

**Owatonna**  
**Housing and Redevelopment Authority**  
**Regular Meeting**  
**Monday, May 20, 2019**  
4:00 PM  
2<sup>nd</sup> Floor Conference Room  
City Administration Building

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**Preliminary Agenda**

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1. Roll Call: Atkinson, Olivo, Schnitzler, Werner
2. New member, Oath of Office: Shari Kropp
3. Approval of Minutes:  
April 22, 2019 Meeting
4. Executive Directors Report:
5. Old Business:
  - a. Accept and Authorize Monthly HRA Financial Report
  - b. Accept and Authorize Housing Choice Voucher Monthly Report
  - c. Accept and Authorize Bridges and Bridges Like Monthly Report
6. New Business:
  - a. Resolution 19-03 MHFA Bridges and ELHIF Designating Authorized Signatories
  - b. Authorize Bridges Grant Agreements
7. Other:
8. Adjourn

Next schedule meeting: Monday, June 24, 2019.

Please inform the Housing and Redevelopment Authority office 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.



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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:** MAY 20, 2019

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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, Section 8 Housing Choice Voucher Program, and Bridges Programs.

**OWATONNA HRA GENERAL FUND**

YTD Revenues:	\$160,070.06
YTD Expenses:	\$162,429.01
Fund Balance:	\$329,399.05

**MHFA BRIDGES PROGRAM**

Monthly HAP Revenue	\$22,433.00
Monthly Admin Revenue	\$2,384.00
Monthly HAP Expense	\$21,414.00
Occupancy:	34
Average HAP:	\$357.00

**COUNTY BRIDGES PROGRAM**

Monthly HAP Revenue	\$2,837.00
Monthly HAP Expense	\$2,837.00
Occupancy:	7
Average HAP:	\$405.00

**SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

YTD Revenue:	\$252,641.16
YTD Expense:	\$243,587.20
Total Cash Balance:	\$68,388.47
Program Demographics:	
Households in Steele Co:	92
Average HAP:	\$542.00
Households Portable Out:	1
Average HAP:	\$618.00
Total Assisted Households:	104
Households Ported In- Billing:	12

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

**City of Owatonna**  
**Balance Statement by Fund**  
**30-Apr-19**

FUND 280: OWATONNA HRA

Account Number	Account Name	Ending Balance
<b>ASSETS</b>		
280-000-000-10100	BANK ACCOUNTS	\$ 92,477.41
280-000-000-12100	ACCOUNTS RECEIVABLE	12,490.64
280-000-000-12200	DELINQUENT TAXES RECEIVABLE	835.22
280-000-000-13200	DUE FROM OTHER GOVERNMENTS	61,275.80
280-000-000-14150	LAND HELD FOR RESALE	184,208.00
280-000-000-14240	NOTE RECEIVABLE	6,170.00
Total Assets		<u>\$ 357,457.07</u>
<b>LIABILITIES</b>		
280-000-000-20100	ACCOUNTS PAYABLE	\$ 13,210.00
280-000-000-20550	DUE TO OTHER GOVERNMENTS	5,542.00
280-000-000-21015	REFUNDABLE DEPOSITS	2,285.00
280-000-000-22200	DEFERRED REVENUE	6,170.00
280-000-000-22210	DEFERRED REVENUE - DEL TAXES	851.02
Total Liabilities		<u>\$ 28,058.02</u>
<b>FUND EQUITY</b>		
280-000-000-29100	FUND BALANCE	\$ 329,399.05
Total Fund Equity		<u>\$ 329,399.05</u>
Total Liabilities and Fund Equity		<u>\$ 357,457.07</u>

FUND 282: OWATONNA HRA-HUD

Account Number	Account Name	Ending Balance
<b>ASSETS</b>		
282-000-000-10100	BANK ACCOUNTS	\$ 21,897.35
282-000-000-10101	BANK ACCOUNTS - DEPOSITS	20,180.31
282-000-000-12100	ACCOUNTS RECEIVABLE	10,655.00
282-000-000-13200	DUE FROM OTHER GOVERNMENTS	38,082.96
Total Assets		<u>\$ 90,815.62</u>
<b>LIABILITIES</b>		
282-000-000-20100	ACCOUNTS PAYABLE	\$ 0
282-000-000-20550	DUE TO OTHER GOVERNMENTS	2,104.86
282-000-000-22200	DEFERRED REVENUE	141.98
282-000-000-22250	DEPOSITS	20,180.31
Total Liabilities		<u>\$ 22,427.15</u>
<b>FUND EQUITY</b>		
282-000-000-29100	FUND BALANCE	\$ 68,388.47
Total Fund Equity		<u>\$ 68,388.47</u>
Total Liabilities and Fund Equity		<u>\$ 90,815.62</u>

**City of Owatonna**  
**Income Statement by Fund**  
**For the Period Ending April 30, 2019**

FUND 280: OWATONNA HRA

Account Name	Original Budget	MTD Actual	YTD Actual	\$ Remaining
<b>REVENUES</b>				
PROPERTY TAXES	\$ 175,000.00	\$ 14,580.00	\$ 58,360.00	\$ 116,640.00
STEELE COUNTY - HOUSING GRANT	45,000.00	2,837.00	14,444.00	30,556.00
TIF ADMINISTRATIVE FEE	3,600.00	0.00	0.00	3,600.00
INTEREST INCOME	800.00	0.00	589.06	210.94
RENTS & LEASES - 140 32ND AVE	11,000.00	1,100.00	5,400.00	5,600.00
RENTS & LEASES - 204 E FREMONT	11,000.00	1,400.00	5,440.00	5,560.00
TRANSFER FROM HUD-SEC 8	15,000.00	0.00	0.00	15,000.00
STATE - BRIDGES	256,000.00	22,433.00	68,493.00	187,507.00
STATE - BRIDGES ADMIN	25,000.00	2,384.00	7,244.00	17,756.00
REFUNDS AND REIMBURSEMENTS	0.00	100.00	100.00	-100.00
Total Revenues	<u>\$ 542,400.00</u>	<u>\$ 44,834.00</u>	<u>\$ 160,070.06</u>	<u>\$ 382,329.94</u>
<b>EXPENDITURES</b>				
WAGES - FULL TIME EMPLOYEES	\$ 76,284.00	\$ 5,762.90	\$ 23,017.85	\$ 53,266.15
PERA	5,721.00	436.16	1,742.40	3,978.60
FICA	5,836.00	421.98	1,676.99	4,159.01
INSURANCE	13,317.00	1,184.80	4,738.23	8,578.77
WORKERS COMP INSURANCE	481.00	33.14	132.36	348.64
OFFICE SUPPLIES	1,000.00	233.94	291.24	708.76
CONSULTING SERVICES	10,000.00	0.00	0.00	10,000.00
BACKGROUND CHECKS	0.00	0.00	25.00	-25.00
TELEPHONE	0.00	0.00	-8.34	8.34
POSTAGE	800.00	99.67	262.78	537.22
VEHICLE ALLOWANCE	500.00	176.49	256.71	243.29
TRAVEL & CONFERENCES	1,000.00	0.00	0.00	1,000.00
OPERATIONAL SERVICES - SEC 8	4,500.00	0.00	2,475.00	2,025.00
ADVERTISING	300.00	0.00	0.00	300.00
MEMBERSHIPS & SUBSCRIPTIONS	200.00	0.00	176.00	24.00
INSURANCE	3,600.00	900.00	1,800.00	1,800.00
RENTAL HOUSE EXP	5,000.00	116.85	363.63	4,636.37
RENTAL HOUSE EXP - 140 32ND AVE	5,000.00	592.28	1,208.16	3,791.84
REPAIR SERVICE - OFFICE EQUIP	500.00	0.00	0.00	500.00
HOUSING PAYMENTS - STEELE CO	45,000.00	3,584.00	16,332.00	28,668.00
LAND PROJECTS	50,000.00	0.00	0.00	50,000.00
RENTAL CERTIFICATION PROGRAM	22,000.00	1,830.00	7,360.00	14,640.00
SOUTHERN MN INITIATIVE FOUNDAT	1,667.00	0.00	0.00	1,667.00
TRANSFER TO OTHER FUNDS	15,000.00	1,250.00	5,000.00	10,000.00
HOUSING PAYMENTS - BRIDGES	256,000.00	21,414.00	95,579.00	160,421.00
Total Expenditures	<u>\$ 523,706.00</u>	<u>\$ 38,036.21</u>	<u>\$ 162,429.01</u>	<u>\$ 361,276.99</u>
Expenditures	<u>\$ 18,694.00</u>	<u>\$ 6,797.79</u>	<u>\$ -2,358.95</u>	<u>\$ 21,052.95</u>

FUND 282: OWATONNA HRA-HUD

Account Name	Original Budget	MTD Actual	YTD Actual	\$ Remaining
<b>REVENUES</b>				
FEDERAL GRANTS - PROGRAM	\$ 580,000.00	\$ 52,481.00	\$ 210,314.00	\$ 369,686.00
FEDERAL GRANT ADMINISTRATION	62,000.00	4,947.00	19,642.00	42,358.00
PORTABLES IN HAP	108,000.00	4,211.00	20,596.00	87,404.00
PORTABLES IN ADMIN	6,000.00	376.09	2,004.26	3,995.74
PORTABLES RECEIVING UTIL REIMB	1,000.00	0.00	0.00	1,000.00
INTEREST INCOME	300.00	0.00	84.90	215.10
<b>Total Revenues</b>	<b>\$ 757,300.00</b>	<b>\$ 62,015.09</b>	<b>\$ 252,641.16</b>	<b>\$ 504,658.84</b>
<b>EXPENDITURES</b>				
WAGES - FULL TIME EMPLOYEES	\$ 35,063.00	\$ 2,629.61	\$ 10,503.01	\$ 24,559.99
PERA	2,630.00	189.98	758.78	1,871.22
FICA	2,682.00	179.65	708.82	1,973.18
INSURANCE	9,287.00	644.43	2,574.63	6,712.37
WORKERS COMP INSURANCE	221.00	0.00	0.00	221.00
AUDIT SERVICE	10,000.00	0.00	0.00	10,000.00
PORTABLE OUT ADMINISTRATION	500.00	74.24	296.96	203.04
MANAGEMENT FEE	15,000.00	0.00	0.00	15,000.00
VEHICLE ALLOWANCE	500.00	0.00	0.00	500.00
PORT UA OUT	0.00	0.00	82.00	-82.00
HOME OWNERSHIP HAP	9,000.00	765.00	3,075.00	5,925.00
HOUSING PYMTS HAP	554,400.00	48,517.00	192,864.00	361,536.00
FSS PYMTS HAP	8,000.00	346.00	1,384.00	6,616.00
UTILITY PYMTS HAP	3,600.00	819.00	3,485.00	115.00
PORTABLE HSG PYMTS	5,000.00	1,507.00	6,142.00	-1,142.00
PORTABLE UTIL PYMTS	1,000.00	0.00	0.00	1,000.00
PORTABLE REC HAP	108,000.00	4,734.00	21,713.00	86,287.00
<b>Total Expenditures</b>	<b>\$ 764,883.00</b>	<b>\$ 60,405.91</b>	<b>\$ 243,587.20</b>	<b>\$ 521,295.80</b>
<b>Expenditures</b>	<b>\$ -7,583.00</b>	<b>\$ 1,609.18</b>	<b>\$ 9,053.96</b>	<b>\$ -16,636.96</b>

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

Unit Locations	HoH Count	Percent	Fam Count	Percent
Owatonna	33	97	63	97
Waseca	1	3	2	3
Total All Locations	34	100	65	100

Family Composition	Count	Percent	Avg Age
Average Family Size	2		
Elderly Heads of Household (age 62 or older)	0	0	0
Non-Elderly Heads of Household (age 61 or less)	34	100	43
Near-Elderly Heads of Household (ages 55 to 61)	5	15	58
Other Heads of Household (age 54 or less)	29	85	41
Female Heads of Household	22	65	43
Elderly	0	0	0
Non-Elderly	22	100	43
Near-Elderly	4	18	59
Other	18	82	40
Male Heads of Household	12	35	43
Elderly	0	0	0
Non-Elderly	12	100	43
Near-Elderly	1	8	56
Other	11	92	42
Disabled/Handicapped Heads of Household	29	85	43
Male	10	34	45
Female	19	66	43
Non-Minority Heads of Household	26	76	
Minority Heads of Household	8	24	
Black	3	9	
Hispanic	5	15	
# of Family Members younger than 18 years	25		10
# of Families with children	13	38	

Income Source	Annual Amount	Percent	Count	Percent
Child Support	\$11,016	2.7	3	5
General Assistance	\$23,640	5.7	10	16
Other Nonwage Sources	\$21,240	5.1	5	8
Pension	\$1,547	0.4	1	2
SSI	\$104,034	25.1	15	23
Social Security	\$119,556	28.9	17	27
TANF (formerly AFDC)	\$10,140	2.4	3	5
Other Wage	\$123,128	29.7	10	16
Total All Income Sources	\$414,302	100	64	100

Public Assistance is the sole source of income for 9% of households.  
 Households that are working comprise 26% of households.  
 Of the working households, 0% of households also receive TANF.

Average Household Income	\$12,185
Average Tenant Rent (0-Bdrm)	\$216

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

Average Tenant Rent (1-Bdrm)	\$208
Average Tenant Rent (2-Bdrm)	\$249
Average Tenant Rent (3-Bdrm)	\$359
Average Tenant Rent (4-Bdrm)	\$670
Average Tenant Rent (Combined)	\$269
Average TTP (rent + utilities per month)	\$265
Average Housing Assistance Payment	\$454

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	7	21
Less than 2 years	7	21
Less than 3 years	9	26
Less than 4 years	10	29
Less than 5 years	0	0
Less than 6 years	1	3
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

<u>Broad Range of Income</u>	<u>Count</u>	<u>Percent</u>
\$0 - \$5,000	4	13
\$5,000 - \$10,000	8	27
\$10,000 - \$15,000	8	27
\$15,000 - \$20,000	3	10
\$20,000 - \$25,000	4	13
More than \$25,000	3	10

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Over Income	34	100



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>
	1	1	6	2
Blooming Prairie	1	1	2	1
Ellendale	2	2	4	1
Owatonna	100	96	286	96
Total All Locations	104	100	298	100

<u>Family Composition</u>	<u>Count</u>	<u>Percent</u>	<u>Avg Age</u>
Average Family Size	3		
Elderly Heads of Household (age 62 or older)	19	18	71
Non-Elderly Heads of Household (age 61 or less)	85	82	42
Near-Elderly Heads of Household (ages 55 to 61)	11	11	59
Other Heads of Household (age 54 or less)	74	71	39
Female Heads of Household	82	79	46
Elderly	15	18	70
Non-Elderly	67	82	41
Near-Elderly	8	10	59
Other	59	72	38
Male Heads of Household	22	21	51
Elderly	4	18	77
Non-Elderly	18	82	45
Near-Elderly	3	14	59
Other	15	68	43
Disabled/Handicapped Heads of Household	55	53	55
Male	18	33	50
Female	37	67	55
Non-Minority Heads of Household	55	53	
Minority Heads of Household	49	47	
Black	40	38	
Hispanic	9	9	
# of Family Members younger than 18 years	153		9
# of Families with children	50	48	

<u>Income Source</u>	<u>Annual Amount</u>	<u>Percent</u>	<u>Count</u>	<u>Percent</u>
Own Business	\$5,181	0.3	3	1
Child Support	\$134,027	7.5	27	12
Federal Wage	\$36,159	2.0	3	1
General Assistance	\$22,650	1.3	19	8
Other Nonwage Sources	\$215,661	12.1	43	18
SSI	\$382,422	21.5	51	22
Social Security	\$264,924	14.9	32	14
TANF (formerly AFDC)	\$34,356	1.9	13	6
Other Wage	\$680,145	38.3	43	18
Total All Income Sources	\$1,775,526	100	234	100

Public Assistance is the sole source of income for 1% of households.  
 Households that are working comprise 40% of households.  
 Of the working households, 7% of households also receive TANF.

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

Average Household Income	\$17,072
Average Tenant Rent (0-Bdrm)	\$0
Average Tenant Rent (1-Bdrm)	\$232
Average Tenant Rent (2-Bdrm)	\$287
Average Tenant Rent (3-Bdrm)	\$304
Average Tenant Rent (4-Bdrm)	\$322
Average Tenant Rent (5-Bdrm)	\$261
Average Tenant Rent (Combined)	\$271
Average TTP (rent + utilities per month)	\$348
Average Housing Assistance Payment	\$514

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	9	9
Less than 2 years	4	4
Less than 3 years	13	13
Less than 4 years	17	17
Less than 5 years	12	12
Less than 6 years	3	3
Less than 7 years	6	6
Less than 8 years	10	10
Less than 9 years	2	2
Less than 10 years	3	3
More than 10 years	24	23

<u>Broad Range of Income</u>	<u>Count</u>	<u>Percent</u>
\$0 - \$5,000	8	8
\$5,000 - \$10,000	16	15
\$10,000 - \$15,000	32	31
\$15,000 - \$20,000	17	16
\$20,000 - \$25,000	10	10
More than \$25,000	21	20

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Over Income	104	100