

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

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

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

**Approval of the Minutes:** Chairman Schnitzler called for a motion to approve the minutes of the December 16, 2019 meeting. A motion was made by Atkinson and seconded by Kropp to approve the minutes. All Ayes, motion carried.

**Executive Director's Report:** Troy Klecker presented the Executive Director's Report. They ended up with 35 single family and single family attached home permits in 2019. This is down from the last two years, but still as much as Austin, Albert Lea, and Faribault combined. Everyone is having a tough time because of construction costs and people are more likely to buy an existing house. Trying to find contractors to do work is hard now, too. All of Southern Minnesota is in the same place. City Council has been talking about affordable housing. One project that the City is working on is the tax credit project, Eastgate, by Domino's. The land transfer will happen in March or April and the City will convey it back to the developer. It will have to go through the platting process and through TIF. They hope to start sometime this summer. It will be 36 units with units for homeless. There is additional land for another project and the plan is to replicate this project. A lot of growth is happening. The new high school is a big piece of this as well as Costco, Minimizer, and Daikin's warehouse. Twin Cities Business Magazine did a 12-page article of Owatonna, so we are getting a lot of attention.

**New 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 December totaled 102. Total year to date assistance and administration costs were \$692,220.23 and revenues were \$729,199.22 The Housing Choice Voucher Program fund balance at December month end is \$98,389.50. 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 \$519,405.56 and the expenses total \$493,557.09. The HRA General Fund balance is \$357,606.47.

A motion was made by Olivo and seconded by Atkinson to approve the reports as presented. All Ayes, motion carried.

Madkour said that the landlords' 1099s went out. The application for MCPP was done on the 15<sup>th</sup>. CRPs, or Certificates of Rent Paid, will be going out on Wednesday. The audit is coming up and when it's done, Mary will come in and give the report. The ACH direct deposits have been working aside from one quirk in the finance department's software. This is a simple, efficient process and saves a lot of work, and postage on 60 to 80 letters. He said he's added four people to the Bridges program. Fillmore and Houston Counties approved two to three vouchers. He said he won't be traveling there, but will be available via phone. The Section 8 waiting list is at a stand still and he will do another purge in June. Schnitzler asked about the house that the HRA helped to purchase. Klecker said that they have closed on the property. EDA kicked in another one-third and the remaining one-third was paid out of the City Sewer fund.

**Other Business:** The Commissioners discussed Owatonna Forward. Schnitzler said that there were no new updates, but that she'd connect with Peng Olson. Klecker said that the HRA Board will continue to

focus on 500 new housing units by the end of 2021. Schnitzler said she'd have an update at the next meeting.

**Adjournment:** There being no further business, a motion to adjourn was made by Kropp, seconded by Atkinson. All Ayes, motion carried. The meeting adjourned at 4:51 pm.

Respectfully Submitted,

Ghassan Madkour  
Housing Manager