

City of Owatonna

HRA Board

Regular Meeting

Monday, March 25, 2024

4:00 p.m.

City Hall / Crandall Small Conference Room 120

Preliminary Agenda

1. HRA Board Agenda - 3/25/2024

Documents:

[1. MARCH MEETING AGENDA.PDF](#)

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

3. Approval Of Meeting Minutes From February 26, 2024

Documents:

[2. HRA MINUTES 02-26-2024.PDF](#)

4. Executive Director's Report

5. Old Business

5.I. Board Memorandum

Documents:

[3. BOARD MEMORANDUM 3.25.2024.PDF](#)

5.II. Balance Sheet

Documents:

[4. BALANCE SHEET.PDF](#)

5.III. Income Statements

Documents:

[5. INCOME STATEMENTS.PDF](#)

5.IV. HUD Demographics

Documents:

[6. HUD DEMOGRAPHICS.PDF](#)

5.V. Bridges Demographics

Documents:

[7. BRIDGES DEMOGRAPHICS.PDF](#)

5.VI. Current Mainstream Voucher Updates

5.VII. Current Bridges Updates

6. New Business

7. Other

7.I. Housing Trust Fund Status

8. Adjourn

Next scheduled meeting: April 22, 2024

Please inform Ghassan Madkour as soon as possible whether you will be able to attend at ghassan.madkour@owatonna.gov or 507-774-7318.



Regular Meeting

Monday, March 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 from February 26, 2024
3. Executive Directors Report:
4. Old Business:
 - a. Current Housing Choice Vouchers Updates
 - b. Current Mainstream Voucher Updates
 - c. Current Bridges Updates
5. New Business:
6. Other:
 - a. Housing Trust Fund status
7. Adjourn

Next scheduled meeting, April 22, 2024

Please inform Ghassan Madkour as soon as possible whether you will be able to attend at ghassan.madkour@owatonna.gov or 507-774-7318.



MINUTES
OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY
REGULAR MEETING on FEBRUARY 26, 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 120 by Chairperson Olivo.

Members present were Nathan Dotson, Julie Fiske, Vicki Olivo, and Lindsay Schultz. Member John Hole was absent. Also present were Housing Manager Ghassan Madkour and Administrative Technician Kristen Kopp.

Approval of the Minutes: A motion was made by Fiske and seconded by Dotson to approve the minutes of the January 22, 2024, HRA Board meeting. All Commissioners voting Aye, the motion carried.

Executive Director's Report: Ghassan Madkour said that the citywide housing group is putting together one piece of the required application for the Eastgate 2 tax-credit project. The HRA will be assisting with the application, so the application can receive the points needed for tax-credit qualification. Also, Troy Klecker is working with Brad Meyer to hopefully get local businesses with assistance as well. A meeting is planned for mid-March.

Old Business: Madkour said we asked for five to seven housing stability vouchers months ago. These vouchers are specific for homeless people. About two weeks ago, he received an email that funds are not available. He will get in touch with someone to clarify if this means that vouchers are not available. More information to come.

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 January totaled 104. Total year to date assistance and administration costs were \$81,476.53 and revenues were \$75,208.51. The Housing Choice Voucher Program fund balance at January month end is \$164,348.46. The HRA Revenues year to date total is \$45,522.00 and the expenses total \$39,686.78. The HRA General Fund balance is \$633,128.58.

Madkour said that he's having issues with some clients that he's had to terminate. He said he would rather put a termination letter in and give them a 30-day notice with an appeal notice. We can always issue the voucher again. It empowers them to move forward properly. He has two clients he's terminated because of repeated violations.

We're serving 31 clients under the MN Housing Bridges Program (3 more are being serviced in Mower County). The Bridges County Grant serves 9 clients.

There are five port outs under HCV. We're at 104 vouchers out of 113, with 6 in the hopper. Once people start coming off, he must keep them off and not replace them because of the tax credit project coming up. We should know within the next year to year and a half if we will receive tax credits for Eastgate 2.

Madkour said there are 31 clients on the Mainstream Program. He's doing an orientation for two HCV and four Mainstream on Friday morning. There are several clients for housing, too. He said people have 60 days up front with their voucher. He said he'd like to have Mainstream filled with 40 vouchers by summertime.

January was the first month that we surpassed \$100,000 in HAP (housing assistance payments).

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

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 4:38 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: MARCH 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:	\$90,113.00
YTD Expenses:	\$79,334.01
Fund Balance:	\$637,818.05

MHFA BRIDGES PROGRAM

Monthly HAP Revenue	\$19,302.00
Monthly Admin Revenue	\$2,040.00
Monthly Expense	\$21,342.00
Occupancy:	32
Average HAP:	\$603.19

COUNTY BRIDGES PROGRAM

Monthly HAP Revenue	\$4,649.00
Monthly HAP Expense	\$4,649.00
Occupancy:	8
Average HAP:	\$581.13

MAINSTREAM VOUCHER PROGRAM

Monthly HAP Revenue	\$12,846.00
Monthly HAP Expense	\$12,846.00
Occupancy:	31 out of 40 vouchers
Average HAP:	\$414.39

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

YTD Revenue:	\$76,448.89
YTD Expense:	\$81,284.63
Total Cash Balance:	\$164,767.01
Households in Steele Co:	100
Average HAP:	\$584.48
Households Portable Out:	4
Average HAP:	\$1,171.75
Total Assisted Households:	104 out of 113 vouchers
Households Ported In Billing:	4

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

City of Owatonna
 Balance Sheet
 Period Ending: 2/2024

Fund: 280 OWATONNA HRA

Account Number	Description	Debit	Credit
280-10100-000-000-000000	CASH	319,392.63	
280-10400-000-000-000000	INVESTMENTS	50,000.00	
280-10700-000-000-000000	TAXES REC - DELINQUENT		-163.65
280-12900-000-000-000000	LOANS RECEIVABLE	6,170.00	
280-13200-000-000-000000	DUE FROM OTHER GOVERNMENTS	78,047.42	
280-14200-000-000-000000	LAND HELD FOR RESALE	184,208.00	
280-20100-000-000-000000	ACCOUNTS PAYABLE		-2,438.14
280-22015-000-000-000000	DEPOSITS - OTHER		-3,000.00
280-22200-000-000-000000	UNAVAILABLE REVENUE		-6,170.00
280-22210-000-000-000000	UNAVAILABLE REVENUE - TAXES		-588.61
280-29300-000-000-000000	FUND BALANCE		-614,678.66
	Current Year Revenue/Expense		-10,778.99
	Fund totals:	637,818.05	-637,818.05

City of Owatonna
Balance Sheet
Period Ending: 2/2024

Fund: 282 OWATONNA HRA HUD SECTION 8

Account Number	Description	Debit	Credit
282-10100-000-000-000000	CASH	122,545.59	
282-10150-000-000-000000	RESTRICTED CASH - FSS DEPOSITS	24,703.40	
282-13200-000-000-000000	DUE FROM OTHER GOVERNMENTS	6,414.26	
282-20100-000-000-000000	ACCOUNTS PAYABLE		-2,716.01
282-22250-000-000-000000	FSS DEPOSITS		-24,703.40
282-29300-000-000-000000	FUND BALANCE		-137,347.60
Current Year Revenue/Expense		11,103.76	
Fund totals:		<u>164,767.01</u>	<u>-164,767.01</u>
***** End of Report *****			

Description	Year	MTD	YTD 2/29/24	Budget
	Budget	Actual	Actual	Balance
PROPERTY TAXES	- 200,000.00	- 16,600.00	- 33,200.00	- 166,800.00
MOBILE HOME TAX				
STEELE COUNTY - HOUS	- 55,000.00	- 4,649.00	- 8,656.00	- 46,344.00
OTHER REVENUE				
HUD - SEC 8 MGMT FEE	- 7,500.00			- 7,500.00
TIF ADMINISTRATIVE F	- 5,638.00			- 5,638.00
INTEREST EARNINGS	- 4,000.00			- 4,000.00
RENT/RENTALS	- 36,000.00	- 2,000.00	- 3,000.00	- 33,000.00
STATE - HOUSING BRID	- 253,250.00	- 19,302.00	- 40,937.00	- 212,313.00
STATE - HOUSING BRID	- 18,000.00	- 2,040.00	- 4,320.00	- 13,680.00
	- 579,388.00	- 44,591.00	- 90,113.00	- 489,275.00
WAGES - REGULAR FT	99,801.00	7,676.73	15,177.73	84,623.27
WAGES - OT				
PERA	7,485.00	579.81	1,148.88	6,336.12
FICA	7,635.00	562.51	1,113.84	6,521.16
INSURANCE	16,064.00	1,412.84	2,834.13	13,229.87
WORKERS COMP INSURAN	569.00	44.05	87.28	481.72
OFFICE SUPPLIES	1,200.00	83.32	83.32	1,116.68
OTHER PROFESSIONAL S	10,000.00			10,000.00
BACKGROUND CHECKS	1,300.00	125.00	125.00	1,175.00
PHONE	900.00	41.24	82.48	817.52
POSTAGE	1,300.00		133.01	1,166.99
TRAVEL & TRAINING	2,700.00		152.62	2,547.38
OPERATIONAL SERVICES	4,000.00			4,000.00
ADVERTISING & PROMOT	200.00			200.00
MEMBERSHIPS & SUBSCR	900.00	399.95	399.95	500.05
PROPERTY & LIABILITY	4,400.00		1,100.00	3,300.00
RENTAL PROPERTY EXPE	6,900.00	414.77	414.77	6,485.23
REPAIR & MAINT - EQU	500.00			500.00
REPAIR & MAINT - OTH				
SOUTHERN MN INITIATI	1,667.00			1,667.00
HOUSING PAYMENTS - S	55,000.00	4,494.00	8,378.00	46,622.00
LAND PROJECTS	45,600.00			45,600.00
RENTAL CERTIFICATION	25,000.00	2,083.00	4,170.00	20,830.00
TRANSFER TO OTHER FU	15,000.00	1,250.00	2,500.00	12,500.00
HOUSING PAYMENTS - B	271,250.00	19,247.00	41,433.00	229,817.00
	579,371.00	38,414.22	79,334.01	500,036.99

Description	Year	MTD	YTD 2/29/24	Budget
	Budget	Actual	Actual	Balance
FEDERAL - PROGRAM	- 749,722.00	- 50,915.00	- 101,830.00	- 647,892.00
FEDERAL - ADMIN	- 75,833.00	- 6,411.00	- 12,822.00	- 63,011.00
FEDERAL - PROGRAM (M		- 12,846.00	- 25,692.00	25,692.00
FEDERAL - ADMIN (MS)		- 2,705.00	- 5,410.00	5,410.00
FEDERAL - OTHER	- 170,000.00			- 170,000.00
OTHER HA - PORT IN H	- 100,000.00	- 2,848.00	- 4,540.00	- 95,460.00
OTHER HA - PORT IN A	- 8,000.00	- 266.39	- 425.40	- 7,574.60
OTHER HA-PORT IN UTI	- 1,000.00			- 1,000.00
FRAUD RECOVERY - HAP	- 2,500.00	- 228.75	- 469.00	- 2,031.00
FRAUD RECOVERY - ADM	- 2,500.00	- 228.75	- 469.00	- 2,031.00
INTEREST EARNINGS	- 500.00			- 500.00
	- 1,110,055.00	- 76,448.89	- 151,657.40	- 958,397.60
WAGES - REGULAR FT	47,486.00	3,652.80	7,203.20	40,282.80
PERA	3,561.00	266.57	523.03	3,037.97
FICA	3,633.00	253.54	496.98	3,136.02
INSURANCE	11,280.00	813.35	1,617.97	9,662.03
WORKERS COMP INSURAN	271.00	20.26	39.76	231.24
AUDIT & ACCOUNTING S	11,500.00		4,252.50	7,247.50
MANAGEMENT FEES	7,500.00			7,500.00
PORT OUT ADMIN	1,000.00	88.11	389.47	610.53
TRAVEL & TRAINING	600.00		42.25	557.75
MAINSTREAM HAP	170,000.00	14,894.00	27,883.00	142,117.00
MS PORT OUT	2,200.00			2,200.00
MS PORT OUT ADMIN	800.00			800.00
MS PORT OUT UA	200.00			200.00
MS UTILITY PAYMENTS				
PORT OUT UA	752.00			752.00
HOME OWNERSHIP HAP	12,000.00	875.00	1,756.00	10,244.00
HOUSING PYMTS HAP	749,722.00	52,571.00	104,545.00	645,177.00
UTILITY PYMTS HAP	2,000.00	315.00	542.00	1,458.00
PORTABLE HSG PYMTS	15,000.00	4,687.00	8,930.00	6,070.00
PORTABLE UTIL PYMTS	550.00			550.00
PORTABLE REC HAP	70,000.00	2,848.00	4,540.00	65,460.00
	1,110,055.00	81,284.63	162,761.16	947,293.84

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

<u>Unit Locations</u>	<u>HoH Count</u>	<u>Percent</u>	<u>Fam Count</u>	<u>Percent</u>
	5	4	12	4
Blooming Prairie	2	1	2	1
Ellendale	1	1	1	0
Owatonna	133	94	256	94
Total All Locations	141	100	271	100

<u>Family Composition</u>	<u>Count</u>	<u>Percent</u>	<u>Avg Age</u>
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	27	19	70
Non-Elderly Heads of Household (age 61 or less)	114	81	45
Near-Elderly Heads of Household (ages 55 to 61)	29	21	58
Other Heads of Household (age 54 or less)	85	60	41
Female Heads of Household	108	77	50
Elderly	23	21	71
Non-Elderly	85	79	44
Near-Elderly	17	16	58
Other	68	63	40
Male Heads of Household	33	23	52
Elderly	4	12	64
Non-Elderly	29	88	50
Near-Elderly	12	36	57
Other	17	52	45
Disabled/Handicapped Heads of Household	86	61	55
Male	28	33	51
Female	58	67	55
Non-Minority Heads of Household	96	68	
Minority Heads of Household	45	32	
Black	36	26	
Hispanic	9	6	
# of Family Members younger than 18 years	101		11
# of Families with children	48	34	

<u>Income Source</u>	<u>Annual Amount</u>	<u>Percent</u>	<u>Count</u>	<u>Percent</u>
Child Support	\$43,274	1.6	18	5
General Assistance	\$309,658	11.5	102	30
Military Pay	\$1,991	0.1	1	0
Other Nonwage Sources	\$172,216	6.4	32	9
SSI	\$793,072	29.5	72	21
Social Security	\$531,876	19.8	54	16
TANF (formerly AFDC)	\$7,200	0.3	3	1
Other Wage	\$829,323	30.8	55	16
Total All Income Sources	\$2,688,612	100	337	100

Public Assistance is the sole source of income for 4% of households.
 Households that are working comprise 33% of households.
 Of the working households, 2% of households also receive TANF.

Average Household Income	\$19,068
Average Tenant Rent (0-Bdrm)	\$530
Average Tenant Rent (1-Bdrm)	\$328
Average Tenant Rent (2-Bdrm)	\$356
Average Tenant Rent (3-Bdrm)	\$431
Average Tenant Rent (4-Bdrm)	\$662
Average Tenant Rent (5-Bdrm)	\$666
Average Tenant Rent (Combined)	\$365
Average TTP (rent + utilities per month)	\$379

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

Average Housing Assistance Payment \$494

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	33	24
Less than 2 years	29	21
Less than 3 years	17	13
Less than 4 years	7	5
Less than 5 years	3	2
Less than 6 years	3	2
Less than 7 years	0	0
Less than 8 years	5	4
Less than 9 years	9	7
Less than 10 years	6	4
More than 10 years	24	18

<u>Broad Range of Income</u>	<u>Count</u>	<u>Percent</u>
\$0 - \$5,000	2	1
\$5,000 - \$10,000	7	5
\$10,000 - \$15,000	42	30
\$15,000 - \$20,000	41	30
\$20,000 - \$25,000	17	12
More than \$25,000	29	21

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Over Income	141	100

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

Unit Locations	HoH Count	Percent	Fam Count	Percent
Blooming Prairie	1	3	3	4
Ellendale	1	3	3	4
Owatonna	31	82	72	87
Waseca	4	11	4	5
West Concord	1	3	1	1
Total All Locations	38	100	83	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	2	5	67
Non-Elderly Heads of Household (age 61 or less)	36	95	40
Near-Elderly Heads of Household (ages 55 to 61)	5	13	58
Other Heads of Household (age 54 or less)	31	82	37
Female Heads of Household	25	66	39
Elderly	1	4	72
Non-Elderly	24	96	37
Near-Elderly	1	4	59
Other	23	92	36
Male Heads of Household	13	34	47
Elderly	1	8	62
Non-Elderly	12	92	45
Near-Elderly	4	31	58
Other	8	62	39
Disabled/Handicapped Heads of Household	11	29	43
Male	7	64	48
Female	4	36	43
Non-Minority Heads of Household	26	68	
Minority Heads of Household	12	32	
Black	4	11	
American Indian/Alaska Native	2	5	
Asian/Pacific Islander	1	3	
Hispanic	5	13	
# of Family Members younger than 18 years	40		8
# of Families with children	18	47	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$31,884	4.5	10	12
General Assistance	\$185,472	26.0	44	54
Other Nonwage Sources	\$9,768	1.4	1	1
SSI	\$58,488	8.2	6	7
Social Security	\$84,696	11.9	7	9
Other Wage	\$343,536	48.1	14	17
Total All Income Sources	\$713,844	100	82	100

Public Assistance is the sole source of income for 13% of households.
 Households that are working comprise 34% of households.
 Of the working households, 0% of households also receive TANF.

Average Household Income	\$18,785
Average Tenant Rent (0-Bdrm)	\$290
Average Tenant Rent (1-Bdrm)	\$205
Average Tenant Rent (2-Bdrm)	\$326
Average Tenant Rent (3-Bdrm)	\$593
Average Tenant Rent (4-Bdrm)	\$656
Average Tenant Rent (Combined)	\$362
Average TTP (rent + utilities per month)	\$361

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

Average Housing Assistance Payment \$540

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	19	50
Less than 2 years	15	39
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	1	3
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	1	3
\$5,000 - \$10,000	3	9
\$10,000 - \$15,000	11	31
\$15,000 - \$20,000	7	20
\$20,000 - \$25,000	7	20
More than \$25,000	6	17

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Over Income	38	100