



Crosby HRA Board Meeting

11:00 a.m. Tuesday, March 8th, 2022

Community Room, 300 Third Avenue NE, Crosby MN 56441

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. REVIEW AND APPROVE AGENDA

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

5. BILLS & COMMUNICATIONS

- a. Financial Report *(Attachment 2) pg. 7*
- b. Housing Manager Report *(Attachment 3) pg. 15*
- c. Executive Director Report *(Attachment 4) pg. 23*

6. UNFINISHED BUSINESS:

7. NEW BUSINESS:

- a. Approval of Accounts Receivable Write-Off *(Attachment 5) pg. 25*

8. COMMISSIONER COMMENTS:

9. NEXT MEETING: April 12th, 2022

10. ADJOURNMENT

Linda Peeples, Chair Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

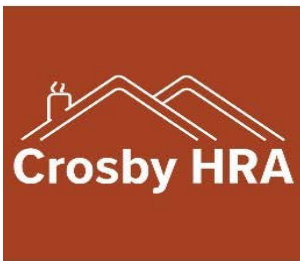
Buzz Neprud, Commissioner Term Expires: 2022

Maxine Fisher, Commissioner Term Expires: 2024

Marna Paron, Resident Commissioner Term Expires: 2026

**All terms expire August 31st*

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**Crosby HRA
BOARD MEETING MINUTES
Tuesday, February 8, 2022**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, February 8, 2022, Community Room, 300 3rd Ave NE, Crosby MN 56441.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:02AM.
2. **ROLL CALL:** Commissioners Linda Peeples, Renae Marsh, Buzz Neprud, and Maxine Fisher. Absent Marna Paron.

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, Guest Reverend Gerald Fisher.

3. **REVIEW AND APPROVE AGENDA:**

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the agenda as presented for Tuesday, February 8, 2022. All commissioners were in favor, and none were opposed. The agenda is approved as presented.

4. **REVIEW AND APPROVE MINUTES:**

Moved by Commissioner Neprud and seconded by Commissioner Fischer to approve the meeting minutes from Tuesday, January 11, 2022. All commissioners were in favor, and none were opposed. The minutes were approved.

5. **BILLS AND COMMUNICATIONS:**

a. **Financial Report and Approval Request:**

January 2022 financial report was presented by Karen Young.

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve January checks numbered 118397 through 118425 and January ACH payments numbered 1531 through 1538 and 209 through 212. All commissioners were in favor, and none were opposed. The motion was approved.

b. Housing Manager Report:

Tenant Activities Update

There were 21 participants in the NAPS food delivery program in January. We have now received two applications for the Activities Coordinator position and have started scheduling interviews. There was no Tenant Counsel meeting in January due to a lack of participation.

Staff provided an update since the board packet was sent out, informing the board that a candidate had been hired to fill the Activities Coordinator position and is expected to start later in the month.

REAC Inspection

A REAC inspector was on site on Jan-12-2022 and completed an in-depth review of all maintenance and commons areas and visited 19 tenant units. There was only one EHS finding this year which was related to a gap in the cover of an electrical box in the boiler room. That classification of finding is required to be corrected within 72 hours and we were pleased that we had it resolved by 9AM the following morning. Of the unit findings, the two most commonly documented issues were self-closing doors that did not completely latch on their own and dripping from a number of the handheld showerhead attachments. The two most significant issues documented in the non-unit component of the inspection were a crack in the concrete floor of a storage area and an emergency light that failed to illuminate when initially tested. The floor has been repaired and, although the light was found to be working when tested the following day, it still will be replaced as part of a system-wide upgrade project. We will now resume annual REAC inspections, most likely around this same time of year. To assist us in being as prepared as possible, we will be adjusting our own annual maintenance inspection schedule to occur in December. Apart from confirming that the EHS issue was resolved timely, there were no other administrative requirements related to the REAC inspection.

Monthly Property Performance Reports for January 2022

January monthly property performance reports were presented.

Chair Peoples asked staff to convey the board's thanks and appreciation to the maintenance team for their preparation related to the inspection.

Executive Director Report:

REAC Inspection in Edgewood

On January 12th we did go through a REAC (Real Estate Assessment Center) inspection of our Edgewood property. We received a score of 63 which is above the threshold where we will not need to respond to HUD directly on the deficiencies that were noted. There was one health and safety item that needed to be addressed within 36 hours which was in the boiler room on one of the circuit breaker boxes. We had an electrician in the next day to fix the deficiency

and reported that to HUD. This was the first inspection for many of our staff and was a great learning opportunity for us. We will be able to learn from the findings report and improve on our score for our next round of inspections. Our maintenance staff has done a good job in addressing the items that need to be improved on. A thank you goes to Scott on our Crosby staff for going through the inspection process as well as John Schommer from our Brainerd staff who filled in for me as I was unable to attend in person.

Crosby EDA Meeting

John Schommer and I attended a Crosby EDA meeting on January 20th to talk about programs that we utilize for the rehabilitation of homes such as the Minnesota Housing Finance Agency (MHFA) rehab loans, Small Cities Development Program (SCDP) grants as well as our Crow Wing County Housing Trust Fund that allow borrowers to complete needed repairs to their homes or rentals if they meet income restrictions and/or affordability standards. We appreciated the ability to educate the EDA and are putting together information from Chair Peebles to present to the City Council on the need for additional workforce and affordable housing in the community. We look forward to continuing these discussions in the upcoming months.

6. UNFINISHED BUSINESS: None at this time.

7. NEW BUSINESS:

a. Addition of Maxine Fisher to Unity Bank Accounts

We would like to add our new resident commissioner, Maxine Fisher, 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 Maxine Fisher to the Unity Bank account.

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the addition of resident commissioner Maxine Fisher to the Unity Bank account as a signatory. All commissioners were in favor and none were opposed. The motion passed.

b. Approval of Budgets

The 2022 budgets for Public Housing and Edgewood were presented by Karen Young.

Overview

- Most line items were budgeted on a three year average unless more accurate information was available.
- Vacancy Loss is calculated at 2%.
- Budget reflects a 3% wage increase.
- Employee Benefits increased due to staff changes and increased premiums on health insurance.

HUD requires the submission of a board resolution approving the Public Housing Budget prior to yearend. Resolution 2022-05 is attached.

Moved by Commissioner Neprud and seconded by Commissioner Fischer to Adopt the 2023 Public Housing Budget by approving Resolution 2022-05 PHA Board Resolution Approving Operating Budget Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

Moved by Commissioner Neprud and seconded by Commissioner Marsh to Adopt the 2023 Edgewood Budget. All commissioners were in favor and none were opposed. The motion passed.

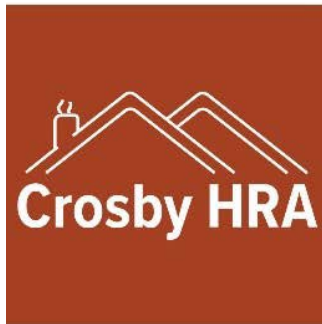
8. CHAIR COMMENTS:

Commissioner Neprud reported that he has now received four anonymous letters, similar to the one that was briefly discussed at the January board meeting at which he was unable to attend and expressed his support of the board's stance that there is no action to be taken for unsigned correspondence.

NEXT MEETING: Tuesday, March 8, 2022

9. ADJOURNMENT:

Commissioner Neprud made a motion to adjourn the meeting. Commissioner Fischer seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 11:49AM.



To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: March 3, 2022
Re: March Financial Report

Please find attached the financial information for February 2022.

Operating Subsidy Grant Submission

The Operating Subsidy grant submission was due in February for our Public Housing properties. This funding is calculated to cover the gap between the estimated tenant rental income that we receive and the annual operating expenses that we incur for our Public Housing units. The unapproved grant calculation was in the amount of \$103,221 which is lower than last year's funding of \$134,758. This amount has not been approved by HUD and is subject to proration.

Action Requested:

Approval of February checks numbered 118426 through 118464 and February ACH payments numbered 1539 through 1546 and 213 through 218.



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Crosby Housing & Redevelopment Authority

2022 Ratios

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

| MASS Ratios | Max Pts | Scoring | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb |
|-------------------------------|---------|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Occupancy | 16 | O <90% =0, O >98% =16 | 8.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 | 12.00 |
| Tenant Accounts Receivable | 5 | TAR <20%=5 , TAR >40% =0 2022 Update* | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5.00* |
| Accounts Payable | 4 | AP < .75 = 4, AP >1.5 =0 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Total Points | 25 | | 12.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 | 16.00 |

| | | | | | | | | | | | | | |
|-----------------------|----|--|----|----|----|----|----|----|----|----|----|----|----|
| Total of Above Ratios | 50 | | 37 | 41 | 41 | 41 | 41 | 41 | 41 | 41 | 41 | 41 | 41 |
|-----------------------|----|--|----|----|----|----|----|----|----|----|----|----|----|

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

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**PH Operating - Board
Public Housing Operating - Board
February, 2022**

| | Current Period | Current Year | Year To Date Budget | Variance |
|--|-----------------------|---------------------|----------------------------|-------------------|
| Income | | | | |
| 100-000-3110.000 Dwelling Rental | -16,852.00 | -190,296.00 | -183,333.37 | -6,962.63 |
| 100-000-3120.000 Excess Utilities | -6.00 | -724.76 | -522.50 | -202.26 |
| 100-000-3401.000 Operating Subsidy | -11,170.00 | -134,782.00 | -81,390.87 | -53,391.13 |
| 100-000-3402.000 Capital Fund Revenue | 0.00 | 0.00 | -9,174.00 | 9,174.00 |
| 100-000-3610.000 Interest Revenue | 0.22 | 3.57 | 0.00 | 3.57 |
| 100-000-3690.000 Other Income | -196.31 | -2,741.48 | -550.00 | -2,191.48 |
| 100-000-3691.000 Other Tenant Revenue | -374.50 | -10,055.14 | -8,250.00 | -1,805.14 |
| 100-000-3695.000 Laundry Revenue | -211.50 | -2,482.25 | -2,245.87 | -236.38 |
| 100-000-3699.000 POHP Grant Revenue | 0.00 | -450.85 | 0.00 | -450.85 |
| Total Income | -28,810.09 | -341,528.91 | -285,466.61 | -56,062.30 |
| Expense | | | | |
| 100-000-4110.000 Administration Salaries | 1,491.84 | 17,880.32 | 17,783.37 | 96.95 |
| 100-000-4130.000 Legal | 222.50 | 684.50 | 2,750.00 | -2,065.50 |
| 100-000-4140.000 Staff Training | 0.00 | 9.80 | 366.63 | -356.83 |
| 100-000-4150.000 Travel | 45.45 | 653.27 | 605.00 | 48.27 |
| 100-000-4171.000 Auditing Fees | 0.00 | 3,412.50 | 3,275.00 | 137.50 |
| 100-000-4190.000 Sundry-Other Admin | 32.50 | 465.00 | 297.88 | 167.12 |
| 100-000-4191.000 Management Fees | 3,000.00 | 33,000.00 | 33,000.00 | 0.00 |
| 100-000-4194.000 Office Supplies | 71.68 | 853.49 | 825.00 | 28.49 |
| 100-000-4195.000 Membership Dues | 0.00 | 182.40 | 284.13 | -101.73 |
| 100-000-4196.000 Telephone | 71.07 | 737.40 | 825.00 | -87.60 |
| 100-000-4198.000 Advertising | 0.00 | 900.44 | 444.62 | 455.82 |
| 100-000-4199.000 Postage | 0.00 | 392.50 | 275.00 | 117.50 |
| 100-000-4210.000 Tenant Svcs Salaries | 81.50 | 1,423.82 | 3,960.00 | -2,536.18 |
| 100-000-4230.000 Tenant Services Other | 17.02 | 202.02 | 1,191.63 | -989.61 |
| 100-000-4310.000 Water | 1,112.13 | 13,979.68 | 13,612.50 | 367.18 |
| 100-000-4315.000 Sewer | 1,684.48 | 21,071.05 | 20,991.63 | 79.42 |
| 100-000-4320.000 Electricity | 4,027.29 | 21,679.09 | 18,425.00 | 3,254.09 |
| 100-000-4330.000 Gas | 3,361.36 | 9,726.55 | 8,158.37 | 1,568.18 |
| 100-000-4431.000 Garbage & Trash | 558.64 | 7,706.98 | 9,350.00 | -1,643.02 |
| 100-000-4410.000 Maintenance Labor | 2,952.39 | 33,442.74 | 40,406.63 | -6,963.89 |
| 100-000-4420.000 Materials | 534.19 | 14,346.20 | 11,916.63 | 2,429.57 |
| 100-000-4430.000 Contracts Costs | 3,161.99 | 13,918.60 | 15,583.37 | -1,664.77 |
| 100-000-4432.000 Decorating Contract | 2,152.42 | 9,475.12 | 8,250.00 | 1,225.12 |
| 100-000-4435.000 Grounds Contract | 252.95 | 2,637.64 | 916.63 | 1,721.01 |
| 100-000-4445.000 Elevator Maintenance | 0.00 | 6,780.23 | 3,208.37 | 3,571.86 |
| 100-000-4450.000 Plumbing/Heating | 0.00 | 3,502.34 | 4,583.37 | -1,081.03 |
| 100-000-4455.000 Snow Removal | 810.26 | 1,041.19 | 2,200.00 | -1,158.81 |
| 100-000-4456.000 Exterminating | 55.00 | 605.00 | 916.63 | -311.63 |
| 100-000-4457.000 Janitor/Cleaning | 837.89 | 7,984.17 | 6,233.37 | 1,750.80 |
| 100-000-4510.000 Insurance | 2,102.87 | 23,131.57 | 22,692.01 | 439.56 |
| 100-000-4520.000 Property Tax | 305.71 | 6,033.05 | 5,926.25 | 106.80 |
| 100-000-4540.000 Employee Benefits | 2,259.08 | 23,115.98 | 22,394.24 | 721.74 |
| 100-000-4590.000 Other General Expense | 0.00 | 6,867.79 | 0.00 | 6,867.79 |
| Total Expense | 31,202.21 | 287,842.43 | 281,648.26 | 6,194.17 |
| Net Income(-) or Loss | 2,392.12 | -53,686.48 | -3,818.35 | -49,868.13 |

**Crosby HRA
Edgewood Operating Stmt - Board
February, 2022**

| | Current Period | Current Year | Year To Date Budget | Variance |
|--|-------------------|--------------------|---------------------|------------------|
| Income | | | | |
| 700-000-3110.000 Dwelling Rental | -19,429.00 | -204,926.00 | -212,309.13 | 7,383.13 |
| 700-000-3120.000 Excess Utilities | -24.00 | -1,793.00 | -1,760.00 | -33.00 |
| 700-000-3404.000 Other Government Grant | -10,383.00 | -104,845.00 | -95,819.13 | -9,025.87 |
| 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 | -297.44 | 6,826.62 | -14,666.63 | 21,493.25 |
| 700-000-3690.000 Other Income | -231.21 | -2,519.18 | -733.37 | -1,785.81 |
| 700-000-3691.000 Other Tenant Revenue | -218.50 | -5,288.52 | -5,958.37 | 669.85 |
| 700-000-3695.000 Laundry Revenue | -676.75 | -8,188.26 | -7,700.00 | -488.26 |
| Total Income | -31,259.90 | -324,633.34 | -338,946.63 | 14,313.29 |
| Expense | | | | |
| 700-000-4110.000 Administration Salaries | 2,437.76 | 28,970.49 | 29,186.63 | -216.14 |
| 700-000-4130.000 Legal | 124.50 | 117.00 | 2,750.00 | -2,633.00 |
| 700-000-4140.000 Staff Training | 0.00 | 28.17 | 550.00 | -521.83 |
| 700-000-4150.000 Travel | 49.33 | 731.85 | 687.50 | 44.35 |
| 700-000-4171.000 Auditing Fees | 0.00 | 3,412.50 | 3,275.00 | 137.50 |
| 700-000-4190.000 Sundry-Other Admin | 37.50 | 465.00 | 256.63 | 208.37 |
| 700-000-4191.000 Management Fees | 4,500.00 | 49,500.00 | 49,500.00 | 0.00 |
| 700-000-4194.000 Office Supplies | 71.69 | 1,703.06 | 825.00 | 878.06 |
| 700-000-4195.000 Membership Dues | 0.00 | 182.40 | 284.13 | -101.73 |
| 700-000-4196.000 Telephone | 71.08 | 737.47 | 660.00 | 77.47 |
| 700-000-4198.000 Advertising | 0.00 | 983.13 | 366.63 | 616.50 |
| 700-000-4199.000 Postage | 0.00 | 392.50 | 275.00 | 117.50 |
| 700-000-4210.000 Tenant Svcs Salaries | 122.25 | 2,135.73 | 5,940.00 | -3,804.27 |
| 700-000-4230.000 Tenant Services Other | 17.03 | 202.05 | 183.37 | 18.68 |
| 700-000-4310.000 Water | 559.12 | 5,868.46 | 5,637.50 | 230.96 |
| 700-000-4315.000 Sewer | 943.97 | 9,865.69 | 10,175.00 | -309.31 |
| 700-000-4320.000 Electricity | 5,367.50 | 30,185.37 | 25,483.37 | 4,702.00 |
| 700-000-4330.000 Gas | 3,435.84 | 10,016.52 | 9,350.00 | 666.52 |
| 700-000-4431.000 Garbage & Trash | 258.94 | 3,867.32 | 4,986.63 | -1,119.31 |
| 700-000-4410.000 Maintenance Labor | 2,952.41 | 34,301.49 | 42,194.13 | -7,892.64 |
| 700-000-4420.000 Materials | 2,645.68 | 17,057.71 | 11,000.00 | 6,057.71 |
| 700-000-4430.000 Contracts Costs | 670.02 | 12,623.44 | 13,750.00 | -1,126.56 |
| 700-000-4432.000 Decorating Contract | 978.55 | 8,042.29 | 10,083.37 | -2,041.08 |
| 700-000-4435.000 Grounds Contract | 379.44 | 4,078.59 | 550.00 | 3,528.59 |
| 700-000-4445.000 Elevator Maintenance | 0.00 | 3,547.24 | 3,850.00 | -302.76 |
| 700-000-4450.000 Plumbing/Heating | 3,465.25 | 6,194.24 | 8,250.00 | -2,055.76 |
| 700-000-4455.000 Snow Removal | 1,215.38 | 1,561.77 | 2,933.37 | -1,371.60 |
| 700-000-4456.000 Exterminating | 55.00 | 495.00 | 1,100.00 | -605.00 |
| 700-000-4457.000 Janitor/Cleaning | 1,069.33 | 7,125.90 | 7,700.00 | -574.10 |
| 700-000-4510.000 Insurance | 1,649.95 | 18,149.45 | 18,131.63 | 17.82 |
| 700-000-4520.000 Property Tax | 444.38 | 7,335.46 | 7,860.38 | -524.92 |
| 700-000-4540.000 Employee Benefits | 2,624.74 | 27,163.65 | 26,693.37 | 470.28 |
| 700-000-4590.000 Other General Expense | 0.00 | 9,102.67 | 0.00 | 9,102.67 |
| Total Expense | 36,146.64 | 306,143.61 | 304,468.64 | 1,674.97 |
| Net Income(-) or Loss | 4,886.74 | -18,489.73 | -34,477.99 | 15,988.26 |

Housing and Redevelopment Authority of Crosby

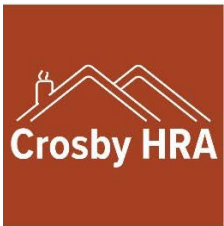
Payment Summary Report

February 2022

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|----------------|-----------------------------------|-----------------|
| 2/9/2022 | 213 | Eric Charpentier | \$18.72 |
| 2/9/2022 | 214 | Erik Warner | \$19.31 |
| 2/9/2022 | 215 | James Wheeler | \$44.46 |
| 2/9/2022 | 216 | Ryan Barnett | \$19.31 |
| 2/9/2022 | 217 | Scott Risnes | \$95.39 |
| 2/9/2022 | 218 | Shannon Fortune | \$37.44 |
| 2/10/2022 | 1539 | Lincoln Financial Group | \$431.69 |
| 2/10/2022 | 1540 | Minnesota State Retirement System | \$50.00 |
| 2/10/2022 | 1541 | Harpers Payroll Service | \$1,129.36 |
| 2/10/2022 | 1542 | Harpers Payroll Service | \$39.70 |
| 2/24/2022 | 1543 | Lincoln Financial Group | \$178.63 |
| 2/24/2022 | 1544 | Minnesota State Retirement System | \$50.00 |
| 2/24/2022 | 1545 | Harpers Payroll Service | \$1,272.31 |
| 2/24/2022 | 1546 | Harpers Payroll Service | \$49.90 |
| 2/1/2022 | 118426 | Ctc | \$364.04 |
| 2/1/2022 | 118427 | Healthpartners | \$3,920.85 |
| 2/1/2022 | 118428 | Minnesota Energy Resources | \$6,797.20 |
| 2/1/2022 | 118429 | Minnesota Power | \$4,518.71 |
| 2/8/2022 | 118430 | AJ Metalworks Inc. | \$157.50 |
| 2/8/2022 | 118431 | Aramark Uniform Services | \$50.02 |
| 2/8/2022 | 118432 | Borden Steinbauer And Kruger | \$347.00 |
| 2/8/2022 | 118433 | Bremer Bank Credit Card | \$91.96 |
| 2/8/2022 | 118434 | City Of Crosby | \$4,685.72 |
| 2/8/2022 | 118435 | Climate Makers | \$3,465.25 |
| 2/8/2022 | 118436 | Crosby Ace Hardware | \$100.47 |
| 2/8/2022 | 118437 | Ctcit | \$325.00 |
| 2/8/2022 | 118438 | Deerwood True Value Hardware | \$25.98 |
| 2/8/2022 | 118439 | Granite Pest Control LLC | \$110.00 |
| 2/8/2022 | 118440 | HDS, LLC DBA Kanso Software | \$120.00 |
| 2/8/2022 | 118441 | Handyman's Inc. | \$2,043.45 |
| 2/8/2022 | 118442 | Healthpartners | \$3,920.85 |
| 2/8/2022 | 118443 | Hillyard/Hutchinson | \$788.07 |
| 2/8/2022 | 118444 | Holden Electric Co. Inc. | \$1,278.30 |
| 2/8/2022 | 118445 | Judy Robinson | \$1,075.00 |
| 2/8/2022 | 118446 | Kristin Miller | \$19.31 |
| 2/8/2022 | 118447 | MRI Software LLC | \$100.00 |
| 2/8/2022 | 118448 | Majestic Creations Landscape | \$2,025.64 |
| 2/8/2022 | 118449 | Midwest Machinery Co | \$302.71 |
| 2/8/2022 | 118450 | Minnesota Power | \$33.00 |
| 2/8/2022 | 118451 | Nisswa Sanitation Inc | \$431.56 |
| 2/8/2022 | 118452 | Rasinski Total Door Service | \$1,262.78 |
| 2/8/2022 | 118453 | Tenant Refund | \$25.00 |
| 2/8/2022 | 118454 | Sherwin-Williams | \$407.86 |
| 2/8/2022 | 118455 | ShofCorp LLC | \$75.48 |
| 2/8/2022 | 118456 | Strike Painting & Finishing | \$400.00 |
| 2/8/2022 | 118457 | T-Mobile | \$88.23 |

Housing and Redevelopment Authority of Crosby
Payment Summary Report
February 2022

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|----------------|-----------------------|-----------------|
| 2/8/2022 | 118458 | The Office Shop | \$116.41 |
| 2/8/2022 | 118459 | Visa-Unity | \$1,107.00 |
| 2/8/2022 | 118460 | West Central Flooring | \$1,357.59 |
| 2/8/2022 | 118461 | Yde's Major Appliance | \$149.90 |
| 2/17/2022 | 118462 | Tenant Refund | \$261.96 |
| 2/17/2022 | 118463 | Tenant Refund | \$203.16 |
| 2/24/2022 | 118464 | Minnesota Power | \$4,876.08 |
| | | | |
| | | | |
| | | | |
| | | Report Total | \$50,865.26 |



To: Crosby HRA Board Members
 From: Shannon Fortune
 Date: Mar-02-2022
 Re: Housing Manager Report

Tenant Activities Update

There were 21 participants in the NAPS food delivery program in February. Diana Banks started as the Tenant Activities Coordinator on Feb-15th and has been engaging with the Tenant Counsel, soliciting feedback from tenants, resurrecting the newsletter, and working on plans for upcoming events. The minutes from the Tenant Counsel meeting in February are attached.

REAC Inspection – Dellwood & Scattered Sites

We have received notice that a REAC inspection has been scheduled for Friday, Apr-01-2022 for Public Housing units (Dellwood and Scattered Sites). Again, we will not which units will be selected for inspection until the inspector arrives on site that day. In preparation for this inspection, maintenance staff have scheduled pre-inspections of all 59 Public Housing units, which will be completed in the next two weeks.

MN Housing Compliance Monitoring

We were notified that MN Housing completed the POHP-related annual compliance review for Dellwood Apartments and had no findings. The same review for Scattered Site resulted in one question which we are in the process of clarifying and resolving.

Monthly Property Performance Reports for February 2022

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report February 2022

1. Property Narrative

2. Physical Occupancy

| Unit Size | Total Units | Occupied Units | Mod Rehab | Make Ready | Vacant Units | Percent Occupied |
|--------------|-------------|----------------|-----------|------------|--------------|------------------|
| Edgewood | 61 | 61 | n/a | n/a | 0 | 100% |
| Dellwood | 39 | 39 | n/a | n/a | 0 | 100% |
| Family Units | 20 | 20 | n/a | n/a | 0 | 100% |
| TOTAL | 120 | 120 | 0 | 0 | 0 | 100% |

3. Customer Traffic

| | |
|-------------------------------------|----|
| Applications Requested | 11 |
| Applications Placed on PH Wait List | 5 |
| Applications Denied on PH Wait List | 2 |

4. Waiting List

| Unit Size | # of Units | Total # on Wait List | Notified | Screening | Denied |
|--------------|------------|----------------------|-----------|-----------|----------|
| 1 bdrm | 99 | 40 | 14 | 6 | 2 |
| 2 bdrm | 13 | 10 | 0 | 0 | 0 |
| 3 bdrm | 6 | 11 | 0 | 0 | 0 |
| 4 bdrm | 2 | 6 | 0 | 0 | 0 |
| TOTAL | 120 | 67 | 14 | 6 | 2 |

5. Move-Ins and Move Outs

| | This Month | Year-to-Date |
|-----------|------------|--------------|
| Move-Ins | 5 | 18 |
| Move-Outs | 2 | 18 |

**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 | 5 |
| Annual Recertifications | 5 |
| Completed for this month | 10 |

8. Annual Unit Inspections

| | |
|--|------------|
| Total units to be inspected this year | 120 |
| Number completed start of month | 120 |
| Number inspected for the month | 0 |
| Number completed year-to-date | 120 |
| Total left to be inspected this year | 0 |
| 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 | 2 |
| 30-day lease terminations | 5 |

10. Evictions

| Resident | Reason | Summons Date | Judgment Action |
|----------|------------------------|--------------|-----------------|
| EW#317 | Unit Condition/Payment | 03/09/22 | TBD |
| SS#18 | Program Non-Compliance | TBD | TBD |

11. Non-Emergency Work Orders

| | |
|--------------------------------------|-----|
| Beginning Balance | 4 |
| Received | 38 |
| Closed | 39 |
| Ending Balance | 3 |
| Total Completed Work Orders for Year | 517 |

**Starting 4/1/2021*

12. Emergency Work Orders

| | This Month | Year-to-Date |
|-----------------------------------|------------|--------------|
| Requested | 1 | 13 |
| Completed within 24 hours | 1 | 13 |
| Percent completed within 24 hours | n/a | 100% |

**Starting 4/1/2021*

13. Rent Collection

| | This Month |
|--------------------------------|------------|
| Rent Charges | 40,836 |
| Other Charges | 314 |
| Total New Charges | 41,150 |
| Arrears, tenants in possession | 974 |

Accounts Receivable

| | |
|---|--------|
| Current Tenant Accounts Receivable (Rent) | 304 |
| Current Rent Charges | 40,836 |
| Current Rent Collections | 40,532 |
| Accounts Receivable Rate | 1% |
| Collection Rate | 99% |

Collections - Prior 12 Month Period

| | |
|--|---------|
| Prior Tenants Accounts Receivable (Rent) | 10,508 |
| Prior Rent Charges | 422,541 |
| Collection Rate | 98% |

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Tenant Council Meeting - February 2, 2022 at 11:00 a.m.

Members present: Roxy, Robin

Treasurer Report:

For December 7, 2021 to February 2, 2022

Coffee income: \$396.04

Coffee spent: \$105.24

Bingo income: \$42.00

Bingo spent: \$34.39

Petty Cash: \$242.08

Checking: \$625.71

OLD BUSINESS:

We had our New Years Eve Potluck on Dec. 31st. There were 12 people that attended.

We also had the door decorating contest and the three winners: Ralph, Tony, and Sam. They were awarded gift cards from Super One.

There was no meeting held in January.

NEW BUSINESS:

There was several purchases in January. Robin asked for new coffee makers and thermoses for morning coffee. The ones we had were very old and not keeping the coffee hot. So purchased 2 coffee makers and 4 thermoses for \$172.00.

Also purchased new dry erase markers for the white board in dining room at a cost of \$25.31.

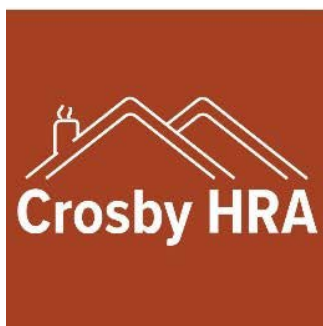
Will be having a potluck on Saturday, February 19th at 1:00.

Have been in contact with Pastor Garrett from Cascade United Methodist Church about doing a Bible Study once a week. Roxy will be putting up a sheet for people to sign if want to attend. Hopefully we have some people that want to start one up again.

The ladies that come to bingo asked about getting new cards. The ones they are using are old and hard to slid the cover over the numbers. Roxy will be purchasing new cards for them.

The next meeting will be March 7th at 11:00 a.m.

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: March 8th, 2022
Re: Executive Director Report

REAC Inspection in Dellwood and Scattered Sites

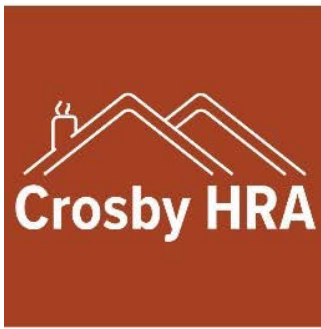
At our February meeting we discussed our REAC inspection for our Edgewood property. On March 1st we received notice from an inspector that they have scheduled Dellwood and our scattered sites public housing units for a REAC inspection on April 1st, 2022. Shannon has worked with our maintenance staff and our new activities coordinator to get notice out to all of our residents in public housing that we will be inspecting their units in the next 2 weeks. This will be another group effort to inspect and get work orders completed prior to April 1st. While this is a different inspector than we had in January, we do hope that we have a better idea of what our inspectors are focusing on which will help us prepare for this round.

Complaint to the City of Crosby

I did receive correspondence from the City of Crosby Mayor regarding a letter that they received that was dated January 16th, 2022 from Mr. Tony Novotny, a previous employee with the Crosby HRA. The letter expressed general concern over complaints that Mr. Novotny has heard from tenants since he resigned his position in August of 2020. The letter also states that they had wanted to file a grievance with the board in December of 2020. Per the Crosby HRA employee policy manual, grievances are to be submitted to the Executive Director within 5 calendar days after the occurrence of an alleged grievance. The former employee stated that they reached out to our Board Chair in December of 2020 which is past the timeline laid out in our policy manual, to have such a grievance heard. I have sent a response letter to Mr. Novotny and provided copies to the Mayor and City Administrator of Crosby as well as to Chair Peebles that explains the grievance process that was adopted by the board through our policy manual.

No Action Requested; Discussion Items

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To: Crosby HRA Board Members

From: Karen Young, Finance Director

Date: March 3, 2022

Re: Approval of Accounts Receivable Write-Off

Per Crosby HRA policy, when an account remains unpaid for 90 days following the tenant's move out date with no repayment activity, the Finance Director shall obtain approval from the Board of Commissioner's to write-off those accounts. As such, we are requesting the approval to write-off all balances outstanding at 3/31/2022 in Accounts Receivable that remain unpaid 90 days following the tenant's move out date.

When feasible, these balances will be filed with the State of Minnesota for collection through the Revenue Recapture process. This process allows Housing Authorities to collect outstanding balances through any state return that the tenant is entitled.

Action Requested: Approve the write-off of uncollectible Accounts Receivable for 2022.

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