



## 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, December 12, 2023, 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. To join this meeting via Webex, [click this link](#). To join via telephone, please dial (415) 655-0001. Enter access code 2559 127 7149 and password 2023 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 \*)**

Approval of the Consent Agenda constitutes approval of the following Consent Agenda items:

- 6.A. Motion to Approve November 14, 2023, Regular Meeting Minutes.
- 6.B. Motion to Approve Bills (Warrant # 51074-51129, totaling \$263,685.11).

- a. Public Housing: \$161,261.02
- b. Housing Choice Voucher: \$2,857.52
- c. Jordan Tower II: \$48,746.62
- d. Redevelopment: \$50,819.95
- e. Small Cities: \$0

- f. TIF: \$0
- g. AHTF: \$0

6.C. Motion to Approve Writing Off Non-Collectible Debts 2023.

**7. Communication Items**

- 7.A. Director's Report
- 7.B. Finance Report
- 7.C. Housing Report
- 7.D. Community Redevelopment Report
- 7.E. Resident Council Report
- 7.F. Hope Coalition Liaison Report
- 7.G. City Council Liaison Report
- 7.H. Announcements

The next HRA regular Board Meeting will be January 9, 2024, at 3:30 p.m. in the City Council Chambers.

**8. Other Business**

- 8.A. Recognition of Service - Roseanne Grosso

**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 and Redevelopment Authority**  
**HRA Board Regular Meeting**  
**Tuesday, November 14, 2023 at 3:30 PM**

**Board Members Present:** Board Chair, Glen Witham; Vice Chair, Jason Jech; Commissioners: Roseanne Grosso, Jackie Luikart, Dana Borgschatz, Sara Hoffman, and Kristi Reuter.

**Others Present:** Kurt Keena, Executive Director; Jennifer Cook, Housing Director; Megan Conway, Housing Assistance Navigator; Corrine Stockwell, Finance Director attended virtually; and Ron Goggin, City Council Liaison.

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Roll Call**

Roll Call was taken all members present.

**4. Approval of Agenda**

A motion to approve the agenda was made by Hoffman and seconded by Grosso. Motion carried.

**5. Public Comment**

There were no public comments.

**6. Presentation – Megan Tsui- Downtown Mainstreet**

Tsui introduced Andrea Hanson and explained the 2024 Retail Challenge. Asking for a \$20k commitment from the HRA. Discussion was held about the HRA timeline and how the money would be used and informed that HRA would like a detailed written request to bring to the Finance Committee and then the Board on December 12<sup>th</sup>.

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

A. Motion to Approve August 2023 Regular Meeting Minutes

B. Motion to Approve Bills (Checks #51017-51073, totaling \$128,176.50)

- a. Public Housing: \$27,562.79
- b. Housing Choice Voucher: \$1,347.16
- c. Jordan Tower II: \$60,389.51
- d. Redevelopment: \$23,119.73
- e. Small Cities: \$0
- f. TIF: \$507.31
- g. AHTF: \$15,250.00

C. Approve Housing Choice Voucher 2024 Payment Standards.

D. Approve Housing Choice Voucher 2024 Utility Allowance.

A motion was made by Reuter and seconded by Luikart. Roll Call was taken and all board members were in favor of approving the Consent Agenda. Motion carried.

**8. Motions and General Business**

A. Resolution No. 1443-33 Approval of the 2024 Final Operating Budget.

Stockwell explained changes, Tax Levy, and grants removed along with utility updates and the costs for JI and JII equipment. Reuter asked about the CDS award. Cook replied we will get the funding if Congress approves.

A motion was made by Luikart seconded by Hoffman. Roll Call was taken and all board members were in favor of approving Resolution No. 1443-23. Motion carried.

**9. Communication Items**

A. Executive Director Report

Keena discussed Commissioner's terms, Grosso term is ending December, and in January we will need to elect a new chair. He announced that we hired Amy Farris for Housing Assistant position who started 11/13/2023. Retail Challenge discovery ideas will be presented to Finance Committee and Board next month.

B. Finance Report

Stockwell discussed September changes. Sick and Safe time starting January 1, 2024. Wellness day discontinued and Employee Handbook updated. The budget approved including 3% salary increase.

C. Housing Report

Cook shared numbers are on pace and staying steady. Hoping Bridges numbers increase in the next few months. Jordan I electrical discussed power outages with minimal impact starts November 29<sup>th</sup> and should be complete by middle of January. Luikart asked when old generator will be removed. Cook replied with November 29<sup>th</sup>. Cook also discussed physical needs assessments.

D. Community Development Report

Keena discussed JII \$1,044,000 loan.

E. Resident Council Report

Luikart discussed the Halloween party and that spirits are up.

F. Hope Coalition Report

Witham stated there is no report as there was no meeting but there is one on Thursday.

G. City Council Report

Goggin discussed the Three Rivers vote and explained that those that voted against it are not against the project, just didn't approve of the location. Cook spoke to council last night about Goodhue County Resource Center.

H. Announcements

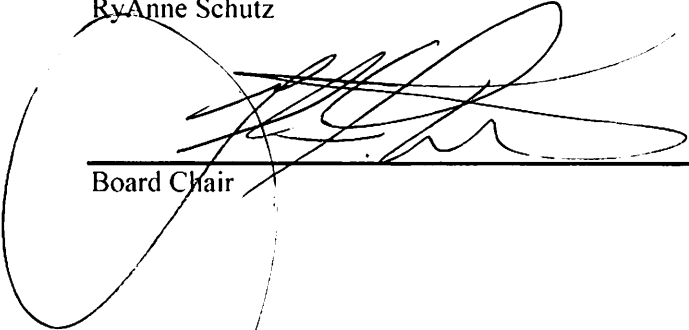
- a. The next HRA Board Meeting will be on December 12, 2023, at 3:30 p.m. in the City Council Chambers.

**10. Adjourn**

The meeting was adjourned at 4:22 p.m. by Board Chair Witham.

Respectfully Submitted By,

RyAnne Schutz



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Board Chair

**Red Wing Housing & Redevelopment Authority**  
**Checks Written Report**

November 1, 2023- November 30, 2023

Payment Date	Payment Number	Payment Amount	Payee Name
11/3/2023	1256	\$50.00	Dana Borgschatz
11/3/2023	1257	\$37.98	Carahsoft Technology Corporation
11/3/2023	1258	\$285.52	ESI Hosted Services
11/3/2023	1259	\$220.00	FileVision USA
11/3/2023	1260	\$50.00	Roseanne Grosso
11/3/2023	1261	\$1,051.98	Innovative Office Solutions, LLC
11/3/2023	1262	\$50.00	Jason Jech
11/3/2023	1263	\$200.00	Barry Preble
11/3/2023	1264	\$50.00	Kristi L. Reuter
11/3/2023	1265	\$600.00	River Town Cleaning Services LLC
11/3/2023	1266	\$46.28	Shred-It USA, LLC
11/3/2023	1267	\$50.00	Glen Witham
11/16/2023	1268	\$279.00	Adam's Pest Control
11/16/2023	1269	\$343.21	Innovative Office Solutions, LLC
11/16/2023	1270	\$110,373.85	Kirtland Electric
11/16/2023	1271	\$1,950.00	MKC Inc.
11/16/2023	1272	\$425.00	Maids in Minnesota
11/16/2023	1273	\$239.50	MRI Software LLC
11/16/2023	1274	\$299.43	THEIPGUYS.NET, LLC OneNet Global
11/28/2023	1275	\$154.00	Adam's Pest Control
11/28/2023	1276	\$571.30	Innovative Office Solutions, LLC
11/28/2023	1277	\$18,747.15	Minnesota Housing Finance Agency
11/28/2023	1278	\$25.48	RyAnne Schutz
11/28/2023	1279	\$46.28	Shred-It USA, LLC
11/28/2023	1280	\$250.00	Smith Heating Inc.
11/3/2023	51074	\$0.00	Void / City of Red Wing-water & sewer
11/3/2023	51075	\$0.00	Void / City of Red Wing-water & sewer
11/3/2023	51076	\$13,686.04	City of Red Wing-water & sewer
11/3/2023	51077	\$231.00	Culligan Water Conditioning
11/3/2023	51078	\$200.00	Candis Fleck
11/3/2023	51079	\$831.80	HD Supply Facilities Maintenance
11/3/2023	51080	\$50.00	Sara Hoffman
11/3/2023	51081	\$50.00	Jackie Luikart
11/3/2023	51082	\$351.42	MailFinance
11/3/2023	51083	\$140.75	Menards-Red Wing
11/3/2023	51084	\$998.23	Ashley Neubauer
11/3/2023	51085	\$654.83	Amber Thunstrom
11/3/2023	51086	\$332.40	Glen Flynn
11/3/2023	51087	\$64.00	Alicia Negrete
11/3/2023	51088	\$360.19	Judith Kupfer
11/3/2023	51089	\$130.48	Runnings Farm & Fleet
11/3/2023	51090	\$240.00	Startech Computing Inc

11/3/2023	51091	\$1,825.29	Stortz Satellite
11/16/2023	51092	\$800.93	City of Red Wing-Other Utils
11/16/2023	51093	\$11.60	City of Red Wing-water & sewer
11/16/2023	51094	\$450.00	Coinmach Corporation-NY
11/16/2023	51095	\$15.00	Patricia Collins
11/16/2023	51096	\$1,171.17	Culligan Water Conditioning
11/16/2023	51097	\$1,071.36	Custom Alarm
11/16/2023	51098	\$1,681.78	Directv
11/16/2023	51099	\$9,712.82	Finn Daniels Architects
11/16/2023	51100	\$2,894.00	Hawkins, Ash,CPAs, LLP
11/16/2023	51101	\$500.00	Quadient Finance USA, INC
11/16/2023	51102	\$385.01	Hiawatha Broadband
11/16/2023	51103	\$0.00	Void / HD Supply Facilities Maintenance
11/16/2023	51104	\$287.99	HD Supply Facilities Maintenance
11/16/2023	51105	\$149.23	Johnson Tire Service
11/16/2023	51106	\$140.00	Landrum Dobbins LLC
11/16/2023	51107	\$526.81	Menards-Red Wing
11/16/2023	51108	\$45.00	MN Multi Housing Association
11/16/2023	51109	\$30.00	Plunketts Pest Control Inc
11/16/2023	51110	\$175.00	Red Wing Plumbing & Heating
11/16/2023	51111	\$27,285.86	Red Wing Public Schools #0256
11/16/2023	51112	\$1,274.13	Schumacher Elevator Company
11/16/2023	51113	\$1,343.75	Startech Computing Inc
11/16/2023	51114	\$146.25	Vickis Foot and Nail Care PLLC
11/16/2023	51115	\$5,229.88	Visa
11/16/2023	51116	\$785.67	Xcel Energy
11/28/2023	51117	\$93.89	Allegra
11/28/2023	51118	\$871.50	City of Red Wing-Other Utils
11/28/2023	51119	\$26.47	Megan Conway
11/28/2023	51120	\$62.46	Custom Alarm
11/28/2023	51121	\$425.00	P Hanson Marketing Inc
11/28/2023	51122	\$194.16	HD Supply Facilities Maintenance
11/28/2023	51123	\$34,470.00	Housing Insurance Services Inc.
11/28/2023	51124	\$79.99	Erick Johnson
11/28/2023	51125	\$66.85	Johnson Tire Service
11/28/2023	51126	\$522.97	Menards-Red Wing
11/28/2023	51127	\$2,888.51	Mutual of Omaha
11/28/2023	51128	\$599.00	Red Wing Plumbing & Heating
11/28/2023	51129	\$10,728.68	Xcel Energy

**\$263,685.11**



## Red Wing Housing & Redevelopment Authority

428 West Fifth Street, Red Wing, MN 55066

Telephone & TDD (651) 388-7571  
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FAX (651) 385-0551  
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December 12, 2023

To: Red Wing HRA Board of Commissioners  
From: Jennifer Cook, Housing Director  
RE: Charging off Non-Collectible Debts Due to the RWHRA as of December 31, 2023

### **Background**

The Department of Housing and Urban Development strongly encourages each HRA to annually write off any uncollectible debts.

### **Proposal**

HRA staff has determined that seven debts are uncollectible and should be written off. The total of all debts are \$7,477.96. All debts that are written off are entered into the Revenue Recapture system in attempts to collect this debt.

Attached are the following reports:

- Exhibit A: Listing of itemized debts
- Exhibit B: Summary of debts written off and amount received through Revenue Recapture

### **Recommendation**

Staff requests the HRA Board of Commissioners to approve writing off non-collectible debts due of \$7,477.96 to the Red Wing HRA as of December 31, 2023.

**Exhibit A - 2023**

<b>Tenant</b>	<b>TZ</b>	<b>MK</b>	<b>DE</b>	<b>LK</b>	<b>TR</b>	<b>OS</b>	<b>AK</b>
<b>Length of Tenancy</b>	7 mo.	6 yr.	11 mo.	1 yr., 3 mo.	6 mo.	8 mo.	5 yr.
<b>Program</b>	PH-JT	PH-JT	JT2	JT2	JT2	Hill Street	HCV
<b>Reason for Moving</b>	Eviction	Lease Term	Lease Term	Deceased	Lease Term	Eviction	N/A
<b>Court Costs &amp; Legal</b>			\$ 1,078.00				
<b>Storage, Disp. Fees, &amp; keys not returned</b>	\$ 95.00	\$ 70.00			\$ 145.00		
<b>Rent &amp; Late Fees</b>	\$ 1,223.00	\$ 91.00	\$ 725.00	\$ 356.00		\$ 2,286.64	
<b>Water/Sewer</b>							
<b>Main. Materials</b>	\$ 30.00	\$ 400.00	\$ 150.00	\$ 47.78	\$ 10.00		
<b>Main. Labor</b>	\$ 200.00	\$ 1,500.00		\$ 38.00	\$ 562.50		
<b>Less Sec. Deposit</b>	\$ (367.07)	\$ (52.98)	\$ (1,035.59)	\$ (399.08)	\$ (217.96)	\$ (594.28)	
<b>Less Rent Over Paid</b>					\$ (123.00)		
<b>Less payment</b>							
<b>Total</b>	<b>\$ 1,180.93</b>	<b>\$ 2,008.02</b>	<b>\$ 917.41</b>	<b>\$ 42.70</b>	<b>\$ 376.54</b>	<b>\$ 1,692.36</b>	<b>\$ 1,260.00</b>

<b>Grand Total:</b>	<b>\$ 7,477.96</b>
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**Exhibit B - Part I**  
**Assisted Housing Write Off Summary**

	<b>Date</b>	<b>Amount Written Off</b>		<b>Total</b>
1997		4549.22	\$	4,549.22
1998		3079.16	\$	3,079.16
1999	1/27/2000	5004.40	\$	5,004.40
2000	6/30/2000	4202.92	\$	4,202.92
2001	2/6/2002	5837.42	\$	5,837.42
2002	12/10/2002	7127.08	\$	7,127.08
2003	12/31/2003	4826.67	\$	4,826.67
2004	12/31/2004	12444.84	\$	12,444.84
2005	12/31/2005	5993.81	\$	5,993.81
2006	12/31/2006	2518.05	\$	2,518.05
2007	12/31/2007	8266.80	\$	8,266.80
2008	12/31/2008	10479.64	\$	10,479.64
2009	12/31/2009	8150.02	\$	8,150.02
2010	12/31/2010	6577.29	\$	6,577.29
2011	12/31/2011	23482.58	\$	23,482.58
2012	12/31/2012	8860.98	\$	8,450.55
2013	12/31/2013	8165.72	\$	8,165.72
2014	12/31/2014	14304.98	\$	14,304.98
2015	12/31/2015	11096.07	\$	11,096.07
2016	12/31/2016	7484.12	\$	7,484.12
2017	12/31/2017	20918.85	\$	20,918.85
2018	12/31/2018	8913.02	\$	8,913.02
2019	12/31/2019	6422.92	\$	6,422.92
2020	12/31/2020	2135.82	\$	2,135.82
2021	12/31/2021	11920.79	\$	11,920.79
2022	12/31/2022	12438.28	\$	12,438.28
2023	12/31/2023	7477.96	\$	7,477.96
			<b>Total</b>	<b>\$ 232,268.98</b>
			<b>Average</b>	<b>\$ 8,602.55</b>

**Exhibit B - Part 2**  
**Revenue Recapture Recoveries**

	<b>Small Cities</b>	<b>JII</b>	<b>PH</b>	<b>Red.</b>	<b>Total</b>
1997			172.74	721.13 \$	893.87
1998			2209.02	1394.27 \$	3,603.29
1999			566.80	2020.18 \$	2,586.98
2000			1210.92	774.14 \$	1,985.06
2001			2067.78	29.28 \$	2,097.06
2002			1628.64	2148.48 \$	3,777.12
2003			226.42	613.90 \$	840.32
2004			2022.66	1728.31 \$	3,750.97
2005			1775.24	0.00 \$	1,775.24
2006			2417.12	640.96 \$	3,058.08
2007			3327.86	1448.61 \$	4,776.47
2008			2237.90	1287.52 \$	3,525.42
2009			3947.87	3238.05 \$	7,185.92
2010		74	6845.93	1365.93 \$	8,211.86
2011		284	4582.91	1832.32 \$	6,415.23
2012	1498	757	10255.23	1138.95 \$	13,649.18
2013	2348	383.25	9800.12	319.00 \$	12,850.37
2014	1396	62.03	7338.55	0 \$	8,796.58
2015	1382	339	7101.52	145.82 \$	8,968.34
2016	3895.49	0	4190.85	139.67 \$	8,226.01
2017	7,048.45	541	3,009.74	483.00 \$	11,082.19
2018	1,236.00	0	4,526.39	440.00 \$	6,202.39
2019	1,238.00	641.68	1,972.55	212.00 \$	4,064.23
2020	1,155.00	0	910.12	0.00 \$	2,065.12
2021	110.00	285.15	1,372.08	231.87 \$	1,999.10
2022	0.00	0	567.13	0.00 \$	567.13
2023			392.00	1048.00 \$	1,440.00
			<b>Total</b>	<b>\$</b>	<b>134,393.53</b>
			<b>Average</b>	<b>\$</b>	<b>4,977.54</b>
			<b><u>Net-Write Offs Minus Recoveries</u></b>	<b>\$</b>	<b>97,875.45</b>



## RED WING HOUSING & REDEVELOPMENT AUTHORITY

428 WEST FIFTH STREET, RED WING, MN 55066

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December 12, 2023

**To: Red Wing HRA Board of Commissioners**

From: Kurt Keena, Executive Director

Re: Executive Director's Report

### **Federal, State & Local Funding**

We continue to monitor developments at all levels. On the Federal level we are waiting for a budget to be passed so we have more certainty about funding of our programs without interruption.

At the State level we expect to hear about POHP money for next year by mid-December. We intend to apply for significant funds to continue to make improvements at Jordan Tower I. Items we will be asking for money to complete include a new roof and an upgrade to our ventilation system. We are still waiting to learn more about the NOAH funding that we intend to apply for to make improvements to our Bluff View property. There is no word yet on when MHFA will be making that money available. There is also no word yet on either the match funding for AHTF's or the State funded voucher program, both of which we expect to take advantage of.

At the local level I am pleased to report that the City Council approved the HRA tax levy at their meeting on December 4<sup>th</sup>.

### **Jordan Tower II HOME Loan Maturity**

MHFA has agreed to our original proposal of an initial payment of \$300K and amortizing the remainder over 14 years. We now proceed to working with their closing department to complete the process. This should happen over the course of the next several months.

### **Staffing**

Cathy Edblom has been promoted to the Property Manager position that was vacated by the retirement of Terri Ryan. Cathy has held several positions at the HRA and most recently has been the Assistant Property Manager for a period of three years.

We have also been successful in filling Cathy's former position with Isabella Larson. She brings many years of affordable housing experience to our team and we are very pleased to welcome her to the HRA.

### **Legislative**

Effective January 1, 2024, there are significant changes to tenant/landlord law in Minnesota. The new law puts in place many more tenant protections. As a public entity we have been doing most of these things for a long time but there are several new areas we will need to be aware of as we moved forward. We held a training for all our staff on the new changes and feel confident navigating them going forward.

### **HRA Workshop Topic**

For our 2024 workshop I'm hoping to engage you all in a discussion about the highest and best use of our Affordable Housing Trust Fund moving forward. It has been several years since it's

inception and I think it is time to revisit what it is we hope to achieve with it and how it is administered internally.



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December 12, 2023

To: Red Wing HRA Board of Commissioners

From: Corrine Stockwell, Finance Director

Re: Finance Report

## Reserves Adjusted

Program	September 2023	October 2023
Public Housing	\$380,735	\$373,584
Housing Choice Vouchers (FSS and restricted included)	-\$2,578	-\$1,915
Redevelopment	\$829,517	\$814,998
AHTF	\$396,441	\$381,689
Bridges	-\$5,652	\$0
Small Cities Program	\$320,772	\$336,991
Jordan Tower II	\$1,363,542	\$1,370,033
<b>Total</b>	<b>\$3,282,778</b>	<b>\$3,275,381</b>

## Operating Budget Update

Category	YTD (October)	Budgeted	Variance
Revenues	\$3,775,721	\$4,090,532	-8%
Expenses	\$3,090,766	\$3,563,018	-13%
<b>Net Income</b>	<b>\$684,955</b>		

## Notes to Financial Statements

- The negative Housing Choice Voucher balance is due to Port Out invoice from past months being paid out. HUD-Held Reserves used.
- AHTF balance reduced due to Owner-Occupied rehab loan and HBA loan issued.
- Small Cities increased due to final payment of loan.
- Updated the Income/Expense report budgets to reflect Final Budget totals that were approved in November.
- Final 2023 Tax Levy and TIF payments will arrive in December
  - Once we have paid all expenses for the year, the remaining balance will be transferred to AHTF.

## Other Business

- Preparing year-end items
- Truth in Taxation meeting December 4 at 6:00pm – 2024 Budget and Levy passed
- SCMF grant renewal for 2024 due by 12/15/23
- Asked to serve on HVSHRM Board as Treasurer – elections later this month, appointment starts January

## Committee Reports

A summary of the Finance Committee meeting is attached to my report.

**RED WING HRA RESERVE ACCOUNTS**  
**October 2023 Month End**

Program	Fund Account	30-Sep-2023	31-Oct-2023	31-Oct-2022
<b>Jordan Tower I &amp; Family Units</b>	Unrestricted - CDs	\$ 42,925	42,925	42,711
	Unrestricted	\$ 287,488	281,063	142,713
	Restricted - Sec Dep	\$ 50,172	50,322	48,158
	<b>Total</b>	<b>\$ 380,585</b>	<b>374,310</b>	<b>233,582</b>
	Due to/from Redevelopment	-149.50	725.50	0.00
<b>Sec 8 Voucher</b>	Unrestricted Cash	\$ 16,336	5,726	6,117
	FSS Escrow	\$ 1,495	1,481	12,444
	HAP Reserve Acct	\$ -3,368	-2,707	4,644
	<b>Total</b>	<b>\$ 14,463</b>	<b>4,500</b>	<b>23,205</b>
	Due to/from Redevelopment	17,039.87	6,415.00	5,373.00
<b>Redevelopment</b>	MURL Investments	\$ 116,827	116,018	107,065
	Transitional Housing	\$ 0	0	6,120
	Bluff View	\$ 66,543	67,943	55,693
	Twin Homes	\$ 14,700	15,204	11,369
	Hill Street	\$ 5,195	4,695	9,098
	Restricted - Sec Dep	\$ 13,014	12,267	12,010
	Restricted - CDG	\$ 36,000	36,000	36,000
	ILSP	\$ -5,652	-6,247	-7,064
	Unrestricted	\$ 554,283	549,746	346,062
	<b>Total</b>	<b>\$ 800,910</b>	<b>795,627</b>	<b>576,351</b>
<b>Bridges</b>	Unrestricted	6,216	12,380	2,677
	Front Funded HAP	\$ 0	0	0
	<b>Total</b>	<b>\$ 6,216</b>	<b>12,380</b>	<b>2,677</b>
	Due to/from Redevelopment	11,868.39	12,380.39	13,280.39
<b>AHTF</b>	Unrestricted AHTF	\$ 396,441	381,689	291,557
	Program Income	0	0	0
	<b>Total</b>	<b>\$ 396,441</b>	<b>381,689</b>	<b>291,557</b>
	Due to/from Redevelopment	0.00	0.00	0.00
<b>Small Cities</b>	Small Cities Program	\$ 320,772	336,991	291,557
	Program Income	0	0	0
	<b>Total</b>	<b>\$ 320,772</b>	<b>336,991</b>	<b>291,557</b>
	Due to/from Redevelopment	0.00	0.00	0.00
<b>Jordan II Tower</b>	Unrestricted	\$ 1,322,825	1,328,678	1,106,108
	Restricted - Sec Dep	\$ 40,567	41,205	38,965
	City Bond Debt Escrow	\$ 0	0	16,416
	<b>Total</b>	<b>\$ 1,363,392</b>	<b>1,369,883</b>	<b>1,161,488</b>
	Due to/from Redevelopment	-149.50	-149.50	-16,147.15
<b>Total Cash Reserves</b>		<b>3,282,778</b>	<b>3,275,381</b>	<b>2,594,223</b>

Financial Institution	Funds	Funds	Funds
Associated Bank	2,623,451	2,622,329	2,084,029
Edward D Jones	107,278	107,278	106,328
First Minnesota	147,844	147,844	146,770
Merchant's Bank	404,205	397,930	257,095
	<b>\$3,282,778</b>	<b>\$3,275,381</b>	<b>\$2,594,223</b>

**Red Wing Housing and Redevelopment Authority**  
**Income and Expense Report**  
**10/31/2023**

	Public Housing			Housing Choice Voucher			Jordan Tower II			Redevelopment			Bridges			All Programs		
	YTD Balance	YTD Budget	Variance	YTD Balance	YTD Budget	Variance	YTD Balance	YTD Budget	Variance	YTD Balance	YTD Budget	Variance	YTD Balance	YTD Budget	Variance	Total Balance	Total Budget	Variance
<b>REVENUES</b>																		
Rental Income	\$527,518	\$518,333	2%				\$425,603	\$417,917	2%	\$135,642	\$135,137	0%				\$1,088,762	\$1,071,387	2%
Subsidy	\$226,103	\$225,000	0%	\$812,334	\$816,729	-1%	\$462,943	\$479,167	-3%				\$68,443	\$75,833	-10%	\$1,569,823	\$1,596,729	-2%
Other Income-Tenants	\$19,257	\$26,667	-28%				\$2,476									\$21,733	\$26,667	-19%
Interest Income	\$2,723	\$2,083		\$183			\$14,160	\$13,333	6%	\$9,744	\$5,042	93%				\$26,810	\$20,458	31%
Other Income	\$10,075	\$134,167			\$0		\$42,987	\$50,000	-14%	\$114,002	\$101,667	12%				\$167,064	\$285,833	-42%
Grants/Admin Fees	\$161,245	\$68,292	136%	\$94,836	\$80,147	18%	\$65,557	\$71,735	-9%				\$6,950	\$6,667	4%	\$328,588	\$230,168	43%
Tax Levy	\$0	\$0								\$251,422	\$403,706	-38%				\$251,422	\$403,706	-38%
DirectTV	\$0	\$0								\$79,843	\$79,167	1%				\$79,843	\$79,167	1%
Office Rent	\$0	\$0								\$17,500	\$17,500	0%				\$17,500	\$17,500	0%
TIF Tax Increment	\$0	\$0								\$164,860	\$291,667	-43%				\$164,860	\$291,667	-43%
Operating Transfer In	\$0	\$0		\$59,317	\$57,500	3%							\$9,750	-100%	\$59,317	\$67,250	-12%	
<b>Total Receipts</b>	<b>\$946,921</b>	<b>\$974,542</b>	<b>-3%</b>	<b>\$966,670</b>	<b>\$954,371</b>	<b>1%</b>	<b>\$1,013,726</b>	<b>\$1,032,152</b>	<b>-2%</b>	<b>\$773,012</b>	<b>\$1,037,218</b>	<b>-25%</b>	<b>\$75,393</b>	<b>\$92,250</b>	<b>-18%</b>	<b>\$3,775,721</b>	<b>\$4,090,532</b>	<b>-8%</b>
<b>EXPENSES</b>																		
<b>Administrative</b>																		
Salaries	\$114,183	\$110,833	3%	\$83,625	\$75,000	11%	\$106,137	\$104,167	2%	\$132,474	\$130,583	1%	\$11,438	\$12,500	-8%	\$447,856	\$433,083	3%
Employee Benefits	\$44,425	\$42,500	5%	\$37,754	\$30,000	26%	\$41,015	\$40,000	3%	\$50,902	\$48,417	5%	\$4,186	\$5,000	-16%	\$178,282	\$165,917	7%
Advertising & Marketing	\$4,212	\$3,750	12%	\$0	\$0		\$4,170	\$3,750	11%	\$0	\$583	-100%				\$8,382	\$8,083	4%
Memberships/Publications	\$120	\$0		\$0	\$0		\$100	\$0		\$5,239	\$4,167	26%				\$5,459	\$4,167	31%
Legal	\$1,128	\$1,667	-32%	\$0	\$0		\$938	\$0		\$237	\$417	-43%				\$2,303	\$2,083	11%
Travel	\$1,077	\$1,250	-14%	\$476	\$750	-37%	\$1,078	\$917	18%	\$3,077	\$2,500	23%				\$5,707	\$5,417	5%
Training	\$2,959	\$4,167	-29%	\$1,949	\$2,500	-22%	\$2,859	\$4,167	-31%	\$3,112	\$6,667	-53%				\$10,879	\$17,500	-38%
Accounting	\$8,225	\$8,333	-1%	\$5,261	\$5,333	-1%	\$6,383	\$6,667	-4%	\$9,875	\$10,833	-9%				\$29,745	\$31,167	-5%
Audit	\$4,850	\$4,167	16%	\$4,850	\$4,167	16%	\$4,850	\$4,167	16%	\$4,850	\$4,167	16%				\$19,400	\$16,667	16%
Office Rent	\$8,750	\$8,750	0%	\$625	\$625	0%	\$8,750	\$8,750	0%	\$0	\$0					\$17,500	\$18,125	-3%
Office Supplies/Paper	\$5,750	\$7,500	-23%	\$5,972	\$4,167	43%	\$10,893	\$7,167	52%	\$7,544	\$8,333	-9%				\$30,159	\$27,167	11%
Sundry	\$10,289	\$12,500	-18%	\$4,436	\$5,000	11%	\$12,593	\$18,985	-34%	\$14,546	\$21,833	-33%	\$1,802			\$43,666	\$58,318	-25%
Telephone	\$1,570	\$1,667	-6%	\$1,570	\$2,083	-25%	\$1,570	\$1,667	-6%	\$1,571	\$1,667	-6%				\$6,282	\$7,083	-11%
<b>Total Admin Expenses</b>	<b>\$207,539</b>	<b>\$207,083</b>	<b>0%</b>	<b>\$145,893</b>	<b>\$129,625</b>	<b>13%</b>	<b>\$201,335</b>	<b>\$200,402</b>	<b>0%</b>	<b>\$233,425</b>	<b>\$240,167</b>	<b>-3%</b>	<b>\$17,426</b>	<b>\$17,500</b>	<b>0%</b>	<b>\$805,618</b>	<b>\$794,777</b>	<b>1%</b>
<b>Tenant Services</b>																		
Social Service Coordinator	\$65,780	\$68,292	-4%				\$54,316	\$71,735	-24%							\$120,097	\$140,027	-14%
Resident Activities	\$4,927	\$5,771	-15%													\$4,927	\$5,771	-15%
<b>Total Tenant Service Exp.</b>	<b>\$70,707</b>	<b>\$74,063</b>	<b>-5%</b>				<b>\$54,316</b>	<b>\$71,735</b>	<b>-24%</b>							<b>\$125,023</b>	<b>\$145,798</b>	<b>-14%</b>
<b>Utilities</b>																		
Water & Sewer	\$44,390	\$45,833	-3%				\$28,325	\$29,167	-3%	\$11,385	\$12,917	-12%				\$84,099	\$87,917	-4%
Electricity	\$49,128	\$41,667	18%				\$30,915	\$27,500	12%	\$7,740	\$8,083	-4%				\$87,783	\$77,250	14%
Gas	\$22,126	\$29,167	-24%				\$21,562	\$29,167	-26%	\$6,130	\$7,750	-21%				\$49,818	\$66,083	-25%
Rubbish/Recycling	\$17,023	\$16,667	2%				\$9,122	\$9,167	0%	\$3,875	\$4,000	-3%				\$30,020	\$29,833	1%
<b>Total Utilities Exp.</b>	<b>\$132,666</b>	<b>\$133,333</b>	<b>-1%</b>				<b>\$89,924</b>	<b>\$95,000</b>	<b>-5%</b>	<b>\$29,130</b>	<b>\$32,750</b>	<b>-11%</b>				<b>\$251,721</b>	<b>\$261,083</b>	<b>-4%</b>
<b>Maintenance Expenses</b>																		
Salaries	\$105,127	\$104,167	1%				\$74,490	\$75,000	-1%	\$10,992	\$12,167	-10%				\$190,609	\$191,333	0%
Benefits	\$38,866	\$37,500	4%				\$26,447	\$25,000	6%	\$1,379	\$3,667	-62%				\$66,691	\$66,167	1%
Materials	\$31,544	\$31,667	0%				\$25,662	\$26,667	-4%	\$9,775	\$10,417	-6%				\$66,981	\$68,750	-3%
Uniforms	\$415	\$500	-17%				\$415	\$500	-17%	\$0	\$0					\$829	\$1,000	-17%
Elevator Contract	\$6,571	\$6,667	-1%				\$6,571	\$6,667	-1%	\$0	\$0					\$13,141	\$13,333	-1%
Exterminating	\$1,218	\$1,250	-3%				\$2,770	\$3,333	-17%	\$82	\$417	-80%				\$4,070	\$5,000	-19%
Heating/Cooling Contracts	\$536	\$833	-36%				\$7,703	\$10,833	-29%	\$917	\$917	-100%				\$8,239	\$12,583	-35%
Plumbing Contracts	\$2,605	\$10,000	-24%				\$12,984	\$15,000	-13%	\$917	\$917	-100%				\$20,588	\$25,917	-21%
Unit Turnaround	\$20,788	\$26,667	-22%				\$18,595	\$25,833	-28%	\$520	\$12,500	-96%				\$39,903	\$65,000	-39%
Contract Costs	\$23,778	\$33,333	-29%				\$22,527	\$33,333	-32%	\$20,238	\$74,583	-73%				\$66,543	\$141,250	-53%
<b>Total Maintenance Exp.</b>	<b>\$236,446</b>	<b>\$252,583</b>	<b>-6%</b>				<b>\$198,163</b>	<b>\$222,167</b>	<b>-11%</b>	<b>\$42,985</b>	<b>\$115,583</b>	<b>-63%</b>				<b>\$477,594</b>	<b>\$590,333</b>	<b>-19%</b>
<b>General Expenses</b>																		
Property Insurance	\$48,072	\$54,167	-11%				\$40,832	\$45,833	-11%	\$13,978	\$16,375	-15%				\$102,882	\$116,375	-12%
Liability Insurance	\$8,349	\$8,333	0%				\$7,106	\$7,500	-5%	\$2,309	\$2,625	-12%				\$17,765	\$18,458	-4%
Work Comp Insurance	\$6,386	\$9,167	-30%				\$6,386	\$6,667	-4%	\$6,386	\$9,167	-30%				\$19,158	\$25,000	-23%
Misc Insurance	\$2,097	\$2,500	-16%				\$1,921	\$2,500	-23%	\$1,100	\$1,250	-12%				\$5,117	\$6,250	-18%
PILOT	\$39,485	\$39,167	1%				\$33,568	\$33,333	1%	\$13,568	\$13,152	3%				\$86,621	\$85,652	1%
Software Maintenance	\$5,289	\$6,667	-21%	\$4,319	\$4,167	4%	\$5,289	\$6,500	-19%	\$14,493	\$15,000	-3%				\$29,390	\$32,333	-9%
Collections/Losses	\$-150	\$0	#DIV/0!				\$0	\$0		\$-1,440	\$0	#DIV/0!				\$-1,590	\$0	#DIV/0!
Other General Expense	\$8,333	\$8,333	-100%	\$4,184	\$4,250		\$6,381	\$116,875		\$2,880	\$0	#DIV/0!				\$13,445	\$129,458	-90%
HAP Expense				\$827,168	\$816,667	1%							\$67,683	\$75,833	-11%	\$894,851	\$892,500	0%
DirectTV										\$36,644	\$38,333	-4%				\$36,644	\$38,333	-4%
ILSP										\$6,247	\$8,333	-25%				\$6,247	\$8,333	-25%
Semcac										\$0	\$0	#DIV/0!				\$0	\$0	#DIV/0!
Operating Transfer out										\$69,043	\$68,333	1%				\$69,043	\$68,333	1%
TIF payment										\$151,237	\$245,833	-38%				\$151,237	\$245,833	-38%
Transfer to AHIF										\$104,167	-100%				\$0	\$104,167	-100%	
<b>Total General Expenses</b>	<b>\$109,528</b>	<b>\$128,333</b>	<b>-15%</b>	<b>\$835,672</b>	<b>\$825,083</b>	<b>1%</b>	<b>\$101,483</b>	<b>\$219,208</b>	<b>-54%</b>	<b>\$316,445</b>	<b>\$522,568</b>	<b>-39%</b>	<b>\$67,683</b>	<b>\$75,833</b>	<b>-11%</b>	<b>\$1,430,810</b>	<b>\$1,771,027</b>	<b>-19%</b>
<b>TOTAL EXPENSES</b>	<b>\$756,887</b>	<b>\$795,396</b>	<b>-5%</b>	<b>\$981,565</b>	<b>\$954,708</b>	<b>3%</b>	<b>\$645,221</b>	<b>\$808,512</b>	<b>-20%</b>	<b>\$621,985</b>	<b>\$911,068</b>	<b>-32%</b>	<b>\$85,109</b>	<b>\$93,333</b>	<b>-9%</b>	<b>\$3,090,766</b>	<b>\$3,563,018</b>	<b>-13%</b>
<b>NET INCOME/LOSS</b>	<b>\$190,034</b>	<b>\$179,146</b>	<b>6%</b>	<b>-\$14,894</b>	<b>-\$338</b>	<b>431%</b>	<b>\$368,505</b>	<b>\$223,640</b>	<b>65%</b>	<b>\$151,027</b>	<b>\$126,149</b>	<b>20%</b>	<b>-\$9,716</b>	<b>-\$1,083</b>	<b>797%</b>	<b>\$684,955</b>	<b>\$527,514</b>	<b>30%</b>



# Red Wing Housing & Redevelopment Authority

428 West Fifth Street  
Red Wing, MN 55066

Telephone & TDD (651) 388-7571  
FAX (651) 385-0551

Website: [www.redwinghra.org](http://www.redwinghra.org)

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## SUMMARY

### Finance Committee Meeting

HRA Office Conference Room

Tuesday, December 5, 2023 at 3:30pm

Agenda

In attendance: Glen Witham, Sara Hoffman, Kurt Keena, Corrine Stockwell

3:30 pm Approval of Agenda 3:37 pm

Charging off Non-Collectible Debts

No action – consent agenda item

Request from DTMS for \$20,000 HRA Contribution to Retail Challenge

Decline participation

Other Business

Former Associated Bank building-elevators, Professional Building-new units, Red Wing Area Homeless Committee-request funds

4:30 pm Adjourn 4:19 pm

Next Finance Committee Meeting; Tuesday, January 2, 2024, at 3:30 p.m.



# Housing Board Report

Month Ending November 2023

## Waiting List Numbers

	Jordan Tower I	Jordan Tower II	Family Public Housing	Housing Choice Voucher
October 2023	156	45	41	257
November 2023	173	48	46	286

## HRA Owned Properties

	Jordan Tower I	Jordan Tower II	Family Public Housing Units	Market Rate Rentals (13)
Move-outs	2	1	0	2
Move-ins	0	1	0	1
Lease Terminations or Evictions this month	0	0	0	0
Occupancy Rate	97%	99%	100%	91%

## Voucher Programs

<b>Housing Choice Voucher</b>		Monthly HAP Received	\$86,986
Allocated Vouchers	169	Monthly HAP Paid	\$88,219
Funded Vouchers	124	HAP Reserves	\$73,877
Leased Vouchers	141	Per Unit Cost	\$626
Utilization Rate for Provided Funding	113%	Utilization Rate for Monthly Funding	101%
Move-ins	1	Shopping	8
Move-outs	1	Processing Applications	10

<b>Bridges Rental Assistance</b>	GY 2023-2025	Total Grant Awarded	\$225,792
Vouchers Leased	8	Available Balance	\$195,866
Awarded Vouchers	12	Grant Months remaining	19
Utilization of Vouchers	67%	Grant Funds Utilization	13%
Move-ins	0	Shopping	2
Move-outs	0	Processing Applications	4

## **Program/Project Updates**

- Jordan Tower I Electrical Project
  - We are now working on the electrical portion of the project. There will be multiple days with different length of power outages. Staff and contractors are still working on a schedule for these events. Notices will go out to all residents and staff once the schedule is confirmed. It is estimated to be completed by the end of January 2024.
- HRA Staff and Mike Hegna from Finn Daniels will be meeting with MN Housing Staff to discuss the upcoming POHP 2024 application process.
- Staff have been working on training and learning their new positions.

## **Homeless & Supportive Housing Updates**

- Goodhue County Resource Center
  - Jennifer had stepped down from the Board due to other obligations and time constraints. Since then, there has been notification that the resource center has been closed.
- Hope & Harbor Shelter
  - Opened November 19, 2023
  - See attached flyer for more information
- Monthly meetings staff attend to review and update on local resources
  - Hands for Hope
  - Homeless Response Team
  - Continuum of Care

For those experiencing homelessness locally, **Hope & Harbor - Red Wing** will open its doors for the fifth season of its overnight shelter on November 18.

The locally-run shelter operates out of Red Wing churches from 6 p.m. to the following morning until March.

For more information or to sign up to volunteer: <http://www.rwhopeandharbor.com/>



## Hope & Harbor Homeless Shelter

Hope and Harbor Homeless Shelter is a rotating cold weather homeless shelter serving unhoused **adults (18+)** in Goodhue County. We are open 6:00 PM -7:30 AM daily **during the cold weather months**. We offer safe and warm shelter, 2 meals a day, access to free showers, free laundry services, and support to help you on your journey.

For the November 2023-March 2024 season we will be located at the following locations in Red Wing.

11/18/23-12/2/23	Christ Episcopal Church	321 West Avenue
12/2/23-12/16/23	Cornerstone Community Church	420 West 3 <sup>rd</sup> St
12/16/23-12/30/23	St Paul's Lutheran Church	320 West Ave
12/30/23-01/13/24	1 <sup>st</sup> Presbyterian Church	503 West 6 <sup>th</sup> St
01/13/24-01/27/24	United Lutheran Church	628 West 5 <sup>th</sup> St
01/27/24-02/10/24	St Joseph Catholic Church	435 West 7 <sup>th</sup> St
02/10/24-02/24/24	First Covenant Church	2302 Twin Bluff Rd
02/24/24-03/09/24	TBD (Call for location)	TBD
03/09/24-03/16/24	TBD (Call for location)	TBD

Doors Open at 6:00 PM. Look for the Hope and Harbor signs for which door to use for entrance.

Please call for information. Calls returned after 6:00 PM daily.

**651-764-4294**



# RED WING HOUSING & REDEVELOPMENT AUTHORITY

428 WEST FIFTH STREET, RED WING, MN 55066

TELEPHONE (651) 388-7571

FAX (651) 385-0551

TDD/TTY 711

WWW.REDWINGHRA.ORG

December 12, 2023

**To: Red Wing HRA Board of Commissioners**

**From:** Kurt Keena, Executive Director  
Corrine Stockwell, Finance Director

**Re:** Community Redevelopment Report

## Small Cities Program Income Notes Receivable and Cash Reserves

Category	October 2023
Notes Receivable	\$1,786,886
Forgivable	\$985,626
Reserves	\$336,991

## Small Cities Loan Servicing and Activities

There is one potential application pending clarification of eligibility of the proposed activity. Several loans have been recently paid off.

## Affordable Housing Trust Fund Activities and Reserves

The Hallstrom project has not closed.

One pending application for \$75K is now being reviewed for completeness and an underwriting recommendation and may be an action item for January.

October reserves for AHTF are \$381,689.

## TIF (Housing) District No. 8

Completion of the construction of the final phase of the development is getting closer and the developer is shooting for a February 2024 opening. We will work with the developer to certify this last phase as they get closer to obtaining a certificate of occupancy and certify all their expenses on this last building.

## Community Development Grant

The Finance Committee discussed the request from Downtown Mainstreet to help fund their new retail challenge and reviewed the material provided by them with an outline of the challenge and the timing of it. The majority of the discussion centered around the fit of this request with our mission and current priorities. In the end the committee declined to advance this request for further consideration at this time.

We have received a verbal request for a grant to fund hotel vouchers for homeless individuals from the Red Wing Area Homeless Committee. I will be in contact with them to learn more details and this could be a possible January Finance Committee and Board item.



## RED WING HOUSING & REDEVELOPMENT AUTHORITY

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### Housing & Redevelopment Related Update

We continue to communicate with Goodhue County Habitat for Humanity related to their initiative to bring additional affordable ownership housing units to the community. Currently they are working on securing funding for the needed infrastructure to prepare the site for constructions of homes.

Hope Coalition has learned that they did not get selected for funding from the State during this selection period. They will continue to work on their concept and next steps while seeking funding sources for the project. It is possible they could apply to the State again in the future if there are additional funds allocated for the creation of additional shelter units.

### Attachments

E-mail to DTMS notifying them of HRA decision regarding retail challenge

## **Kurt Keena**

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**From:** Kurt Keena  
**Sent:** Wednesday, December 6, 2023 8:19 AM  
**To:** Megan Tsui; Andrea Hanson  
**Subject:** Retail Challenge

Megan & Andrea,

Our Finance Committee met yesterday and discussed your request for the HRA to help fund the retail challenge. They have declined to advance it for further consideration at this time.

Most of the discussion centered around how this activity did or didn't align with the mission and current priorities of the HRA. In the end it was determined that while this was a worthwhile effort, it fell more in the realm of marketing and didn't really touch on actual redevelopment or adding affordable housing to the community. The HRA is currently very focused on working in partnership with the City and others to bring much needed affordable housing to the community and as such is reserving it's discretionary resources to advance that effort as well as to preserve our current existing affordable housing.

I hope you are able to proceed with the challenge using the resources you got from the DPC. If, as part of the challenge, you learn of a building owner that would like or need to make improvements to their building the HRA does have dedicated funding for those activities as well as AHTF resources to aid in adding new affordable rental units above existing retail spaces.

Kurt

Kurt Keena  
Executive Director  
Red Wing HRA  
651-388-7571  
[www.redwinghra.org](http://www.redwinghra.org)