



300 Third Avenue NE  
Crosby, MN 56441-1642

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## **Crosby HRA Board Meeting**

### **11:00 a.m. Tuesday, October 12, 2021**

Community Room, 300 Third Avenue NE, Crosby MN 56441

## **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**
  - a.** Election of Officers (*Attachment 5*)
- 6. NEW BUSINESS:**
  - a.** Oath of Office – Resident Commissioner (*Attachment 6*)
  - b.** Updating Bank Signatures of Board Members (*Attachment 7*)
- 7. NEXT MEETING:** November 9, 2021
- 8. ADJOURNMENT**

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## **Crosby HRA BOARD MEETING MINUTES Tuesday, September 14, 2021**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, September 14, 2021, Community Room, 300 Third Avenue NE, Crosby MN 56441.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 10:59 a.m.
2. **CHANGE TO AGENDA:** Chair Peeples indicated that she had forwarded the Resident Commissioner nomination for inclusion on the September 27<sup>th</sup> Crosby City Council meeting. This means that the Election of Officers part of the Annual Meeting can not be completed today. Commissioner Neprud made a motion to move the Election of Officers items on the agenda (Item 5a) to the October 12<sup>th</sup> meeting. The motion was seconded by Commissioner Marsh. All Commissioners were in favor and none were opposed. The motion passed.
3. **ROLL CALL:** Commissioners Linda Peeples, John Ohlin, Buzz Neprud and Renae Marsh. Absent: Julie McGinnis.  
Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Accounting Specialist Joe Christenson, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, Rehab Administrative Specialist Kristin Miller and Marna Paron.
4. **PRESENTATION OF THE AUDIT:** Mary Reedy from CliftonLarsonAllen presented the 2021 Audit to the Board and reported that it was a clean audit. She stated that there were no adjustments, unusual transactions, or disagreements with management and no compliance issues.  
On behalf of the Board, Chair Peeples thanked staff for their hard work.
5. **REVIEW AND APPROVE MINUTES:**  
**Moved by Commissioner Renae Marsh and seconded by Commissioner Buzz Neprud to approve the meeting minutes from August 13, 2021. All Commissioners were in favor and none were opposed. The motion passed.**

## 6. ANNUAL MEETING

**CALL TO ORDER:** Chair Peeples called the Annual Meeting of the Commissioners of the Housing and Redevelopment Authority to order at 11:15 a.m.

### a. Review of Bylaws

**Moved by Commissioner Buzz Neprud and seconded by Commissioner John Ohlin to approve the bylaws presented. All Commissioners were in favor and none were opposed. The motion passed.**

**Commissioner Neprud made a motion to continue the Annual Meeting to October 12<sup>th</sup> at which time the election of officers will take place. The motion was seconded by Commissioner Ohlin. All Commissioners were in favor and none were opposed. The motion passed.**

The annual meeting was closed at 11:17 a.m.

## 2. BILLS AND COMMUNICATIONS:

### a. Financial Report:

2021 Audit Presentation: Mary Reedy from CliftonLarsonAllen (CLA) presented the audit. There were no questions currently. Mary was thanked for her time.

Accounting Specialist Position: Young was 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 23<sup>rd</sup>.

**Moved by Commissioner Buzz Neprud and seconded by Commissioner John Ohlin to approve checks numbered 118220 through 118253 and August ACH payments numbered 1489 through 1494. 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 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-2<sup>nd</sup> meeting are included.

Annual Inspection: 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-31<sup>st</sup>.

Monthly Property Performance Reports for August 2021: Reviewed the attachment

**c. 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 Peeples to find a replacement for Commissioner McGinnis that we can recommend to the Mayor for consideration.

After reviewing his memo, Charpentier informed the Board that Erin Kunzman had tendered her official resignation. Erin has done excellent work for which all are thankful and we wish her well in her new opportunities.

**3. UNFINISHED BUSINESS:**

**4. NEW BUSINESS:**

**a. Resident Commissioner Election:**

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. John Ohlin received 12 votes and Marna Paron received 14 votes.

There was a question as to why Commissioner Ohlin's term had been so much shorter than other Commissioners. This was because Commissioner Ohlin was elected to fill the remaining term of an outgoing Resident Commissioner after the position was vacated. Chair Peeples will handle forwarding Marna's nomination on to the Mayor for appointment at the next City Council meeting. On behalf of the Board, Chair Peeples thanked Commissioner Ohlin for his service.

**5. NEXT MEETING:** Tuesday, October 12, 2021

**6. ADJOURNMENT:**

**Commissioner Buzz Neprud made a motion to adjourn the meeting. Commissioner Renae 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 11:35 a.m.**



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

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Please find attached the financial information for September 2021.

**Action Requested:**

**Approval of September checks numbered 118254 through 118285 and September ACH payments numbered 1495 through 1502 and 195 through 197.**

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## Crosby Housing & Redevelopment Authority 2022 Ratios

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

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept
Occupancy	16	O <90% =0, O >98% =16	8.00	12.00	12.00	12.00	12.00	12.00
Tenant Accounts Receivable	5	TAR <1.5% =5, TAR >2.5% =0	0.00	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	4.00
<b>Total Points</b>	<b>25</b>		<b>12.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>
<b>Total of Above Ratios</b>	<b>50</b>		<b>37</b>	<b>41</b>	<b>41</b>	<b>41</b>	<b>41</b>	<b>41</b>

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

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

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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	-16,284.00	-100,827.00	-100,000.02	-826.98
100-000-3120.000 Excess Utilities	0.00	-706.76	-285.00	-421.76
100-000-3401.000 Operating Subsidy	-11,025.00	-77,750.00	-44,395.02	-33,354.98
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-5,004.00	5,004.00
100-000-3610.000 Interest Revenue	-0.30	3.96	0.00	3.96
100-000-3690.000 Other Income	-65.34	-2,341.09	-300.00	-2,041.09
100-000-3691.000 Other Tenant Revenue	-216.00	-6,412.84	-4,500.00	-1,912.84
100-000-3695.000 Laundry Revenue	-262.25	-1,423.75	-1,225.02	-198.73
100-000-3699.000 POHP Grant Revenue	0.00	-450.85	0.00	-450.85
<b>Total Income</b>	<b>-27,852.89</b>	<b>-189,908.33</b>	<b>-155,709.06</b>	<b>-34,199.27</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	1,491.84	9,675.20	9,700.02	-24.82
100-000-4130.000 Legal	97.50	-7.50	1,500.00	-1,507.50
100-000-4140.000 Staff Training	0.00	9.80	199.98	-190.18
100-000-4150.000 Travel	36.12	411.54	330.00	81.54
100-000-4171.000 Auditing Fees	0.00	2,887.50	3,275.00	-387.50
100-000-4190.000 Sundry-Other Admin	77.50	292.50	162.48	130.02
100-000-4191.000 Management Fees	3,000.00	18,000.00	18,000.00	0.00
100-000-4194.000 Office Supplies	78.84	514.47	450.00	64.47
100-000-4195.000 Membership Dues	0.00	92.40	154.98	-62.58
100-000-4196.000 Telephone	75.72	447.34	450.00	-2.66
100-000-4198.000 Advertising	88.16	691.42	242.52	448.90
100-000-4199.000 Postage	0.00	392.50	150.00	242.50
100-000-4210.000 Tenant Svcs Salaries	345.17	1,246.44	2,160.00	-913.56
100-000-4230.000 Tenant Services Other	21.46	129.59	649.98	-520.39
100-000-4310.000 Water	1,398.26	7,945.62	7,425.00	520.62
100-000-4315.000 Sewer	2,140.06	11,894.92	11,449.98	444.94
100-000-4320.000 Electricity	2,223.09	12,261.18	10,050.00	2,211.18
100-000-4330.000 Gas	388.44	2,192.21	4,450.02	-2,257.81
100-000-4431.000 Garbage & Trash	1,274.15	3,961.71	5,100.00	-1,138.29
100-000-4410.000 Maintenance Labor	2,761.87	15,944.55	22,039.98	-6,095.43
100-000-4420.000 Materials	240.44	3,830.21	6,499.98	-2,669.77
100-000-4430.000 Contracts Costs	944.59	5,225.91	8,500.02	-3,274.11
100-000-4432.000 Decorating Contract	1,839.49	1,940.41	4,500.00	-2,559.59
100-000-4435.000 Grounds Contract	79.85	1,300.73	499.98	800.75
100-000-4445.000 Elevator Maintenance	0.00	6,780.23	1,750.02	5,030.21
100-000-4450.000 Plumbing/Heating	0.00	59.12	2,500.02	-2,440.90
100-000-4455.000 Snow Removal	0.00	0.00	1,200.00	-1,200.00
100-000-4456.000 Exterminating	110.00	330.00	499.98	-169.98
100-000-4457.000 Janitor/Cleaning	455.00	3,886.19	3,400.02	486.17
100-000-4510.000 Insurance	2,102.87	12,617.22	12,377.46	239.76
100-000-4520.000 Property Tax	443.00	3,354.09	3,232.50	121.59
100-000-4540.000 Employee Benefits	2,273.57	11,442.99	12,215.04	-772.05
<b>Total Expense</b>	<b>23,986.99</b>	<b>139,750.49</b>	<b>155,114.96</b>	<b>-15,364.47</b>
<b>Net Income(-) or Loss</b>	<b>-3,865.90</b>	<b>-50,157.84</b>	<b>-594.10</b>	<b>-49,563.74</b>

**Crosby HRA**  
**Edgewood Operating Stmt - Board**  
**September, 2021**

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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	-18,839.00	-110,212.00	-115,804.98	5,592.98
700-000-3120.000 Excess Utilities	-35.00	-1,605.00	-960.00	-645.00
700-000-3404.000 Other Government Grant	-8,612.00	-57,537.00	-52,264.98	-5,272.02
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	288.43	3,505.23	-7,999.98	11,505.21
700-000-3690.000 Other Income	-65.33	-2,047.93	-400.02	-1,647.91
700-000-3691.000 Other Tenant Revenue	-666.00	-4,538.00	-3,250.02	-1,287.98
700-000-3695.000 Laundry Revenue	-566.25	-4,860.75	-4,200.00	-660.75
<b>Total Income</b>	<b>-28,495.15</b>	<b>-181,195.45</b>	<b>-184,879.98</b>	<b>3,684.53</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	2,437.76	15,712.80	15,919.98	-207.18
700-000-4130.000 Legal	97.50	-7.50	1,500.00	-1,507.50
700-000-4140.000 Staff Training	0.00	28.17	300.00	-271.83
700-000-4150.000 Travel	36.12	482.56	375.00	107.56
700-000-4171.000 Auditing Fees	0.00	2,887.50	3,275.00	-387.50
700-000-4190.000 Sundry-Other Admin	37.50	252.50	139.98	112.52
700-000-4191.000 Management Fees	4,500.00	27,000.00	27,000.00	0.00
700-000-4194.000 Office Supplies	78.85	568.49	450.00	118.49
700-000-4195.000 Membership Dues	0.00	92.40	154.98	-62.58
700-000-4196.000 Telephone	75.72	447.39	360.00	87.39
700-000-4198.000 Advertising	88.15	691.42	199.98	491.44
700-000-4199.000 Postage	0.00	392.50	150.00	242.50
700-000-4210.000 Tenant Svcs Salaries	517.75	1,869.66	3,240.00	-1,370.34
700-000-4230.000 Tenant Services Other	21.46	129.59	100.02	29.57
700-000-4310.000 Water	601.24	3,136.82	3,075.00	61.82
700-000-4315.000 Sewer	1,011.04	5,247.69	5,550.00	-302.31
700-000-4320.000 Electricity	3,424.20	17,917.68	13,900.02	4,017.66
700-000-4330.000 Gas	332.65	2,306.44	5,100.00	-2,793.56
700-000-4431.000 Garbage & Trash	370.43	2,149.44	2,719.98	-570.54
700-000-4410.000 Maintenance Labor	2,912.13	16,245.01	23,014.98	-6,769.97
700-000-4420.000 Materials	1,555.51	4,579.48	6,000.00	-1,420.52
700-000-4430.000 Contracts Costs	530.81	8,008.34	7,500.00	508.34
700-000-4432.000 Decorating Contract	0.00	4,935.87	5,500.02	-564.15
700-000-4435.000 Grounds Contract	114.20	2,099.27	300.00	1,799.27
700-000-4445.000 Elevator Maintenance	0.00	2,601.24	2,100.00	501.24
700-000-4450.000 Plumbing/Heating	0.00	1,011.50	4,500.00	-3,488.50
700-000-4455.000 Snow Removal	0.00	0.00	1,600.02	-1,600.02
700-000-4456.000 Exterminating	55.00	275.00	600.00	-325.00
700-000-4457.000 Janitor/Cleaning	520.00	2,903.50	4,200.00	-1,296.50
700-000-4510.000 Insurance	1,649.95	9,899.70	9,889.98	9.72
700-000-4520.000 Property Tax	656.72	4,042.62	4,287.48	-244.86
700-000-4540.000 Employee Benefits	2,661.53	13,570.49	14,560.02	-989.53
<b>Total Expense</b>	<b>24,286.22</b>	<b>151,477.57</b>	<b>167,562.44</b>	<b>-16,084.87</b>
<b>Net Income(-) or Loss</b>	<b>-4,208.93</b>	<b>-29,717.88</b>	<b>-17,317.54</b>	<b>-12,400.34</b>

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**September 2021**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/15/2021	195	Michael Foote	\$18.48
9/15/2021	196	Roberta Piekarski	\$18.48
9/15/2021	197	Shannon Fortune	\$53.76
9/9/2021	1495	Lincoln Financial Group	\$442.45
9/9/2021	1496	Minnesota State Retirement System	\$50.00
9/9/2021	1497	Electronic Federal Tax Payment System	\$1,002.50
9/9/2021	1498	Minnesota Dept Of Revenue	\$128.54
9/23/2021	1499	Lincoln Financial Group	\$441.11
9/23/2021	1500	Minnesota State Retirement System	\$50.00
9/23/2021	1501	Electronic Federal Tax Payment System	\$1,373.29
9/23/2021	1502	Minnesota Dept Of Revenue	\$181.24
9/14/2021	118254	Ace Hardware	\$247.48
9/14/2021	118255	Aitkin Independent Age	\$176.31
9/14/2021	118256	Aramark Uniform Services	\$50.02
9/14/2021	118257	Bremer Bank Credit Card	\$35.00
9/14/2021	118258	City Of Crosby	\$5,536.62
9/14/2021	118259	Crosby-Ironton Courier	\$40.00
9/14/2021	118260	Ctcit	\$325.00
9/14/2021	118261	Granite Pest Control	\$165.00
9/14/2021	118262	Hd Supply Facilities Maint	\$92.70
9/14/2021	118263	Healthpartners	\$5,096.93
9/14/2021	118264	Internation Eprocurement	\$375.00
9/14/2021	118265	Mike Jones	\$18.48
9/14/2021	118266	Minnesota Energy Resources	\$721.09
9/14/2021	118267	Minnesota Power	\$26.00
9/14/2021	118268	Minnesota Power	\$90.00
9/14/2021	118269	Minnesota Power	\$112.00
9/14/2021	118270	Minnesota Power	\$54.00
9/14/2021	118271	Nisswa Sanitation Inc	\$1,258.56
9/14/2021	118272	Ratwik Rosak & Maloney P.A.	\$195.00
9/14/2021	118273	Rental History Reports	\$50.00
9/14/2021	118274	ShofCorp LLC	\$75.48
9/14/2021	118275	Strike Painting & Finishing	\$400.00
9/14/2021	118276	The Office Shop	\$150.71
9/14/2021	118277	Verizon Wireless	\$129.28
9/14/2021	118278	Visa-Unity	\$1,656.80
9/14/2021	118279	West Central Flooring	\$1,439.49
9/14/2021	118280	Yde's Major Appliance	\$171.95
9/23/2021	118281	Void	\$0.00
9/23/2021	118282	Ctc	\$421.07
9/23/2021	118283	Dearborn National Life Ins Co	\$7.90
9/23/2021	118284	Judy Robinson	\$975.00
9/23/2021	118285	Minnesota Power	\$5,647.29
		<b>Report Total</b>	<b>\$29,500.01</b>

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

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### **Tenant Activities Update**

There were 24 participants in the NAPS food delivery program in September. Erin's last day as Activities Coordinator was Sep-22<sup>nd</sup>. In preparation for her departure, she created a number of "how to's" related to some of the startup activities she had, which will be very helpful once a new employee is hired. We are hopeful to be able to keep up a moderate level of participation in activities in the interim and will be partnering with the Tenant Counsel to help with our marketing and tenant engagement. Erin completed most of the October newsletter, which will be going out after a few edits by Shannon and Mallory. In September, Erin hosted two sessions of chair yoga, facilitated over Zoom by a licensed yoga instructor and was pleased to have 4 tenants participate in each session. Minutes from the September Tenant Counsel meeting are attached.

### **Annual Inspections**

Inspections have kicked off and are going really well. This year staff provided all tenants with an updated cleaning guide and it really seems to have made a difference. Of the reinspections that have been rescheduled, most are related to over-full units/lack of safe egress in an emergency rather than for actual housekeeping concerns or unit damage. Dellwood and Scattered Site units will be inspected in October.

### **Fall/Winter Reminders**

Fall/Winter reminder letters will soon be going out to all tenants. For Scattered Site tenants, this a reminder of expectations for lawn maintenance through the Fall as well as the snow and ice removal requirements. For Edgewood and Dellwood tenants, this is a reminder of how they are notified of scheduled plowing, parking expectations, and a chance to opt in to the automatic calling system. All tenants will be reminded of how and when to call in emergency work orders and how to report non-emergency needs.

### **Monthly Property Performance Reports for September 2021**

Please see Attachment.

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

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# Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report September 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%
<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	9
Applications Placed on PH Wait List	2
Applications Denied on PH Wait List	2

### 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	48	18	3	1
2 bdrm	13	8	0	0	0
3 bdrm	6	10	0	0	0
4 bdrm	2	6	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>72</b>	<b>18</b>	<b>3</b>	<b>1</b>

### 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	7
Move-Outs	3	10

\*Starting 4/1/2020

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

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#313	1BR	mid-Oct	Screening
DW#108	1BR	mid-Oct	Screening

## 7. Recertifications

Interim Recertifications	3
Annual Recertifications	5
Completed for this month	8

## 8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	0
Number inspected for the month	61
Number completed year-to-date	61
Total left to be inspected this year	59
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	10
30-day lease terminations	1

## 10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

## 11. Non-Emergency Work Orders

Beginning Balance	7
Received	80
Closed	69
Ending Balance	18
Total Completed Work Orders for Year	246

\*Starting 4/1/2020

## 12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	4
Completed within 24 hours	1	4
Percent completed within 24 hours	100%	100%

\*Starting 4/1/2020

13. Rent Collection

	This Month
Rent Charges	35,781
Other Charges	350
<b>Total New Charges</b>	<b>36,131</b>
Arrears, tenants in possession	558

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	449
Current Rent Charges	35,781
Current Rent Collections	35,332
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	5,294
Prior Rent Charges	422,137
Collection Rate	99%

## **TENANT COUNSEL MEETING AGENDA/MINUTES**

**DATE:** 9/7/21

**TIME:** 9:30

**ATTENDEES:** Roxy, Sandy, Betty and Erin

\*\*\*\*\* Betty joined the Tenant Counsel this month! This brings our membership to 6 currently. Erin is not a member but a liaison from Crosby HRA.

### **Discussions Items:**

1. Coffee Time/Bingo – both coffee and bingo to continue as scheduled  
    Coffee – received \$119.75, expenses \$53.60  
    Bingo – received \$20, expenses \$9.01 (ordering new Bingo Balls and snack box with 52 items for prizes)
2. Potluck – 23 people attended the September potluck, will continue monthly
  - a. Oct – grilled chicken (legs and thighs, BBQ sauce on the side)
  - b. Tenant counsel will pay for propane going forward
3. Dining Hall and Common Areas Reservation system – Erin reviewed the process and paperwork
4. Shop room in Edgewood – transition coming (clean-out needed – Mallory will let Roxy know when this will happen) There will be two file cabinets that will be moved to the Dellwood Dining Hall for TC to house supplies. The group decided locks will be needed to ensure security and all TC members will have keys. Roxy agreed to pick up locks and keys.
5. Popcorn machine – ideas and cleaning – Erin will look to see if there is an instructional book in the machine for possible cleaning info. The group talked about a possible movie night with popcorn and maybe candy. Will discuss possible dates if a DVD/video player is found .... maybe in the shop in Edgewood? Table to Oct Meeting
6. Activities Coord. – Upcoming Activities
  - a. Scam speaker – Margo 9/8 at 8:30
  - b. Chair Yoga – starting on Sept 14 Tuesdays at 10 (Erin to make correction and notify tenants – not a Wednesday class)
  - c. Senior Expo in Crosslake – Sept 25 am (info available – no one has contacted Erin that needs transportation)
  - d. Newsletter – hope to get out mid-September (articles, art, recipes, or any submissions are due by 9/10/21)
7. Music – Jerry Biersbach (has to be TC) The group talked about the possibility of having him come occasionally. May be nice for the holiday. We felt it was too expensive to have him monthly. Tabled to Oct meeting.



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To: Crosby HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: October 12<sup>th</sup>, 2021  
Re: Executive Director Report

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**Commissioner Position Open**

Chair Peeples is still actively recruiting a board member to fill an open position on our board. We are hopeful to have someone in place by November. If any of our commissioners have recommendations, please reach out to Linda.

**No Action Requested; Discussion Items**

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To: Crosby HRA Board Members  
From: Shannon Fortune  
Date: Oct-04-2021  
Re: Election of Officers

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At the annual meeting in September, the Board voted to continue the election of officers to the October regular Board meeting to allow for the appointment of the Resident commissioner.

**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.

Buzz Neprud, Commissioner	Term Expires: 2022
POSITION VACATED 9/30/2021	Term Expires: 2024
Renae Marsh, Secretary/Treasurer	Term Expires: 2025
Linda Peeples, Chair	Term Expires: 2026
Marna Paron, Resident Commissioner	Term Expires: 2026

\*All terms expire August 31<sup>st</sup>

Action Items: Elect HRA Chair, Vice Chair, and Secretary

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To: Crosby HRA Board Members  
From: Eric Charpentier  
Date: Oct-06-2021  
Re: Oath of Office: Marna Paron

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At the September 14<sup>th</sup> board I meeting, the Crosby City Council approved the appointment of Marna Paron as Resident Commissioner of the Crosby HRA Board for a term expiring 8/31/2026. Marna will take an oath of office at the board meeting ([Attachment 1a](#)).

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OATH OF COMMISSIONER OF  
THE HOUSING AND REDEVELOPMENT  
AUTHORITY OF CROSBY, MINNESOTA

I, Marna Paron, do solemnly swear that I will support the Constitution of the United States of America and of the State of Minnesota and that I will faithfully discharge the duties of the Office of Commissioner of the Housing and Redevelopment Authority of Crosby, Minnesota, according to the law and to the best of my judgment and ability, so help me God.

I do further swear that I am, and was at the time of my appointment, a resident of the City of Crosby, Minnesota.

---

(Name)

Subscribed and sworn to before me this 12 day of October, 2021.

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Mallory Smith  
Notary Public  
My commission expires  
January 1, 2024

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: October 6, 2021  
Re: Addition of Resident Commissioner to Unity Bank Account

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We would like to add our new resident commissioner, Marna Paron, to the Unity Bank account as a signatory. Unity Bank requires action by the board approving this addition. As such, we are asking for a motion from the board to add Marna Paron to the Unity Bank account.

**Action Requested:**

**Motion to approve the addition of resident commissioner Marna Paron to the Unity Bank account as a signatory.**

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