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## **Crosby HRA Board Meeting**

**11:00 a.m. Tuesday, July 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. 23

**6. UNFINISHED BUSINESS:**

**7. NEW BUSINESS:**

- a.** Statement of Capital Fund Significant Amendment (*Attachment 5*) pg. 25
- b.** Retirement Plan Document Amendment and Restatement (*Attachment 6*) pg. 27

**8. COMMISIONER COMMENTS:**

**9. NEXT MEETING:** August 9th, 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, June 14, 2022**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, June 14, 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 11:01AM.
- 2. ROLL CALL:** Commissioners Linda Peeples, Marna Paron & Maxine Fisher.  
Absent: Renae Marsh & Buzz Neprud.

Others present: Executive Director Eric Charpentier, Housing Manager Shannon Fortune, Rehab Administrative Specialist Kristin Miller, Administrative Specialist Jessica Mulroy, and Guest Reverend Gerald Fisher.

**3. REVIEW AND APPROVE AGENDA:**

**Moved by Commissioner Paron and seconded by Commissioner Fisher to approve the agenda as presented for Tuesday, June 14, 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 Fisher to approve the meeting minutes from Tuesday, May 10, 2022. All commissioners were in favor, and none were opposed. The minutes were approved.**

**5. BILLS AND COMMUNICATIONS:**

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

*May 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.

### 2022 Capital Fund Program (CFP) Grant

HUD recently announced our 2022 CFP grant funding in the amount of \$129,891. This is the highest annual amount of funding that we have received in the history of this program. These funds will be primarily used for capital improvements to our Public Housing properties.

**Moved by Commissioner Paron and seconded by Commissioner Fisher to approve May checks numbered 118550 through 118585 and May ACH payments numbered 1564 through 1571 and 233 through 237. All commissioners were in favor, and none were opposed. The motion was approved.**

#### **b. Housing Manager Report:**

*Presented by Shannon Fortune*

##### MOR

All requested files and documents were uploaded to the web portal for review and the staff interview portion has been completed. Formal results are expected by the end of the month with a 30-day window to make any necessary corrections. The reviewer will be on-site Jun-8<sup>th</sup> to complete the physical inspection component of the process, which involves inspecting any vacant units and following up on previous REAC findings in common areas.

##### Tenant Activities Update

There were 22 participants in the NAPS food delivery program in May. There were 3 events in May, including a COVID booster clinic (7), a seminar provided by Humana related to "Habits of Happy People" (5), and the first in a series of chair exercises following along with a YouTube video (2). Diana is busy planning events for the summer and early fall. Tenant feedback has been positive, even if participation numbers vary. Minutes from the Tenant Council meeting in May are attached.

##### Monthly Property Performance Reports for May 2022

*May monthly property performance reports were presented by Shannon Fortune.*

#### **Executive Director Report:**

*Presented by Eric Charpentier*

##### Management & Occupancy Review – MN Housing (Edgewood)

Our annual management and occupancy review (MOR) was conducted the week of June 6<sup>th</sup> by Minnesota Housing. Staff prepared, compiled, and provided the files that were requested by MN Housing. We anticipate receiving our results in the next couple of weeks. Thank you to staff for your work in getting through this review.

Discussion with Crow Wing County – Housing Needs

John Schommer and I have met with County Commissioners and County staff recently along with BLAEDC and other City Administrative staff to discuss the housing needs in the County. We have spoken with the Crosby City Administrator along with the County Commissioner for the Crosby area specifically about what the needs are and what the strategy will be to entice development in the Cuyuna area. We do have funds in the Crow Wing County Trust Fund that can help with gap financing for projects, and we will continue to strategize with these stakeholders to encourage development in the region.

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

**7. NEW BUSINESS:** None at this time.

**8. CHAIR COMMENTS:**

Paron: Would like to see the heavy duty winter mats back or remove them all together for summer. Shannon will review this with John and get this addressed.

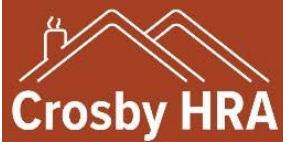
Fisher: Would like to know costs of generators for the elevators. Eric will get the financials from Karen and her team and bring it back to the board next meeting. Fisher will possibly be absent for Aug. & Nov. meetings due to being an election judge. We will review a possible reschedule for those months meetings at the July Board meeting.

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

**9. ADJOURNMENT:**

**Commissioner Paron made a motion to adjourn the meeting. Commissioner Fisher seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 11:39AM.**

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

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Please find attached the financial information for June 2022.

**2022 Audit**

The 2022 audit fieldwork was completed by CliftonLarsonAllen (CLA) during the week of June 13<sup>th</sup>. The audit was clean with no findings. The unaudited information was submitted in REAC prior to the May 31<sup>st</sup> due date and has been accepted by HUD.

**Action Requested:**

**Approval of June checks numbered 118586 through 118625 and June ACH payments numbered 1572 through 1583 and 238 through 242.**

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# Crosby Housing & Redevelopment Authority

## 2023 Ratios

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

MASS Ratios	Max Pts	Scoring	Apr	May	June
Occupancy	16	O <90% =0, O >98% =16	16.00	12.00	12.00
Tenant Accounts Receivable	5	TAR <1% =5 , TAR >2.5% =0	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00
<b>Total Points</b>	<b>25</b>		<b>20.00</b>	<b>16.00</b>	<b>16.00</b>
<b>Total of Above Ratios</b>	<b>50</b>		<b>45</b>	<b>41</b>	<b>41</b>

MASS Ratios	Max Pts	Scoring	Apr	May	June
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	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
<b>Total Points</b>	<b>10</b>	<b>Capital Fund Troubled</b>	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>

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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	-17,935.00	-52,553.00	-52,492.50	-60.50
100-000-3120.000 Excess Utilities	-240.00	-240.00	-162.51	-77.49
100-000-3401.000 Operating Subsidy	-4,227.00	-19,915.00	-27,590.01	7,675.01
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-2,499.99	2,499.99
100-000-3610.000 Interest Revenue	1.04	1.86	0.00	1.86
100-000-3690.000 Other Income	-424.02	-612.75	-399.99	-212.76
100-000-3691.000 Other Tenant Revenue	-1,371.86	-2,771.81	-2,499.99	-271.82
100-000-3695.000 Laundry Revenue	-305.75	-850.25	-650.01	-200.24
<b>Total Income</b>	<b>-24,502.59</b>	<b>-76,940.95</b>	<b>-86,295.00</b>	<b>9,354.05</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	2,304.99	5,355.89	4,995.00	360.89
100-000-4130.000 Legal	854.86	854.86	750.00	104.86
100-000-4140.000 Staff Training	0.00	0.00	99.99	-99.99
100-000-4150.000 Travel	37.44	120.10	181.26	-61.16
100-000-4190.000 Sundry-Other Admin	37.50	100.00	131.25	-31.25
100-000-4191.000 Management Fees	3,000.00	9,000.00	9,000.00	0.00
100-000-4194.000 Office Supplies	15.00	92.03	450.00	-357.97
100-000-4195.000 Membership Dues	93.60	93.60	100.00	-6.40
100-000-4196.000 Telephone	71.35	211.99	225.00	-13.01
100-000-4198.000 Advertising	0.00	0.00	249.99	-249.99
100-000-4199.000 Postage	0.00	0.00	225.00	-225.00
100-000-4210.000 Tenant Svcs Salaries	510.19	1,185.01	1,102.50	82.51
100-000-4230.000 Tenant Services Other	17.12	51.86	324.99	-273.13
100-000-4310.000 Water	1,153.72	2,274.85	3,750.00	-1,475.15
100-000-4315.000 Sewer	1,750.68	3,449.46	5,687.49	-2,238.03
100-000-4320.000 Electricity	1,887.93	3,800.67	5,790.00	-1,989.33
100-000-4330.000 Gas	1,162.29	2,646.42	2,385.00	261.42
100-000-4431.000 Garbage & Trash	1,304.64	4,929.18	2,199.99	2,729.19
100-000-4410.000 Maintenance Labor	4,561.80	10,477.19	10,861.26	-384.07
100-000-4420.000 Materials	1,565.37	2,259.62	4,500.00	-2,240.38
100-000-4430.000 Contracts Costs	2,854.15	5,010.17	4,425.00	585.17
100-000-4432.000 Decorating Contract	8,681.67	9,915.92	2,250.00	7,665.92
100-000-4435.000 Grounds Contract	97.05	586.30	725.01	-138.71
100-000-4445.000 Elevator Maintenance	0.00	4,003.00	2,982.00	1,021.00
100-000-4450.000 Plumbing/Heating	118.80	630.60	1,250.01	-619.41
100-000-4455.000 Snow Removal	0.00	0.00	600.00	-600.00
100-000-4456.000 Exterminating	110.00	165.00	249.99	-84.99
100-000-4457.000 Janitor/Cleaning	5,157.24	5,732.79	1,824.99	3,907.80
100-000-4510.000 Insurance	2,259.98	6,779.94	7,220.01	-440.07
100-000-4520.000 Property Tax	545.79	2,109.62	1,981.23	128.39
100-000-4540.000 Employee Benefits	2,920.98	7,968.65	7,921.26	47.39
<b>Total Expense</b>	<b>43,074.14</b>	<b>89,804.72</b>	<b>84,438.22</b>	<b>5,366.50</b>
<b>Net Income(-) or Loss</b>	<b>18,571.55</b>	<b>12,863.77</b>	<b>-1,856.78</b>	<b>14,720.55</b>

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

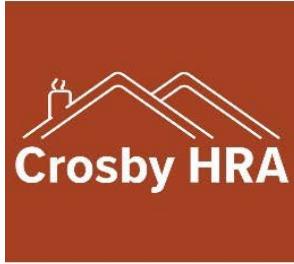
	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>Income</b>				
700-000-3110.000 Dwelling Rental	-18,155.76	-56,580.76	-58,875.00	2,294.24
700-000-3120.000 Excess Utilities	-478.00	-538.00	-485.01	-52.99
700-000-3404.000 Other Government Grant	-10,161.00	-29,602.00	-28,557.51	-1,044.49
700-000-3610.000 Interest Revenue	3,792.69	10,247.75	-1,449.99	11,697.74
700-000-3690.000 Other Income	-381.18	-628.07	-200.01	-428.06
700-000-3691.000 Other Tenant Revenue	-5,039.50	-5,148.50	-1,500.00	-3,648.50
700-000-3695.000 Laundry Revenue	-672.00	-2,318.25	-2,199.99	-118.26
<b>Total Income</b>	<b>-31,094.75</b>	<b>-84,567.83</b>	<b>-93,267.51</b>	<b>8,699.68</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	3,607.43	8,633.75	8,178.75	455.00
700-000-4130.000 Legal	75.00	75.00	750.00	-675.00
700-000-4140.000 Staff Training	0.00	0.00	150.00	-150.00
700-000-4150.000 Travel	56.75	143.16	212.49	-69.33
700-000-4190.000 Sundry-Other Admin	42.50	105.00	137.49	-32.49
700-000-4191.000 Management Fees	4,500.00	13,500.00	13,500.00	0.00
700-000-4194.000 Office Supplies	15.00	92.04	500.01	-407.97
700-000-4195.000 Membership Dues	93.60	93.60	100.00	-6.40
700-000-4196.000 Telephone	71.35	212.02	225.00	-12.98
700-000-4198.000 Advertising	0.00	0.00	249.99	-249.99
700-000-4199.000 Postage	0.00	0.00	225.00	-225.00
700-000-4210.000 Tenant Svcs Salaries	765.29	1,777.52	1,653.75	123.77
700-000-4230.000 Tenant Services Other	17.12	51.86	50.01	1.85
700-000-4310.000 Water	630.10	1,289.06	1,625.01	-335.95
700-000-4315.000 Sewer	1,056.99	2,159.93	2,812.50	-652.57
700-000-4320.000 Electricity	2,715.30	5,318.01	7,775.01	-2,457.00
700-000-4330.000 Gas	0.00	1,564.63	2,895.00	-1,330.37
700-000-4431.000 Garbage & Trash	757.94	1,044.78	875.01	169.77
700-000-4410.000 Maintenance Labor	4,561.81	10,477.23	11,349.99	-872.76
700-000-4420.000 Materials	246.56	874.11	4,250.01	-3,375.90
700-000-4430.000 Contracts Costs	2,263.97	3,879.93	3,924.99	-45.06
700-000-4432.000 Decorating Contract	0.00	3,690.27	6,999.99	-3,309.72
700-000-4435.000 Grounds Contract	40.28	539.76	650.01	-110.25
700-000-4445.000 Elevator Maintenance	0.00	2,894.58	2,982.00	-87.42
700-000-4450.000 Plumbing/Heating	0.00	0.00	2,250.00	-2,250.00
700-000-4455.000 Snow Removal	0.00	0.00	650.01	-650.01
700-000-4456.000 Exterminating	110.00	165.00	300.00	-135.00
700-000-4457.000 Janitor/Cleaning	849.77	4,442.10	2,100.00	2,342.10
700-000-4510.000 Insurance	1,951.25	5,853.75	5,657.52	196.23
700-000-4520.000 Property Tax	673.67	2,312.12	2,169.99	142.13
700-000-4540.000 Employee Benefits	3,374.26	9,200.80	9,178.74	22.06
<b>Total Expense</b>	<b>28,475.94</b>	<b>80,390.01</b>	<b>94,378.27</b>	<b>-13,988.26</b>
<b>Net Income(-) or Loss</b>	<b>-2,618.81</b>	<b>-4,177.82</b>	<b>1,110.76</b>	<b>-5,288.58</b>

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
6/15/2022	238	John Schommer	\$115.86
6/15/2022	239	Joseph Christenson	\$19.31
6/15/2022	240	Karen Young	\$18.72
6/15/2022	241	Scott Risnes	\$119.42
6/15/2022	242	Shannon Fortune	\$78.84
6/2/2022	1572	Lincoln Financial Group	\$719.49
6/2/2022	1573	Minnesota State Retirement System	\$50.00
6/2/2022	1574	Harpers Payroll Service	\$41.78
6/2/2022	1575	Harpers Payroll Service	\$1,221.69
6/16/2022	1576	Harpers Payroll Service	\$41.78
6/16/2022	1577	Harpers Payroll Service	\$1,221.07
6/16/2022	1578	Lincoln Financial Group	\$719.49
6/16/2022	1579	Minnesota State Retirement System	\$50.00
6/30/2022	1580	Lincoln Financial Group	\$719.49
6/30/2022	1581	Minnesota State Retirement System	\$50.00
6/30/2022	1582	Harpers Payroll Service	\$48.02
6/30/2022	1583	Harpers Payroll Service	\$1,302.94
6/2/2022	118586	Minnesota Power	\$4,603.23
6/14/2022	118587	Aramark Uniform Services	\$92.58
6/14/2022	118588	Borden Steinbauer And Kruger	\$929.86
6/14/2022	118589	Brainerd Hra	\$40.00
6/14/2022	118590	Bremer Bank Credit Card	\$70.00
6/14/2022	118591	City Of Crosby	\$4,977.51
6/14/2022	118592	Crosby Ace Hardware	\$172.32
6/14/2022	118593	Crow Wing County San. Landfill	\$5.00
6/14/2022	118594	Ctc	\$366.42
6/14/2022	118595	Ctcit	\$335.00
6/14/2022	118596	Deerwood True Value Hardware	\$5.58
6/14/2022	118597	Granite Pest Control LLC	\$220.00
6/14/2022	118598	Gravelle Plumbing & Heating	\$118.80
6/14/2022	118599	HDS, LLC DBA Kanso Software	\$494.03
6/14/2022	118600	Handyman's Inc.	\$477.51
6/14/2022	118601	Hd Supply Facilities Maint	\$472.97
6/14/2022	118602	Healthpartners	\$4,098.10
6/14/2022	118603	Jim Blakesley	\$801.90
6/14/2022	118604	Judy Robinson	\$1,170.00
6/14/2022	118605	MRI Software LLC	\$50.00
6/14/2022	118606	Midwest Machinery Co	\$23.74
6/14/2022	118607	Void	\$0.00
6/14/2022	118608	Minnesota Power	\$64.00
6/14/2022	118609	Minnesota Power	\$33.00
6/14/2022	118610	Nahro National	\$187.20
6/14/2022	118611	Nisswa Sanitation Inc	\$1,234.00
6/14/2022	118612	Northland Fire Protection	\$999.40
6/14/2022	118613	Paper Storm	\$26.00
6/14/2022	118614	Servicemaster Clean of Brainerd	\$4,738.00

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
6/14/2022	118615	ShofCorp LLC	\$150.96
6/14/2022	118616	Storage Boxes, Etc.	\$240.00
6/14/2022	118617	Strike Painting & Finishing	\$1,900.00
6/14/2022	118618	T-Mobile	\$76.62
6/14/2022	118619	The Door Doctor	\$1,134.67
6/14/2022	118620	Visa-Unity	\$903.47
6/14/2022	118621	West Central Flooring	\$6,781.67
6/16/2022	118622	Minnesota Energy Resources	\$1,162.29
6/20/2022	118623	Tenant Refund	\$14.40
6/30/2022	118624	Nisswa Sanitation Inc	\$411.56
6/30/2022	118625	T-Mobile	\$76.62
		<b>Report Total</b>	<b>\$46,196.31</b>



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To: Crosby HRA Board Members  
From: Shannon Fortune  
Date: Jul-05-2022  
Re: Housing Manager Report

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### **MOR**

We are very pleased to report that the MOR conclude with only some very minor file corrections and an update necessary to the tenant selection criteria. The physical inspection component had no findings and followed up to confirm REAC findings had been corrected. The MOR is always a very intense preparation process for the Housing Specialist specifically and her hard work is evident in our score and our review.

### **Tenant Activities Update**

There were 21 participants in the NAPS food delivery program in June. The two main activities in June were a nutrition education seminar from Humana called "Stretch Your Grocery Dollars (3) and a chair exercise class (4). Diana published a fully newsletter and posted an activity calendar to help keep tenants notified of upcoming opportunities. Diana will start using the automated calling system as a reminder of events, as tenants cite that they forgot about an event as the most common reason they do not attend. Additionally, Diana spends time out in the community areas to give tenants a chance to give her off-the-cuff feedback, make suggestions, and build general rapport. Minutes from the Tenant Council meeting in June are attached.

### **Emergency Safety & Security Grant Application**

We submitted an application for HUD Emergency Safety & Security Grant (ESSG) funds to put toward updated exterior and interior doors. We currently have a blend of physical locks, which are expensive and difficult to work with, and keyless entry systems, which are reaching end-of-useable life resulting in frequent service calls and loss of functionality. The funds are expected to be awarded later in 2022.

### **Garbage Service RFP**

To maintain compliance with procurement regulations, a request for proposal will be going out related to garbage service. We have a new software program that assists and streamlines this process that covers everything from the initial notification to potential vendors through the online proposal submission.

**MN Power Energy Efficiency Upgrades**

Through the Minnesota Power Multifamily Direct Installation we will be getting new LED fixtures in hallways and tenant apartments and new showerheads. MN Power orders and pays for of the materials necessary for the upgrades and we pay for the vendor costs to install the new items. Additionally, MN Power is providing an LED torchier-style lamp for the main living area in each apartment that does not have an overhead light.

**Monthly Property Performance Reports for June 2022**

Please see Attachment.

**No Action Requested; Discussion Items**

# Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report

June 2022

### 1. Property Narrative

### 2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	59	n/a	n/a	2	97%
Dellwood	39	38	n/a	n/a	1	97%
Family Units	20	19	n/a	n/a	1	95%
<b>TOTAL</b>	<b>120</b>	<b>116</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>97%</b>

### 3. Customer Traffic

Applications Requested	15
Applications Placed on PH Wait List	7
Applications Denied on PH Wait List	0

### 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	70	3	1	0
2 bdrm	13	18	0	0	0
3 bdrm	6	8	1	1	0
4 bdrm	2	3	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>99</b>	<b>4</b>	<b>2</b>	<b>0</b>

### 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	5	8
Move-Outs	2	9

\*Starting 4/1/2022

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

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
SS#515	2BR	by 7/31	Notifying
EW#306	1BR	by 7/31	Notifying
EW#308	1BR	by 7/31	Notifying
DW#209	1BR	by 7/31	Notifying

## 7. Recertifications

Interim Recertifications	2
Annual Recertifications	6
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	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	1
30-day lease terminations	2

## 10. Evictions

Resident	Reason	Summons Date	Judgment Action
SS#502	Program ineligibility	TBD	

## 11. Non-Emergency Work Orders

Beginning Balance	2
Received	77
Closed	69
Ending Balance	10
Total Completed Work Orders for Year	155

\*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

## 13. Rent Collection

	This Month
Rent Charges	37,081
Other Charges	2,987
<b>Total New Charges</b>	<b>40,068</b>
Arrears, tenants in possession	1,133

## Accounts Receivable

Current Tenant Accounts Receivable (Rent)	782
Current Rent Charges	37,081
Current Rent Collections	36,299
Accounts Receivable Rate	2%
Collection Rate	98%

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Tenant Council Meeting - Monday, May 2, 2022 at 11:00 pm.

Members present: Roxy, Robin, Marna, Diana

Treasurer Report:

For the month of April

Coffee income: \$157.40

Coffee spent: \$64.99

Bingo income: \$10.00

Bingo spent: \$0.74

Potluck spent: \$17.59 (ham) \$2.99 (lemonade) (for easter potluck)

Petty cash for end of April: \$377.00

Checking: \$652.71

OLD BUSINESS:

Had our Easter Potluck on Saturday, April 16th. There were 17 people in attendance. Was a good time.

Will have next potluck on Saturday, May 14th at 1 p.m.

NEW BUSINESS:

Will have Kale Jones coming on Sunday June 5th at 2 p.m. to play and sing for us.

Will have a reg. potluck on Saturday, June 18th at 1 p.m.

There will be a speaker coming on Wednesday, May 4th to speak about habit for happiness. Will be in the dining room.

Will be putting up signs to collect money for flowers to be

put in wishing well and flower beds in front of both buildings.

Will also be asking for volunteers to help plant and tend to the flowers.

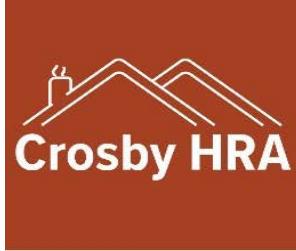
Diana has donated a dvd player and a couple movies. We will need to check the tv in Edgewood lobby to make sure works and need to purchase a cable before can start showing movies.

The food pantry is getting overflowed, so we are going to box up some of the items that are not being used and take back to the food shelf.

Diana had some good suggestions for activities in the future: making cards and selling them; having some volunteers come and give manicures.

Talked about getting an AED on site. Will continue to discuss at next meeting.

The next tenant council meeting is Monday, June 6th at 11 a.m.



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

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#### **Centralized After Hours Maintenance**

For the past few months staff have been analyzing our needs specifically for our after-hours maintenance line. We have not back-filled our on-site caretaker in Crosby while we have looked at different models to address the needs on site. It has been increasingly difficult to hire for a specific on-site caretaker at many of our facilities throughout Crow Wing County as it is a very specialized part-time position. In the coming weeks we will be looking at hiring a company or individual that can monitor our after hours maintenance line to diagnose and take care of minimal maintenance needs and if they are unable to solve the issue, they would relay on to our on-call maintenance staff person and/or contact a vendor. This entity or individual would be responsible for our Crosby properties as well as our Brainerd properties and would not live on site. We believe this is a position that will be easier to fill and more sustainable long term.

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

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: July 7, 2022  
Re: Statement of Capital Fund Significant Amendment

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As part of the documentation required by HUD for the acceptance of the 2022 Capital Fund Program (CFP) grant, each PHA must submit a written statement defining the criteria used for determining a significant amendment or modification to the CFP 5-Year Action Plan. This statement must include HUD language defining a significant amendment and also the criteria established by the PHA.

Attached is the Statement of Capital Fund Significant Amendment which defines what the Crosby HRA considers as a significant amendment to the 5-Year Action Plan:

- The addition of non-emergency Public Housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) when dollar amount exceeds 50% of the Capital Fund Budget.

By setting the threshold at 50% of the Capital Fund Budget, this would require the addition of a non-emergency work item greater than this dollar amount to go through a public hearing and public comment. This threshold determines what the board considers to be significant.

**Action Requested:**

**Approval of the Statement of Capital Fund Significant Amendment.**

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## **Statement of Capital Fund Significant Amendment**

Per 24 CFR 905.300(b)(iii) Capital Fund Submission Requirements, of the Capital Fund Program (CFP) 5-Year Action Plan for the Crosby Housing and Redevelopment Authority, the PHA's definition of Significant Amendment or Modification is defined per the Capital Fund Final Rule.

The following are considered by HUD to be significant amendments to the CFP 5-Year Action Plan:

A proposed demolition, disposition, homeownership, RAD conversion, Capital Fund Financing, development, or mixed finance proposal.

The following is considered by the PHA to be a significant amendment to the CFP 5-Year Action Plan:

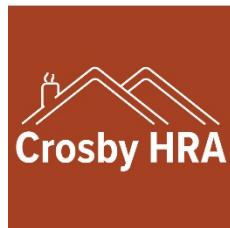
The addition of non-emergency Public Housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) when dollar amount exceeds 50% of the Capital Fund Budget.

Approved: July 12, 2022

Board Chair \_\_\_\_\_

Executive Director \_\_\_\_\_

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: July 12, 2022  
Re: Retirement Plan Document Amendment and Restatement

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All 401(a) plans using the PPG Retirement Plan Services Plan Document must be amended and restated to comply with the new documents made available that correspond with the IRS issued regulations that require all qualified retirement plans to be restated every six years.

**Action Requested:**

**Approval of Resolution 2023-01 for the amendment and restatement of the Housing and Redevelopment Authority of Crosby Minnesota Retirement Plan.**



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**HOUSING AND REDEVELOPMENT AUTHORITY OF CROSBY MINNESOTA**  
**FORMAL RECORD OF ACTION**  
**RESOLUTION 2023-01**

The following is a formal record of action taken by the governing body of Housing and Redevelopment Authority of Crosby Minnesota (the "Employer").

With respect to the amendment and restatement of the Housing and Redevelopment Authority of Crosby Minnesota Retirement Plan (the "Plan"), the following resolutions are hereby adopted:

**RESOLVED:** That the Plan be amended and restated effective 01/01/2022, in the form attached hereto, which Plan is hereby adopted and approved;

**RESOLVED FURTHER:** That the appropriate officers of the Employer be, and they hereby are, authorized and directed to execute the Plan on behalf of the Employer;

**RESOLVED FURTHER:** That Executive Director is hereby retained as the Trustee of the Plan; and

**RESOLVED FURTHER:** That the officers of the Employer be, and they hereby are, authorized and directed to take any and all actions and execute and deliver such documents as they may deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports documents or other information as may be required under applicable law.

Dated this 12 day of July, 2022.

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Board Chair

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Executive Director

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