

MINUTES
OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY
REGULAR MEETING on July 27, 2020

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:00 pm on Microsoft Teams by Chairman Schnitzler.

Community Development Director Troy Klecker read a statement to allow for the meeting to be conducted by telephonic or electronic means and all votes will be roll call votes.

Members present were Jerry Atkinson, Vicki Olivo, and Cate Schnitzler. Also present were Housing Manager Ghassan Madkour, Community Development Director Troy Klecker, Administrative Technician Kristen Kopp, and Mary Reedy.

Approval of the Minutes: Chairman Schnitzler called for a motion to approve the minutes of the June 1, 2020 meeting. A motion was made by Olivo and seconded by Atkinson to approve the minutes. Commissioners voting Aye: Atkinson, Olivo, and Schnitzler. 3-0, motion carried.

Auditor's Report. Mary Reedy was present representing Clifton Larson Allen. She reported on the annual audit. She said it was pretty much the same as last year with no major findings or concerns. The department is overall financially stable. The Commissioners thanked Mary for presenting.

Executive Director's Report: Troy Klecker presented the Executive Director's Report. He said there are 14 single family house permits issued so far this year, which is the same as last year at this time. There are also several apartment projects, including South Pointe II, a 28-unit apartment that opened in June and is fully occupied. A 43-unit apartment is under construction on Florence Avenue. Eastgate, a 36-unit apartment on Cherry Street, is moving forward. The asbestos has been removed and demolition is planned for later in the week. The land transfer will happen in mid-August. A 36-unit apartment on Mound Street was approved for TIF. Developers are hoping to begin construction on Riverwood, a 71-unit apartment, in the fall. Klecker said that he will get the total number of housing units emailed to the Commissioners this week. He said that the five years goes through the end of 2021 and they are in a good spot to hit the goal of 500 units. Atkinson asked about Costco. Klecker said they'll begin hiring next month. He said that Cybex, Minimizer, and Rise Modular will all be hiring. The final draft of the Housing Study is done. This is a third-party verification that there is a demand for housing.

Old Business: Madkour said that Bridges numbers are down a little due to clients moving off and onto Section 8. Average HAPs are up a little, most likely due to Covid-19. He said that he's sent out 18 applications over the last two months. Six have not replied and are off the waitlist officially. Those six were current when he did the waitlist purge. Two have leased up. Ten will stay local and two are porting out. Three clients are porting in. He gave an update on the waitlist purge: 44 applicants came off the waitlist because they didn't respond, leaving 155 currently on the waitlist.

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 June totaled 102. Total year to date assistance and administration costs were \$344,469.42 and revenues were \$348,511.26. The Housing Choice Voucher Program fund balance at June month end is \$70,367.14. 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 \$279,222.99 and the expenses total \$366,444.64. The HRA General Fund balance is \$299,142.32.

A motion was made by Atkinson and seconded by Olivo to approve the reports as presented. Commissioners voting Aye: Atkinson, Olivo, and Schnitzler. 3-0, motion carried.

New Business: Madkour said that they will possibly be adding five vouchers through the Veterans Affairs Supporting Housing (VASH). This is specifically for veterans—local vets or those who want to move here. This will be a separate fund, another avenue to address a specific need.

Madkour said there is a Covid-29 supportive grant from Minnesota Housing. They will be asking for \$670,000. This will go to help people behind on their mortgage payments or rent because of Covid-19. It's a five-month grant and will go through the end of the year. SEMCAC has also applied and they will work with them to ensure that applicants don't double up. Klecker clarified that this assistance is to help the renter, but will go directly to the landlords or the bank, not the renter. Some of that money can be used for consulting services.

Other Business:

Adjournment: There being no further business, a motion to adjourn was made by Olivo, seconded by Atkinson. Commissioners voting Aye: Atkinson, Olivo, and Schnitzler. 3-0, motion carried. The meeting adjourned at 4:57 pm.

Respectfully Submitted,

Ghassan Madkour
Housing Manager