

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, August 10, 2021

Dellwood Community Room & via WebEx Conference,
300 Third Avenue NE, Crosby MN 56441

Join from browser:

<https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=me396992472f37353cbb24618e5ffa5b7>

Join by phone: 415-655-0001

Meeting number (access code): 182 632 3175

Meeting password: 228795

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: September 14, 2021 (Regular & Annual Meetings)

8. ADJOURNMENT

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Attachment 1

Crosby HRA BOARD MEETING MINUTES July 13, 2021

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, July 13, 2021 in the Community Room of Dellwood Apartments and via Webex video/teleconference.

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

Others present: Executive Director Eric Charpentier, Housing Manager Shannon Fortune.

3. **REVIEW AND APPROVE MINUTES:**

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the meeting minutes from June 8, 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 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.

- Moved by Commissioner Marsh and seconded by Commissioner Neprud to approve checks numbered 118155 through 118190 and June ACH payments numbered 1471 through 1479 and 178 through 182. 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 24 participants in the NAPS food delivery program last month. 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. Commissioner Peeples requested that a copy of Resident Council minutes be included with the Board packet once the group begins meeting.

Caretaker

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 3.

c. 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.

5. UNFINISHED BUSINESS: Nothing to report.

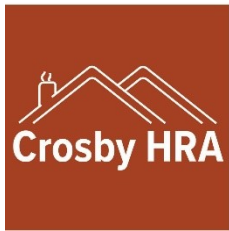
6. NEW BUSINESS: Nothing to report.

7. NEXT MEETING: Tuesday, August 10, 2021

8. ADJOURNMENT:

Commissioner Neprud made a motion to adjourn the meeting. Commissioner Marsh 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.

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Attachment 2

To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: August 4, 2021
Re: August Financial Report

Please find attached the financial information for July 2021.

2021 Audit Presentation

The 2021 audit has been finalized. Mary Reedy from CliftonLarsonAllen (CLA) will present the audit at the September meeting.

Action Requested:

Approval of July checks numbered 118191 through 118219 and July ACH payments numbered 1480 through 1488 and 183 through 189.

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Crosby Housing & Redevelopment Authority

2022 Ratios

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

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

Total of Above Ratios	50		37	41	41	41
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MASS Ratios	Max Pts	Scoring	Apr	May	June	July
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	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
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0

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**PH Operating - Board
Public Housing Operating - Board
July, 2021**

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-17,023.00	-67,420.00	-66,666.68	-753.32
100-000-3120.000 Excess Utilities	-246.76	-476.76	-190.00	-286.76
100-000-3401.000 Operating Subsidy	-11,045.00	-55,699.00	-29,596.68	-26,102.32
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-3,336.00	3,336.00
100-000-3610.000 Interest Revenue	0.10	4.20	0.00	4.20
100-000-3690.000 Other Income	-47.27	-2,193.59	-200.00	-1,993.59
100-000-3691.000 Other Tenant Revenue	-1,192.00	-3,953.84	-3,000.00	-953.84
100-000-3695.000 Laundry Revenue	-177.00	-848.00	-816.68	-31.32
100-000-3699.000 POHP Grant Revenue	0.00	-450.85	0.00	-450.85
Total Income	-29,730.93	-131,037.84	-103,806.04	-27,231.80
Expense				
100-000-4110.000 Administration Salaries	2,237.76	6,691.52	6,466.68	224.84
100-000-4130.000 Legal	0.00	0.00	1,000.00	-1,000.00
100-000-4140.000 Staff Training	0.00	0.00	133.32	-133.32
100-000-4150.000 Travel	56.62	179.16	220.00	-40.84
100-000-4171.000 Auditing Fees	1,837.50	1,837.50	500.00	1,337.50
100-000-4190.000 Sundry-Other Admin	52.50	172.50	108.32	64.18
100-000-4191.000 Management Fees	3,000.00	12,000.00	12,000.00	0.00
100-000-4194.000 Office Supplies	152.46	315.28	300.00	15.28
100-000-4195.000 Membership Dues	0.00	92.40	103.32	-10.92
100-000-4196.000 Telephone	64.05	296.37	300.00	-3.63
100-000-4198.000 Advertising	0.00	312.88	161.68	151.20
100-000-4199.000 Postage	0.00	392.50	100.00	292.50
100-000-4210.000 Tenant Svcs Salaries	498.57	581.67	1,440.00	-858.33
100-000-4230.000 Tenant Services Other	22.19	86.60	433.32	-346.72
100-000-4310.000 Water	1,941.52	5,041.72	4,950.00	91.72
100-000-4315.000 Sewer	2,680.11	7,443.77	7,633.32	-189.55
100-000-4320.000 Electricity	4,289.84	7,723.66	6,700.00	1,023.66
100-000-4330.000 Gas	295.86	1,803.77	2,966.68	-1,162.91
100-000-4431.000 Garbage & Trash	586.65	2,054.51	3,400.00	-1,345.49
100-000-4410.000 Maintenance Labor	2,475.18	11,700.19	14,693.32	-2,993.13
100-000-4420.000 Materials	350.11	2,918.90	4,333.32	-1,414.42
100-000-4430.000 Contracts Costs	497.62	3,221.23	5,666.68	-2,445.45
100-000-4432.000 Decorating Contract	0.00	100.92	3,000.00	-2,899.08
100-000-4435.000 Grounds Contract	53.01	1,220.88	333.32	887.56
100-000-4445.000 Elevator Maintenance	4,178.99	6,780.23	1,166.68	5,613.55
100-000-4450.000 Plumbing/Heating	0.00	59.12	1,666.68	-1,607.56
100-000-4455.000 Snow Removal	0.00	0.00	800.00	-800.00
100-000-4456.000 Exterminating	0.00	165.00	333.32	-168.32
100-000-4457.000 Janitor/Cleaning	542.10	1,366.19	2,266.68	-900.49
100-000-4510.000 Insurance	2,102.87	8,411.48	8,251.64	159.84
100-000-4520.000 Property Tax	373.79	2,381.65	2,155.00	226.65
100-000-4540.000 Employee Benefits	3,399.31	8,696.07	8,143.36	552.71
Total Expense	31,688.61	94,047.67	101,726.64	-7,678.97
Net Income(-) or Loss	1,957.68	-36,990.17	-2,079.40	-34,910.77

Crosby HRA
Edgewood Operating Stmt - Board
July, 2021

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-17,936.00	-72,917.00	-77,203.32	4,286.32
700-000-3120.000 Excess Utilities	-505.00	-1,065.00	-640.00	-425.00
700-000-3404.000 Other Government Grant	-9,441.00	-40,225.00	-34,843.32	-5,381.68
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	12.53	3,744.25	-5,333.32	9,077.57
700-000-3690.000 Other Income	-47.28	-1,885.64	-266.68	-1,618.96
700-000-3691.000 Other Tenant Revenue	-1,241.00	-2,612.00	-2,166.68	-445.32
700-000-3695.000 Laundry Revenue	-959.75	-3,477.50	-2,800.00	-677.50
Total Income	-30,117.50	-122,337.89	-123,253.32	915.43
Expense				
700-000-4110.000 Administration Salaries	3,606.64	10,787.28	10,613.32	173.96
700-000-4130.000 Legal	0.00	0.00	1,000.00	-1,000.00
700-000-4140.000 Staff Training	0.00	18.37	200.00	-181.63
700-000-4150.000 Travel	62.49	192.40	250.00	-57.60
700-000-4171.000 Auditing Fees	1,837.50	1,837.50	500.00	1,337.50
700-000-4190.000 Sundry-Other Admin	52.50	172.50	93.32	79.18
700-000-4191.000 Management Fees	4,500.00	18,000.00	18,000.00	0.00
700-000-4194.000 Office Supplies	191.59	369.27	300.00	69.27
700-000-4195.000 Membership Dues	0.00	92.40	103.32	-10.92
700-000-4196.000 Telephone	64.06	296.41	240.00	56.41
700-000-4198.000 Advertising	0.00	312.88	133.32	179.56
700-000-4199.000 Postage	0.00	392.50	100.00	292.50
700-000-4210.000 Tenant Svcs Salaries	747.87	872.51	2,160.00	-1,287.49
700-000-4230.000 Tenant Services Other	22.19	86.61	66.68	19.93
700-000-4310.000 Water	771.64	1,873.50	2,050.00	-176.50
700-000-4315.000 Sewer	1,266.89	3,128.74	3,700.00	-571.26
700-000-4320.000 Electricity	6,573.37	11,050.41	9,266.68	1,783.73
700-000-4330.000 Gas	299.10	1,973.79	3,400.00	-1,426.21
700-000-4431.000 Garbage & Trash	565.93	1,096.48	1,813.32	-716.84
700-000-4410.000 Maintenance Labor	2,475.13	11,700.12	15,343.32	-3,643.20
700-000-4420.000 Materials	356.79	2,039.32	4,000.00	-1,960.68
700-000-4430.000 Contracts Costs	708.89	2,703.10	5,000.00	-2,296.90
700-000-4432.000 Decorating Contract	38.97	397.19	3,666.68	-3,269.49
700-000-4435.000 Grounds Contract	60.52	1,985.07	200.00	1,785.07
700-000-4445.000 Elevator Maintenance	0.00	2,601.24	1,400.00	1,201.24
700-000-4450.000 Plumbing/Heating	0.00	1,011.50	3,000.00	-1,988.50
700-000-4455.000 Snow Removal	0.00	0.00	1,066.68	-1,066.68
700-000-4456.000 Exterminating	0.00	165.00	400.00	-235.00
700-000-4457.000 Janitor/Cleaning	700.62	1,788.50	2,800.00	-1,011.50
700-000-4510.000 Insurance	1,649.95	6,599.80	6,593.32	6.48
700-000-4520.000 Property Tax	448.20	2,732.63	2,858.32	-125.69
700-000-4540.000 Employee Benefits	4,267.51	10,275.90	9,706.68	569.22
Total Expense	31,268.35	96,552.92	110,024.96	-13,472.04
Net Income(-) or Loss	1,150.85	-25,784.97	-13,228.36	-12,556.61

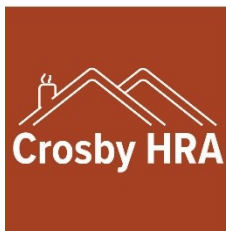
Housing and Redevelopment Authority of Crosby

Payment Summary Report

July 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
7/13/2021	183	Alex Balster	\$64.67
7/13/2021	184	Eric Charpentier	\$35.84
7/13/2021	185	Erik Warner	\$18.48
7/13/2021	186	Erin Kunzman	\$11.03
7/13/2021	187	James Wheeler	\$21.28
7/13/2021	188	Michael Foote	\$18.98
7/13/2021	189	Shannon Fortune	\$53.76
7/1/2021	1480	Lincoln Financial Group	\$652.82
7/1/2021	1481	Electronic Federal Tax Payment System	\$1,116.55
7/1/2021	1482	Minnesota Dept Of Revenue	\$185.22
7/15/2021	1483	Lincoln Financial Group	\$437.75
7/15/2021	1484	Electronic Federal Tax Payment System	\$884.98
7/15/2021	1485	Minnesota Dept Of Revenue	\$112.61
7/29/2021	1486	Lincoln Financial Group	\$438.42
7/29/2021	1487	Electronic Federal Tax Payment System	\$817.26
7/29/2021	1488	Minnesota Dept Of Revenue	\$122.64
7/1/2021	118191	Holiday	\$37.55
7/1/2021	118192	Minnesota Energy Resources	\$594.96
7/1/2021	118193	Minnesota Power	\$5,035.68
7/13/2021	118194	Aramark Uniform Services	\$50.02
7/13/2021	118195	City Of Crosby	\$7,046.18
7/13/2021	118196	Cliftonlarsenallen	\$3,675.00
7/13/2021	118197	Crosby Ace Hardware	\$375.27
7/13/2021	118198	Ctcit	\$325.00
7/13/2021	118199	Dacotah Paper Co.	\$292.74
7/13/2021	118200	Dearborn National Life Ins Co	\$32.20
7/13/2021	118201	Hd Supply Facilities Maint	\$384.09
7/13/2021	118202	Healthpartners	\$2,686.70
7/13/2021	118203	Judy Robinson	\$900.00
7/13/2021	118204	Lakes Area Professional Services	\$2,000.00
7/13/2021	118205	Mei Elevator Solutions	\$4,178.99
7/13/2021	118206	Minnesota Power	\$26.00
7/13/2021	118207	Minnesota Power	\$90.00
7/13/2021	118208	Minnesota Power	\$112.00
7/13/2021	118209	Minnesota Power	\$54.00
7/13/2021	118210	Nisswa Sanitation Inc	\$766.56
7/13/2021	118211	Rental History Reports	\$50.00
7/13/2021	118212	The Office Shop	\$266.80
7/13/2021	118213	Verizon Wireless	\$129.39
7/13/2021	118214	Visa-Unity	\$296.36
7/29/2021	118216	Brainerd Glass Comp.	\$141.88
7/29/2021	118217	Bremer Bank Credit Card	\$37.16
7/29/2021	118218	Ctc	\$399.86
7/29/2021	118219	Minnesota Power	\$5,827.53
		Report Total	\$40,804.21

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To: Crosby HRA Board Members
From: Shannon Fortune
Date: Aug-04-2021
Re: Housing Manager Report

Attachment 3

Tenant Activities Update

There were 27 participants in the NAPS food delivery program in July. Erin is hoping to join the Cuyuna Connections group so that she can potentially coordinate events along with them. Erin has scheduled a speaker to provide a "Fall Asleep, Stay Asleep", is trying to gauge interest for the Power of Aging Expo, and has located a volunteer to lead four sessions of chair yoga. She is working on plans for a fire safety/fire extinguisher training and a book club focused on the popular motivational/inspirational book, The Energy Bus. The next Tenant Counsel meeting will be Aug-2nd and minutes from that meeting will be included with the August Board report.

Edgewood Management & Occupancy Review (MOR)

All required corrections have been completed and submitted to MHFA. We were notified that staff had received and downloaded the response document. No additional comments or information has yet been received, although if all corrections are found to be satisfactory, there may be none.

Housing Specialist

Mallory has returned from maternity leave and is working in the office on a part-time basis. We are very excited to have her back and are working to coordinate office coverage.

Annual Inspections

We are scheduling annual unit inspections starting in September for all Edgewood units. The inspections for Dellwood units and the scattered sites will be scheduled for October.

Resident Commissioner Election

John Ohlin's term expires on Aug-31-2021. A memo explaining the election process and requesting self-nominations from Public Housing tenants was sent out and so far, three candidates have indicated their interest. An election will be held in August.

Monthly Property Performance Reports for July 2021

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report

July 2021

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	58	n/a	n/a	3	95%
Dellwood	39	39	n/a	n/a	0	100%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	117	0	0	3	98%

3. Customer Traffic

Applications Requested	15
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	59	10	3	0
2 bdrm	13	7	0	0	0
3 bdrm	6	10	0	0	0
4 bdrm	2	6	0	0	0
TOTAL	120	82	10	3	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	5
Move-Outs	2	6

**Starting 4/1/2021*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW #113	1BR	08/23/21	Yes
EW #116	1BR	late August	Screening 3
EW #313	1BR	late August	Screening 3

7. Recertifications

Interim Recertifications	3
Annual Recertifications	12
Completed for this month	15

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	5
Received	30
Closed	29
Ending Balance	6
Total Completed Work Orders for Year	139

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	2
Completed within 24 hours	0	0
Percent completed within 24 hours	n/a	0%

13. Rent Collection

	This Month
Rent Charges	35,682
Other Charges	2,518
Total New Charges	38,200
Arrears, tenants in possession	204

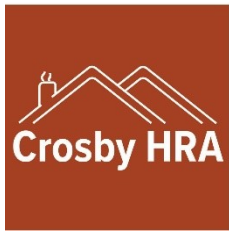
Accounts Receivable

Current Tenant Accounts Receivable (Rent)	22
Current Rent Charges	35,682
Current Rent Collections	35,660
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	3,187
Prior Rent Charges	420,822
Collection Rate	99%

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Attachment 4

To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: August 10th, 2021
Re: Executive Director Report

Open Maintenance Engineer Position

We have had interest in our open maintenance position. Mike Foote, Shannon Fortune and Mallory Demel have scheduled interviews with candidates for this week. We are hopeful to find a good fit with one of these candidates and move to hire someone by the end of August.

Open Meeting Law Update

The governor's peacetime emergency ended on June 30th, 2021. As a result, we need to revert back to Section 13D.02 of MN State Statute regarding virtual meetings to be in compliance with Open Meeting Law. This applies to City Councils, City Boards as well as HRA boards. This does not completely rule out commission members from meeting remotely, but there are only certain circumstances in which they can meet remotely.

His/Her location "is open and accessible to the public"

The public must, to the extent practical, be able to monitor the meeting remotely

The meeting notice must include the location from which the commissioner is attending remotely so that the public can go to that location

The meeting minutes must state who attended remotely and the reason for doing so

All votes must be via roll call

The only way to avoid having a remote location open to the public is if the member is serving in the military or has been advised by a health professional against being in a public place for personal or family medical reasons. This medical exemption expires August 30th. This exception to having a remote location open to the public can only be used by a member up to three times in a calendar year.

So, members can attend remotely, but these are requirements that must be met that did not exist during the pandemic. We will still be able to offer remote meetings and include a webex link for our meetings, but we will need to post on our agenda. If anyone is going to be attending our meeting remotely. We will need to know if you are attending remotely before our packet goes out. If you plan on attending remotely, and we post that, then you also are not allowed to attend in person. This is no different than pre pandemic, but it has been over a year since we have had these stipulations.

No Action Requested; Discussion Items