



**HOUSING & REDEVELOPMENT AUTHORITY
MEETING**

Monday, August 25, 2025 at 4:00 PM
Council Chambers, City Hall at 540 West Hills Circle
Roll Call: Dotson, Hole, Kropp, Olivo, Osman

1. HRA Board Agenda

1.1. HRA Agenda - August 25, 2025

2. Roll Call: Dotson, Fiske, Olivo, Rand, Schultz

3. Approval of Last Meeting Minutes

3.1. HRA Board Minutes - July 28, 2025

4. Executive Director's Report

5. Old Business

5.1. Board Memorandum

5.2. HRA Expense Sheet

5.3. HUD Expense Sheet

5.4. Balance Sheet

5.5. HCV-MS Demographics

5.6. Bridges Demographics

5.7. Bring It Home Updates Finalizing Paperwork & Start Dates

6. Other / New Business

6.1. Vote in new Board Secretary

6.2. Possible Resolution Signatures

7. Adjournment



Regular Meeting

Monday, August 25, 2025

4:00 PM

City Hall/Crandall Small Conference Room 120

Preliminary Agenda

1. Roll Call: Dotson, Fiske, Olivo, Rand, Schultz
2. Approval of Meeting Minutes: July 28, 2025
3. Executive Directors Report:
4. Old Business:
 - a. Housing Choice Vouchers Updates
 - b. Mainstream Voucher Updates
 - c. Bridges Updates
 - d. Bring It Home Updates Finalizing paperwork & start dates.
5. Other/New business:
 - a. Vote in a new Board Secretary
 - b. Possible resolution signatures.
6. Adjourn

Next scheduled meeting is Monday, September 22, 2025.



MINUTES
OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY
REGULAR MEETING on JULY 28, 2025

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:04 pm in the Crandall Small Conference Room by Chairperson Olivo.

Members present were Vicki Olivo, Julie Fiske, Nathan Dotson, Lindsay Schultz, and Rebecca Rand. Also present were Community Development Director Troy Klecker, Housing Manager Ghassan Madkour, Council Member McCann and Senior Administrative Technician Kristen Kopp.

Approval of the Minutes: A motion was made by Schultz and seconded by Dotson to approve the minutes of the June 23, 2025 HRA Board meeting with corrections. All Commissioners voting Aye, the motion carried.

Executive Director's Report: Community Development Director Troy Klecker presented the Executive Director's Report. He said Ascend is completely done and is renting units. Eastgate 2 application is submitted and we will not hear back by December. They are working on Ascend 2, which will have 41 units. Mineral Springs Estates, the housing development by the water park, is at the final stages of approvals. The City is finalizing an incentive program and are putting together a loan agreement for curb, gutter, and infrastructure that will come with the development agreement. This development includes 350 units total. The City is still working on the ten lots on Patridge Avenue. The Aire Apartments had a groundbreaking and will hopefully be open next summer. It will be 73 units with 53 market rate and 20 affordable.

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. He said we are in a holding pattern because we are avoiding shortfall in the HCV program. He is waiting on our HUD rep in Minneapolis to give the go ahead to accept new applicants. In June, eight people came off three different programs. A few chose to leave and the others had lease violations. Three more were terminated in July. We are down to 31 vouchers on the Mainstream program. There are 93 HCV clients, 36 Bridges Regular, and 9 Bridges Like. There are 11 people shopping for units on Bridges with another five coming after their orientation. He said that he's talked to the people who do Bridges referrals and put them on hold for now. One of his goals with the Bridges Grant is to frontload it for the first six to nine months of the 2 year grant. There was some discussion on rental inspections and processes.

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

Other / New Business: Madkour said that the Waitlist Purge was done in June and 105 people came off the waitlist. Only 16 purge letters were returned and he resent them if they had a new return address. There are around 270 total on the waitlist and applications are still coming in, with about seven per week on average.

Madkour said that we have been approved for the Bring it Home Program. We should be getting information soon and it will start January 1, 2026.

Next Meeting: The next meeting will be Monday, August 25, 2025.

Adjournment: There being no further business, a motion to adjourn was made by Fiske and seconded by Dotson. All Commissioners voting Aye, the motion carried. The meeting adjourned at 4:55 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: AUGUST 25, 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:	\$212,553.38
YTD Expenses:	\$316,543.11
Total Balance:	\$751,629.31

MHFA BRIDGES PROGRAM

Monthly HAP Revenue	\$29,391.00
Monthly Admin Revenue	\$ 2,800.00
Monthly Expense	\$32,191.00
Occupancy:	37
Average HAP:	\$870.03

COUNTY BRIDGES PROGRAM

Monthly HAP Revenue	\$6,235.00
Monthly HAP Expense	\$6,235.00
Occupancy:	9
Average HAP:	\$692.78

MAINSTREAM VOUCHER PROGRAM

Monthly HAP Revenue	\$17,367.00
Monthly HAP Expense	\$17,367.00
Occupancy:	32 out of 40 vouchers
Average HAP:	\$542.72

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

YTD Revenue:	\$490,470.00
YTD Expense:	\$454,700.00
Total Cash Balance:	\$132,223.35
Households in Steele Co:	94
Average HAP:	\$918.69
Households Portable Out:	0
Average HAP:	\$0.00
Total Assisted Households:	94 out of 117 vouchers
Households Ported In Billing:	2

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

Account	Description	Year Budget	Year to Date Actual
280-31000-680-680-000000	PROPERTY TAXES	- 215,000.00	- 66,672.00
280-31030-680-680-000000	MOBILE HOME TAX		
280-33622-680-680-000000	STEELE COUNTY - HOUS	- 55,000.00	- 25,746.00
280-34109-680-680-000000	OTHER REVENUE		- 243.00
280-34120-680-680-000000	HUD - SEC 8 MGMT FEE	- 20,000.00	
280-34950-680-680-000000	TIF ADMINISTRATIVE F	- 5,823.00	
280-36210-680-680-000000	INTEREST EARNINGS	- 8,000.00	- 4,147.38
280-36220-680-680-000000	RENT/RENTALS	- 36,000.00	- 20,840.00
280-33426-680-681-000000	STATE - HOUSING BRID	- 253,250.00	- 86,505.00
280-33427-680-681-000000	STATE - HOUSING BRID	- 18,000.00	- 8,400.00
280-41000-680-680-000000	WAGES - REGULAR FT	107,321.00	53,149.67
280-41100-680-680-000000	WAGES - REGULAR PT	44,214.00	5,224.38
280-41300-680-680-000000	WAGES - OT		
280-41410-680-680-000000	PERA	11,365.00	4,402.53
280-41420-680-680-000000	FICA	11,592.00	4,280.50
280-41500-680-680-000000	INSURANCE	14,675.00	8,680.61
280-41550-680-680-000000	WORKERS COMP INSURAN	894.00	334.63
280-42000-680-680-000000	OFFICE SUPPLIES	2,400.00	2,809.50
280-43010-680-680-000000	OTHER PROFESSIONAL S	14,000.00	1,125.00
280-43018-680-680-000000	BACKGROUND CHECKS	1,300.00	550.00
280-43121-680-680-000000	PHONE	600.00	289.74
280-43122-680-680-000000	POSTAGE	1,300.00	398.09

280-43220-680-680-000000	TRAVEL & TRAINING	1,700.00	116.62
280-43250-680-680-000000	OPERATIONAL SERVICES	4,000.00	240.00
280-43320-680-680-000000	ADVERTISING & PROMOT	200.00	87.82
280-43400-680-680-000000	MEMBERSHIPS & SUBSCR	500.00	941.21
280-43500-680-680-000000	PROPERTY & LIABILITY	4,700.00	2,200.00
280-43711-680-680-000000	RENTAL PROPERTY EXPE	6,000.00	12,746.88
280-43720-680-680-000000	REPAIR & MAINT - EQU	500.00	
280-43780-680-680-000000	REPAIR & MAINT - OTH		854.93
280-43972-680-680-000000	SOUTHERN MN INITIATI	1,667.00	1,667.00
280-43983-680-680-000000	HOUSING PAYMENTS - S	55,000.00	37,503.00
280-43994-680-680-000000	LAND PROJECTS	50,000.00	7,000.00
280-43996-680-680-000000	RENTAL CERTIFICATION	25,000.00	8,336.00
280-47000-680-680-000000	TRANSFER TO OTHER FU	12,000.00	5,000.00
280-43989-680-681-000000	HOUSING PAYMENTS - B	271,250.00	158,605.00

Account	Description	Year Budget	Year to Date Actual
282-33111-680-682-000000	FEDERAL - PROGRAM	- 754,820.00	- 433,551.00
282-33112-680-682-000000	FEDERAL - ADMIN	- 116,987.00	- 52,221.00
282-33113-680-682-000000	FEDERAL - PROGRAM (M		- 121,204.00
282-33114-680-682-000000	FEDERAL - ADMIN (MS)		- 13,471.00
282-33160-680-682-000000	FEDERAL - OTHER	- 180,000.00	
282-33627-680-682-000000	OTHER HA - PORT IN H	- 100,000.00	- 9,276.00
282-33628-680-682-000000	OTHER HA - PORT IN A	- 8,000.00	- 459.81
282-33629-680-682-000000	OTHER HA-PORT IN UTI	- 1,000.00	
282-36007-680-682-000000	FRAUD RECOVERY - HAP	- 2,500.00	- 478.00
282-36008-680-682-000000	FRAUD RECOVERY - ADM	- 2,500.00	- 478.00
282-36210-680-682-000000	INTEREST EARNINGS	- 500.00	- 565.13
282-41000-680-682-000000	WAGES - REGULAR FT	52,394.00	25,395.20
282-41100-680-682-000000	WAGES - REGULAR PT	20,097.00	
282-41410-680-682-000000	PERA	5,437.00	1,860.15
282-41420-680-682-000000	FICA	5,546.00	1,755.47
282-41500-680-682-000000	INSURANCE	10,332.00	5,033.88
282-41550-680-682-000000	WORKERS COMP INSURAN	428.00	141.41
282-43001-680-682-000000	AUDIT & ACCOUNTING S	17,087.00	10,500.00
282-43007-680-682-000000	MANAGEMENT FEES	7,500.00	
282-43012-680-682-000000	PORT OUT ADMIN	1,750.00	1,167.18
282-43220-680-682-000000	TRAVEL & TRAINING	600.00	162.65
282-43953-680-682-000000	MAINSTREAM HAP	180,000.00	117,857.00

282-43954-680-682-000000	MS PORT OUT	2,200.00	
282-43955-680-682-000000	MS PORT OUT ADMIN	800.00	
282-43956-680-682-000000	MS PORT OUT UA	200.00	
282-43961-680-682-000000	PORT OUT UA	752.00	
282-43963-680-682-000000	HOME OWNERSHIP HAP	12,000.00	7,553.00
282-43981-680-682-000000	HOUSING PYMTS HAP	754,820.00	399,002.00
282-43985-680-682-000000	UTILITY PYMTS HAP	2,000.00	1,958.00
282-43986-680-682-000000	PORTABLE HSG PYMTS	19,000.00	21,943.00
282-43987-680-682-000000	PORTABLE UTIL PYMTS	550.00	
282-43988-680-682-000000	PORTABLE REC HAP	70,000.00	8,274.00

City of Owatonna
Balance Sheet
Period Ending: 7/2025

Fund: 280 OWATONNA HRA

Account Number	Description	Debit	Credit
280-10100-000-000-000000	CASH	458,531.57	
280-10700-000-000-000000	TAXES REC - DELINQUENT	930.01	
280-11500-000-000-000000	ACCOUNTS RECEIVABLE	2,496.00	
280-12900-000-000-000000	LOANS RECEIVABLE	6,170.00	
280-13200-000-000-000000	DUE FROM OTHER GOVERNMENTS	17,404.00	
280-14200-000-000-000000	LAND HELD FOR RESALE	162,108.00	
280-20100-000-000-000000	ACCOUNTS PAYABLE		-14,166.00
280-22015-000-000-000000	DEPOSITS - OTHER		-3,000.00
280-22200-000-000-000000	UNAVAILABLE REVENUE		-8,330.00
280-22210-000-000-000000	UNAVAILABLE REVENUE - TAXES		-930.01
280-29300-000-000-000000	FUND BALANCE		-725,203.30
Current Year Revenue/Expense		103,989.73	
	Fund totals:	751,629.31	-751,629.31

Fund: 282 OWATONNA HRA HUD SECTION 8

City of Owatonna
Balance Sheet
Period Ending: 7/2025

Account Number	Description	Debit	Credit
282-10100-000-000-000000	CASH	100,395.92	
282-10150-000-000-000000	RESTRICTED CASH - FSS DEPOSITS	26,596.12	
282-11500-000-000-000000	ACCOUNTS RECEIVABLE	1,214.00	
282-13200-000-000-000000	DUE FROM OTHER GOVERNMENTS	2,939.31	
282-20100-000-000-000000	ACCOUNTS PAYABLE	1,078.00	
282-22250-000-000-000000	FSS DEPOSITS		-26,596.12
282-29300-000-000-000000	FUND BALANCE		-76,526.23
Current Year Revenue/Expense			-29,101.00
	Fund totals:	-----132,223.35	-----132,223.35
	***** End of Report *****		

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	126	98	239	99
Total All Locations	128	100	241	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	23	18	70
Non-Elderly Heads of Household (age 61 or less)	105	82	46
Near-Elderly Heads of Household (ages 55 to 61)	27	21	58
Other Heads of Household (age 54 or less)	78	61	41
Female Heads of Household	90	70	50
Elderly	19	21	71
Non-Elderly	71	79	44
Near-Elderly	12	13	59
Other	59	66	41
Male Heads of Household	38	30	51
Elderly	4	11	65
Non-Elderly	34	89	49
Near-Elderly	15	39	58
Other	19	50	42
Disabled/Handicapped Heads of Household	86	67	55
Male	32	37	50
Female	54	63	55
Non-Minority Heads of Household	91	71	
Minority Heads of Household	37	29	
Black/African American	26	20	
American Indian/Alaska Native	1	1	
Hispanic	10	8	
# of Family Members younger than 18 years	86		11
# of Families with children	42	33	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$72,755	3.0	17	5
General Assistance	\$365,922	14.8	119	38
Military Pay	\$2,106	0.1	1	0
Other Nonwage Sources	\$97,092	3.9	16	5
SSI	\$785,486	31.9	70	22
Social Security	\$528,930	21.4	49	16
TANF (formerly AFDC)	\$1,368	0.1	1	0
Unemployment Benefits	\$21,268	0.9	2	1
Other Wage	\$590,962	24.0	40	13
Total All Income Sources	\$2,465,890	100	315	100

Public Assistance is the sole source of income for 9% of households.

Households that are working comprise 27% of households.

Of the working households, 0% of households also receive TANF.

Time: 13:11:58

Demographic Statistics Report**Vouchers - All Projects**

Average Tenant Rent (0-Bdrm)	\$377
Average Tenant Rent (1-Bdrm)	\$319
Average Tenant Rent (2-Bdrm)	\$335
Average Tenant Rent (3-Bdrm)	\$424
Average Tenant Rent (4-Bdrm)	\$499
Average Tenant Rent (5-Bdrm)	\$569
Average Tenant Rent (Combined)	\$354
Average TTP (rent + utilities per month)	\$395
Average Housing Assistance Payment	\$607

Length of Time On Program	Count	Percent
Less than 1 years	17	13
Less than 2 years	25	20
Less than 3 years	17	13
Less than 4 years	13	10
Less than 5 years	11	9
Less than 6 years	3	2
Less than 7 years	1	1
Less than 8 years	3	2
Less than 9 years	4	3
Less than 10 years	7	5
More than 10 years	27	21

Broad Range of Income	Count	Percent
\$0 - \$5,000	0	0
\$5,000 - \$10,000	10	8
\$10,000 - \$15,000	34	27
\$15,000 - \$20,000	43	34
\$20,000 - \$25,000	14	11
More than \$25,000	25	20

Income Levels	Count	Percent
Over Income	128	100

Demographic Statistics Report**Bridges - All Projects**

Unit Locations	HoH Count	Percent	Fam Count	Percent
Dodge Center	1	2	2	2
Ellendale	1	2	2	2
Janesville	1	2	1	1
Kasson	1	2	3	3
Owatonna	40	85	76	87
Waseca	2	4	2	2
West Concord	1	2	1	1
Total All Locations	47	100	87	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	2	4	68
Non-Elderly Heads of Household (age 61 or less)	45	96	37
Near-Elderly Heads of Household (ages 55 to 61)	0	0	0
Other Heads of Household (age 54 or less)	45	96	37
Female Heads of Household	27	57	38
Elderly	1	4	73
Non-Elderly	26	96	37
Near-Elderly	0	0	0
Other	26	96	37
Male Heads of Household	20	43	40
Elderly	1	5	62
Non-Elderly	19	95	39
Near-Elderly	0	0	0
Other	19	95	39
Disabled/Handicapped Heads of Household	12	26	46
Male	7	58	41
Female	5	42	46
Non-Minority Heads of Household	37	79	
Minority Heads of Household	10	21	
Black/African American	3	6	
American Indian/Alaska Native	1	2	
Hispanic	7	15	
# of Family Members younger than 18 years	33		9
# of Families with children	14	30	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$28,527	4.6	5	6
General Assistance	\$240,876	38.8	62	69
SSI	\$38,004	6.1	5	6
Social Security	\$111,376	17.9	8	9
Other Wage	\$202,499	32.6	10	11
Total All Income Sources	\$621,284	100	90	100

Public Assistance is the sole source of income for 36% of households.

Households that are working comprise 21% of households.

Of the working households, 0% of households also receive TANF.

Time: 13:11:06

Demographic Statistics Report**Bridges - All Projects**

Average Tenant Rent (0-Bdrm)	\$154
Average Tenant Rent (1-Bdrm)	\$173
Average Tenant Rent (2-Bdrm)	\$286
Average Tenant Rent (3-Bdrm)	\$527
Average Tenant Rent (4-Bdrm)	\$145
Average Tenant Rent (Combined)	\$247
Average TTP (rent + utilities per month)	\$239
Average Housing Assistance Payment	\$731

Length of Time On Program	Count	Percent
Less than 1 years	30	64
Less than 2 years	8	17
Less than 3 years	7	15
Less than 4 years	2	4
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	13
\$5,000 - \$10,000	13	33
\$10,000 - \$15,000	7	18
\$15,000 - \$20,000	5	13
\$20,000 - \$25,000	5	13
More than \$25,000	5	13

Income Levels	Count	Percent
Over Income	47	100