



**HOUSING & REDEVELOPMENT AUTHORITY
MEETING**

**Monday, October 28, 2024 at 4:00 PM
Council Chambers, City Hall at 540 West Hills Circle
Roll Call: Dotson, Hole, Kropp, Olivo, Osman**

1. HRA Agenda

1.1. HRA Agenda - October 28, 2024

2. Roll Call

3. Approval of Last Meeting Minutes

3.1. Approval of Meeting Minutes: September 23, 2024

4. Executive Director's Report

5. Old Business

5.1. Board Memorandum

5.2. Balance Sheet

5.3. Income Statements

5.4. HCV-MS Demographics

5.5. Bridges Demographics

6. New Business

6.1. Next Board Meeting is the week of Thanksgiving & in December it's the week of Christmas.

7. Other Business

8. Adjournment



Regular Meeting

Monday, October 28, 2024

4:00 PM

City Hall/Crandall Small Conference Room 120

Preliminary Agenda

1. Roll Call: Dotson, Fiske, Hole, Olivo, Schultz
2. Approval of Meeting Minutes: September 23, 2024
3. Executive Directors Report:
4. Old Business:
 - a. Current Housing Choice Vouchers Updates
 - b. Current Mainstream Voucher Updates
 - c. Current Bridges Updates
5. Other/New business:
 - a. Next Board meeting is the week of Thanksgiving & in December it's the week of Christmas.
6. Adjourn

Next scheduled meeting is Monday, November 25, 2024.



MINUTES
OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY
REGULAR MEETING on SEPTEMBER 23, 2024

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

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

Approval of the Minutes: A motion was made by Dotson and seconded by Hole to approve the minutes of the August 26, 2024, 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 gave an update on apartment projects. Westlake Meadows' third building is opened up. Their last two buildings are under construction. One will open in November 2024 and the last in February 2025. Ascend is planning to open in January 2025. There are 11 units pre-leased and construction is going well. There is a public hearing coming up at the October 15 City Council meeting to use TIF on this project. It will be 73 units, 20 of which will be affordable. They would probably start construction in Spring 2025. They are going through a couple of zoning approvals for the height of the structure and replating the property. There will be a public hearing at the October 8 Planning Commission meeting. They should hear if Eastgate II has been awarded tax credits by the end of the year. That will be 60 units of senior housing and would probably not start until 2026 if tax credits are awarded.

Community Development Director Klecker said that the United Way has applied for tax credits and received \$300,000 to put toward purchasing land for affordable housing. They intended it for a different project, but that project fell through. They are now looking at the single-family lots that the HRA owns on and near Partridge Avenue. There is a way to get 10 lots with a cul-de-sac. In order for the houses to be considered affordable, they would have to be sold at no more than \$250,000. The houses would be ramblers with a two-stall garage and unfinished basement. The United Way would purchase the lots from the HRA with their \$300,000 grant. Because this is a Federal grant, this project requires an Environmental Assessment Worksheet (EAW). The idea is that the HRA would fund the EAW, which could cost as much as \$20,000. The EAW is the first step needed before the grant funds are paid out, but the HRA could recoup this with the purchase price of the lots. With that purchase money, the HRA could also fund the infrastructure, including constructing the cul-de-sac, platting the property, and doing some stormwater work. Klecker said we are talking with Mohs Homes on a house design they could get done for \$250,000. It might not just be one entity building these houses—there might be a way that we'd have a variety of entities building houses. Habitat and Three River Action Council could do some. He said that there has been some discussion of a land trust, but that complicates things. He likes to keep things simple. He said he would like the houses to fit in the neighborhood. Klecker asked if the HRA was willing to upfront the cost of the EAW which would be in the \$20,000. A motion was made by Fiske and seconded by Schultz to approve the use of HRA funds for the Environmental Assessment Worksheet for the Partridge Avenue lots. All Commissioners voting Aye, the motion carried.

Community Development Director Klecker gave an update on the Housing Trust Fund. He said that he serves on the Housing Trust Fund Committee, and they've discussed making the dollars revolving to sustain the program for a long time. They discussed using the ten vacant lots in Colonial Manor Mobile Home Park by constructing permanent units that could be rented out. They applied for two grants and were rejected. Karina has asked the County to assist in this project. Klecker said that he will be speaking to the County Board the following day to talk about the HRA's goals and involvement.

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. Program utilization: The Housing Voucher program for July totaled 107. Total year to date assistance and administration

costs were \$653,696.47 and revenues were \$658,318.24. The Housing Choice Voucher Program fund balance at August month end is \$173,723.98. The HRA Revenues year to date total is \$327,244.42 and the expenses total \$317,901.62. The HRA General Fund balance is \$686,296.91.

Madkour said that one of his clients passed away and there are two new clients. Two more Mainstream—35/40 are filled. A bunch are out shopping for units. There are a total of 29 people searching for housing. There are four people on the Bridges program who will be moving in at the end of the month.

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

Other Business: Madkour said that they have to do a five-year plan per HUD. We're not required to do an annual plan that bigger HRAs do. He read a letter... The plan is due October 16.

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 5:17 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: OCTOBER 28, 2024

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:	\$359,909.95
YTD Expenses:	\$356,899.82
Fund Balance:	\$670,744.07

MHFA BRIDGES PROGRAM

Monthly HAP Revenue	\$19,631.00
Monthly Admin Revenue	\$ 2,040.00
Monthly Expense	\$21,671.00
Occupancy:	34
Average HAP:	\$637.38

COUNTY BRIDGES PROGRAM

Monthly HAP Revenue	\$3,412.00
Monthly HAP Expense	\$3,412.00
Occupancy:	6
Average HAP:	\$568.67

MAINSTREAM VOUCHER PROGRAM

Monthly HAP Revenue	\$16,179.00
Monthly HAP Expense	\$16,179.00
Occupancy:	34 out of 40 vouchers
Average HAP:	\$475.85

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

YTD Revenue:	\$TBD
YTD Expense:	\$TBD
Total Cash Balance:	\$TBD
Households in Steele Co:	101
Average HAP:	\$TBD
Households Portable Out:	6
Average HAP:	\$1047.86
Total Assisted Households:	107 out of 117 vouchers
Households Ported In Billing:	1

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

Fund: 280 OWATONNA HRA

City of Owatonna
Balance Sheet
Period Ending: 9/2024

Account Number	Description	Debit	Credit
280-10100-000-000-000000	CASH	425,027.20	
280-10700-000-000-000000	TAXES REC - DELINQUENT	959.87	
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	51,883.00	
280-14200-000-000-000000	LAND HELD FOR RESALE	184,208.00	
280-20100-000-000-000000	ACCOUNTS PAYABLE		-5,489.36
280-22015-000-000-000000	DEPOSITS - OTHER		-2,000.00
280-22200-000-000-000000	UNAVAILABLE REVENUE		-15,330.00
280-22210-000-000-000000	UNAVAILABLE REVENUE - TAXES		-959.87
280-29300-000-000-000000	FUND BALANCE		-644,608.24
Current Year Revenue/Expense			-2,356.60
Fund totals:		670,744.07	-670,744.07

City of Owatonna
Balance Sheet
Period Ending: 9/2024

Fund: 282 OWATONNA HRA HUD SECTION 8

Account Number	Description	Debit	Credit
282-10100-000-000-000000	CASH	16,541.95	
282-10150-000-000-000000	RESTRICTED CASH - FSS DEPOSITS	25,595.81	
282-11500-000-000-000000	ACCOUNTS RECEIVABLE	4,275.00	
282-13200-000-000-000000	DUE FROM OTHER GOVERNMENTS	42,606.64	
282-20100-000-000-000000	ACCOUNTS PAYABLE	2,210.00	
282-22250-000-000-000000	FSS DEPOSITS		-25,595.81
282-29300-000-000-000000	FUND BALANCE		-143,084.82
Current Year Revenue/Expense		77,451.23	
	Fund totals:	168,680.63	-168,680.63
	***** End of Report *****		

Description	Year	MTD	YTD 9/30/2024
	Budget	Actual	Actual
PROPERTY TAXES	- 200,000.00	- 16,600.00	- 153,909.95
MOBILE HOME TAX			- 27.20
STEELE COUNTY - HOUS	- 55,000.00	- 3,412.00	- 40,914.00
OTHER REVENUE			- 240.00
HUD - SEC 8 MGMT FEE	- 7,500.00		
TIF ADMINISTRATIVE F	- 5,638.00		- 2,911.55
INTEREST EARNINGS	- 4,000.00		- 8,707.72
RENT/RENTALS	- 36,000.00	- 2,000.00	- 16,000.00
STATE - HOUSING BRID	- 253,250.00		- 123,286.00
STATE - HOUSING BRID	- 18,000.00		- 13,260.00
	- 579,388.00	- 22,012.00	- 359,256.42
WAGES - REGULAR FT	99,801.00	7,676.72	76,591.48
WAGES - OT			24.43
PERA	7,485.00	579.81	5,782.26
FICA	7,635.00	562.50	5,633.61
INSURANCE	16,064.00	1,412.84	12,715.28
WORKERS COMP INSURAN	569.00	44.05	439.25
OFFICE SUPPLIES	1,200.00	78.73	1,267.60
OTHER PROFESSIONAL S	10,000.00		2,036.25
BACKGROUND CHECKS	1,300.00	50.00	825.00
PHONE	900.00	41.38	371.22
POSTAGE	1,300.00		1,002.99
TRAVEL & TRAINING	2,700.00		237.70
OPERATIONAL SERVICES	4,000.00		240.00
ADVERTISING & PROMOT	200.00		
MEMBERSHIPS & SUBSCR	900.00	419.00	818.95
PROPERTY & LIABILITY	4,400.00		3,300.00
RENTAL PROPERTY EXPE	6,900.00	- 243.00	9,395.79
REPAIR & MAINT - EQU	500.00		
REPAIR & MAINT - OTH			
SOUTHERN MN INITIATI	1,667.00		1,667.00
HOUSING PAYMENTS - S	55,000.00	3,412.00	40,450.00
LAND PROJECTS	45,600.00	2,202.36	2,350.01
RENTAL CERTIFICATION	25,000.00	2,083.00	18,751.00
TRANSFER TO OTHER FU	15,000.00	1,250.00	11,250.00
HOUSING PAYMENTS - B	271,250.00	19,290.00	161,750.00
	579,371.00	38,859.39	356,899.82

Decription	Year	MTD	YTD 9/30/2024
	Budget	Actual	Actual
FEDERAL - PROGRAM	- 749,722.00	58,256.00	
FEDERAL - ADMIN	- 75,833.00	6,718.00	
FEDERAL - PROGRAM (M		14,960.00	
FEDERAL - ADMIN (MS)		2,354.00	
FEDERAL - OTHER	- 170,000.00	3,793.00	
OTHER HA - PORT IN H	- 100,000.00	530.00	
OTHER HA - PORT IN A	- 8,000.00	57.25	
OTHER HA-PORT IN UTI	- 1,000.00		
FRAUD RECOVERY - HAP	- 2,500.00	- 47.50	- 1,246.50
FRAUD RECOVERY - ADM	- 2,500.00	- 47.50	- 1,246.50
INTEREST EARNINGS	- 500.00		- 1,617.02
	- 1,110,055.00	86573.25	- 658,413.24
WAGES - REGULAR FT	47,486.00	3,652.80	36,425.60
PERA	3,561.00	266.57	2,665.84
FICA	3,633.00	253.54	2,553.91
INSURANCE	11,280.00	813.35	7,320.15
WORKERS COMP INSURAN	271.00	20.26	202.62
AUDIT & ACCOUNTING S	11,500.00		17,535.00
MANAGEMENT FEES	7,500.00		
PORT OUT ADMIN	1,000.00	333.48	2,085.40
TRAVEL & TRAINING	600.00		190.31
MAINSTREAM HAP	170,000.00	15,270.00	129,409.00
MS PORT OUT	2,200.00		
MS PORT OUT ADMIN	800.00		
MS PORT OUT UA	200.00		
MS UTILITY PAYMENTS			
PORT OUT UA	752.00		
HOME OWNERSHIP HAP	12,000.00	994.00	8,531.00
HOUSING PYMTS HAP	749,722.00	53,282.00	465,895.00
UTILITY PYMTS HAP	2,000.00	239.00	1,861.00
PORTABLE HSG PYMTS	15,000.00	6,287.00	42,451.64
PORTABLE UTIL PYMTS	550.00		
PORTABLE REC HAP	70,000.00	756.00	18,738.00
	1,110,055.00	82,168.00	735,864.47

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

Unit Locations	HoH Count	Percent	Fam Count	Percent
	6	5	19	7
Blooming Prairie	1	1	1	0
Ellendale	1	1	1	0
Owatonna	133	94	253	92
Total All Locations	142	100	274	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	27	19	70
Non-Elderly Heads of Household (age 61 or less)	115	81	45
Near-Elderly Heads of Household (ages 55 to 61)	29	20	58
Other Heads of Household (age 54 or less)	86	61	41
Female Heads of Household	105	74	49
Elderly	22	21	72
Non-Elderly	83	79	43
Near-Elderly	14	13	58
Other	69	66	40
Male Heads of Household	37	26	52
Elderly	5	14	64
Non-Elderly	32	86	51
Near-Elderly	15	41	58
Other	17	46	44
Disabled/Handicapped Heads of Household	88	62	55
Male	30	34	51
Female	58	66	55
Non-Minority Heads of Household	97	68	
Minority Heads of Household	45	32	
Black/African American	32	23	
Hispanic	13	9	
# of Family Members younger than 18 years	104		10
# of Families with children	48	34	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$62,223	2.2	22	6
Federal Wage	\$1,620	0.1	1	0
General Assistance	\$329,087	11.6	108	32
Military Pay	\$1,991	0.1	1	0
Other Nonwage Sources	\$146,496	5.2	24	7
SSI	\$849,638	29.9	74	22
Social Security	\$559,992	19.7	56	16
TANF (formerly AFDC)	\$1,320	0.0	1	0
Other Wage	\$884,930	31.2	54	16
Total All Income Sources	\$2,837,298	100	341	100

Public Assistance is the sole source of income for 6% of households.
Households that are working comprise 35% of households.
Of the working households, 0% of households also receive TANF.

Average Household Income	\$19,981
Average Tenant Rent (0-Bdrm)	\$661
Average Tenant Rent (1-Bdrm)	\$323
Average Tenant Rent (2-Bdrm)	\$362
Average Tenant Rent (3-Bdrm)	\$450
Average Tenant Rent (4-Bdrm)	\$598
Average Tenant Rent (5-Bdrm)	\$666
Average Tenant Rent (Combined)	\$361

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

Average TTP (rent + utilities per month) \$381
Average Housing Assistance Payment \$518

Length of Time On Program	Count	Percent
Less than 1 years	30	22
Less than 2 years	28	21
Less than 3 years	18	13
Less than 4 years	12	9
Less than 5 years	4	3
Less than 6 years	1	1
Less than 7 years	3	2
Less than 8 years	4	3
Less than 9 years	1	1
Less than 10 years	11	8
More than 10 years	23	17

Broad Range of Income	Count	Percent
\$0 - \$5,000	1	1
\$5,000 - \$10,000	11	8
\$10,000 - \$15,000	40	29
\$15,000 - \$20,000	37	27
\$20,000 - \$25,000	18	13
More than \$25,000	32	23

Income Levels	Count	Percent
Over Income	142	100

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

Unit Locations	HoH Count	Percent	Fam Count	Percent
Dodge Center	1	2	2	2
Ellendale	1	2	3	4
Janesville	1	2	1	1
Kasson	2	4	4	5
Owatonna	36	77	65	80
Waseca	5	11	5	6
West Concord	1	2	1	1
Total All Locations	47	100	81	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	3	6	67
Non-Elderly Heads of Household (age 61 or less)	44	94	38
Near-Elderly Heads of Household (ages 55 to 61)	3	6	58
Other Heads of Household (age 54 or less)	41	87	36
Female Heads of Household	30	64	39
Elderly	2	7	69
Non-Elderly	28	93	36
Near-Elderly	1	3	59
Other	27	90	36
Male Heads of Household	17	36	42
Elderly	1	6	63
Non-Elderly	16	94	40
Near-Elderly	2	12	58
Other	14	82	38
Disabled/Handicapped Heads of Household	14	30	42
Male	10	71	45
Female	4	29	42
Non-Minority Heads of Household	36	77	
Minority Heads of Household	11	23	
Black/African American	4	9	
American Indian/Alaska Native	2	4	
Hispanic	5	11	
# of Family Members younger than 18 years	30		9
# of Families with children	13	28	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$37,768	4.5	7	7
General Assistance	\$210,912	25.3	52	55
Other Nonwage Sources	\$12,002	1.4	1	1
SSI	\$76,284	9.1	8	9
Social Security	\$108,240	13.0	9	10
Other Wage	\$388,780	46.6	17	18
Total All Income Sources	\$833,986	100	94	100

Public Assistance is the sole source of income for 28% of households.
Households that are working comprise 34% of households.
Of the working households, 0% of households also receive TANF.

Average Household Income	\$17,744
Average Tenant Rent (0-Bdrm)	\$298
Average Tenant Rent (1-Bdrm)	\$306
Average Tenant Rent (2-Bdrm)	\$294
Average Tenant Rent (3-Bdrm)	\$576
Average Tenant Rent (4-Bdrm)	\$489
Average Tenant Rent (Combined)	\$339

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

Average TTP (rent + utilities per month) \$332
Average Housing Assistance Payment \$573

Length of Time On Program	Count	Percent
Less than 1 years	22	47
Less than 2 years	17	36
Less than 3 years	8	17
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
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	11
\$5,000 - \$10,000	7	16
\$10,000 - \$15,000	12	27
\$15,000 - \$20,000	5	11
\$20,000 - \$25,000	4	9
More than \$25,000	11	25

Income Levels	Count	Percent
Over Income	47	100