

City of Owatonna

Housing & Redevelopment Authority

Regular Meeting

Monday, July 26, 2021

4:00 PM

City Council Chambers

1. Agenda - July 26, 2021

Documents:

[1 AGENDA 7.26.2021.PDF](#)

2. Roll Call: Dotson, Hole, Kropp, Olivo

3. Approval Of Minutes For: June 28, 2021

Documents:

[2 HRA MINUTES 06-28-2021.PDF](#)

4. Executive Director's Report

5. Old Business

5.I. Board Memorandum

Documents:

[3 BOARD MEMORANDUM 7.26.2021.PDF](#)

5.II. Balance Sheets

Documents:

[4 BALANCE STATEMENTS.PDF](#)

5.III. Income Statements

Documents:

[5 INCOME STATEMENTS.PDF](#)

5.IV. HCV Demographics

Documents:

[6 HCV DEMOGRAPHICS.PDF](#)

5.V. Bridges Demographics

Documents:

7 BRIDGES DEMOGRAPHICS.PDF

5.VI. Mainstream Voucher Updates

6. New Business

6.I. Discuss New Chairperson And Vice-Chairperson Voting

7. Other

8. Adjourn

Next scheduled meeting: Monday, August 23, 2021

Please inform Ghassan Madkour as soon as possible whether you will be able to attend at [ghassan.madkour@ci.owatonna.mn.us](mailto:ghassan.madkour@ci.owatonna.mn.us) or 507-774-7318.

THE CITY OF



OWATONNA

Housing & Redevelopment Authority

## Regular Meeting

Monday, July 26, 2021

4:00 PM

City Council Chambers

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### Preliminary Agenda

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1. Roll Call: Dotson, Hole, Kropp, Olivo
2. Approval of Minutes for: June 28, 2021 Meeting
3. Executive Directors Report:
4. Old Business:
  - a. Housing Choice Vouchers Updates
  - b. Bridges Updates
  - c. Mainstream Voucher Updates
5. New Business:
  - a. Discuss new chairperson and vice-chairperson voting
6. Other:
7. Adjourn

Next scheduled meeting: Monday, August 23, 2021.

Please inform Ghassan Madkour as soon as possible whether you will be able to attend at [ghassan.madkour@ci.owatonna.mn.us](mailto:ghassan.madkour@ci.owatonna.mn.us) or 507-774-7318.



**MINUTES**  
**OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY**  
**REGULAR MEETING on JUNE 28, 2021**

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:00 pm in the Second Floor Conference Room by Senior Member Olivo.

Members present were John Hole, Shari Kropp, and Vicki Olivo. Also present were Housing Manager Ghassan Madkour and Planning Technician Kristen Kopp.

**Approval of the Minutes:** Senior Member Olivo called for a motion to approve the minutes of the May 24, 2021 meeting. A motion was made by Kropp and seconded by Hole to approve the minutes. 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 May totaled 102. Total year to date assistance and administration costs were \$297,246.22 and revenues were \$383,951.73. The Housing Choice Voucher Program fund balance at May month end is \$148,141.46. Madkour provided City of Owatonna HRA monthly balance sheet and revenue/expense reports for the HRA General Fund including the Bridges Programs. The HRA Revenues year to date total is \$209,531.89 and the expenses total \$190,052.80. The HRA General Fund balance is \$356,247.03.

Madkour said that there hasn't been much movement on the traditional voucher program. They've had three new clients this year. Everything is on course. He spoke with the HUD representative in Minneapolis about the Mainstream Program. They still don't know if this will be a permanent program or limited to 5 years for the clients.

Madkour said that at the end of this month, they will start with a brand-new Bridges Grant. He had an email from Minnesota Housing that they're waiting for the State to pass their budget. He said that there was a \$24,000 grant for Bridges RTC that was never touched before he started in Owatonna. It only could be used for clients coming from St. Peter or Anoka. It went away because it wasn't used. One person is coming off the Bridges Like Program and he will have to terminate that person on July 31<sup>st</sup> because of recent criminal background. They will refill that unit. There are 19 clients on regular Bridges and 7 on Bridges Like. We will be utilizing about \$20,000 a month.

There is a lot more activity on the Mainstream program. He sent out 54 applications. Out of that, seven are waiting for more information, two are in background check, two are ready for an orientation, five have leased up for July 1<sup>st</sup>, and 38 (the rest) of the applications were not returned or denied. He received a few calls over the last week from people who didn't return their applications. Things are in motion with the rest of them.

They are coming out with 200,000 emergency vouchers in October. He said that he will be applying for them. This would be for applicants that are homeless, risk of homeless, or abuse situations. Kropp asked if he would talk to a crisis resource center. Olivo mentioned talking to Meg Mitchell at the public defender's office.

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

**Other Business.** Madkour gave an update on the Bridges Grant. They're waiting for State approval. Paperwork has been signed off on. He said there was some conversation that if we're at a point where we still have a lot of funds, he'd like to apply that money to applicant's deposits.

Madkour gave an update on renthelpmn.com. There was a total of \$104,517,000 requested statewide with over 20,000 applicants. He said that the current end date for the eviction moratorium is July 31<sup>st</sup>.

Madkour said that he purged the waitlist. 84 applicants were mailed letters to reply to within two weeks. 49 came off the waitlist. Three are still pending, because they were sent new letters to new addresses. 32 stayed on the waitlist. Currently 110 are on the waitlist. Out of those, 12 will be coming off because they're part of the processing for Mainstream.

Olivo questioned the Rental Housing Expenditure on the Income Statement and wondered why it is - \$4,700. Madkour said he'd look into it.

Kropp said that Jolayne Mohs is the new Director of Outreach at Trinity Church.

The next meeting will be Monday, July 26, 2021.

**Adjournment:** There being no further business, a motion to adjourn was made by Kropp, seconded by Hole. All Commissioners voting Aye, the motion carried. The meeting adjourned at 4:53 pm.

Respectfully Submitted,

Ghassan Madkour  
Housing Manager

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**MEMORANDUM**

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**TO:** OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY BOARD  
**FROM:** GHASSAN MADKOUR, HOUSING MANAGER  
**SUBJECT:** MONTHLY DEMOGRAPHICAL AND FINANCIAL DATA  
**DATE:** JULY 26, 2021

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The purpose of this memorandum is to provide the Owatonna Housing and Redevelopment Authority with demographical and financial data on the HRA General Fund, Housing Choice Voucher Program, and Bridges Programs.

**OWATONNA HRA GENERAL FUND**

YTD Revenues:	\$255,734.89
YTD Expenses:	\$228,935.76
Fund Balance:	\$363,567.07

**MHFA BRIDGES PROGRAM**

Monthly HAP Revenue	\$21,936.00
Monthly Admin Revenue	\$ 2,100.00
Monthly HAP Expense	\$24,036.00
Occupancy:	42
Average HAP:	\$522.29

**COUNTY BRIDGES PROGRAM**

Monthly HAP Revenue	\$3,705.00
Monthly HAP Expense	\$3,705.00
Occupancy:	8
Average HAP:	\$463.13

**SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

YTD Revenue:	\$446,241.25
YTD Expense:	\$357,843.79
Total Cash Balance:	\$149,833.41
Program Demographics:	
Households in Steele Co:	103
Average HAP:	\$455.43
Households Portable Out:	5
Average HAP:	\$842.80
Total Assisted Households:	108
Households Ported In Billing:	9

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

**City of Owatonna**  
**Balance Statement by Fund**  
**30-Jun-21**

FUND 280: OWATONNA HRA

Account Name	Ending Balance
<b>ASSETS</b>	
BANK ACCOUNTS	\$ 57,672.49
INVESTMENTS	50,000.00
ACCOUNTS RECEIVABLE	336.00
DELINQUENT TAXES RECEIVABLE	2,184.89
DUE FROM OTHER GOVERNMENTS	92,560.00
LAND HELD FOR RESALE	184,208.00
NOTE RECEIVABLE	6,170.00
Total Assets	<u>\$ 393,131.38</u>
<b>LIABILITIES</b>	
ACCOUNTS PAYABLE	\$ 16,209.42
REFUNDABLE DEPOSITS	3,000.00
DEFERRED REVENUE	8,170.00
DEFERRED REVENUE - DEL TAXES	2,184.89
Total Liabilities	<u>\$ 29,564.31</u>
<b>FUND EQUITY</b>	
FUND BALANCE	<u>\$ 363,567.07</u>
Total Fund Equity	<u>\$ 363,567.07</u>
Total Liabilities and Fund Equity	<u><u>\$ 393,131.38</u></u>

FUND 282: OWATONNA HRA-HUD

Account Name	Ending Balance
<b>ASSETS</b>	
BANK ACCOUNTS	\$ 155,207.28
BANK ACCOUNTS - DEPOSITS	24,717.26
ACCOUNTS RECEIVABLE	2,346.00
DUE FROM OTHER GOVERNMENTS	5,938.26
Total Assets	<u>\$ 188,208.80</u>
<b>LIABILITIES</b>	
ACCOUNTS PAYABLE	\$ 1,706.62
DUE TO OTHER GOVERNMENTS	40.00
DEFERRED REVENUE	11,911.51
DEPOSITS	24,717.26
Total Liabilities	<u>\$ 38,375.39</u>
<b>FUND EQUITY</b>	
FUND BALANCE	<u>\$ 149,833.41</u>
Total Fund Equity	<u>\$ 149,833.41</u>
Total Liabilities and Fund Equity	<u><u>\$ 188,208.80</u></u>

**City of Owatonna**  
**Income Statement by Fund**  
**For the Period Ending June 30, 2021**

FUND 280: OWATONNA HRA

Account Name	Budget	MTD Actual	YTD Actual	\$ Remaining
<b>REVENUES</b>				
PROPERTY TAXES	185,000.00	15,410.00	\$ 92,460.00	\$ 92,540.00
STEELE COUNTY - HOUSING	45,000.00	3,705.00	22,405.00	22,595.00
TIF ADMINISTRATIVE FEE	3,761.00	0.00	0.00	3,761.00
INTEREST INCOME	800.00	52.00	441.89	358.11
RENTS & LEASES - 204 E	12,000.00	1,000.00	6,000.00	6,000.00
RENTS & LEASES 215 ELM ST	12,000.00	1,000.00	6,000.00	6,000.00
RENTS & LEASES 221 ELM ST	12,000.00	1,000.00	6,080.00	5,920.00
TRANSFER FROM HUD-SEC 8	7,500.00	0.00	0.00	7,500.00
STATE - BRIDGES	276,000.00	21,936.00	111,198.00	164,802.00
STATE - BRIDGES ADMIN	27,000.00	2,100.00	11,150.00	15,850.00
<b>Total Revenues</b>	<b>581,061.00</b>	<b>46,203.00</b>	<b>\$ 255,734.89</b>	<b>\$ 325,326.11</b>
<b>EXPENDITURES</b>				
WAGES - FULL TIME EMPLOYEES	84,588.00	6,417.83	\$ 41,659.21	\$ 42,928.79
PERA	6,344.00	485.32	3,148.49	3,195.51
FICA	6,471.00	474.22	3,046.23	3,424.77
INSURANCE	14,467.00	1,278.23	7,669.73	6,797.27
WORKERS COMP INSURANCE	488.00	40.77	260.48	227.52
OFFICE SUPPLIES	1,200.00	185.83	577.32	622.68
CONSULTING SERVICES	8,500.00	0.00	0.00	8,500.00
BACKGROUND CHECKS	600.00	225.00	375.00	225.00
TELEPHONE	600.00	41.51	249.03	350.97
POSTAGE	1,000.00	96.76	655.67	344.33
VEHICLE ALLOWANCE	500.00	16.50	119.13	380.87
TRAVEL & CONFERENCES	2,000.00	0.00	0.00	2,000.00
OPERATIONAL SERVICES - SEC 8	4,500.00	0.00	240.00	4,260.00
ADVERTISING	200.00	0.00	0.00	200.00
MEMBERSHIPS &	750.00	3.84	344.76	405.24
INSURANCE	3,500.00	0.00	1,750.00	1,750.00
RENTAL HOUSE EXP	2,000.00	102.15	6,802.15	-4,802.15



RENTAL HOUSE EXP - 215 ELM	2,000.00	0.00	119.00	1,881.00
RENTAL HOUSE EXP - 221 ELM	2,000.00	0.00	1,264.80	735.20
REPAIR SERVICE - OFFICE EQUIP	500.00	0.00	998.76	-498.76
HOUSING PAYMENTS - STEELE	45,000.00	3,705.00	22,405.00	22,595.00
LAND PROJECTS	50,000.00	0.00	0.00	50,000.00
RENTAL CERTIFICATION	22,000.00	1,830.00	11,020.00	10,980.00
SOUTHERN MN INITIATIVE FOUNDAT	1,667.00	0.00	1,667.00	0.00
TRANSFER TO OTHER FUNDS	15,000.00	1,250.00	7,500.00	7,500.00
HOUSING PAYMENTS - BRIDGES	276,000.00	22,730.00	117,064.00	158,936.00
Total Expenditures	<u>551,875.00</u>	<u>38,882.96</u>	<u>\$ 228,935.76</u>	<u>\$ 322,939.24</u>
Expenditures	<u>29,186.00</u>	<u>7,320.04</u>	<u>\$ 26,799.13</u>	<u>\$ 2,386.87</u>

FUND 282: OWATONNA HRA-HUD

Account Name	Budget	MTD Actual	YTD Actual	\$ Remaining
<b>REVENUES</b>				
FEDERAL GRANTS - PROGRAM	625,000.00	52,179.00	\$ 310,692.00	\$ 314,308.00
FEDERAL GRANT	62,000.00	5,419.00	34,439.00	27,561.00
FEDERAL - OTHER	0.00	0.00	70,120.00	-70,120.00
PORTABLES IN HAP	80,000.00	4,214.00	24,390.00	55,610.00
PORTABLES IN ADMIN	6,200.00	402.56	2,446.64	3,753.36
PORTABLES RECEIVING UTIL	100.00	0.00	0.00	100.00
FRAUD RECOVERY - HAP	0.00	0.00	1,872.50	-1,872.50
FRAUD RECOVERY - ADMIN	0.00	0.00	1,872.50	-1,872.50
INTEREST INCOME	500.00	74.96	408.61	91.39
<b>Total Revenues</b>	<b>773,800.00</b>	<b>62,289.52</b>	<b>\$ 446,241.25</b>	<b>\$ 327,558.75</b>
<b>EXPENDITURES</b>				
WAGES - FULL TIME EMPLOYEES	39,244.00	2,958.40	\$ 19,203.31	\$ 20,040.69
PERA	2,943.00	214.58	1,396.30	1,546.70
FICA	3,002.00	205.81	1,311.71	1,690.29
INSURANCE	10,118.00	713.03	4,277.78	5,840.22
WORKERS COMP INSURANCE	227.00	18.03	113.80	113.20
AUDIT SERVICE	9,000.00	5,145.00	8,400.00	600.00
PORTABLE OUT	500.00	261.72	1,292.77	-792.77
MANAGEMENT FEE	7,500.00	0.00	0.00	7,500.00
VEHICLE ALLOWANCE	500.00	0.00	20.12	479.88
PORT UA OUT	300.00	0.00	0.00	300.00
HOME OWNERSHIP HAP	10,000.00	879.00	5,220.00	4,780.00
HOUSING PYMTS HAP	625,000.00	40,592.00	263,574.00	361,426.00
FSS PYMTS HAP	8,000.00	0.00	0.00	8,000.00
UTILITY PYMTS HAP	4,000.00	36.00	274.00	3,726.00
PORTABLE HSG PYMTS	11,000.00	5,402.00	27,917.00	-16,917.00
PORTABLE UTIL PYMTS	750.00	0.00	0.00	750.00
PORTABLE REC HAP	80,000.00	4,172.00	24,843.00	55,157.00
<b>Total Expenditures</b>	<b>812,084.00</b>	<b>60,597.57</b>	<b>\$ 357,843.79</b>	<b>\$ 454,240.21</b>
<b>Expenditures</b>	<b>-38,284.00</b>	<b>1,691.95</b>	<b>\$ 88,397.46</b>	<b>\$ -126,681.46</b>

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

<b>Unit Locations</b>	<b>HoH Count</b>	<b>Percent</b>	<b>Fam Count</b>	<b>Percent</b>
	5	5	14	5
Blooming Prairie	1	1	1	0
Ellendale	1	1	1	0
Owatonna	101	94	244	94
Total All Locations	108	100	260	100

<b>Family Composition</b>	<b>Count</b>	<b>Percent</b>	<b>Avg Age</b>
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	28	26	69
Non-Elderly Heads of Household (age 61 or less)	80	74	45
Near-Elderly Heads of Household (ages 55 to 61)	15	14	57
Other Heads of Household (age 54 or less)	65	60	42
Female Heads of Household	84	78	50
Elderly	21	25	69
Non-Elderly	63	75	44
Near-Elderly	13	15	57
Other	50	60	40
Male Heads of Household	24	22	54
Elderly	7	29	70
Non-Elderly	17	71	47
Near-Elderly	2	8	57
Other	15	63	46
Disabled/Handicapped Heads of Household	64	59	57
Male	19	30	53
Female	45	70	57
Non-Minority Heads of Household	63	58	
Minority Heads of Household	45	42	
Black	35	32	
Hispanic	10	9	
# of Family Members younger than 18 years	123		10
# of Families with children	43	40	

<b>Income Source</b>	<b>Annual Amount</b>	<b>Percent</b>	<b>Count</b>	<b>Percent</b>
Child Support	\$101,674	4.8	23	8
General Assistance	\$125,772	5.9	46	16
Other Nonwage Sources	\$305,088	14.4	75	26
SSI	\$481,800	22.8	57	19
Social Security	\$357,096	16.9	40	14
TANF (formerly AFDC)	\$25,920	1.2	7	2
Unemployment Benefits	\$110,500	5.2	10	3
Other Wage	\$609,846	28.8	36	12
Total All Income Sources	\$2,117,696	100	294	100

Public Assistance is the sole source of income for 0% of households.  
 Households that are working comprise 31% of households.  
 Of the working households, 3% of households also receive TANF.

Average Household Income	\$19,608
Average Tenant Rent (0-Bdrm)	\$161
Average Tenant Rent (1-Bdrm)	\$256
Average Tenant Rent (2-Bdrm)	\$270
Average Tenant Rent (3-Bdrm)	\$381
Average Tenant Rent (4-Bdrm)	\$767
Average Tenant Rent (5-Bdrm)	\$642
Average Tenant Rent (Combined)	\$316
Average TTP (rent + utilities per month)	\$363

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

Average Housing Assistance Payment \$435

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	20	19
Less than 2 years	12	12
Less than 3 years	5	5
Less than 4 years	6	6
Less than 5 years	8	8
Less than 6 years	10	10
Less than 7 years	9	9
Less than 8 years	2	2
Less than 9 years	1	1
Less than 10 years	8	8
More than 10 years	22	21

<u>Broad Range of Income</u>	<u>Count</u>	<u>Percent</u>
\$0 - \$5,000	2	2
\$5,000 - \$10,000	6	6
\$10,000 - \$15,000	42	40
\$15,000 - \$20,000	19	18
\$20,000 - \$25,000	10	10
More than \$25,000	25	24

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Over Income	108	100

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

<b>Unit Locations</b>	<b>HoH Count</b>	<b>Percent</b>	<b>Fam Count</b>	<b>Percent</b>
Owatonna	24	89	38	88
Waseca	3	11	5	12
Total All Locations	27	100	43	100

<b>Family Composition</b>	<b>Count</b>	<b>Percent</b>	<b>Avg Age</b>
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	1	4	63
Non-Elderly Heads of Household (age 61 or less)	26	96	41
Near-Elderly Heads of Household (ages 55 to 61)	3	11	58
Other Heads of Household (age 54 or less)	23	85	39
Female Heads of Household	17	63	40
Elderly	1	6	63
Non-Elderly	16	94	38
Near-Elderly	1	6	59
Other	15	88	37
Male Heads of Household	10	37	47
Elderly	0	0	0
Non-Elderly	10	100	47
Near-Elderly	2	20	58
Other	8	80	44
Disabled/Handicapped Heads of Household	18	67	39
Male	7	39	47
Female	11	61	39
Non-Minority Heads of Household	23	85	
Minority Heads of Household	4	15	
Black	3	11	
Hispanic	1	4	
# of Family Members younger than 18 years	14		11
# of Families with children	9	33	

<b>Income Source</b>	<b>Annual Amount</b>	<b>Percent</b>	<b>Count</b>	<b>Percent</b>
Child Support	\$11,596	3.5	3	5
General Assistance	\$32,088	9.7	12	20
Other Nonwage Sources	\$44,388	13.4	14	24
SSI	\$106,272	32.2	11	19
Social Security	\$86,316	26.1	11	19
TANF (formerly AFDC)	\$7,332	2.2	2	3
Unemployment Benefits	\$6,604	2.0	1	2
Other Wage	\$35,939	10.9	5	8
Total All Income Sources	\$330,535	100	59	100

Public Assistance is the sole source of income for 4% of households.  
 Households that are working comprise 19% of households.  
 Of the working households, 0% of households also receive TANF.

Average Household Income	\$12,242
Average Tenant Rent (1-Bdrm)	\$206
Average Tenant Rent (2-Bdrm)	\$309
Average Tenant Rent (3-Bdrm)	\$411
Average Tenant Rent (Combined)	\$274
Average TTP (rent + utilities per month)	\$264
Average Housing Assistance Payment	\$448

<b>Length of Time On Program</b>	<b>Count</b>	<b>Percent</b>
Less than 1 years	9	33

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

Less than 2 years	4	15
Less than 3 years	4	15
Less than 4 years	4	15
Less than 5 years	3	11
Less than 6 years	3	11
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

<b>Broad Range of Income</b>	<b>Count</b>	<b>Percent</b>
\$0 - \$5,000	4	15
\$5,000 - \$10,000	5	19
\$10,000 - \$15,000	9	35
\$15,000 - \$20,000	2	8
\$20,000 - \$25,000	5	19
More than \$25,000	1	4

<b>Income Levels</b>	<b>Count</b>	<b>Percent</b>
Over Income	27	100