



Crosby HRA Commissioners Meeting

11:00 a.m.

Tuesday, April 9, 2019

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Reading and Approval of Minutes (Attachment 1)**
- 4. Bills and Communications**
 - a. Financial Report (Attachment 2)**
 - b. Housing Manager Report (Attachment 3)**
- 5. Unfinished Business**
- 6. New Business**
- 7. Adjournment**
Next Meeting: Tuesday, May 14, 2019

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Minutes of the March 12, 2019, Board of Commissioners Meeting

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, March 12th, 2019, at 300 3rd Ave NE in Crosby, Minnesota.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:00 a.m.
2. **ROLL CALL:** Present at the meeting were Chair Peeples and Commissioners McGinnis, Marsh, and Small. Also present were Housing Manager Teresa Hettver, Executive Director Jennifer Bergman, and Assistant Director Deanna Heglund., and Finance Assistant Roberta Piekarski. Absent: Buzz Neprud.
3. **READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Commissioner Marsh made a motion to approve the minutes from the February 12, 2019, board meeting. Commissioner McGinnis seconded the motion. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.

4. **BILLS AND COMMUNICATIONS:**

- a. **Financial Report:** Financial information for February 2019 was provided to the Board. In February, the Crosby HRA received a sales tax refund of \$7,144 for Public Housing. This was primarily related to sales tax that was paid on the POHP family units project. Since the POHP construction costs occurred in 2018, this was reflected as a receivable for 2018 year-end and most of the income was recorded at that time related to the refund.

Commissioner McGinnis made a motion to approve February checks numbered 117129 through 117165. Commissioner Marsh seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

- b. **Housing Manager Report:** Edgewood received a score of 84c from the REAC inspection conducted on February 14th, 2019. For February, there was one vacancy at Edgewood, none at Dellwood, and two at the family units.

TKDA has completed the project drawings and specs for the POHP - Dellwood Apartments project. Terry is in the process of reviewing them and will work with TKDA to get a final version that can be submitted to MHFA. Once approved, we will go out for bids, select a contractor, and move toward the loan closing.

Hettver informed the Board that she has accepted the position as executive director with the Aitkin County Housing and Redevelopment Authority. She will be leaving the Brainerd HRA at the end of March.

Bergman added that the MN NAHRO Spring NAHRO Conference is coming up May 22–24. There is an excellent workshop for commissioners that she encouraged the Board to attend.

She also reported that the Crow Wing County (CWC) HRA is soliciting a consultant to perform a workforce housing study for each city within Crow Wing County. In addition, the CWC HRA approved a TIF loan in the amount of \$75,000 for PaulSquared, LLC, Victual – Rave Cream Works. This specialty business will be located in downtown Crosby.

Chair Peeples added that Rafferty's Pizza is also coming to Crosby. They will be occupying the old SuperValu and plan to be open before May 15th. She also shared that Crosby will be getting a hotel and hostile.

5. **UNFINISHED BUSINESS:** Nothing to report.

6. **NEW BUSINESS:** Nothing to report.

7. **NEXT MEETING:** Tuesday, April 9th, 2019

8. **ADJOURNMENT:**

Commissioner Small made a motion to adjourn the meeting. Commissioner McGinnis seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 11:28 a.m.



To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: April 3, 2019
Re: April Financial Report

Please find attached the financial information for March 2019.

Year-end Financial Statements and Ratios

The March ratios and financial statements do not fully reflect all year-end entries and adjustments. The final year-end entries and adjustments will be recorded prior to the audit and REAC submissions. Therefore, the financial information is subject to change due to necessary year-end adjustments.

Action Requested: Approval of March checks numbered 117166 through 117228.

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Crosby Housing & Redevelopment Authority 2019 Ratios

															Includes Most YE AEs
FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2019	
Quick Ratio	12	QR <1 =0, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expendable Net Assets	11	MENA <1.0 = 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC <1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2019	
Occupancy	16	O <90% =0, O >98% =16	12.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1.5% =5, TAR >2.5% =0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		16.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	25.00
Total of Above Ratios	50		41	45	45	45	45	45	45	45	45	45	45	45	50
MASS Ratios	Max Pts	Scoring													
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

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**PH Operating - Board
Public Housing Operating - Board
March, 2019**

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	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-15,137.00	-196,289.00	-197,100.00	811.00
100-000-3120.000 Excess Utilities	0.00	-528.00	-720.00	192.00
100-000-3401.000 Operating Subsidy	-4,707.00	-69,825.00	-66,990.00	-2,835.00
100-000-3402.000 Capital Fund Revenue	-13,942.00	-23,942.00	0.00	-23,942.00
100-000-3610.000 Interest Revenue	-1.60	19.37	0.00	19.37
100-000-3690.000 Other Income	-15.10	-191.37	-2,000.00	1,808.63
100-000-3691.000 Other Tenant Revenue	-653.00	-9,037.07	-9,650.00	612.93
100-000-3695.000 Laundry Revenue	-185.00	-2,531.00	-2,300.00	-231.00
100-000-3699.000 POHP Grant Revenue	-7,826.11	-20,561.11	0.00	-20,561.11
Total Income	-42,466.81	-322,885.18	-278,760.00	-44,125.18
Expense				
100-000-4110.000 Administration Salaries	1,805.76	23,457.16	24,250.00	-792.84
100-000-4130.000 Legal	0.00	0.00	2,500.00	-2,500.00
100-000-4140.000 Staff Training	0.00	183.47	600.00	-416.53
100-000-4150.000 Travel	87.75	556.30	870.00	-313.70
100-000-4171.000 Auditing Fees	0.00	3,125.00	3,250.00	-125.00
100-000-4190.000 Sundry-Other Admin	12.50	194.00	260.00	-66.00
100-000-4191.000 Management Fees	2,163.00	26,000.00	26,000.00	0.00
100-000-4194.000 Office Supplies	368.57	910.04	850.00	60.04
100-000-4195.000 Membership Dues	0.00	167.10	190.00	-22.90
100-000-4196.000 Telephone	80.79	980.83	990.00	-9.17
100-000-4198.000 Advertising	0.00	430.43	310.00	120.43
100-000-4199.000 Postage	42.00	238.30	250.00	-11.70
100-000-4210.000 Tenant Svcs Salaries	520.16	5,753.70	7,840.00	-2,086.30
100-000-4230.000 Tenant Services Other	16.15	193.27	195.00	-1.73
100-000-4310.000 Water	1,164.95	11,566.98	11,450.00	116.98
100-000-4315.000 Sewer	2,003.24	19,560.65	18,000.00	1,560.65
100-000-4320.000 Electricity	1,224.94	19,416.04	21,820.00	-2,403.96
100-000-4330.000 Gas	3,228.09	10,850.25	9,380.00	1,470.25
100-000-4431.000 Garbage & Trash	674.60	6,323.16	7,900.00	-1,576.84
100-000-4410.000 Maintenance Labor	3,255.22	34,446.89	30,425.00	4,021.89
100-000-4420.000 Materials	1,135.86	11,081.54	9,600.00	1,481.54
100-000-4430.000 Contracts Costs	1,125.71	9,221.58	17,000.00	-7,778.42
100-000-4432.000 Decorating Contract	2,215.43	4,854.81	7,300.00	-2,445.19
100-000-4435.000 Grounds Contract	33.57	2,094.33	500.00	1,594.33
100-000-4440.000 Repairs Contract	0.00	0.00	250.00	-250.00
100-000-4445.000 Elevator Maintenance	0.00	2,253.06	2,940.00	-686.94
100-000-4450.000 Plumbing/Heating	295.34	3,066.39	5,000.00	-1,933.61
100-000-4455.000 Snow Removal	1,130.14	1,905.06	1,400.00	505.06
100-000-4456.000 Exterminating	40.00	240.00	1,240.00	-1,000.00
100-000-4457.000 Janitor/Cleaning	889.27	6,659.35	6,800.00	-140.65
100-000-4510.000 Insurance	1,509.07	18,109.50	18,330.00	-220.50
100-000-4520.000 Property Tax	342.04	6,400.21	6,682.00	-281.79
100-000-4540.000 Employee Benefits	2,109.27	24,703.79	27,995.00	-3,291.21
100-000-4570.000 Collection Losses Tenan	5,228.57	5,228.57	6,000.00	-771.43
Total Expense	32,701.99	260,171.76	278,367.00	-18,195.24
Net Income(-) or Loss	-9,764.82	-62,713.42	-393.00	-62,320.42

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**Crosby HRA
Edgewood Operating Stmt - Board
March, 2019**

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	Current Period	Current Year	Year To Date	Budget	Variance
Income					
700-000-3110.000 Dwelling Rental	-18,650.00	-221,685.00	-213,100.00		-8,585.00
700-000-3120.000 Excess Utilities	-15.00	-1,747.00	-1,760.00		13.00
700-000-3404.000 Other Government Grant	-7,817.00	-94,826.00	-102,350.00		7,524.00
700-000-3610.000 Interest Revenue	-2,191.85	-15,282.88	0.00		-15,282.88
700-000-3690.000 Other Income	-15.10	-170.98	-110.00		-60.98
700-000-3691.000 Other Tenant Revenue	-25.00	-6,123.78	-7,000.00		876.22
700-000-3695.000 Laundry Revenue	-746.25	-8,431.00	-8,500.00		69.00
Total Income	-29,460.20	-348,266.64	-332,820.00		-15,446.64
Expense					
700-000-4110.000 Administration Salaries	2,908.64	37,535.64	39,125.00		-1,589.36
700-000-4130.000 Legal	0.00	599.00	500.00		99.00
700-000-4140.000 Staff Training	0.00	183.47	900.00		-716.53
700-000-4150.000 Travel	87.76	498.05	810.00		-311.95
700-000-4171.000 Auditing Fees	0.00	3,125.00	3,250.00		-125.00
700-000-4190.000 Sundry-Other Admin	12.50	175.00	420.00		-245.00
700-000-4191.000 Management Fees	5,337.00	64,000.00	64,000.00		0.00
700-000-4194.000 Office Supplies	368.57	910.08	875.00		35.08
700-000-4195.000 Membership Dues	0.00	167.10	190.00		-22.90
700-000-4196.000 Telephone	80.80	980.95	990.00		-9.05
700-000-4198.000 Advertising	0.00	418.55	440.00		-21.45
700-000-4199.000 Postage	42.00	238.30	250.00		-11.70
700-000-4210.000 Tenant Svcs Salaries	780.24	8,630.55	11,760.00		-3,129.45
700-000-4230.000 Tenant Services Other	16.16	193.36	195.00		-1.64
700-000-4310.000 Water	417.93	5,808.84	6,230.00		-421.16
700-000-4315.000 Sewer	781.83	10,753.72	12,625.00		-1,871.28
700-000-4320.000 Electricity	1,549.61	25,708.35	28,100.00		-2,391.65
700-000-4330.000 Gas	3,799.86	12,951.92	11,020.00		1,931.92
700-000-4431.000 Garbage & Trash	336.62	2,504.42	2,000.00		504.42
700-000-4410.000 Maintenance Labor	3,255.18	35,200.70	30,425.00		4,775.70
700-000-4420.000 Materials	5,012.36	12,875.80	8,600.00		4,275.80
700-000-4430.000 Contracts Costs	6,163.43	18,177.45	13,000.00		5,177.45
700-000-4432.000 Decorating Contract	1,744.46	6,268.21	9,600.00		-3,331.79
700-000-4435.000 Grounds Contract	50.36	867.51	600.00		267.51
700-000-4440.000 Repairs Contract	0.00	90.00	150.00		-60.00
700-000-4445.000 Elevator Maintenance	0.00	3,258.06	2,940.00		318.06
700-000-4450.000 Plumbing/Heating	5,000.32	10,986.79	5,000.00		5,986.79
700-000-4455.000 Snow Removal	1,695.21	2,857.59	2,070.00		787.59
700-000-4456.000 Exterminating	60.00	360.00	1,500.00		-1,140.00
700-000-4457.000 Janitor/Cleaning	1,035.67	7,148.82	8,200.00		-1,051.18
700-000-4510.000 Insurance	1,643.69	19,724.50	19,205.00		519.50
700-000-4520.000 Property Tax	588.94	8,069.49	7,848.00		221.49
700-000-4540.000 Employee Benefits	2,371.32	32,458.38	31,900.00		558.38
700-000-4570.000 Collection Losses Tenan	2,475.69	2,475.69	200.00		2,275.69
Total Expense	47,616.15	336,201.29	324,918.00		11,283.29
Net Income(-) or Loss	18,155.95	-12,065.35	-7,902.00		-4,163.35

Housing and Redevelopment Authority of Crosby
Payment Summary Report
March 2019

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/28/2019	81	LeAnn Goltz	\$19.02
3/28/2019	82	Roberta Piekarski	\$19.14
3/14/2019	1273	Electronic Federal Tax Payment System	\$1,464.71
3/14/2019	1274	Minnesota Dept Of Revenue	\$218.31
3/14/2019	1275	Lincoln Financial Group	\$798.54
3/14/2019	1276	Lincoln Financial Group	\$50.00
3/28/2019	1277	Lincoln Financial Group	\$798.54
3/28/2019	1278	Lincoln Financial Group	\$50.00
3/28/2019	1279	Electronic Federal Tax Payment System	\$1,399.09
3/28/2019	1280	Minnesota Dept Of Revenue	\$218.31
3/12/2019	117166	Adams Pest Control	\$50.00
3/12/2019	117167	City Of Crosby	\$4,796.35
3/12/2019	117168	Climate Makers	\$4,747.27
3/12/2019	117169	Ctcit	\$200.00
3/12/2019	117170	Dacotah Paper Co.	\$2.73
3/12/2019	117171	Deerwood True Value Hardware	\$10.89
3/12/2019	117172	Tenant Refund	\$381.74
3/12/2019	117173	Gravelle Plumbing & Heating	\$295.34
3/12/2019	117174	Handyman's Inc.	\$536.43
3/12/2019	117175	Holden Electric Co. Inc.	\$406.80
3/12/2019	117176	Holiday	\$79.65
3/12/2019	117177	Hudrlik Carpet Service	\$1,958.57
3/12/2019	117178	Judy Robinson	\$1,025.00
3/12/2019	117179	Majestic Creations Landscape	\$1,777.55
3/12/2019	117180	Midwest Machinery Co	\$15.68
3/12/2019	117181	Minnesota Energy Resources	\$3,390.45
3/12/2019	117182	Minnesota Power	\$26.13
3/12/2019	117183	Nisswa Sanitation Inc	\$226.09
3/12/2019	117184	Patnode S Custom Cabinets	\$60.00
3/12/2019	117185	Precision Electrical LLC	\$3,339.98
3/12/2019	117186	Rental History Reports	\$25.00
3/12/2019	117187	Teresa Hettver	\$60.09
3/12/2019	117188	The Office Shop	\$74.98
3/12/2019	117189	Tkda	\$4,737.82
3/12/2019	117190	Verizon Wireless	\$130.77
3/12/2019	117191	Visa-Unity	\$4,291.09
3/12/2019	117192	Wells Fargo Credit Card	\$546.19
3/12/2019	117193	Ace Hardware	\$13.46
3/12/2019	117194	Batteries Plus	\$59.96
3/12/2019	117195	Hd Supply Facilities Maint	\$323.06
3/12/2019	117196	Timber Building Supply	\$74.14
3/28/2019	117197	Adams Pest Control	\$50.00
3/28/2019	117198	Crosby Ace Hardware	\$6.80

Housing and Redevelopment Authority of Crosby
Payment Summary Report
March 2019

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/28/2019	117199	Ctc	\$424.91
3/28/2019	117200	Ctcit	\$462.50
3/28/2019	117201	Frank Olson Drywall Repair	\$1,124.32
3/28/2019	117202	Green Lights Recycling Inc.	\$130.64
3/28/2019	117203	Handyman's Inc.	\$100.98
3/28/2019	117204	Hd Supply Facilities Maint	\$123.16
3/28/2019	117205	Holden Electric Co. Inc.	\$610.20
3/28/2019	117206	Holiday	\$68.54
3/28/2019	117207	Hudrlik Carpet Service	\$1,524.58
3/28/2019	117208	Judy Robinson	\$800.00
3/28/2019	117209	Majestic Creations Landscape	\$1,047.80
3/28/2019	117210	Marco, Inc.	\$737.14
3/28/2019	117211	Minnesota Power	\$2,774.55
3/28/2019	117212	Nisswa Sanitation Inc	\$226.09
3/28/2019	117213	Northland Fire Protection	\$151.40
3/28/2019	117214	Park Supply Inc.	\$219.24
3/28/2019	117215	Sherwin-Williams	\$439.76
3/28/2019	117216	ShofCorp LLC	\$75.48
3/28/2019	117217	Teresa Hettver	\$77.26
3/28/2019	117218	Terry Quick	\$164.72
3/28/2019	117219	The Office Shop	\$30.05
3/28/2019	117220	Tkda	\$4,555.35
3/28/2019	117221	Verizon Wireless	\$130.77
3/28/2019	117222	Village Electric Motor	\$253.05
3/28/2019	117223	Visa-Unity	\$12.23
3/28/2019	117224	Wells Fargo Credit Card	\$15.00
3/28/2019	117225	Void	\$0.00
3/28/2019	117226	Void	\$0.00
3/28/2019	117227	Minnesota Energy Resources	\$3,611.37
3/28/2019	117228	Rental History Reports	\$25.00
		Report Total	\$58,671.76



To: Crosby HRA Board Members
From: Shannon Fortune, Housing Manager
Date: April 2, 2019
Re: Housing Manager Report

I started in the housing manager position on March 25th, 2019. Although new to this position, I have been with the Brainerd HRA for two years, and prior to that have worked in the field of housing since 2006. I'm looking forward to the challenge of transitioning into a new job and appreciate everyone's patience as I learn.

Interviews for the housing specialist position took place April 3rd, 2019. We selected three candidates for interviews and anticipate making a decision in the next week. Our goal is to allow for several weeks of cross-training with DD before she retires at the end of May.

March Vacancies

Edgewood - 2
Dellwood - 0
Family Units - 0

POHP - Dellwood Apartments

TKDA advertised for bids on March 19th and the bid opening is scheduled for April 23rd, 2019.

No Action Requested; Discussion Items

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