



**HOUSING & REDEVELOPMENT AUTHORITY
MEETING**

Monday, June 22, 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 - June 22, 2026

2. Roll Call

3. Approval of Last Meeting Minutes

3.1. Approve HRA Board Minutes - April 27, 2026

4. Executive Director's Report

5. Old Business

5.1. Housing Choice Vouchers

5.2. Mainstream Voucher

5.3. Bridges

5.4. Housing Subsidy

5.5. Bring It Home

5.6. Homeownership

6. Other / New Business

6.1. HCV & Mainstream waitlist purge

7. Adjournment



Regular HRA Meeting

Monday, June 22, 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 April 27, 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. HCV & Mainstream waitlist purge.
6. Adjourn

Next scheduled meeting is Monday, July 27, 2026.

MINUTES
HOUSING AND REDEVELOPMENT AUTHORITY OF OWATONNA
REGULAR MEETING on April 27, 2026

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 Vicki Olivo.

Members present were Nathan Dotson, Julie Fiske, Vicki Olivo, Lindsay Schultz (4:01 pm) and Rebecca Rand. Also present were Housing Manager Ghassan Madkour, Community Development Director Troy Klecker, Council Member Dan Boeke, and Senior Administrative Technician Kristen Kopp.

Approval of the Minutes: A motion was made by Fiske and seconded by Dotson to approve the minutes of March 23, 2026, 2026, HRA Board meeting. All Commissioners voting Aye, the motion carried.

Executive Director's Report: Community Development Director Troy Klecker said that Aire Apartments is moving along and they are looking at opening the units in July. Ascend South is under construction. We are probably about a year away from completion. Mineral Springs Estates, a residential development, is still in process. He gave an update on the Partridge Avenue project. He said that almost all new housing that is built, the City is participating financially or doing it themselves. They are hearing much of the same from other cities. Our local builders do two or three houses a year. They are going to try again for tax credits for Eastgate 2. Klecker gave an update on the Cashman lot on the northwest side of town near Skyline Gardens. He said that Jeff Peach a local landlord, approached him about the lot because he has an adjacent lot. Peach wants to build garages for his units on the lot. Klecker suggested the idea of letting him do the garages and then requiring him to have a certain number of affordable units in exchange. There was some discussion on the definition of affordable housing. Dotson said he would want the Cashmans to sign off on it. Klecker said he will go back to Jeff Peach to clarify some things with him and will speak to the Cashman family.

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. They are at 92 for Housing Choice Voucher and are still on hold per HUD. Mainstream vouchers are at 35 leased. There is an orientation next week for that. Another 10 applications were mailed today. State Bridges program is at 43 leased right now. They are above the monthly budgeted amount but have until June 2027 to make adjustments if needed. Housing Subsidy is leased at 11. There was some discussion about work incentives and connecting clients to resources. They are having the first Bring It Home orientation soon. We have not heard about the three people who moved forward in the Homeownership program yet. 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: Housing Manager Madkour said that Project Community Connect is this Wednesday at the Four Seasons from noon to 4 pm and he will be there.

He said there are new auditors this year and it will take a little longer.

He said that the May meeting lands on Memorial Day this year. In the past they skipped it and asked if that was okay. Klecker & Dotson said if there is something we need action; we can call a special meeting.

Next Meeting: The next meeting will be Monday, June 22, 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 4:55 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: JUNE 22, 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:	\$226,324.29
YTD Expenses:	\$330,375.82

MHFA BRIDGES PROGRAM

Monthly HAP Revenue	\$27,862.00
Monthly Admin Revenue	\$ 3,240.00
Monthly Expense	\$31,102.00
Occupancy:	42
Average HAP:	\$777.55

AMHI HOUSING SUBSIDY PROGRAM

Monthly HAP Revenue	\$7,054.00
Monthly HAP Expense	\$7,054.00
Occupancy:	10
Average HAP:	\$705.40

MAINSTREAM PROGRAM

Monthly HAP Revenue	\$19,257.71
Monthly HAP Expense	\$19,257.71
Occupancy:	34 of 40 vouchers
Average HAP:	\$566.40
Households Portable Out:	1

BRING IT HOME PROGRAM

Monthly HAP Revenue	\$2,832.00
Monthly HAP Expense	\$2,832.00
Occupancy:	5 of 30 vouchers
Average HAP:	\$566.40
Households Portable Out:	1

SECTION 8 HOUSING CHOICE 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 of 117 vouchers
Households Ported In Billing:	4

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

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			
280-31040-680-680-000000	EXCESS TIF			
280-33622-680-680-000000	MN PRAIRIE HOUSING S	- 60,000.00		- 27,736.00
280-34109-680-680-000000	OTHER REVENUE		- 50.00	- 230.00
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		- 7,103.29
280-36220-680-680-000000	RENT/RENTALS	- 36,000.00	- 3,000.00	- 18,000.00
280-33426-680-681-000000	STATE - HOUSING BRID	- 378,107.00	- 32,341.00	- 156,209.00
280-33427-680-681-000000	STATE - HOUSING BRID	- 27,000.00	- 3,483.00	- 17,046.00
			-38,874	- 226,324.29
Expenses HRA				
280-41000-680-680-000000	WAGES - REGULAR FT	114,021.00		48,767.64
280-41100-680-680-000000	WAGES - REGULAR PT	25,087.00		9,754.22
280-41410-680-680-000000	PERA	10,433.00		4,412.50
280-41420-680-680-000000	FICA	10,642.00		4,325.13
280-41500-680-680-000000	INSURANCE	17,613.00		7,763.04
280-41550-680-680-000000	WORKERS COMP INSURAN	821.00		335.42
280-41570-680-680-000000	MN PAID LEAVE EXPENS	1,085.00		458.86
280-42000-680-680-000000	OFFICE SUPPLIES	1,200.00	51.94	682.14
280-42120-680-680-000000	MOTOR FUELS & LUBRIC			52.06
280-43010-680-680-000000	OTHER PROFESSIONAL S	20,000.00		
280-43018-680-680-000000	BACKGROUND CHECKS	1,300.00	50.00	200.00
280-43121-680-680-000000	PHONE	600.00	38.40	192.02
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		2,350.00
280-43711-680-680-000000	RENTAL PROPERTY EXPE	6,000.00		9,505.94
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	7,054.00	41,938.00
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		10,416.69
280-46000-680-680-000000	INTERFUND SERVICES			5,000.00

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	27,922.00	182,335.00
280-43973-680-683-000000	HOUSING PMTS - BRING		407.00	407.00
			35,523.34	330,375.82
Account -HUD	Description	Budget	Month	Year to date
Revenues HUD				
282-33111-680-682-000000	FEDERAL - PROGRAM	- 740,700.00	- 19,743.00	- 265,056.00
282-33112-680-682-000000	FEDERAL - ADMIN	- 109,973.00	- 9,483.00	- 43,974.00
282-33113-680-682-000000	FEDERAL - PROGRAM (M		- 14,480.00	- 109,555.00
282-33114-680-682-000000	FEDERAL - ADMIN (MS)			- 12,618.00
282-33160-680-682-000000	FEDERAL - OTHER	- 291,631.00		
282-33627-680-682-000000	OTHER HA - PORT IN H	- 100,000.00	- 3,650.00	- 22,698.00
282-33628-680-682-000000	OTHER HA - PORT IN A	- 8,000.00	- 174.30	- 1,194.02
282-33629-680-682-000000	OTHER HA-PORT IN UTI	- 1,000.00	- 116.00	- 232.00
282-36007-680-682-000000	FRAUD RECOVERY - HAP	- 4,500.00	- 45.00	- 911.50
282-36008-680-682-000000	FRAUD RECOVERY - ADM	- 4,500.00	- 45.00	- 522.77
282-36210-680-682-000000	INTEREST EARNINGS	- 500.00		- 1,149.22
			-47,736.30	-457,910.51
Expenses HUD				
282-41000-680-682-000000	WAGES - REGULAR FT	54,496.00		23,727.15
282-41100-680-682-000000	WAGES - REGULAR PT	25,087.00		9,754.24
282-41410-680-682-000000	PERA	5,969.00		2,468.33
282-41420-680-682-000000	FICA	6,088.00		2,396.60
282-41500-680-682-000000	INSURANCE	12,394.00		4,433.71
282-41550-680-682-000000	WORKERS COMP INSURAN	470.00		187.55
282-41570-680-682-000000	MN PAID LEAVE EXPENS	621.00		256.71
282-43001-680-682-000000	AUDIT & ACCOUNTING S	19,587.00		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	333.48
282-43220-680-682-000000	TRAVEL & TRAINING	600.00		
282-43953-680-682-000000	MAINSTREAM HAP	291,631.00	19,659.00	119,267.00
282-43954-680-682-000000	MS PORT OUT	1,300.00		
282-43955-680-682-000000	MS PORT OUT ADMIN	800.00	56.71	340.26
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	5,623.00
282-43981-680-682-000000	HOUSING PYMTS HAP	740,700.00	44,674.00	278,759.00
282-43985-680-682-000000	UTILITY PYMTS HAP	1,500.00	201.00	939.00

282-43986-680-682-000000	PORTABLE HSG PYMTS	19,000.00	1,500.00	7,972.00
282-43987-680-682-000000	PORTABLE UTIL PYMTS	1,000.00		
282-43988-680-682-000000	PORTABLE REC HAP	67,700.00	4,458.00	23,799.00
282-43990-680-682-000000	MISCELLANEOUS			
			71,716.29	481,427.03

City of Owatonna
Balance Sheet
Period Ending: 6/2026

Fund: 280 OWATONNA HRA

Account Number	Description	Debit	Credit
280-10100-000-000-000000	CASH	555,703.00	
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		-15.30
280-22015-000-000-000000	DEPOSITS - OTHER		-3,000.00
280-22332-000-000-000000	UNEARNED - OTHER		-50,070.00
280-29300-000-000-000000	FUND BALANCE		-805,583.36
Current Year Revenue/Expense		104,051.53	
Fund totals:		882,144.66	-882,144.66

Fund: 282 OWATONNA HRA HUD SECTION 8

City of Owatonna
Balance Sheet
Period Ending: 6/2026

Account Number	Description	Debit	Credit
282-10100-000-000-000000	CASH	48,790.53	
282-10150-000-000-000000	RESTRICTED CASH - FSS DEPOSITS	27,479.28	
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		23,516.52	
	Fund totals:	<u>102,051.64</u>	<u>-102,051.64</u>
	***** End of Report *****		

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	119	97	224	96
Total All Locations	123	100	233	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	27	22	69
Non-Elderly Heads of Household (age 61 or less)	96	78	45
Near-Elderly Heads of Household (ages 55 to 61)	26	21	58
Other Heads of Household (age 54 or less)	70	57	41
Female Heads of Household	85	69	50
Elderly	21	25	71
Non-Elderly	64	75	43
Near-Elderly	11	13	58
Other	53	62	40
Male Heads of Household	38	31	52
Elderly	6	16	65
Non-Elderly	32	84	49
Near-Elderly	15	39	58
Other	17	45	42
Disabled/Handicapped Heads of Household	86	70	54
Male	33	38	51
Female	53	62	54
Non-Minority Heads of Household	84	68	
Minority Heads of Household	39	32	
Black/African American	28	23	
American Indian/Alaska Native	1	1	
Hispanic	10	8	
# of Family Members younger than 18 years	83		11
# of Families with children	41	33	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$64,950	2.4	17	5
General Assistance	\$443,406	16.7	132	42
Other Nonwage Sources	\$78,480	3.0	7	2
SSI	\$709,735	26.7	65	21
Social Security	\$488,064	18.4	44	14
TANF (formerly AFDC)	\$1,404	0.1	1	0
Unemployment Benefits	\$12,636	0.5	1	0
Other Wage	\$859,202	32.3	46	15
Total All Income Sources	\$2,657,878	100	313	100

Public Assistance is the sole source of income for 11% of households.
Households that are working comprise 31% of households.
Of the working households, 0% of households also receive TANF.

Average Household Income	\$21,609
Average Tenant Rent (0-Bdrm)	\$221
Average Tenant Rent (1-Bdrm)	\$328
Average Tenant Rent (2-Bdrm)	\$383
Average Tenant Rent (3-Bdrm)	\$552
Average Tenant Rent (4-Bdrm)	\$1,133
Average Tenant Rent (5-Bdrm)	\$549
Average Tenant Rent (Combined)	\$407

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

Average TTP (rent + utilities per month)	\$443
Average Housing Assistance Payment	\$567

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	15	12
Less than 2 years	12	10
Less than 3 years	16	13
Less than 4 years	14	12
Less than 5 years	17	14
Less than 6 years	4	3
Less than 7 years	2	2
Less than 8 years	3	2
Less than 9 years	1	1
Less than 10 years	4	3
More than 10 years	33	27

<u>Broad Range of Income</u>	<u>Count</u>	<u>Percent</u>
\$0 - \$5,000	2	2
\$5,000 - \$10,000	9	7
\$10,000 - \$15,000	27	22
\$15,000 - \$20,000	37	30
\$20,000 - \$25,000	12	10
More than \$25,000	35	29

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Over Income	123	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	40	80	70	82
Waseca	1	2	1	1
West Concord	1	2	2	2
Total All Locations	50	100	85	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)	47	94	39
Near-Elderly Heads of Household (ages 55 to 61)	4	8	57
Other Heads of Household (age 54 or less)	43	86	38
Female Heads of Household	30	60	40
Elderly	1	3	74
Non-Elderly	29	97	39
Near-Elderly	2	7	59
Other	27	90	37
Male Heads of Household	20	40	43
Elderly	2	10	63
Non-Elderly	18	90	41
Near-Elderly	2	10	55
Other	16	80	39
Disabled/Handicapped Heads of Household	16	32	48
Male	10	63	41
Female	6	38	48
Non-Minority Heads of Household	41	82	
Minority Heads of Household	9	18	
Black/African American	4	8	
American Indian/Alaska Native	1	2	
Hispanic	5	10	
# of Family Members younger than 18 years	27		8
# of Families with children	13	26	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$30,033	4.2	5	4
General Assistance	\$271,656	37.7	75	66
SSI	\$115,812	16.1	14	12
Social Security	\$85,788	11.9	7	6
Other Wage	\$216,453	30.1	12	11
Total All Income Sources	\$719,742	100	113	100

Public Assistance is the sole source of income for 36% of households.
Households that are working comprise 22% of households.
Of the working households, 0% of households also receive TANF.

Average Household Income	\$14,395
Average Tenant Rent (0-Bdrm)	\$213
Average Tenant Rent (1-Bdrm)	\$281
Average Tenant Rent (2-Bdrm)	\$295
Average Tenant Rent (3-Bdrm)	\$469
Average Tenant Rent (4-Bdrm)	\$145
Average Tenant Rent (Combined)	\$298

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

Average TTP (rent + utilities per month)	\$288
Average Housing Assistance Payment	\$685

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	23	46
Less than 2 years	14	28
Less than 3 years	7	14
Less than 4 years	6	12
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	2	4
\$5,000 - \$10,000	15	32
\$10,000 - \$15,000	12	26
\$15,000 - \$20,000	7	15
\$20,000 - \$25,000	4	9
More than \$25,000	7	15

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Over Income	50	100

Owatonna H.R.A.
Demographic Statistics Report
Bring It Home - All Projects

Unit Locations	HoH Count	Percent	Fam Count	Percent
Owatonna	5	100	8	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	0	0	0
Non-Elderly Heads of Household (age 61 or less)	5	100	42
Near-Elderly Heads of Household (ages 55 to 61)	0	0	0
Other Heads of Household (age 54 or less)	5	100	42
Female Heads of Household	1	20	21
Elderly	0	0	0
Non-Elderly	1	100	21
Near-Elderly	0	0	0
Other	1	100	21
Male Heads of Household	4	80	48
Elderly	0	0	0
Non-Elderly	4	100	48
Near-Elderly	0	0	0
Other	4	100	48
Disabled/Handicapped Heads of Household	3	60	0
Male	3	100	48
Female	0	0	0
Non-Minority Heads of Household	5	100	
Minority Heads of Household	0	0	
# of Family Members younger than 18 years	3		10
# of Families with children	2	40	

Income Source	Annual Amount	Percent	Count	Percent
General Assistance	\$6,132	6.5	3	38
Other Nonwage Sources	\$3,576	3.8	1	13
SSI	\$32,124	34.2	2	25
Other Wage	\$52,029	55.4	2	25
Total All Income Sources	\$93,861	100	8	100

Public Assistance is the sole source of income for 20% of households.
Households that are working comprise 40% of households.
Of the working households, 0% of households also receive TANF.

Average Household Income	\$18,772
Average Tenant Rent (0-Bdrm)	\$313
Average Tenant Rent (1-Bdrm)	\$313
Average Tenant Rent (2-Bdrm)	\$584
Average Tenant Rent (3-Bdrm)	\$942
Average Tenant Rent (Combined)	\$493
Average TTP (rent + utilities per month)	\$424
Average Housing Assistance Payment	\$565

Length of Time On Program	Count	Percent
Less than 1 years	5	100
Less than 2 years	0	0
Less than 3 years	0	0
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

Owatonna H.R.A.
Demographic Statistics Report
Bring It Home - All Projects

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	0	0
\$5,000 - \$10,000	1	20
\$10,000 - \$15,000	0	0
\$15,000 - \$20,000	1	20
\$20,000 - \$25,000	2	40
More than \$25,000	1	20

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Over Income	5	100