

**Owatonna  
Housing and Redevelopment Authority  
Regular Meeting  
Monday, August 27, 2018  
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, Rossi, Schnitzler, Werner
2. Approval of Minutes
  - a. July 23, 2018 Meeting
3. Executive Directors Report
4. 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
  - d. Program Updates
5. New Business
6. Other
7. Adjourn

Please inform the Housing and Redevelopment Authority office as soon as possible whether you will be able to attend at [Justin.Stotts@ci.owatonna.mn.us](mailto:Justin.Stotts@ci.owatonna.mn.us) or 507-774-7318.



**MINUTES**  
**OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY**  
**REGULAR MEETING on July 23, 2018**

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:00 pm in the meeting room at the City Administration Building by Chairman Cate Schnitzler.

Members present were Vicki Olivo, Cate Schnitzler, and Dennis Werner. Also present were Justin Stotts, Housing Manager, Troy Klecker, Community Development Director, and Kristen Kopp, Administrative Technician.

**Approval of the Minutes:** Chairman Schnitzler called for a motion to approve the minutes of the June 25, 2018 meeting. A motion was made by Werner and seconded by Olivo approve the minutes. All Ayes, motion carried.

**Executive Director's Report:** Klecker said that there are about 25 hour permits issued. The final inspection for Southpoint is scheduled for this week. Out of 37 units, 35 are pre-rented, which tells you about the demand. The 54 unit apartment on Vine Street has broken ground. There is about a 10 month construction period. Construction is underway on the second 33 unit apartment near the theater.

**Old Business:** The Housing Choice Voucher program monthly report was presented by Stotts, including the City of Owatonna monthly balance sheet and revenue/expense report. Program utilization: the Housing Voucher program for June totaled 111. Total year to date assistance and administration costs were \$365,699.30 and revenues were \$363,018.85. The Housing Choice Voucher Program fund balance at June month end is \$42,058.98. Stotts 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 \$274,041.15 and the expenses total \$238,040.11. The HRA General Fund balance is \$309,899.86. The HRA fund includes housing assistance payments under the Bridges Like program that total \$3,832.00. The housing assistance payments under the MHFA Bridges program total \$13,012.00. Program utilization for both Bridges programs totaled 35 households. A motion was made by Olivo and seconded by Werner to authorize payments and approve the financial reports as presented. All Ayes, motion carried.

**Other:** The members discussed their Owatonna Forward Destiny Driver—Affordable Housing. There is a meeting with Pam Bishop this Thursday to go over status reports. They are stressing engaging more people to be involved with the destiny drivers. There will be a video made of each of the champions. Olson asked if they've been in contact with the trailer parks. Klecker said that he has a meeting set up to talk to the owners.

**Adjournment:** There being no further business, a motion to adjourn was made by Werner, seconded by Olivo. All Ayes, motion carried. The meeting adjourned at 4:42 pm.

Respectfully Submitted,

Justin Stotts  
Housing Manager

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**MEMORANDUM**

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**TO:** OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY BOARD  
**FROM:** JUSTIN STOTTS, HOUSING MANAGER  
**SUBJECT:** DEMOGRAPHICAL AND FINANCIAL DATA  
**DATE:** 8/27/2018

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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.

<b>OWATONNA HRA GENERAL FUND</b>	As of July 31, 2018
YTD Revenues:	\$299,868.72
YTD Expenses:	\$327,385.41
Fund Balance:	\$246,382.13

<b>MHFA BRIDGES PROGRAM</b>	
Monthly HAP Revenue	\$0.00
Monthly Admin Revenue	\$0.00
Monthly HAP Expense	\$13,156.00
Occupancy:	26
Average HAP:	\$506.00

<b>COUNTY BRIDGES PROGRAM</b>	
Monthly HAP Revenue	\$3,832.00
Monthly HAP Expense	\$3,832.00
Occupancy:	8
Average HAP:	\$479.00

<b>SECTION 8 HOUSING CHOICE VOUCHER PROGRAM</b>	
YTD Revenue:	\$424,601.28
YTD Expense:	\$425,494.51
Total Cash Balance:	\$43,846.20
Program Demographics:	
Households in Steele Co:	112
Average HAP:	\$506.00
Households Portable Out:	0
Average HAP:	\$0
Total Assisted Households:	112
Households Ported In- Billing:	14

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

**City of Owatonna**  
**Income Statement by Fund**  
**For the Period Ending July 31, 2018**

FUND 280: OWATONNA HRA

Account Number	Account Name	Original Budget	MTD Actual	YTD Actual	\$ Remaining	% Remaining
<b>REVENUES</b>						
280-680-680-31000	PROPERTY TAXES	\$ 165,000.00	\$ 18,271.87	\$ 100,771.87	\$ 64,228.13	38.93%
280-680-680-31030	MOBILE HOME TAXES	0.00	37.49	37.49	-37.49	0.00%
280-680-680-33622	STEELE COUNTY - HOUSING GRANT	50,000.00	3,832.00	39,280.00	10,720.00	21.44%
280-680-680-33626	REFUNDS AND REIMBURSEMENTS	0.00	0.00	114.00	-114.00	0.00%
280-680-680-34950	TIF ADMINISTRATIVE FEE	1,316.00	658.59	658.59	657.41	49.96%
280-680-680-36210	INTEREST INCOME	1,000.00	0.00	256.77	743.23	74.32%
280-680-680-36220	RENTS & LEASES - 122 E FREMONT	11,000.00	0.00	5,986.00	5,014.00	45.58%
280-680-680-36221	RENTS & LEASES - 140 32ND AVE	11,000.00	1,998.00	7,682.00	3,318.00	30.16%
280-680-680-36222	RENTS & LEASES - 204 E FREMONT	11,000.00	997.00	5,883.00	5,117.00	46.52%
280-680-680-39203	TRANSFER FROM HUD-SEC 8	15,000.00	0.00	0.00	15,000.00	100.00%
280-680-681-33426	STATE - BRIDGES	150,000.00	0.00	125,953.00	24,047.00	16.03%
280-680-681-33428	STATE - BRIDGES ADMIN	15,000.00	0.00	13,246.00	1,754.00	11.69%
280-680-681-33626	REFUNDS AND REIMBURSEMENTS	200.00	0.00	0.00	200.00	100.00%
<b>Total Revenues</b>		<b>\$ 430,516.00</b>	<b>\$ 25,794.95</b>	<b>\$ 299,868.72</b>	<b>\$ 130,647.28</b>	<b>30.35%</b>
<b>EXPENDITURES</b>						
280-680-680-41000	WAGES - FULL TIME EMPLOYEES	\$ 72,995.00	\$ 5,804.75	\$ 40,191.09	\$ 32,803.91	44.94%
280-680-680-41100	FULL TIME EMPLOYEE - OT WAGES	0.00	26.40	36.60	-36.60	0.00%
280-680-680-41410	PERA	5,475.00	434.04	3,015.73	2,459.27	44.92%
280-680-680-41420	FICA	5,584.00	440.34	3,065.54	2,518.46	45.10%
280-680-680-41500	INSURANCE	3,802.00	275.86	1,831.91	1,970.09	51.82%
280-680-680-41550	WORKERS COMP INSURANCE	460.00	34.44	248.01	211.99	46.08%
280-680-680-42000	OFFICE SUPPLIES	1,000.00	45.08	237.74	762.26	76.23%
280-680-680-43005	CONSULTING SERVICES	10,000.00	0.00	0.00	10,000.00	100.00%
280-680-680-43120	POSTAGE	1,500.00	84.49	408.91	1,091.09	72.74%
280-680-680-43210	VEHICLE ALLOWANCE	500.00	147.31	277.82	222.18	44.44%
280-680-680-43220	TRAVEL & CONFERENCES	1,000.00	0.00	803.40	196.60	19.66%
280-680-680-43250	OPERATIONAL SERVICES - SEC 8	4,500.00	0.00	2,469.00	2,031.00	45.13%
280-680-680-43320	ADVERTISING	500.00	0.00	0.00	500.00	100.00%
280-680-680-43400	MEMBERSHIPS & SUBSCRIPTIONS	400.00	0.00	0.00	400.00	100.00%
280-680-680-43500	INSURANCE	2,600.00	0.00	1,950.00	650.00	25.00%
280-680-680-43711	RENTAL HOUSE EXP	5,000.00	0.00	10,581.15	-5,581.15	-111.62%
280-680-680-43712	RENTAL HOUSE EXP - 140 32ND AVE	11,000.00	599.69	6,318.78	4,681.22	42.56%

280-680-680-43740	REPAIR SERVICE - OFFICE EQUIP	1,000.00	0.00	884.73	115.27	11.53%
280-680-680-43983	HOUSING PAYMENTS - STEELE CO	50,000.00	4,300.00	30,100.00	19,900.00	39.80%
280-680-680-43994	LAND PROJECTS	40,000.00	1,732.90	28,729.00	11,271.00	28.18%
280-680-680-43996	RENTAL CERTIFICATION PROGRAM	22,000.00	1,830.00	12,850.00	9,150.00	41.59%
280-680-680-43997	SOUTHERN MN INITIATIVE FOUNDAT	1,667.00	0.00	1,667.00	0.00	0.00%
280-680-680-43998	EMERGENCY FIX UP - DEFERRED	5,000.00	0.00	0.00	5,000.00	100.00%
280-680-680-47000	TRANSFER TO OTHER FUNDS	15,000.00	1,250.00	8,750.00	6,250.00	41.67%
280-680-681-43989	HOUSING PAYMENTS - BRIDGES	150,000.00	71,690.00	172,969.00	-22,969.00	-15.31%
Total Expenditures		\$ 410,983.00	\$ 88,695.30	\$ 327,385.41	\$ 83,597.59	20.34%
Excess (Deficiency) of Revenues over Expenditures		\$ 19,533.00	\$ -62,900.35	\$ -27,516.69	\$ 47,049.69	240.87%

FUND 282: OWATONNA HRA-HUD

Account Number	Account Name	Original Budget	Date Actual	Date Actual	Available Budget	Budget
<b>REVENUES</b>						
282-680-682-33130	FEDERAL GRANTS - PROGRAM	\$ 540,000.00	\$ 46,609.00	\$ 319,144.00	\$ 220,856.00	40.90%
282-680-682-33131	FEDERAL GRANT ADMINISTRATION	55,000.00	3,295.00	33,920.00	21,080.00	38.33%
282-680-682-33626	REFUNDS AND REIMBURSEMENTS	500.00	0.00	0.00	500.00	100.00%
282-680-682-33627	PORTABLES IN HAP	50,000.00	10,927.00	66,569.00	-16,569.00	-33.14%
282-680-682-33628	PORTABLES IN ADMIN	5,000.00	669.67	4,009.72	990.28	19.81%
282-680-682-33629	PORTABLES RECEIVING UTIL REIMB	500.00	23.00	524.00	-24.00	-4.80%
282-680-682-33637	FRAUD RECOVERY - HAP	500.00	0.00	0.00	500.00	100.00%
282-680-682-33638	FRAUD RECOVERY - ADMIN	500.00	0.00	0.00	500.00	100.00%
282-680-682-36210	INTEREST INCOME	350.00	0.00	434.56	-84.56	-24.16%
<b>Total Revenues</b>		<b>\$ 652,350.00</b>	<b>\$ 61,523.67</b>	<b>\$ 424,601.28</b>	<b>\$ 227,748.72</b>	<b>34.91%</b>
<b>EXPENDITURES</b>						
282-680-682-41000	WAGES - FULL TIME EMPLOYEES	\$ 34,739.00	\$ 2,732.76	\$ 18,186.30	\$ 16,552.70	47.65%
282-680-682-41410	PERA	2,605.00	204.96	1,363.99	1,241.01	47.64%
282-680-682-41420	FICA	2,658.00	209.05	1,391.27	1,266.73	47.66%
282-680-682-41500	INSURANCE	45.00	3.90	24.89	20.11	44.69%
282-680-682-41550	WORKERS COMP INSURANCE	219.00	0.00	72.52	146.48	66.89%
282-680-682-43001	AUDIT SERVICE	10,000.00	500.00	8,100.00	1,900.00	19.00%
282-680-682-43012	PORTABLE OUT ADMINISTRATION	1,500.00	0.00	0.00	1,500.00	100.00%
282-680-682-43051	MANAGEMENT FEE	15,000.00	0.00	0.00	15,000.00	100.00%
282-680-682-43210	VEHICLE ALLOWANCE	500.00	109.54	109.54	390.46	78.09%
282-680-682-43961	PORT UA OUT	300.00	0.00	0.00	300.00	100.00%
282-680-682-43963	HOME OWNERSHIP HAP	8,000.00	735.00	5,145.00	2,855.00	35.69%
282-680-682-43981	HOUSING PYMTS HAP	480,000.00	48,014.00	322,788.00	157,212.00	32.75%
282-680-682-43982	FSS PYMTS HAP	2,000.00	0.00	4,260.00	-2,260.00	-113.00%
282-680-682-43985	UTILITY PYMTS HAP	3,000.00	278.00	1,945.00	1,055.00	35.17%
282-680-682-43986	PORTABLE HSG PYMTS	35,000.00	0.00	0.00	35,000.00	100.00%
282-680-682-43987	PORTABLE UTIL PYMTS	500.00	0.00	622.00	-122.00	-24.40%
282-680-682-43988	PORTABLE REC HAP	50,000.00	7,008.00	61,486.00	-11,486.00	-22.97%
<b>Total Expenditures</b>		<b>\$ 646,066.00</b>	<b>\$ 59,795.21</b>	<b>\$ 425,494.51</b>	<b>\$ 220,571.49</b>	<b>34.14%</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>		<b>\$ 6,284.00</b>	<b>\$ 1,728.46</b>	<b>\$ -893.23</b>	<b>\$ 7,177.23</b>	<b>114.21%</b>

**City of Owatonna**  
**Balance Statement by Fund**  
**31-Jul-18**

FUND 280: OWATONNA HRA

Account Number	Account Name	Ending Balance
<b>ASSETS</b>		
280-000-000-10100	BANK ACCOUNTS	\$ 62,305.59
280-000-000-12100	ACCOUNTS RECEIVABLE	11,529.64
280-000-000-12200	DELINQUENT TAXES RECEIVABLE	1,571.37
280-000-000-13200	DUE FROM OTHER GOVERNMENTS	126,178.93
280-000-000-14150	LAND HELD FOR RESALE	135,111.90
280-000-000-14240	NOTE RECEIVABLE	6,170.00
280-000-000-18220	A/D BUILDINGS	-867.42
Total Assets		<u>\$ 342,000.01</u>
<b>LIABILITIES</b>		
280-000-000-20100	ACCOUNTS PAYABLE	\$ 60,369.58
280-000-000-20550	DUE TO OTHER GOVERNMENTS	25,207.00
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	1,586.30
Total Liabilities		<u>\$ 95,617.88</u>
<b>FUND EQUITY</b>		
280-000-000-29100	FUND BALANCE	\$ 246,382.13
Total Fund Equity		<u>\$ 246,382.13</u>
Total Liabilities and Fund Equity		<u>\$ 342,000.01</u>

FUND 282: OWATONNA HRA-HUD

Account Number	Account Name	Ending Balance
<b>ASSETS</b>		
282-000-000-10100	BANK ACCOUNTS	\$ 43,846.20
282-000-000-10101	BANK ACCOUNTS - DEPOSITS	16,960.40
282-000-000-12100	ACCOUNTS RECEIVABLE	10,655.00
282-000-000-13200	DUE FROM OTHER GOVERNMENTS	3,994.60
Total Assets		<u>\$ 75,456.20</u>
<b>LIABILITIES</b>		
282-000-000-20100	ACCOUNTS PAYABLE	\$ 1,229.64
282-000-000-20550	DUE TO OTHER GOVERNMENTS	3,644.44
282-000-000-22250	DEPOSITS	16,960.40
Total Liabilities		<u>\$ 21,834.48</u>
<b>FUND EQUITY</b>		
282-000-000-29100	FUND BALANCE	\$ 53,621.72
Total Fund Equity		<u>\$ 53,621.72</u>
Total Liabilities and Fund Equity		<u>\$ 75,456.20</u>



**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>
Medford	1	3	2	3
Owatonna	31	91	69	92
Waseca	2	6	4	5
Total All Locations	34	100	75	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)	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	57
Other Heads of Household (age 54 or less)	29	85	40
Female Heads of Household	24	71	41
Elderly	0	0	0
Non-Elderly	24	100	41
Near-Elderly	4	17	58
Other	20	83	38
Male Heads of Household	10	29	46
Elderly	0	0	0
Non-Elderly	10	100	46
Near-Elderly	1	10	55
Other	9	90	44
Disabled/Handicapped Heads of Household	31	91	42
Male	9	29	47
Female	22	71	42
Non-Minority Heads of Household	26	76	
Minority Heads of Household	8	24	
Black	4	12	
Hispanic	4	12	
# of Family Members younger than 18 years	29		9
# of Families with children	14	41	

<b>Income Source</b>	<b>Annual Amount</b>	<b>Percent</b>	<b>Count</b>	<b>Percent</b>
Own Business	\$1,200	0.4	1	1
Child Support	\$17,347	5.3	5	7
General Assistance	\$21,576	6.5	12	18
Other Nonwage Sources	\$6,857	2.1	1	1
Pension	\$1,547	0.5	1	1
SSI	\$109,602	33.2	15	22
Social Security	\$82,248	24.9	14	21
TANF (formerly AFDC)	\$49,308	14.9	14	21
Other Wage	\$40,499	12.3	5	7
Total All Income Sources	\$330,185	100	68	100

Public Assistance is the sole source of income for 18% of households.  
 Households that are working comprise 15% of households.  
 Of the working households, 0% of households also receive TANF.

Average Household Income	\$9,711
Average Tenant Rent (0-Bdrm)	\$220
Average Tenant Rent (1-Bdrm)	\$183
Average Tenant Rent (2-Bdrm)	\$283
Average Tenant Rent (3-Bdrm)	\$329
Average Tenant Rent (4-Bdrm)	\$393
Average Tenant Rent (Combined)	\$254
Average TTP (rent + utilities per month)	\$243
Average Housing Assistance Payment	\$484

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

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	9	26
Less than 2 years	8	24
Less than 3 years	13	38
Less than 4 years	2	6
Less than 5 years	2	6
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

<u>Broad Range of Income</u>	<u>Count</u>	<u>Percent</u>
\$0 - \$5,000	5	15
\$5,000 - \$10,000	11	33
\$10,000 - \$15,000	14	42
\$15,000 - \$20,000	2	6
\$20,000 - \$25,000	1	3
More than \$25,000	0	0

<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>
Blooming Prairie	2	2	4	1
Ellendale	2	2	4	1
Owatonna	108	96	306	97
Total All Locations	112	100	314	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)	18	16	71
Non-Elderly Heads of Household (age 61 or less)	94	84	41
Near-Elderly Heads of Household (ages 55 to 61)	12	11	59
Other Heads of Household (age 54 or less)	82	73	38
Female Heads of Household	87	78	45
Elderly	15	17	69
Non-Elderly	72	83	40
Near-Elderly	8	9	59
Other	64	74	37
Male Heads of Household	25	22	48
Elderly	3	12	81
Non-Elderly	22	88	44
Near-Elderly	4	16	59
Other	18	72	41
Disabled/Handicapped Heads of Household	58	52	53
Male	19	33	49
Female	39	67	53
Non-Minority Heads of Household	62	55	
Minority Heads of Household	50	45	
Black	41	37	
Hispanic	9	8	
# of Family Members younger than 18 years	161		9
# of Families with children	59	53	

<u>Income Source</u>	<u>Annual Amount</u>	<u>Percent</u>	<u>Count</u>	<u>Percent</u>
Own Business	\$22,729	1.4	4	2
Child Support	\$134,412	8.4	29	14
General Assistance	\$28,194	1.8	22	10
Other Nonwage Sources	\$43,260	2.7	7	3
SSI	\$402,822	25.3	54	25
Social Security	\$259,680	16.3	31	15
TANF (formerly AFDC)	\$92,964	5.8	24	11
Unemployment Benefits	\$1,688	0.1	1	0
Other Wage	\$605,435	38.0	40	19
Total All Income Sources	\$1,591,185	100	212	100

Public Assistance is the sole source of income for 4% of households.  
 Households that are working comprise 35% of households.  
 Of the working households, 15% of households also receive TANF.

Average Household Income	\$14,207
Average Tenant Rent (0-Bdrm)	\$46
Average Tenant Rent (1-Bdrm)	\$204
Average Tenant Rent (2-Bdrm)	\$248
Average Tenant Rent (3-Bdrm)	\$271
Average Tenant Rent (4-Bdrm)	\$474
Average Tenant Rent (5-Bdrm)	\$375
Average Tenant Rent (Combined)	\$257
Average TTP (rent + utilities per month)	\$318

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

Average Housing Assistance Payment \$506

<u>Length of Time On Program</u>	<u>Count</u>	<u>Percent</u>
Less than 1 years	13	12
Less than 2 years	17	15
Less than 3 years	18	16
Less than 4 years	13	12
Less than 5 years	6	5
Less than 6 years	4	4
Less than 7 years	10	9
Less than 8 years	3	3
Less than 9 years	3	3
Less than 10 years	2	2
More than 10 years	23	21

<u>Broad Range of Income</u>	<u>Count</u>	<u>Percent</u>
\$0 - \$5,000	8	7
\$5,000 - \$10,000	23	21
\$10,000 - \$15,000	37	35
\$15,000 - \$20,000	16	15
\$20,000 - \$25,000	8	7
More than \$25,000	15	14

<u>Income Levels</u>	<u>Count</u>	<u>Percent</u>
Over Income	112	100