

300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

Crosby HRA Board Meeting

Tuesday, October 8, 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. Bills and Communications**
 - a. Financial Report (*Attachment 2*)
 - b. Housing Manager Report (*Attachment 3*)
- 5. Unfinished Business**
 - a. Approval of the Crosby HRA Bylaws (*Attachment 4*)
- 6. New Business**
 - a. Approve Resolution 2020-03 Authorizing the Agreement Establishing a Regional Safety Group (*Attachment 5*)
- 7. Adjournment**
Next Meeting: Tuesday, November 12, 2019

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Minutes of the September 10, 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, September 10, 2019, at 300 3rd Ave NE in Crosby, Minnesota.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:01 a.m.
2. **ROLL CALL:** Present at the meeting were Chair Linda Peeples and Commissioners Julie McGinnis and Buzz Neprud. Also present were Executive Director Jennifer Bergman, Housing Manager Shannon Fortune, Executive Assistant LeAnn Goltz, and Housing Specialist Mallory Smith. Absent: Renae Marsh.
3. **READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:**
Commissioner Neprud moved to approve the minutes from the August 13, 2019, board meeting, seconded by Commissioner McGinnis. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.
4. **ANNUAL MEETING:** 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.

Chair Peeples opened the meeting at 11:03 a.m.

a. Election of Officers:

Commissioner Neprud moved to re-elect Linda Peeples as chair and Renae Marsh as secretary/treasurer, and elect Julie McGinnis as vice chair. Commissioner McGinnis seconded the motion. All commissioners voted in favor and none were opposed. The motion passed.

b. Vacant Resident Commissioner Position: A memo was sent to Public Housing residents announcing the vacancy of the resident commissioner position and inviting nominations. Nominations are due by Monday, Sept. 30th. 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 31st, 2021.

Commissioner McGinnis' term is up at the end of August. Chair Peeples made a request to the mayor for her reappointment to another term.

c. Review Bylaws: A copy of the bylaws were provided to the Board for their review and approval.

Moved by Commissioner Neprud and seconded by Commissioner McGinnis to approve the Crosby HRA Bylaws, all commissioners voted in favor of the motion and none were opposed. The motion was approved.

Following approval of the current bylaws, Chair Peeples noted that Section 6. Manner of Voting states, "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." It was requested that this be changed to a voice vote rather than require a roll call vote for any action taken. Staff will amend the bylaws and bring them to the next meeting for the Board's approval.

Commissioner Neprud moved to close the annual meeting, seconded by Commissioner McGinnis. All commissioners were in favor of the motion, none were opposed, and the motion carried. Chair Peeples closed the annual meeting at 11:09.

5. BILLS AND COMMUNICATIONS:

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

Commissioner McGinnis made a motion to approve August checks numbered 117357 through 117398 and August ACH payments numbered 97 through 98 and 1310 through 1318. Commissioner Neprud seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

b. **Housing Manager Report:** Fortune reported on the following items:

Handbook Update

Staff is currently working on the Family Unit/Scattered Site Handbook. They expect to have both handbooks ready to begin the 30-day public comment period in October. In addition to a tenant memo, they will host tenant meetings to help answer questions and encourage discussion.

Crosby HRA Logo

Incorporating the comments from the draft logos presented in August, two final options were provided to the Board. The Board selected the following logo:



Change Machine

The change machine was ordered and is expected to be installed by mid-September. Commissioner Neprud suggested installing a camera so that it points directly on the change machine.

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

Smith and Fortune received notice that they each passed their certification tests.

Revenue Recapture Audit

At the end of August, staff 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 updated 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

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

- c. **Executive Director Report:** Bergman reported that she presented to the Crow Wing County Budget Committee on Friday, September 6th, regarding the proposed increase to the Crow Wing County's HRA levy. A preliminary levy resolution will go before the Crow Wing County Board on September 24th.

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

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

8. **NEXT MEETING:** Tuesday, October 8th, 2019. Commissioner Neprud will not be in attendance.

9. **ADJOURNMENT:**

Moved and seconded by Commissioners Neprud and McGinnis, the meeting was adjourned at 11:18 a.m.

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300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: October 2, 2019
Re: October Financial Report

Please find attached the financial information for September 2019.

Action Requested:

Approval of September Checks numbered 117399 through 117427 and September ACH payments numbered 99 through 102 and 1319 through 1324.

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Crosby Housing & Redevelopment Authority 2019 Ratios

| FASS Ratios | Max Pts | Scoring | Apr | May | June | July | Aug | Sept |
|---------------------------------|-----------|---------------------------|-------|-------|-------|-------|-------|-------|
| Quick Ratio | 12 | QR <1 =0-, QR >2 =12 | 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 |
| Debt Svc Coverage | 2 | DSC < 1 = 0, DSC >1.25 =2 | 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 |

| MASS Ratios | Max Pts | Scoring | Apr | May | June | July | Aug | Sept |
|-------------------------------|-----------|-----------------------------|------|-------|-------|-------|-------|-------|
| Occupancy | 16 | O <90% =0, O >98% =16 | 4.00 | 12.00 | 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 | 0.00 |
| Accounts Payable | 4 | AP < .75 = 4, AP >1.5 =0 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Total Points | 25 | | 8.00 | 21.00 | 16.00 | 18.00 | 16.00 | 16.00 |
| Total of Above Ratios | 50 | | 33 | 46 | 41 | 43 | 41 | 41 |

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

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Date: 10/2/2019
Time: 9:19:23 AM
roberta

PH Operating - Board
Public Housing Operating - Board
September, 2019

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| | Current Period | Current Year | Year To Date Budget | Variance |
|--|-----------------------|---------------------|----------------------------|-------------------|
| Income | | | | |
| 100-000-3110.000 Dwelling Rental | -15,406.00 | -98,306.00 | -99,740.52 | 1,434.52 |
| 100-000-3120.000 Excess Utilities | 0.00 | -1,310.00 | -325.02 | -984.98 |
| 100-000-3401.000 Operating Subsidy | -7,501.00 | -53,272.00 | -32,012.52 | -21,259.48 |
| 100-000-3402.000 Capital Fund Revenue | 0.00 | -10,000.00 | -10,000.00 | 0.00 |
| 100-000-3610.000 Interest Revenue | -1.65 | -5.16 | 0.00 | -5.16 |
| 100-000-3690.000 Other Income | -1.95 | -290.80 | -3,426.00 | 3,135.20 |
| 100-000-3691.000 Other Tenant Revenue | -590.70 | -4,130.58 | -4,999.98 | 869.40 |
| 100-000-3695.000 Laundry Revenue | 0.00 | -1,013.00 | -1,150.02 | 137.02 |
| 100-000-3699.000 POHP Grant Revenue | -15,092.77 | -18,735.55 | 0.00 | -18,735.55 |
| Total Income | -38,594.07 | -187,063.09 | -151,654.06 | -35,409.03 |
| Expense | | | | |
| 100-000-4110.000 Administration Salaries | 1,344.00 | 13,199.99 | 10,845.00 | 2,354.99 |
| 100-000-4130.000 Legal | 0.00 | 200.00 | 750.00 | -550.00 |
| 100-000-4140.000 Staff Training | 14.38 | 3,158.88 | 300.00 | 2,858.88 |
| 100-000-4150.000 Travel | 116.29 | 505.05 | 405.00 | 100.05 |
| 100-000-4171.000 Auditing Fees | 150.00 | 2,850.00 | 3,250.00 | -400.00 |
| 100-000-4190.000 Sundry-Other Admin | 12.50 | 95.00 | 120.00 | -25.00 |
| 100-000-4191.000 Management Fees | 2,167.00 | 13,002.00 | 13,000.02 | 1.98 |
| 100-000-4194.000 Office Supplies | 59.39 | 1,075.89 | 325.02 | 750.87 |
| 100-000-4195.000 Membership Dues | 0.00 | 91.20 | 135.00 | -43.80 |
| 100-000-4196.000 Telephone | 83.52 | 496.13 | 550.02 | -53.89 |
| 100-000-4198.000 Advertising | 0.00 | 0.00 | 62.52 | -62.52 |
| 100-000-4199.000 Postage | 9.10 | 91.60 | 150.00 | -58.40 |
| 100-000-4210.000 Tenant Svcs Salaries | 314.05 | 2,033.91 | 2,097.48 | -63.57 |
| 100-000-4230.000 Tenant Services Other | 16.40 | 97.45 | 100.02 | -2.57 |
| 100-000-4310.000 Water | 954.77 | 5,326.32 | 5,884.98 | -558.66 |
| 100-000-4315.000 Sewer | 1,626.54 | 8,883.64 | 9,675.00 | -791.36 |
| 100-000-4320.000 Electricity | 1,738.57 | 7,437.09 | 10,207.50 | -2,770.41 |
| 100-000-4330.000 Gas | 122.58 | 1,307.97 | 4,695.00 | -3,387.03 |
| 100-000-4431.000 Garbage & Trash | 554.39 | 2,800.44 | 3,949.98 | -1,149.54 |
| 100-000-4410.000 Maintenance Labor | 3,140.60 | 20,450.58 | 20,460.00 | -9.42 |
| 100-000-4420.000 Materials | 2,297.42 | 5,918.24 | 6,499.98 | -581.74 |
| 100-000-4430.000 Contracts Costs | 430.90 | 3,278.11 | 8,100.00 | -4,821.89 |
| 100-000-4432.000 Decorating Contract | 834.04 | 6,371.64 | 4,500.00 | 1,871.64 |
| 100-000-4435.000 Grounds Contract | 9.16 | 91.93 | 499.98 | -408.05 |
| 100-000-4440.000 Repairs Contract | 0.00 | 69.98 | 124.98 | -55.00 |
| 100-000-4445.000 Elevator Maintenance | 0.00 | 2,359.62 | 1,470.00 | 889.62 |
| 100-000-4450.000 Plumbing/Heating | 0.00 | 947.81 | 2,500.02 | -1,552.21 |
| 100-000-4455.000 Snow Removal | 0.00 | 91.00 | 925.02 | -834.02 |
| 100-000-4456.000 Exterminating | 22.00 | 104.00 | 619.98 | -515.98 |
| 100-000-4457.000 Janitor/Cleaning | 630.82 | 2,887.32 | 3,400.02 | -512.70 |
| 100-000-4510.000 Insurance | 1,545.26 | 9,369.06 | 10,022.46 | -653.40 |
| 100-000-4520.000 Property Tax | 520.46 | 4,799.26 | 3,925.02 | 874.24 |
| 100-000-4540.000 Employee Benefits | 2,103.02 | 14,335.08 | 15,412.56 | -1,077.48 |
| Total Expense | 20,817.16 | 133,726.19 | 144,962.56 | -11,236.37 |
| Net Income(-) or Loss | -17,776.91 | -53,336.90 | -6,691.50 | -46,645.40 |

Date: 10/2/2019
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roberta

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

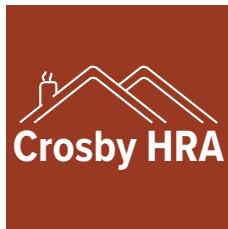
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| | Current Period | Current Year | Year To Date | Budget | Variance |
|--|-----------------------|---------------------|---------------------|-------------------|-----------------|
| Income | | | | | |
| 700-000-3110.000 Dwelling Rental | -18,795.00 | -112,137.00 | -113,067.00 | 930.00 | |
| 700-000-3120.000 Excess Utilities | -20.00 | -3,708.00 | -949.98 | -2,758.02 | |
| 700-000-3404.000 Other Government Grant | -8,162.00 | -50,519.00 | -51,079.98 | 560.98 | |
| 700-000-3610.000 Interest Revenue | 13.62 | -18,322.25 | -750.00 | -17,572.25 | |
| 700-000-3690.000 Other Income | -1.95 | -310.78 | -49.98 | -260.80 | |
| 700-000-3691.000 Other Tenant Revenue | -15.00 | -3,192.92 | -3,000.00 | -192.92 | |
| 700-000-3695.000 Laundry Revenue | 0.00 | -3,558.00 | -4,150.02 | 592.02 | |
| Total Income | -26,980.33 | -191,747.95 | -173,046.96 | -18,700.99 | |
| Expense | | | | | |
| 700-000-4110.000 Administration Salaries | 2,166.00 | 27,484.51 | 17,640.00 | 9,844.51 | |
| 700-000-4130.000 Legal | 0.00 | 0.00 | 499.98 | -499.98 | |
| 700-000-4140.000 Staff Training | 0.00 | 254.50 | 450.00 | -195.50 | |
| 700-000-4150.000 Travel | 86.13 | 325.40 | 375.00 | -49.60 | |
| 700-000-4171.000 Auditing Fees | 150.00 | 2,850.00 | 3,250.00 | -400.00 | |
| 700-000-4190.000 Sundry-Other Admin | 12.50 | 145.00 | 130.02 | 14.98 | |
| 700-000-4191.000 Management Fees | 5,333.00 | 31,998.00 | 31,999.98 | -1.98 | |
| 700-000-4194.000 Office Supplies | 59.39 | 1,081.51 | 424.98 | 656.53 | |
| 700-000-4195.000 Membership Dues | 0.00 | 91.20 | 100.02 | -8.82 | |
| 700-000-4196.000 Telephone | 83.53 | 496.22 | 550.02 | -53.80 | |
| 700-000-4198.000 Advertising | 0.00 | 0.00 | 49.98 | -49.98 | |
| 700-000-4199.000 Postage | 0.00 | 82.50 | 150.00 | -67.50 | |
| 700-000-4210.000 Tenant Svcs Salaries | 471.09 | 3,050.91 | 3,145.02 | -94.11 | |
| 700-000-4230.000 Tenant Services Other | 16.40 | 97.48 | 100.02 | -2.54 | |
| 700-000-4310.000 Water | 478.91 | 2,375.29 | 3,337.50 | -962.21 | |
| 700-000-4315.000 Sewer | 891.12 | 4,409.65 | 5,884.98 | -1,475.33 | |
| 700-000-4320.000 Electricity | 2,358.22 | 10,048.89 | 13,767.48 | -3,718.59 | |
| 700-000-4330.000 Gas | 161.64 | 1,564.85 | 5,055.00 | -3,490.15 | |
| 700-000-4431.000 Garbage & Trash | 148.59 | 717.07 | 1,000.02 | -282.95 | |
| 700-000-4410.000 Maintenance Labor | 3,231.30 | 21,028.62 | 21,070.02 | -41.40 | |
| 700-000-4420.000 Materials | 2,059.23 | 5,253.65 | 4,300.02 | 953.63 | |
| 700-000-4430.000 Contracts Costs | 367.55 | 3,351.80 | 6,499.98 | -3,148.18 | |
| 700-000-4432.000 Decorating Contract | 0.00 | 4,555.83 | 5,500.02 | -944.19 | |
| 700-000-4435.000 Grounds Contract | 13.73 | 130.36 | 300.00 | -169.64 | |
| 700-000-4440.000 Repairs Contract | 0.00 | 104.97 | 75.00 | 29.97 | |
| 700-000-4445.000 Elevator Maintenance | 0.00 | 2,359.62 | 1,470.00 | 889.62 | |
| 700-000-4450.000 Plumbing/Heating | 0.00 | 2,262.10 | 7,249.98 | -4,987.88 | |
| 700-000-4455.000 Snow Removal | 0.00 | 136.50 | 1,384.98 | -1,248.48 | |
| 700-000-4456.000 Exterminating | 33.00 | 156.00 | 750.00 | -594.00 | |
| 700-000-4457.000 Janitor/Cleaning | 592.01 | 2,966.46 | 4,099.98 | -1,133.52 | |
| 700-000-4510.000 Insurance | 1,735.26 | 10,509.06 | 10,017.48 | 491.58 | |
| 700-000-4520.000 Property Tax | 738.83 | 4,627.44 | 4,150.02 | 477.42 | |
| 700-000-4540.000 Employee Benefits | 2,284.18 | 16,179.28 | 17,767.56 | -1,588.28 | |
| Total Expense | 23,471.61 | 160,694.67 | 172,545.04 | -11,850.37 | |
| Net Income(-) or Loss | -3,508.72 | -31,053.28 | -501.92 | -30,551.36 | |

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

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|----------------|---------------------------------------|--------------------|
| 9/11/2019 | 99 | John Schommer | \$35.38 |
| 9/11/2019 | 100 | Karen Young | \$35.38 |
| 9/11/2019 | 101 | LeAnn Goltz | \$38.10 |
| 9/11/2019 | 102 | Shannon Fortune | \$138.04 |
| 9/12/2019 | 1319 | Lincoln Financial Group | \$473.64 |
| 9/12/2019 | 1320 | Minnesota Dept Of Revenue | \$142.94 |
| 9/12/2019 | 1321 | Electronic Federal Tax Payment System | \$1,165.37 |
| 9/26/2019 | 1322 | Lincoln Financial Group | \$473.64 |
| 9/26/2019 | 1323 | Electronic Federal Tax Payment System | \$1,091.59 |
| 9/26/2019 | 1324 | Minnesota Dept Of Revenue | \$144.07 |
| 9/10/2019 | 117399 | Adams Pest Control | \$55.00 |
| 9/10/2019 | 117400 | Bremer Bank Credit Card | \$24.00 |
| 9/10/2019 | 117401 | City Of Crosby | \$4,388.35 |
| 9/10/2019 | 117402 | Cliftonlarsonallen | \$300.00 |
| 9/10/2019 | 117403 | Crosby Ace Hardware | \$482.93 |
| 9/10/2019 | 117404 | Crow Wing County San. Landfill | \$14.00 |
| 9/10/2019 | 117405 | Dacotah Paper Co. | \$197.13 |
| 9/10/2019 | 117406 | Deerwood True Value Hardware | \$81.45 |
| 9/10/2019 | 117407 | Hd Supply Facilities Maint | \$693.65 |
| 9/10/2019 | 117408 | Judy Robinson | \$1,050.00 |
| 9/10/2019 | 117409 | Minnesota Energy Resources | \$284.22 |
| 9/10/2019 | 117410 | Minnesota Power | \$54.00 |
| 9/10/2019 | 117411 | Nisswa Sanitation Inc | \$226.09 |
| 9/10/2019 | 117412 | Paper Storm | \$25.88 |
| 9/10/2019 | 117413 | Terry Quick | \$104.40 |
| 9/10/2019 | 117414 | The Office Shop | \$118.78 |
| 9/10/2019 | 117415 | Timber Building Supply | \$120.83 |
| 9/10/2019 | 117416 | Verizon Wireless | \$131.98 |
| 9/10/2019 | 117417 | Visa--Unity | \$59.29 |
| 9/10/2019 | 117418 | West Central Flooring | \$834.04 |
| 9/10/2019 | 117419 | Yde's Major Appliance | \$2,898.00 |
| 9/19/2019 | 117421 | Tenant Refund | \$101.42 |
| 9/25/2019 | 117422 | Bremer Bank Credit Card | \$14.38 |
| 9/25/2019 | 117423 | Ctc | \$434.54 |
| 9/25/2019 | 117424 | Ctcit | \$200.00 |
| 9/25/2019 | 117425 | Healthpartners | \$3,476.41 |
| 9/25/2019 | 117426 | Holiday | \$87.09 |
| 9/25/2019 | 117427 | Minnesota Power | \$4,096.79 |
| | | Report Total | \$24,292.80 |

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Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

To: Crosby HRA Board Members
From: Shannon Fortune, Housing Manager
Date: October 1, 2019
Re: Housing Manager Report

Change Machine

The change machine has arrived and will be installed Thursday, October 4th. There is a security camera that points directly where the machine will be located.

Handbook Update

The handbooks are completed and memos will soon be sent to all residents notifying them of the 30-day comment period and also the schedule for meetings to help answer any questions they may have. The handbooks will go into effect 12/1/2019.

NAHRO Technical Assistance Grant

We were notified that the Crosby HRA was not selected as a recipient for technical assistance funds to explore repositioning of Public Housing. The application had been written and submitted collaboratively with Aitkin HRA and Pequot Lakes HRA, who were also not selected. (See attached letter from MN NAHRO.)

NAHRO Conference

Shannon attended the annual NAHRO conference in Duluth to participate in the sessions regarding repositioning Public Housing. At the training, one of the HUD representatives mentioned the SPARK tool, which is a new analytic tool available from the HUD field office that could provide some basic information to PHAs interested in researching repositioning options. Shannon has requested a SPARK tool report for Crosby HRA.

Tenant Activities Coordinator

Lila, the tenant activities coordinator, will be out for a month, starting October 8th. We are exploring options for having a replacement for her during this time. We are also reviewing and updating her job description as it is not in the same format as all other Crosby HRA job descriptions.

POHP Dellwood Apartments Project

We received our official Notice to Proceed from MHFA in August, but Baratto Brothers did not have any written subcontracts with the subcontractors, so there was a delay. In addition, two of the units were inadvertently missed in the drawings and needed to be added, which required a change order. A few other items were also included (see Attachment 3b). The change order was approved and construction is expected to begin this week.

(Continues on back)

September Vacancies

Edgewood: 0

Dellwood: 1

Family Units: 0

No Action Requested; Discussion Items



September 25, 2019

Shannon Fortune
Housing Manager
Crosby Housing and Redevelopment Authority
300 3rd Ave NE
Crosby, MN 56441

VIA EMAIL: shannon@brainerdhra.org

RE: TA Grant Selection Notice

Dear Ms. Fortune:

Thank you for applying for a technical assistance grant for small housing authorities in transitions. Unfortunately, your application was not selected to receive funds in this pilot round. We received many applications that far exceeded our limited resources and the Grant Committee had to make difficult choices.

Thank you for taking the time to apply for these funds and help us launch this important initiative. We hope to have future rounds so there may be opportunity in the future for your proposal. If additional funding becomes available, we will let our membership know. Thank you again for participating in this initiative. If you have any questions or need additional information, please contact Shannon Guernsey.

Best regards,

A blue ink signature of the name "Bryan Hartman".

Bryan Hartman
Senior Vice President &
TA Selection Committee Chair

A blue ink signature of the name "Shannon".

Shannon Guernsey
Executive Director

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MF 10-02-19 MRHA
Publicly Owned Housing Program
(POHP)

Change Order

Distribution to: OWNER (HRA or PHA)
ARCHITECT
CONTRACTOR
MINNESOTA HOUSING
TITLE COMPANY (if applicable)

| | | | |
|----------------------|--|-------------------|------------|
| Development Name: | Crosby HRA | Change Order No.: | 1 |
| Development Address: | 300 3 rd Ave NE Crosby, MN 56441 | Contract for: | Crosby HRA |
| To (contractor): | Baratto Brothers | Contract Date: | 5/24/19 |

You are directed to make the following itemized changes in this Contract (attach invoices, updated draw form and any other documentation)

NOT VALID UNTIL SIGNED BY THE OWNER, ARCHITECT, CONTRACTOR, AND MINNESOTA HOUSING. SIGNATURE OF THE CONTRACTOR INDICATES THEIR AGREEMENT HEREWITH, INCLUDING ANY ADJUSTMENT IN THE CONTRACT SUM OR CONTRACT

| TIME. | |
|---|------------|
| The original Contract Sum was: | \$ 475,000 |
| Net change by previously authorized Change Orders: | \$ 0 |
| The Contract Sum prior to this Change Order was | \$ 475,000 |
| The Contract Sum will be <input checked="" type="checkbox"/> increased <input type="checkbox"/> decreased by this Change Order: | \$24,745 |
| The new Contract Sum including this Change Order will be: | \$499,745 |
| The Contract Time will be <input checked="" type="checkbox"/> increased <input type="checkbox"/> decreased by: | 10 days |
| The Date of Substantial Completion as of the date of this Change Order is: | 12-16-19 |

POHP Form (11/2016)

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300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

To: Crosby HRA Board Members
From: Jennifer Bergman, Executive Director
Date: October 3, 2019
Re: Amend By Laws

At the September board meeting, Chair Peeples suggested a change to the Crosby HRA Bylaws in Article III, Section 6 to replace role call vote with voice vote on all questions coming before the Board. I have made that change (see Attachment 4a).

Action Items: 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.

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.

Amended 10/2019

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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.

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

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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.
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~~ voice vote, 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.

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300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
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www.crosbyhra.org

To: Crosby HRA Board Members
From: Shannon Fortune, Housing Manager
Date: October 1, 2019
Re: Approve Resolution No. 2020-03 Authorizing the Agreement Establishing a Regional Safety Group

The Cities of Crosby, Deerwood, Emily, and the Crosby HRA met on September 30th to discuss forming a Regional Safety Group (RSG), which is sponsored by the League of Minnesota Cities Insurance Trust (LMCIT). The RSG provides training and helps with navigating state and federal OSHA requirements.

Starting in 2019, Crosby HRA staff have been assigned yearly safety trainings required by OSHA to complete online through a small fee membership through LMCIT. Although beneficial, we feel that live, instructor-based training is something we would like for our employees. Along with the training, we will get access to Janet Aultman, a safety consultant assigned to our group. Janet brings 30+ years of experience working in the safety industry, including being directly employed by OSHA as a site inspector. She is currently assigned to the group to which the Brainerd HRA belongs and we feel she would be a definite asset for the Crosby HRA in the case of an OSHA audit or investigation.

There is a cost for associated for each entity to join the group, however, LMCIT covers half and Sourcewell covers the remaining half for entities in Region 5. This means currently there is no cost to the agency.

We are requesting that the Board adopt the attached resolution allowing the Crosby HRA to become a member of the RSG beginning in 2020. The agreement to join the RSG is a separate document and is attached as well.

Action Requested: Adopt Resolution No. 2020-03 authorizing membership in the new Regional Safety Group.



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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF CROSBY
RESOLUTION NO. 2020-03

AUTHORIZING A NEW REGIONAL SAFETY GROUP

WHEREAS, Minnesota Statutes, Section 471.59 authorizes governmental units by agreement of their governing bodies to jointly or cooperatively exercise any power common to them; and

WHEREAS, the League of Minnesota Cities Insurance Trust has created the Regional Safety Group Initiative to offer training to cities/entities who form regional safety groups; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby (the “HRA”) Board of Commissioners finds that it is in the best interest of the HRA to create a Regional Safety Group (“RSG”) formed by agreements of other cities/entities (the “Establishing Agreement”); and

WHEREAS, the Establishing Agreement allows the HRA to begin a new RSG upon adoption of a resolution agreeing to all terms of the Establishing Agreement,

NOW, THEREFORE, BE IT RESOLVED the HRA Board of Commissioners:

1. Authorizes Linda Peeples, Board Chair, and Jennifer Bergman, Executive Director, to sign this resolution evidencing the HRA’s intent to become a member of the RSG; and
2. The HRA agrees to be bound by all the terms of the Establishing Agreement.

IN WITNESS WHEREOF, the HRA, by action of its governing body, caused this Resolution to be approved on the 8th day of October, 2019.

By: _____
Its Chair: Linda Peeples

And: _____
Its Executive Director: Jennifer Bergman

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Agreement to Join an Existing Regional Safety Group Under Region 5 (R5)

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby (the “HRA”) has a duty to create a safe workplace for their employees, officials and volunteers; and

WHEREAS, the HRA desires to join a safety group that is innovative and different from a traditional safety and health committee pursuant to Minnesota Rule 5208.0070; and

WHEREAS, the League of Minnesota Cities Insurance Trust (LMCIT) has developed the Regional Safety Group Initiative to facilitate safety training for cities/entities; and

WHEREAS, the governing bodies of the HRA believes it is in the best interest of the Party to cooperatively promote safety and health in the workplace by participating in the Regional Safety Group Initiative; and

WHEREAS, Minnesota Statutes, Section 471.59, authorizes the HRA by agreement of their governing bodies to jointly or cooperatively exercise any power common to them.

NOW, THEREFORE, in consideration of the mutual covenants made herein, the undersigned Party agree as follows:

1. Purpose. The purpose of this Agreement is to promote workplace safety and health through the sharing of ideas and knowledge among the Parties and by holding regular joint safety and health training, educational programs, and meetings.
2. Name. The Party hereby wishes to join a safety group known as the (Name To Be Determined) Regional Safety Group (the “RSG”).
3. Membership.
 - A. LMCIT Members. All member cities/entities of the RSG are members in LMCIT’s workers’ compensation program.
 - B. Initial Members. The initial member cities/entities of the RSG are the undersigned Parties who executed this Agreement with the approval of their governing bodies.
 - C. New Members. A new member city/entity, that is a member of LMCIT’s workers’ compensation program, may be added to the RSG upon approval of a majority of the current members, as evidenced by a vote of the group members. Each member city/entity of the RSG shall be entitled to one vote. Following the approval by the RSG, membership in the RSG is effective upon approval and execution of this Agreement, by a prospective member’s governing body and its authorized representatives.

(5-2019)

D. Termination of Membership. Any member city/entity may terminate its membership in the RSG upon written notification indicating its intent to withdraw not less than 90 days prior to the end of a current year. Terms will be on an annual calendar basis. Termination takes effect at the end of a current calendar year. A copy of the written termination notice must be sent to the safety coordinator of each member city/entity and to Kris LeRoy, LMCIT Program Manager, or other staff person as designated by LMCIT. Any terminated member shall remain responsible for its share of any costs incurred prior to the effective date of termination. A member city/entity shall also be terminated from the RSG if it is no longer a member of LMCIT's workers' compensation program.

4. Officers and Bylaws: The RSG may adopt bylaws or other rules governing the group that are not inconsistent with this Agreement. The RSG and its officers are not authorized to do any of the following: (a) to receive and expend funds; (b) to enter contracts; (c) to hire employees; (4) to purchase or otherwise acquire and hold real or personal property; or (5) to bring a lawsuit in the name of the RSG.

5. LMCIT Sponsored Training/Meetings. LMCIT offers the RSG safety training/meetings.

A. Number of Training/Meeting Sessions. The RSG is entitled to twelve (12) training sessions per calendar year with a maximum of 1 per month and a minimum of 1 every-other month. Each training session will be at a site to be determined by the RSG. The date of each training session shall coordinate with the designated training representative.

B. LMCIT Cost. LMCIT will pay one-half of the cost of each training session up to the maximum of twelve (12) sessions per calendar year. LMCIT will not reimburse members for travel, meals, or other charges.

C. Member Cost. The remaining cost of each training session shall be paid in equal proportions by each RSG member to LMCIT.* Each member city/entity agrees to pay its share of training costs after receiving an invoice from LMCIT. No member shall be responsible for the unpaid costs of another member. Each member is responsible for its cost even if it does not have a representative attend the training session.

Currently, Sourcewell is paying the remaining 50% for cities in the counties of Cass, Crow Wing, Morrison, Todd, or Wadena under an Agreement with LMCIT. Therefore, LMCIT will not invoice cities in these counties as long as the Agreement remains in effect.

* The members may choose some other method to share their remaining cost of the training, e.g., based on Full Time Employee count. If an alternative method is chosen, LMCIT will invoice a designated member for the cost. The RSG will need to develop an alternate method to collect and remit the members' costs to LMCIT.

D. Program Changes. RSG members acknowledge that LMCIT may, at any time, change its obligations to RSG members. Any changes made in the RSG program will be communicated to RSG members within thirty (30) days of the change.

6. Education and Training.

- A. Online Education and Training. LMCIT has established an interactive web-based training program in cooperation with FirstNet Learning. RSG members and their employees, officers, and volunteers are entitled to free access to this online training.
- B. Safety Data Sheet Management service. LMCIT has established an interactive web-based service in cooperation with SDS Access, powered by Damarco Solutions, LLC. RSG members and their employees are entitled to free access to this program to manage their cities safety data sheets.
- C. Other Education and Training. An RSG may hold other training and educational sessions or meetings as determined by the group at the members' expense. Approval from LMCIT is not needed for training or meetings for which no LMCIT subsidy is requested.
- D. Value Added Time. Each member city will utilize the safety trainer on an alternating basis with each of the members within the RSG. The member will work directly with or instruct the trainer on city-specific needs or records that require reviewing. The subject of this time will be determined by the city in coordination with the trainer.

7. Safety Committee Meetings. As a part of any training session, the members may discuss any matters that would typically be discussed in a "joint labor-management safety and health committee" meeting under Minnesota Statutes, Section 182.676 and take any action authorized under Minnesota Rules, Chapter 5208. LMCIT requires each RSG to hold a joint Safety Committee Meeting every-other-month at a minimum.

8. General Provisions.

- A. Modification. No provision of this Agreement may be modified, altered, or rescinded except by a vote of the governing body of a majority of all members. Approved modifications take effect thirty (30) days after the date of approval by the last member approving the modification.
- B. Effective Date. This Agreement shall be effective after approval by the governing party to approve this Agreement and execution by that member's authorized representatives.

- C. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.
- D. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, all of which shall constitute one and the same instrument.
- E. Savings Clause. If any court finds any provision of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, the HRA, by action of their respective governing body, caused this Agreement to be approved on the dates below.

Housing and Redevelopment Authority in and for the City of Crosby, Minnesota

The Board of Commissioners for the Housing and Redevelopment Authority in and for the City of Crosby, Minnesota, duly approved this Agreement on the 8th day of October, 2019

By: _____
Its Chair: Linda Peeples

And: _____
Its Executive Director: Jennifer Bergman

(5-2019)