



300 Third Avenue NE  
Crosby, MN 56441-1642

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

**Crosby HRA Board Meeting  
Tuesday, November 10, 2020 at 11:00 a.m.  
Webex Video/Teleconference**

**Join from your browser:** <https://brainerdhra.my.webex.com.brainerdhra.my/j.php?MTID=m692b213614dc1cb59fbf823badb55200>

**Join by phone:** 415-655-0001

**Meeting number (access code):** 126 182 9106

**Meeting password:** 1110

## **AGENDA**

- 1. Call to Order**
- 2. Roll Call**
- 3. Reading and Approval of Minutes (Attachments 1 & 2).....p. 3**
- 4. Bills and Communications**
  - a. Financial Report (Attachment 2).....p. 9**
  - b. Housing Manager Report (Attachment 3).....p. 21**
  - c. Executive Director Report (Attachment 4).....p. 31**
- 5. Unfinished Business**
- 6. New Business**
  - a. Approval of Updated Policies (Attachment 5).....p. 33**  
» Cash Management Policy, Res. No. 2021-18
- 7. Adjournment**  
Next Meeting: Tuesday, December 8, 2020

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### **2020 Commissioners**

Linda Peeples, Chair | Term through 8/31/21

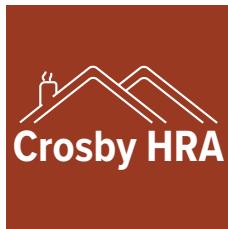
Julie McGinnis, Vice Chair | Term through 8/31/24

Renae Marsh, Secretary/Treasurer | Term through 8/31/25

Margaret Saba, Commissioner | Term through 8/31/21

Buzz Neprud, Commissioner | Term through 8/31/22

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## Minutes of the September 8, 2020, 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 8<sup>th</sup>, 2020, via Webex teleconference.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:14 a.m.
2. **ROLL CALL:** Present at the meeting were Chair Linda Peeples and Commissioners Julie McGinnis and Renae Marsh; Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, and Executive Assistant LeAnn Goltz. Absent: Margaret Saba and Buzz Neprud.
3. **READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

**Commissioner McGinnis moved to approve the minutes from the August 11<sup>th</sup>, 2020, board meeting, seconded by Commissioner Peeples. Via roll call vote, all commissioners were in favor of the motion and none were opposed. The minutes were approved.**

4. **ANNUAL MEETING**

- a. **Election of Officers:**

**Moved by Commissioner McGinnis and seconded by Commissioner Marsh to nominate Linda Peeples as chair.**

**Moved by Commissioner Peeples and seconded by Commissioner Marsh to nominate Julie McGinnis as vice chair.**

**Moved by Commissioner McGinnis and seconded by Commissioner Peeples to nominate Renae Marsh as secretary/treasurer.**

**Through a roll call vote, all commissioners were in favor of the motions to elect officers and none were opposed. The motions were approved and Commissioner Peeples was elected chair, Commissioner McGinnis was elected vice chair, and Commissioner Marsh was elected secretary/treasurer.**

**b. Review Bylaws:**

**Commissioner Peeples moved to ratify the Crosby HRA Bylaws as presented, seconded by Commissioner McGinnis. Upon roll call, all commissioners voted in favor and none were opposed. The motion was approved.**

**5. BILLS AND COMMUNICATIONS:**

**a. Financial Report:** Young reviewed the financial information for August 2020.

**Commissioner McGinnis made a motion to approve the August checks numbered 117793 through 117822 and August ACH payments numbered 1393 through 1398 and 125 through 128. Commissioner Marsh seconded the motion. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.**

**b. Housing Manager Report:**

Ongoing COVID-19 Response: The face coverings provided by MN Housing were distributed to all residents. The office remains closed except for limited and pre-scheduled interactions that cannot be done via a contactless method (mail, email, drop box, etc.). Annual inspections have resumed, incorporating a combination of personal protective equipment use and social distancing, and seem to be proceeding as expected. Staff continues to monitor updated state and federal orders regarding termination moratoriums, except in any situations that threaten the health and safety of tenants and property.

Tenant Activities Update: Lila has 31 participants at the first Senior Nutrition Assistance Program food box distribution for the month of September. This number include six residents that were already enrolled but now are able to get their box at their own location, rather than having to travel to the food shelf to pick it up. Getting this program up and running, along with completing some online trainings to build her skills, has consumed most of Lila's time over the past 2.5 months.

Dellwood POHP Project Update: Baratto is onsite this week to complete the air conditioner trim work and begin resolving the remaining punch list items.

Dellwood Kitchen Renovations: A preconstruction meeting between staff and Hy-Tec was held to prepare for the work that began today. They will work in just two kitchens this week to make sure everyone involved is clear on the timing and scope of work before moving on to the next group of units. After the initial two kitchens have been completed, the workers will continue on through the remaining units, working on three kitchens at a time. This will be quite an extensive project that includes cabinetry, flooring, appliances, and plumbing. It is expected that work will take approximately five days in each unit. To help the tenants be as prepared as possible, Mallory is giving a week's notice of work starting in each unit and also notifying the next units in line at the two-week mark. For the five days that workers are in a given unit, fridges will be relocated to the living room areas, stoves will be disconnected, a microwave can be provided to tenants that don't already have one, and the only water source will be the

bathroom. Hy-Tec has submitted their COVID-19 Preparedness Plan and will follow all industry-specific guidance related to safety and limiting the potential spread of the virus. Tenants are not required to wear masks while in their own units, however masks have been provided in case they feel safer doing so anyhow. The project is projected to wrap up in late October.

Scattered Site Garage Reconstruction: After working further with the City, Terry discovered that previous information provided was incorrect and the lots cannot be consolidated, however building permits can be issued to them as is. Bids have been received for the garage reconstruction and a contract will be awarded soon. This project is expected to conclude by the end of December.

Vending Machine Update: Following the small procurement procedure, after reviewing three competitive bids, staff selected Bernick's as the new vendor to fill and service the snack and soda machines on property. This transition will happen at the end of September.

Monthly Property Performance Report for August 2020: Fortune reviewed the property performance report with the Board.

c. Executive Director Report: Charpentier reported that the application window for the maintenance specialist position closed on 8/31/20. Several applications were received and interviews will be conducted next week. In addition, applications for the maintenance engineer position have begun coming in. He plans on interviewing the qualified candidates ASAP.

## **6. UNFINISHED BUSINESS:**

a. **Addition of Executive Director to Unity Bank Account:** In order to add Eric Charpentier to the bank account as a signatory, Unity Bank requires the approval of the Crosby HRA Board.

**Moved by Commissioner McGinnis and seconded by Commissioner Peoples to approve the addition of Executive Director Eric Charpentier to the Unity Bank account as a signatory. Through roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.**

## **7. NEW BUSINESS**

a. **Approval of Updated Policies:** Young and Fortune reviewed the following policies with the Board:

- » Investment Policy, Res. No. 2021-15
- » Funds Transfer Policy, Res. No. 2021-16
- » Maintenance Policy, Res. No. 2021-17

**Moved by Commissioner McGinnis followed by a second from Commissioner Marsh to adopt Resolution No. 2021-15 approving the Investment Policy. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

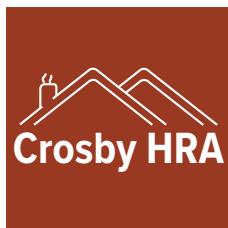
**Moved by Commissioner McGinnis followed by a second from Commissioner Marsh to adopt Resolution No. 2021-16 approving the Funds Transfer Policy. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

**Moved by Commissioner McGinnis followed by a second from Commissioner Marsh to adopt Resolution No. 2021-17 approving the Maintenance Policy. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

8. **NEXT MEETING:** Tuesday, October 13<sup>th</sup>, 2020. Commissioner Marsh raised a concern that a resident had brought to her attention. The resident had noticed an unpleasant odor in the Dellwood building and would like the issue addressed. Staff thanked Commissioner Marsh for the feedback and will follow up on the issue.

9. **ADJOURNMENT:**

**Moved and seconded by Commissioners McGinnis and Marsh, the meeting was adjourned at 11:59 a.m.**



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## Minutes of the October 13, 2020, 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, October 13<sup>th</sup>, 2020, via Webex teleconference.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:02 a.m.
2. **ROLL CALL:** Present at the meeting was Chair Linda Peeples, Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, Maintenance Engineer Alex Balster, and Executive Assistant LeAnn Goltz. Absent: Margaret Saba, Buzz Neprud, Julie McGinnis, and Renae Marsh.

Crosby's new maintenance engineer, Alex Balster, was introduced and he was welcomed by Chair Peeples.

### 3. READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:

Due to the absence of four of the five commissioners and no quorum, no action was taken. The meeting minutes from September 8<sup>th</sup>, 2020, will be presented to the Board for approval at next month's meeting.

### 4. BILLS AND COMMUNICATIONS:

#### a. Financial Report:

Due to the absence of a quorum, September checks numbered 117823 through 117854 and ACH payments numbered 1399 through 1404 and 129 through 131 will be presented to the Board for approval at next month's meeting.

#### b. Housing Manager Report:

##### Tenant Activities Update

There were 27 residents that received Senior Nutrition Assistance Program food boxes last month. Lila has spent time collecting missing or additional paperwork and notifying residents of the upcoming delivery date. Lila has also been researching scams and fraud targeting seniors in the hopes of putting together a presentation that could be made available at a later date to residents. Chair Peeples suggested contacting Crosby Police Chief Andrew Rooney for information on fraud and possibly being a guest speaker at the presentation. Mallory informed the group that he has dropped off brochures with information but she would pass along the suggestion to Lila.

**Dellwood Kitchen Renovations**

Mallory informed the Board that Hy-Tec will be completed with all 16 kitchens by the end of this week. The project has gone smoothly with consistent communication, at least weekly and sometimes more frequently, from the on-site project supervisor.

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

6. **NEW BUSINESS**

- a. **Approval of Updated Policies:**

- » Cash Management Policy, Res. No. 2021-18

Due to the absence of a quorum, the Cash Management Policy will be presented to the Board for approval at next month's meeting.

7. **NEXT MEETING:** Tuesday, November 10, 2020. Chair Peeples expressed her preference to meet begin meeting in person again, hopefully starting next month.

8. **ADJOURNMENT:**

**Chair Peeples declared the meeting adjourned at 11:08 a.m.**



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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: November 4, 2020  
Re: November Financial Report

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Please find attached the financial information for September and October 2020.

**Baratto Brothers Payment**

A check was processed in the amount of \$58,144.47 in September to Baratto Brothers for the Dellwood Apartment Upgrades. \$46,769.58 was reimbursed from Minnesota Housing out of the POHP funding and the remainder was drawn out of the 2020 Capital Fund Program (CFP) grant as leverage dollars.

**Hy-Tec Payment**

A check was processed in October to Hy-Tec Construction for the Dellwood Apartments kitchen upgrades in the amount of \$140,819.88. Funds were drawn out of the 2018 and 2019 Capital Fund Program (CFP) grants.

**Lakes Area Professional Services Payment**

A check was processed in October to Lakes Area Professional Services in the amount of \$14,500. This was the first payment to the contractor for the reconstruction of the three garages at our family units as a result of the fire on June 13<sup>th</sup>. Insurance proceeds have been received to cover the cost of the garage reconstruction, less the deductible.

**Action Requested:**

**Approval of September checks numbered 117823 through 117854 and September ACH payments numbered 1399 through 1404 and 129 through 131.**

**Approval of October checks numbered 117855 through 117890 and October ACH payments numbered 1405 through 1411 and 132 through 141.**

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## Crosby Housing & Redevelopment Authority 2021 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct
Quick Ratio	12	QR <1 =-0-, QR >2 =12	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
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
<b>Total Points</b>	<b>25</b>		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
Occupancy	16	O <90% =0, O >98% =16	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	5.00	2.00	2.00	5.00	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
<b>Total Points</b>	<b>25</b>		20.00	20.00	25.00	22.00	22.00	25.00	25.00
<b>Total of Above Ratios</b>	<b>50</b>		45	45	50	47	47	50	50

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct
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
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
<b>Total Points</b>	<b>10</b>	<b>Capital Fund Troubled</b>	10.0	10.0	10.0	10.0	10.0	10.0	10.0

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Date: 10/6/2020  
Time: 9:40:42 AM  
roberta

**PH Operating - Board**  
**Public Housing Operating - Board**  
**September, 2020**

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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	-16,963.00	-98,336.00	-99,045.00	709.00
100-000-3120.000 Excess Utilities	0.00	-600.00	-274.98	-325.02
100-000-3401.000 Operating Subsidy	-19,177.00	-54,001.00	-45,000.00	-9,001.00
100-000-3402.000 Capital Fund Revenue	-13,298.00	-41,463.84	-10,000.00	-31,463.84
100-000-3610.000 Interest Revenue	0.88	3.46	0.00	3.46
100-000-3690.000 Other Income	0.00	-233.94	-3,495.00	3,261.06
100-000-3691.000 Other Tenant Revenue	-25.00	-2,242.76	-6,100.02	3,857.26
100-000-3695.000 Laundry Revenue	-148.50	-1,182.75	-1,140.00	-42.75
100-000-3699.000 POHP Grant Revenue	-46,769.58	-147,649.69	0.00	-147,649.69
<b>Total Income</b>	<b>-96,380.20</b>	<b>-345,706.52</b>	<b>-165,055.00</b>	<b>-180,651.52</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	1,448.32	9,361.93	9,415.02	-53.09
100-000-4130.000 Legal	2,130.00	3,336.10	1,125.00	2,211.10
100-000-4140.000 Staff Training	0.00	62.50	199.98	-137.48
100-000-4150.000 Travel	9.20	236.33	394.98	-158.65
100-000-4171.000 Auditing Fees	0.00	3,000.00	3,275.00	-275.00
100-000-4190.000 Sundry-Other Admin	60.00	280.00	175.02	104.98
100-000-4191.000 Management Fees	3,000.00	18,000.00	18,000.00	0.00
100-000-4194.000 Office Supplies	81.26	342.73	450.00	-107.27
100-000-4195.000 Membership Dues	0.00	91.20	154.98	-63.78
100-000-4196.000 Telephone	74.57	401.39	360.00	41.39
100-000-4198.000 Advertising	438.89	438.89	242.52	196.37
100-000-4199.000 Postage	0.00	398.50	142.50	256.00
100-000-4210.000 Tenant Svcs Salaries	295.11	2,000.10	2,160.00	-159.90
100-000-4230.000 Tenant Services Other	21.32	131.47	649.98	-518.51
100-000-4310.000 Water	1,197.87	6,205.92	7,442.52	-1,236.60
100-000-4315.000 Sewer	1,821.00	9,653.37	10,952.52	-1,299.15
100-000-4320.000 Electricity	0.00	7,167.65	10,602.48	-3,434.83
100-000-4330.000 Gas	98.22	898.91	6,042.48	-5,143.57
100-000-4431.000 Garbage & Trash	464.82	2,675.43	4,200.00	-1,524.57
100-000-4410.000 Maintenance Labor	194.40	17,760.28	21,034.98	-3,274.70
100-000-4420.000 Materials	521.55	3,749.03	6,499.98	-2,750.95
100-000-4430.000 Contracts Costs	2,183.32	7,900.74	8,500.02	-599.28
100-000-4432.000 Decorating Contract	0.00	371.31	4,500.00	-4,128.69
100-000-4435.000 Grounds Contract	0.00	97.70	499.98	-402.28
100-000-4445.000 Elevator Maintenance	0.00	2,580.41	1,750.02	830.39
100-000-4450.000 Plumbing/Heating	633.09	1,200.59	2,500.02	-1,299.43
100-000-4455.000 Snow Removal	0.00	0.00	1,200.00	-1,200.00
100-000-4456.000 Exterminating	22.00	66.00	619.98	-553.98
100-000-4457.000 Janitor/Cleaning	519.12	3,063.62	3,400.02	-336.40
100-000-4510.000 Insurance	1,856.66	11,139.96	10,190.04	949.92
100-000-4520.000 Property Tax	669.05	3,735.17	3,492.48	242.69
100-000-4540.000 Employee Benefits	479.74	11,538.40	16,324.98	-4,786.58
<b>Total Expense</b>	<b>18,219.51</b>	<b>127,885.63</b>	<b>156,497.48</b>	<b>-28,611.85</b>
<b>Net Income(-) or Loss</b>	<b>-78,160.69</b>	<b>-217,820.89</b>	<b>-8,557.52</b>	<b>-209,263.37</b>

Date: 10/6/2020  
Time: 9:40:46 AM  
roberta

**Crosby HRA  
Edgewood Operating Stmt - Board  
September, 2020**

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	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>Income</b>				
700-000-3110.000 Dwelling Rental	-18,557.00	-113,487.00	-114,322.50	835.50
700-000-3120.000 Excess Utilities	-20.00	-1,610.00	-960.00	-650.00
700-000-3404.000 Other Government Grant	-9,212.00	-51,659.00	-51,362.52	-296.48
700-000-3610.000 Interest Revenue	884.33	-11,792.33	-15,900.00	4,107.67
700-000-3690.000 Other Income	0.00	-733.93	-109.98	-623.95
700-000-3691.000 Other Tenant Revenue	-409.63	-5,067.62	-3,265.02	-1,802.60
700-000-3695.000 Laundry Revenue	-608.75	-3,961.00	-3,972.48	11.48
<b>Total Income</b>	<b>-27,923.05</b>	<b>-188,310.88</b>	<b>-189,892.50</b>	<b>1,581.62</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	2,322.49	15,292.89	15,495.00	-202.11
700-000-4130.000 Legal	2,130.00	3,336.10	1,125.00	2,211.10
700-000-4140.000 Staff Training	0.00	62.50	300.00	-237.50
700-000-4150.000 Travel	9.20	165.02	375.00	-209.98
700-000-4171.000 Auditing Fees	0.00	3,000.00	3,275.00	-275.00
700-000-4190.000 Sundry-Other Admin	70.00	284.00	139.98	144.02
700-000-4191.000 Management Fees	4,500.00	27,000.00	27,000.00	0.00
700-000-4194.000 Office Supplies	81.27	344.28	450.00	-105.72
700-000-4195.000 Membership Dues	0.00	91.20	154.98	-63.78
700-000-4196.000 Telephone	74.58	401.44	360.00	41.44
700-000-4198.000 Advertising	438.90	438.90	199.98	238.92
700-000-4199.000 Postage	0.00	398.50	139.98	258.52
700-000-4210.000 Tenant Svcs Salaries	442.67	3,000.10	3,240.00	-239.90
700-000-4230.000 Tenant Services Other	21.32	131.50	100.02	31.48
700-000-4310.000 Water	407.80	2,172.86	3,597.48	-1,424.62
700-000-4315.000 Sewer	703.02	3,738.45	5,955.00	-2,216.55
700-000-4320.000 Electricity	0.00	10,160.75	13,830.00	-3,669.25
700-000-4330.000 Gas	118.33	1,397.51	6,199.98	-4,802.47
700-000-4431.000 Garbage & Trash	225.00	800.60	1,099.98	-299.38
700-000-4410.000 Maintenance Labor	291.60	18,330.37	21,645.00	-3,314.63
700-000-4420.000 Materials	673.75	6,096.77	4,999.98	1,096.79
700-000-4430.000 Contracts Costs	2,138.49	6,075.78	6,499.98	-424.20
700-000-4432.000 Decorating Contract	600.00	4,973.73	5,500.02	-526.29
700-000-4435.000 Grounds Contract	0.00	118.86	300.00	-181.14
700-000-4445.000 Elevator Maintenance	0.00	4,413.08	1,750.02	2,663.06
700-000-4450.000 Plumbing/Heating	0.00	85.00	6,000.00	-5,915.00
700-000-4455.000 Snow Removal	0.00	0.00	1,750.02	-1,750.02
700-000-4456.000 Exterminating	33.00	99.00	750.00	-651.00
700-000-4457.000 Janitor/Cleaning	903.66	4,417.62	4,099.98	317.64
700-000-4510.000 Insurance	1,509.16	9,054.96	11,385.06	-2,330.10
700-000-4520.000 Property Tax	856.14	4,692.51	4,237.50	455.01
700-000-4540.000 Employee Benefits	731.08	13,135.75	18,890.04	-5,754.29
<b>Total Expense</b>	<b>19,281.46</b>	<b>143,710.03</b>	<b>170,844.98</b>	<b>-27,134.95</b>
<b>Net Income(-) or Loss</b>	<b>-8,641.59</b>	<b>-44,600.85</b>	<b>-19,047.52</b>	<b>-25,553.33</b>

Date: 11/3/2020  
Time: 8:42:35 AM  
roberta

**PH Operating - Board**  
**Public Housing Operating - Board**  
**October, 2020**

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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	-18,772.00	-117,108.00	-115,552.50	-1,555.50
100-000-3120.000 Excess Utilities	0.00	-600.00	-320.81	-279.19
100-000-3401.000 Operating Subsidy	-8,221.00	-62,222.00	-52,500.00	-9,722.00
100-000-3402.000 Capital Fund Revenue	-143,226.42	-184,690.26	-10,000.00	-174,690.26
100-000-3610.000 Interest Revenue	0.09	3.55	0.00	3.55
100-000-3690.000 Other Income	-61,940.00	-62,173.94	-4,077.50	-58,096.44
100-000-3691.000 Other Tenant Revenue	-15.00	-2,257.76	-7,116.69	4,858.93
100-000-3695.000 Laundry Revenue	-209.75	-1,392.50	-1,330.00	-62.50
100-000-3699.000 POHP Grant Revenue	-604.47	-148,254.16	0.00	-148,254.16
<b>Total Income</b>	<b>-232,988.55</b>	<b>-578,695.07</b>	<b>-190,897.50</b>	<b>-387,797.57</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	1,448.33	10,810.26	10,984.19	-173.93
100-000-4130.000 Legal	0.00	3,336.10	1,312.50	2,023.60
100-000-4140.000 Staff Training	275.00	337.50	233.31	104.19
100-000-4150.000 Travel	87.39	323.72	460.81	-137.09
100-000-4171.000 Auditing Fees	0.00	3,000.00	3,275.00	-275.00
100-000-4190.000 Sundry-Other Admin	47.50	327.50	204.19	123.31
100-000-4191.000 Management Fees	3,000.00	21,000.00	21,000.00	0.00
100-000-4194.000 Office Supplies	109.49	452.22	525.00	-72.78
100-000-4195.000 Membership Dues	0.00	91.20	180.81	-89.61
100-000-4196.000 Telephone	75.38	476.77	420.00	56.77
100-000-4198.000 Advertising	341.60	780.49	282.94	497.55
100-000-4199.000 Postage	28.00	426.50	166.25	260.25
100-000-4210.000 Tenant Svcs Salaries	314.78	2,314.88	2,520.00	-205.12
100-000-4230.000 Tenant Services Other	21.25	152.72	758.31	-605.59
100-000-4310.000 Water	1,446.32	7,652.24	8,682.94	-1,030.70
100-000-4315.000 Sewer	2,216.56	11,869.93	12,777.94	-908.01
100-000-4320.000 Electricity	1,836.10	9,003.75	12,369.56	-3,365.81
100-000-4330.000 Gas	181.29	1,080.20	7,049.56	-5,969.36
100-000-4431.000 Garbage & Trash	454.32	3,129.75	4,900.00	-1,770.25
100-000-4410.000 Maintenance Labor	1,964.40	19,724.68	24,540.81	-4,816.13
100-000-4420.000 Materials	689.88	4,438.91	7,583.31	-3,144.40
100-000-4430.000 Contracts Costs	1,384.14	9,284.88	9,916.69	-631.81
100-000-4432.000 Decorating Contract	0.00	371.31	5,250.00	-4,878.69
100-000-4435.000 Grounds Contract	0.00	97.70	583.31	-485.61
100-000-4445.000 Elevator Maintenance	0.00	2,580.41	2,041.69	538.72
100-000-4450.000 Plumbing/Heating	927.34	2,127.93	2,916.69	-788.76
100-000-4455.000 Snow Removal	0.00	0.00	1,400.00	-1,400.00
100-000-4456.000 Exterminating	0.00	66.00	723.31	-657.31
100-000-4457.000 Janitor/Cleaning	410.00	3,473.62	3,966.69	-493.07
100-000-4510.000 Insurance	1,856.66	12,996.62	11,888.38	1,108.24
100-000-4520.000 Property Tax	631.87	4,367.04	4,074.56	292.48
100-000-4540.000 Employee Benefits	1,232.33	12,770.73	19,045.81	-6,275.08
<b>Total Expense</b>	<b>20,979.93</b>	<b>148,865.56</b>	<b>182,034.56</b>	<b>-33,169.00</b>
<b>Net Income(-) or Loss</b>	<b>-212,008.62</b>	<b>-429,829.51</b>	<b>-8,862.94</b>	<b>-420,966.57</b>

Date: 11/3/2020  
Time: 8:42:38 AM  
roberta

**Crosby HRA  
Edgewood Operating Stmt - Board  
October, 2020**

**Page: 1**  
Rpt File: F:\HMS\REP

	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>Income</b>				
700-000-3110.000 Dwelling Rental	-18,159.00	-131,646.00	-133,376.25	1,730.25
700-000-3120.000 Excess Utilities	-20.00	-1,630.00	-1,120.00	-510.00
700-000-3404.000 Other Government Grant	-8,605.00	-60,264.00	-59,922.94	-341.06
700-000-3610.000 Interest Revenue	1,015.52	-10,776.81	-18,550.00	7,773.19
700-000-3690.000 Other Income	0.00	-733.93	-128.31	-605.62
700-000-3691.000 Other Tenant Revenue	-354.34	-5,421.96	-3,809.19	-1,612.77
700-000-3695.000 Laundry Revenue	-908.50	-4,869.50	-4,634.56	-234.94
<b>Total Income</b>	<b>-27,031.32</b>	<b>-215,342.20</b>	<b>-221,541.25</b>	<b>6,199.05</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	2,222.47	17,515.36	18,077.50	-562.14
700-000-4130.000 Legal	0.00	3,336.10	1,312.50	2,023.60
700-000-4140.000 Staff Training	275.00	337.50	350.00	-12.50
700-000-4150.000 Travel	87.42	252.44	437.50	-185.06
700-000-4171.000 Auditing Fees	0.00	3,000.00	3,275.00	-275.00
700-000-4190.000 Sundry-Other Admin	47.50	331.50	163.31	168.19
700-000-4191.000 Management Fees	4,500.00	31,500.00	31,500.00	0.00
700-000-4194.000 Office Supplies	109.50	453.78	525.00	-71.22
700-000-4195.000 Membership Dues	0.00	91.20	180.81	-89.61
700-000-4196.000 Telephone	75.38	476.82	420.00	56.82
700-000-4198.000 Advertising	274.01	712.91	233.31	479.60
700-000-4199.000 Postage	28.00	426.50	163.31	263.19
700-000-4210.000 Tenant Svcs Salaries	472.18	3,472.28	3,780.00	-307.72
700-000-4230.000 Tenant Services Other	21.25	152.75	116.69	36.06
700-000-4310.000 Water	751.78	2,924.64	4,197.06	-1,272.42
700-000-4315.000 Sewer	1,250.74	4,989.19	6,947.50	-1,958.31
700-000-4320.000 Electricity	2,461.89	12,622.64	16,135.00	-3,512.36
700-000-4330.000 Gas	179.98	1,577.49	7,233.31	-5,655.82
700-000-4431.000 Garbage & Trash	13.50	814.10	1,283.31	-469.21
700-000-4410.000 Maintenance Labor	2,061.60	20,391.97	25,252.50	-4,860.53
700-000-4420.000 Materials	470.26	6,567.03	5,833.31	733.72
700-000-4430.000 Contracts Costs	659.62	6,735.40	7,583.31	-847.91
700-000-4432.000 Decorating Contract	1,780.14	6,753.87	6,416.69	337.18
700-000-4435.000 Grounds Contract	0.00	118.86	350.00	-231.14
700-000-4445.000 Elevator Maintenance	0.00	4,413.08	2,041.69	2,371.39
700-000-4450.000 Plumbing/Heating	0.00	85.00	7,000.00	-6,915.00
700-000-4455.000 Snow Removal	0.00	0.00	2,041.69	-2,041.69
700-000-4456.000 Exterminating	0.00	99.00	875.00	-776.00
700-000-4457.000 Janitor/Cleaning	690.00	5,107.62	4,783.31	324.31
700-000-4510.000 Insurance	1,509.16	10,564.12	13,282.57	-2,718.45
700-000-4520.000 Property Tax	676.06	5,368.57	4,943.75	424.82
700-000-4540.000 Employee Benefits	1,476.74	14,612.49	22,038.38	-7,425.89
<b>Total Expense</b>	<b>22,094.18</b>	<b>165,804.21</b>	<b>198,773.31</b>	<b>-32,969.10</b>
<b>Net Income(-) or Loss</b>	<b>-4,937.14</b>	<b>-49,537.99</b>	<b>-22,767.94</b>	<b>-26,770.05</b>

**Housing and Redevelopment Authority of Crosby  
Payment Summary Report  
September 2020**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/10/2020	129	Dudley Gangestad	\$37.95
9/10/2020	130	Terry Quick	\$107.53
9/24/2020	131	Karen Young	\$18.40
9/10/2020	1399	Electronic Federal Tax Payment System	\$624.97
9/10/2020	1400	Minnesota Dept Of Revenue	\$64.94
9/10/2020	1401	Lincoln Financial Group	\$262.50
9/24/2020	1402	Lincoln Financial Group	\$262.50
9/24/2020	1403	Minnesota Dept Of Revenue	\$62.31
9/24/2020	1404	Electronic Federal Tax Payment System	\$554.54
9/10/2020	117823	Adams Pest Control	\$55.00
9/10/2020	117824	Aitkin Independent Age	\$302.11
9/10/2020	117825	Baratto Brothers Construction, Inc.	\$58,144.47
9/10/2020	117826	Bremer Bank Credit Card	\$18.00
9/10/2020	117827	City Of Crosby	\$4,570.51
9/10/2020	117828	Climate Makers	\$459.50
9/10/2020	117829	Crosby Ace Hardware	\$9.91
9/10/2020	117830	Ctcit	\$200.00
9/10/2020	117831	Dacotah Paper Co.	\$219.22
9/10/2020	117832	Electronic Installations, Inc.	\$83.75
9/10/2020	117833	Gravelle Plumbing & Heating	\$173.59
9/10/2020	117834	Jobs HQ	\$394.00
9/10/2020	117835	Judy Robinson	\$1,175.00
9/10/2020	117836	Minnesota Energy Resources	\$216.55
9/10/2020	117837	Minnesota Power	\$26.00
9/10/2020	117838	Ratwik Rosak & Maloney P.A.	\$4,110.00
9/10/2020	117839	Rental History Reports	\$50.00
9/10/2020	117840	ShofCorp LLC	\$75.48
9/10/2020	117841	The Office Shop	\$162.53
9/10/2020	117842	Verizon Wireless	\$128.62
9/10/2020	117843	Visa-Unity	\$675.65
9/21/2020	117844	Tenant Refund	\$91.07
9/24/2020	117845	Crosby-Ironton Courier	\$221.68
9/24/2020	117846	Crow Wing County San. Landfill	\$249.00
9/24/2020	117847	Ctc	\$412.07
9/24/2020	117848	Void	\$0.00
9/24/2020	117849	Electronic Installations, Inc.	\$576.00
9/24/2020	117850	Hd Supply Facilities Maint	\$237.45
9/24/2020	117851	Holden Electric Co. Inc.	\$3,100.05
9/24/2020	117852	Judy Robinson	\$25.00
9/24/2020	117853	Ratwik Rosak & Maloney P.A.	\$150.00
9/24/2020	117854	Strike Painting & Finishing	\$600.00
		<b>Report Total</b>	<b>\$78,907.85</b>

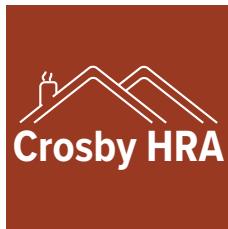
**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**October 2020**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
10/9/2020	132	Dudley Gangestad	\$18.98
10/9/2020	133	Eric Charpentier	\$26.45
10/9/2020	134	Erik Warner	\$64.98
10/9/2020	135	Lila Larson	\$18.40
10/9/2020	136	Mike Jones	\$214.48
10/9/2020	137	Nancy Thull	\$18.98
10/9/2020	138	Roberta Piekarski	\$18.40
10/9/2020	139	Shannon Fortune	\$73.60
10/9/2020	140	Terry Quick	\$327.75
10/22/2020	141	Erik Warner	\$17.25
10/8/2020	1405	Lincoln Financial Group	\$262.50
10/8/2020	1406	Electronic Federal Tax Payment System	\$655.60
10/8/2020	1407	Minnesota Dept Of Revenue	\$68.31
10/22/2020	1408	Minnesota State Retirement System	\$50.00
10/22/2020	1409	Lincoln Financial Group	\$262.50
10/22/2020	1410	Electronic Federal Tax Payment System	\$1,274.62
10/22/2020	1411	Minnesota Dept Of Revenue	\$202.79
10/8/2020	117855	Ace Hardware	\$8.99
10/8/2020	117856	Bremer Bank Credit Card	\$21.20
10/8/2020	117857	City Of Crosby	\$6,106.22
10/8/2020	117858	Crosby-Ironton Courier	\$67.60
10/8/2020	117859	Crow Wing County San. Landfill	\$27.00
10/8/2020	117860	Crow Wing County Treasurer	\$7,373.59
10/8/2020	117861	Ctcit	\$200.00
10/8/2020	117862	Dearborn National Life Ins Co	\$16.20
10/8/2020	117863	HRdirect	\$79.99
10/8/2020	117864	Handyman's Inc.	\$227.93
10/8/2020	117865	Jobs HQ	\$394.00
10/8/2020	117866	Judy Robinson	\$1,050.00
10/8/2020	117867	Lakes Area Professional Services	\$14,500.00
10/8/2020	117868	Minnesota Department of Labor & Industry	\$100.00
10/8/2020	117869	Minnesota Energy Resources	\$361.27
10/8/2020	117870	Minnesota Power	\$26.00
10/8/2020	117871	Minnesota Power	\$4,297.99
10/8/2020	117872	PFS Design	\$840.00
10/8/2020	117873	Precision Electrical LLC	\$570.37
10/8/2020	117874	Tkda	\$2,026.11
10/8/2020	117875	Verizon Wireless	\$128.62
10/21/2020	117876	Tenant Refund	\$142.42
10/21/2020	117877	Tenant Refund	\$386.73
10/22/2020	117878	Aitkin Independent Age	\$90.63
10/22/2020	117879	Bremer Bank Credit Card	\$139.00
10/22/2020	117880	Crosby Ace Hardware	\$46.94

**Housing and Redevelopment Authority of Crosby  
Payment Summary Report  
October 2020**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
10/22/2020	117881	Crosby-Ironton Courier	\$63.38
10/22/2020	117882	Ctc	\$413.87
10/22/2020	117883	Gravelle Plumbing & Heating	\$927.34
10/22/2020	117884	Hy-Tec Construction Of Brd Inc	\$140,819.88
10/22/2020	117885	Judy Robinson	\$50.00
10/22/2020	117886	Lakes Printing	\$398.60
10/22/2020	117887	Minnesota Dept Of Labor & Ind	\$10.00
10/22/2020	117888	Northland Fire Protection	\$168.50
10/22/2020	117889	Visa-Unity	\$1,098.68
10/22/2020	117890	West Central Flooring	\$1,780.14
		Report Total	<b>\$188,534.78</b>

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300 Third Avenue NE  
Crosby, MN 56441-1642

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

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To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: November 3, 2020  
Re: Housing Manager Report

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#### **Ongoing COVID-19 Response**

No additional modifications or updates have been made to the COVID-19 safety protocols in the past month. Contactless and limited/minimized contact options continue as staff work to complete move-ins, recertifications, appeal hearings, and other administrative tasks. Annual inspections will proceed utilizing social distancing and personal protective equipment. The State of MN peacetime emergency order, which was extended through November 12<sup>th</sup>, bars all but extreme cases from lease termination, as does the federal-level CDC order to halt evictions which remains in effect through December 31<sup>st</sup>.

#### **Tenant Activities Update**

Lila resigned from the tenant activities coordinator position on October 21<sup>st</sup>. We anticipate reviewing the position description and posting in the coming weeks. Currently there are 26 participants in the NAPS food delivery program. The upcoming food box distribution will be handled by office staff and the program volunteer until a new person can be hired to fill the position.

#### **Caretaker Position Update**

The employment ad for the caretaker position was posted in the Aitkin Independent Age, the Crosby-Ironton Courier, and the Brainerd Dispatch. It is also on the Crosby HRA website and a link included on the Crosby HRA Facebook page. We hope to arrange interviews in the next several weeks.

#### **Dellwood POHP Project Update**

The last punch list item is re-caulking the air conditioner sleeves, which is expected to be completed this week.

#### **Dellwood Kitchen Renovations**

Hy-Tec did their punch list walk-through on October 15<sup>th</sup> and completed all items on 10/30/2020.

#### **Scattered Site Garage Reconstruction**

Construction continues on the garages with no concerns. Lakes Area Professional Services anticipates the project will be completed by 12/1/2020.

*(Continued on back)*

**Annual Management & Occupancy Review (MOR)**

We were recently notified that Minnesota Housing will be restarting MORs across the state in November. The format will include scanned files for review, phone interviews, and in-person physical site inspections.

**Monthly Property Performance Reports for September & October 2020**

Please see Attachments 4a and 4b.

**No Action Requested; Discussion Items**

## Crosby Housing and Redevelopment Authority

### Monthly Property Performance Report

September 2020

#### 1. Property Narrative

#### 2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	59	n/a	n/a	2	97%
Dellwood	39	39	n/a	n/a	0	100%
Family Units	20	20	n/a	n/a	0	100%
<b>TOTAL</b>	<b>120</b>	<b>118</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>98%</b>

#### 3. Customer Traffic

Applications Requested	5
Applications Placed on PH Wait List	14
Applications Denied on PH Wait List	0

#### 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	44	7	0	0
2 bdrm	13	13	0	0	0
3 bdrm	6	17	0	0	0
4 bdrm	2	7	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>81</b>	<b>7</b>	<b>0</b>	<b>0</b>

#### 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	0	7
Move-Outs	2	9

\*Starting 4/1/2020

#### 6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#320	1BR	10/31/2020	In Process
EW#310	1BR	10/31/2020	In Process

7. Recertifications

Interim Recertifications	1
Annual Recertifications	5
Completed for this month	6

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	5
Number inspected for the month	0
Number completed year-to-date	5
Total left to be inspected this year	115
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

\*Starting 4/1/2020

9. Lease Enforcements

Lease warnings/violations issued	2
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	10
Received	33
Closed	28
Ending Balance	15
Total Completed Work Orders for Year	169

\*Starting 4/1/2020

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	3
Completed within 24 hours	0	3
Percent completed within 24 hours	n/a	100%

\*Starting 4/1/2020

13. Rent Collection

	This Month
Rent Charges	34,905
Other Charges	111
<b>Total New Charges</b>	<b>35,016</b>
Arrears, tenants in possession	1,112

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	1,112
Current Rent Charges	34,905
Current Rent Collections	33,793
Accounts Receivable Rate	3%
Collection Rate	97%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	1,066
Prior Rent Charges	203,104
Collection Rate	99%

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## Crosby Housing and Redevelopment Authority

### Monthly Property Performance Report October 2020

#### 1. Property Narrative

#### 2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	60	n/a	n/a	1	98%
Dellwood	39	39	n/a	n/a	0	100%
Family Units	20	20	n/a	n/a	0	100%
<b>TOTAL</b>	<b>120</b>	<b>119</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>99%</b>

#### 3. Customer Traffic

Applications Requested	3
Applications Placed on PH Wait List	1
Applications Denied on PH Wait List	2

#### 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	22	9	3	1
2 bdrm	13	13	0	0	0
3 bdrm	6	17	0	0	0
4 bdrm	2	7	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>59</b>	<b>9</b>	<b>3</b>	<b>1</b>

#### 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	10
Move-Outs	5	14

\*Starting 4/1/2020

#### 6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#214	1BR	mid-Nov	In Process

7. Recertifications

Interim Recertifications	2
Annual Recertifications	12
Completed for this month	14

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	5
Number inspected for the month	0
Number completed year-to-date	5
Total left to be inspected this year	115
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

\*Starting 4/1/2020

9. Lease Enforcements

Lease warnings/violations issued	2
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	15
Received	35
Closed	48
Ending Balance	2
Total Completed Work Orders for Year	217

\*Starting 4/1/2020

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	2	5
Completed within 24 hours	2	5
Percent completed within 24 hours	100%	100%

\*Starting 4/1/2020

13. Rent Collection

	This Month
Rent Charges	34,421
Other Charges	341
<b>Total New Charges</b>	<b>34,762</b>
Arrears, tenants in possession	3,473

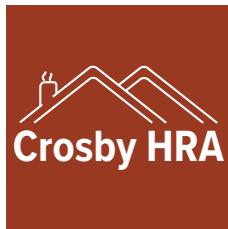
Accounts Receivable

Current Tenant Accounts Receivable (Rent)	1,357
Current Rent Charges	34,421
Current Rent Collections	33,064
Accounts Receivable Rate	4%
Collection Rate	96%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	1,019
Prior Rent Charges	202,176
Collection Rate	99%

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300 Third Avenue NE  
Crosby, MN 56441-1642

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

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To: Crosby HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: November 10, 2020  
Re: Executive Director Report

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#### **Maintenance Engineer & Maintenance Specialist Positions**

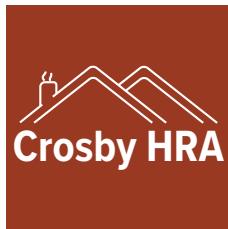
James Wheeler has joined the organization as our maintenance specialist and Alex Balster as our maintenance engineer. They both come with a wealth of knowledge and experience and we are excited to have them on board. They have both completed their boiler license classwork and will be scheduling a time to take their exam to get their certification.

#### **Resident Commissioner Position**

In March, the board amended the bylaws of the agency to include language regarding attendance at board meetings. As such, the board adopted language stating that a "Commissioner shall be expected to attend all meetings except with an excused absence. Any Commissioner who misses three consecutive meetings without an excused absence is considered to have resigned from the Board of Commissioners." Our resident commissioner has missed June, July, August, September, and October 2020 meetings without contacting any of our staff. Per our bylaws and through her actions, Margaret Saba has indicated that she has resigned from her position on the board of commissioners. I would suggest that staff start the process of finding a new resident commissioner.

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

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300 Third Avenue NE  
Crosby, MN 56441-1642

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

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: October 5, 2020  
Re: Updated Policy Approval

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This month there is one policy for approval.

**Cash Management Policy, Res. No. 2021-18 (Attachment 6a)**

The purpose of the Cash Management Policy is to adopt and implement financial management policies and procedures to maintain the financial health of the Crosby HRA. This policy defines the accounting policies and procedures for several areas including:

- Financial Reporting
- Cash Receipts
- Bank Account Reconciliations
- Accounts Payable and Disbursements
- Payroll
- Line of Credit Control System (LOCCS)
- Cash Management
- Credit Card Usage and Protection

**Action Requested: Approve Resolution No. 2021-18 adopting the Cash Management Policy.**

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**CROSBY HOUSING AND REDEVELOPMENT AUTHORITY**  
**CROSBY, MN 56441**

**CASH MANAGEMENT POLICY**

Accounting Procedures

Accounting System Policy and Procedures  
Internal Control Policy  
LOCCS Policy (Line of Credit Control System)  
Cash Management  
Credit Card Usage and Protection

Adopted 10/13/2020

**CROSBY HOUSING AND REDEVELOPMENT AUTHORITY**  
**CASH MANAGEMENT POLICY**  
**Accounting Procedures**  
**Adopted: 10/13/2020 Resolution No. 2021-18**

**POLICY STATEMENT**

The Crosby Housing and Redevelopment Authority (Agency) recognizes that it is necessary to adopt and implement financial management policies and procedures in order to maintain the financial health of the Agency. It is essential to impose sound internal controls and procedures in the area of cash management to minimize the risk of loss, waste, unauthorized use, or misappropriation. Sound internal controls and procedures will be followed in all of the areas listed below in order to prevent or minimize the likelihood of accounting related errors, irregularities, and illegal acts.

**ACCOUNTING SYSTEM POLICY AND PROCEDURES:**

**SCOPE OF POLICY – FINANCIAL REPORTING**

This policy ensures that general ledger records shall be kept current and periodically reviewed for accuracy. Financial statements shall be presented to the board and staff on a monthly basis for review.

**Procedure**

1. General Ledger
  - a. General ledger entries shall be prepared by the finance director, accounting specialist and finance assistant. The accounting specialist shall review the entries monthly when reconciling the bank statement. The finance director shall review the entries periodically throughout the year.
  - b. Monthly general ledger detail is printed along with financial statements and journal vouchers. This information is kept in electronically by program and reviewed by the finance director and the accounting specialist. The electronic files are presented to auditors during field work as supporting documentation for the audit.
2. Financial Statement Presentation
  - a. Operating statements shall be presented to the board monthly in the board packet.
  - b. Significant budget variances or transactions are detailed in the board packet and discussed with the board as necessary.
  - c. Detailed operating statements are e-mailed to department managers for review on a monthly basis. Statements are presented with an annual budget to actual comparison and a YTD budget comparison.
3. Budget Presentation
  - a. The Agency shall adopt a formal budget each year that will be presented and approved by the Board of Commissioners.
4. Computer Back Up
  - a. All accounting records are backed up nightly to local storage and backed up offsite to a SOCKS/HIPPA compliant encrypted cloud storage location.

## **SCOPE OF POLICY – CASH RECEIPTS**

This policy applies to cash receipts. Accurate internal control of cash receipts and deposits will be maintained at all times.

### **Procedure:**

1. Receiving tenant collections
  - a. Checks, money orders, and cashier's checks are collected in the form of rent paid by the tenants each month. It is the policy of the Agency to not accept cash for payment of rent, bills, repayment agreements, deposits or other charges. Any attempt to make a cash transaction will be denied and the tenant will be given a list of local institutions that offer money order services. In the extreme cases where it is deemed necessary to accept cash, a manager will authorize the acceptance of cash payment and initial the receipt and document the reason for the acceptance. Rent is due on or before the first of each month. Tenants come into the office or use drop boxes to pay their rent primarily within the first five days of the month. The Agency also accepts rent receipts and repayment agreements by ACH direct debit to tenant bank accounts. Generally the only cash that the Agency receives is from laundry money collected from the Dellwood and Edgewood Apartments. Two employees collect the cash and coins, return to the office, count any cash received, receipt into the HDS software as necessary and complete a deposit ticket that is verified by both employees. Any coin that is collected will be counted by the bank and receipted upon return. Once cash and coin are collected and documented two employees will transport it together in the same vehicle to the bank and will enter the bank lobby together.
  - b. The housing specialist prepares all check payments through a remote desktop deposit software. Daily deposits are made for approximately the first four or five business days of the month. During the middle and latter parts of the month deposits are made weekly as needed. If a deposit is not made for the day, checks are put in the deposit bag and kept in a locked drawer at the office. Personnel who will operate or have significant access to information collected through remote desktop deposit will be subject to a background check per agency personnel policies.
  - c. The finance assistant enters the deposit information monthly into the general ledger in the Housing Management Systems software (HMS). The housing specialist posts the collections in the Housing Data Systems software (HDS) to offset tenant accounts receivable or record as revenue.
  - d. The accounting specialist reconciles the monthly cash deposits to the bank statements and general ledger to verify correctness.
2. Deposit
  - a. The housing specialist ensures that bank deposit and receipts match the amounts posted into the HDS software.

## **SCOPE OF POLICY – BANK ACCOUNT RECONCILIATIONS**

This policy applies to bank account reconciliations. Bank reconciliations shall be performed on all bank accounts on a monthly basis and balanced to the general ledger. Any discrepancies will be resolved on a monthly basis.

### **Procedure:**

1. Reconciliation of Bank Accounts
  - a. The accounting specialist shall perform the bank account reconciliations.
2. Preparation and Reconciling Items
  - a. Upon receipt of the monthly bank statements, deposit slips and other transaction notification, the monthly bank reconciliation will be prepared. The bank reconciliation process will include visual inspection that each check is matched to the cash disbursement records to ensure that payee and amount matches and that every check number is accounted for. Periodic review of on-line banking account information can also be utilized to verify deposits, cleared checks and other notifications.
  - b. Any discrepancies noted during the reconciliation will require research by the accounting specialist to determine the cause of such recording errors, omissions, incorrect postings, etc. This can also include recalculation of the bank statement for any possible errors made by the bank.
3. Adjustments and Journal Entries
  - a. Any reconciling items such as recording errors will be summarized and drafted in journal entry form for recording in the general ledger.
  - b. Any outstanding checks will follow guidelines set forth from Minnesota Department of Commerce schedule of unclaimed property and surrendered to the state once due diligence has been made to find the rightful owner.

## **SCOPE OF POLICY – ACCOUNTS PAYABLE AND CASH DISBURSEMENTS**

This policy applies to accounts payable and cash disbursements from the main operating bank account. Cash disbursements shall go through an approval, review and dual signature process. Proper internal control shall be followed to ensure that only valid and authorized accounts payable are recorded and paid. Accounting procedures have been implemented to ensure accuracy of amounts, coding of general ledger accounts and appropriate timing of payments.

### **Procedure:**

1. Receipt and Coding of Invoices, Statements and Payment Requests
  - a. Payment requests will be forwarded to the finance assistant for processing. Once the finance assistant has the invoices, statements and payment requests, the following steps will be performed to ensure proper authorization, validity of purchases, receipt of purchased items or services and accuracy of amounts.
  - b. The finance assistant shall receive all payment requests and verify that all documents have received authorization from appropriate staff. The maintenance supervisor shall approve all maintenance payment requests. Other managers shall approve the payments related to their department. The finance assistant shall enter all accounts payable transactions into HMS and prepare an Accounts Payable Invoice Detail Report.

2. Payment of Accounts Payable
  - a. The finance assistant shall provide to the finance director the Accounts Payable Invoice Detail Report along with all payment documents for review. Upon approval by the finance director, the finance assistant shall prepare checks. The checks and backup documentation shall be provided to the executive director and a board member for review and dual signature when feasible. Checks processed coinciding with board meeting weeks will generally be signed by a board member at the meeting. In the absence of the executive director or a board member the finance director or housing specialist can sign checks.
  - b. The finance assistant shall then prepare the checks for mailing and post the transactions to the general ledger.
  - c. The finance director shall provide a monthly summary of all checks issued in the monthly report to the board for their approval.

#### **SCOPE OF POLICY - PAYROLL**

This policy ensures proper internal control will be followed for the processing of payroll.

#### **Procedure**

1. Initiation and Authorization of Payroll
  - a. Payroll is processed by the finance assistant. Timesheets are required for all employees (excluding care takers) and will be signed by the employee, supervisor and executive director.
  - b. Timesheets will be submitted to the finance assistant for review.
2. Processing of Payroll
  - a. The finance assistant will enter the timesheet information for each employee into a spreadsheet summarizing wages paid and authorized deductions to be approved by the executive director.
  - b. The finance assistant will input the hours and any necessary deductions into the computer software and then generate a NACHA file to upload the payroll information into the bank website for processing.
  - c. All employees are paid by direct deposit and receive a statement of direct deposit.
3. Employee Advances
  - a. Cash loans or payroll advances to employees are prohibited. Loans against employee retirement plans are allowed by the retirement plan documents.

#### **SCOPE OF POLICY - LOCCS**

This policy ensures proper internal control will be followed for the Line Of Credit Control System (LOCCS).

#### **Procedure**

1. LOCCS Access
  - a. LOCCS access will be granted to the executive director and finance director. The login information shall be kept secure and not made available for other staff use.
2. LOCCS Draw Requests
  - a. LOCCS Payment Vouchers shall be processed by the finance director and approved by the executive director. Both shall sign and date the voucher when processed and approved.

- b. Sufficient detail shall be kept with the payment voucher validating the disbursement of funds through LOCCS.
3. LOCCS Disbursements (Capital Fund Program)
  - a. Disbursements shall be processed when the payment is earned and due to the vendor. Payment to vendor shall occur within three days of receipt of funds through LOCCS.

### **SCOPE OF POLICY – CASH MANAGEMENT**

This policy ensures that proper internal control will be followed over the safeguarding and cash management of financial resources.

#### **Procedure**

1. Integrity of Cash Management Principles and Standards
  - a. Cash related transactions shall be fully documented so that an undisputable audit trail exists.
  - b. Procedures shall be in place for the regular review and comparison of transaction documentation to detect errors and duplicate payments.
  - c. The finance director shall continually monitor and review all cash related transactions.
  - d. The accessibility to funds and fund records shall be restricted and administratively controlled.
  - e. Cash related duties shall be segregated where possible to maximize separation of duties.
  - f. Accounting software (HMS) access shall only be available to the executive director, finance director, accounting specialist and finance assistant. All access is password protected.
  - g. Fraud filters and protections are used as recommended and available through the Agency's financial institution

### **SCOPE OF POLICY – CREDIT CARD USAGE AND PROTECTION**

This policy ensures proper internal control will be followed for the usage and safeguards of credit card purchases.

#### **Procedure:**

1. Issuance and Usage of Credit Card Purchases
  - a. The executive director shall be responsible for the issuance and general oversight of compliance with this credit card policy. A limit is set on each credit card and this limit may not be exceeded.
  - b. Credit Cards will only be issued to the following employees: housing specialist, maintenance supervisor and maintenance engineer. It is at the executive director's discretion to modify this list of allowed credit card holders.
  - c. Credit card purchases may only be for goods and services that are the official business of the Agency. Personal use of the credit card is prohibited and will become a personal liability of the employee. Cash advances from the credit card are strictly prohibited.
  - d. Employees to whom credit cards are issued shall be responsible for the protection and custody of the credit card. The employee to whom the credit cards are issued shall immediately notify the financial institution/organization issuing the card if it is lost or stolen, and notify the executive director as soon as possible.

2. Invoice Submission and Payment of Credit Card Purchases
  - a. Documentation detailing the goods and services purchased with the Agency credit card shall be required for all transactions. The credit card statement in and of itself does not meet this requirement for adequate detailed documentation.
  - b. The documentation will be submitted to the finance assistant as support to accompany the credit card statement for payment. The documentation shall be approved by management.
  - c. Credit card purchases cannot be used to carry debt. Therefore, the entire credit card balance must be paid in full each month.

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HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2021-18

CASH MANAGEMENT POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby recognizes that it is necessary to adopt and implement financial management policies and procedures in order to maintain the financial health of the Agency; and

WHEREAS, it is essential to impose sound internal controls and procedures in the area of cash management to minimize the risk of loss, waste, unauthorized use, or misappropriation; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has established a Cash Management Policy; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Crosby as follows:

1. Cash Management Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Crosby.

Dated: \_\_\_\_\_  
\_\_\_\_\_  
Linda Peeples, Chair

Dated: \_\_\_\_\_  
\_\_\_\_\_  
Eric Charpentier, Executive Director

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