

Crosby HRA Board Meeting

11:00 a.m. Tuesday, May 10th, 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. COMMISIONER COMMENTS:**
- 9. NEXT MEETING:** June 14th, 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, April 12, 2022**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, April 12, 2022, Community Room, 300 3rd Ave NE, Crosby MN 56441.

- 1. CALL TO ORDER:** Chair Peeples called the meeting to order at 11:01AM.
- 2. ROLL CALL:** Commissioners Linda Peeples, Renae Marsh, Buzz Neprud, and Marna Paron. Absent. Maxine Fisher

Others present: Executive Director Eric Charpentier, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, Rehab Administrative Specialist Kristin Miller.

3. REVIEW AND APPROVE AGENDA:

Moved by Commissioner Paron and seconded by Commissioner Marsh to approve the agenda as presented for Tuesday, April 12, 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 Paron to approve the meeting minutes from Tuesday, March 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:

March 2022 financial report was presented by Eric Charpentier.

2022 Audit

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

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 Sourcewell 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.

Moved by Commissioner Marsh and seconded by Commissioner Paron to approve March checks numbered 118465 through 118530 and March ACH payments numbered 1547 through 1554 and 219 through 232. All commissioners were in favor, and none were opposed. The motion was approved.

b. Housing Manager Report:

Presented by Shannon Fortune

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 4 events coming up in April. The minutes from the Tenant Council meeting in March are attached.

REAC Inspection

Our REAC inspection for Dellwood and Scattered Sites was completed on Apr-1st. 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

March monthly property performance reports were presented by Shannon Fortune.

Executive Director Report:

Presented by Eric Charpentier

REAC Inspection in Dellwood and Scattered Sites

On April 1st 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 4th 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 2nd 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 9th. 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.

6. UNFINISHED BUSINESS: None at this time.

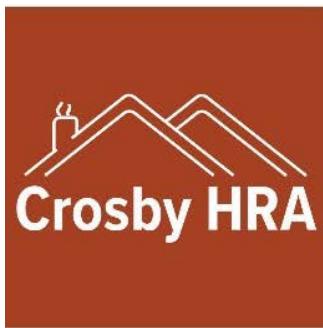
7. NEW BUSINESS: None at this time.

8. CHAIR COMMENTS: None at this time.

NEXT MEETING: Tuesday, May 10, 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 11:29AM.



To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: May 2, 2022
Re: May Financial Report

Please find attached the financial information for April 2022.

2022 Audit

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

Action Requested:

Approval of April checks numbered 118531 through 118549 and April ACH payments numbered 1555 through 1563.

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Crosby Housing & Redevelopment Authority

2023 Ratios

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

MASS Ratios	Max Pts	Scoring	Apr
Occupancy	16	O <90% =0, O >98% =16	16.00
Tenant Accounts Receivable	5	TAR <1% =5 , TAR >2.5% =0	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00
Total Points	25		20.00
Total of Above Ratios	50		45

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

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	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-17,096.00	-17,096.00	-17,497.50	401.50
100-000-3120.000 Excess Utilities	0.00	0.00	-54.17	54.17
100-000-3401.000 Operating Subsidy	-11,462.00	-11,462.00	-9,196.67	-2,265.33
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-833.33	833.33
100-000-3610.000 Interest Revenue	0.12	0.12	0.00	0.12
100-000-3690.000 Other Income	-124.35	-124.35	-133.33	8.98
100-000-3691.000 Other Tenant Revenue	-692.00	-692.00	-833.33	141.33
100-000-3695.000 Laundry Revenue	0.00	0.00	-216.67	216.67
Total Income	-29,374.23	-29,374.23	-28,765.00	-609.23
Expense				
100-000-4110.000 Administration Salaries	1,514.24	1,514.24	1,665.00	-150.76
100-000-4130.000 Legal	0.00	0.00	250.00	-250.00
100-000-4140.000 Staff Training	0.00	0.00	33.33	-33.33
100-000-4150.000 Travel	0.00	0.00	60.42	-60.42
100-000-4190.000 Sundry-Other Admin	30.00	30.00	43.75	-13.75
100-000-4191.000 Management Fees	3,000.00	3,000.00	3,000.00	0.00
100-000-4194.000 Office Supplies	65.00	65.00	150.00	-85.00
100-000-4196.000 Telephone	70.22	70.22	75.00	-4.78
100-000-4198.000 Advertising	0.00	0.00	83.33	-83.33
100-000-4199.000 Postage	0.00	0.00	225.00	-225.00
100-000-4210.000 Tenant Svcs Salaries	335.78	335.78	367.50	-31.72
100-000-4230.000 Tenant Services Other	17.45	17.45	108.33	-90.88
100-000-4310.000 Water	0.00	0.00	1,250.00	-1,250.00
100-000-4315.000 Sewer	0.00	0.00	1,895.83	-1,895.83
100-000-4320.000 Electricity	0.00	0.00	1,930.00	-1,930.00
100-000-4330.000 Gas	0.00	0.00	795.00	-795.00
100-000-4431.000 Garbage & Trash	0.00	0.00	733.33	-733.33
100-000-4410.000 Maintenance Labor	2,874.19	2,874.19	3,620.42	-746.23
100-000-4420.000 Materials	0.00	0.00	1,500.00	-1,500.00
100-000-4430.000 Contracts Costs	251.64	251.64	1,475.00	-1,223.36
100-000-4432.000 Decorating Contract	0.00	0.00	750.00	-750.00
100-000-4435.000 Grounds Contract	0.00	0.00	241.67	-241.67
100-000-4445.000 Elevator Maintenance	2,731.30	2,731.30	316.67	2,414.63
100-000-4450.000 Plumbing/Heating	0.00	0.00	416.67	-416.67
100-000-4455.000 Snow Removal	0.00	0.00	200.00	-200.00
100-000-4456.000 Exterminating	55.00	55.00	83.33	-28.33
100-000-4457.000 Janitor/Cleaning	0.00	0.00	608.33	-608.33
100-000-4510.000 Insurance	2,259.98	2,259.98	2,406.67	-146.69
100-000-4520.000 Property Tax	1,179.80	1,179.80	799.35	380.45
100-000-4540.000 Employee Benefits	2,509.44	2,509.44	2,640.42	-130.98
Total Expense	16,894.04	16,894.04	27,724.35	-10,830.31
Net Income(-) or Loss	-12,480.19	-12,480.19	-1,040.65	-11,439.54

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-19,240.00	-19,240.00	-19,625.00	385.00
700-000-3120.000 Excess Utilities	-30.00	-30.00	-161.67	131.67
700-000-3404.000 Other Government Grant	-9,653.00	-9,653.00	-9,519.17	-133.83
700-000-3610.000 Interest Revenue	5,016.82	5,016.82	-483.33	5,500.15
700-000-3690.000 Other Income	-150.33	-150.33	-66.67	-83.66
700-000-3691.000 Other Tenant Revenue	-4.00	-4.00	-500.00	496.00
700-000-3695.000 Laundry Revenue	0.00	0.00	-733.33	733.33
Total Income	-24,060.51	-24,060.51	-31,089.17	7,028.66
Expense				
700-000-4110.000 Administration Salaries	2,471.36	2,471.36	2,726.25	-254.89
700-000-4130.000 Legal	0.00	0.00	250.00	-250.00
700-000-4140.000 Staff Training	0.00	0.00	50.00	-50.00
700-000-4150.000 Travel	0.00	0.00	70.83	-70.83
700-000-4190.000 Sundry-Other Admin	30.00	30.00	45.83	-15.83
700-000-4191.000 Management Fees	4,500.00	4,500.00	4,500.00	0.00
700-000-4194.000 Office Supplies	65.00	65.00	166.67	-101.67
700-000-4196.000 Telephone	70.23	70.23	75.00	-4.77
700-000-4198.000 Advertising	0.00	0.00	83.33	-83.33
700-000-4199.000 Postage	0.00	0.00	225.00	-225.00
700-000-4210.000 Tenant Svcs Salaries	503.67	503.67	551.25	-47.58
700-000-4230.000 Tenant Services Other	17.45	17.45	16.67	0.78
700-000-4310.000 Water	0.00	0.00	541.67	-541.67
700-000-4315.000 Sewer	0.00	0.00	937.50	-937.50
700-000-4320.000 Electricity	0.00	0.00	2,591.67	-2,591.67
700-000-4330.000 Gas	0.00	0.00	965.00	-965.00
700-000-4431.000 Garbage & Trash	0.00	0.00	291.67	-291.67
700-000-4410.000 Maintenance Labor	2,874.22	2,874.22	3,783.33	-909.11
700-000-4420.000 Materials	0.00	0.00	1,416.67	-1,416.67
700-000-4430.000 Contracts Costs	853.84	853.84	1,308.33	-454.49
700-000-4432.000 Decorating Contract	0.00	0.00	2,333.33	-2,333.33
700-000-4435.000 Grounds Contract	0.00	0.00	216.67	-216.67
700-000-4445.000 Elevator Maintenance	2,731.30	2,731.30	316.67	2,414.63
700-000-4450.000 Plumbing/Heating	0.00	0.00	750.00	-750.00
700-000-4455.000 Snow Removal	0.00	0.00	216.67	-216.67
700-000-4456.000 Exterminating	55.00	55.00	100.00	-45.00
700-000-4457.000 Janitor/Cleaning	0.00	0.00	700.00	-700.00
700-000-4510.000 Insurance	1,951.25	1,951.25	1,885.84	65.41
700-000-4520.000 Property Tax	988.50	988.50	723.33	265.17
700-000-4540.000 Employee Benefits	2,895.97	2,895.97	3,059.58	-163.61
Total Expense	20,007.79	20,007.79	30,898.76	-10,890.97
Net Income(-) or Loss	-4,052.72	-4,052.72	-190.41	-3,862.31

Housing and Redevelopment Authority of Crosby
Payment Summary Report April 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
4/7/2022	1555	Minnesota State Retirement System	\$50.00
4/7/2022	1556	Lincoln Financial Group	\$553.74
4/7/2022	1557	Minnesota State Retirement System	\$50.00
4/7/2022	1558	Harpers Payroll Service	\$41.78
4/7/2022	1559	Harpers Payroll Service	\$1,174.37
4/21/2022	1560	Lincoln Financial Group	\$683.94
4/21/2022	1561	Minnesota State Retirement System	\$50.00
4/21/2022	1562	Harpers Payroll Service	\$1,234.32
4/21/2022	1563	Harpers Payroll Service	\$49.90
4/1/2022	118531	Birchdale Fire & Security LLP	\$240.00
4/1/2022	118532	Dearborn National Life Ins Co	\$32.20
4/1/2022	118533	Healthpartners	\$4,098.10
4/1/2022	118534	Housing Insurance Services Inc.	\$34,120.77
4/1/2022	118535	IP Networks	\$130.00
4/13/2022	118536	Granite Pest Control LLC	\$110.00
4/13/2022	118537	Healthpartners	\$4,098.10
4/13/2022	118538	Housing Auth Risk Retention Group	\$10,965.00
4/13/2022	118539	League of MN Cities Insurance Trust	\$5,449.00
4/13/2022	118540	MRI Software LLC	\$150.00
4/13/2022	118541	Mei Elevator Solutions	\$5,462.60
4/13/2022	118542	Minnesota Power	\$33.00
4/13/2022	118543	Minnesota Power	\$64.00
4/13/2022	118544	ShofCorp LLC	\$75.48
4/13/2022	118545	Storage Boxes, Etc.	\$240.00
4/21/2022	118546	Crow Wing County Treasurer	\$7,357.50
4/21/2022	118547	Ctc	\$363.67
4/21/2022	118548	Storage Boxes, Etc.	\$240.00
4/26/2022	118549	Bremer Bank Credit Card	\$30.00
		Report Total	\$77,147.47

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To: Crosby HRA Board Members
From: Shannon Fortune
Date: May-03-2022
Re: Housing Manager Report

MOR

We have received notification that Edgewood's annual Management and Occupancy Review (MOR) has been scheduled for Jun-10th. As was the case last year, this will mostly be a remote process. Tenant files, waiting lists, and other requested administrative documents are uploaded through a secure web portal and the staff interview portion is conducted via video call. The MOR process also includes a physical inspection component that follows up on a sampling of REAC findings. This part of the review will be completed through a phone interview with tenants in units that had REAC findings to confirm that the issues have been resolved.

Tenant Activities Update

There were 20 participants in the NAPS food delivery program in April, which includes one household dropping off and one new household enrolling. The new distribution model for the program worked well and new volunteers are being recruited to make it even better. Food items that had previously been left on various tables throughout the buildings have now been consolidated into an on-site food pantry to make it easier for all tenants to access. Diana is very pleased that 10 tenants (including 2 families from Scattered Sites!) have submitted their interest surveys to help her target her planning to events and activities of the greatest interest to our population. In April there were 4 events, with a total of 24 participants. There are already 6 events scheduled for May and more in the brainstorming/planning stages. Minutes from the Tenant Council meeting in April are attached.

Security Update

For the past several weeks the Crosby Police Department has been increasing their presence in the area, including doing periodic walk-throughs of our buildings. This is in response to some recent incidents involving tenants and/or their guests that don't threaten the health and safety of anyone in the building but are still inappropriate. After speaking to an officer familiar with our tenants and the recent events, these additional patrols may be a good deterrent to future incidents.

Monthly Property Performance Reports for April 2022

Please see Attachment.

No Action Requested; Discussion Items

Crosby Housing and Redevelopment Authority

Monthly Property Performance Report

April 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	39	n/a	n/a	0	100%
Family Units	20	19	n/a	n/a	1	95%
TOTAL	120	118	0	0	2	98%

3. Customer Traffic

Applications Requested	11
Applications Placed on PH Wait List	9
Applications Denied	2

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	57	12	2	0
2 bdrm	13	12	0	0	0
3 bdrm	6	8	0	0	0
4 bdrm	2	3	4	1	0
TOTAL	120	80	16	3	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	3
Move-Outs	3	3

*Starting 4/1/2022

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#317	1BR	by 5/31/2022	Yes
SS#18	4BR	by 5/31/2022	Yes

7. Recertifications

Interim Recertifications	1
Annual Recertifications	4
Completed for this month	5

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 4/1/2022

9. Lease Enforcements

Lease warnings/violations issued	10
30-day lease terminations	6

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	1
Received	39
Closed	37
Ending Balance	3
Total Completed Work Orders for Year	37

*Starting 4/1/2022

12. Emergency Work Orders

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

*Starting 4/1/2022

13. Rent Collection

	This Month
Rent Charges	36,178
Other Charges	215
Total New Charges	36,393
Arrears, tenants in possession	186

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	4
Current Rent Charges	36,178
Current Rent Collections	36,174
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	1,364
Prior Rent Charges	419,244
Collection Rate	100%

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

Members present: Roxy, Robin, Marna, Sandy

Treasurer Report:

For month of March

Coffee income: \$111.95

Coffee spent: \$56.98

Bingo income: \$16.00

Bingo spent: \$15.26

Misc. spent: \$4.00

Potluck income: \$30.00

Petty Cash for end of March: \$310.27

Checking: \$652.71

OLD BUSINESS:

Had potluck on Saturday, March 19th. Roxy was not able to attend and help set up. Robin pitched in and did a great job. Thank you Robin. There was approximately 14 people at the potluck.

We will have our Easter potluck on Saturday, April 16th. The tenant council will provide the ham. There will be no charge for this event.

We had our first music afternoon with Kale Jones from Emily. He did a very good job, had approx. 15 people come and listen to him play and sing.

NEW BUSINESS:

Bible Study will be starting on Wednesday, April 13th, hope it has a good turn out.

Grateful to Pastor Garrett for doing this for our building.

Will have a potluck on Saturday, May 14th. Will be a regular potluck at 1:00 p.m.

Marna will contact Kale Jones about when he can come back to play and sing for us.

OPINIONS:

Suggestion was made to add a few things in Aprils newsletter:

- Due to rising cost of coffee, need to have the morning drinkers pay the \$1.00 cost.
- Want to know if there is interest in starting a Sunday afternoon bingo.

The next tenant council meeting will be on Monday, May 2nd at 11:00 a.m.



To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: May 10th, 2022
Re: Executive Director Report

MN NAHRO Executive Directors Training

I recently attended an executive director's boot camp training put on by our Minnesota chapter of the National Association of Housing and Redevelopment Officials (NAHRO) held in the Twin Cities April 20th – 22nd. This was my first in person training opportunity with NAHRO and was attended by 40 directors from around the state and region. We had a national NAHRO presenter go through a guide for new executive directors and several informative round table discussions about the challenges housing authorities are facing as we come through the last two years of the pandemic. This was a great opportunity for me to network with other directors from the state as well as get an opportunity to hear about some of the challenges that all of our agencies and directors face across the state. I'm looking forward to continuing with additional training opportunities in the future.

Community Focus Radio Program

On May 10th John Schommer and I will be recording a radio interview for Community Focus which will air at noon on the 10th on the local radio station WJJY. We are going to be highlighting the Crow Wing County HRA Housing Trust Fund and the Housing Study that was completed by the HRA in 2020 to hopefully put a spotlight on the need for additional housing throughout the County. I will not be in attendance at the board meeting due to this conflict but feel that this is an opportunity that we should take to get the word out about our County programs.

No Action Requested; Discussion Items