CITY OF OWATONNA

HOUSING & REDEVELOPMENT AUTHORITY MEETING

Monday, January 26, 2026 at 4:00 PM
Council Chambers, City Hall at 540 West Hills Circle
Roll Call: Dotson, Hole, Kropp, Olivo, Osman

1. **Agenda**
   1.1. HRA Board Agenda - January 26, 2026
2. **Roll Call**
3. **Approval of Last Meeting Minutes**
   3.1. Approve December 22, 2025 Minutes
4. **Executive Director's Report**
5. **Old Business**
   5.1. Housing Choice Vouchers Updates
   5.2. Mainstream Voucher Updates
   5.3. Bridges Updates
   5.4. Bring It Home Updates
6. **Other / New Business**
   6.1. 2025 Clients' Final Numbers
   6.2. 2026 Budget & Reesolution
7. **Adjournment**

CITY OF
OWATONNA

Housing & Redevelopment Authority of Owatonna

Regular Meeting

Monday, January 26, 2026

4:00 PM

City Hall/Crandall Small Conference Room 120

Preliminary Agenda

1. Roll Call: Dotson, Fiske, Olivo, Rand, Schultz
2. Approval of Previous Meeting Minutes for December 22, 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
5. Other/New business:
    a. 2025 Clients' final numbers
    b. 2026 Budget & Resolution
6. Adjourn

Next scheduled meeting is Monday, February 23, 2026.

MINUTES
HOUSING AND REDEVELOPMENT AUTHORITY OF OWATONNA
REGULAR MEETING on December 22, 2025

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:02 pm in the Crandall Small Conference Room by Chairperson Vicki Olivo.

Members present were Nathan Dotson, Julie Fiske, Vicki Olivo, and Lindsay Schultz. Also, present were Community Development Director Troy Klecker, Housing Manager Ghassan Madkour.

Approval of the Minutes: A motion was made by Dotson and seconded by Schultz to approve the minutes of November 24, 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. Klecker said that he is hearing from developers and property owners that everything is full. It goes back to the market—the demand is definitely there. The Aire Apartments are doing well. They are all framed up and are looking at opening by early summer. Mineral Springs Estates is moving along and getting everything recorded toward the end of the year. They plan to start the project in the spring. We have heard that we are not on the funded list for Eastgate 2, which is incredibly disappointing as we have been working on that for three years. A lot of metro projects get funded and rural projects are a little light. This is extremely frustrating. The developer is not giving up on this project yet. This is their first project in town that has not been funded on the first attempt. MN Housing changed all their criteria considerably two years ago, and it's been hard to figure out the formula to get funded. They are still pursuing the Partridge property. Klecker said that he has presented it to the County Board. They have some State Aid dollars they have to put toward affordable housing. We applied for the most you could--$200,000. They are holding for us to put this project together, but they want to make sure that the project is going to go forward, and they want some safeguards so that someone couldn't just turn around and sell the house. That doesn't still quite fund everything. He said he will come back with the numbers for the HRA. If there is a small gap, he may ask the HRA to help. He said that Stormwater may also pay for a portion of the project. The Single-Family Incentive programs have done well. He will talk to Council to see if they want to do it again in 2026. There was some discussion about Ascend South. Klecker said that it will be 57 apartment units added, which are needed.

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 they are trying to get back into a good reserve position before taking on more clients or vouchers. In the meantime, other clients have lost jobs or income, so the reserve is not being built. He said that there are five people asking about porting, but they can't port right now unless the agencies are going to absorb them. He said that the issue with shortfall is that it takes a lot of people to get it cleared. We are currently at 36 clients on Mainstream. We have had the program since Covid. He said he is waiting for the 2025 numbers. He said that Bridges is still on hold. There were three vouchers freed up and so he is taking on three new clients. He said that they are going through MN Prairie for Bridges. The name has changed to AMHI (Adult Mental Health Initiative) Housing Subsidy instead of Bridges Like. He said that Kim is doing fantastic. Right now they are working on getting all the paperwork relabeled. He gave some updates about the Bring It Home Program. It will have its own waitlist. A motion was made by Fiske and seconded by Dotson to approve the reports as presents. All Commissioners voting Aye, the motion carried.

Other / New Business:

Klecker asked the Commissioners what they are hearing about housing in Owatonna. There was some discussion about demand for affordable housing and the demand for apartments.

Next Meeting: The next meeting will be Monday, January 26, 2026.

Adjournment: There being no further business, a motion to adjourn was made by Dotson and seconded by Schultz. All Commissioners voting Aye, the motion carried. The meeting adjourned at 4:50 pm.

Respectfully Submitted,
Ghassan Madkour
Housing Manager

MEMORANDUM

TO: OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY BOARD

FROM: GHASSAN MADKOUR, HOUSING MANAGER

SUBJECT: MONTHLY DEMOGRAPHICAL AND FINANCIAL DATA

DATE: JAMUARY 26, 2026

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:	$623,771.27
YTD Expenses:	$650,089.65

MHFA BRIDGES PROGRAM

Monthly HAP Revenue	$29,129.00
Monthly Admin Revenue	$ 3,240.00
Monthly Expense	$32,369.00
Occupancy:	40
Average HAP:	$728.23

COUNTY BRIDGES PROGRAM

Monthly HAP Revenue	$6,934.00
Monthly HAP Expense	$6,934.00
Occupancy:	10
Average HAP:	$693.40

MAINSTREAM VOUCHER PROGRAM

Monthly HAP Revenue	$20,403.71
Monthly HAP Expense	$20,403.71
Occupancy:	36 out of 40 vouchers
Average HAP:	$566.77

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

YTD Revenue:	$1,165,235.19
YTD Expense:	$1,065,686.11
Households in Steele Co:	87
Average HAP:	$552.45
Households Portable Out:	0
Average HAP:	$0.00
Total Assisted Households:	87 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.

Description **HRA Revenues**	Year Budget	Month Actual	Year to Date Actual
PROPERTY TAXES MOBILE	- 215,000.00		- 213,158.75
HOME TAX STEELE			- 55.89
COUNTY - HOUS OTHER	- 55,000.00	- 13,563.00	- 60,659.00
REVENUE		- 92.00	- 415.00
HUD - SEC 8 MGMT FEE TIF	- 20,000.00		
ADMINISTRATIVE F	- 5,823.00		- 2,933.25
INTEREST EARNINGS	- 8,000.00		- 4,147.38
RENT/RENTALS	- 36,000.00	- 2,000.00	- 33,975.00
STATE - HOUSING BRID	- 253,250.00	- 58,618.00	- 279,502.00
STATE - HOUSING BRID	- 18,000.00	- 6,723.00	- 28,925.00
EXP. WAGES - REGULAR	107,321.00	8,426.70	107,831.65
FT WAGES - REGULAR PT	44,214.00	1,599.46	18,413.93
WAGES - OT			
PERA	11,365.00	756.03	9,517.31
FICA	11,592.00	736.82	9,287.54
INSURANCE	14,675.00	1,446.56	17,359.97
WORKERS COMP	894.00	57.47	723.43
INSURAN OFFICE	2,400.00	106.10	3,277.32
SUPPLIES MOTOR FUELS &			127.78
LUBRIC OTHER	14,000.00	14,000.00	16,275.00
PROFESSIONAL S	1,300.00		925.00
BACKGROUND CHECKS	600.00	38.41	481.75
PHONE	1,300.00	73.12	1,417.72
POSTAGE	1,700.00	32.48	214.87
TRAVEL & TRAINING	4,000.00	240.00	4,193.00
OPERATIONAL SERVICES	200.00		844.07
ADVERTISING & PROMOT	500.00	102.03	1,591.24
MEMBERSHIPS & SUBSCR	4,700.00		4,700.00
PROPERTY & LIABILITY	6,000.00	3,315.00	16,824.66
RENTAL PROPERTY EXPE	500.00		79.09
REPAIR & MAINT - EQU		170.89	1,025.82
REPAIR & MAINT - OTH	1,667.00		1,667.00
SOUTHERN MN INITIATI	55,000.00	6,934.00	72,502.00
HOUSING PAYMENTS - S	50,000.00		20,373.50
LAND PROJECTS	25,000.00	2,083.00	25,000.00
RENTAL CERTIFICATION		1,000.00	12,000.00
INTERFUND SERVICES	12,000.00		
TRANSFER-OUT HOUSING	271,250.00	30,283.00	303,436.00
PAYMENTS - B			

Description **HUD**	Year Budget	Month Actual	Year to Date Actual
FEDERAL - PROGRAM	- 754,820.00	- 105,919.00	- 777,553.00
FEDERAL - ADMIN	- 116,987.00	- 14,041.00	- 105,178.00
FEDERAL - PROGRAM (M		- 35,448.00	- 224,719.00
FEDERAL - ADMIN (MS)		- 5,549.00	- 28,891.00
FEDERAL - OTHER	- 180,000.00		
OTHER HA - PORT IN H	- 100,000.00	- 3,051.64	- 25,599.64
OTHER HA - PORT IN A	- 8,000.00	- 170.30	- 1,199.52
OTHER HA-PORT IN UTI	- 1,000.00		- 348.00
FRAUD RECOVERY - HAP	- 2,500.00		- 591.00
FRAUD RECOVERY - ADM	- 2,500.00		- 591.00
INTEREST EARNINGS	- 500.00		- 565.13
WAGES - REGULAR FT	52,394.00	4,135.35	51,566.04
WAGES - REGULAR PT	20,097.00	1,599.47	8,399.20
PERA	5,437.00	422.70	4,408.43
FICA	5,546.00	407.80	4,212.76
INSURANCE	10,332.00	839.24	10,069.32
WORKERS COMP INSURAN	428.00	32.13	335.11
AUDIT & ACCOUNTING S	17,087.00		54,600.00
MANAGEMENT FEES	7,500.00		
PORT OUT ADMIN	1,750.00		1,167.18
TRAVEL & TRAINING	600.00		162.65
MAINSTREAM HAP	180,000.00	20,347.00	210,563.00
MS PORT OUT	2,200.00		
MS PORT OUT ADMIN	800.00	56.71	113.42
MS PORT OUT UA	200.00		
PORT OUT UA	752.00		
HOME OWNERSHIP HAP	12,000.00	1,146.00	13,175.00
HOUSING PYMTS HAP	754,820.00	46,685.00	655,889.00
UTILITY PYMTS HAP	2,000.00	232.00	3,421.00
PORTABLE HSG PYMTS	19,000.00		21,943.00
PORTABLE UTIL PYMTS	550.00		
PORTABLE REC HAP	70,000.00	3,281.00	25,661.00

City of Owatonna
Balance Sheet
Period Ending: 12/2025

Fund: 280 OWATONNA HRA

Account Number	Description	Debit	Credit
280-10100-000-000-000000	CASH	489,986.81	
280-10700-000-000-000000	TAXES REC - DELINQUENT		-26.82
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	67,342.13	
280-14200-000-000-000000	LAND HELD FOR RESALE	162,108.00	
280-20100-000-000-000000	ACCOUNTS PAYABLE		-17,858.89
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	804.77	
280-29300-000-000-000000	FUND BALANCE		-726,010.38
Current Year Revenue/Expense		26,318.38	
	Fund totals:	755,226.09	-755,226.09

City of Owatonna
Balance Sheet
Fund: 282 OWATONNA HRA HUD SECTION 8 Period Ending: 12/2025

Account Number	Description	Debit	Credit
282-10100-000-000-000000	CASH	94,885.10	
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	77,577.31	
282-20100-000-000-000000	ACCOUNTS PAYABLE	2,399.00	
282-22250-000-000-000000	FSS DEPOSITS		-26,596.12
282-29300-000-000-000000	FUND BALANCE		-76,526.23
Current Year Revenue/Expense			-99,549.18
	Fund totals:	202,671.53	-202,671.53

******* End of Report *********

Demographic Statistics Report

Vouchers - All Projects

Unit Locations	HoH Count	Percent	Fam Count	Percent
	1	1	1	0
Blooming Prairie	1	1	1	0
Ellendale	1	1	1	0
Owatonna	125	98	238	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)	26	20	69
Non-Elderly Heads of Household (age 61 or less)	102	80	45
Near-Elderly Heads of Household (ages 55 to 61)	27	21	58
Other Heads of Household (age 54 or less)	75	59	40
Female Heads of Household	89	70	49
Elderly	20	22	71
Non-Elderly	69	78	43
Near-Elderly	12	13	58
Other	57	64	40
Male Heads of Household	39	30	51
Elderly	6	15	65
Non-Elderly	33	85	49
Near-Elderly	15	38	58
Other	18	46	42
Disabled/Handicapped Heads of Household	89	70	54
Male	33	37	50
Female	56	63	54
Non-Minority Heads of Household	90	70	
Minority Heads of Household	38	30	
Black/African American	26	20	
American Indian/Alaska Native	1	1	
Hispanic	11	9	
# of Family Members younger than 18 years	87		11
# of Families with children	43	34	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	$64,734	2.3	17	5
General Assistance	$393,666	14.0	126	39
Other Nonwage Sources	$89,592	3.2	12	4
SSI	$746,827	26.6	69	21
Social Security	$511,233	18.2	47	14
TANF (formerly AFDC)	$1,368	0.0	1	0
Unemployment Benefits	$13,416	0.5	1	0
Other Wage	$982,905	35.1	54	17
Total All Income Sources	$2,803,742	100	327	100

Public Assistance is the sole source of income for 9% of households.
Households that are working comprise 33% of households.
Of the working households, 0% of households also receive TANF.

Average Household Income	$21,904
Average Tenant Rent (0-Bdrm)	$255
Average Tenant Rent (1-Bdrm)	$326
Average Tenant Rent (2-Bdrm)	$413
Average Tenant Rent (3-Bdrm)	$587
Average Tenant Rent (4-Bdrm)	$740
Average Tenant Rent (5-Bdrm)	$569
Average Tenant Rent (Combined)	$416

Demographic Statistics Report

Vouchers - All Projects

Average TTP (rent + utilities per month)	$463
Average Housing Assistance Payment	$551

Length of Time On Program	**Count**	**Percent**
Less than 1 years	15	12
Less than 2 years	17	13
Less than 3 years	24	19
Less than 4 years	14	11
Less than 5 years	12	9
Less than 6 years	3	2
Less than 7 years	2	2
Less than 8 years	3	2
Less than 9 years	2	2
Less than 10 years	3	2
More than 10 years	32	25

Broad Range of Income	**Count**	**Percent**
$0 - $5,000	0	0
$5,000 - $10,000	10	8
$10,000 - $15,000	33	26
$15,000 - $20,000	36	28
$20,000 - $25,000	8	6
More than $25,000	40	31

Income Levels	**Count**	**Percent**
Over Income	128	100

Owatonna H.R.A.

Demographic Statistics Report

Bridges - All Projects

Unit Locations	HoH Count	Percent	Fam Count	Percent
Dodge Center	1	2	1	1
Ellendale	1	2	2	2
Janesville	1	2	1	1
Kasson	3	6	6	7
Owatonna	43	84	73	85
Waseca	1	2	1	1
West Concord	1	2	2	2
Total All Locations	51	100	86	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)	48	94	39
Near-Elderly Heads of Household (ages 55 to 61)	2	4	59
Other Heads of Household (age 54 or less)	46	90	38
Female Heads of Household	30	59	40
Elderly	1	3	74
Non-Elderly	29	97	39
Near-Elderly	2	7	59
Other	27	90	37
Male Heads of Household	21	41	41
Elderly	2	10	62
Non-Elderly	19	90	39
Near-Elderly	0	0	0
Other	19	90	39
Disabled/Handicapped Heads of Household	15	29	47
Male	7	47	44
Female	8	53	47
Non-Minority Heads of Household	42	82	
Minority Heads of Household	9	18	
Black/African American	3	6	
American Indian/Alaska Native	1	2	
Hispanic	6	12	
# of Family Members younger than 18 years	29		8
# of Families with children	13	25	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	$19,308	3.0	3	3
General Assistance	$250,536	39.4	68	68
SSI	$80,064	12.6	10	10
Social Security	$78,904	12.4	6	6
Other Wage	$207,667	32.6	13	13
Total All Income Sources	$636,480	100	100	100

Public Assistance is the sole source of income for 37% of households.
Households that are working comprise 22% of households.
Of the working households, 0% of households also receive TANF.

Average Household Income	$12,480
Average Tenant Rent (0-Bdrm)	$213
Average Tenant Rent (1-Bdrm)	$199
Average Tenant Rent (2-Bdrm)	$284
Average Tenant Rent (3-Bdrm)	$413
Average Tenant Rent (4-Bdrm)	$145
Average Tenant Rent (Combined)	$244
Average TTP (rent + utilities per month)	$234

Average Housing Assistance Payment $717

Length of Time On Program	Count	Percent
Less than 1 years	26	51
Less than 2 years	13	25
Less than 3 years	9	18
Less than 4 years	3	6
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	4	9
$5,000 - $10,000	14	32
$10,000 - $15,000	10	23
$15,000 - $20,000	4	9
$20,000 - $25,000	5	11
More than $25,000	7	16

Income Levels	Count	Percent
Over Income	51	100