



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, January 9, 2024, 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. Election of Officers**

4.A. Chair

4.B. Vice Chair

4.C. Secretary/Treasurer

- 5. Approval of Agenda**
- 6. 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.

- 7. 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 or a member of the public acknowledges they would like to comment or have a discussion on any of these

items at this meeting. To speak on one of these items, members of the public can fill out the sign-up sheet in the Council Chambers lobby before the meeting or raise their hands in person or virtually at this time. If no one has a concern or comment on any of the consent agenda items, the Council will approve them all at the same time. Approval of the Consent Agenda constitutes approval of the following Consent Agenda items:

7.A. Motion to Approve December 12, 2023, Minutes.

7.B. Motion to Approve Bills (Warrant # 51130-51229, totaling \$373, 282.60).

- a. Public Housing: \$131,074.55
- b. Housing Choice Voucher: \$4,374.56
- c. Jordan Tower II: \$45,136.21
- d. Redevelopment: \$35,959.78
- e. Small Cities: \$0
- f. TIF: \$147,737.50
- g. AHTF: \$9,000.00

7.C. Resolution 1445-24 Approving Authority's Borrowing Resolution for Jordan Tower II Home Loan Refinance

7.D. Resolution 1444-24 Designating 2024 Official Newspaper of Record

7.E. Code of Conduct

8. Motions and General Business

8.A. Request for \$5000 Community Development Grant Red Wing Area Homeless

8.B. Robert Alleva AHTF New Unit Construction Loan

9. Communication Items

9.A. Director's Report

9.B. Finance Report

9.C. Housing Report

9.D. Community Redevelopment Report

9.E. Resident Council Report

9.F. Hope Coalition Liaison Report

9.G. City Council Liaison Report

9.H. Announcements

The next HRA regular Board Meeting will be on February 13, 2024, at 3:30 p.m. in the City Council Chambers.

10. 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, December 12, 2023 at 3:30 PM

Board Members Present: Board Chair. Glen Witham; Commissioners: Roseanne Grosso, Jackie Luikart, Dana Borgschatz, and Kristi Reuter.

Others Present: Kurt Keena, Executive Director; Jennifer Cook, Housing Director; Corrine Stockwell, Finance Director; RyAnne Schutz, Finance Administrative Assistant; and Ron Goggin, City Council Liaison.

Absent: Jason Jech and Sara Hoffman

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 except for Jech and Hoffman.

4. Approval of Agenda

A motion to approve the agenda was made by Luikart and seconded by Borgschatz. Motion carried.

5. Public Comment

There were no public comments.

6. Consent Agenda (Roll Call Required*)

A. Motion to Approve August 2023 Regular Meeting Minutes

B. Motion to Approve Bills (Checks #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

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

A motion to accept the Consent Agenda with the adjustment to the 2023 amount in Exhibit B from \$20,484.34 to \$7,477.96 was made by Reuter and seconded by Luikart. Roll Call was taken and all board members were in favor. Motion carried.

7. Communication Items

A. Executive Director Report

Keena discussed Federal, State, and Local funding. MHFA agreed to the original proposal of JII loan. Staffing and Legislative changes discussed. Tenant and Landlord Law changes for 2024 in favor of residents will include longer eviction processes that can be disruptive and expensive. All of our staff did a training. HRA Workshop topic would like to do a deeper dive in 2024 into AHTF. New commissioner applications were discussed briefly. Reuter asked if there was anything significant with the new landlord laws. Keena stated if it is a for-cause eviction the resident now has right to counsel provided by the court with a public defender. He also stated longer notices for lease terms. Reuter also stated that she supports the HRA Workshop Topic and would like to be a part of it.

B. Finance Report

Stockwell explained the reserves adjusted and income expense report. Tax Levy was received for \$415,460.86 and we will be issuing \$147K out to Keller-Bartmann for TIF.

C. Housing Report

Cook shared numbers are steadily increasing and applications for Bridges are also increasing. Jordan I electrical project is going smoothly and on track to complete by the end of January. POHP application process is due around March. Staff are training and learning new positions. Hope and Harbor Shelter opened on November 19th. Witham asked when they have to be out of the shelter.

A. Community Development Report

Keena discussed one application for AHTF for \$75K is in underwriting now and may be an action item for January. He explained that Keller-Bartmann is shooting for a February 2024 opening. Grosso asked how many units in the building will be affordable housing. Keena and Stockwell replied with 40%. Expecting a request for hotel vouchers for homeless for January. Hope Coalition was not selected for funding from the State but they will continue to seek funding.

B. Resident Council Report

Luikart reported the potluck was a blast and they had a tree lighting ceremony.

C. Hope Coalition Report

Borgschatz reports they are recruiting for a swing shelter advocate and transitioning their accountant from part-time to full-time. Talk about using services from St. Croix Valley for sexual assault and the possibility of a merger with Goodhue County Resource.

D. City Council Report

Goggin announced the budget passed last night. He thanked us for our passion and making the money go far. He also thanked Grosso for all her service.

E. Announcements

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


8. **Other Business**

- A. Recognition of Grosso's service to the HRA Board and Red Wing. A certificate and card were presented to her.

9. **Adjourn**

The meeting was adjourned at 4:06 p.m. by Board Chair Witham.

Respectfully Submitted By.
RyAnne Schutz



Board Chair

Red Wing Housing & Redevelopment Authority
Checks Written Report

December 1, 2023 - December 31, 2023

Payment Date	Payment Number	Payment Amount	Payee Name
12/1/2023	1281	\$50.00	Dana Borgschatz
12/1/2023	1282	\$139.26	Jennifer Cook
12/1/2023	1283	\$231.00	FileVision USA
12/1/2023	1284	\$50.00	Roseanne Grosso
12/1/2023	1285	\$50.00	Jason Jech
12/1/2023	1286	\$210.00	Kurt Keena
12/1/2023	1287	\$200.00	Barry Preble
12/1/2023	1288	\$50.00	Kristi L. Reuter
12/1/2023	1289	\$300.00	River Town Cleaning Services LLC
12/1/2023	1290	\$50.00	Glen Witham
12/8/2023	1291	\$294.79	Carahsoft Technology Corporation
12/8/2023	1292	\$96.81	Jennifer Cook
12/8/2023	1293	\$285.52	ESI Hosted Services
12/8/2023	1294	\$179.80	Innovative Office Solutions, LLC
12/8/2023	1295	\$10,116.28	MRI Software LLC
12/14/2023	1296	\$49,574.80	Kirtland Electric
12/14/2023	1297	\$1,950.00	MKC Inc.
12/14/2023	1298	\$442.50	Maids in Minnesota
12/21/2023	1299	\$124.89	Carahsoft Technology Corporation
12/21/2023	1300	\$8.12	Amy Farris
12/21/2023	1301	\$452.97	Innovative Office Solutions, LLC
12/21/2023	1302	\$299.43	THEIPGUYS.NET, LLC OneNet Global
12/21/2023	1303	\$20.00	Barry Preble
12/27/2023	1304	\$254.23	Innovative Office Solutions, LLC
12/27/2023	1305	\$300.00	River Town Cleaning Services LLC
12/27/2023	1306	\$46.28	Shred-It USA, LLC
12/1/2023	51130	\$0.00	Void / City of Red Wing-water & sewer
12/1/2023	51131	\$0.00	Void / City of Red Wing-water & sewer
12/1/2023	51132	\$13,850.20	City of Red Wing-water & sewer
12/1/2023	51133	\$1,137.50	Finn Daniels Architects
12/1/2023	51134	\$200.00	Candis Fleck
12/1/2023	51135	\$150.00	Steven Gregory
12/1/2023	51136	\$50.00	Sara Hoffman
12/1/2023	51137	\$80.73	Erick Johnson
12/1/2023	51138	\$50.00	Jackie Luikart
12/1/2023	51139	\$2,564.14	Marco Technologies LLC
12/1/2023	51140	\$50.00	Deborah Marson
12/1/2023	51141	\$20.18	Menards-Red Wing
12/1/2023	51142	\$150.00	Nathan Mewes
12/1/2023	51143	\$325.00	O'Rourke Media Group
12/1/2023	51144	\$150.00	Corrine Stockwell
12/1/2023	51145	\$1,521.00	Viking Electric

12/1/2023	51146	\$150.00	Leslie Wilburn
12/8/2023	51147	\$231.00	Culligan Water Conditioning
12/8/2023	51148	\$2,964.00	Hawkins, Ash,CPAs, LLP
12/8/2023	51149	\$500.00	Quadient Finance USA, INC
12/8/2023	51150	\$911.81	HD Supply Facilities Maintenance
12/8/2023	51151	\$50.00	Hiawatha Valley SHRM
12/8/2023	51152	\$39,847.00	Housing Insurance Services Inc.
12/8/2023	51153	\$2,557.90	Steve Junge Installations, Inc
12/8/2023	51154	\$1,058.00	Landrum Dobbins LLC
12/8/2023	51155	\$50.87	Marco Technologies LLC
12/8/2023	51156	\$305.80	Menards-Red Wing
12/8/2023	51157	\$75.00	NCRC NAHRO
12/8/2023	51158	\$62.52	Runnings Farm & Fleet
12/8/2023	51159	\$1,335.50	Red Wing Plumbing & Heating
12/8/2023	51160	\$1,306.88	Schumacher Elevator Company
12/8/2023	51161	\$946.40	The Sherwin Williams Co
12/8/2023	51162	\$230.00	Startech Computing Inc
12/8/2023	51163	\$362.00	Stortz Satellite
12/8/2023	51164	\$628.41	Xcel Energy
12/14/2023	51165	\$121.04	Heather Fowls
12/14/2023	51166	\$20.00	Jaime Schmidt
12/14/2023	51167	\$2,100.00	Blitz Tree Service
12/14/2023	51168	\$339.93	City of Red Wing-Other Utils
12/14/2023	51169	\$450.00	Coinmach Corporation-NY
12/14/2023	51170	\$1,465.00	Cursor Control Inc
12/14/2023	51171	\$200.00	Faith in Action
12/14/2023	51172	\$1,391.68	Finn Daniels Architects
12/14/2023	51173	\$385.07	Hiawatha Broadband
12/14/2023	51174	\$199.94	Nathan Mewes
12/14/2023	51175	\$100.00	Semcac Inc.
12/14/2023	51176	\$1,593.75	Startech Computing Inc
12/14/2023	51177	\$3,682.61	Stortz Satellite
12/14/2023	51178	\$101.25	Vickis Foot and Nail Care PLLC
12/14/2023	51179	\$3,294.47	Visa
12/14/2023	51180	\$123.81	Lisa Welt
12/14/2023	51181	\$15.01	Xcel Energy
12/21/2023	51182	\$20.00	Irene Alger
12/21/2023	51183	\$82.61	Allegra
12/21/2023	51184	\$700.00	Bluff Country Concrete
12/21/2023	51185	\$10.00	Joanne Bundy
12/21/2023	51186	\$1,296.91	City of Red Wing-Other Utils
12/21/2023	51187	\$692.76	Culligan Water Conditioning
12/21/2023	51188	\$1,780.79	Cummins NPower
12/21/2023	51189	\$3,831.84	Custom Alarm
12/21/2023	51190	\$1,704.02	Directv
12/21/2023	51191	\$2,150.00	Finn Daniels Architects
12/21/2023	51192	\$10.00	Jeanelle Fosberg

12/21/2023	51193	\$105.00	GS Distributing
12/21/2023	51194	\$20.00	Joyce Hadler
12/21/2023	51195	\$10.00	Todd Hallahan
12/21/2023	51196	\$886.63	HD Supply Facilities Maintenance
12/21/2023	51197	\$15.00	Betty Holden
12/21/2023	51198	\$15.00	Julie Hubble
12/21/2023	51199	\$549.53	Jordan Towers Resident Council
12/21/2023	51200	\$3,879.40	Steve Junge Installations, Inc
12/21/2023	51201	\$85.00	The License Center
12/21/2023	51202	\$10.00	Cheryl Lund
12/21/2023	51203	\$50.87	Marco Technologies LLC
12/21/2023	51204	\$246.44	Menards-Red Wing
12/21/2023	51205	\$759.08	Mississippi Welders Supply Co
12/21/2023	51206	\$2,888.51	Mutual of Omaha
12/21/2023	51207	\$524.80	NAHRO
12/21/2023	51208	\$135.75	Gail Christianson
12/21/2023	51209	\$252.59	Theresa Hansen
12/21/2023	51210	\$10.00	Barbara Rietmann
12/21/2023	51211	\$20.00	Linda Rowan
12/21/2023	51212	\$2,390.00	Red Wing Plumbing & Heating
12/21/2023	51213	\$20.00	Joyce Thompson
12/21/2023	51214	\$20.00	Betty Twitchell
12/21/2023	51215	\$46.11	Xcel Energy
12/26/2023	51216	\$9,000.00	Associated Bank
12/27/2023	51217	\$0.00	Void / City of Red Wing-water & sewer
12/27/2023	51218	\$0.00	Void / City of Red Wing-water & sewer
12/27/2023	51219	\$13,366.37	City of Red Wing-water & sewer
12/27/2023	51220	\$425.00	P Hanson Marketing Inc
12/27/2023	51221	\$1,605.38	Hart's Electric, LLC
12/27/2023	51222	\$350.00	Jordan Towers Resident Council
12/27/2023	51223	\$86,772.50	Keller-Baartman Properties V, LLC
12/27/2023	51224	\$59,827.50	Keller-Baartman Properties VI, LLC
12/27/2023	51225	\$300.15	Minnesota Revenue
12/27/2023	51226	\$2,808.00	Red Wing Plumbing & Heating
12/27/2023	51227	\$63.67	Corrine Stockwell
12/27/2023	51228	\$4,999.98	Visa
12/27/2023	51229	\$13,313.33	Xcel Energy

\$373,282.60



Red Wing Housing & Redevelopment Authority

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

Telephone (651) 388-7571
FAX (651) 385-0551
www.redwinghra.org

January 9, 2024

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

From: Corrine Stockwell, Finance Director

Re: Resolution No. 1445-24 Approving Authority's Borrowing Resolution for Jordan Tower II HOME loan refinance

Background

The Red Wing HRA received a HOME loan from Minnesota Housing in the amount of \$1,044,110 in 2004. In 2009, the HRA requested to extend the loan for an additional 5 years, with a due date of January 1, 2024.

The HRA has been approved to extend the maturity date of the HOME loan until July 19, 2037 with a \$300,000 pay down of the loan and monthly payments of \$4,625 starting July 1, 2024.

Authority's Borrowing Resolution

As part of the HOME Loan closing documents for this refinance, the HRA must submit an authority's borrowing resolution to MHFA for review.

Recommendation

Staff recommend to the HRA Board of Commissioners to adopt Resolution No. 1445-24 approving 1) Authority's Borrowing Resolution; and 2) authorize the Executive Director to execute all necessary documents.

**CERTIFIED COPY OF RESOLUTIONS ADOPTED BY THE
MEMBERS OF**

**Red Wing Housing and Redevelopment Authority
Resolution No. 1445-24**

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 of politic of the City of Red Wing (the "HRA"), that the following is a true and correct copy of Resolutions duly and unanimously adopted by all of the members of the HRA on January 9, 2024, all of the members being present and constituting a quorum for the transaction of business; further, that such meeting was called in compliance with all applicable laws and the by-law requirements of the HRA; that such Resolutions do not conflict with any by-law 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 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 9 day of January, 2024 there has been presented to this meeting of the members of this HRA a proposal for the HRA to borrow 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") a sum not to exceed One million forty-four thousand one hundred ten Dollars (\$1,044,110) to finance the acquisition or construction or rehabilitation of a housing development to be known as Jordan Tower II which borrowing shall be evidenced by the Loan Repayment Agreement and Mortgage (the "Repayment Agreement") covering the personal property owned by the HRA and located at 440 W. 5th St. Red Wing in Goodhue, County, Minnesota, and more fully described in Exhibit A attached hereto and made a part hereof (the "Property"); further the proposed form of Repayment Agreement, Construction Loan Agreement, General Obligation Bonds Declaration, and Declaration of Covenants, Conditions, and Restrictions have been presented to the members of this HRA;

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

BE IT FURTHER RESOLVED, that Kurt Keena, 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 members of 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 such Officers may determine to be necessary or advisable under or in connection with such borrowing, and that the execution by such Officers of any such agreement, assignment, statement, instrument, certificate or document, or the doing of any such act or thing, shall be conclusive evidence of their determination in that respect, including, but not limited to, the execution of any and all agreements with the Agency for the extension of the time of payment for the aforesaid loan or any part thereof; 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: January 9, 2024

(Seal)

EXHIBIT A

Legal Description

Lots 1, 2, 3 and 4, Block 20 of the original plat of Red Wing, according to the recorded plat thereof, filed in the office of the County Recorder, Goodhue County, Minnesota; EXCEPT the northeasterly 10.00 feet of said Lot 4;

Together with that part of the vacated 16.00 foot alley, as laid out and platted, in Block 20 of the original plat of Red Wing, according to the recorded plat thereof, filed in the office of the County Recorder, Goodhue County, Minnesota; which lies southwesterly of the northwesterly extension of the southwesterly line of the northeasterly 10.00 feet of Lot 4 of said Block 20; and which also lies northeasterly of the following described line:

Commencing on the northerly line of said Block 20 at a point 54 feet westerly from the northeasterly corner of Lot 6 of said Block 20; running thence westerly on said northerly line of said block, 50 feet; thence southerly parallel with the easterly line of Lot 7 of said Block 20, to the northerly line of said alley being the point of beginning of the line to be described; thence southerly, parallel with the east line of said Lot 7, to the southerly line of said alley and there terminating, EXCEPT that part of the above-described vacated alley lying northwesterly of the center line of said alley.



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January 9, 2024

To: Red Wing HRA Board of Commissioners

From: Corrine Stockwell, Finance Director

Re: Resolution No. 1444-24 Designating 2024 Official Newspaper of Record

Background:

The Red Wing Housing and Redevelopment Authority is required to annually designate a media entity as its official source for Public and Legal Notices.

Analysis:

The Red Wing Housing and Redevelopment Authority has determined the Republican Eagle to be the most advantageous publication that would reach the residents of the City of Red Wing, Minnesota.

Recommendation

Staff requests the HRA Board of Commissioners adopt Resolution No. 1444-24 to designate the Red Wing Republican Eagle as the media entity for the Red Wing Housing and Redevelopment Authority's 2024 Public and Legal Notices.

RESOLUTION No. 1444-24

**Designating 2024 Red Wing Housing and Redevelopment Authority
Official Newspaper of Record for Public and Legal Notices**

WHEREAS, the Red Wing Housing and Redevelopment Authority is required by Minnesota State Statutes to annually designate an Official Newspaper of Record, and

WHEREAS, the Red Wing Housing and Redevelopment Authority has researched the most advantageous publication for the dissemination of public and legal notices to the residents of the City of Red Wing.

NOW THEREFORE BE IT RESOLVED, that the Red Wing Housing and Redevelopment Authority Board of Commissioners designate the following publication for the calendar year 2024.

Republican Eagle
120 S. Fourth St
Cannon Falls, MN 55009

Dated: January 9, 2024



Board Chair



Secretary/Treasurer



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

January 9, 2024

To: Red Wing HRA Commissioners

From: Corrine Stockwell, Finance Director

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

Background:

The HRA amended the Code of Conduct on May 9, 2017 to meet the requirements of obtaining certain HUD funds. On March 9, 2011, the Red Wing HRA incorporated the City of Red Wing's Code of Conduct policy that applies to all advisory boards/commissions into its own Code of Conduct.

Analysis

In accordance to the HRA Code of Conduct, Commissioners are to receive a copy of the HRA Code of Conduct at the beginning of each year. In addition, we are handing out the City of Red Wing City Council and City Advisory Boards and Commissions Code of Conduct with this report.

Recommendation:

No Board action is required.



RED WING HOUSING & REDEVELOPMENT AUTHORITY

428 WEST FIFTH STREET, RED WING, MN 55066

TELEPHONE (651) 388-7571

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CODE OF CONDUCT

Amended May 9, 2017

Red Wing HRA Commissioners, employees and independent contractors are required to adhere to the following Code of Conduct in the performance of their duties for the Red Wing HRA:

- Red Wing HRA Commissioners, employees and independent contractors are required to perform all assignments in professional and workmanlike manner in compliance with industry standards.
- Red Wing HRA Commissioners, employees and independent contractors are required to act in a safe, orderly and efficient manner at all times during an assignment.
- Red Wing HRA Commissioners, employees and independent contractors are required to dress in a professional manner commensurate with the assignment.
- Red Wing HRA Commissioners, employees and independent contractors must refrain from offensive or undesirable behavior or conduct which is contrary to Red Wing HRA's or their customer's best interest. The use of profanity or abusive language is prohibited.
- Red Wing HRA Commissioners, employees and independent contractors must refrain from slander or libel of the Red Wing HRA, its employees, or their customers.
- Red Wing HRA Commissioners, employees and independent contractors are prohibited from falsifying or altering any report or record.
- Red Wing HRA Commissioners, employees and independent contractors may not willfully damage the property of the Red Wing HRA or its customers.
- Red Wing HRA Commissioners, employees and independent contractors are prohibited from any acts of theft or dishonesty.
- Red Wing HRA Commissioners, employees and independent contractors are prohibited from performing assignments under the influence of illegal drugs or intoxicants.
- Red Wing HRA Commissioners, employees and independent contractors are prohibited from disclosure of Red Wing HRA's or its customers' confidential information.
- Red Wing HRA Commissioners, employees and independent contractors are prohibited from using Red Wing HRA's or client provided equipment, materials or software for personal use.
- Red Wing HRA Commissioners, employees and independent contractors are prohibited from discussing assignments or projects with any unauthorized personnel.
- Red Wing HRA Commissioners, employees and independent contractors are prohibited from engaging in any form of sexual harassment.
- Red Wing HRA Commissioners, employees and independent contractors shall not request, accept or offer to give any payment or other significant thing of value that has the apparent or potential purpose of improperly influencing the relationship between Red Wing HRA Commissioners, employees and independent contractors and or its customers.

Conflicts of Interest

- No employee, officer or agent of the RED WING HRA, Inc. shall participate in selection, or in the award or administration of a contract supported by U.S. Federal funds if a conflict of interest would be involved. Such a conflict would arise when (i) the employee, officer, or agent, (ii) any member of his/her immediate family, (iii) his/her partner, or (iv) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the first selected for award.
- An employee, officers or agent of RED WING HRA, Inc. shall be careful to ensure that s/he is involved in no apparent or potential violations of this provision.

Gifts

- The RED WING HRA's officers, employees or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Depending upon the circumstances, exceptions to this provision may be granted only in situations where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.
- An employee, officer or agent of the RED WING HRA shall be careful to ensure that s/he is involved in no apparent or potential violations of this provision.

Administration

- Any employee, officer or agent of the RED WING HRA, Inc. should report violations of this Code of Conduct to his/her supervisor, or to the President/CEO.
- There will be no retaliation against any party who makes a good faith complaint concerning violations of this Code of Conduct, regardless of whether it is ultimately determined that such violation has in fact occurred. Nor will there be any retaliation against any party who provides information in the course of an investigation into alleged violations of this Code of Conduct.
- All corporation supervisors have a responsibility to be sensitive to and deal with violations of this Code of Conduct. This responsibility includes monitoring all relevant work activities and contacting a higher level supervisor or the President/CEO, if it is reasonably believed that a violation of the Code of Conduct has occurred. Any such report shall be investigated regardless of whether a formal complaint has been made.

Disciplinary Action for Violation(s) of the Code of Conduct: Employees

Any employee, officer or agent of the RED WING HRA, Inc. determined to have committed a violation of this Code of Conduct shall be subject to disciplinary action, up to and including termination.

The HRA expects all employees to adhere to high standards of professional performance and behavior, and observe and follow all HRA policies. Each employee is expected to perform their work with competence and excellence according to their respective job description.



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

Expectations for job performance will be discussed openly and directly between supervisors and employees and should be clearly outlined at each formal performance review. Any areas

Red Wing HRA

Code of Conduct

Page Three

May 9, 2017

of performance or conduct not meeting expectations should be addressed by the supervisor frankly, promptly, and discreetly. Supervisors are responsible to clearly outline expectations and, with the employee, set clear goals for improvement.

Performance and/or conduct not meeting expectations may result in corrective and/or disciplinary action. This action may include oral warning, written warning, reprimand, suspension with or without pay, demotion, termination of employment, or other action as deemed appropriate by the HRA. Corrective and disciplinary action will normally be progressive. However, any conduct, behavior, or poor performance may result in immediate termination of employment.

Any employee subject to corrective or disciplinary action shall have opportunity to express his or her views and to state any disagreement as to any action or as to the interpretation or application of any policy. Concerns, opinions, and/or disagreements may be stated to the supervisor, the Executive Director or the Personnel Committee of the Board of Commissioners. The Executive Director, Personnel Committee, and all supervisors shall hear those concerns and disagreements and shall respond promptly.

Contractors

The Red Wing HRA will hold contractors to the same level of conduct as employees. The Red Wing HRA may terminate contracts immediately with Contractors who do not adhere to the Red Wing HRA Code of Conduct.

Commissioners

Commissioners will also adhere to the City of Red Wing City Council and City Advisory Boards and Commissions Code of Conduct as adopted by the City Council on February 14, 2011 and as required by the City of Red Wing. A copy of that Code is attached to this Code of Conduct.

Commissioners who violate the Red Wing HRA Code of Conduct will be reported to the City of Red Wing for appropriate disciplinary action as determined by the City Council and City Attorney.

Notice of the Code of Conduct to Red Wing HRA Commissioners, employees and independent contractors

- Any employee, officer or agent of the RED WING HRA, Inc. shall be informed of this Code of Conduct when this Code is adopted, and/or when s/he is initially retained by the RED WING HRA, Inc. and on an annual basis thereafter.
- This Code of Conduct will become part of the Employees Handbook.
- Red Wing HRA Commissioners will receive a copy of this Code of Conduct at the beginning of each calendar year.
- Independent contractors will receive a copy of this Code of Conduct upon acceptance of a contract or duty assignment and it may be incorporated into the contract as an exhibit. Contractors will acknowledge that they have received a copy of the Code of Conduct.



Red Wing Housing & Redevelopment Authority

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

Telephone (651) 388-7571
FAX (651) 385-0551
www.redwinghra.org

January 9, 2024

To: Red Wing HRA Board of Commissioners

From: Kurt Keena, Executive Director

Re: Request for \$5000 Community Development Grant
Red Wing Area Homeless Committee

Background

The Red Wing Area Homeless Committee (RWAHC) is requesting a Community Development Grant in the amount of \$5000 to assist them in housing homeless individuals with motel/hotel vouchers. Please see the attached letter from the RWAHC that provides information on their background and activities as well as the proposed uses of the funds.

The HRA last provided funds for this purpose to the RWAHC back in 2019. At that time Hope Coalition served as the fiscal agent for the grant as the RWAHC was not registered as a legal entity with the State. RWAHC has since registered with State and is now its own 501c3 corporation and capable of accepting donations directly and serving as the fiscal agent for funds received.

Staff visited with Beth Bredeen and Stoch Doty on December 15th about the request and they are fine with the HRA stipulating that our funds are to be used only for motel/hotel vouchers. Therefore, if the Board approves a grant for \$5000 we should see 50 hotel nights at \$100 per night. This would serve 17 individuals/families at three-night stays and/or 50 for one-night stays with our funds.

Budget Impact

An expenditure of this type was not included in the recently approved 2024 budget. However, there is \$36,000 in the Community Development Grant account that could be used for this purpose without adversely impacting other approved budget activities.

Recommendation

Staff and the Finance Committee give a favorable recommendation to the HRA Board of Commissioners to approve this request and fund a Community Development Grant to the RWAHC to be used exclusively for motel/hotel costs to house homeless individuals and families until the funds are expended, and authorize the Executive Director to execute all documents related to this request.

Attachments

RWAHC Activity Letter
Certificate of Incorporation
RWAHC EIN Document

Red Wing Area Homeless Shelter Committee

In 2012 a group of local citizens formed the Red Wing Area Homeless Shelter Committee to address the needs of homeless individuals and families in our area. Our committee has carried out this mission by raising money from multiple sources and using it to pay for temporary shelter. All committee members are unpaid volunteers, and all money raised goes directly to help the homeless. We pay to house the homeless through long-term arrangements with local motels. Shelter is provided year-round to single persons and families for single or multiple night stays. We provide for persons in the greater Goodhue County not just the residents of the City of Red Wing.

During the last calendar year 2022 we provided short term emergency shelter for 79 persons- 18 children and 61 adults for a total of 419 hotel stay nights. Ideally emergency stays are very short-term, and the people affected are able to transition to suitable longer terms arrangements in housing and other aspects of their lives.

Our original and ongoing focus is providing short term emergency shelter of 1-3 days, and then helping them transition to longer term arrangements. However, to accomplish our larger mission, we may have to go beyond shorter stays. For example, we have helped persons who had lost their residence due to fire. We have helped persons with mental illness when a short stay is not sufficient to get them on their feet. At the present time there is no long-term shelter provisions within the City of Red Wing, so we are the fall back.

We have worked in collaboration with other groups with distinct missions but sometimes overlapping goals including: the HOPE Coalition; Hope and Harbor; Connecting Connections; 3 Rivers; Youth Outreach; The Salvation Army; Southeast Housing Redevelopment Authority; the Red Wing Police Department; the City of Red Wing;

Beyond Yellow Ribbon and area churches.

In instances when more than temporary shelter is needed by homeless individuals, we have provided other assistance including meals, rides to interviews, and help in obtaining clothing and food supplies.

On October 5, 2020 Red Wing Area Homeless Shelter Committee became a 501 (c) (3) corporation. We have retained the services of an accountant, and we are our own fiscal agent. This new status will permit more efficient fundraising as it will allow large donors such as corporations and foundations to take tax deductions for contributions. We can continue of course to accept contributions from individuals and religious organizations.

On behalf of the homeless we ask you for financial help. Contributions may be sent to: Red Wing Area Homeless Shelter Committee, PO Box 384, Red Wing MN 55066 We thank you for the support you have given in the past. You really do make what we do possible. You are welcome to keep up with us on Facebook.

If you have any questions or concerns, please contact committee chairperson Beth Breedon

651 271 4401

Office of the Minnesota Secretary of State Certificate of Incorporation

I, Steve Simon, Secretary of State of Minnesota, do certify that: The following business entity has duly complied with the relevant provisions of Minnesota Statutes listed below, and is formed or authorized to do business in Minnesota on and after this date with all the powers, rights and privileges, and subject to the limitations, duties and restrictions, set forth in that chapter.

The business entity is now legally registered under the laws of Minnesota.

Name: Red Wing Area Homeless Shelter Committee

File Number: 1183497200022

Minnesota Statutes, Chapter: 317A

This certificate has been issued on: 10/05/2020



Steve Simon
Secretary of State
State of Minnesota

Office of the Minnesota Secretary of State
Minnesota Nonprofit Corporation/Articles of Incorporation
Minnesota Statutes, Chapter 317A



The individual(s) listed below who is (are each) 18 years of age or older, hereby adopt(s) the following Articles of Incorporation:

ARTICLE 1 - CORPORATE NAME:

Red Wing Area Homeless Shelter Committee

ARTICLE 2 - REGISTERED OFFICE AND AGENT(S), IF ANY AT THAT OFFICE:

Name

Address:

Gerald O'Rourke

4207 Hickory Street Red Wing MN 55066 USA

ARTICLE 3 - INCORPORATOR(S):

Name:

Address:

Jack Nordgaard

1611 Reichert Avenue Red Wing MN 55066

James Robert Magnusson

1850 Bohmbach Drive Red Wing MN 55066

DURATION: PERPETUAL

If you submit an attachment, it will be incorporated into this document. If the attachment conflicts with the information specifically set forth in this document, this document supersedes the data referenced in the attachment.

By typing my name, I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

SIGNED BY: Lila M Schue

MAILING ADDRESS: None Provided

EMAIL FOR OFFICIAL NOTICES: jorourke3348@charter.net

Office of the Minnesota Secretary of State
Minnesota Nonprofit Corporation | Articles of Incorporation

Minnesota Statutes, Chapter 317A



Read the instructions before completing this form.

Filing Fee: \$90 for expedited service in-person and online filings, \$70 if submitted by mail

A nonprofit corporation that wishes to apply for tax exempt status under 501(c)(3) to the Internal Revenue Service (IRS) cannot use this form for its articles due to the fact that the IRS has additional language requirements. See the instructions for further information.

Note: A professional corporation governed under Chapter 319B must include an attachment with the following information: (This information is only required if this is a professional corporation.)

1. Statement that the Minnesota firm elects to operate and acknowledges that it is subject to *Minnesota Statutes*, Chapter 319B.01 to 319B.12.
2. List the professional service the corporation is authorized to provide under *Minnesota Statutes*, Chapter 319B, subd 19.

Note: Information provided when filing a business entity is public data and may be viewable online. This includes but is not limited to all individual names and addresses.

The undersigned incorporator(s), in order to form a Minnesota Nonprofit Corporation under *Minnesota Statutes*, Chapter 317A adopt the following:

Article I – Name of Corporation (Required)

Red Wing Area Homeless Shelter Committee

Article II – Registered Office and Agent (A Registered Office Address is Required)

4207 Hickory Street	Red Wing	Minnesota	55066
Street Address (A PO Box by itself is not acceptable)	City	State	Zip

The Registered Agent at the above address is: Gerald O'Rourke

Article III – Incorporators (Required)

I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

Jack Nordgaard	1611 Reichert Avenue	Red Wing	Minnesota	55066
Incorporator's Name	Street Address	City	State	Zip

Signature: Jack Nordgaard
Date: 9/30/20-20

James Robert Magnusson	1850 Bohmbach Drive	Red Wing	Minnesota	55066
Incorporator's Name	Street Address	City	State	Zip

Signature: James R. Magnusson
Date: 9-28-2020

Email Address for Official Notices

Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

jorourke3348@charter.net

Check here to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.

Office of the Minnesota Secretary of State
Minnesota Nonprofit Corporation | Articles of Incorporation
Minnesota Statutes, Chapter 317A



4. (Select up to one) Is this entity a full time or part time endeavor for those primarily responsible for operating this entity?

- Full time
- Part time

5. (Select up to one) - If applicable, what were this entity's gross revenues for the past year?

- \$0 - \$10,000
- \$10,001 - \$50,000
- \$50,001 - \$250,000
- \$250,001 - \$1M
- Over \$1M

Office of the Minnesota Secretary of State

Minnesota Nonprofit Corporation | Articles of Incorporation
Minnesota Statutes, Chapter 317A



List a name and daytime phone number of a person who can be contacted about this form:

James Magnusson	651-388-2944
------------------------	---------------------

Contact Name

Phone Number

Entities that own, lease, or have any financial interest in agricultural land or land capable of being farmed must register with the MN Dept. of Agriculture's Corporate Farm Program.

Minnesota Business Snapshot

To better serve Minnesotans, the Secretary of State's Office has created the "Minnesota Business Snapshot," a short and simple survey produced with the input of business owners, business organizations, non-profits, and researchers from across the state. These five questions will take less than three minutes to complete, and you may answer any or all of them. There is no penalty if you choose not to provide this information. However, the answers you do provide will create a useful pool of information for potential customers and inform the analysis of our quarterly "Minnesota Economic and Business Condition Reports". We do not independently verify the answers applicants provide. Again, this survey is voluntary and the answers are considered public data. Thank you.

1. (Select up to one) - How many Minnesota - based full time employees (or FTE equivalents) does this entity currently have?

- 0-5
- 6-50
- 51-200
- 201-500
- Over 500

2. (Select all that apply) - Does the owner or a member of the ownership group of this entity self-identify as a member of any of the following communities?

- Woman
- Member of a community of color
- Veteran
- Member of a disability community
- Member of an immigrant community

3. (Select up to one) - Using NAICS codes below, please select the code that best describes this entity. If you believe this entity falls into more than one category, please select the category that generates the majority of the entity's revenue.

- Agriculture, Forestry, Fishing and Hunting (Code 11)
- Mining (Code 21)
- Utilities (Code 22)
- Construction (Code 23)
- Manufacturing (Codes 31-33)
- Wholesale Trade (Code 42)
- Retail Trade (Codes 44-45)
- Transportation and Warehousing (Codes 48-49)
- Information (Code 51)
- Finance and Insurance (Code 52)
- Real Estate Rental and Leasing (Code 53)
- Professional, Scientific, and Technical Services (Code 54)
- Management of Companies and Enterprises (Code 55)
- Administrative and Support and Waste Management and Remediation Services (Code 56)
- Educational Services (Code 61)
- Health Care and Social Assistance (Code 62)
- Arts, Entertainment, and Recreation (Code 71)
- Accommodation and Food Services (Code 72)
- Other Services (except Public Administration) (Code 81)
- Public Administration (Code 92)

File your business document online by visiting our website at www.sos.state.mn.us.

This form is intended merely as a guide for filing and is not intended to cover all situations. Retain the original signed copy of this document for your records and submit a legible photocopy for filing with the Office of the Secretary of State.

A nonprofit corporation that wishes to apply for tax exempt status 501(c)(3) to the Internal Revenue Service (IRS), should not use this form for its articles due to the fact that the IRS has additional language requirements. Additional information on the language requirements can be obtained from IRS publication 557 at <http://www.irs.gov/charities> or by calling 1-800-829-1040. A sample set of articles of incorporation for a charitable organization with this required language is available in PDF format from the Minnesota Council of Nonprofits (MCN) at https://www.minnesotanonprofits.org/docs/default-source/starting-a-nonprofit/sample-articles-of-incorporation.pdf?sfvrsn=e222a15a_2. After combining the IRS language with the requirements on the front of this form (such as by using the MCN sample form), submit the articles for filing to this office. Once the articles have been filed and returned to you, your organization's application for tax exempt status can be sent to the IRS. You may wish to consult with an accountant or attorney to verify if your organization needs to file additional information with the IRS for tax exempt status.

Only Professional Corporations governed under Chapter 319B must include a statement that the MN firm elects to operate and acknowledges that it is subject to *Minnesota Statutes*, Chapter 319B.01 to 319B.12, and list the professional service under *Minnesota Statutes*, Chapter 319B.02, subdivision 19, the corporation is authorized to provide.

Article I – Name: (Required)

List the exact corporate name. A preliminary name availability check may be done by accessing our website at www.sos.state.mn.us.

Article II – Registered Office and Agent (A Registered Office Address is Required)

A Registered Office address in Minnesota is required. List the complete street address or rural route and rural route box number for the registered office address. A post office box by itself is not acceptable. If you have a registered agent, list the full name of the agent located at the registered office address. An Agent is not required.

Article III – Incorporators: (Required)

Only one incorporator is required. An incorporator must be an individual 18 years of age or older. List the name and complete address for each incorporator. A signature is required for each incorporator or by an Authorized Agent (The signing party must indicate on the document that they are acting as the agent of the person(s) whose signature would be required and that they have been authorized to sign on behalf of that person(s).) List the incorporators on an additional sheet if there are more than two incorporators.

Email Address for Official Notices. This email address may be used to send annual renewal reminders and other important notices that may require action or response. Check the box if you wish to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.

List a name and daytime telephone number of a person who can be contacted about this form.

Minnesota Business Snapshot. This information is a snapshot of data at the point of time this filing was made. This information is voluntary and may be shared with other agencies or the public for data analysis.

Filing Fee: \$90 for expedited service in-person and online filings, \$70 if submitted by mail
Payable to the MN Secretary of State

Please submit all items together and mail to the address below:

FILE IN-PERSON OR MAIL TO:

Minnesota Secretary of State - Business Services

Retirement Systems of Minnesota Building

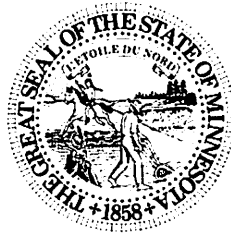
60 Empire Drive, Suite 100

St Paul, MN 55103

(Staffed 8 a.m. – 4 p.m., Monday - Friday, excluding holidays)

Phone Lines: (9 a.m. - 4 p.m., M-F) Metro Area 651-296-2803; Greater MN 1-877-551-6767

All of the information on this form is public. Minnesota law requires certain information to be provided for this type of filing. If that information is not included, your document may be returned unfiled. This document can be made available in alternative formats, such as large print, Braille or audio tape, by calling (651)296-2803/voice. For a TTY/TTD (deaf and hard of hearing) communication, contact the Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651)296-2803. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the



Work Item 1183497200022
Original File Number 1183497200022

STATE OF MINNESOTA
OFFICE OF THE SECRETARY OF STATE
FILED
10/05/2020 11:59 PM

Steve Simon

Steve Simon
Secretary of State

Date of this notice: 04-27-2021

Employer Identification Number:
86-3500931

Form: SS-4

Number of this notice: CP 575 E

RED WING HOMELESS SHELTER COMMITTEE
4207 HICKORY ST
RED WING, MN 55066

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 86-3500931. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your Organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status under Internal Revenue Code Section 501(c)(3), organizations must complete a Form 1023-series application for recognition. All other entities should file Form 1024 if they want to request recognition under Section 501(a).

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

Unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File), you will lose your tax-exempt status if you fail to file a required return or notice for three consecutive years. We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter.

For the most current information on your filing requirements and other important information, visit www.irs.gov/charities.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.
- * Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is REDW. You will need to provide this information, along with your EIN, if you file your returns electronically.

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter. Thank you for your cooperation.

Keep this part for your records.

CP 575 E (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 E

999999999

Your Telephone Number Best Time to Call
 () - _____

DATE OF THIS NOTICE: 04-27-2021
 EMPLOYER IDENTIFICATION NUMBER: 86-3500931
 FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE
 CINCINNATI OH 45999-0023
 | | | | | | | | | | | | | | | | | | | | | | | | | | | |

RED WING HOMELESS SHELTER COMMITTEE
 4207 HICKORY ST
 RED WING, MN 55066



Red Wing Housing & Redevelopment Authority

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

Telephone (651) 388-7571
FAX (651) 385-0551
www.redwinghra.org

January 9, 2024

To: Red Wing HRA Board of Commissioners
From: Kurt Keena, Executive Director
Mitch Massman, CEDA
Re: Robert Alleva AHTF New Unit Construction loan

Background:

Bob Alleva has applied for \$75,000 from the AHTF to create three new residential units at on property he owns at 424 W 5th Street in downtown Red Wing. The property is directly adjacent to the HRA office. Mr. Alleva operates his rental property business as a Sole Proprietor and has been in the rental property business for over 50 years in Red Wing. The application submitted by Mr. Alleva, if approved, will allow him to construct three additional rental units behind the current Bluffside Dental building.

When funds are used from the AHTF, half of the units must be offered to households who are at 60% of the Area Median Income (AMI) or less at no more than 30%AMI. These apartments are proposed to be:

- 3 Studio units – 330 square feet, \$700 rent per unit

Completing this project will continue to add additional affordable housing units to the Red Wing housing market.

The total cost for the project is \$270,000. Mr. Alleva **is requesting \$75,000 in AHTF funds** from the HRA. Mr. Alleva and a bank loan will cover the remaining costs.

Sources and Uses of Funds

Use of Funds		Source of Funds	
Construction	\$255,000	First Farmers & Merchants Laon	\$165,000
Contingency	\$15,000	AHTF	\$75,000
		Alleva	\$30,000
Total	\$270,000	Total	\$270,000

Development Team

Team member	
Project Manager	Robert Alleva
Lender	First Farmers & Merchants
General Contractor	Gadient Construction
Sub Contractors	TBD
Attorney	Richardson Law Office



Red Wing Housing & Redevelopment Authority

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

Telephone (651) 388-7571
FAX (651) 385-0551
www.redwinghra.org

Analysis:

This project will continue the Red Wing HRAs mission of providing affordable housing units to residents of the city. Additionally, the HRA has worked with Mr. Alleva successfully on several projects in the past. These past projects and outstanding residential real estate management provide an excellent history of the work Mr. Alleva accomplishes. The current value of the parcel where this new triplex will be built according to the Goodhue County Assessor is \$464,800. These new units will add additional value to the property.

Upon approval for the AHTF loan request, Mr. Alleva will have a total lien position of \$240,000 on the new unit. We currently do not have an estimate of the property value post-construction. However, Mr. Alleva's strong history of projects, successful property management, and current value of the parcel gives reason to believe that this is an excellent investment. Furthermore, this project, without the \$75,000 investment from the HRA would not be able to provide the units at the same affordable rates.

While examining the financial statements provided by Mr. Alleva, it shows that the revenue generated from this project will exceed the overhead costs. In the proforma, we estimated revenues under the assumption that there would be a 5% vacancy as an insurance policy. With this incorporated, we project their debt servicing coverage ratio or 1.01 for the first year, then increase over time.

This DSC is smaller than what we typically like to see. Normally, we would like a DSC of 1.1 or greater. However, the bank has already approved Mr. Alleva for the loan and the AHTF funds are forgiven over a 10-year period. This indicates that the bank is comfortable with this amount of risk, likely due to Mr. Alleva's history as a residential rental housing developer.

Documents to be Agreed upon by the Applicant:

Bush Street Investments will need to sign a development agreement, promissory note and mortgage for the \$125,000. The deferred loan will be for 15 years at 0% and forgiven at a rate of 6.67 percent per year as long the applicant complies with the terms, including providing one unit to households earning 60% of the AMI and rents no more than 30% of the 60% AMI. At the end of 15 years, the loan will be totally forgiven. Richard Gorman will close the loan for the HRA and provide the necessary documents. Our loans will be subordinate to the primary lender.

Recommendation:

Staff and the Finance Committee recommend to the Board of Commissioners to approve the deferred loan application for the applicant in the amount of \$75,000. The term of this loan is recommended to follow program precedent. Collateral is recommended as a lien on their mortgage. The Board should consider a personal guaranty as well.



Red Wing Housing & Redevelopment Authority

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

Telephone (651) 388-7571
FAX (651) 385-0551
www.redwinghra.org

Attachments

CEDA Staff Report
Project Proforma

Robert Alleva– Parking lot behind 424 W 5th St

Background:

The applicant for an HRA AHTF investment is Robert Alleva, who operates as a sole proprietor with several residential properties. He has been in the residential rental market for 51 years. Mr. Alleva has worked with the HRA to successfully complete a 6 plex and 8 studio apartments in the past. The triplex to be constructed will be located in the parking lot behind his current building that is currently being rented by Bluffside Dental.

The application submitted by Mr. Alleva is necessary to keep the costs of construction lower and allow the project to cash flow without raising the rental prices to an affordable rate. The funds will add 3 rental units to the Red Wing market. These apartments are proposed to be:

- 3 Studio Units– 330 square feet, \$2100 rental income

Completing this project will continue to add additional affordable housing units to the Red Wing housing market.

The total project cost for the project is \$270,000. **Mr. Alleva is requesting \$75,000 in AHTF funds** from the HRA. The remaining costs will be covered by Mr. Alleva via cash, land already owned by Mr. Alleva, and a bank loan from First Farmers & Merchants.

Sources and Uses of Funds

Use of Funds		Source of Funds	
Construction	\$255,000	First Farmers & Merchants Loan	\$165,000
Contingency	\$15,000	AHTF	\$75,000
		Alleva	\$30,000
Total	\$270,000	Total	\$270,000

Development Team

Team member	
Project Manager	Robert Alleva
Lender	First Farmers & Merchants
General Contractor	Gadient Construction
Sub Contractors	TBD
Architect	TBD – Gadient will provide recommendation
Attorney	Richardson Law Office

Analysis

This project will continue the Red Wing HRAs mission of providing affordable housing units to residents of the city. Additionally, the HRA has worked with Mr. Alleva successfully on several projects in the past. These past projects and outstanding residential real estate management provide an excellent history of the work Mr. Alleva accomplishes. The current value of the parcel where this new triplex will be built according to the Goodhue County Assessor is \$464,800. These new units will add additional value to the property.

Upon approval for the AHTF loan request, Mr. Alleva will have a total lien position of \$240,000 on the new unit. We currently do not have an estimate of the property value post-construction. However, Mr. Alleva's strong history of projects, successful property management, and current value of the parcel gives reason to believe that this is an excellent investment. Furthermore, this project, without the \$75,000 investment from the HRA would not be able to provide the units at the same affordable rates.

While examining the financial statements provided by Mr. Alleva, it shows that the revenue generated from this project will exceed the overhead costs. In the proforma, we estimated revenues under the assumption that there would be a 5% vacancy as an insurance policy. With this incorporated, we project their debt servicing coverage ratio or 1.01 for the first year, then increase over time.

This DSC is smaller than what we typically like to see. Normally, we would like a DSC of 1.1 or greater. However, the bank has already approved Mr. Alleva for the loan and the AHTF funds are forgiven over a 10-year period. This indicates that the bank is comfortable with this amount of risk, likely due to Mr. Alleva's history as a residential rental housing developer.

Recommendation

Staff recommends approval of the loan and deferred loan application for the applicant in the amount of \$75,000. The term of this loan is recommended to follow program precedent. Collateral is recommended as a lien on their mortgage. The Board should consider a personal guaranty as well.

Cash Flow													
			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11
Revenue													
Residential Rent			25,200	25,830	26,476	27,138	27,816	28,511	29,224	29,224	29,955	30,704	31,471
Vacancy			1,260	1,292	1,324	1,357	1,391	1,426	1,461	1,461	1,498	1,535	1,574
Total Revenue	-	-	23,940	24,539	25,152	25,781	26,425	27,085	27,763	27,763	28,457	29,169	29,897
Expenses													
Operations and Maintenance													
Insurance			1,800	1,845	1,891	1,938	1,987	2,037	2,087	2,140	2,193	2,248	2,304
Taxes			3,000	3,075	3,152	3,231	3,311	3,394	3,479	3,566	3,655	3,747	3,840
Total Expenses			4,800	4,920	5,043	5,169	5,298	5,431	5,567	5,706	5,848	5,995	6,144
Available for Debt Servicing			19,140	19,619	20,109	20,612	21,127	21,655	22,196	22,057	22,609	23,174	23,753
First Mortgage			18,912	18,912	18,912	18,912	18,912	18,912	18,912	18,912	18,912	18,912	18,912
AHTF	75,000												
Debt Service			18,912	18,912	18,912	18,912	18,912	18,912	18,912	18,912	18,912	18,912	18,912
Debt Servicing Coverage Ratio			1.01	1.04	1.06	1.09	1.12	1.15	1.17	1.17	1.20	1.23	1.26
Cash			228	707	1,197	1,700	2,215	2,743	3,284	3,145	3,697	4,262	4,841
Cumulative cash			228	935	2,131	3,831	6,046	8,789	12,073	15,218	18,915	23,178	28,019
Assumptions													
Revenue			Growth to occur at roughly 2.5% per annum. Applicant has a 3.1% vacancy. We assumed 5% to create a larger buffer										
Expenses			Assuming a 2.5% annum increase on all expenses. Property taxes may increase at a faster rate. A large increase may occur in year 3 or 4 as the remodel of the property is completed										
Please see attached addendum for further explanation													



RED WING HOUSING & REDEVELOPMENT AUTHORITY

428 WEST FIFTH STREET, RED WING, MN 55066

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TDD/TTY 711

WWW.REDWINGHRA.ORG

January 9, 2024

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 continue to wait for a budget to be passed so we have more certainty about funding of our programs without interruption. So far, it is business as usual under a series of continuing resolutions.

MHFA has announced the availability of the first of three rounds of POHP money. We intend to apply for significant funds to continue to make improvements at Jordan Tower I and our Family PH units. Applications are due in early March.

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.

Jordan Tower II HOME Loan Maturity

MHFA is preparing the documents for closing and we will execute them when they are ready. There is a related borrowing resolution item for action today.

Staffing

We are now fully staffed and concentrating on on-boarding and training our new staff members in their roles.

HRA Workshop

I'd like to discuss scheduling of our 2024 workshop and set a date and time for the workshop and discuss the topic and format you would like to utilize.

City Council Workshop

I attended the council workshop on Saturday, January 6th and updated them on the first time homebuyer program that we fund with the AHTF.



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January 9, 2024

To: Red Wing HRA Board of Commissioners

From: Corrine Stockwell, Finance Director

Re: Finance Report

Reserves Adjusted

Program	October 2023	November 2023
Public Housing	\$373,584	\$400,275
Housing Choice Vouchers (FSS and restricted included)	-\$1,915	\$3,768
Redevelopment	\$814,998	\$768,083
AHTF	\$381,689	\$391,172
Bridges	\$0	\$0
Small Cities Program	\$336,991	\$346,175
Jordan Tower II	\$1,370,033	\$1,398,857
Total	\$3,275,381	\$3,308,331

Operating Budget Update

Category	YTD (November)	Budgeted	Variance
Revenues	\$4,102,694	\$4,498,610	-9%
Expenses	\$3,362,962	\$3,912,146	-14%
Net Income	\$739,732		

Notes to Financial Statements

- Increases in JI & JII and reduction to Redevelopment is due to timing error of transfer of funds. Will even out in December
- We will not see December Financials until either February or March.

Other Business

- Preparing year-end items
- 2023 Audit scheduled for April 1-4
- Updated Employee Handbook
 - Earned Sick and Safe Time
 - Nursing Mothers, Lactating Employees, and Pregnancy Accommodations

Committee Reports

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

RED WING HRA RESERVE ACCOUNTS
November 2023 Month End

Program	Fund Account	31-Oct-2023	30-Nov-2023	30-Nov-2022
Jordan Tower I & Family Units	Unrestricted - CDs	\$ 42,925	42,925	42,711
	Unrestricted	\$ 281,063	332,002	148,307
	Restricted - Sec Dep	\$ 50,322	50,322	47,913
	Total	\$ 374,310	425,249	238,931
	Due to/from Redevelopment	725.50	24,973.78	8,812.35
Sec 8 Voucher	Unrestricted Cash	\$ 5,726	6,619	5,826
	FSS Escrow	\$ 1,481	469	13,094
	HAP Reserve Acct	\$ -2,707	3,668	6,453
	Total	\$ 4,500	10,756	25,372
	Due to/from Redevelopment	6,415.00	6,987.52	4,979.00
Redevelopment	MURL Investments	\$ 116,018	116,157	107,821
	Transitional Housing	\$ 0	0	6,120
	Bluff View	\$ 67,943	69,343	57,093
	Twin Homes	\$ 15,204	15,204	11,669
	Hill Street	\$ 4,695	7,533	6,664
	Restricted - Sec Dep	\$ 12,267	12,267	12,010
	Restricted - CDG	\$ 36,000	36,000	36,000
	ILSP	\$ -6,247	-6,733	-8,286
	Unrestricted	\$ 549,746	437,755	321,618
	Total	\$ 795,626	687,526	550,709
Bridges	Unrestricted	12,380	12,892	8,434
	Front Funded HAP	\$ 0	0	0
	Total	\$ 12,380	12,892	8,434
	Due to/from Redevelopment	12,380.39	12,892.39	9,150.39
AHTF	Unrestricted AHTF	\$ 381,689	391,172	291,557
	Program Income	0	0	0
	Total	\$ 381,689	391,172	291,557
	Due to/from Redevelopment	0.00	0.00	0.00
Small Cities	Small Cities Program	\$ 336,991	346,175	315,221
	Program Income	0	0	0
	Total	\$ 336,991	346,175	315,221
	Due to/from Redevelopment	0.00	0.00	0.00
Jordan II Tower	Unrestricted	\$ 1,328,678	1,393,203	1,128,627
	Restricted - Sec Dep	\$ 41,205	41,357	38,870
	City Bond Debt Escrow	\$ 0	0	16,272
	Total	\$ 1,369,883	1,434,560	1,183,769
	Due to/from Redevelopment	-149.50	35,702.68	14,343.44
Total Cash Reserves		3,275,381	3,308,331	2,613,994

Financial Institution	Funds	Funds	Funds
Associated Bank	2,622,329	2,604,340	2,098,451
Edward D Jones	107,278	107,278	106,328
First Minnesota	147,844	147,844	146,770
Merchant's Bank	397,930	448,869	262,445
	\$3,275,381	\$3,308,331	\$2,613,994



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

SUMMARY

Finance Committee Meeting
HRA Office Conference Room
Tuesday, January 2, 2024 at 3:30pm
Agenda

In attendance: Glen Witham, Sara Hoffman, Jackie Luikart

3:30 pm Approval of Agenda 3:30pm

RWAHC Grant Request
Recommend to Board of Commissioners
Alleva AHTF New Unit Construction loan
Recommend to Board of Commissioners
Other Business

4:30 pm Adjourn 4:15pm

Next Finance Committee Meeting; **Tuesday, February 6, 2024**, at 3:30 p.m.

Housing Board Report

Month Ending December 2023

Waiting List Numbers

	Jordan Tower I	Jordan Tower II	Family Public Housing	Housing Choice Voucher
November 2023	173	48	46	286
December 2023	192	53	51	317

HRA Owned Properties

	Jordan Tower I	Jordan Tower II	Family Public Housing Units	Market Rate Rentals (13)
Move-outs	0	1	0	0
Move-ins	1	1	0	1
Lease Terminations or Evictions this month	0	0	0	0
Occupancy Rate	98%	99%	100%	91%

Voucher Programs

Housing Choice Voucher		Monthly HAP Received	\$86,986
Allocated Vouchers	169	Monthly HAP Paid	\$88,061
Funded Vouchers	125	HAP Reserves	\$64,690
Leased Vouchers	141	Per Unit Cost	\$620
Utilization Rate for Provided Funding	112%	Utilization Rate for Monthly Funding	101%
Move-ins	1	Shopping	5
Move-outs	1	Processing Applications	14

Bridges Rental Assistance	GY 2023-2025	Total Grant Awarded	\$225,792
Vouchers Leased	8	Available Balance	\$190,164
Awarded Vouchers	12	Grant Months remaining	18
Utilization of Vouchers	67%	Grant Funds Utilization	15%
Move-ins	0	Shopping	1
Move-outs	0	Processing Applications	3

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. Notices have gone out to all residents and staff about the scheduled outages in January 2024. There is one full building test to be scheduled at the end of the project. Staff and residents will be given a two week notice for that outage.
- Family Sidewalk and Concrete project
 - Staff and Mike Hegna from Finn Daniels Architects are working on the bid documents to be sent out to contractors. The schedule is to bring the bids to March 2024 board meeting.
- Publicly Owned Housing Program (POHP) 2024 Funding
 - There is an availability of \$41 million in this round of projects.
 - The request for proposals is going to be released on January 8, 2024. The application is due the beginning of March 2024.
 - Staff and Mike Hegna from Finn Daniels Architects will be working on this application.
 - Staff will bring a board report to March 2024 meeting going over what was applied for in this round of funding.
- Staff have been working on training and learning their new positions.
- Staff have been researching and updating for the new MN Tenant Landlord Laws that went into effect on January 1, 2024.

Homeless & Supportive Housing Updates

- Hope & Harbor Shelter
 - Opened November 18, 2023
 - <http://www.rwhopeandharbor.com/>
 - 651-764-4294
- Monthly meetings staff attend to review and update on local resources
 - Hands for Hope
 - Homeless Response Team
 - Continuum of Care



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January 9, 2024

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	November 2023
Notes Receivable	\$1,777,717
Forgivable	\$985,626
Reserves	\$346,175

Small Cities Loan Servicing and Activities

No new pending applications at this time.

Affordable Housing Trust Fund Activities and Reserves

The Hallstrom project has not closed. The developer still intends to do the project with a tentative start in January and completion in July. We still have to complete a closing on both the AHTF and SCDP funds and will likely need updated information from them before that can be accomplished. The proposed schedule seems unduly optimistic at this time.

A new application for a \$75,000 loan is an action item for consideration at this meeting.

November reserves for AHTF are \$391,172

TIF (Housing) District No. 8

No change from last month. 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

An application from the Red Wing Area Homeless Shelter Committee seeking \$5,000 is an action item at this meeting.

Housing & Redevelopment Related Update

Nothing new at this time.

Attachments

None