



HOUSING & REDEVELOPMENT AUTHORITY MEETING

Monday, November 25, 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 11/25/2024

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

3. Approval of Last Meeting Minutes

3.1. HRA Minutes: October 28, 2024

4. Executive Director's Report

5. Old Business

5.1. Current Housing Choice Vouchers Updates

5.2. Current Mainstream Voucher Updates

5.3. Current Bridges Updates

5.3.1. Initial Application for July 2025-June 2027 Grant Due December 4, 2024

6. Other / New Business

6.1. Discuss HOTMA changes (Housing Opportunity Through Modernization Act)

6.2. Resolution to approve payment standard increase in the admin plan

6.3. Resolution to approve HUD's Mainstream voucher changes in the admin plan

6.4. No Board Meeting in December due to Christmas week

7. Adjournment



Regular Meeting

Monday, November 25, 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: October 28, 2024
3. Executive Directors Report:
4. Old Business:
 - a. Current Housing Choice Vouchers Updates
 - b. Current Mainstream Voucher Updates
 - c. Current Bridges Updates
 1. Initial application for July 2025-June 2027 grant due December 4, 2024
5. Other/New business:
 - a. Discuss HOTMA changes (Housing Opportunity Through Modernization Act)
 - b. Resolution to approve payment standard increase in the admin plan
 - c. Resolution to approve HUD's Mainstream voucher changes in the admin plan
 - d. No Board meeting in December due to Christmas week.
6. Adjourn

Next scheduled meeting is Monday, January 27, 2025.



MINUTES
OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY
REGULAR MEETING on OCTOBER 28, 2024

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:00 p.m. in the Crandall Small Conference Room by Chairperson Olivo.

Members present were Nathan Dotson, Vicki Olivo, John Hole, and Lindsay Schultz. Members absent: Julie Fiske. 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 September 23, 2024, HRA Board meeting. All Commissioners voting Aye, the motion carried.

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 September totaled 101. Total year to date assistance and administration costs and revenues are still to be determined. The Housing Choice Voucher Program fund balance at September month end is \$. The HRA Revenues year to date total is \$359,909.95 and the expenses total \$356,899.82. The HRA General Fund balance is \$670,744.07.

Madkour said that they have 182 clients. He said the HCV dollar figures are to be determined, but will send the numbers when he has them. With staff changes in the Finance Department, the numbers didn't get posted. He said that he presented Troy with a job description for the part-time position that will be ready to post in December so as to have someone start in January. There are about 105 vouchers total, including port-outs. He said they are going through a little problem with Bridges. He said he hit beyond his monthly budget. There are eight months left on this grant. There are six people who he will keep in the hopper. He had a few people who lost jobs, and he is picking up the tab. Once money is freed up, the applicants who are waiting will get brand new vouchers, assuming they are still around and qualified. It will be on a first-come, first-served basis so he doesn't tap out again. He will not take any more referrals until those six are satisfied. He said that he deals with case workers and not the clients, and some of the case workers didn't pass on the information to the clients.

A motion was made by Hole and seconded by Schultz to approve the reports as presented contingent on the receipt of the updated numbers. All Commissioners voting Aye, the motion carried.

Executive Director's Report: Community Development Director Troy Klecker presented the Executive Director's Report. He said Westlake Meadows apartments are moving along. Three of the five buildings are open. The fourth will be open in November and fifth in February or March 2025. Each of those buildings will be 60 units. Ascend is also moving along and looking to open in January. Hillcrest has all of their zoning approvals. They're planning on doing demolition before winter and plan to start construction in the spring. The apartment will be 73 units—20 affordable and 53 market rate. He gave an update on Eastgate Phase 2 and said that they did not get funded for the grant. They will be appealing this since they were one point away from being funded. The assessment is in process for United Way's grant for \$300,000 and is moving ahead. They're trying to build ten single family homes. Colonial Manor is up in the air right now. Klecker presented to the County Board and they will figure out how they want to participate. Habitat has some interest in the Cashman lot, but wants more details. He will put together a schematic on how that lot could be laid out.

Other / New Business: Madkour said that the next two meetings fall on the weeks of Thanksgiving and Christmas. The Commissioners said that they'd be able to attend the November meeting, but were in agreement to cancel the December 23 meeting.

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 4:43 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: NOVEMBER 25, 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:	\$451,619.42
YTD Expenses:	\$400,008.67
Fund Balance:	\$719,321.33

MHFA BRIDGES PROGRAM

Monthly HAP Revenue	\$24,047.00
Monthly Admin Revenue	\$ 2,520.00
Monthly Expense	\$26,567.00
Occupancy:	42
Average HAP:	\$632.55

COUNTY BRIDGES PROGRAM

Monthly HAP Revenue	\$5,672.00
Monthly HAP Expense	\$5,672.00
Occupancy:	8
Average HAP:	\$709.00

MAINSTREAM VOUCHER PROGRAM

Monthly HAP Revenue	\$18,326.00
Monthly HAP Expense	\$18,326.00
Occupancy:	34 out of 40 vouchers
Average HAP:	\$539.00

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

YTD Revenue:	\$832,899.74
YTD Expense:	\$821,288.27
Total Cash Balance:	\$180,292.10
Households in Steele Co:	101
Average HAP:	\$531.70
Households Portable Out:	7
Average HAP:	\$898.14
Total Assisted Households:	108 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.

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11/19/24 15:01 Page 1

City of Owatonna
Balance Sheet
Period Ending: 10/2024

Fund: 280 OWATONNA HRA

Account Number	Description	Debit	Credit
280-10100-000-000-000000	CASH	430,437.46	
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	95,050.00	
280-14200-000-000-000000	LAND HELD FOR RESALE	184,208.00	
280-20100-000-000-000000	ACCOUNTS PAYABLE		-4,812.47
280-22015-000-000-000000	DEPOSITS - OTHER		-3,000.00
280-22200-000-000-000000	UNAVAILABLE REVENUE		-14,330.00
280-22210-000-000-000000	UNAVAILABLE REVENUE - TAXES		-959.87
280-29300-000-000-000000	FUND BALANCE		-644,608.24
Current Year Revenue/Expense			-51,610.75
Fund totals:		719,321.33	-719,321.33

City of Owatonna
Balance Sheet
Period Ending: 10/2024

Fund: 282 OWATONNA HRA HUD SECTION 8

Account Number	Description	Debit	Credit
282-10100-000-000-000000	CASH	105,520.65	
282-10150-000-000-000000	RESTRICTED CASH - FSS DEPOSITS	25,595.81	
282-11500-000-000-000000	ACCOUNTS RECEIVABLE	4,882.00	
282-13200-000-000-000000	DUE FROM OTHER GOVERNMENTS	42,606.64	
282-20100-000-000-000000	ACCOUNTS PAYABLE	1,687.00	
282-22250-000-000-000000	FSS DEPOSITS		-25,595.81
282-29300-000-000-000000	FUND BALANCE		-143,084.82
Current Year Revenue/Expense			-11,611.47
Fund totals:		180,292.10	-180,292.10
***** End of Report *****			

Description	Year	MTD	YTD 10/31/2024
	Budget	Actual	Actual
PROPERTY TAXES	- 200,000.00	- 16,600.00	- 170,509.95
MOBILE HOME TAX			- 27.20
STEELE COUNTY - HOUS	- 55,000.00	- 5,672.00	- 46,586.00
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	- 18,000.00
STATE - HOUSING BRID	- 253,250.00	- 24,047.00	- 184,897.00
STATE - HOUSING BRID	- 18,000.00	- 2,520.00	- 19,740.00
	- 579,388.00	- 50,839.00	- 451,619.42
WAGES - REGULAR FT	99,801.00	7,676.72	84,268.20
WAGES - OT			24.43
PERA	7,485.00	579.81	6,362.07
FICA	7,635.00	562.49	6,196.10
INSURANCE	16,064.00	1,412.84	14,128.12
WORKERS COMP INSURAN	569.00	44.05	483.30
OFFICE SUPPLIES	1,200.00	198.79	1,466.39
OTHER PROFESSIONAL S	10,000.00		2,036.25
BACKGROUND CHECKS	1,300.00	75.00	900.00
PHONE	900.00	41.39	412.61
POSTAGE	1,300.00		1,103.10
TRAVEL & TRAINING	2,700.00	157.78	395.48
OPERATIONAL SERVICES	4,000.00	240.00	480.00
ADVERTISING & PROMOT	200.00		
MEMBERSHIPS & SUBSCR	900.00		818.95
PROPERTY & LIABILITY	4,400.00		3,300.00
RENTAL PROPERTY EXPE	6,900.00		9,395.79
REPAIR & MAINT - EQU	500.00	1,716.87	1,716.87
REPAIR & MAINT - OTH			
SOUTHERN MN INITIATI	1,667.00		1,667.00
HOUSING PAYMENTS - S	55,000.00	5,672.00	46,122.00
LAND PROJECTS	45,600.00		2,350.01
RENTAL CERTIFICATION	25,000.00	2,083.00	20,834.00
TRANSFER TO OTHER FU	15,000.00	1,250.00	12,500.00
HOUSING PAYMENTS - B	271,250.00	21,298.00	183,048.00
	579,371.00	43,008.74	400,008.67

Description	Year	MTD	YTD 10/31/24
	Budget	Actual	Actual
FEDERAL - PROGRAM	- 749,722.00	- 58,256.00	- 565,420.00
FEDERAL - ADMIN	- 75,833.00	- 6,718.00	- 73,447.00
FEDERAL - PROGRAM (M		- 14,960.00	- 136,342.00
FEDERAL - ADMIN (MS)		- 3,278.00	- 31,376.00
FEDERAL - OTHER	- 170,000.00		
OTHER HA - PORT IN H	- 100,000.00	- 756.00	- 20,339.00
OTHER HA - PORT IN A	- 8,000.00	- 57.25	- 1,865.72
OTHER HA-PORT IN UTI	- 1,000.00		
FRAUD RECOVERY - HAP	- 2,500.00		- 1,246.50
FRAUD RECOVERY - ADM	- 2,500.00		- 1,246.50
INTEREST EARNINGS	- 500.00		- 1,617.02
	- 1,110,055.00	- 84,025.25	- 832,899.74
WAGES - REGULAR FT	47,486.00	3,652.80	40,078.40
PERA	3,561.00	266.57	2,932.41
FICA	3,633.00	253.54	2,807.45
INSURANCE	11,280.00	813.35	8,133.50
WORKERS COMP INSURAN	271.00	20.26	222.88
AUDIT & ACCOUNTING S	11,500.00		17,535.00
MANAGEMENT FEES	7,500.00		
PORT OUT ADMIN	1,000.00	333.48	2,418.88
TRAVEL & TRAINING	600.00	226.80	417.11
MAINSTREAM HAP	170,000.00	18,326.00	149,105.00
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	1,058.00	10,037.00
HOUSING PYMTS HAP	749,722.00	52,371.00	517,169.00
UTILITY PYMTS HAP	2,000.00	273.00	2,134.00
PORTABLE HSG PYMTS	15,000.00	6,287.00	48,738.64
PORTABLE UTIL PYMTS	550.00		
PORTABLE REC HAP	70,000.00	821.00	19,559.00
	1,110,055.00	84,702.80	821,288.27

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

Unit Locations	HoH Count	Percent	Fam Count	Percent
	8	6	20	7
Blooming Prairie	1	1	1	0
Ellendale	1	1	1	0
Owatonna	135	93	258	92
Total All Locations	145	100	280	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	26	18	70
Non-Elderly Heads of Household (age 61 or less)	119	82	45
Near-Elderly Heads of Household (ages 55 to 61)	29	20	58
Other Heads of Household (age 54 or less)	90	62	41
Female Heads of Household	108	74	49
Elderly	22	20	71
Non-Elderly	86	80	43
Near-Elderly	14	13	58
Other	72	67	40
Male Heads of Household	37	26	51
Elderly	4	11	64
Non-Elderly	33	89	49
Near-Elderly	15	41	58
Other	18	49	42
Disabled/Handicapped Heads of Household	90	62	54
Male	30	33	51
Female	60	67	54
Non-Minority Heads of Household	97	67	
Minority Heads of Household	48	33	
Black/African American	35	24	
American Indian/Alaska Native	1	1	
Hispanic	12	8	
# of Family Members younger than 18 years	109		10
# of Families with children	50	34	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$70,657	2.5	24	7
Federal Wage	\$1,620	0.1	1	0
General Assistance	\$350,195	12.3	113	32
Military Pay	\$1,991	0.1	1	0
Other Nonwage Sources	\$144,828	5.1	24	7
SSI	\$871,606	30.5	76	22
Social Security	\$553,968	19.4	56	16
TANF (formerly AFDC)	\$1,320	0.0	1	0
Other Wage	\$857,730	30.1	54	15
Total All Income Sources	\$2,853,915	100	350	100

Public Assistance is the sole source of income for 6% of households.
Households that are working comprise 33% of households.
Of the working households, 0% of households also receive TANF.

Average Household Income	\$19,682
Average Tenant Rent (0-Bdrm)	\$661
Average Tenant Rent (1-Bdrm)	\$320
Average Tenant Rent (2-Bdrm)	\$391
Average Tenant Rent (3-Bdrm)	\$442
Average Tenant Rent (4-Bdrm)	\$625
Average Tenant Rent (5-Bdrm)	\$666

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

Average Tenant Rent (Combined)	\$364
Average TTP (rent + utilities per month)	\$384
Average Housing Assistance Payment	\$517

Length of Time On Program	Count	Percent
Less than 1 years	31	23
Less than 2 years	28	20
Less than 3 years	19	14
Less than 4 years	12	9
Less than 5 years	3	2
Less than 6 years	2	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	28
\$15,000 - \$20,000	40	28
\$20,000 - \$25,000	19	13
More than \$25,000	31	22

Income Levels	Count	Percent
Over Income	145	100

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

Unit Locations	HoH Count	Percent	Fam Count	Percent
Dodge Center	1	3	2	3
Ellendale	1	3	3	4
Janesville	2	5	2	3
Kasson	2	5	4	6
Owatonna	30	75	56	79
Waseca	3	8	3	4
West Concord	1	3	1	1
Total All Locations	40	100	71	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	2	5	70
Non-Elderly Heads of Household (age 61 or less)	38	95	38
Near-Elderly Heads of Household (ages 55 to 61)	2	5	59
Other Heads of Household (age 54 or less)	36	90	36
Female Heads of Household	28	70	38
Elderly	2	7	70
Non-Elderly	26	93	36
Near-Elderly	1	4	59
Other	25	89	35
Male Heads of Household	12	30	41
Elderly	0	0	0
Non-Elderly	12	100	41
Near-Elderly	1	8	58
Other	11	92	39
Disabled/Handicapped Heads of Household	9	23	45
Male	6	67	43
Female	3	33	45
Non-Minority Heads of Household	33	83	
Minority Heads of Household	7	18	
Black/African American	1	3	
American Indian/Alaska Native	1	3	
Hispanic	5	13	
# of Family Members younger than 18 years	27		9
# of Families with children	12	30	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$29,679	4.4	5	6
General Assistance	\$192,564	28.8	47	59
Other Nonwage Sources	\$12,002	1.8	1	1
SSI	\$47,820	7.2	5	6
Social Security	\$85,776	12.8	7	9
Other Wage	\$300,968	45.0	15	19
Total All Income Sources	\$668,809	100	80	100

Public Assistance is the sole source of income for 30% of households.
Households that are working comprise 35% of households.
Of the working households, 0% of households also receive TANF.

Average Household Income	\$16,720
Average Tenant Rent (0-Bdrm)	\$298
Average Tenant Rent (1-Bdrm)	\$284
Average Tenant Rent (2-Bdrm)	\$246
Average Tenant Rent (3-Bdrm)	\$692
Average Tenant Rent (4-Bdrm)	\$816
Average Tenant Rent (Combined)	\$343

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

Average TTP (rent + utilities per month)	\$326
Average Housing Assistance Payment	\$570

Length of Time On Program	Count	Percent
Less than 1 years	19	48
Less than 2 years	18	45
Less than 3 years	3	8
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	14
\$5,000 - \$10,000	6	16
\$10,000 - \$15,000	9	24
\$15,000 - \$20,000	4	11
\$20,000 - \$25,000	3	8
More than \$25,000	10	27

Income Levels	Count	Percent
Over Income	40	100