



**HOUSING & REDEVELOPMENT AUTHORITY
MEETING**

**Monday, April 28, 2025 at 4:00 PM
Council Chambers, City Hall at 540 West Hills Circle
Roll Call: Dotson, Hole, Kropp, Olivo, Osman**

1. HRA Agenda

1.1. HRA Agenda - April 28, 2025

2. Roll Call

3. Approval of Last Meeting Minutes

3.1. HRA Minutes - February 24, 2025

4. Executive Director's Report

5. Old Business

5.1. Board Memorandum

5.2. Income Statements

5.3. HCV-MS Demographics

5.4. Bridges Demographics

6. Other / New Business

6.1. Four New HUD Changes

6.1.1. Electronic Voucher Management System (EVMS)

6.1.2. Housing Opportunities Through Modernization Act (HOTMA)

6.1.3. Housing Information Portal (HIP)

6.1.4. National Standards for the Physical Inspection of Real Estate (NSPIRE)

6.2. May HRA Board meeting is on Memorial Day (May 26)

7. Adjournment



Regular Meeting

Monday, April 28, 2025

4:00 PM

City Hall/Crandall Small Conference Room 120

Preliminary Agenda

1. Roll Call: Dotson, Fiske, Hole, Olivo, Schultz
2. Approval of Meeting Minutes: February 24, 2025
3. Executive Directors Report:
4. Old Business:
 - a. Current Housing Choice Vouchers Updates
 - b. Current Mainstream Voucher Updates
 - c. Current Bridges Updates
5. Other/New business:
 - a. Four new HUD changes
 - Electronic Voucher Management System (EVMS),
 - Housing Opportunities Through Modernization Act (HOTMA)
 - Housing Information Portal (HIP)
 - National Standards for the Physical Inspection of Real Estate (NSPIRE)
 - b. May HRA Board meeting is on Memorial Day (May 26th).
6. Adjourn

Next scheduled meeting is Monday, June 23, 2025.



MINUTES
OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY
REGULAR MEETING on FEBRUARY 24, 2025

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:00 pm in the Crandall Small Conference Room by Chairperson Olivo.

Members present were Nathan Dotson, Julie Fiske, Vicki Olivo, and Lindsay Schultz. Members absent: John Hole. Also present were Community Development Director Troy Klecker, Housing Manager Ghassan Madkour, and Senior Administrative Technician Kristen Kopp.

Approval of the Minutes: A motion was made by Fiske and seconded by Schultz to approve the minutes of the January 27, 2025, HRA Board meeting. All Commissioners voting Aye, the motion carried.

Executive Director's Report: Community Development Director Troy Klecker presented the Executive Director's Report. The last building for Westlake Meadows is planning to open on May 1. People are moving into the Ascend apartments right now. That was 1/3 leased when it opened up and is going well. The Aire Apartments will probably be starting in a couple of months. The City is working with United Way on the Partridge Avenue lots. That would be a 2026 project. He said he is talking with a developer on a single-family development, which would also likely be 2026.

Old Business: The Housing Choice Voucher program monthly report was presented by Madkour, including the City of Owatonna monthly balance sheet and revenue/expense report. Program utilization: The Housing Voucher program for January totaled 112. Total year-to-date assistance and administration costs were \$92,174.35 and revenues were \$86,206.25. The Housing Choice Voucher Program fund balance at January month-end is \$6,575.10. The HRA Revenues year to date total is \$24,844.00 and the expenses total \$46,850.86. The HRA General Fund balance is \$44,800.00.

Housing Manager Madkour said they're holding steady with numbers. He just ran Housing Assistance Payments for March 1. Four or five have lost jobs and are over the \$900 mark. We lost a few on Bridges—a couple chose not to be on the program. The same seven who are searching cannot find anything. He is working to get ready for the audit, the second week of March. He has been in some contact with the new Finance Director Emily Burns.

The other good news is that the Part Time position has been posted. There are a couple of weeks before it closes. There are 8 people who have applied. The goal is to have someone hired by April 21. It will be 20 to 28 hours a week.

He said that the next Landlord Summit will be May 23 from 11am to 1pm.

A motion was made by Schultz and seconded by Fiske to approve the reports as presented. All Commissioners voting Aye, the motion carried.

Other / New Business: Madkour said

Adjournment: There being no further business, a motion to adjourn was made by Fiske and seconded by Schultz. All Commissioners voting Aye, the motion carried. The meeting adjourned at 4:34 pm.

Respectfully Submitted,
Ghassan Madkour
Housing Managers

MEMORANDUM

TO: OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY BOARD
FROM: GHASSAN MADKOUR, HOUSING MANAGER
SUBJECT: MONTHLY DEMOGRAPHICAL AND FINANCIAL DATA
DATE: APRIL 28, 2025

The purpose of this memorandum is to provide the Owatonna Housing and Redevelopment Authority with demographic and financial data on the HRA General Fund, Housing Choice Voucher, Mainstream Voucher, and Bridges Voucher programs.

OWATONNA HRA GENERAL FUND

YTD Revenues:	\$139,464.00
YTD Expenses:	\$140,877.10

MHFA BRIDGES PROGRAM

Monthly HAP Revenue	\$20,816.00
Monthly Admin Revenue	\$ 2,040.00
Monthly Expense	\$22,856.00
Occupancy:	32
Average HAP:	\$650.50

COUNTY BRIDGES PROGRAM

Monthly HAP Revenue	\$3,358.00
Monthly HAP Expense	\$3,358.00
Occupancy:	5
Average HAP:	\$671.60

MAINSTREAM VOUCHER PROGRAM

Monthly HAP Revenue	\$16,574.00
Monthly HAP Expense	\$16,574.00
Occupancy:	33 out of 40 vouchers
Average HAP:	\$502.24

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

YTD Revenue:	\$266,307.75
YTD Expense:	\$270,825.25
Households in Steele Co:	104
Average HAP:	\$633.33
Households Portable Out:	7
Average HAP:	\$1,046.86
Total Assisted Households:	104 out of 117 vouchers
Households Ported In Billing:	1

Requested Action: The Board is asked to review and approve the monthly reports and program expenditures.

Description	Year	Month	Year
	Budge	Actual	o Date
			ctual
HRA			
PROPERTY TAXES		- 16,666.00	- 50,006.00
MOBILE HOME TAX			
STEELE COUNTY - HOUS			- 7,954.00
OTHER REVENUE		- 50.00	- 175.00
TIF ADMINISTRATIVE F			
INTEREST EARNINGS			
RENT/RENTALS		- 3,000.00	- 9,000.00
STATE - HOUSING BRID		- 20,816.00	- 62,671.00
STATE - HOUSING BRID		- 2,040.00	- 6,300.00
		- 42,572.00	- 136,106.00
WAGES - REGULAR FT		8,157.93	28,264.02
WAGES - OT			
PERA		615.93	2,132.03
FICA		593.91	2,067.61
INSURANCE		1,446.56	4,340.93
WORKERS COMP INSURAN		46.82	162.05
OFFICE SUPPLIES		276.39	458.01
OTHER PROFESSIONAL S		1,125.00	1,125.00
BACKGROUND CHECKS		75.00	125.00
PHONE		41.39	124.17
POSTAGE		72.82	294.95
TRAVEL & TRAINING			98.42
OPERATIONAL SERVICES			
ADVERTISING & PROMOT		87.82	87.82
MEMBERSHIPS & SUBSCR		496.61	941.21
PROPERTY & LIABILITY			1,100.00
RENTAL PROPERTY EXPE			6,712.88
REPAIR & MAINT - EQU			
REPAIR & MAINT - OTH			
SOUTHERN MN INITIATI			1,667.00
HOUSING PAYMENTS - S		4,297.00	13,078.00
LAND PROJECTS			7,000.00
RENTAL CERTIFICATION		2,083.00	6,253.00
TRANSFER TO OTHER FU		1,250.00	3,750.00
HOUSING PAYMENTS - B		19,977.00	61,095.00
		40,643.18	140,877.10

HUD			
FEDERAL - PROGRAM		- 63,000.00	- 184,982.00
FEDERAL - ADMIN		- 7,467.00	- 22,401.00
FEDERAL - PROGRAM (M		- 17,846.00	- 50,852.00
FEDERAL - ADMIN (MS)		- 1,985.00	- 4,133.00
OTHER HA - PORT IN H		- 1,002.00	- 3,362.00
OTHER HA - PORT IN A		- 57.25	- 171.75
FRAUD RECOVERY - HAP		- 55.00	- 203.00
FRAUD RECOVERY - ADM		- 55.00	- 203.00
INTEREST EARNINGS			
		- 91,467.25	- 266,307.75
WAGES - REGULAR FT		3,932.80	13,596.80
PERA		287.54	997.53
FICA		269.94	945.60
INSURANCE		839.24	2,516.16
WORKERS COMP INSURAN		21.86	75.83
AUDIT & ACCOUNTING S			
PORT OUT ADMIN		389.06	1,167.18
TRAVEL & TRAINING			96.15
MAINSTREAM HAP		16,574.00	51,678.00
HOME OWNERSHIP HAP		1,066.00	3,201.00
HOUSING PYMTS HAP		57,176.00	170,337.00
UTILITY PYMTS HAP		297.00	909.00
PORTABLE HSG PYMTS		7,328.00	21,943.00
PORTABLE REC HAP		1,180.00	3,362.00
		89,361.44	270,825.25

Owatonna H.R.A.
Demographic Statistics Report
Vouchers - All Projects

Unit Locations	HoH Count	Percent	Fam Count	Percent
Blooming Prairie	1	1	1	0
Ellendale	1	1	1	0
Owatonna	135	99	255	99
Total All Locations	137	100	257	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	24	18	69
Non-Elderly Heads of Household (age 61 or less)	113	82	46
Near-Elderly Heads of Household (ages 55 to 61)	29	21	58
Other Heads of Household (age 54 or less)	84	61	41
Female Heads of Household	98	72	49
Elderly	18	18	71
Non-Elderly	80	82	44
Near-Elderly	14	14	59
Other	66	67	41
Male Heads of Household	39	28	52
Elderly	6	15	64
Non-Elderly	33	85	49
Near-Elderly	15	38	58
Other	18	46	43
Disabled/Handicapped Heads of Household	89	65	54
Male	31	35	51
Female	58	65	54
Non-Minority Heads of Household	96	70	
Minority Heads of Household	41	30	
Black/African American	29	21	
American Indian/Alaska Native	1	1	
Hispanic	11	8	
# of Family Members younger than 18 years	95		10
# of Families with children	46	34	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$83,954	3.0	21	6
General Assistance	\$357,326	12.6	119	35
Military Pay	\$2,106	0.1	1	0
Other Nonwage Sources	\$121,872	4.3	21	6
SSI	\$824,340	29.1	73	21
Social Security	\$557,100	19.7	55	16
TANF (formerly AFDC)	\$1,368	0.0	1	0
Other Wage	\$884,552	31.2	51	15
Total All Income Sources	\$2,832,618	100	342	100

Public Assistance is the sole source of income for 8% of households.
Households that are working comprise 34% of households.
Of the working households, 0% of households also receive TANF.

Average Household Income	\$20,676
Average Tenant Rent (0-Bdrm)	\$256
Average Tenant Rent (1-Bdrm)	\$325
Average Tenant Rent (2-Bdrm)	\$412
Average Tenant Rent (3-Bdrm)	\$430
Average Tenant Rent (4-Bdrm)	\$765
Average Tenant Rent (5-Bdrm)	\$569
Average Tenant Rent (Combined)	\$389
Average TTP (rent + utilities per month)	\$425

Owatonna H.R.A.
Demographic Statistics Report
Vouchers - All Projects

Average Housing Assistance Payment \$558

Length of Time On Program	Count	Percent
Less than 1 years	20	15
Less than 2 years	30	22
Less than 3 years	24	18
Less than 4 years	13	9
Less than 5 years	6	4
Less than 6 years	3	2
Less than 7 years	3	2
Less than 8 years	0	0
Less than 9 years	5	4
Less than 10 years	8	6
More than 10 years	25	18

Broad Range of Income	Count	Percent
\$0 - \$5,000	0	0
\$5,000 - \$10,000	9	7
\$10,000 - \$15,000	39	29
\$15,000 - \$20,000	36	26
\$20,000 - \$25,000	20	15
More than \$25,000	32	24

Income Levels	Count	Percent
Over Income	137	100

Owatonna H.R.A.
Demographic Statistics Report
Bridges - All Projects

Unit Locations	HoH Count	Percent	Fam Count	Percent
Dodge Center	1	3	2	3
Ellendale	1	3	3	4
Janesville	1	3	1	1
Kasson	1	3	3	4
Owatonna	33	85	60	85
Waseca	1	3	1	1
West Concord	1	3	1	1
Total All Locations	39	100	71	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	2	5	70
Non-Elderly Heads of Household (age 61 or less)	37	95	37
Near-Elderly Heads of Household (ages 55 to 61)	2	5	61
Other Heads of Household (age 54 or less)	35	90	36
Female Heads of Household	23	59	39
Elderly	2	9	70
Non-Elderly	21	91	36
Near-Elderly	1	4	60
Other	20	87	34
Male Heads of Household	16	41	40
Elderly	0	0	0
Non-Elderly	16	100	40
Near-Elderly	1	6	61
Other	15	94	38
Disabled/Handicapped Heads of Household	11	28	44
Male	7	64	40
Female	4	36	44
Non-Minority Heads of Household	31	79	
Minority Heads of Household	8	21	
Black/African American	3	8	
American Indian/Alaska Native	1	3	
Hispanic	5	13	
# of Family Members younger than 18 years	25		9
# of Families with children	10	26	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$16,021	2.6	3	4
General Assistance	\$195,552	31.9	50	66
Other Nonwage Sources	\$12,002	2.0	1	1
SSI	\$40,728	6.6	4	5
Social Security	\$85,776	14.0	7	9
Other Wage	\$262,398	42.8	11	14
Total All Income Sources	\$612,478	100	76	100

Public Assistance is the sole source of income for 36% of households.
Households that are working comprise 28% of households.
Of the working households, 0% of households also receive TANF.

Average Household Income	\$15,705
Average Tenant Rent (0-Bdrm)	\$234
Average Tenant Rent (1-Bdrm)	\$230
Average Tenant Rent (2-Bdrm)	\$269
Average Tenant Rent (3-Bdrm)	\$813
Average Tenant Rent (4-Bdrm)	\$816
Average Tenant Rent (Combined)	\$313

Owatonna H.R.A.
Demographic Statistics Report
Bridges - All Projects

Average TTP (rent + utilities per month) \$302
Average Housing Assistance Payment \$619

Length of Time On Program	Count	Percent
Less than 1 years	24	62
Less than 2 years	11	28
Less than 3 years	4	10
Less than 4 years	0	0
Less than 5 years	0	0
Less than 6 years	0	0
Less than 7 years	0	0
Less than 8 years	0	0
Less than 9 years	0	0
Less than 10 years	0	0
More than 10 years	0	0

Broad Range of Income	Count	Percent
\$0 - \$5,000	5	14
\$5,000 - \$10,000	8	22
\$10,000 - \$15,000	8	22
\$15,000 - \$20,000	5	14
\$20,000 - \$25,000	3	8
More than \$25,000	7	19

Income Levels	Count	Percent
Over Income	39	100