



## **Crosby HRA Board Meeting**

**11:00 a.m. Tuesday, April 12th, 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. 21*
- 6. UNFINISHED BUSINESS:**
- 7. NEW BUSINESS:**
- 8. COMMISSIONER COMMENTS:**
- 9. NEXT MEETING:** May 10<sup>th</sup>, 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, March 8, 2022**

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

- 1. CALL TO ORDER:** Chair Peeples called the meeting to order at 10:59AM.
- 2. ROLL CALL:** Commissioners Linda Peeples, Renae Marsh, Marna Paron and Maxine Fisher.  
Absent Buzz Neprud

Others present: Executive Director Eric Charpentier (via phone), Finance Director Karen Young, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, Rehab Administrative Specialist Kristin Miller, and Guest Reverend Gerald Fisher.

**3. REVIEW AND APPROVE AGENDA:**

**Moved by Commissioner Marsh and seconded by Commissioner Paron to approve the agenda as presented for Tuesday, March 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 Paron and seconded by Commissioner Marsh to approve the meeting minutes from Tuesday, February 8, 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.

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 (Higher than normal). This amount has not been approved by HUD and is subject to proration.

**Moved by Commissioner Marsh and seconded by Commissioner Paron to approve February checks numbered 118426 through 118464 and February ACH payments numbered 1539 through 1546 and 213 through 218. 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 February. Diana Banks started as the Tenant Activities Coordinator on Feb-15<sup>th</sup> 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

These documents were presented by Shannon Fortune.

**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 1<sup>st</sup> we received notice from an inspector that they have scheduled Dellwood and our scattered sites public housing units for a REAC inspection on April 1<sup>st</sup>, 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

1<sup>st</sup>. 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 16<sup>th</sup>, 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.

**6. UNFINISHED BUSINESS:** None at this time.

#### **7. NEW BUSINESS:**

##### **a. 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.

**Moved by Commissioner Fisher and seconded by Commissioner Paron to approve the write-off of uncollectible Accounts Receivable for 2022. All commissioners were in favor and none were opposed. The motion passed.**

#### **8. CHAIR COMMENTS:**

Linda Peebles -

Rena Marsh -

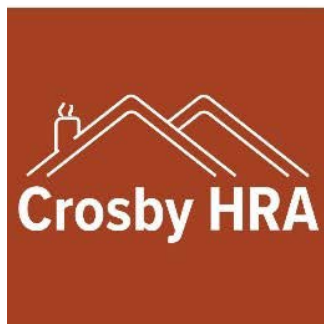
Maxine Fisher – Would like to find a way to help residents move their vehicles when snow removal and plowing is needed. Shannon and Mallory commented that there is a volunteer resident group that will be starting for next season.

Marna Paron –

**NEXT MEETING:** Tuesday, April 12, 2022

**9. ADJOURNMENT:**

**Commissioner Paron made a motion to adjourn the meeting. Commissioner Marsh seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 11:35AM.**



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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: April 6, 2022  
Re: April Financial Report

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Please find attached the financial information for March 2022.

**2022 Audit**

The 2022 audit fieldwork has been scheduled with CliftonLarsonAllen (CLA) during the week of June 13<sup>th</sup>.

**Year-end Financial Statements and Ratios**

The December ratios and financial statements do not fully reflect all yearend entries and adjustments. The final yearend entries and adjustments will be recorded prior to the audit and REAC submission. Therefore, the financial information is subject to change due to necessary yearend adjustments.

**Purchases**

In March we processed payment for a John Deere mower/snow blower with trade-in of the existing tractor. We procured this purchase through the Sourcwell Government Contract. We also purchased 15 refrigerators through Deerwood Furniture. Maintenance has struggled to procure refrigerators in this current environment, so we were very thankful to have these become available for purchase.

**Action Requested:**

**Approval of March checks numbered 118465 through 118530 and March ACH payments numbered 1547 through 1554 and 219 through 232.**

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## Crosby Housing & Redevelopment Authority

### 2022 Ratios

Includes  
only a few  
YE JEs

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2022
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	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	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	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	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2022
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	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	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	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	21.00	21.00

Total of Above Ratios	50		37	41	41	41	41	41	41	41	41	41	46	46
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MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2022
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	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	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10		10.0	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  
March, 2022**

	<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	-17,136.00	-207,432.00	-200,000.00	-7,432.00
100-000-3120.000 Excess Utilities	0.00	-724.76	-570.00	-154.76
100-000-3401.000 Operating Subsidy	-11,462.00	-146,244.00	-88,790.00	-57,454.00
100-000-3402.000 Capital Fund Revenue	-7,975.00	-7,975.00	-10,000.00	2,025.00
100-000-3610.000 Interest Revenue	-0.41	3.16	0.00	3.16
100-000-3690.000 Other Income	-767.88	-3,509.36	-600.00	-2,909.36
100-000-3691.000 Other Tenant Revenue	-1,757.18	-11,812.32	-9,000.00	-2,812.32
100-000-3695.000 Laundry Revenue	-233.00	-2,715.25	-2,450.00	-265.25
100-000-3699.000 POHP Grant Revenue	0.00	-450.85	0.00	-450.85
<b>Total Income</b>	<b>-39,331.47</b>	<b>-380,860.38</b>	<b>-311,410.00</b>	<b>-69,450.38</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	1,491.84	19,372.16	19,400.00	-27.84
100-000-4130.000 Legal	707.66	1,392.16	3,000.00	-1,607.84
100-000-4140.000 Staff Training	0.14	9.94	400.00	-390.06
100-000-4150.000 Travel	153.97	807.24	660.00	147.24
100-000-4171.000 Auditing Fees	0.00	3,412.50	3,275.00	137.50
100-000-4190.000 Sundry-Other Admin	60.00	525.00	325.00	200.00
100-000-4191.000 Management Fees	3,000.00	36,000.00	36,000.00	0.00
100-000-4194.000 Office Supplies	303.30	1,156.79	900.00	256.79
100-000-4195.000 Membership Dues	0.00	182.40	310.00	-127.60
100-000-4196.000 Telephone	143.96	881.36	900.00	-18.64
100-000-4198.000 Advertising	67.60	968.04	485.00	483.04
100-000-4199.000 Postage	0.00	392.50	300.00	92.50
100-000-4210.000 Tenant Svcs Salaries	339.04	1,762.86	4,320.00	-2,557.14
100-000-4230.000 Tenant Services Other	34.04	236.06	1,300.00	-1,063.94
100-000-4310.000 Water	2,435.75	16,415.43	14,850.00	1,565.43
100-000-4315.000 Sewer	3,705.67	24,776.72	22,900.00	1,876.72
100-000-4320.000 Electricity	1,971.88	23,650.97	20,100.00	3,550.97
100-000-4330.000 Gas	5,538.02	15,264.57	8,900.00	6,364.57
100-000-4431.000 Garbage & Trash	1,559.28	9,266.26	10,200.00	-933.74
100-000-4410.000 Maintenance Labor	2,952.38	36,395.12	44,080.00	-7,684.88
100-000-4420.000 Materials	7,967.80	22,314.00	13,000.00	9,314.00
100-000-4430.000 Contracts Costs	4,157.77	18,076.37	17,000.00	1,076.37
100-000-4432.000 Decorating Contract	4,678.22	14,153.34	9,000.00	5,153.34
100-000-4435.000 Grounds Contract	12.39	2,650.03	1,000.00	1,650.03
100-000-4445.000 Elevator Maintenance	335.28	7,115.51	3,500.00	3,615.51
100-000-4450.000 Plumbing/Heating	386.00	3,888.34	5,000.00	-1,111.66
100-000-4455.000 Snow Removal	795.46	1,836.65	2,400.00	-563.35
100-000-4456.000 Exterminating	110.00	715.00	1,000.00	-285.00
100-000-4457.000 Janitor/Cleaning	2,172.41	10,156.58	6,800.00	3,356.58
100-000-4510.000 Insurance	2,102.85	25,234.42	24,755.00	479.42
100-000-4520.000 Property Tax	96.27	6,129.32	6,465.00	-335.68
100-000-4540.000 Employee Benefits	2,448.91	25,564.89	24,430.00	1,134.89
100-000-4570.000 Collection Losses Tenan	1,486.87	1,486.87	4,455.00	-2,968.13
100-000-4590.000 Other General Expense	0.00	6,867.79	0.00	6,867.79
<b>Total Expense</b>	<b>51,214.76</b>	<b>339,057.19</b>	<b>311,410.00</b>	<b>27,647.19</b>
<b>Net Income(-) or Loss</b>	<b>11,883.29</b>	<b>-41,803.19</b>	<b>0.00</b>	<b>-41,803.19</b>

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

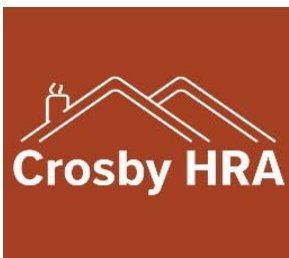
	Current Period	Current Year	Year To Date Budget	Variance
<b>Income</b>				
700-000-3110.000 Dwelling Rental	-19,017.00	-223,943.00	-231,610.00	7,667.00
700-000-3120.000 Excess Utilities	-30.00	-1,823.00	-1,920.00	97.00
700-000-3404.000 Other Government Grant	-8,021.00	-112,866.00	-104,530.00	-8,336.00
700-000-3490.000 Gain/Loss on Sale of A	-3,493.29	-7,393.29	0.00	-7,393.29
700-000-3610.000 Interest Revenue	12,229.89	19,056.51	-16,000.00	35,056.51
700-000-3690.000 Other Income	-937.43	-3,456.61	-800.00	-2,656.61
700-000-3691.000 Other Tenant Revenue	-1,305.00	-6,593.52	-6,500.00	-93.52
700-000-3695.000 Laundry Revenue	-295.00	-8,483.26	-8,400.00	-83.26
<b>Total Income</b>	<b>-20,868.83</b>	<b>-345,502.17</b>	<b>-369,760.00</b>	<b>24,257.83</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	2,437.76	31,408.25	31,840.00	-431.75
700-000-4130.000 Legal	752.00	869.00	3,000.00	-2,131.00
700-000-4140.000 Staff Training	0.21	28.38	600.00	-571.62
700-000-4150.000 Travel	146.73	878.58	750.00	128.58
700-000-4171.000 Auditing Fees	0.00	3,412.50	3,275.00	137.50
700-000-4190.000 Sundry-Other Admin	60.00	525.00	280.00	245.00
700-000-4191.000 Management Fees	4,500.00	54,000.00	54,000.00	0.00
700-000-4194.000 Office Supplies	303.30	2,006.36	900.00	1,106.36
700-000-4195.000 Membership Dues	0.00	182.40	310.00	-127.60
700-000-4196.000 Telephone	143.97	881.44	720.00	161.44
700-000-4198.000 Advertising	101.40	1,084.53	400.00	684.53
700-000-4199.000 Postage	0.00	392.50	300.00	92.50
700-000-4210.000 Tenant Svcs Salaries	508.56	2,644.29	6,480.00	-3,835.71
700-000-4230.000 Tenant Services Other	34.03	236.08	200.00	36.08
700-000-4310.000 Water	1,204.04	7,072.50	6,150.00	922.50
700-000-4315.000 Sewer	2,024.55	11,890.24	11,100.00	790.24
700-000-4320.000 Electricity	2,470.27	32,655.64	27,800.00	4,855.64
700-000-4330.000 Gas	6,626.34	16,642.86	10,200.00	6,442.86
700-000-4431.000 Garbage & Trash	508.88	4,376.20	5,440.00	-1,063.80
700-000-4410.000 Maintenance Labor	2,952.42	37,253.91	46,030.00	-8,776.09
700-000-4420.000 Materials	6,751.60	23,809.31	12,000.00	11,809.31
700-000-4430.000 Contracts Costs	2,292.89	14,916.33	15,000.00	-83.67
700-000-4432.000 Decorating Contract	2,908.61	10,950.90	11,000.00	-49.10
700-000-4435.000 Grounds Contract	18.57	4,097.16	600.00	3,497.16
700-000-4445.000 Elevator Maintenance	0.00	3,547.24	4,200.00	-652.76
700-000-4450.000 Plumbing/Heating	314.33	6,508.57	9,000.00	-2,491.43
700-000-4455.000 Snow Removal	1,193.20	2,754.97	3,200.00	-445.03
700-000-4456.000 Exterminating	110.00	605.00	1,200.00	-595.00
700-000-4457.000 Janitor/Cleaning	1,968.94	9,094.84	8,400.00	694.84
700-000-4510.000 Insurance	1,649.96	19,799.41	19,780.00	19.41
700-000-4520.000 Property Tax	310.65	7,646.11	8,575.00	-928.89
700-000-4540.000 Employee Benefits	2,827.69	29,991.34	29,120.00	871.34
700-000-4570.000 Collection Losses Tenan	412.99	412.99	500.00	-87.01
700-000-4590.000 Other General Expense	0.00	9,102.67	0.00	9,102.67
<b>Total Expense</b>	<b>45,533.89</b>	<b>351,677.50</b>	<b>332,350.00</b>	<b>19,327.50</b>
<b>Net Income(-) or Loss</b>	<b>24,665.06</b>	<b>6,175.33</b>	<b>-37,410.00</b>	<b>43,585.33</b>

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**March 2022**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/9/2022	219	Erik Warner	\$19.31
3/9/2022	220	John Schommer	\$9.36
3/9/2022	221	Michael Foote	\$57.92
3/9/2022	222	Scott Risnes	\$91.90
3/9/2022	223	Shannon Fortune	\$56.16
3/24/2022	224	Eric Charpentier	\$18.72
3/24/2022	225	Karen Young	\$37.44
3/31/2022	226	Eric Charpentier	\$37.44
3/31/2022	227	Erik Warner	\$19.31
3/31/2022	228	James Wheeler	\$21.85
3/31/2022	229	Mallory Demel	\$18.72
3/31/2022	230	Scott Risnes	\$93.05
3/31/2022	231	Shannon Fortune	\$56.16
3/31/2022	232	Diana Banks	\$19.07
3/10/2022	1547	Harpers Payroll Service	\$41.78
3/10/2022	1548	Harpers Payroll Service	\$1,177.09
3/10/2022	1549	Lincoln Financial Group	\$698.49
3/10/2022	1550	Minnesota State Retirement System	\$50.00
3/24/2022	1551	Harpers Payroll Service	\$50.10
3/24/2022	1552	Harpers Payroll Service	\$1,242.69
3/24/2022	1553	Lincoln Financial Group	\$289.03
3/24/2022	1554	Void	\$0.00
3/8/2022	118465	Aramark Uniform Services	\$25.01
3/8/2022	118466	Bremer Bank Credit Card	\$65.00
3/8/2022	118467	Crosby Ace Hardware	\$94.08
3/8/2022	118468	Ctc	\$366.49
3/8/2022	118469	Deerwood True Value Hardware	\$12.99
3/8/2022	118470	Granite Pest Control LLC	\$110.00
3/8/2022	118471	Handyman's Inc.	\$876.98
3/8/2022	118472	Hd Supply Facilities Maint	\$113.41
3/8/2022	118473	Hillyard/Hutchinson	\$1,235.77
3/8/2022	118474	Judy Robinson	\$900.00
3/8/2022	118475	Majestic Creations Landscape	\$847.00
3/8/2022	118476	Mei Elevator Solutions	\$335.28
3/8/2022	118477	Minnesota Energy Resources	\$6,685.18
3/8/2022	118478	Minnesota Power	\$10.53
3/8/2022	118479	Minnesota Power	\$33.00
3/8/2022	118480	Nisswa Sanitation Inc	\$411.56
3/8/2022	118481	Pike Plumbing & Heating Inc.	\$314.33
3/8/2022	118482	Sebrina Van Nurden	\$563.56
3/8/2022	118483	ShofCorp LLC	\$75.48
3/8/2022	118484	Strike Painting & Finishing	\$800.00
3/8/2022	118485	T-Mobile	\$92.19
3/8/2022	118486	TCH	\$134.31

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**March 2022**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/8/2022	118487	The Office Shop	\$324.10
3/8/2022	118488	The Print Shop Ink	\$259.86
3/8/2022	118489	Visa–Unity	\$530.62
3/8/2022	118490	West Central Flooring	\$672.31
3/8/2022	118491	Yde's Major Appliance	\$170.00
3/10/2022	118492	Borden Steinbauer And Kruger	\$482.66
3/10/2022	118493	City Of Crosby	\$5,272.15
3/10/2022	118494	Ctcit	\$335.00
3/10/2022	118495	Servicemaster Clean of Brainerd	\$500.00
3/22/2022	118496	Bremer Bank Credit Card	\$35.00
3/22/2022	118497	Crow Wing County San. Landfill	\$25.00
3/22/2022	118498	Ctc	\$363.89
3/22/2022	118499	Dearborn National Life Ins Co	\$4.05
3/22/2022	118500	Deer & Company	\$16,443.68
3/22/2022	118501	Deerwood Furniture Inc.	\$9,825.00
3/22/2022	118502	Granite Pest Control LLC	\$110.00
3/22/2022	118503	Holden Electric Co. Inc.	\$112.70
3/22/2022	118504	ShofCorp LLC	\$75.48
3/22/2022	118505	Visa–Unity	\$36.02
3/31/2022	118506	Aramark Uniform Services	\$86.57
3/31/2022	118507	Borden Steinbauer And Kruger	\$977.00
3/31/2022	118508	City Of Crosby	\$4,869.90
3/31/2022	118509	Crosby Ace Hardware	\$298.46
3/31/2022	118510	Crosby-Ironton Courier	\$169.00
3/31/2022	118511	Crow Wing County San. Landfill	\$10.00
3/31/2022	118512	Ctcit	\$335.00
3/31/2022	118513	Tenant Refund	\$4.08
3/31/2022	118514	Holden Electric Co. Inc.	\$5,498.55
3/31/2022	118515	Judy Robinson	\$1,380.00
3/31/2022	118516	Tenant Refund	\$6.00
3/31/2022	118517	MRI Software LLC	\$25.00
3/31/2022	118518	Majestic Creations Landscape	\$1,141.66
3/31/2022	118519	Minnesota Energy Resources	\$5,479.18
3/31/2022	118520	Minnesota Power	\$4,442.15
3/31/2022	118521	Nisswa Sanitation Inc	\$849.56
3/31/2022	118522	Roberta Piekarski	\$18.72
3/31/2022	118523	Tenant Refund	\$18.00
3/31/2022	118524	Strike Painting & Finishing	\$800.00
3/31/2022	118525	T-Mobile	\$76.62
3/31/2022	118526	The Office Shop	\$202.95
3/31/2022	118527	Thelen Heating And Roofing	\$386.00
3/31/2022	118528	Tenant Refund	\$36.00
3/31/2022	118529	Visa–Unity	\$1,476.48
3/31/2022	118530	West Central Flooring	\$3,392.42
		<b>Report Total</b>	<b>\$85,764.56</b>



To: Crosby HRA Board Members  
 From: Shannon Fortune  
 Date: Apr-06-2022  
 Re: Housing Manager Report

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### **Tenant Activities Update**

There were 20 participants in the NAPS food delivery program in March, which includes one household dropping off and one new household enrolling. In coming months Diana will be working with her volunteers to streamline the package distribution process. Diana has been busy in March with relaunching the Activities Coordinator newsletter, getting a tenant interest survey ready to deploy in April, and is working on plans for 3 events coming up in April. The minutes from the Tenant Council meeting in March are attached.

### **REAC Inspection – Dellwood & Scattered Sites**

Our REAC inspection for Dellwood and Scattered Sites was completed on Apr-1<sup>st</sup>. The inspector reviewed 19 units (Dellwood: 13, Scattered: 6). There were no exigent health and safety findings which would require correction within 72 hours and no other findings that require a specific response back to HUD. We are extremely pleased to report a final score of 99a.

### **Edgewood OCAF Rent Increase**

All Edgewood tenants have received a proper notice regarding the annual HAP contract OCAF rent increase (approved by HUD in Dec-2021) which will go into effect on 5/1/2022. This year the HAP contract rent has increased \$15.00/month for a 1-bedroom and \$17.00/month for a 2-bedroom. This increase does not directly impact the majority of our tenants, only individuals that may have been at the previous contract rent and whose income is high enough to necessitate an increase up to the higher approved contract.

### **Monthly Property Performance Reports for March 2022**

Please see Attachment.

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

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# Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report March 2022

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	37	n/a	n/a	2	95%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	117	0	0	3	98%

3. Customer Traffic

Applications Requested	13
Applications Placed on PH Wait List	15
Applications Denied on PH Wait List	2

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	53	1	1	0
2 bdrm	13	11	0	0	0
3 bdrm	6	11	0	0	0
4 bdrm	2	6	0	0	0
TOTAL	120	81	1	1	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	0	18
Move-Outs	1	19

*\*Starting 4/1/2021*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW#212	1BR	by 4/30	Yes
DW#304	1BR	by 4/30	In Process
EW#317	1BR	early May	Screening

7. Recertifications

Interim Recertifications	2
Annual Recertifications	5
Completed for this month	7

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?	Yes
If yes, please enter date	Ongoing Throughout Year

*\*Starting 4/1/2021*

9. Lease Enforcements

Lease warnings/violations issued	3
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
EW#317	Unit Condition/Payment	03/09/22	Eviction (3/26 Vacate)
SS#18	Program Non-Compliance	03/16/22	Eviction (3/31 Vacate)

11. Non-Emergency Work Orders

Beginning Balance	3
Received	56
Closed	58
Ending Balance	1
Total Completed Work Orders for Year	575

*\*Starting 4/1/2021*

## 12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	13
Completed within 24 hours	0	13
Percent completed within 24 hours	n/a	100%

*\*Starting 4/1/2021*

## 13. Rent Collection

	This Month
Rent Charges	36,683
Other Charges	1,183
<b>Total New Charges</b>	37,866
Arrears, tenants in possession	551

### Accounts Receivable

Current Tenant Accounts Receivable (Rent)	489
Current Rent Charges	36,683
Current Rent Collections	36,195
Accounts Receivable Rate	1%
Collection Rate	99%

### Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	11,129
Prior Rent Charges	426,803
Collection Rate	97%

Tenant Council Meeting - Monday, March 7, 2022 at 11:00 a.m.

Members present: Roxy, Robin, Marna

Treasurer Report:

For February 3-28, 2022

Coffee income: \$120.82

Coffee spent: \$120.88

Bingo income: \$12.00

Bingo spent: \$.46

Petty Cash for end of February: \$228.56

Checking: \$652.71

OLD BUSINESS:

Had a potluck on Saturday, February 19th. We took in \$33.00 and had 17 in attendance.

Purchased new bingo cards at cost of \$54.00.

Still have not heard back from Pastor Garrett from Cascade

United Methodist Church. Marna will call her and tell her that the Bible Study is a go. Date to be announced later and Roxy will put up signs letting everyone know that Bible Study will be starting again.

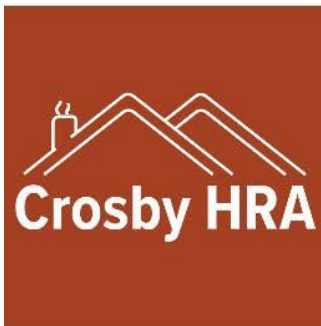
NEW BUSINESS:

We will have a potluck on Saturday, March 19th at 1:00 p.m.

Was discussed to have an Easter potluck on Saturday,

April 16th. The tenant council will provide ham.

The next tenant council meeting will be on Monday, April 11<sup>th</sup> at 11:00 a.m.



To: Crosby HRA Board Members  
 From: Eric Charpentier, Executive Director  
 Date: April 12<sup>th</sup>, 2022  
 Re: Executive Director Report

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### **REAC Inspection in Dellwood and Scattered Sites**

On April 1<sup>st</sup> our Dellwood apartments and Scattered Site homes underwent a physical REAC inspection. John Schommer, Shannon Fortune and I were present for this inspection. We received the results on April 4<sup>th</sup> and our score was a 99! We are thankful to our maintenance staff as well as Diana and Mallory for addressing work orders and answering tenant questions as we geared up for our 2<sup>nd</sup> inspection in a few months. I want to thank the staff in Crosby for their help in getting everything prepped for the inspector and to the staff that were on site on the day of the inspection. While there are a few smaller items that will be addressed and fixed, overall, this was a very positive result!

### **Maintenance Supervisor Update**

Mike Foote has taken a new opportunity with another business in town. Mike's last day with the agency was March 9<sup>th</sup>. In the ensuing weeks I have met with our department heads, maintenance team and as an entire staff to help guide us to finding a new leader of our maintenance team. We have decided to merge our maintenance department with our housing rehab department to create one unified group. John Schommer has agreed to lead this merged team as our Rehab and Maintenance Director. John has previously worked as the maintenance supervisor for the Brainerd agency prior to him leading our rehab group. With his change, the Brainerd agency will be filling a previously vacant administrative position to help with the rehab administration along with the procurement for purchasing among a number of other duties. I am excited for the opportunity to combine departments and to have John's expertise leading our maintenance team. He has set up meetings with his new teams in both Brainerd and Crosby and we have posted our administrative opening which we hope to have filled in the next 3-4 weeks.

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

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