MET	297%	1	$ 142,590	1	$ 193,850	0	$ -	7	$1,148,323	100%	$ 91,100
McLeod	$ 717,993	13	$2,718,275	MET	379%	4	$ 1,223,523	3	$ 717,400	0	$ -	20	$4,659,198	100%	$ 283,940
Meeker	$ 457,283	8	$1,624,069	MET	355%	1	$ 292,022	1	$ 275,025	3	$ 131,817	13	$2,322,933	77%	$ 134,500
Mower	$ 796,066	20	$3,495,034	MET	439%	2	$ 344,835	0	$ -	3	$ 100,000	25	$3,939,869	88%	$ 327,040
New Prague	$ 162,043	1	$200,790	MET	124%	0	$ -	0	$ -	1	$ 9,682	2	$210,472	50%	$ 11,100
New Ulm	$ 275,347	0	$0	NOT MET	0%	0	$ -	0	$ -	0	$ -	0	$0	0%	$ -
North Mankato	$ 282,043	3	$596,840	MET	212%	0	$ -	0	$ -	2	$ 75,267	5	$672,107	60%	$ 32,200
NW MN Multi-Co. HRA	$ 1,601,767	13	$1,877,314	MET	117%	2	$ 347,714	0	$ -	14	$ 413,852	29	$2,638,880	52%	$ 150,970
Oakdale	$ 552,933	18	$4,322,392	MET	782%	3	$ 853,539	3	$ 966,668	0	$ -	24	$6,142,599	96%	$ 345,100
Olmsted	$ 3,239,387	38	$9,184,185	MET	284%	7	$ 1,999,835	9	$ 2,454,426	3	$ 82,097	57	$13,720,543	95%	$ 773,547
Osakis	$ 100,000	0	$0	NOT MET	0%	0	$ -	1	$ 224,459	1	$ 20,510	2	$244,969	50%	$ 10,000
Otter Tail	$ 837,662	4	$717,138	MET	86%	1	$ 213,750	1	$ 128,155	0	$ -	6	$1,059,043	100%	$ 80,550
Pine County HRA	$ 539,249	6	$1,495,275	MET	277%	0	$ -	3	$ 631,802	0	$ -	9	$2,127,077	78%	$ 97,517
Ramsey	$ 4,752,162	36	$8,992,576	MET	189%	7	$ 2,011,631	13	$ 3,951,464	7	$ 301,588	63	$15,257,259	89%	$ 789,331
Red Wing	$ 325,313	5	$1,108,349	MET	341%	2	$ 442,160	2	$ 530,889	0	$ -	9	$2,081,398	100%	$ 126,000
Rice	$ 1,343,587	14	$3,422,453	MET	255%	4	$ 1,118,352	1	$ 290,903	7	$ 164,857	26	$4,996,565	73%	$ 254,800
Sandstone	$ 100,000	0	$0	NOT MET	0%	0	$ -	0	$ -	1	$ 20,664	1	$20,664	0%	$ -
Sartell	$ 388,417	1	$314,105	MET	81%	1	$ 304,500	0	$ -	0	$ -	2	$618,605	100%	$ 22,800
Sauk Rapids	$ 270,423	3	$903,214	MET	334%	3	$ 799,500	0	$ -	0	$ -	6	$1,702,714	100%	$ 76,500
Scott	$ 2,976,751	15	$3,701,416	MET	124%	8	$ 2,608,262	10	$ 3,506,032	1	$ 11,120	34	$9,826,830	97%	$ 485,075
SE MN Multi-Co. HRA	$ 1,489,436	13	$2,680,868	MET	180%	4	$ 1,175,143	1	$ 289,750	5	$ 141,059	23	$4,286,820	78%	$ 247,700
Sherburne	$ 1,861,562	17	$5,028,765	MET	270%	1	$ 319,014	4	$ 1,055,035	3	$ 57,492	25	$6,460,306	88%	$ 337,300
St Cloud	$ 1,413,407	45	$8,757,672	MET	620%	6	$ 1,163,536	8	$ 2,146,308	1	$ 25,000	60	$12,092,516	98%	$ 859,970
St Joseph	$ 139,542	1	$278,000	MET	199%	0	$ -	0	$ -	0	$ -	1	$278,000	100%	$ 14,000
St Louis	$ 3,908,446	47	$7,770,383	MET	199%	5	$ 1,138,396	21	$ 3,191,750	3	$ 40,351	76	$12,140,880	95%	$ 938,990
Owatonna/Steele County	$ 728,640	9	$1,985,555	MET	273%	2	$ 615,905	5	$ 1,161,278	1	$ 47,940	17	$3,810,678	94%	$ 207,311
Stevens/Traverse County	$ 252,087	0	$0	NOT MET	0%	0	$ -	0	$ -	0	$ -	0	$0	0%	$ -
SW Regional Dev. Commission	$ 1,989,503	14	$1,632,631	MET	82%	5	$ 772,879	5	$ 856,481	1	$ 17,219	25	$3,279,210	92%	$ 267,568
Swift	$ 188,145	1	$207,750	MET	110%	0	$ -	0	$ -	3	$ 59,859	4	$267,609	25%	$ 18,000
Washington	$ 5,005,202	28	$7,707,867	MET	154%	4	$ 1,194,378	13	$ 4,537,933	6	$ 113,775	51	$13,553,953	86%	$ 630,589
Watonwan	$ 218,043	8	$1,187,513	MET	545%	0	$ -	0	$ -	0	$ -	8	$1,187,513	100%	$ 94,000
Winona - City of	$ 511,979	10	$1,975,246	MET	386%	0	$ -	2	$ 330,810	0	$ -	12	$2,306,056	92%	$ 163,950
Wright	$ 3,009,120	26	$7,378,344	MET	245%	10	$ 3,229,949	8	$ 2,350,833	6	$ 243,967	50	$13,203,093	88%	$ 629,112
Totals	**$ 80,205,544**	**811**	**$185,267,620**		**231%**	**165**	**$ 45,057,974**	**214**	**$ 57,899,359**	**145**	**$3,939,988**	**1,335**	**$292,164,941**	**88%**	**$ 16,468,856**

*Participants must use at least 50% of their allocation by the end of the program year in order to participate next year.

**Not MCPP Eligible. Borrower income is above 80% of Area Median Income.

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

July 14, 2026

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

HRA Owned Properties

	Jordan Tower I	Jordan Tower II	Family Public Housing Units	Market Rate Units (13)
Waiting List Numbers	48	80	31	n/a
Move-outs	0	2	1	0
Move-ins/Offline*	20*	1	0	0
Lease Terminations or Evictions this month	0	0	1	0
Occupancy Rate	100%*	98%	99%	100%

Voucher Programs

Housing Choice Voucher

Waiting List Numbers	412	Monthly HAP Received	$101,503
Allocated Vouchers	169	Monthly HAP Paid	$105,660
Funded Vouchers	105	HAP Reserves	$63,783
Leased Vouchers	126	Per Unit Cost	$839
Utilization Rate for Vouchers	120%	Utilization Rate for Monthly Funding	104%
Move-ins	3	Shopping (includes PO)	10
Move-outs	3	Processing Applications	2

Bridges Rental Assistance

Grant Years	2025-2027	Total Grant Awarded	$368,280
Awarded Vouchers	16	Available Balance	$205,370
Vouchers Leased	13	Grant Months remaining	12
Utilization of Vouchers	81%	Grant Funds Utilization	56%
Move-ins	0	Shopping	3
Move-outs	0	Processing Applications	6

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Bring It Home Rental Assistance

Grant Years	2025-2027	Total Grant Awarded	$413,156
Waiting List Numbers	44	Available Balance	$413,156
Awarded Vouchers	19	Grant Months remaining	16
Vouchers Leased	0	Grant Funds Utilization	0%
Utilization of Vouchers	0%	Shopping	4
Move-ins	0	Processing Applications	14
Move-outs	0		

Program/Project Updates

- Jordan Tower II -Monitoring and Occupancy Review (MOR) & Other Funding Review
  - Minnesota Housing staff visited the HRA on June 3, 2026. There was a physical inspection of the property, a review of management processes, and a file review of 11 resident files. The HRA scored above average.

- POHP 2024 Updates
  - Jordan Tower I
    - Contractor- Project One Construction
      Staff is working on the required paperwork from them for the due diligence with MN Housing.

  - Scattered Sites
    - Additional Funds Request
      Minnesota Housing staff have submitted a funding modification request to its board to increase funding for this project. The MN Housing Board meeting is on July 23, 2026.

Management Review for Multifamily Housing Projects

U. S. Department of Housing and Urban Development
Office of Housing - Federal Housing Commissioner

OMB Approval No. 2502-1078
Exp. 4/30/2018

SUMMARY REPORT

Date of On-Site Review:	Date of Report:	Project Number:	Contract Number:
6/3/2026	6/30/2026	800011014	MN468023010
Section of the Act:	**Name of Owner:**	**Project Name:**	**Project Address:**
No HUD affiliated loan	Red Wing HRA	Jordan Tower II	440 West 5th Street Red Wing, MN 55066
Loan Status:	**Contract Administrator:**	**Type of Subsidy**	**Type of Housing**
☐ Insured ☐ HUD-Held ☑ Non-Insured ☐ Co-Insured	☐ HUD ☐ CA ☑ PBCA	☑ Section 8 ☐ PAC ☐ Section 236 ☐ Section 221(d)(3) BMIR ☐ Rent Supplement ☐ RAP ☐ PRAC ☐ Unsubsidized	☐ Family ☐ Disabled ☐ Elderly ☑ Elderly/Disabled ☐ Other (please specify)

For each applicable category, assess the overall performance by checking the appropriate column. Indicate A (Acceptable) or C (Corrective action required). Include target completion dates (TCD) for all corrective action items. For those items not applicable, place N/A in the TCD column.

	A	C	TCD	
A. General Appearance and Security	**A**	**C**	**TCD**	**General Appearance and Security Rating**
1. General Appearance	X			77 — Satisfactory
2. Security	X			This category is 10 % of the overall score.
B. Follow-up and Monitoring of Project Inspections	**A**	**C**	**TCD**	**Follow-up and Monitoring of Project Inspections Rating**
3. Follow-Up and Monitoring of Last Phy. Insp. and Observations	X			82 — Above Average
4. Follow-Up and Monitoring of Lead-Based Paint Inspection	X			This category is 10 % of the overall score.
C. Maintenance and Standard Operating Procedures	**A**	**C**	**TCD**	**Maintenance and Standard Operating Procedures Rating**
5. Maintenance	X			78 — Satisfactory
6. Vacancy and Turnover	X			
7. Energy Conservation	X			This category is 10 % of the overall score.
D. Financial Management/Procurement	**A**	**C**	**TCD**	**Financial Management/Procurement Rating**
8. Budget Management				
9. Cash Controls				0 — Not Rated
10. Cost Controls				
11. Procurement Controls				
12. Accounts Receivable/Payable				
13. Accounting and Bookkeeping				This category is 25 % of the overall score.
E. Leasing and Occupancy	**A**	**C**	**TCD**	**Leasing and Occupancy Rating**
14. Application Processing/ Tenant Selection	X			
15. Leases and Deposits	X			81 — Above Average
16. Eviction/Termination of Assistance Procedures	X			
17. Enterprise Income Verification (EIV) System Access and Security Compliance	X			
18. Compliance with Using EIV Data and Reports	X			
19. Tenant Rental Assistance Certifications (TRACS) Monitoring and Compliance	X			
20. TRACS Security Requirements	X			
21. Tenant File Security	X			
22. Summary of Tenant File Review		X	7/30/2026	This category is 25 % of the overall score.
F. Tenant/Management Relations	**A**	**C**	**TCD**	**Tenant Services Rating**
23. Tenant Concerns	X			82 — Above Average
24. Provision of Tenant Services	X			This category is 10 % of the overall score.
G. General Management Practices	**A**	**C**	**TCD**	**General Management Practices Rating**
25. General Management Operations	X			
26. Owner/Agent Participation	X			82 — Above Average
27. Staffing and Personnel Practices	X			This category is 10 % of the overall score.

Overall Rating: **Above Average**

To calculate an overall score: Multiply the derived performance value by the assigned percentage of the overall rating for each category. Once all tested tegories have been calculated based on the performance indicator and performance indicator values, the total calculated points is divided by the total percentage of overall rating and rounded to the nearest whole number. For convenience, a utility is included with this form which will perform all of the necessary calculations.

Name and Title of Person Preparing this Report: (Please type or print):

Dave Cole, HMO

Signature: Dave Cole

Date: 6/30/2026

Name and Title of Person Approving this Report: (Please type or print):

Tracy Wetzel, Program Supervisor

Signature: Tracy Wetzel

Date: 6/30/2026

NOTE: If this review is conducted by a CA or PBCA as indicated above, the overall rating reflects a review as it relates to compliance with the Housing Assistance Payment Contract (HAP) only.

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July 14, 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	May 2026
Notes Receivable	$1,533,122
Forgivable	$616,628
Reserves	$174,118

Small Cities Loan Servicing and Activities
We have one potential pending loan application, which if approved, would deplete most of our program reserves.

Work continues on our 2027 funding round application for additional funds to continue this long standing and successful program in our community. Attached are the survey and other information that is being used during the first phase of the application process.

Affordable Housing Trust Fund Activities and Reserves
Repayment of a loan whose project no longer includes housing units is scheduled for the end of June or early July. The amount of the repayment will be $75,0000. No applications are pending at this time. May 2026 reserves for the AHTF are $433,395.

Housing & Redevelopment Related Update
The City Council has rezoned the former Jefferson school site to R-3 which will allow multi-family housing to be developed on the site. The Port Authority and the School are continuing to work on a purchase of the property by the Port Authority pending the outcome of an RFP process the Port intends to conduct in the coming months. They also rezoned a parcel in the Briarwood Addition to R-3. The former Bayview Nursing site was sent back to the Advisory Planning Commission to consider removal of the separate parking parcel from the potential rezoning action.

The Port Authority has now issued and RFP to developers for the Jefferson school site. They would like to have an expression of initial interest from developers by 7/31/29 with proposal due by 9/10/206. The goal is to select a developer in early October and close on the sale of the site by November 30, 2026. They would like construction of the project completed by the end of 2030.

The City also expects to complete a land feasibility study by the end of the year which will help them understand where it may be feasible for the City to expand and/or utilize existing land for various uses.

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Given that the land feasibility study will take a while to complete, I'd like to move forward with scheduling a workshop for us to discuss where, how, and by whom, more affordable housing might be able to be developed in Red Wing. I'd like your input on the best time and day to schedule such a workshop.

WHAT IS SCDP?

Red Wing Housing & Redevelopment Authority

Background

Small Cities Development Program (SCDP) wants to improve conditions for low and moderate income households. This is done via housing, infrastructure, and commercial improvement projects.

1. The Red Wing HRA must apply to the SCDP program to gain funds.
2. Filled-out **surveys** and **letters of intent** show that Red Wing is a good candidate and improves the chances of being selected.
3. If selected, funds are given to applicants who are formally selected in accordance with established program criteria.

<u>A high response rate is required to qualify for funds</u>

Instructions

1. Fill out the **survey** (Rental-Housing AND/OR Commercial Survey)
2. Fill out the **letter of intent**
3. Submit them online OR on-site at Red Wing HRA Office (info below)

Why fill out the survey?

- Potential access of up to 70-80% forgivable loan funding for rehab projects (if eligible)
  - Ex. Single-family rental & duplex (up to $25,000)
  - Ex. Multi-family rental (up to $12,500 per unit)
  - Ex. Commercial (up to $40,000)
- Funding can be used in energy-efficient upgrades, accessibility upgrades, structural improvements, etc.
- No responses will end the application pre-maturely
- You are not signing up for the program, merely expressing interest

Who administers this program?

- Red Wing Housing Redevelopment Authority (RWHRA)
- Community and Economic Development Associates (CEDA)
- Department of Employment and Economic Development (DEED)

Submit Paper Form To:

428 W 5th St, Red Wing, MN 55066

Submit Online Form To:

www.cedausa.com/programs-services/grant-writing/

Questions: grants@cedausa.com

Meyer Beckner
CEDA Community & Business Development Specialist
meyer.beckner@cedausa.com
651-380-2454

Kurt Keena
Red Wing HRA Executive Director
kurt.keena@redwingmn.gov
651-388-7571

INTENT TO PARTICIPATE FORM

Red Wing Housing & Redevelopment Authority

<u>IMPORTANT:</u> This signed form *does not commit you to the program* and *does not guarantee funding*; it only shows indication of interest that builds support for the application.

- *Signing the form does NOT limit you to a single project or project type.*
- *If you sign the form your name will be placed on a priority list to receive more information if funds are awarded in 2027.*

I understand that:

- SCDP funds are limited, competitive, and not guaranteed
- Submission of this form does not guarantee funding, approval, or participation
- Owner contribution such as matching funds may be required
- Work completed prior to program approval may not be eligible
- Occupancy, project readiness, and other program criteria will be considerations in project selection

I am interested in the following type of project(s) (choose all that apply):

☐ Rental Housing Rehabilitation

☐ Commercial Rehabilitation

☐ Mixed-use Rehabilitation (rental, commercial, or both)

After reviewing the above information, I am interested in participating in the program.

______________________________ ______________

Property Owner Signature **Date**

Thank you. Your name will be placed on a list of property owners showing a strong interest in a rehabilitation program and support for the application. If grant funds are awarded to the City, you will be contacted for more information about how to apply for project funding.

Submit Paper Form To:

Red Wing HRA Office
428 W 5th St, Red Wing, MN 55066

Submit Online Form To:

grants@cedausa.com

Questions: grants@cedausa.com

Meyer Beckner
CEDA Community & Business Development Specialist
meyer.beckner@cedausa.com
651-380-2454

Kurt Keena
Red Wing HRA Executive Director
kurt.keena@redwingmn.gov
651-388-7571

COMMERCIAL REHABILITATION SURVEY

CEDA Community and Economic Development Associates

Red Wing Housing & Redevelopment Authority

BACKGROUND:

Commercial building owners may be eligible for assistance through the Small Cities Development Program (SCDP), which can provide up to $40,000 per building and cover up to 80% of eligible rehabilitation costs. This survey will help determine local interest and potential participation in a future SCDP application.

Completing this survey does not obligate you to participate in the program.
Please note that all answers will be kept confidential and used only for planning and grant application purposes.

PROPERTY OWNER INFORMATION:

NAME ______________________ Phone Number ____________

EMAIL ______________________

BUILDING ADDRESS 1 ______________________

BUILDING ADDRESS 2 ______________________

BUILDING ADDRESS 3 ______________________

QUESTIONS:

How would you rate the overall condition of the building?

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Very Poor

What year was the building constructed (approx.)?

- ☐ Before 1900
- ☐ 1900-1919
- ☐ 1920-1949
- ☐ 1950-1979
- ☐ 1980-1999
- ☐ 2000 or newer

How many commercial tenant spaces are located in the building? ______________

How many commercial tenant spaces are currently occupied? ______________

How many commercial spaces are currently vacant? ______________

What best describes your property?

- ☐ Commercial
- ☐ Mixed-use (commercial and residential)
- ☐ Unsure

If mixed-use, which section of the building would you rehabilitate?

- ☐ Commercial space only
- ☐ Residential space only
- ☐ Both commercial and residential
- ☐ N/A

COMMERCIAL REHABILITATION SURVEY

QUESTIONS:

Which of the following conditions currently exist with the building

- ☐ Roof deterioration or leaks
- ☐ Foundation or structural problems
- ☐ Water damage
- ☐ Facade deterioration
- ☐ Heating or cooling (HVAC) deficiencies
- ☐ Electrical deficiencies
- ☐ Plumbing deficiencies
- ☐ Exterior rehab needed (roof, envelope-siding, masonry, trim, windows, doors, etc.)
- ☐ Insulation or energy deficiencies
- ☐ Accessibility barriers (ADA)
- ☐ Unsafe stairs, railings, or egress
- ☐ Fire safety deficiencies
- ☐ Lead-based paint or asbestos hazards
- ☐ Other code compliance issues
- ☐ Upper-story vacancy or underutilization
- ☐ None of the above
- ☐ Other:______________________________

Have necessary building improvements been delayed due to financial constraints?

- ☐ Yes
- ☐ No
- ☐ Unsure

Has the condition of the building negatively affected your ability to attract or retain tenants?

- ☐ Yes
- ☐ No
- ☐ Unsure

Sample Financial Structure

It is estimated that the average total project cost of rehabilitation would be $50,000. Based on this average cost of this scenario, the AVERAGE financial breakdown would be as follows:

- $40K 80% SCDP forgivable deferred loan
- $10K 20% bank loan/owner savings
- $50K 100% Total Project Cost

If funding becomes available and your property is eligible, would you be interested in participating in the SCDP program?

- ☐ Yes
- ☐ No
- ☐ Maybe/need more information

What is your total estimated rehabilitation cost?

- ☐ Less than $25K
- ☐ $25K-$49K
- ☐ $50K-$999K
- ☐ $100K-$249K
- ☐ More than $250K

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Kurt Keena
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kurt.keena@redwingmn.gov
651-388-7571

RENTAL-HOUSING REHABILITATION SURVEY

CEDA Community and Economic Development Associates

Red Wing Housing & Redevelopment Authority

BACKGROUND:

Rental property owners may be eligible for assistance covering up to 70% of eligible rehabilitation costs, to improve housing quality and lower expenses. This survey helps identify interest in the “Small Cities Development Program” (SCDP), which may provide funding for repairs and improvements to qualified rental properties.

Completing this survey does not obligate you to participate in the program.
Please note that all answers will be kept confidential and used only for planning and grant application purposes.

PROPERTY OWNER INFORMATION:

NAME ______________________ Phone Number ____________

EMAIL ______________________

PROPERTY ADDRESS 1 ______________________

PROPERTY ADDRESS 2 ______________________

PROPERTY ADDRESS 3 ______________________

QUESTIONS:

Property Type: Select which property type best fits your intended rehab project(s)

- ☐ Single-family rental
- ☐ Duplex
- ☐ Triplex/Fourplex
- ☐ Apartment building (5+ units)
- ☐ Mixed-use building w residential units

What year was the building constructed (approx.)?

- ☐ Before 1940
- ☐ 1940-1959
- ☐ 1960-1979
- ☐ 1980-1999
- ☐ 2000 or newer

How many rental units are located on the property? ____________

How many rental units are currently occupied? ____________

How many rental units are currently vacant? ____________

How would you rate the overall condition of the property?

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Very Poor

Have there been any code violations within the last 5 years?

- ☐ Yes
- ☐ No
- ☐ Unsure

RENTAL-HOUSING REHABILITATION SURVEY

QUESTIONS:

Which of the following conditions currently exist on the property?

- ☐ Roof deterioration or leaks
- ☐ Foundation or structural problems
- ☐ Water damage
- ☐ Mold or moisture issues
- ☐ Heating or cooling (HVAC) deficiencies
- ☐ Electrical deficiencies
- ☐ Plumbing deficiencies
- ☐ Interior rehab needed (walls, ceilings, flooring, kitchen, bathroom, etc.)
- ☐ Exterior rehab needed (roof, masonry, trim, etc.)
- ☐ Insulation or energy deficiencies
- ☐ Window replacement needed
- ☐ Accessibility barriers (ADA)
- ☐ Unsafe stairs, railings, egress conditions
- ☐ Fire safety deficiencies
- ☐ Lead-based paint or asbestos hazards
- ☐ Other code compliance issues
- ☐ None of the above
- ☐ Other:_______________________________

In your opinion, would rehabilitation improve the quality and long-term availability of rental housing at this property?

- ☐ Yes
- ☐ No
- ☐ Unsure

When was the last major renovation or rehabilitation completed at your property?

- ☐ Within the last 5 years
- ☐ 5-10 years ago
- ☐ More than 10 years ago
- ☐ No major renovations completed
- ☐ Unsure

Would SCDP assistance make your rehabilitation viable?

- Single Family Rental ($25k per home)
- Duplex ($12,500 per unit) ($25K per property)
- Multi-family ($12,500 per unit)
- Mixed-use building ($12,500 per residential unit)

- ☐ Yes
- ☐ No
- ☐ Unsure

How many tenants would be considered low-to-moderate income per property? (approx.)

____

____

____

If funding becomes available and your property is eligible, would you be interested in participating in the SCDP program?

- ☐ Yes
- ☐ No
- ☐ Maybe/need more information

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651-380-2454

Kurt Keena
Red Wing HRA Executive Director
kurt.keena@redwingmn.gov
651-388-7571

July 9, 2026

RE: Request for Proposals (RFP) for Real Estate Developers
Historic Jefferson School
601 Buchanan Street
Red Wing, MN 55066

Project Proposer:

Attached is a **Request for Proposals (RFP) for Real Estate Developers for the Historic Jefferson School** in Red Wing, MN. Please review the attached RFP and supporting information.

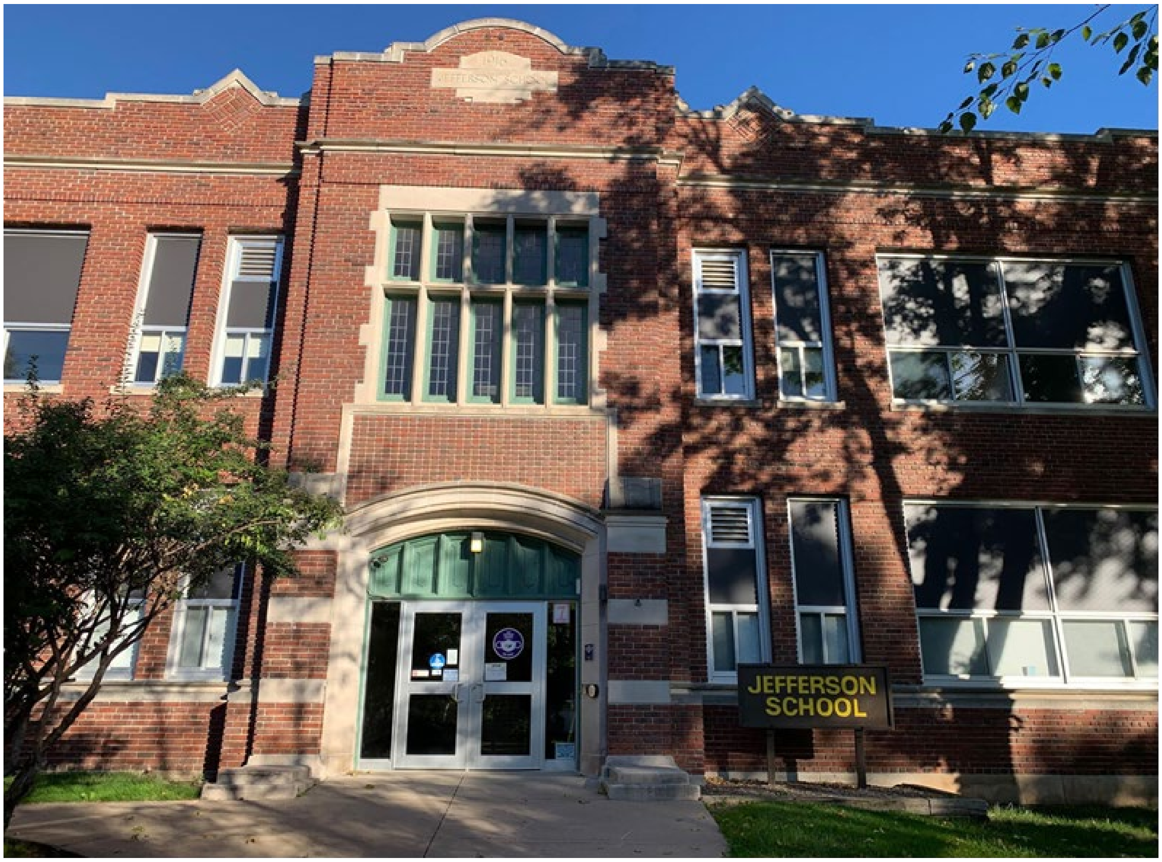
We would appreciate your response by Thursday, September 10, 2026. If you plan to respond, please submit a brief letter of interest via email no later than Friday, July 31, 2026. Questions should be submitted via email only to the project manager, Kyle Klatt, at kyle.klatt@redwingmn.gov, by Friday, August 21, 2026.

Thank you for your interest!

Sincerely,

Kyle Klatt
Community Development Director, City of Red Wing
Executive Director, Red Wing Port Authority

Historic Jefferson School



REQUEST FOR PROPOSALS (RFP)
FOR REAL ESTATE DEVELOPERS

601 Buchanan Street
Red Wing, MN 55066

Issue Date: July 9, 2026
Contact: Kyle Klatt, Kyle.Klatt@redwingmn.gov

Proposals Due by: Thursday, September 10, 2026

TABLE OF CONTENTS

1. Invitation
2. Background and Overview
3. Redevelopment Objectives
4. Proposal Format
5. Evaluation of Proposals
6. Timeline
7. Contact for Questions and Clarifications
8. List of Attachments

1. INVITATION

The Red Wing Port Authority (RWPA) is soliciting your development proposal for the historic Jefferson School site in Red Wing.

2. BACKGROUND AND OVERVIEW

The Jefferson School is a former public school that is currently owned by Independent School District No. 256 ("School District.") The RWPA has a Purchase Agreement (PA) with the School District to acquire the site. The RWPA intends to transfer the property to private ownership for the purpose of redevelopment of the existing building and site by the end of calendar year 2030. The PA expires October 31, 2026, and the RWPA intends to select a developer for the site prior to closing on the property. The property will be sold "as is with all faults."

The site includes an existing historic building. The original construction of the building dates from 1916. A sizeable classroom addition was added in 1948, and the gymnasium was added in 1967. There are two stories over a partial basement, with a masonry exterior. The Property served as an elementary school until 2003. From 2003-2015, it was leased by Goodhue County Education District. Since 2015, it has been used off and on by the school district for summer programming and office space during construction of other buildings by the school district. The playground and green space have been used by the public throughout its history.

Address:	601 Buchanan St, Red Wing, MN 55066
Tax Parcel ID:	55.5801360
Building Square Footage:	36,557 gross square feet
Parcel Size:	Approximately 94,525 sf \ 2.17 acres
Zoning:	Ordinance No. 236 rezoned the site to RM-3 (High Density Multifamily Residential), with restrictions noted below.

The RWPA has completed due diligence and planning activities in preparation for redevelopment. The following items are complete, and documents are available for review:

1. Environmental Assessment, including:
    a. Phase I Environmental Site Assessment
    b. Hazardous Materials Survey, including Abatement Cost Estimating
    c. Phase II Environmental Site Assessment concluding that no Recognized Environmental Conditions (RECS) are present on the site
2. ALTA/NPS Land Title Survey
3. Part 1 Historic Tax Credit Certification Application, pending final approval by the National Park Service (NPS)
4. Rezoning for multifamily residential use (See Ordinance No. 236)

The total investment by the RWPA in the above documents is in the range of $50,000.

Multifamily housing has been identified as a potential use for the building and site. A previous development proposal showed 16 residential units in the existing building with storage areas in the basement, as well as on-site surface and garage parking. If additional units are proposed, the RWPA expects that the higher unit count would be created with new construction on the site.

The existing gymnasium has been discussed as potential community space including rehearsal space for the Sheldon Theater of Performing arts, an existing local organization, or recreation space for residents in the building. The RWPA is open to discussing a public lease of limited areas of the building for non-residential uses.

Neighborhood constituents have expressed repeated concerns about and desires for green space on the site. The City of Red Wing will consider accepting some or all the proposed park space on the property as dedicated park land.

The School District intends to complete a deed restriction prior to ownership transfer stating that the property shall not be used as a public or private school as defined by the Red Wing Zoning Ordinance.

Site visits arranged upon request.

3. REDEVELOPMENT OBJECTIVES

The RWPA is seeking a development project that retains the historic building, is consistent with City plans, and integrates with the character of the existing neighborhood. Responders should be familiar with the following plans:

- Red Wing 2040 Community Plan
- Current Zoning/City Ordinances, including the attached Ordinance No. 236

Specific redevelopment objectives to be considered include the following (in order of importance, see “Evaluation of Proposals”):

- Retention and reuse of the existing historic building (10 pts)
- Integration of a playground and/or some preservation of existing open space that can be used by the public as part of the redevelopment (10 pts)
- Integration with existing neighborhood character and minimization of impact and disruption of neighborhood during construction and future operation (5 pts)
- Return on the RWPA’s investment in the property, which could include the sale price or enhanced tax base (5 pts)
- Efficient timeline for project completion (5 pts)

Development Restrictions:

- The maximum density of the project will be limited to 24 units per acre, or a maximum total of residential units of 52.
- The maximum height for any building is three stories.
- The building may not be used as a public or private school as defined by the Red Wing Zoning Ordinance.

Development proposals should also be consistent with the Port Authority’s mission statement, which directs the agency to identify and coordinate redevelopment for the purpose of enhancing the tax base, promoting employment, and contributing to the economic vitality and quality of life of the City of Red Wing. “Chapter 8 – Housing and Neighborhoods)” of the Red Wing 2040 Community Plan and Goals 1-4 in the City Government’s Strategic Plan 2024-2026 describe goals and strategies for housing in Red Wing.

4. PROPOSAL FORMAT

Interested responders must submit a Letter of Interest via email to Kyle Klatt no later than July 31, 2026.The Letter of Interest should include:

- Entity or individual names that will lead the redevelopment
- Name and contact information for the individual that will be the primary contact during the proposal period

The Letter of Interest is non-binding and does not mean that a future proposal is required. An email is an acceptable format.

Proposals shall contain the following sections in the following order:

a. **Cover Letter,** including the name and contact information for the individual that will be the primary contact for the proposal. Disclose any potential conflicts of interest and/or relationships with RWPA Board members and staff, City Council members, and city staff.

b. **<u>Development Vision</u>** – Describe the proposed reuse of the site, including proposed use(s) of the building and site, as well as dedicated park space or other benefits. If housing, describe the type of housing, number of units, and extent of any new construction. Include a concept site plan depicting new construction, on-site parking, and any community green space. Describe the direct and indirect benefits of the project to the RWPA, City, and neighborhood.

c. **<u>Identification of Entities</u>** – Provide a description of the entities and/or individuals that will be involved in the redevelopment, and their roles. Identify the principal person who will speak for the development team and any other key participants who will be involved in negotiating the land sale terms and Development Agreement. Identify any anticipated key subconsultants or team members.

d. **<u>Experience</u>** – Describe related experience and provide a list of similar projects. Describe the role and responsibility of key individuals in similar projects.

e. **<u>Preliminary Project Budget</u>** – Provide a preliminary capital budget showing the sources and uses of funds (debt, equity, and other) to acquire and develop the property. The capital budget should include a proposed purchase price for the property. Information as to the status of securing project funds should be included, if available. If any financial support will be requested from the RWPA or City, describe it in this section.

f. **<u>Proposed Timeframe</u>** – Describe the anticipated timeline for the project, including anticipated dates for:
   i. Key funding applications, awards, or milestones
   ii. Building permit
   iii. Finance closing
   iv. Construction start
   v. Certificate of occupancy.

   If the project will be constructed in phases, provide a project phasing plan and describe how the budget will be aligned with the phasing. Explain what strategies will be used to manage the schedule and maintain the project completion deadline of 2030.

g. **<u>Any other information</u>** that will help RWPA staff and the Port Board understand the proposal.

h. **<u>Evidence of Financial Capacity</u>** Provide documentation that shows your capacity to complete predevelopment activities. Provide financial statements sufficient to demonstrate capacity to secure project financing, complete construction, and operate the building. These documents can be submitted under separate cover, but should be clearly labeled as part of your development proposal.

i. **<u>Earnest Money.</u>** All responders must submit a check or money order of $5,000 along with their proposal. Funds will be held by the City and will be returned to any and all unselected proposers no later than November 30, 2026. An additional deposit of $10,000 will be required from the selected responder at the execution of a Letter of Intent. Earnest money provided by the selected developer may be applied to a future Purchase Price, but will not be refunded.

5. EVALUATION OF PROPOSALS

Proposals will be screened by RWPA staff and their consultants for completeness. The selection committee will evaluate proposals based on the criteria and scoring below. The selection committee includes the Port Finance Subcommittee, RWPA staff and their consultants. The selection committee will determine which developer(s) will present their proposals to the Port Board in a public workshop. The Port Board has final decision-making authority to select a developer for the site. RWPA staff consultants include legal counsel and New History, among others.

In screening the development proposals, the following criteria and weighting system will be used:

The experience and the financial and organizational capacity of the development team in successfully planning and completing development projects of similar type and scale	35
The degree to which the proposed project meets the specific redevelopment objectives listed in Section 3 of this RFP	35
The degree to which the proposed project meets City plans and the mission statement for the RWPA	10
Anticipated purchase price for the parcel, and whether any additional public investment would be needed to make the project feasible, including expected public costs to prepare the site for development	10
Overall quality of the submission	10
Total	**100**

The RWPA reserves the right to reject any and all proposals. The RWPA also reserves the right to negotiate land sale terms with the successful responder. The City of Red Wing does not discriminate on the basis of race, creed, color, ethnicity, national origin, sex, age or marital status.

6. PROPOSED TIMELINE

RFP issue date	Thursday, July 9, 2026
Letter of Interest due	Friday, July 31, 2026
Questions due via email	Friday, August 21, 2026

Responses to questions	Friday, August 28, 2026
Proposals due	Thursday, September 10, 2026
Port Committee Review	Week of September 14, 2026
Presentation at a Port Board Workshop	Late September, Date TBD
Selection of Developer by Port Board	October 6, 2026
Executed Letter of Intent with Developer	October 23, 2026
RWPA Expiration of PA	October 31, 2026
RWPA Closing on Site	November 30, 2026
Construction Complete	By December 2030

7. CONTACT FOR QUESTIONS AND CLARIFICATIONS

All project questions should be directed in writing via email to Kyle Klatt who is the project manager for this RFP process and will manage the work with the selected developer. All questions must be submitted by Friday, August 21, 2026 at kyle.klatt@redwingmn.gov. Responses will be posted online.

8. LIST OF ATTACHMENTS

- Red Wing 2040 Community Plan (Chapter 8 – Housing and Neighborhoods)
- Zoning Ordinance No. 236
- Purchase Agreement (PA) between the RWPA and the School District (December 15, 2025)
- First Amendment to the PA (June 23, 2026)
- ALTA/NSPS Land Title Survey (Johnson & Scofield, May 5, 2026)
- Commitment for Title Insurance, Schedule A, File 2380964
- Phase I Environmental Site Assessment (Braun Intertec, April 10, 2026)
- Limited Phase II Environmental Site Assessment (Braun Intertec, June 10, 2026)
- Non-Destructive Hazardous Building Materials Survey Report (Braun Intertec, May 28, 2026)
- Abatement Removal Cost Table (Braun Intertec, Date of Survey: March 17-18, 2026)
- Historic Preservation Certification Application Part 1 – Evaluation of Significance (New History, February 11, 2026)