

**Crosby HRA Board Meeting**  
**Tuesday, September 10, 2019**  
**11:00 a.m.**  
**300 Third Ave. NE, Crosby, MN**

**AGENDA**

- 1. Call to Order**
- 2. Roll Call**
- 3. Reading and Approval of Minutes** (*Attachment 1*)
- 4. Annual Meeting** (*Attachment 2*)
  - a. Election of Officers
  - b. Vacant Resident Commissioner Position
  - c. Review Bylaws
- 5. Bills and Communications**
  - a. Financial Report (*Attachment 3*)
  - b. Housing Manager Report (*Attachment 4*)
- 6. Unfinished Business**
- 7. New Business**
- 8. Adjournment**  
Next Meeting: Tuesday, October 8, 2019

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## Minutes of the August 13, 2019, Crosby HRA Board Meeting

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, August 13, 2019, at 300 3<sup>rd</sup> Ave NE in Crosby, Minnesota.

- 1. CALL TO ORDER:** Chair Peeples called the meeting to order at 11:09 a.m.
- 2. ROLL CALL:** Present at the meeting were Chair Linda Peeples and Commissioners Renae Marsh, Julie McGinnis, and Bill Small. Also present were Executive Director Jennifer Bergman, Finance Director Karen Young, Housing Manager Shannon Fortune, Executive Assistant LeAnn Goltz, and Housing Specialist Mallory Smith. Absent: Buzz Neprud.
- 3. PRESENTATION OF THE 2019 AUDIT:** Mary Reedy from CliftonLarsonAllen presented the 2019 Audit to the Board and informed them that it was a clean audit. She stated that there were no adjustments, unusual transactions, or disagreements with management and no compliance issues.

Commissioner Peeples thanked staff for their hard work and keeping the records straight.

**Commissioner Small made a motion to accept the Crosby HRA 2019 Audit as presented  
Commissioner McGinnis seconded the motion. All commissioners voted in favor and none were opposed. The motion was approved.**

- 4. READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

**Commissioner McGinnis moved to approve the minutes from the July 19, 2019, board meeting.  
Commissioner Marsh seconded the motion. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.**

- 5. BILLS AND COMMUNICATIONS:**

- a. Financial Report:** Financial information for July 2019 was provided to the Board.

**2017 Capital Fund**

Reflected in the July Public Housing Operating Statement is a deposit of \$10,000. This is budgeted revenue from the 2017 Capital Fund Grant to be used for operations.

**Commissioner Marsh made a motion to approve July checks numbered 117323 through 117356 and July ACH payments numbered 93 through 96 and 1304 through 1309.  
Commissioner Small seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.**

- b. Housing Manager Report:**

**Dellwood & Edgewood Handbook**

A draft of the handbook for use at Dellwood and Edgewood was included in the packet. The Scattered Site Handbook will be done next. After both documents have been reviewed, HUD requires that we allow for a proper notice period for residents. In addition to the 30-day comment period, staff will hold meetings to encourage feedback and help answer questions.

### **Crosby HRA Logo**

A few suggestions for a Crosby HRA logo was provided to the Board for review. The Board decided they wanted the logo in Option 1 to be more reddish, much like the iron-rich soil of Cuyuna and the Iron Range. They also liked Option 3 but wanted to see it in context such as in letterhead or a business card. Staff will bring back the two logos for the Board's final decision.

### **Change Machine**

Roberta received a quote for a used change machine that fits what we are interested in for both security and tenant convenience. The machine takes \$1s, \$5s, \$10s and \$20s, has a dual-hopper dispensing system, can hold up to \$650.00 in coins, and can be bolted to the wall. Maintenance will handle the installation, which will be done in the Edgewood building.

### **NAHRO Technical Assistance Grant Application**

The application was completed and submitted by the deadline (July 31<sup>st</sup>). The Crosby HRA collaborated with the Aitkin HRA and the Pequot Lakes HRA in order to maximize the funds available. If we are approved for the technical assistance funds, the next step would be to release a joint RFP seeking a consultant to outline the process, financial benefits, anticipated costs, estimated timeline, and tasks associated with any of the repositioning options. The consultant would prepare a report specific to each agency and would also provide a presentation to the Board of the report findings.

### **Public Housing Management Training**

Shannon completed her week-long Public Housing Management Training in late July. Results from the certification exam are expected within 3–4 weeks. This was a very beneficial training.

### **Management and Occupancy Review (MOR) Close-out**

On July 26<sup>th</sup>, we received our final close-out letter from Minnesota Housing, accepting our corrections related to the Management and Occupancy Review in June. All corrections were made and submitted timely and no outstanding issues remain. As recommended during the MOR, the HUD Model Lease for Subsidized Programs (90105A) is being implemented with residents at the time of their annual recertification.

### **Potential ACOP Update**

Currently, our Annual Plan states that we will give tenants a two-day written notice before any maintenance, housekeeping or other regular in-unit activity. Maintenance staff and office staff agree that moving to the industry-standard one-day notice period would be helpful. A change to the ACOP requires a notice and comment period and/or public hearing. To accommodate this process, staff may aim to tackle this in either September or October.

### **Revenue Recapture Audit**

At the end of July, staff received word that their contact with the MN Department of Revenue had completed her portion of the audit and would now be handing us off to the next step in the process, which is working with a representative from the Revenue Recapture program. She anticipated that we would be receiving additional contact and instructions by mid-August. She sounded positive and indicated that this additional contact would be related to making some adjustments to our process and letters, as required under the program.

Young reported that there are currently 23 claims pending in Revenue Recapture for an approximate total of \$24,000. To date, Crosby HRA has collected just over \$10,000.

### **July Vacancies**

There was one vacancy each at Edgewood and Dellwood with none at the family units.

- c. **Executive Director Report:** Bergman provided a verbal update to the Board on a number of items:

### **CWC HRA Workforce Housing Study**

The task force, who meets monthly, continues to work with the consultant, Redevelopment Resources. They plan to release a survey to residents of Crow Wing County in September with an overall goal of completing the study by December 2019.

### **Potential CWC HRA Levy Increase**

CWC HRA staff were asked by County Administrator Houle & Commissioner Brekken how the HRA could help with the workforce housing shortage issues and what could be done with a levy increase. They wondered if the HRA would be willing to fund BLAEDC & CREDI on behalf of the County. On August 6<sup>th</sup>, the CWC HRA Board held a special meeting to discuss the request. Motions were made and approved to increase the 2020 CWC HRA levy at the request of the County Board to fund BLAEDC and CREDI in the amount of \$112,000. They also voted to establish a Housing Trust Fund in the amount of \$500,000 in anticipation of the workforce housing study recommendation to be implemented in 2020 and proposed an HRA levy in the amount of \$729,500 to the CWC County Board for 2020.

The CWC Budget Committee meets on September 6<sup>th</sup> at 9:00 a.m., at which point the CWC HRA will present its budget. On September 24<sup>th</sup> at 9:00 a.m., the CWC Board will meet to approve their budget and set the levy. Chair Peeples expressed support for the levy increase and offered to speak to Commissioner Doug Hough.

- 6. **UNFINISHED BUSINESS:** Goltz reported on the POHP Dellwood project. Staff met with the architect, TKDA, and contractor, Baratto Brothers, today for a preconstruction meeting. MHFA has provided a Notice to Proceed and the hope is to begin construction in September.
- 7. **NEW BUSINESS:** Commissioner Small informed the Board and staff that he will be moving and consequently needs to resign from the Board of Commissioners. The Board accepted his resignation with regret. Smith will look into finding a new resident commissioner to fill his position.
- 8. **NEXT MEETING:** Tuesday, September 10<sup>th</sup>, 2019.
- 9. **ADJOURNMENT:**

**Commissioner Marsh made a motion to adjourn the meeting. Commissioner Small seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 12:15 p.m.**

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To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: September 3, 2019  
Re: Annual Meeting

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According to the bylaws, the Crosby HRA is required to hold its annual meeting as part of the regular meeting in September each year. Typically at annual meetings, all new or reappointed members are given the Oath of Office, the Board elects officers, and the bylaws are reviewed.

**Election of Officers**

Following is a list of the board members and terms.\* State Statute states that commissioners continue to serve until either reappointed or replaced. According to the bylaws, the chair, vice chair, and secretary shall be elected at the annual meeting of the HRA.

• Julie McGinnis, Commissioner	Term Expires: 2019
• Renae Marsh, Secretary/Treasurer	Term Expires: 2020
• Linda Peeples, Chair	Term Expires: 2021
• Resident Commissioner (Vacant)	Term Expires: 2021
• Buzz Neprud, Commissioner	Term Expires: 2022

\*All terms expire August 31<sup>st</sup>

**Vacant Resident Commissioner Position**

A memo has been sent to Public Housing residents announcing the vacancy of the resident commissioner position and inviting nominations. Nominations are due by Monday, Sept. 30<sup>th</sup>. If more than one resident is nominated and accepts the nomination, a vote will be held in October. The new resident commissioner will serve out the remainder of the term previously held by Commissioner William Smalls, which expires August 31<sup>st</sup>, 2021.

**Review Bylaws**

A copy of the bylaws are attached for your review and approval.

**Action Items:** **(1) Elect HRA Chair, Vice Chair and Secretary**  
**(2) Approve Bylaws**

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**BYLAWS OF THE HOUSING AND REDEVELOPMENT  
AUTHORITY OF CROSBY, MINNESOTA**

**ARTICLE I. THE AUTHORITY**

Section 1. Name of Authority. The name of the Authority shall be the "Housing and Redevelopment Authority of Crosby, Minnesota."

Section 2. Seal of the Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of the Authority. The offices of the Authority shall be in the Dellwood Apartments building located at 300 Third Avenue, Northeast, Crosby, Minnesota, but the Authority may hold its meetings at such other place or places as it may designate by resolution.

**ARTICLE II. OFFICERS**

Section 1. Officers. The officers of the Authority shall be a Chair, Vice-Chair, and a Secretary.

Section 2. Chair. The Chair shall preside at all meetings of the Authority. Except as otherwise delegated, the Chair shall sign all contracts, deeds and other instruments made by the Authority. At each meeting the Chair shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair.

Section 4. Secretary. The Secretary shall perform the duties of a Secretary for the Authority.

Section 5. Executive Director. The Authority shall employ or contract with an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He/she shall be charged with the management of the housing and redevelopment projects of the Authority.

Amended 09/2017

As assistant to the Secretary, the Executive Director in his/her own name and title shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purposes, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all contracts and instruments to be executed by the Authority.

The Executive Director shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. Except as otherwise authorized by resolution of the authority, the Executive Director shall sign all orders and checks for payment of money and shall pay out and disburse such moneys under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be counter-signed by the Chair or other designated official. The Executive Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting or more often as requested, an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for faithful performance of his/her duties as the Authority may determine.

Except as otherwise authorized by resolution of the Authority, the Executive Director is authorized to sign all contracts, deeds and other instruments made by the Authority.

The Authority shall determine the compensation of the Executive Director.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the by-laws or rules and regulations of the Authority.

Section 7. Election or Appointment. The first Chair shall, pursuant to his/her appointment, serve in the capacity of Chair until the expiration of his/her term of office as Commissioner. The Vice-Chair, Secretary and, except in the case of the first Chair, the Chair shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

Section 8. Vacancies. Should the office of the Chair, Vice-Chair or Secretary become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of the Executive Director becomes vacant, the Authority shall appoint a successor as aforesaid.

Amended 09/2017

Section 9. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Municipal Housing and Redevelopment Act of Minnesota (Minnesota Statutes 469.001, et. seq.) applicable thereto. The Authority, subject to the laws of the State of Minnesota, shall determine the selection and compensation of such personnel (including the Executive Director).

### ARTICLE III. MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held immediately prior to the regular September meeting.

Section 2. Regular Meetings. Monthly meetings shall be held without notice at the regular meeting place of the Authority on the second Tuesday of each month at 11:00 o'clock AM unless the same shall be a legal holiday or other day on which a public meeting cannot be held in Minnesota, in which event the meeting shall be held on the next regular working day or as otherwise established by the Authority at a regular or special meeting.

Section 3. Special Meetings. The Chair, or any two commissioners, may call special meetings of the Authority for the purpose of transacting any business designated in the call. Each commissioner of the Authority must receive the call for a special meeting at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the commissioners of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, the Authority upon a vote of a majority of the Commissioners present may take action.

Section 5. Order of Business. At the regular meeting of the Authority the following shall be the order of business:

1. Roll Call
2. Reading and approval of the minutes of the previous meeting.
3. Bills and Communications
4. Report of the Executive Director
5. Reports of Committees.
6. Unfinished Business.
7. New Business.

Amended 09/2017

8. Adjournment.

All resolutions shall be in writing and shall be copied in the journal of the proceedings of the Authority.

Section 6. Manner of Voting. The voting on all questions coming before the Authority shall be by roll call, and yeas and nays shall be entered upon the minutes of such meeting.

ARTICLE IV. AMENDMENTS

Section 1. Amendments to Bylaws. The bylaws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or a special meeting.

Amended 09/2017

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: September 4, 2019  
Re: September Financial Report

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Please find attached the financial information for August 2019.

**Action Requested:**

**Approval of August Checks numbered 117357 through 117398 and August ACH payments numbered 97 through 98 and 1310 through 1318.**

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## Crosby Housing & Redevelopment Authority 2019 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug
Quick Ratio	12	QR <1 =0, QR >2 =12	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
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00
<b>Total Points</b>	<b>25</b>		<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug
Occupancy	16	O <90% =0, O >98% =16	4.00	12.00	12.00	12.00	12.00
Tenant Accounts Receivable	5	TAR <1.5% =5, TAR >2.5% =0	0.00	5.00	0.00	2.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00
<b>Total Points</b>	<b>25</b>		<b>8.00</b>	<b>21.00</b>	<b>16.00</b>	<b>18.00</b>	<b>16.00</b>
<b>Total of Above Ratios</b>	<b>50</b>		<b>33</b>	<b>46</b>	<b>41</b>	<b>43</b>	<b>41</b>

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	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
<b>Total Points</b>	<b>10</b>	<b>Capital Fund Troubled</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>

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Date: 9/4/2019  
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**PH Operating - Board  
Public Housing Operating - Board  
August, 2019**

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	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>Income</b>				
100-000-3110.000 Dwelling Rental	-16,150.00	-82,900.00	-83,117.10	217.10
100-000-3120.000 Excess Utilities	-596.00	-1,310.00	-270.85	-1,039.15
100-000-3401.000 Operating Subsidy	-7,502.00	-45,771.00	-26,677.10	-19,093.90
100-000-3402.000 Capital Fund Revenue	0.00	-10,000.00	-10,000.00	0.00
100-000-3610.000 Interest Revenue	-1.47	-3.51	0.00	-3.51
100-000-3690.000 Other Income	0.00	-288.85	-2,855.00	2,566.15
100-000-3691.000 Other Tenant Revenue	-257.00	-3,539.88	-4,166.65	626.77
100-000-3695.000 Laundry Revenue	-211.50	-1,013.00	-958.35	-54.65
100-000-3699.000 POHP Grant Revenue	-514.04	-3,642.78	0.00	-3,642.78
<b>Total Income</b>	<b>-25,232.01</b>	<b>-148,469.02</b>	<b>-128,045.05</b>	<b>-20,423.97</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	2,016.00	11,855.99	9,037.50	2,818.49
100-000-4130.000 Legal	0.00	200.00	625.00	-425.00
100-000-4140.000 Staff Training	1,521.34	3,144.50	250.00	2,894.50
100-000-4150.000 Travel	80.91	388.76	337.50	51.26
100-000-4171.000 Auditing Fees	1,100.00	2,700.00	2,750.00	-50.00
100-000-4190.000 Sundry-Other Admin	15.00	82.50	100.00	-17.50
100-000-4191.000 Management Fees	2,167.00	10,835.00	10,833.35	1.65
100-000-4194.000 Office Supplies	317.65	1,016.50	270.85	745.65
100-000-4195.000 Membership Dues	91.20	91.20	112.50	-21.30
100-000-4196.000 Telephone	83.82	412.61	458.35	-45.74
100-000-4198.000 Advertising	0.00	0.00	52.10	-52.10
100-000-4199.000 Postage	27.50	82.50	125.00	-42.50
100-000-4210.000 Tenant Svcs Salaries	483.81	1,719.86	1,747.90	-28.04
100-000-4230.000 Tenant Services Other	16.39	81.05	83.35	-2.30
100-000-4310.000 Water	1,146.17	4,371.55	4,904.15	-532.60
100-000-4315.000 Sewer	1,969.59	7,257.10	8,062.50	-805.40
100-000-4320.000 Electricity	3,862.90	5,698.52	8,506.25	-2,807.73
100-000-4330.000 Gas	142.42	1,185.39	3,912.50	-2,727.11
100-000-4431.000 Garbage & Trash	552.65	2,246.05	3,291.65	-1,045.60
100-000-4410.000 Maintenance Labor	4,620.21	17,309.98	17,050.00	259.98
100-000-4420.000 Materials	639.76	3,620.82	5,416.65	-1,795.83
100-000-4430.000 Contracts Costs	495.18	2,847.21	6,750.00	-3,902.79
100-000-4432.000 Decorating Contract	40.98	5,537.60	3,750.00	1,787.60
100-000-4435.000 Grounds Contract	28.57	82.77	416.65	-333.88
100-000-4440.000 Repairs Contract	69.98	69.98	104.15	-34.17
100-000-4445.000 Elevator Maintenance	0.00	2,359.62	1,225.00	1,134.62
100-000-4450.000 Plumbing/Heating	393.31	947.81	2,083.35	-1,135.54
100-000-4455.000 Snow Removal	0.00	91.00	770.85	-679.85
100-000-4456.000 Exterminating	22.00	82.00	516.65	-434.65
100-000-4457.000 Janitor/Cleaning	405.00	2,256.50	2,833.35	-576.85
100-000-4510.000 Insurance	1,642.76	7,823.80	8,352.05	-528.25
100-000-4520.000 Property Tax	453.61	4,278.80	3,270.85	1,007.95
100-000-4540.000 Employee Benefits	2,406.38	12,232.06	12,843.80	-611.74
<b>Total Expense</b>	<b>26,812.09</b>	<b>112,909.03</b>	<b>120,843.80</b>	<b>-7,934.77</b>
<b>Net Income(-) or Loss</b>	<b>1,580.08</b>	<b>-35,559.99</b>	<b>-7,201.25</b>	<b>-28,358.74</b>

Date: 9/4/2019  
Time: 11:52:23 AM  
roberta

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

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	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date</b>	<b>Budget</b>	<b>Variance</b>
<b>Income</b>					
700-000-3110.000 Dwelling Rental	-19,033.00	-93,342.00	-94,222.50	880.50	
700-000-3120.000 Excess Utilities	-1,526.00	-3,688.00	-791.65	-2,896.35	
700-000-3404.000 Other Government Grant	-8,800.00	-42,357.00	-42,566.65	209.65	
700-000-3610.000 Interest Revenue	-2,951.22	-18,335.87	-625.00	-17,710.87	
700-000-3690.000 Other Income	0.00	-308.83	-41.65	-267.18	
700-000-3691.000 Other Tenant Revenue	-14.00	-3,177.92	-2,500.00	-677.92	
700-000-3695.000 Laundry Revenue	-689.50	-3,558.00	-3,458.35	-99.65	
<b>Total Income</b>	<b>-33,013.72</b>	<b>-164,767.62</b>	<b>-144,205.80</b>	<b>-20,561.82</b>	
<b>Expense</b>					
700-000-4110.000 Administration Salaries	3,224.00	25,318.51	14,700.00	10,618.51	
700-000-4130.000 Legal	0.00	0.00	416.65	-416.65	
700-000-4140.000 Staff Training	254.50	254.50	375.00	-120.50	
700-000-4150.000 Travel	80.91	239.27	312.50	-73.23	
700-000-4171.000 Auditing Fees	1,100.00	2,700.00	2,750.00	-50.00	
700-000-4190.000 Sundry-Other Admin	15.00	132.50	108.35	24.15	
700-000-4191.000 Management Fees	5,333.00	26,665.00	26,666.65	-1.65	
700-000-4194.000 Office Supplies	317.67	1,022.12	354.15	667.97	
700-000-4195.000 Membership Dues	91.20	91.20	83.35	7.85	
700-000-4196.000 Telephone	83.84	412.69	458.35	-45.66	
700-000-4198.000 Advertising	0.00	0.00	41.65	-41.65	
700-000-4199.000 Postage	27.50	82.50	125.00	-42.50	
700-000-4210.000 Tenant Svcs Salaries	725.73	2,579.82	2,620.85	-41.03	
700-000-4230.000 Tenant Services Other	16.40	81.08	83.35	-2.27	
700-000-4310.000 Water	537.13	1,896.38	2,781.25	-884.87	
700-000-4315.000 Sewer	995.45	3,518.53	4,904.15	-1,385.62	
700-000-4320.000 Electricity	5,099.87	7,690.67	11,472.90	-3,782.23	
700-000-4330.000 Gas	159.82	1,403.21	4,212.50	-2,809.29	
700-000-4431.000 Garbage & Trash	135.65	568.48	833.35	-264.87	
700-000-4410.000 Maintenance Labor	4,710.89	17,797.32	17,558.35	238.97	
700-000-4420.000 Materials	796.51	3,194.42	3,583.35	-388.93	
700-000-4430.000 Contracts Costs	756.15	2,984.25	5,416.65	-2,432.40	
700-000-4432.000 Decorating Contract	998.50	4,555.83	4,583.35	-27.52	
700-000-4435.000 Grounds Contract	35.35	116.63	250.00	-133.37	
700-000-4440.000 Repairs Contract	104.97	104.97	62.50	42.47	
700-000-4445.000 Elevator Maintenance	0.00	2,359.62	1,225.00	1,134.62	
700-000-4450.000 Plumbing/Heating	159.00	2,262.10	6,041.65	-3,779.55	
700-000-4455.000 Snow Removal	0.00	136.50	1,154.15	-1,017.65	
700-000-4456.000 Exterminating	33.00	123.00	625.00	-502.00	
700-000-4457.000 Janitor/Cleaning	570.00	2,374.45	3,416.65	-1,042.20	
700-000-4510.000 Insurance	1,832.76	8,773.80	8,347.90	425.90	
700-000-4520.000 Property Tax	681.55	3,888.61	3,458.35	430.26	
700-000-4540.000 Employee Benefits	2,623.55	13,895.10	14,806.30	-911.20	
<b>Total Expense</b>	<b>31,499.90</b>	<b>137,223.06</b>	<b>143,829.20</b>	<b>-6,606.14</b>	
<b>Net Income(-) or Loss</b>	<b>-1,513.82</b>	<b>-27,544.56</b>	<b>-376.60</b>	<b>-27,167.96</b>	

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**August 2019**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/14/2019	97	Karen Young	\$35.38
8/14/2019	98	Shannon Fortune	\$126.44
8/1/2019	1310	Lincoln Financial Group	\$473.64
8/1/2019	1311	Electronic Federal Tax Payment System	\$1,091.61
8/1/2019	1312	Minnesota Dept Of Revenue	\$144.07
8/15/2019	1313	Lincoln Financial Group	\$473.64
8/15/2019	1314	Minnesota Dept Of Revenue	\$144.07
8/9/2019	1315	Electronic Federal Tax Payment System	\$1,157.19
8/29/2019	1316	Lincoln Financial Group	\$473.64
8/29/2019	1317	Electronic Federal Tax Payment System	\$1,061.20
8/29/2019	1318	Minnesota Dept Of Revenue	\$138.03
8/1/2019	117357	Crow Wing County Recorder	\$92.00
8/1/2019	117358	Healthpartners	\$3,476.41
8/1/2019	117359	Holiday	\$59.59
8/1/2019	117360	Wells Fargo Credit Card	\$841.84
8/13/2019	117361	Adams Pest Control	\$55.00
8/13/2019	117362	City Of Crosby	\$5,080.55
8/13/2019	117363	Cliftonlarsonallen	\$2,200.00
8/13/2019	117364	Climate Makers	\$318.00
8/13/2019	117365	Crosby Ace Hardware	\$232.71
8/13/2019	117366	Crow Wing County San. Landfill	\$30.00
8/13/2019	117367	Ctcit	\$200.00
8/13/2019	117368	Gravelle Plumbing & Heating	\$234.31
8/13/2019	117369	HDS, Inc.	\$629.00
8/13/2019	117370	HRdirect	\$79.99
8/13/2019	117371	Handyman's Inc.	\$103.98
8/13/2019	117372	Hd Supply Facilities Maint	\$1,023.66
8/13/2019	117373	Healthpartners	\$3,476.41
8/13/2019	117374	Hudrlrik Carpet Service	\$998.50
8/13/2019	117375	Judy Robinson	\$975.00
8/13/2019	117376	League of MN Cities Insurance Trust	\$195.00
8/13/2019	117377	Minnesota Dept Of Labor & Ind	\$120.00
8/13/2019	117378	Minnesota Energy Resources	\$302.24
8/13/2019	117379	Minnesota Power	\$4,212.29
8/13/2019	117380	Nisswa Sanitation Inc	\$226.09
8/13/2019	117381	Rental History Reports	\$100.00
8/13/2019	117382	ShofCorp LLC	\$75.48
8/13/2019	117383	Terry Quick	\$69.60
8/13/2019	117384	The Office Shop	\$349.40
8/13/2019	117385	The Print Shop Ink	\$205.93
8/13/2019	117386	Timber Building Supply	\$31.12
8/13/2019	117387	Tkda	\$514.04
8/13/2019	117388	Verizon Wireless	\$131.98

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**August 2019**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/13/2019	117389	Visa-Unity	\$181.96
8/13/2019	117390	Wells Fargo Credit Card	\$24.00
8/13/2019	117391	Yde's Major Appliance	\$174.95
8/13/2019	117392	Minnesota Power	\$82.00
8/29/2019	117393	Ctc	\$436.24
8/29/2019	117394	Holiday	\$62.15
8/29/2019	117395	Minnesota Power	\$4,750.48
8/29/2019	117396	Nahro Minnesota	\$425.00
8/29/2019	117397	Nahro National	\$182.40
8/29/2019	117398	ShofCorp LLC	\$75.48
		<b>Report Total</b>	<b>\$38,353.69</b>

To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: September 3, 2019  
Re: Housing Manager Report

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### **Handbook Update**

After the discussion and suggestions received at the last Board meeting, we have moved on to the Family Unit/Scattered Site Handbook. We expect to have both handbooks ready to begin the 30-day public comment period in October. In addition to a tenant memo, we plan to host tenant meetings to help answer questions and encourage discussion.

### **Crosby HRA Logo**

LeAnn took the comments on the draft logos presented in August and has worked them into two final options, which are included in your packet. We would like to choose one now so that we can begin using it right away on letterhead, business cards, and other printed materials.

### **Change Machine**

The change machine has been ordered and is expected to be installed by mid-September.

### **NAHRO Technical Assistance Grant Application**

A brief follow-up with NAHRO confirmed that HRAs selected as recipients of technical assistance grants to explore public housing repositioning are expected to be announced in September.

### **Training Follow-Up**

Mallory and Shannon have received notice that they each passed their certification tests.

### **Revenue Recapture Audit**

At the end of August, Roberta received a call from a representative from Revenue Recapture Program, as we had expected to be the next step in the process. The representative provided a sample notification letter, based on update program guidance, and we now need to submit back to her our agency-specific version of that letter that we will use with all Revenue Recapture cases. Once our notification letter is approved, we must send it out to all open Revenue Recapture cases to remain compliant with the program. In the meantime, we are zeroing out all current claims and will be able to re-enter them once our approved letter has been sent out. This action does not extend or otherwise impact the timeline of current cases.

### **August Vacancies**

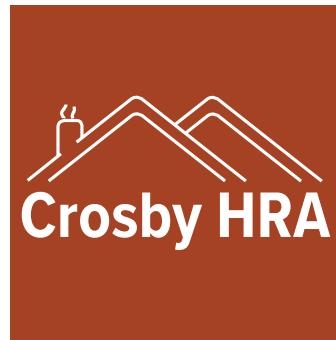
Edgewood: 0  
Dellwood: 0  
Family Units: 1

### **No Action Requested; Discussion Items**

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## Logo Options

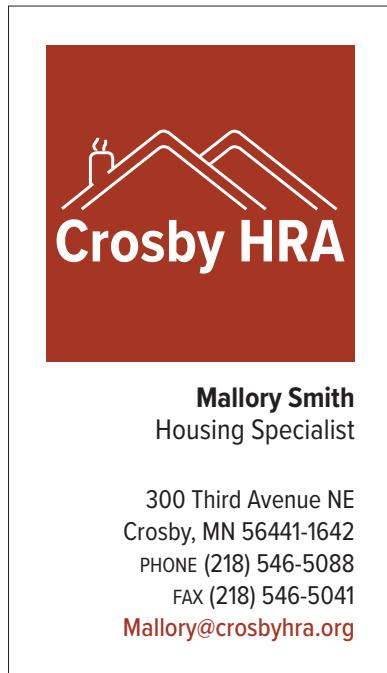
Option 1



Option 2



## Business Cards





300 Third Avenue NE  
Crosby, MN 56441-1642

PHONE (218) 546-5088  
FAX (218) 546-5041  
[www.crosbyhra.org](http://www.crosbyhra.org)

August 13, 2019

Jonny Onthespot  
123 Cuyuna Tr.  
Crosby, MN 56441

Re: Letterhead/Logo

Dear Mr. Onthespot,

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Sincerely,

Mallory Smith  
Housing Specialist





300 Third Avenue NE  
Crosby, MN 56441-1642  
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FAX (218) 546-5041  
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123 Cuyuna Tr.  
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Sincerely,

Mallory Smith  
Housing Specialist

