



HOUSING & REDEVELOPMENT AUTHORITY MEETING

Monday, April 27, 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. Agenda

2. Roll Call

3. Approval of Last Meeting Minutes

3.1. March Meeting Minutes

4. Executive Director's Report

5. Old Business

5.1. Housing Choice Vouchers

5.2. Mainstream Vouchers

5.3. Bridges

5.4. Housing Subsidy

5.5. Bring It Home

5.6. Homeownership

6. Other/New Business

6.1. Project Community Connect

6.2. May meeting is the same day as Memorial Day

7. Adjournment



Regular HRA Meeting

Monday, April 27, 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 March 23, 2026
3. Executive Directors Report
4. Old Business:
 - a. Housing Choice Vouchers
 - b. Mainstream Voucher
 - c. Bridges
 - d. Housing Subsidy
 - e. Bring It Home
 - f. Homeownership
5. Other/New business:
 - a. Project Community Connect
 - b. May meeting is the same day as Memorial Day.
6. Adjourn

Next scheduled meeting is Monday, June 22, 2026.

MINUTES
HOUSING AND REDEVELOPMENT AUTHORITY OF OWATONNA
REGULAR MEETING on March 23, 2026

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:01 pm in the Crandall Small Conference Room by Chairperson Vicki Olivo.

Members present were Nathan Dotson, Julie Fiske, Vicki Olivo, Lindsay Schultz, and Rebecca Rand. Also present were Housing Manager Ghassan Madkour, and Senior Administrative Technician Kristen Kopp.

Approval of the Minutes: A motion was made by Dotson and seconded by Fiske to approve the minutes of January 26, 2026, HRA Board meeting. All Commissioners voting Aye, the motion carried.

Executive Director's Report: Klecker was not present, but he said there have been no changes.

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. We're at 85 local vouchers, two more that are Homeownership, and the last one is a port-out in Dakota County. They are tight with issuing any new HUD funding. There are four port-ins that we are billing other counties for. We are not absorbing because we can't. He can cut back a little on payment standards for families if needed, but he has not yet. That will require a HRA Board vote. Mainstream is at 35 vouchers, and we are still doing okay there. There are seven applications out for Mainstream. Bridges is at 41 for State Bridges, and are a little over-budget. That goes until June 2027, so people will likely be coming off the program before then. The Housing Subsidy program was awarded an additional \$15,000 which brings the annual budget to \$80,000 for that grant. He said the Bring It Home program is now active and there are five applications in. It will work the same as Bridges—there are vouchers allotted but because it's a grant, it is limited to spendings. There are 180 clients total for all programs. Schultz asked how this compares to last year. Madkour said we've been hovering in the upper 170s and low 180s. He said there was a letter from HUD on REAC that they will not allow the extension, but it came three days after the due date. He said he fought for an extension, and they gave one until March 13. He was on the phone with ABDO (interim city finance company), and in the meantime we hired an outside agency (Hawkins and Ash) to assist with REAC numbers and reporting. He explained to the HRA Board what the process and need for REAC reporting is to HUD. He said that Kim is doing a great job and she's been able to take a lot of the day-to-day paperwork so he can focus on the reporting and cleaning up the administrative services. 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 other things HUD is doing, they are making little changes here and there, but not informing us. He's had to redo the annual plan again and it needs wet signatures and it has been coded to match the Civil Rights certification. Vicki and Troy will need to sign it. The second one was the resolution. Our final budget numbers came through \$1.260,804 Million because the numbers were not finalized by ABDO until recently.

Madkour gave an update on the Housing Subsidy Program. He said that anyone that comes on will need a letter from their doctor or a professional that can assess the diagnosis. The Housing Subsidy Program local grant is through MN Prairie County Alliance.

Madkour gave an update on the Homeownership Program. They sent letters to all HCV and Mainstream clients. They had 23 clients come to an orientation at the library. Various banking, mortgage and housing representatives presented the process and benefits of the homeownership program. There are two ladies and one gentleman on the program moving forward with applications at this point. Three Rivers does all

the paperwork and until they are either qualified or not. The HRA does only one inspection prior to closing.

Madkour said he is going to reapply for some Veteran vouchers. He has been denied in the past because Rochester is too close and they have VASH vouchers. He said he's just asking for five or six vouchers.

Next Meeting: The next meeting will be Monday, April 27, 2026.

Adjournment: There being no further business, a motion to adjourn was made by Dotson and seconded by Fiske. All Commissioners voting Aye, the motion carried. The meeting adjourned at 4:58 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: APRIL 27, 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:	\$133,466.00
YTD Expenses:	\$218,018.24

MHFA BRIDGES PROGRAM

Monthly HAP Revenue	\$33,495.00
Monthly Admin Revenue	\$ 3,402.00
Monthly Expense	\$36,897.00
Occupancy:	42
Average HAP:	\$878.50

AMHI HOUSING SUBSIDY 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	\$19,806.71
Monthly HAP Expense	\$19,806.71
Occupancy:	35 out of 40 vouchers
Average HAP:	\$565.91
Households Portable Out:	1

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

YTD Revenue:	\$225,298.00
YTD Expense:	\$198,088.00
Households in Steele Co:	88
Average HAP:	\$564.51
Households Portable Out:	1
Average HAP:	1500.00
Total Assisted Households:	88 out of 117 vouchers
Households Ported In Billing:	4

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

City of Owatonna
Balance Sheet
Period Ending: 4/2026

Fund: 280 OWATONNA HRA

Account Number	Description	Debit	Credit
280-10100-000-000-000000	CASH	575,242.15	
280-12900-000-000-000000	LOANS RECEIVABLE	6,170.00	
280-13200-000-000-000000	DUE FROM OTHER GOVERNMENTS	2,112.13	
280-14200-000-000-000000	LAND HELD FOR RESALE	162,108.00	
280-16200-000-000-000000	BUILDINGS	52,000.00	
280-16210-000-000-000000	A/D BUILDINGS		-23,476.00
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		-6,170.00
280-22332-000-000-000000	UNEARNED - OTHER		-43,900.00
280-29300-000-000-000000	FUND BALANCE		-804,529.52
Current Year Revenue/Expense		84,552.24	
	Fund totals:	882,184.52	-882,184.52

Fund: 282 OWATONNA HRA HUD SECTION 8

City of Owatonna
Balance Sheet
Period Ending: 4/2026

Account Number	Description	Debit	Credit
282-10100-000-000-000000	CASH	73,149.52	
282-10150-000-000-000000	RESTRICTED CASH - FSS DEPOSITS	27,158.96	
282-13200-000-000-000000	DUE FROM OTHER GOVERNMENTS	791.31	
282-20100-000-000-000000	ACCOUNTS PAYABLE	1,474.00	
282-22250-000-000-000000	FSS DEPOSITS		-27,158.96
282-29300-000-000-000000	FUND BALANCE		-74,892.68
Current Year Revenue/Expense			-522.15
	Fund totals:	<u>102,573.79</u>	<u>-102,573.79</u>
	***** End of Report *****		

Account -HRA	Description	Budget	Month	Year to date
Revenues HRA				
280-31000-680-680-000000	PROPERTY TAXES	- 230,000.00		
280-31030-680-680-000000	MOBILE HOME TAX			
280-33622-680-680-000000	MN PRAIRIE HOUSING S	- 60,000.00	- 6,934.00	- 20,802.00
280-34109-680-680-000000	OTHER REVENUE			- 130.00
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		
280-36220-680-680-000000	RENT/RENTALS	- 36,000.00	- 3,000.00	- 12,000.00
280-33426-680-681-000000	STATE - HOUSING BRID	- 378,107.00	- 111.00	- 90,616.00
280-33427-680-681-000000	STATE - HOUSING BRID	- 27,000.00		- 9,918.00
			-10,045	- 133,466.00
Expenses HRA				
280-41000-680-680-000000	WAGES - REGULAR FT	114,021.00	4,385.48	35,611.20
280-41100-680-680-000000	WAGES - REGULAR PT	25,087.00	964.88	6,859.58
280-41410-680-680-000000	PERA	10,433.00	405.96	3,204.00
280-41420-680-680-000000	FICA	10,642.00	396.56	3,144.03
280-41500-680-680-000000	INSURANCE	17,613.00	922.43	5,580.69
280-41550-680-680-000000	WORKERS COMP INSURAN	821.00	30.86	243.55
280-41570-680-680-000000	MN PAID LEAVE EXPENS	1,085.00	42.21	333.20
280-42000-680-680-000000	OFFICE SUPPLIES	1,200.00	- 2.85	289.40
280-42120-680-680-000000	MOTOR FUELS & LUBRIC			36.22
280-43010-680-680-000000	OTHER PROFESSIONAL S	20,000.00		
280-43018-680-680-000000	BACKGROUND CHECKS	1,300.00		25.00
280-43121-680-680-000000	PHONE	600.00		115.23
280-43122-680-680-000000	POSTAGE	1,300.00		241.88
280-43220-680-680-000000	TRAVEL & TRAINING	1,000.00		
280-43250-680-680-000000	OPERATIONAL SERVICES	4,000.00		
280-43320-680-680-000000	ADVERTISING & PROMOT	200.00		
280-43400-680-680-000000	MEMBERSHIPS & SUBSCR	500.00		1,238.28
280-43500-680-680-000000	PROPERTY & LIABILITY	4,700.00		1,175.00
280-43711-680-680-000000	RENTAL PROPERTY EXPE	6,000.00		900.95
280-43720-680-680-000000	REPAIR & MAINT - EQU	500.00		
280-43780-680-680-000000	REPAIR & MAINT - OTH			
280-43972-680-680-000000	SOUTHERN MN INITIATI	1,667.00		
280-43983-680-680-000000	MN PRAIRIE HOUSING S	60,000.00	6,934.00	27,736.00
280-43990-680-680-000000	MISCELLANEOUS			
280-43994-680-680-000000	LAND PROJECTS	50,000.00		
280-43996-680-680-000000	RENTAL CERTIFICATION	25,000.00		6,250.03
280-46000-680-680-000000	INTERFUND SERVICES			3,000.00
280-47000-680-680-000000	TRANSFER-OUT	18,320.00		
280-49970-680-680-000000	DEPRECIATION			
280-43989-680-681-000000	HOUSING PAYMENTS - B	405,107.00	30,222.00	122,034.00
			44,301.53	218,018.24

Account -HUD	Description	Budget	Month	Year to date
Revenues HUD				
282-33111-680-682-000000	FEDERAL - PROGRAM	- 740,700.00	- 50,645.00	- 195,600.00
282-33112-680-682-000000	FEDERAL - ADMIN	- 109,973.00	- 9,692.00	- 29,698.00
282-33113-680-682-000000	FEDERAL - PROGRAM (M		- 20,296.00	- 74,779.00
282-33114-680-682-000000	FEDERAL - ADMIN (MS)		- 2,450.00	- 9,875.00
282-33160-680-682-000000	FEDERAL - OTHER	- 291,631.00		
282-33627-680-682-000000	OTHER HA - PORT IN H	- 100,000.00	- 3,532.00	- 14,349.00
282-33628-680-682-000000	OTHER HA - PORT IN A	- 8,000.00	- 226.34	- 848.02
282-33629-680-682-000000	OTHER HA-PORT IN UTI	- 1,000.00		
282-36007-680-682-000000	FRAUD RECOVERY - HAP	- 4,500.00	- 45.00	- 375.50
282-36008-680-682-000000	FRAUD RECOVERY - ADM	- 4,500.00	- 45.00	- 375.50
282-36210-680-682-000000	INTEREST EARNINGS	- 500.00		
			86,931.34	325,900.02
Expenses HUD				
282-41000-680-682-000000	WAGES - REGULAR FT	54,496.00	2,096.00	17,439.15
282-41100-680-682-000000	WAGES - REGULAR PT	25,087.00	964.88	6,859.60
282-41410-680-682-000000	PERA	5,969.00	221.00	1,788.19
282-41420-680-682-000000	FICA	6,088.00	213.76	1,739.22
282-41500-680-682-000000	INSURANCE	12,394.00	431.10	3,090.71
282-41550-680-682-000000	WORKERS COMP INSURAN	470.00	16.79	135.87
282-41570-680-682-000000	MN PAID LEAVE EXPENS	621.00	22.99	185.97
282-43001-680-682-000000	AUDIT & ACCOUNTING S	19,587.00	1,170.00	1,170.00
282-43007-680-682-000000	MANAGEMENT FEES	7,500.00		
282-43012-680-682-000000	PORT OUT ADMIN	1,750.00	55.58	222.32
282-43220-680-682-000000	TRAVEL & TRAINING	600.00		
282-43953-680-682-000000	MAINSTREAM HAP	291,631.00	19,750.00	79,279.00
282-43954-680-682-000000	MS PORT OUT	1,300.00		
282-43955-680-682-000000	MS PORT OUT ADMIN	800.00	56.71	226.84
282-43956-680-682-000000	MS PORT OUT UA	200.00		
282-43961-680-682-000000	PORT OUT UA	1,000.00		
282-43963-680-682-000000	HOME OWNERSHIP HAP	12,000.00	1,112.00	4,540.00
282-43981-680-682-000000	HOUSING PYMTS HAP	740,700.00	46,952.00	188,067.00
282-43985-680-682-000000	UTILITY PYMTS HAP	1,500.00	113.00	509.00
282-43986-680-682-000000	PORTABLE HSG PYMTS	19,000.00	1,500.00	4,972.00
282-43987-680-682-000000	PORTABLE UTIL PYMTS	1,000.00		
282-43988-680-682-000000	PORTABLE REC HAP	67,700.00	4,058.00	15,153.00
282-43990-680-682-000000	MISCELLANEOUS			
			78,733.81	325,377.87

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

Unit Locations	HoH Count	Percent	Fam Count	Percent
	2	2	7	3
Blooming Prairie	1	1	1	0
Ellendale	1	1	1	0
Owatonna	123	97	235	96
Total All Locations	127	100	244	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	27	21	69
Non-Elderly Heads of Household (age 61 or less)	100	79	45
Near-Elderly Heads of Household (ages 55 to 61)	26	20	58
Other Heads of Household (age 54 or less)	74	58	41
Female Heads of Household	88	69	50
Elderly	21	24	71
Non-Elderly	67	76	43
Near-Elderly	11	13	58
Other	56	64	40
Male Heads of Household	39	31	51
Elderly	6	15	65
Non-Elderly	33	85	49
Near-Elderly	15	38	58
Other	18	46	42
Disabled/Handicapped Heads of Household	87	69	54
Male	33	38	50
Female	54	62	54
Non-Minority Heads of Household	88	69	
Minority Heads of Household	39	31	
Black/African American	28	22	
American Indian/Alaska Native	1	1	
Hispanic	10	8	
# of Family Members younger than 18 years	89		11
# of Families with children	43	34	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$62,078	2.3	16	5
General Assistance	\$428,760	15.9	131	41
Other Nonwage Sources	\$84,696	3.1	10	3
SSI	\$748,489	27.8	69	21
Social Security	\$514,293	19.1	46	14
TANF (formerly AFDC)	\$1,404	0.1	1	0
Other Wage	\$857,412	31.8	49	15
Total All Income Sources	\$2,697,134	100	322	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	\$21,237
Average Tenant Rent (0-Bdrm)	\$255
Average Tenant Rent (1-Bdrm)	\$336
Average Tenant Rent (2-Bdrm)	\$387
Average Tenant Rent (3-Bdrm)	\$588
Average Tenant Rent (4-Bdrm)	\$689
Average Tenant Rent (5-Bdrm)	\$549
Average Tenant Rent (Combined)	\$406
Average TTP (rent + utilities per month)	\$447

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

Average Housing Assistance Payment \$559

Length of Time On Program	Count	Percent
Less than 1 years	16	13
Less than 2 years	12	10
Less than 3 years	23	18
Less than 4 years	15	12
Less than 5 years	12	10
Less than 6 years	4	3
Less than 7 years	3	2
Less than 8 years	3	2
Less than 9 years	0	0
Less than 10 years	5	4
More than 10 years	32	26

Broad Range of Income	Count	Percent
\$0 - \$5,000	1	1
\$5,000 - \$10,000	9	7
\$10,000 - \$15,000	31	25
\$15,000 - \$20,000	35	28
\$20,000 - \$25,000	11	9
More than \$25,000	38	30

Income Levels	Count	Percent
Over Income	127	100

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

Unit Locations	HoH Count	Percent	Fam Count	Percent
Blooming Prairie	1	2	1	1
Dodge Center	1	2	1	1
Ellendale	1	2	2	2
Janesville	1	2	1	1
Kasson	4	8	7	8
Owatonna	43	81	73	83
Waseca	1	2	1	1
West Concord	1	2	2	2
Total All Locations	53	100	88	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)	50	94	39
Near-Elderly Heads of Household (ages 55 to 61)	3	6	58
Other Heads of Household (age 54 or less)	47	89	38
Female Heads of Household	32	60	40
Elderly	1	3	74
Non-Elderly	31	97	39
Near-Elderly	2	6	59
Other	29	91	38
Male Heads of Household	21	40	42
Elderly	2	10	62
Non-Elderly	19	90	39
Near-Elderly	1	5	55
Other	18	86	39
Disabled/Handicapped Heads of Household	16	30	48
Male	8	50	44
Female	8	50	48
Non-Minority Heads of Household	43	81	
Minority Heads of Household	10	19	
Black/African American	4	8	
American Indian/Alaska Native	1	2	
Hispanic	6	11	
# of Family Members younger than 18 years	28		8
# of Families with children	13	25	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$19,692	2.8	3	3
General Assistance	\$269,214	38.7	72	67
SSI	\$104,184	15.0	13	12
Social Security	\$92,176	13.2	8	7
Unemployment Benefits	\$10,712	1.5	1	1
Other Wage	\$200,103	28.7	11	10
Total All Income Sources	\$696,082	100	108	100

Public Assistance is the sole source of income for 38% of households.
Households that are working comprise 17% of households.
Of the working households, 0% of households also receive TANF.

Average Household Income	\$13,134
Average Tenant Rent (0-Bdrm)	\$213
Average Tenant Rent (1-Bdrm)	\$186
Average Tenant Rent (2-Bdrm)	\$303
Average Tenant Rent (3-Bdrm)	\$418
Average Tenant Rent (4-Bdrm)	\$145

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

Average Tenant Rent (Combined)	\$245
Average TTP (rent + utilities per month)	\$230
Average Housing Assistance Payment	\$727

Length of Time On Program	Count	Percent
Less than 1 years	27	51
Less than 2 years	14	26
Less than 3 years	7	13
Less than 4 years	5	9
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	2	4
\$5,000 - \$10,000	16	34
\$10,000 - \$15,000	13	28
\$15,000 - \$20,000	5	11
\$20,000 - \$25,000	2	4
More than \$25,000	9	19

Income Levels	Count	Percent
Over Income	53	100