



**HOUSING & REDEVELOPMENT AUTHORITY
MEETING**

**Monday, September 22, 2025 at 4:00 PM
Council Chambers, City Hall at 540 West Hills Circle
Roll Call: Dotson, Hole, Kropp, Olivo, Osman**

1. HRA Agenda - September 22, 2025

1.1. HRA Agenda

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

3. Approval of Last Meeting Minutes

3.1. HRA Minutes - August 25, 2025

4. Executive Director's Report

5. Old Business

5.1. Housing Choice Voucher Updates

5.2. Mainstream Voucher Updates

5.3. Bridges Demographics

5.4. Bring It Home Updates

5.5. NSPIRE Updates

6. Other / New Business

6.1. Resolution Signatures

7. Adjournment



Regular Meeting

Monday, September 22, 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: August 25, 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
 - e. NSPIRE updates
5. Other/New business:
 - a. Resolution signatures.
6. Adjourn

Next scheduled meeting is Monday, October 27, 2025.



MINUTES
OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY
REGULAR MEETING on AUGUST 25, 2025

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:03 pm in the Crandall Small Conference Room by Chairperson Olivo.

Members present were Vicki Olivo, Julie Fiske, Lindsay Schultz, and Rebecca Rand. Commissioner Nathan Dotson was absent. 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 Fiske and seconded by Schultz to approve the minutes of the July 28, 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. He said the tax credit application for Eastgate 2 has been submitted and they won't hear until December. Aire Apartments has started construction. Ascend 2 is working on financing. The project is still being modified. There is a loan agreement for Mineral Springs Estates. He is still waiting on getting development numbers for the Partridge Avenue lots. Apartment projects are cooling down a bit.

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 HCV is at a standstill due to HUD funding. He gave an update on the reserves, and they are not where HUD recommends the reserves should be. The people who have recently dropped off the program have not increased the reserves because their HAP portions are not large enough. There has been a decline in voucher numbers but not in dollar figures to bring the reserves up, so we are stuck in a holding pattern right now. He gave a refresher on the \$500 rule. If the client makes \$500 and already has an income, they don't have to let us know, but at the annual reexamine, everything counts. A motion was made by Fiske and seconded by Schultz to approve the reports as presented. All Commissioners voting Aye, the motion carried.

Other / New Business: Madkour said that we need to vote in a Board Secretary. They need the Board Chair and Secretary to sign resolutions. He wasn't able to get finalized resolutions from HUD, but he will need the necessary resolutions signed by next meeting. A motion was made by Fiske to nominate Nathan Dotson as Secretary with a second by Schultz. All Commissioners voting Aye, the motion carried.

Next Meeting: The next meeting will be Monday, September 22, 2025.

Adjournment: There being no further business, a motion to adjourn was made by Schultz and seconded by Fiske. All Commissioners voting Aye, the motion carried. The meeting adjourned at 4:41 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: SEPTEMBER 22, 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

Total Balance:	\$725,203.30
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MHFA BRIDGES PROGRAM

Monthly HAP Revenue	\$26,968.00
Monthly Admin Revenue	\$ 3,240.00
Monthly Expense	\$30,208.00
Occupancy:	39
Average HAP:	\$691.49

COUNTY BRIDGES PROGRAM

Monthly HAP Revenue	\$7,468.00
Monthly HAP Expense	\$7,468.00
Occupancy:	9
Average HAP:	\$829.78

MAINSTREAM VOUCHER PROGRAM

Monthly HAP Revenue	\$18,752.00
Monthly HAP Expense	\$18,752.00
Occupancy:	30 out of 40 vouchers
Average HAP:	\$625.07

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

YTD Revenue:	\$546,407.00
YTD Expense:	\$510,637.00
Total Cash Balance:	\$76,526.23
Households in Steele Co:	92
Average HAP:	\$608.01
Households Portable Out:	0
Average HAP:	\$0.00
Total Assisted Households:	92 out of 117 vouchers
Households Ported In Billing:	3

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

City of Owatonna
Balance Sheet
Period Ending: 8/2025

Fund: 280 OWATONNA HRA

Account Number	Description	Debit	Credit
280-10100-000-000-000000	CASH	415,874.58	
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		-1,109.00
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		133,589.72	
	Fund totals:	738,572.31	-738,572.31

Fund: 282 OWATONNA HRA HUD SECTION 8

City of Owatonna
Balance Sheet
Period Ending: 8/2025

Account Number	Description	Debit	Credit
282-10100-000-000-000000	CASH	21,633.17	
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	3,873.00	
282-22250-000-000-000000	FSS DEPOSITS		-26,596.12
282-29300-000-000-000000	FUND BALANCE		-76,526.23
Current Year Revenue/Expense		46,866.75	
	Fund totals:	103,122.35	-103,122.35
***** End of Report *****			

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	128	98	247	99
Total All Locations	130	100	249	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	24	18	70
Non-Elderly Heads of Household (age 61 or less)	106	82	45
Near-Elderly Heads of Household (ages 55 to 61)	25	19	58
Other Heads of Household (age 54 or less)	81	62	41
Female Heads of Household	91	70	49
Elderly	20	22	71
Non-Elderly	71	78	43
Near-Elderly	10	11	59
Other	61	67	41
Male Heads of Household	39	30	51
Elderly	4	10	65
Non-Elderly	35	90	49
Near-Elderly	15	38	58
Other	20	51	43
Disabled/Handicapped Heads of Household	88	68	54
Male	33	38	50
Female	55	63	54
Non-Minority Heads of Household	93	72	
Minority Heads of Household	37	28	
Black/African American	26	20	
American Indian/Alaska Native	1	1	
Hispanic	10	8	
# of Family Members younger than 18 years	91		11
# of Families with children	44	34	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$67,509	2.5	17	5
General Assistance	\$407,760	15.1	126	38
Military Pay	\$2,106	0.1	1	0
Other Nonwage Sources	\$94,980	3.5	15	5
SSI	\$759,939	28.1	70	21
Social Security	\$538,488	19.9	49	15
TANF (formerly AFDC)	\$1,368	0.1	1	0
Unemployment Benefits	\$21,268	0.8	2	1
Other Wage	\$810,141	30.0	47	14
Total All Income Sources	\$2,703,560	100	328	100

Public Assistance is the sole source of income for 8% of households.
Households that are working comprise 31% of households.
Of the working households, 0% of households also receive TANF.

Average Household Income	\$20,797
Average Tenant Rent (0-Bdrm)	\$377
Average Tenant Rent (1-Bdrm)	\$322
Average Tenant Rent (2-Bdrm)	\$363
Average Tenant Rent (3-Bdrm)	\$460
Average Tenant Rent (4-Bdrm)	\$458
Average Tenant Rent (5-Bdrm)	\$569
Average Tenant Rent (Combined)	\$369

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

Average TTP (rent + utilities per month)	\$413
Average Housing Assistance Payment	\$602

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	18	14
Less than 2 years	23	18
Less than 3 years	18	14
Less than 4 years	15	12
Less than 5 years	11	8
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	1	1
More than 10 years	33	25

<u>Broad Range of Income</u>	<u>Count</u>	<u>Percent</u>
\$0 - \$5,000	0	0
\$5,000 - \$10,000	9	7
\$10,000 - \$15,000	32	25
\$15,000 - \$20,000	43	33
\$20,000 - \$25,000	13	10
More than \$25,000	32	25

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Extremely Low	114	88
Very Low	14	11
Low	2	2
Over Income	0	0

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

Unit Locations	HoH Count	Percent	Fam Count	Percent
Dodge Center	2	4	3	4
Ellendale	1	2	2	2
Janesville	1	2	1	1
Kasson	1	2	3	4
Owatonna	40	83	71	86
Waseca	2	4	2	2
West Concord	1	2	1	1
Total All Locations	48	100	83	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	3	6	66
Non-Elderly Heads of Household (age 61 or less)	45	94	37
Near-Elderly Heads of Household (ages 55 to 61)	1	2	56
Other Heads of Household (age 54 or less)	44	92	36
Female Heads of Household	27	56	38
Elderly	1	4	73
Non-Elderly	26	96	37
Near-Elderly	1	4	56
Other	25	93	36
Male Heads of Household	21	44	39
Elderly	2	10	62
Non-Elderly	19	90	36
Near-Elderly	0	0	0
Other	19	90	36
Disabled/Handicapped Heads of Household	13	27	48
Male	7	54	41
Female	6	46	48
Non-Minority Heads of Household	39	81	
Minority Heads of Household	9	19	
Black/African American	3	6	
American Indian/Alaska Native	1	2	
Hispanic	6	13	
# of Family Members younger than 18 years	28		8
# of Families with children	13	27	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$24,417	4.0	4	4
General Assistance	\$253,896	41.1	67	70
SSI	\$49,848	8.1	7	7
Social Security	\$94,960	15.4	7	7
Other Wage	\$194,445	31.5	11	11
Total All Income Sources	\$617,567	100	96	100

Public Assistance is the sole source of income for 38% of households.
Households that are working comprise 21% of households.
Of the working households, 0% of households also receive TANF.

Average Household Income	\$12,866
Average Tenant Rent (0-Bdrm)	\$157
Average Tenant Rent (1-Bdrm)	\$193
Average Tenant Rent (2-Bdrm)	\$311
Average Tenant Rent (3-Bdrm)	\$393
Average Tenant Rent (4-Bdrm)	\$145
Average Tenant Rent (Combined)	\$246
Average TTP (rent + utilities per month)	\$238

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

Average Housing Assistance Payment \$710

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	30	63
Less than 2 years	9	19
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

<u>Broad Range of Income</u>	<u>Count</u>	<u>Percent</u>
\$0 - \$5,000	5	12
\$5,000 - \$10,000	12	29
\$10,000 - \$15,000	10	24
\$15,000 - \$20,000	6	14
\$20,000 - \$25,000	3	7
More than \$25,000	6	14

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Extremely Low	44	92
Very Low	4	8
Low	0	0
Over Income	0	0