



300 Third Avenue NE
Crosby, MN 56441-1642

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www.crosbyhra.org

Crosby HRA Board Meeting

11:00 a.m. Tuesday, September 14, 2021

Community Room, 300 Third Avenue NE, Crosby MN 56441

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATION OF THE AUDIT: *Mary Reedy, CliftonLarsonAllen*

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

5. ANNUAL MEETING *(Attachment 2)*

- a. Election of Officers
- b. Review of Bylaws

6. BILLS & COMMUNICATIONS

- a. Financial Report *(Attachment 3)*
- b. Housing Manager Report *(Attachment 4)*
- c. Executive Director Report *(Attachment 5)*

7. UNFINISHED BUSINESS

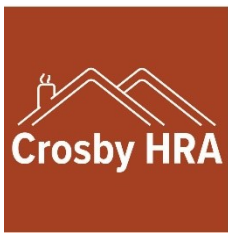
8. NEW BUSINESS:

- a. Resident Commissioner Election *(Attachment 6)*

9. NEXT MEETING: October 12, 2021

10. ADJOURNMENT

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Crosby HRA

Attachment 1

BOARD MEETING MINUTES August 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, 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 (via Webex).

Others present: Finance Director Karen Young, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, and Finance Assistant Roberta Piekarski (via Webex).

3. **REVIEW AND APPROVE MINUTES:**

Moved by Commissioner Neprud and seconded by Commissioner Ohlin to approve the meeting minutes from July 13, 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 Presentation

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

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve checks numbered 118191 through 118219 and July ACH payments numbered 1480 through 1488 and 183 through 189. 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 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 session 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.

c. 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.

Finance Director Young gave an update to the Executive Director's report to say that Mike Foote, Mallory Demel, and Shannon Fortune had completed the interviews. Scott Risnes was selected to fill the position and will be starting later this month. Young referenced policy pertaining to the Executive Director's responsibilities throughout the hiring process.

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.

After the review of the open meeting law section of the Executive Director's report, Commissioner McGinnis informed the group that she will be moving out of city limits at the end of September. As one of the requirements of a Commissioner is that they reside within the actual city limits of Crosby, Commissioner McGinnis' term will end effective 9/30/2021 and a new candidate will need to be identified to fill the position. Chair Peebles thanked Commissioner McGinnis for her years of service on the Board.

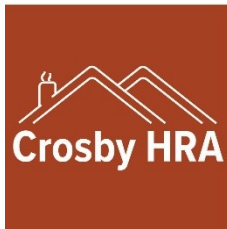
5. UNFINISHED BUSINESS: Nothing to report.

6. NEW BUSINESS: Nothing to report.

7. NEXT MEETING: Tuesday, September 14, 2021

8. ADJOURNMENT:

Commissioner Neprud made a motion to adjourn the meeting. Commissioner McGinnis seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved, and meeting was adjourned at 11:29 a.m.



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Attachment 2

To: Crosby HRA Board Members
From: Shannon Fortune
Date: Sep-08-2021
Re: Annual Meeting

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

Election of Officers

Following is a list of the board members and terms.* State Statute states that Commissioners continue to serve until either reappointed or replaced. According to the bylaws, the Chair, Vice Chair, and Secretary shall be elected at the annual meeting of the HRA.

Linda Peebles, Chair	Term Expires: 2021
Buzz Neprud, Commissioner	Term Expires: 2022
Julie McGinnis, Vice Chair (<i>Vacating Position 9/30/2021</i>)	Term Expires: 2024
Renaë Marsh, Secretary/Treasurer	Term Expires: 2025
Resident Commissioner (<i>Appointment Pending</i>)	Term Expires: 2026

**All terms expire August 31st*

Review Bylaws

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

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

**BYLAWS OF THE HOUSING AND REDEVELOPMENT
AUTHORITY OF CROSBY, MINNESOTA**
Amended 3/2020

ARTICLE I. THE AUTHORITY

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

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

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

ARTICLE II. OFFICERS

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

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

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

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

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

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

The Executive Director shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. Except as otherwise authorized by resolution of the authority, the Executive Director shall sign all orders and checks for payment of money and shall pay out and disburse such moneys under the

direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be counter-signed by the Chair or other designated official. The Executive Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting or more often as requested, an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for faithful performance of his/her duties as the Authority may determine.

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

The Authority shall determine the compensation of the Executive Director.

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

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

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

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

ARTICLE III. MEETINGS

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

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

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

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in

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

Section 5. Attendance. Commissioners 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.

Section 6. Order of Business. At the regular meeting of the Authority the following shall be the order of business:

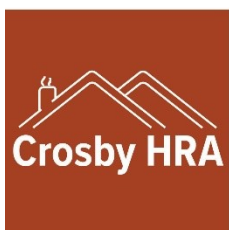
1. Roll Call
2. Reading and approval of the minutes of the previous meeting.
3. Bills and Communications
4. Report of the Executive Director
5. Reports of Committees.
6. Unfinished Business.
7. New Business.
8. Adjournment.

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

Section 7. Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote, and yeas and nays shall be entered upon the minutes of such meeting.

ARTICLE IV. AMENDMENTS

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



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Attachment 3

To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: September 7, 2021
Re: September Financial Report

Please find attached the financial information for August 2021.

2021 Audit Presentation

Mary Reedy from CliftonLarsonAllen (CLA) will present the audit at our September meeting. Please look through the audit and ask Mary any questions that you may have.

Accounting Specialist Position

I am excited to let the board know that we hired a new Accounting Specialist for the Finance Department. Joe Christenson started in this position on August 23rd.

Action Requested:

Approval of August checks numbered 118220 through 118253 and August ACH payments numbered 1489 through 1494 and 190 through 194.

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Crosby Housing & Redevelopment Authority

2022 Ratios

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

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

Total of Above Ratios	50		37	41	41	41	41
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MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0

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PH Operating - Board
Public Housing Operating - Board
August, 2021

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-17,123.00	-84,543.00	-83,333.35	-1,209.65
100-000-3120.000 Excess Utilities	-230.00	-706.76	-237.50	-469.26
100-000-3401.000 Operating Subsidy	-11,026.00	-66,725.00	-36,995.85	-29,729.15
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-4,170.00	4,170.00
100-000-3610.000 Interest Revenue	0.06	4.26	0.00	4.26
100-000-3690.000 Other Income	-82.16	-2,275.75	-250.00	-2,025.75
100-000-3691.000 Other Tenant Revenue	-2,243.00	-6,196.84	-3,750.00	-2,446.84
100-000-3695.000 Laundry Revenue	-313.50	-1,161.50	-1,020.85	-140.65
100-000-3699.000 POHP Grant Revenue	0.00	-450.85	0.00	-450.85
Total Income	-31,017.60	-162,055.44	-129,757.55	-32,297.89
Expense				
100-000-4110.000 Administration Salaries	1,491.84	8,183.36	8,083.35	100.01
100-000-4130.000 Legal	-105.00	-105.00	1,250.00	-1,355.00
100-000-4140.000 Staff Training	9.80	9.80	166.65	-156.85
100-000-4150.000 Travel	196.26	375.42	275.00	100.42
100-000-4171.000 Auditing Fees	1,050.00	2,887.50	2,775.00	112.50
100-000-4190.000 Sundry-Other Admin	42.50	215.00	135.40	79.60
100-000-4191.000 Management Fees	3,000.00	15,000.00	15,000.00	0.00
100-000-4194.000 Office Supplies	120.35	435.63	375.00	60.63
100-000-4195.000 Membership Dues	0.00	92.40	129.15	-36.75
100-000-4196.000 Telephone	75.25	371.62	375.00	-3.38
100-000-4198.000 Advertising	290.38	603.26	202.10	401.16
100-000-4199.000 Postage	0.00	392.50	125.00	267.50
100-000-4210.000 Tenant Svcs Salaries	319.60	901.27	1,800.00	-898.73
100-000-4230.000 Tenant Services Other	21.53	108.13	541.65	-433.52
100-000-4310.000 Water	1,505.64	6,547.36	6,187.50	359.86
100-000-4315.000 Sewer	2,311.09	9,754.86	9,541.65	213.21
100-000-4320.000 Electricity	2,314.43	10,038.09	8,375.00	1,663.09
100-000-4330.000 Gas	0.00	1,803.77	3,708.35	-1,904.58
100-000-4431.000 Garbage & Trash	633.05	2,687.56	4,250.00	-1,562.44
100-000-4410.000 Maintenance Labor	1,482.49	13,182.68	18,366.65	-5,183.97
100-000-4420.000 Materials	670.87	3,589.77	5,416.65	-1,826.88
100-000-4430.000 Contracts Costs	1,060.09	4,281.32	7,083.35	-2,802.03
100-000-4432.000 Decorating Contract	0.00	100.92	3,750.00	-3,649.08
100-000-4435.000 Grounds Contract	0.00	1,220.88	416.65	804.23
100-000-4445.000 Elevator Maintenance	0.00	6,780.23	1,458.35	5,321.88
100-000-4450.000 Plumbing/Heating	0.00	59.12	2,083.35	-2,024.23
100-000-4455.000 Snow Removal	0.00	0.00	1,000.00	-1,000.00
100-000-4456.000 Exterminating	55.00	220.00	416.65	-196.65
100-000-4457.000 Janitor/Cleaning	2,065.00	3,431.19	2,833.35	597.84
100-000-4510.000 Insurance	2,102.87	10,514.35	10,314.55	199.80
100-000-4520.000 Property Tax	529.44	2,911.09	2,693.75	217.34
100-000-4540.000 Employee Benefits	473.35	9,169.42	10,179.20	-1,009.78
Total Expense	21,715.83	115,763.50	129,308.30	-13,544.80
Net Income(-) or Loss	-9,301.77	-46,291.94	-449.25	-45,842.69

Date: 9/8/2021
Time: 9:22:09 AM
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Crosby HRA
Edgewood Operating Stmt - Board
August, 2021

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	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-18,456.00	-91,373.00	-96,504.15	5,131.15
700-000-3120.000 Excess Utilities	-505.00	-1,570.00	-800.00	-770.00
700-000-3404.000 Other Government Grant	-8,700.00	-48,925.00	-43,554.15	-5,370.85
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	-527.45	3,216.80	-6,666.65	9,883.45
700-000-3690.000 Other Income	-96.96	-1,982.60	-333.35	-1,649.25
700-000-3691.000 Other Tenant Revenue	-1,260.00	-3,872.00	-2,708.35	-1,163.65
700-000-3695.000 Laundry Revenue	-817.00	-4,294.50	-3,500.00	-794.50
Total Income	-30,362.41	-152,700.30	-154,066.65	1,366.35
Expense				
700-000-4110.000 Administration Salaries	2,487.76	13,275.04	13,266.65	8.39
700-000-4130.000 Legal	-105.00	-105.00	1,250.00	-1,355.00
700-000-4140.000 Staff Training	9.80	28.17	250.00	-221.83
700-000-4150.000 Travel	254.04	446.44	312.50	133.94
700-000-4171.000 Auditing Fees	1,050.00	2,887.50	2,775.00	112.50
700-000-4190.000 Sundry-Other Admin	42.50	215.00	116.65	98.35
700-000-4191.000 Management Fees	4,500.00	22,500.00	22,500.00	0.00
700-000-4194.000 Office Supplies	120.37	489.64	375.00	114.64
700-000-4195.000 Membership Dues	0.00	92.40	129.15	-36.75
700-000-4196.000 Telephone	75.26	371.67	300.00	71.67
700-000-4198.000 Advertising	290.39	603.27	166.65	436.62
700-000-4199.000 Postage	0.00	392.50	125.00	267.50
700-000-4210.000 Tenant Svcs Salaries	479.40	1,351.91	2,700.00	-1,348.09
700-000-4230.000 Tenant Services Other	21.52	108.13	83.35	24.78
700-000-4310.000 Water	662.08	2,535.58	2,562.50	-26.92
700-000-4315.000 Sewer	1,107.91	4,236.65	4,625.00	-388.35
700-000-4320.000 Electricity	3,443.07	14,493.48	11,583.35	2,910.13
700-000-4330.000 Gas	0.00	1,973.79	4,250.00	-2,276.21
700-000-4431.000 Garbage & Trash	682.53	1,779.01	2,266.65	-487.64
700-000-4410.000 Maintenance Labor	1,632.76	13,332.88	19,179.15	-5,846.27
700-000-4420.000 Materials	984.65	3,023.97	5,000.00	-1,976.03
700-000-4430.000 Contracts Costs	4,774.43	7,477.53	6,250.00	1,227.53
700-000-4432.000 Decorating Contract	4,538.68	4,935.87	4,583.35	352.52
700-000-4435.000 Grounds Contract	0.00	1,985.07	250.00	1,735.07
700-000-4445.000 Elevator Maintenance	0.00	2,601.24	1,750.00	851.24
700-000-4450.000 Plumbing/Heating	0.00	1,011.50	3,750.00	-2,738.50
700-000-4455.000 Snow Removal	0.00	0.00	1,333.35	-1,333.35
700-000-4456.000 Exterminating	55.00	220.00	500.00	-280.00
700-000-4457.000 Janitor/Cleaning	595.00	2,383.50	3,500.00	-1,116.50
700-000-4510.000 Insurance	1,649.95	8,249.75	8,241.65	8.10
700-000-4520.000 Property Tax	653.27	3,385.90	3,572.90	-187.00
700-000-4540.000 Employee Benefits	633.06	10,908.96	12,133.35	-1,224.39
Total Expense	30,638.43	127,191.35	139,681.20	-12,489.85
Net Income(-) or Loss	276.02	-25,508.95	-14,385.45	-11,123.50

Housing and Redevelopment Authority of Crosby

Payment Summary Report

August 2021

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/11/2021	190	Eric Charpentier	\$17.92
8/11/2021	191	James Wheeler	\$320.70
8/11/2021	192	Michael Foote	\$24.70
8/11/2021	193	Shannon Fortune	\$143.36
8/26/2021	194	James Wheeler	\$78.08
8/12/2021	1489	Lincoln Financial Group	\$439.76
8/12/2021	1490	Electronic Federal Tax Payment System	\$1,002.22
8/12/2021	1491	Minnesota Dept Of Revenue	\$127.61
8/26/2021	1492	Lincoln Financial Group	\$443.80
8/26/2021	1493	Electronic Federal Tax Payment System	\$894.98
8/26/2021	1494	Minnesota Dept Of Revenue	\$129.01
8/10/2021	118220	Aitkin Independent Age	\$377.97
8/10/2021	118221	Aramark Uniform Services	\$75.03
8/10/2021	118222	Bremer Bank Credit Card	\$35.00
8/10/2021	118223	City Of Crosby	\$5,972.74
8/10/2021	118224	Cliftonlarsenallen	\$2,100.00
8/10/2021	118225	Crosby Ace Hardware	\$79.94
8/10/2021	118226	Crosby-Ironton Courier	\$202.80
8/10/2021	118227	Ctcit	\$325.00
8/10/2021	118228	Granite Pest Control	\$110.00
8/10/2021	118229	Healthpartners	\$2,744.77
8/10/2021	118230	Holden Electric Co. Inc.	\$4,555.05
8/10/2021	118231	Judy Robinson	\$1,000.00
8/10/2021	118232	Mike Jones	\$36.96
8/10/2021	118233	Minnesota Dept Of Labor & Ind	\$110.00
8/10/2021	118234	Nisswa Sanitation Inc	\$929.56
8/10/2021	118235	Ratwik Rosak & Maloney P.A.	\$135.00
8/10/2021	118236	Rental History Reports	\$50.00
8/10/2021	118237	Servicemaster Clean of Brainerd	\$1,660.00
8/10/2021	118238	Sherwin-Williams	\$258.48
8/10/2021	118239	ShofCorp LLC	\$75.48
8/10/2021	118240	Strike Painting & Finishing	\$450.00
8/10/2021	118241	Viking Electric Supply	\$99.35
8/10/2021	118242	West Central Flooring	\$3,830.20
8/10/2021	118243	Yde's Major Appliance	\$1,050.00
8/19/2021	118245	Ctc	\$422.42
8/19/2021	118246	Visa-Unity	\$894.69
8/26/2021	118247	HRdirect	\$79.99
8/26/2021	118248	Minnesota Power	\$5,757.50
8/26/2021	118249	Minnesota Power	\$26.00
8/26/2021	118250	Minnesota Power	\$90.00
8/26/2021	118251	Minnesota Power	\$112.00
8/26/2021	118252	Minnesota Power	\$54.00
8/26/2021	118253	Verizon Wireless	\$129.28
		Report Total	\$37,451.35

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www.crosbyhra.org

To: Crosby HRA Board Members
From: Shannon Fortune
Date: Sep-08-2021
Re: Housing Manager Report

Attachment 4

Tenant Activities Update

There were 24 participants in the NAPS food delivery program in August. Erin has created a newsletter that has been very well received. There were 7 participants at the first educational seminar and many of them provided feedback to use for future topics and events. The next big event will be chair yoga and she is hoping for both a solid initial turnout as well as consistent participation over the four sessions. Erin was immensely helpful throughout the Resident Commissioner election process by distributing information, encouraging participation, and collecting ballots. Erin has been attending the Tenant Counsel meetings to provide administrative support and to help facilitate communication between the group and the office. Minutes from the Counsel's Aug-2nd meeting are included.

Annual Inspections

Updated cleaning guides are being distributed to all tenants to help prepare for the upcoming unit inspections. With the current schedule, all units will be inspected by Oct-31st.

Monthly Property Performance Reports for August 2021

Please see Attachment.

No Action Requested; Discussion Items

Crosby Housing and Redevelopment Authority

Monthly Property Performance Report August 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	38	n/a	n/a	1	97%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	116	0	0	4	97%

3. Customer Traffic

Applications Requested	9
Applications Placed on PH Wait List	17
Applications Denied on PH Wait List	1

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	65	8	1	1
2 bdrm	13	8	0	0	0
3 bdrm	6	10	0	0	0
4 bdrm	2	6	0	0	0
TOTAL	120	89	8	1	1

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	0	5
Move-Outs	1	7

**Starting 4/1/2020*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW#109	1BR	late Sept	Screening 3
EW#113	1BR	9/1/2021	Yes (Moved In 9/1)

EW#116	1BR	late Sept	Screening 3
EW#313	1BR	late Sept	Screening 3

7. Recertifications

Interim Recertifications	1
Annual Recertifications	8
Completed for this month	9

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	4
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	6
Received	39
Closed	38
Ending Balance	7
Total Completed Work Orders for Year*	32

**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%

13. Rent Collection

	This Month
Rent Charges	35,831
Other Charges	2,238
Total New Charges	38,069
Arrears, tenants in possession	816

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	437
Current Rent Charges	35,831
Current Rent Collections	35,934
Accounts Receivable Rate	1%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	3,615
Prior Rent Charges	421,261
Collection Rate	99%

TENANT COUNSEL MEETING NOTES

DATE: 8/2/21

TIME: 9:30AM

ATTENDEES: SS, RE, MP, RF, FF, and Erin (Activities Coordinator)

Discussions Items:

1. Coffee Time – \$50.86 has been taken in since start-up on 7/12/21. \$22.41 has been spent on supplies. RE and FF will handle set-up and clean up while MP is out of state. SS will also help when able. Coffee money will be delivered to RE in Edgewood #307. Coffee Time has been going well and will continue M-F.
2. Bingo – There have only been two sessions. They had a slow start but last week was much better with 6 attending. They expect this to continue to grow as the weather gets colder. They have taken in \$12 and spent \$18 but this was to get prizes which will carry over to August. FF will take over set-up and calling when MP is out. FF will be trained in this Tuesday by MP.
3. Dining Hall and Common Areas – use for public and private
 - a. The group requested a large calendar to be hung on the wall in the Dellwood Dining Hall where people could see if the room was open or reserved.
 - b. The group liked using the Community Room & Kitchen Reservation Reminder form.
 - c. The group inquired about getting something like Maintenance has to hang on or by the Dining Hall door for the requests to be housed and turned in.
 - d. If possible, Erin would manage the reservations of the room and keep the calendar updated.
4. The counsel inquired about getting the birthday list updated and Erin did check on that with HRA management. Due to data privacy the office is not allowed to give the tenant counsel names and dates of birth. The Tenant Counsel will need to check with individuals to get this information and will need permission to post this information in a public area.

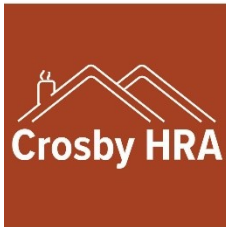
5. The group discussed the heat in the halls and Erin did discuss this with management. There is currently not air conditioning in the halls. We have air exchangers and an e-mail to Mike (maint. Sup) about how those may be able to help was sent. Air in the halls can be considered in the future improvement budget but is not on the list at this time.
6. Counsel membership – Do we want to increase?
 - a. The group would like to have an open forum and post meeting flyers prior to meeting. Anyone can attend and ask questions or make suggestions.
7. Request for Purchase (ie – pool table top cover)
 - a. The group decided to keep this informal for now. People can come to the Tenant Counsel meeting and make a request if there is something needed.
 - b. A Pool table cover was mentioned, and SS thought that there was a cover, RE was going to check the storage closet.
 - c. MP requested we get new tips for the pool cues and RE is going to check into that.
 - d. We also discussed the possibility of getting the piano tuned – tabled until the next meeting.
8. Popcorn machine – rules?
 - a. The group discussed the popcorn machine and decided that there will be no rules on the machine and that it is available to everyone in both buildings. The group discussed doing a movie and popcorn activity. Erin will check into this possibility.
9. Senior Expo in Crosslake – 9/25
 - a. Transportation ideas – the group suggested getting a sign-up sheet started to get a show of interest and go from there. If there were enough people, then Erin could reach out to Eric at The Life Church to see about their help as they have a bus.
10. Activities Coord. – Upcoming Activities
 - a. Sleep speaker – Margo 8/11 at 8:30
 - b. Chair Yoga – starting in Sept?
 - i. The group liked this and there was some interest
 - c. Newsletter – hope to get out in late August

- i. The group liked the name and made some changes to the Tenant Counsel area. All members were OK with the use of their first names in the article.

11. Potluck – SS

- a. The group would like to start the Potlucks up again.
 - b. The first one will be Saturday 9/4/21 at 1:00.
 - c. Tenant Counsel will provide meat and buns, coffee and lemonade.
 - d. Participants should bring a dish to share or pay \$4.
 - e. RE will do Potluck flyers.
 - f. Erin will include the Potluck date in the August Newsletter.
12. Next meeting Tuesday 9/7/21 at 9:30am in Dellwood Dining Hall.

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Attachment 5

To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: September 14th, 2021
Re: Executive Director Report

Commissioner Position Open

Just as a reminder, Julie McGinnis will be stepping down from her position on our board of commissioners. I would like to thank Julie for her time as a commissioner with the board. With her resignation it will create an opening for a new commissioner. I will be working with Chair Peebles to find a replacement for Commissioner McGinnis that we can recommend to the Mayor for consideration.

No Action Requested; Discussion Items

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To: Crosby HRA Board Members
From: Shannon Fortune
Date: Aug-30-2021
Re: Resident Commissioner Election

Attachment 6

Initially three self-nominations were received for the Resident Commissioner position, however one candidate chose not to complete the candidate interview questionnaire necessary to proceed to the next step. The responses from the two remaining candidates were compiled into one document and posted on bulletin boards and in common areas. All Crosby HRA tenants received a memo identifying the locations of the candidate information and of the voting process. Tenants were able to vote by phone, email, or paper ballot in the drop box and votes were accepted from Aug-18th to Aug-26th. There were 26 ballots received, with no ballots rejected or received late.

Results are as follows:

John Ohlin (<i>Dellwood</i>)	12
Maron Paron (<i>Dellwood</i>)	14

Action Requested: Authorize forwarding the nomination to the mayor for the appointment of Marna Paron to the Crosby HRA Board