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. Communication Items

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

Board Chair