



300 Third Avenue NE
Crosby, MN 56441-1642

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

Crosby HRA Board Meeting

11:00 a.m. Tuesday, July 13, 2021

Community Room, 300 Third Avenue NE, Crosby MN 56441

Join from browser:

<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=md39c65f7de5b59234974a6e8d5176c5f>

Join by phone: 415-655-0001

Meeting number (access code): 182 680 9510

Meeting password: 63598

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. REVIEW AND APPROVE MINUTES (*Attachment 1*)

4. BILLS & COMMUNICATIONS

- a.** Financial Report (*Attachment 2*)
- b.** Housing Manager Report (*Attachment 3*)
- c.** Executive Director Report (*Attachment 4*)

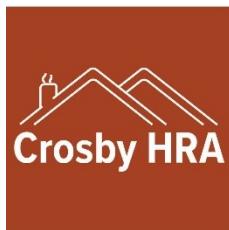
5. UNFINISHED BUSINESS

6. NEW BUSINESS:

7. NEXT MEETING: August 10, 2021

8. ADJOURNMENT

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Crosby HRA BOARD MEETING MINUTES June 8, 2021

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, June 8, 2021, 2021, via Webex teleconference.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:00 a.m.
2. **ROLL CALL:** Commissioners Linda Peeples, Buzz Neprud, John Ohlin, and Julie McGinnis. Absent: Renae Marsh.

Others present: Executive Director Eric Charpentier, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, Activities Coordinator Erin Kunzman, Maintenance Supervisor Mike Foote.

3. REVIEW AND APPROVE MINUTES:

Moved by Commissioner Neprud and seconded by Commissioner McGinnis to approve the meeting minutes from May 11, 2021. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

4. BILLS AND COMMUNICATIONS:

a. Financial Report:

2021 Audit

The 2021 audit fieldwork has been scheduled with CliftonLarsonAllen (CLA) during the week of June 21st.

Payments

In May we processed a payment for \$12,457 to Gravelle Plumbing and Heating for the installation of isolation valves on the water supply lines at Edgewood.

Van Disposal

Staff worked with GovDeals, an online government surplus auction, to dispose of the maintenance van. The van sold for \$3,900 and the sale is reflected in the May Edgewood operating statement.

Moved by Commissioner Neprud and seconded by Commissioner McGinnis to approve checks numbered 118128 through 118154 and May ACH payments numbered 1464 through 1470 and 174 through 177. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

b. Housing Manager Report:

Tenant Activities Update

There were 26 participants in the NAPS food delivery program last month. Erin will be working on her first tenant event, hopefully kicking off sometime before the end of June.

Caretaker

The Caretaker position is still open and being advertised.

Scattered Site Compliance Review

Minnesota Housing Finance Agency remotely completed an administrative compliance review and no findings or deficiencies were noted. This will become an annual process and in future years may include a physical inspection component.

Edgewood Management & Occupancy Review (MOR)

All requested files and administrative items were uploaded and sent to the MHFA reviewer for the Management & Occupancy Review (MOR). Tenant interviews are scheduled for Jun-1st, the staff interviews are scheduled for Jun-7th, and the exterior/common area physical inspection is scheduled for Jun-10th. Any deficiencies or findings noted during the review process will be formally presented for correction via letter, which requires a formal written response and verification of corrections made or processes updated.

Monthly Property Performance Reports for May 2021

Please see Attachment 3a.

c. Executive Director Report:

Maintenance Supervisor Position Update

We are happy to report that Mike Foote joined us on June 1st as expected. He has been busy for the past week working with his staff and getting to know them. Mike has joined our meeting and I'd like to give him the opportunity to introduce himself to the board.

Ongoing COVID-19 Response

On May 13th the CDC updated their mask recommendations for those that have been vaccinated and Governor Walz also updated his Executive Order for the State of Minnesota effectively ending the mask mandate in the state. The CDC is still recommending mask usage for those that have not been vaccinated and for citizens that are at a higher risk of respiratory illness. Based off of this updated guidance I did request that our staff start the process of reopening our community spaces with signage stating what the CDC and State recommendations are. I am happy to report that our community spaces are again open in Edgewood and Dellwood for those that wish to gather indoors. Our staff is not enforcing any masking as there is no longer a mandate and the social distancing markers throughout the building have also been removed. We are so happy to have these spaces open again and thank the staff, residents and board for being patient throughout the past 16 months.

Executive Director Charpentier inquired if the Board would like to discuss the possibility of resuming in-person meetings using the large community space in the Dellwood building, which would allow for social distancing, if that was still preferred. Commissioner Peeples asked each Commissioner in turn for their comments. All expressed support for in-person meetings, with the option to participate via phone to allow for flexibility, as needed.

5. UNFINISHED BUSINESS:

- a. **Adoption of Updated HUD Waivers:** As discussed at previous meetings, HUD had provided a number of waivers that PHAs could utilize to help reduce some administrative burden and/or creatively continue on with essential activities such as move-ins, recertifications, inspections, and other tasks critical to the daily functioning of the agency. These waivers were initially adopted at the 5/12/2020 meeting and were updated at the 7/14/2020 meeting. Many of these waivers had expiration dates of 6/30/2021 or earlier.

In the most recent notice, PIH-2021-14, HUD extended the expiration date of the remaining waivers through 12/31/2021, in addition to adding new waivers related to verification of critical household information and identifying one mandatory waiver related to the suspension of the community service requirement.

HUD has opted to include all waivers, past and present, into one table. Attached is the full table of the waivers that staff have recommended for implementation, along with the dates that these waivers are expected to expire, and the dates they were adopted which will make it easy to call out any new waivers being recommended.

Commissioner Neprud moved to approve the waivers as allowed in Notice PIH-2021-14. Commissioner McGinnis seconded the motion. Upon roll call, all commissioners voted in favor of the motion and none were opposed. The motion carried.

6. NEW BUSINESS:

- a. Approval of Natural Disaster Response Policy, Res. No. 2022-01.**

Commissioner Neprud moved to approve Resolution No. 2022-01 adopting the natural disaster response policy. Commissioner McGinnis seconded the motion. Upon roll call, all commissioners voted in favor of the motion and none were opposed. The motion carried.

7. COMMENTS: Executive Director Charpentier announced two recent staffing changes - the resignation of LeAnn Goltz (Executive Assistant) and the resignation of Christine Carlson (Accounting Specialist), both of which will be advertised.

8. NEXT MEETING: Tuesday, July 13, 2021

9. ADJOURNMENT:

Commissioner McGinnis made a motion to adjourn the meeting. Commissioner Peeples seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved, and meeting was adjourned at 11:30 a.m.

Attachment 2



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PHONE (218) 546-5088
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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: July 7, 2021
Re: July Financial Report

Please find attached the financial information for June 2021.

2021 Audit

The 2021 audit fieldwork was completed by CliftonLarsonAllen (CLA) during the week of June 21st. The audit was clean with no findings. The unaudited information was submitted in REAC prior to the May 31st due date and has been accepted by HUD.

Action Requested:

Approval of June checks numbered 118155 through 118190 and June ACH payments numbered 1471 through 1479 and 178 through 182.

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Crosby Housing & Redevelopment Authority

2022 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June
Quick Ratio	12	QR <1 =-0-, QR >2 =12	12.00	12.00	12.00
Months Expendable Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June
Occupancy	16	O <90% =0, O >98% =16	8.00	12.00	12.00
Tenant Accounts Receivable	5	TAR <1.5% =5 , TAR >2.5% =0	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00
Total Points	25		12.00	16.00	16.00
Total of Above Ratios	50		37	41	41

MASS Ratios	Max Pts	Scoring			
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	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
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0

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	Current Period	Current Year	Year To Date	Budget	Variance
Income					
100-000-3110.000 Dwelling Rental	-17,162.00	-50,397.00	-50,000.01	-396.99	
100-000-3120.000 Excess Utilities	-230.00	-230.00	-142.50	-87.50	
100-000-3401.000 Operating Subsidy	-19,385.00	-44,654.00	-22,197.51	-22,456.49	
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-2,502.00	2,502.00	
100-000-3610.000 Interest Revenue	-6.80	4.10	0.00	4.10	
100-000-3690.000 Other Income	-286.85	-2,146.32	-150.00	-1,996.32	
100-000-3691.000 Other Tenant Revenue	-1,121.00	-2,761.84	-2,250.00	-511.84	
100-000-3695.000 Laundry Revenue	-209.25	-671.00	-612.51	-58.49	
100-000-3699.000 POHP Grant Revenue	0.00	-450.85	0.00	-450.85	
Total Income	-38,400.90	-101,306.91	-77,854.53	-23,452.38	
Expense					
100-000-4110.000 Administration Salaries	1,491.84	4,453.76	4,850.01	-396.25	
100-000-4130.000 Legal	0.00	0.00	750.00	-750.00	
100-000-4140.000 Staff Training	0.00	0.00	99.99	-99.99	
100-000-4150.000 Travel	61.38	122.54	165.00	-42.46	
100-000-4190.000 Sundry-Other Admin	42.50	120.00	81.24	38.76	
100-000-4191.000 Management Fees	3,000.00	9,000.00	9,000.00	0.00	
100-000-4194.000 Office Supplies	7.50	162.82	225.00	-62.18	
100-000-4195.000 Membership Dues	92.40	92.40	77.49	14.91	
100-000-4196.000 Telephone	76.52	232.32	225.00	7.32	
100-000-4198.000 Advertising	312.88	312.88	121.26	191.62	
100-000-4199.000 Postage	392.50	392.50	75.00	317.50	
100-000-4210.000 Tenant Svcs Salaries	83.10	83.10	1,080.00	-996.90	
100-000-4230.000 Tenant Services Other	21.45	64.41	324.99	-260.58	
100-000-4310.000 Water	1,575.03	3,100.20	3,712.50	-612.30	
100-000-4315.000 Sewer	2,421.52	4,763.66	5,724.99	-961.33	
100-000-4320.000 Electricity	1,562.32	3,433.82	5,025.00	-1,591.18	
100-000-4330.000 Gas	738.55	1,507.91	2,225.01	-717.10	
100-000-4431.000 Garbage & Trash	620.20	1,467.86	2,550.00	-1,082.14	
100-000-4410.000 Maintenance Labor	3,090.01	9,225.01	11,019.99	-1,794.98	
100-000-4420.000 Materials	1,749.00	2,568.79	3,249.99	-681.20	
100-000-4430.000 Contracts Costs	1,583.97	2,723.61	4,250.01	-1,526.40	
100-000-4432.000 Decorating Contract	100.92	100.92	2,250.00	-2,149.08	
100-000-4435.000 Grounds Contract	847.22	1,167.87	249.99	917.88	
100-000-4445.000 Elevator Maintenance	2,601.24	2,601.24	875.01	1,726.23	
100-000-4450.000 Plumbing/Heating	0.00	59.12	1,250.01	-1,190.89	
100-000-4455.000 Snow Removal	0.00	0.00	600.00	-600.00	
100-000-4456.000 Exterminating	55.00	165.00	249.99	-84.99	
100-000-4457.000 Janitor/Cleaning	360.00	824.09	1,700.01	-875.92	
100-000-4510.000 Insurance	2,102.87	6,308.61	6,188.73	119.88	
100-000-4520.000 Property Tax	523.72	2,007.86	1,616.25	391.61	
100-000-4540.000 Employee Benefits	1,828.54	5,296.76	6,107.52	-810.76	
Total Expense	27,342.18	62,359.06	75,919.98	-13,560.92	
Net Income(-) or Loss	-11,058.72	-38,947.85	-1,934.55	-37,013.30	

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	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-18,443.00	-54,981.00	-57,902.49	2,921.49
700-000-3120.000 Excess Utilities	-485.00	-560.00	-480.00	-80.00
700-000-3404.000 Other Government Grant	-10,652.00	-30,784.00	-26,132.49	-4,651.51
700-000-3490.000 Gain/Loss on Sale of A	0.00	-3,900.00	0.00	-3,900.00
700-000-3610.000 Interest Revenue	3,703.92	3,731.72	-3,999.99	7,731.71
700-000-3690.000 Other Income	-302.65	-1,838.36	-200.01	-1,638.35
700-000-3691.000 Other Tenant Revenue	-1,287.00	-1,371.00	-1,625.01	254.01
700-000-3695.000 Laundry Revenue	-940.75	-2,517.75	-2,100.00	-417.75
Total Income	-28,406.48	-92,220.39	-92,439.99	219.60
Expense				
700-000-4110.000 Administration Salaries	2,437.76	7,180.64	7,959.99	-779.35
700-000-4130.000 Legal	0.00	0.00	750.00	-750.00
700-000-4140.000 Staff Training	18.37	18.37	150.00	-131.63
700-000-4150.000 Travel	65.07	129.91	187.50	-57.59
700-000-4190.000 Sundry-Other Admin	42.50	120.00	69.99	50.01
700-000-4191.000 Management Fees	4,500.00	13,500.00	13,500.00	0.00
700-000-4194.000 Office Supplies	7.50	177.68	225.00	-47.32
700-000-4195.000 Membership Dues	92.40	92.40	77.49	14.91
700-000-4196.000 Telephone	76.53	232.35	180.00	52.35
700-000-4198.000 Advertising	312.88	312.88	99.99	212.89
700-000-4199.000 Postage	392.50	392.50	75.00	317.50
700-000-4210.000 Tenant Svcs Salaries	124.64	124.64	1,620.00	-1,495.36
700-000-4230.000 Tenant Services Other	21.45	64.42	50.01	14.41
700-000-4310.000 Water	545.86	1,101.86	1,537.50	-435.64
700-000-4315.000 Sewer	922.85	1,861.85	2,775.00	-913.15
700-000-4320.000 Electricity	2,228.82	4,477.04	6,950.01	-2,472.97
700-000-4330.000 Gas	805.39	1,674.69	2,550.00	-875.31
700-000-4431.000 Garbage & Trash	262.68	530.55	1,359.99	-829.44
700-000-4410.000 Maintenance Labor	3,089.99	9,224.99	11,507.49	-2,282.50
700-000-4420.000 Materials	684.61	1,682.53	3,000.00	-1,317.47
700-000-4430.000 Contracts Costs	1,100.14	1,994.21	3,750.00	-1,755.79
700-000-4432.000 Decorating Contract	358.22	358.22	2,750.01	-2,391.79
700-000-4435.000 Grounds Contract	1,522.41	1,924.55	150.00	1,774.55
700-000-4445.000 Elevator Maintenance	2,601.24	2,601.24	1,050.00	1,551.24
700-000-4450.000 Plumbing/Heating	0.00	1,011.50	2,250.00	-1,238.50
700-000-4455.000 Snow Removal	0.00	0.00	800.01	-800.01
700-000-4456.000 Exterminating	55.00	165.00	300.00	-135.00
700-000-4457.000 Janitor/Cleaning	440.00	1,087.88	2,100.00	-1,012.12
700-000-4510.000 Insurance	1,649.95	4,949.85	4,944.99	4.86
700-000-4520.000 Property Tax	708.12	2,284.43	2,143.74	140.69
700-000-4540.000 Employee Benefits	2,070.89	6,008.39	7,280.01	-1,271.62
Total Expense	27,137.77	65,284.57	82,143.72	-16,859.15
Net Income(-) or Loss	-1,268.71	-26,935.82	-10,296.27	-16,639.55

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Housing and Redevelopment Authority of Crosby
Payment Summary Report
June 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
6/3/2021	178	Alex Balster	\$42.55
6/3/2021	179	Eric Charpentier	\$35.84
6/3/2021	180	Erik Warner	\$18.48
6/3/2021	181	Mallory Smith	\$36.74
6/3/2021	182	Shannon Fortune	\$53.76
5/20/2021	1471	Minnesota State Retirement System	\$50.00
6/3/2021	1472	Lincoln Financial Group	\$718.45
6/3/2021	1473	Minnesota State Retirement System	\$50.00
6/3/2021	1474	Electronic Federal Tax Payment System	\$1,113.25
6/3/2021	1475	Minnesota Dept Of Revenue	\$185.86
6/17/2021	1476	Lincoln Financial Group	\$718.45
6/17/2021	1477	Minnesota State Retirement System	\$50.00
6/17/2021	1478	Electronic Federal Tax Payment System	\$1,231.83
6/17/2021	1479	Minnesota Dept Of Revenue	\$185.86
6/3/2021	118155	Hd Supply Facilities Maint	\$307.34
6/3/2021	118156	Judy Robinson	\$800.00
6/3/2021	118157	Mei Elevator Solutions	\$5,202.48
6/3/2021	118158	Minnesota Energy Resources	\$1,531.70
6/3/2021	118159	Minnesota Power	\$3,791.14
6/3/2021	118160	Nahro National	\$184.80
6/3/2021	118161	ShofCorp LLC	\$75.48
6/3/2021	118162	HDS, LLC DBA Kanso Software	\$494.03
6/17/2021	118164	Aitkin Independent Age	\$155.70
6/17/2021	118165	Aramark Uniform Services	\$25.41
6/17/2021	118166	Bremer Bank Credit Card	\$27.50
6/17/2021	118167	City Of Crosby	\$5,906.08
6/17/2021	118168	Crosby Ace Hardware	\$521.01
6/17/2021	118169	Crosby-Ironton Courier	\$76.06
6/17/2021	118170	Crow Wing County San. Landfill	\$5.00
6/17/2021	118171	Ctc	\$424.22
6/17/2021	118172	Ctcit	\$325.00
6/17/2021	118173	Granite Pest Control	\$110.00
6/17/2021	118174	Hd Supply Facilities Maint	\$10.00
6/17/2021	118175	Healthpartners	\$2,802.84
6/17/2021	118176	Jobs HQ	\$394.00
6/17/2021	118177	Minnesota Energy Resources	\$12.24
6/17/2021	118178	Minnesota Power	\$26.00
6/17/2021	118179	Minnesota Power	\$90.00
6/17/2021	118180	Minnesota Power	\$20.16
6/17/2021	118181	Minnesota Power	\$54.00
6/17/2021	118182	Nisswa Sanitation Inc	\$411.56
6/17/2021	118183	Northland Fire Protection	\$1,216.00
6/17/2021	118184	Paper Storm	\$25.50
6/17/2021	118185	Postmaster	\$785.00

Housing and Redevelopment Authority of Crosby
Payment Summary Report
June 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
6/17/2021	118186	Rental History Reports	\$25.00
6/17/2021	118187	ShofCorp LLC	\$75.48
6/17/2021	118188	Verizon Wireless	\$129.39
6/17/2021	118189	Visa-Unity	\$4,459.03
6/21/2021	118190	Tenant Refund	\$482.68
		Report Total	\$35,472.90



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To: Crosby HRA Board Members
From: Shannon Fortune
Date: Jul-06-2021
Re: Housing Manager Report

Tenant Activities Update

There were 24 participants in the NAPS food delivery program in June. Twelve tenants attended a Tenant Activities meet-and-greet event. At the event Erin connected with several volunteers interested in resuming the Resident Council and a couple others that were interested in helping with food box distribution. Starting in July, on the same day as the food box distribution, there will be a speaker coming in to provide a nutritional seminar for any interested residents. Erin has been busy posting flyers and chatting with people walking around the building to actively recruit for participation at these initial events.

Caretaker Position

Rachel Hanford has been hired to fill the Caretaker position and will be moving in later this month. Rachel has experience in caretaking and in working with high-need populations and is also a part-time substitute teacher. We are excited to have her join the team and look forward to introducing her to the residents.

Edgewood Management & Occupancy Review (MOR)

We were notified by MHFA staff that the annual MOR review had been completed and we received the same score we did at the last review (79). The majority of the findings were related to minor documentation or calculation errors and should be very easy to correct. All noted corrections and any formal responses related to process adjustments are due back to MHFA by 7/31/2021.

Monthly Property Performance Reports for June 2021

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report

June 2021

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	38	n/a	n/a	1	97%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	118	0	0	2	98%

3. Customer Traffic

Applications Requested	10
Applications Placed on PH Wait List	8
Applications Denied on PH Wait List	2

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	62	3	2	2
2 bdrm	13	6	0	0	0
3 bdrm	6	10	0	0	0
4 bdrm	2	6	0	0	0
TOTAL	120	84	3	2	2

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	0	4
Move-Outs	3	4

*Starting 4/1/2021

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	2
Annual Recertifications	8
Completed for this month	10

8. Annual Unit Inspections

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

*Starting 4/1/2021

9. Lease Enforcements

Lease warnings/violations issued	3
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	6
Received	53
Closed	54
Ending Balance	5
Total Completed Work Orders for Year	110

*Starting 4/1/2021

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	3
Completed within 24 hours	1	3
Percent completed within 24 hours	n/a	100%

*Starting 4/1/2021

13. Rent Collection

	This Month
Rent Charges	36,849
Other Charges	2,409
Total New Charges	39,258
Arrears, tenants in possession	383

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	269
Current Rent Charges	36,849
Current Rent Collections	36,580
Accounts Receivable Rate	1%
Collection Rate	99%

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Attachment 4



300 Third Avenue NE
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PHONE (218) 546-5088
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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: July 13th, 2021
Re: Executive Director Report

Open Maintenance Engineer Position

We are currently looking for a new maintenance engineer for our maintenance staff in Crosby. Our maintenance supervisor, Mike Foote will be posting this position as soon as possible with the hope that we can fill this position sometime in August.

No Action Requested; Discussion Items