

## **Crosby HRA Board Meeting**

**11:00 a.m. Tuesday, September 13th, 2022**

Community Room, 300 Third Avenue NE, Crosby MN 56441

### **AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. REVIEW AND APPROVE AGENDA**

**4. PRESENTATION OF THE AUDIT**

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

**6. ANNUAL MEETING** *(Attachment 2) pg. 7*

a. Review of Bylaws *(Attachment 2a) pg. 9*

b. Oath of Office *(Attachment 2b) pg. 13*

**7. BILLS & COMMUNICATIONS**

a. Financial Report *(Attachment 3) pg. 17*

b. Housing Manager Report *(Attachment 4) pg. 25*

**8. UNFINISHED BUSINESS:**

**9. NEW BUSINESS:**

a. Addition of Commissioner to Unity Bank Account *(Attachment 5) pg. 31*

**10. COMMISSIONER COMMENTS:**

**11. NEXT MEETING:** October 11<sup>th</sup>, 2022

**12. ADJOURNMENT**

Paula Traylor Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

Buzz Neprud, Commissioner Term Expires: 2027

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, August 9, 2022

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, August 9, 2022, Community Room, 300 3<sup>rd</sup> Ave NE, Crosby MN 56441.

1. **CALL TO ORDER:** Commissioner Paron called the meeting to order at 11:00AM.
2. **ROLL CALL:** Commissioners Marna Paron, Buzz Neprud, Renae Marsh, & Maxine Fisher.  
Others present: Executive Director Eric Charpentier, Housing Manager Shannon Fortune, Rehab Administrative Specialist Kristin Miller, Guest Reverend Gerald Fisher and Paula Trailer.

### 3. **REVIEW AND APPROVE AGENDA:**

**Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the agenda for Tuesday, August 9, 2022. All commissioners were in favor, and none were opposed. The amended agenda is approved.**

### 4. **REVIEW AND APPROVE MINUTES:**

**Moved by Commissioner Marsh and seconded by Commissioner Fisher to approve the meeting minutes from Tuesday, July 12, 2022. All commissioners were in favor, and none were opposed. The minutes were approved.**

### 5. **BILLS AND COMMUNICATIONS:**

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

*July 2022 financial report was presented by Eric Charpentier.*

#### 2022 Audit Presentation

The 2022 audit has been finalized. Mary Reedy from CliftonLarsonAllen (CLA) will present the audit at the September meeting.

#### Public Housing Budget Variances

We are continuing to monitor the Public Housing budget as there are a couple of line items that are significantly over budget. Garbage, Decorating Contract and Janitor/Cleaning expenses are all over budget - primarily due to the two scattered site

units that required excessive work to make lease ready again. We do have reserves and Capital Fund Program (CFP) dollars that can be used if necessary to cover deficit spending for Public Housing.

**Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve July checks numbered 118626 through 118660 and July ACH payments numbered 1584 through 1591 and 243 through 248. 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 July. The main activities in July were a chair exercise class (5), a dementia-awareness seminar by Central MN Council on Aging (4), and a 3-session creative arts series (10). A Healthy Life/Health You Bootcamp cooking demonstration by University of MN Extension Office that originally scheduled for July has been postponed to August due to schedule conflicts. Activity calendars were distributed throughout the buildings to promote participation in upcoming events and several tenants have registered to receive automated reminder calls as well. Minutes from the Tenant Council meeting in August are attached.

Monthly Property Performance Reports for July 2022

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

PHAS Score: High Performer 97% - Great Job Staff!

**Executive Director Report:**

*Presented by Eric Charpentier*

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 afterhours 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.

### Housing Development Discussion

I was invited to a meeting at the end of July with the City Administrator and a developer that is interested in potentially building single family homes in the City of Crosby. While the City does not currently own any land that would be developable, there are some tracts of land that would be able to be developed within the city limits. There have been discussions with some of the landowners on if they would be interested in selling their property for development and there are still discussions that will likely happen in the future. While there is nothing imminent about these developments, we did discuss the need for work force housing in the city to help bridge the housing gap for our larger employers in the city. We will continue to be involved with these discussions and help as we are able. The Crow Wing County HRA does have funds in their Housing Trust Fund for development of workforce and affordable housing.

### Linda Peeples Resignation

On Tuesday August 2nd Chairwoman Linda Peeples informed me that she would be resigning her seat as a commissioner, effective immediately. She has recently purchased a home and moved outside of the City limits and therefore is no longer eligible to serve on this commission. I would like to thank Linda for her years of service with the HRA and her unwavering support for the agency and the community. Her insight and voice will be missed.

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

## **7. NEW BUSINESS:**

### **a. Commissioner Term Expiring**

Commissioner Neprud's term is expiring at the end of August. He has expressed that he is willing to serve another interim term until a replacement can be found for him. I have reached out to one potential candidate and will be reaching out to additional potential candidates to gauge their interest. An individual is eligible for this board if they are a resident of the City of Crosby. Any interested candidates can reach out to myself or to the Mayor. Our commissioners are recommended by the mayor and approved by the City Council.

### **b. Update to EIV Security Policy & Procedures**

During the Management and Occupancy Review (MOR) process, it was noted that current policy related to the HUD Enterprise Income Verification (EIV) system lacked information related to frequency of report access and usage. The following change has been included in the updated policy:

#### **Reports Utilized and Frequency of Review**

The following EIV reports will be pulled:

1. Multiple Subsidy Report
2. Identity Verification Reports
3. Deceased Tenants Report
4. New Hires Report

Each report will be pulled within the first week of each month. Staff will review each report monthly and address deficiencies and discrepancies, taking necessary action based on the information. Specific notes relevant to action taken will be kept in individual tenant files.

**Moved by Commissioner Neprud and seconded by Commissioner Fisher to Approve of Resolution 2023-02 to update the EIV Security Policy & Procedures policy. By a roll call vote, all commissioners were in favor, and none were opposed. The resolution was approved.**

**8. CHAIR COMMENTS:** None at this time.

Open Position, Chair Term Expires: 2026

Rena Marsh, Secretary/Treasurer Term Expires: 2025

Buzz Neprud, Commissioner Term Expires: 2022

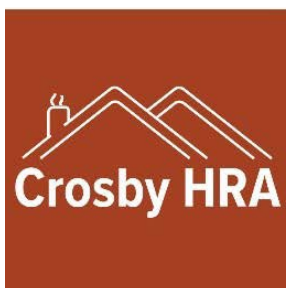
Maxine Fisher, Commissioner Term Expires: 2024

Marna Paron, Resident Commissioner Term Expires: 2026

**9. NEXT MEETING:** Tuesday, September 13, 2022

**10. ADJOURNMENT:**

**Commissioner Neprud 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 11:34AM.**



To: Crosby HRA Board Members  
 From: Karen Young  
 Date: September 7, 2022  
 Re: Annual Meeting

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According to the bylaws, the Crosby HRA is required to hold its annual meeting as part of the regular meeting in September each year. Typically, at annual meetings, all new members are given the Oath of Office, the Board elects officers, and the bylaws are reviewed.

#### **Election of Officers**

Following is a list of the board members and terms.\* State Statute states that Commissioners continue to serve until either reappointed or replaced. According to the bylaws, the Chair, Vice Chair, and Secretary shall be elected at the annual meeting of the HRA.

Buzz Neprud, Commissioner	Term Expires: 2027
Paula Traylor, Commissioner	Term Expires: 2026
Marna Paron, Resident Commissioner/Vice-Chair	Term Expires: 2026
Renae Marsh, Secretary/Treasurer	Term Expires: 2025
Maxine Fisher, Commissioner	Term Expires: 2024

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

#### **Review Bylaws**

A copy of the bylaws are attached for your review and approval.

Action Items: (1) Elect HRA Chair, Vice Chair, and Secretary  
 (2) Review Bylaws

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# BYLAWS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF CROSBY, MINNESOTA

Amended 3/2020

## ARTICLE I. THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Housing and Redevelopment Authority of Crosby, Minnesota."

Section 2. Seal of the Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of the Authority. The offices of the Authority shall be in the Dellwood Apartments building located at 300 Third Avenue, Northeast, Crosby, Minnesota, but the Authority may hold its meetings at such other place or places as it may designate by resolution.

## ARTICLE II. OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chair, Vice Chair, and a Secretary.

Section 2. Chair. The Chair shall preside at all meetings of the Authority. Except as otherwise delegated, the Chair shall sign all contracts, deeds and other instruments made by the Authority. At each meeting the Chair shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair.

Section 4. Secretary. The Secretary shall perform the duties of a Secretary for the Authority.

Section 5. Executive Director. The Authority shall employ or contract with an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He/she shall be charged with the management of the housing and redevelopment projects of the Authority.

As assistant to the Secretary, the Executive Director in his/her own name and title shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purposes, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all contracts and instruments to be executed by the Authority.

The Executive Director shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. Except as otherwise authorized by resolution of the authority, the Executive Director shall sign all orders and checks for payment of money and shall pay out and disburse such moneys under the

direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be counter-signed by the Chair or other designated official. The Executive Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting or more often as requested, an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for faithful performance of his/her duties as the Authority may determine.

Except as otherwise authorized by resolution of the Authority, the Executive Director is authorized to sign all contracts, deeds and other instruments made by the Authority.

The Authority shall determine the compensation of the Executive Director.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the by-laws or rules and regulations of the Authority.

Section 7. Election or Appointment. The first Chair shall, pursuant to his/her appointment, serve in the capacity of Chair until the expiration of his/her term of office as Commissioner. The Vice-Chair, Secretary and, except in the case of the first Chair, the Chair shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

Section 8. Vacancies. Should the office of the Chair, Vice Chair or Secretary become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of the Executive Director becomes vacant, the Authority shall appoint a successor as aforesaid.

Section 9. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Municipal Housing and Redevelopment Act of Minnesota (Minnesota Statutes 469.001, et. seq.) applicable thereto. The Authority, subject to the laws of the State of Minnesota, shall determine the selection and compensation of such personnel (including the Executive Director).

### ARTICLE III. MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held immediately prior to the regular September meeting.

Section 2. Regular Meetings. Monthly meetings shall be held without notice at the regular meeting place of the Authority on the second Tuesday of each month at 11:00 o'clock AM unless the same shall be a legal holiday or other day on which a public meeting cannot be held in Minnesota, in which event the meeting shall be held on the next regular working day or as otherwise established by the Authority at a regular or special meeting.

Section 3. Special Meetings. The Chair, or any two commissioners, may call special meetings of the Authority for the purpose of transacting any business designated in the call. Each commissioner of the Authority must receive the call for a special meeting at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the commissioners of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in

office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, the Authority upon a vote of a majority of the Commissioners present may take action.

Section 5. Attendance. Commissioners shall be expected to attend all meetings except with an excused absence. Any Commissioner who misses three consecutive meetings without an excused absence is considered to have resigned from the Board of Commissioners.

Section 6. Order of Business. At the regular meeting of the Authority the following shall be the order of business:

1. Roll Call
2. Reading and approval of the minutes of the previous meeting.
3. Bills and Communications
4. Report of the Executive Director
5. Reports of Committees.
6. Unfinished Business.
7. New Business.
8. Adjournment.

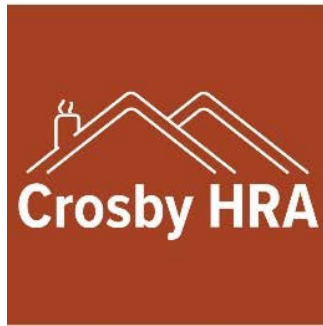
All resolutions shall be in writing and shall be copied in the journal of the proceedings of the Authority.

Section 7. Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote, and yeas and nays shall be entered upon the minutes of such meeting.

#### ARTICLE IV. AMENDMENTS

Section 1. Amendments to Bylaws. The bylaws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or a special meeting.

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: September 7<sup>th</sup>, 2022  
Re: Oath of Office: Paula Traylor

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At the August 22<sup>nd</sup>, 2022, City Council meeting, the Crosby City Council approved the appointment of Paula Traylor as a Commissioner of the Crosby HRA Board for a term expiring August 31<sup>st</sup>, 2026. This appointment will fill out the current term of Commissioner Peebles on the board. Paula will take an oath of office at the board meeting (Attachment 1a).

The City Council also re-appointed Buzz Neprud for another term to expire on August 31<sup>st</sup>, 2027.

**Action Requested: No action requested.**

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

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

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

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Paula Traylor

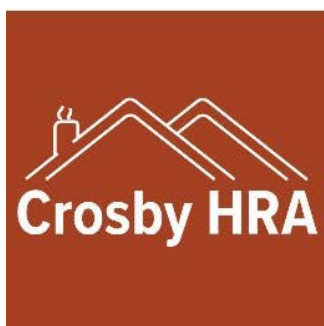
Subscribed and sworn to before me this 13<sup>th</sup> day of September, 2022.

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Mallory Smith  
Notary Public  
My commission expires  
January 1, 2024

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: September 7, 2022  
Re: September Financial Report

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Please find attached the financial information for August 2022.

**2022 Audit Presentation**

Mary Reedy from CliftonLarsonAllen (CLA) will present the audit at our September meeting. Please look through the audit and ask Mary any questions that you may have.

**Action Requested:**

**Approval of August checks numbered 118661 through 118694 and August ACH payments numbered 1592 through 1599 and 249 through 253.**

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## Crosby Housing & Redevelopment Authority

### 2023 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug
Quick Ratio	12	QR <1 =0-, QR >2 =12	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
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00

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

Total of Above Ratios	50		45	41	41	41	41
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MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	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
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0

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Date: 9/7/2022  
Time: 2:04:21 PM  
joe

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

**Page: 1**  
Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
<b>Income</b>				
100-000-3110.000 Dwelling Rental	-18,930.00	-91,141.62	-87,487.50	-3,654.12
100-000-3120.000 Excess Utilities	-230.00	-700.00	-270.85	-429.15
100-000-3401.000 Operating Subsidy	-9,016.00	-37,946.00	-45,983.35	8,037.35
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-4,166.65	4,166.65
100-000-3610.000 Interest Revenue	1.14	3.83	0.00	3.83
100-000-3690.000 Other Income	-368.00	-1,021.69	-666.65	-355.04
100-000-3691.000 Other Tenant Revenue	-706.00	-15,130.33	-4,166.65	-10,963.68
100-000-3695.000 Laundry Revenue	-318.00	-1,409.75	-1,083.35	-326.40
<b>Total Income</b>	<b>-29,566.86</b>	<b>-147,345.56</b>	<b>-143,825.00</b>	<b>-3,520.56</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	1,536.65	8,429.17	8,325.00	104.17
100-000-4130.000 Legal	0.00	1,181.86	1,250.00	-68.14
100-000-4140.000 Staff Training	0.00	0.00	166.65	-166.65
100-000-4150.000 Travel	89.93	266.48	302.10	-35.62
100-000-4171.000 Auditing Fees	1,155.00	3,517.50	3,000.00	517.50
100-000-4190.000 Sundry-Other Admin	457.50	617.50	218.75	398.75
100-000-4191.000 Management Fees	3,000.00	15,000.00	15,000.00	0.00
100-000-4194.000 Office Supplies	42.49	317.62	750.00	-432.38
100-000-4195.000 Membership Dues	0.00	93.60	100.00	-6.40
100-000-4196.000 Telephone	70.49	353.71	375.00	-21.29
100-000-4198.000 Advertising	0.00	0.00	416.65	-416.65
100-000-4199.000 Postage	0.00	0.00	225.00	-225.00
100-000-4210.000 Tenant Svcs Salaries	339.04	1,866.35	1,837.50	28.85
100-000-4230.000 Tenant Services Other	17.22	86.31	541.65	-455.34
100-000-4310.000 Water	1,153.78	5,029.05	6,250.00	-1,220.95
100-000-4315.000 Sewer	1,750.82	7,337.24	9,479.15	-2,141.91
100-000-4320.000 Electricity	2,930.80	10,083.16	9,650.00	433.16
100-000-4330.000 Gas	0.00	3,508.96	3,975.00	-466.04
100-000-4431.000 Garbage & Trash	623.64	6,182.40	3,666.65	2,515.75
100-000-4410.000 Maintenance Labor	3,041.19	16,559.57	18,102.10	-1,542.53
100-000-4420.000 Materials	1,051.88	4,697.06	7,500.00	-2,802.94
100-000-4430.000 Contracts Costs	1,942.93	7,891.46	7,375.00	516.46
100-000-4432.000 Decorating Contract	1,139.53	16,366.02	3,750.00	12,616.02
100-000-4435.000 Grounds Contract	292.52	1,537.54	1,208.35	329.19
100-000-4445.000 Elevator Maintenance	0.00	4,003.00	3,164.00	839.00
100-000-4450.000 Plumbing/Heating	568.51	1,544.11	2,083.35	-539.24
100-000-4455.000 Snow Removal	0.00	0.00	1,000.00	-1,000.00
100-000-4456.000 Exterminating	0.00	220.00	416.65	-196.65
100-000-4457.000 Janitor/Cleaning	608.71	7,503.91	3,041.65	4,462.26
100-000-4510.000 Insurance	2,259.98	11,299.90	12,033.35	-733.45
100-000-4520.000 Property Tax	635.05	3,310.04	3,163.11	146.93
100-000-4540.000 Employee Benefits	3,063.26	13,570.40	13,202.10	368.30
<b>Total Expense</b>	<b>27,770.92</b>	<b>152,373.92</b>	<b>141,568.76</b>	<b>10,805.16</b>
<b>Net Income(-) or Loss</b>	<b>-1,795.94</b>	<b>5,028.36</b>	<b>-2,256.24</b>	<b>7,284.60</b>

**Crosby HRA  
Edgewood Operating Stmt - Board  
August, 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	-19,324.00	-94,513.76	-98,125.00	3,611.24
700-000-3120.000 Excess Utilities	-445.00	-1,453.00	-808.35	-644.65
700-000-3404.000 Other Government Grant	-9,225.00	-49,052.00	-47,595.85	-1,456.15
700-000-3610.000 Interest Revenue	-398.58	6,795.66	-2,416.65	9,212.31
700-000-3690.000 Other Income	-389.02	-1,078.49	-333.35	-745.14
700-000-3691.000 Other Tenant Revenue	-2,328.89	-8,298.39	-2,500.00	-5,798.39
700-000-3695.000 Laundry Revenue	-543.00	-3,308.25	-3,666.65	358.40
<b>Total Income</b>	<b>-32,653.49</b>	<b>-150,908.23</b>	<b>-155,445.85</b>	<b>4,537.62</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	2,504.95	13,643.67	13,631.25	12.42
700-000-4130.000 Legal	0.00	75.00	1,250.00	-1,175.00
700-000-4140.000 Staff Training	0.00	0.00	250.00	-250.00
700-000-4150.000 Travel	89.95	289.57	354.15	-64.58
700-000-4171.000 Auditing Fees	1,155.00	3,517.50	3,000.00	517.50
700-000-4190.000 Sundry-Other Admin	37.50	227.50	229.15	-1.65
700-000-4191.000 Management Fees	4,500.00	22,500.00	22,500.00	0.00
700-000-4194.000 Office Supplies	42.50	317.64	833.35	-515.71
700-000-4195.000 Membership Dues	0.00	93.60	100.00	-6.40
700-000-4196.000 Telephone	70.51	353.76	375.00	-21.24
700-000-4198.000 Advertising	0.00	0.00	416.65	-416.65
700-000-4199.000 Postage	0.00	0.00	225.00	-225.00
700-000-4210.000 Tenant Svcs Salaries	508.56	2,799.54	2,756.25	43.29
700-000-4230.000 Tenant Services Other	17.22	86.31	83.35	2.96
700-000-4310.000 Water	566.14	2,580.04	2,708.35	-128.31
700-000-4315.000 Sewer	955.15	4,307.45	4,687.50	-380.05
700-000-4320.000 Electricity	4,356.23	16,204.86	12,958.35	3,246.51
700-000-4330.000 Gas	0.00	3,869.27	4,825.00	-955.73
700-000-4431.000 Garbage & Trash	259.94	2,064.72	1,458.35	606.37
700-000-4410.000 Maintenance Labor	3,041.22	16,559.66	18,916.65	-2,356.99
700-000-4420.000 Materials	545.03	2,325.81	7,083.35	-4,757.54
700-000-4430.000 Contracts Costs	2,260.29	7,409.55	6,541.65	867.90
700-000-4432.000 Decorating Contract	400.00	4,115.26	11,666.65	-7,551.39
700-000-4435.000 Grounds Contract	146.27	1,674.10	1,083.35	590.75
700-000-4445.000 Elevator Maintenance	0.00	2,894.58	3,164.00	-269.42
700-000-4450.000 Plumbing/Heating	0.00	101.00	3,750.00	-3,649.00
700-000-4455.000 Snow Removal	0.00	0.00	1,083.35	-1,083.35
700-000-4456.000 Exterminating	0.00	220.00	500.00	-280.00
700-000-4457.000 Janitor/Cleaning	1,012.30	6,304.82	3,500.00	2,804.82
700-000-4510.000 Insurance	1,951.25	9,756.25	9,429.20	327.05
700-000-4520.000 Property Tax	681.58	3,372.03	3,616.65	-244.62
700-000-4540.000 Employee Benefits	3,451.71	15,579.61	15,297.90	281.71
<b>Total Expense</b>	<b>28,553.30</b>	<b>143,243.10</b>	<b>158,274.45</b>	<b>-15,031.35</b>
<b>Net Income(-) or Loss</b>	<b>-4,100.19</b>	<b>-7,665.13</b>	<b>2,828.60</b>	<b>-10,493.73</b>

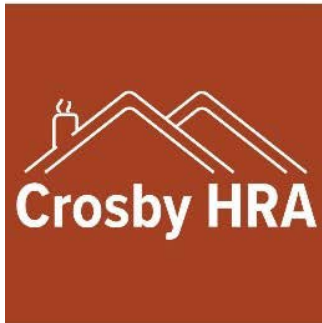
**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**August 2022**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/10/2022	249	Diana Banks	\$40.50
8/10/2022	250	Eric Charpentier	\$20.00
8/10/2022	251	John Schommer	\$128.78
8/10/2022	252	Scott Risnes	\$105.46
8/10/2022	253	Shannon Fortune	\$98.75
8/11/2022	1592	Lincoln Financial Group	\$719.49
8/11/2022	1593	Minnesota State Retirement System	\$50.00
8/11/2022	1594	Harpers Payroll Service	\$1,297.83
8/11/2022	1595	Harpers Payroll Service	\$49.90
8/25/2022	1596	Lincoln Financial Group	\$719.49
8/25/2022	1597	Minnesota State Retirement System	\$50.00
8/25/2022	1598	Harpers Payroll Service	\$1,221.09
8/25/2022	1599	Harpers Payroll Service	\$41.78
8/9/2022	118661	Aramark Uniform Services	\$69.72
8/9/2022	118662	Bremer Bank Credit Card	\$65.00
8/9/2022	118663	City Of Crosby	\$4,811.91
8/9/2022	118664	Cliftonlarsonallen	\$2,310.00
8/9/2022	118665	Crosby Ace Hardware	\$94.89
8/9/2022	118666	Ctcit	\$335.00
8/9/2022	118667	Gravelle Plumbing & Heating	\$568.51
8/9/2022	118668	HRdirect	\$84.99
8/9/2022	118669	Harpers Time & Attendance	\$188.00
8/9/2022	118670	Hd Supply Facilities Maint	\$537.29
8/9/2022	118671	Holden Electric Co. Inc.	\$116.75
8/9/2022	118672	Tenant Refund	\$446.26
8/9/2022	118673	Judy Robinson	\$1,275.00
8/9/2022	118674	Kristin Miller	\$20.63
8/9/2022	118675	MRI Software LLC	\$325.00
8/9/2022	118676	Minnesota Dept Of Labor & Ind	\$110.00
8/9/2022	118677	Minnesota Power	\$64.00
8/9/2022	118678	Minnesota Power	\$33.00
8/9/2022	118679	Nisswa Sanitation Inc	\$471.56
8/9/2022	118680	PPG Retirement Plan Services, LTD.	\$1,050.00
8/9/2022	118681	Paper Storm	\$26.00
8/9/2022	118682	Rasinski Total Door Service	\$1,123.85
8/9/2022	118683	Servicemaster Clean of Brainerd	\$300.00
8/9/2022	118684	ShofCorp LLC	\$75.48
8/9/2022	118685	Strike Painting & Finishing	\$1,150.00
8/9/2022	118686	T & J Services LLC	\$410.00
8/9/2022	118687	T-Mobile	\$76.65
8/9/2022	118688	Tom's Total Tree Service	\$1,100.00
8/9/2022	118689	Visa-Unity	\$1,138.53
8/9/2022	118690	West Central Flooring	\$200.84
8/18/2022	118691	Tenant Refund	\$100.08
8/25/2022	118692	Ctc	\$368.29
8/25/2022	118693	Healthpartners	\$4,098.10

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/25/2022	118694	Minnesota Power	\$7,287.03
		Report Total	\$34,975.43





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To: Crosby HRA Board Members  
From: Shannon Fortune  
Date: Sep-07-2022  
Re: Housing Manager Report

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**Tenant Activities Update**

There were 20 participants (including 1 newly enrolled) in the NAPS food delivery program in August. The main activities in August were a chair exercise class (5), a "Healthy You" bootcamp cooking demonstration in conjunction with the UofM Extension Office (7), "Creative Arts" (9), an energy conservation seminar hosted by MN Power (19), and a "File of Life" intro session (13). Diana has created a resource binder with useful community information, agencies, services, and other suggestions and it is available for all tenant access in the community room. Additionally, Diana published and distributed the newest edition of the newsletter. She has been receiving a lot of positive comments for tenants that did not participate in events but expressed interest afterwards and may be motivated to participate in upcoming activities. Minutes from the Tenant Council meeting in August are attached.

**Monthly Property Performance Reports for August 2022**

Please see Attachment.

**No Action Requested; Discussion Items**

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# Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report August 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	38	n/a	n/a	1	97%
Family Units	20	20	n/a	n/a	0	100%
<b>TOTAL</b>	<b>120</b>	<b>119</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>99%</b>

### 3. Customer Traffic

Applications Requested	14
Applications Placed on PH Wait List	26
Applications Denied on PH Wait List	10

### 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	81	7	4	1
2 bdrm	13	20	0	1	0
3 bdrm	6	13	0	0	0
4 bdrm	2	6	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>120</b>	<b>7</b>	<b>5</b>	<b>1</b>

### 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	14
Move-Outs	2	13

*\*Starting 4/1/2022*

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

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW#104	1BR	by 9/30	New Notifications

7. Recertifications

Interim Recertifications	5
Annual Recertifications	7
Completed for this month	12

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	7
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
EW#105	Program Non-Compliance	08/17/22	Eviction (8/31 V)

11. Non-Emergency Work Orders

Beginning Balance	5
Received	54
Closed	54
Ending Balance	5
Total Completed Work Orders for Year*	267

*\*Starting 4/1/2022*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	3
Completed within 24 hours	0	3
Percent completed within 24 hours	n/a	100%

## **Tenant Council Meeting - Monday, Aug. 1, 2022 at 11:00 am**

Members present: Roxy, Robin, Marna, Doris and Diana

There was no meeting held in July due to two members absent. So will give treasurers report for June and July.

### **Treasurer Report:**

June	July
Coffee income: \$176.48	Coffee income: \$134.87
Coffee spent: \$132.62	Coffee spent: \$108.76
Bingo income: \$2.00	Bingo income: \$0.00
Bingo spent: \$7.93	Bingo spent: \$15.00
Potluck income: \$25.00	Potluck income: \$17.00
Potluck spent: \$43.56	
Petty Cash for end of July: \$332.50	
Checking: \$652.71	

### **OLD BUSINESS:**

There was no meeting held in July.

Had potluck on July 16th. There were approx. 23 people that attended.

Talked to Shannon about flower donations and she said not to put up signs. There was going to be some changes made in the front area so planting plots will be put in the backyard for the tenants to plant flowers or veg.

The tv in Edgewood lobby is still not working, so Marna said she would bring up to the board members at their meeting.

We have been incorporating the monthly birthdays at our potlucks.

The tenant council purchased new yard games and they have been used by tenants.

### **NEW BUSINESS:**

Diana will contact the pharmacists at Guidepoint towards the end of August setting up dates for them to return for flu, pneumonia and covid shots.

Kale Jones will be returning Aug. 7th to entertain the tenants.

Doris would like to put some VHS tapes in the Dellwood laundry room for people to view.

Marna suggested to have a place in Dellwood laundry room to hang clothes when they come out of dryer.

Was suggested by Doris to get new Skip-bo cards for the card players in the evening. Roxy will check into that.

The food pantry has been moved from the card playing room to the Dellwood Community Room.

There are three new shelves that were put up by the maintenance men. One side of shelves will be for food pantry and the other side will be for Community Resource materials.

The girls from Emily came in July to do manicures for tenants, had 5 people that got their nails done. They will be returning on August 11th at 1:30-1:00. Asking those who come to bring an empty soup can with label removed for another activity later on. Manicures will be held in the Dellwood Community Room.

The "File for Life" cards, cost \$1.17 a piece, so Diana has made copies of the cards and stickers so will be available for those that want one on Aug. 31st at 10:30 in the Dellwood Community Room.

Was suggested to get clothes pins for putting them up with magnets attached to the clothes pins.

Roxy will get clothes pins and also red paint so that they stand out.

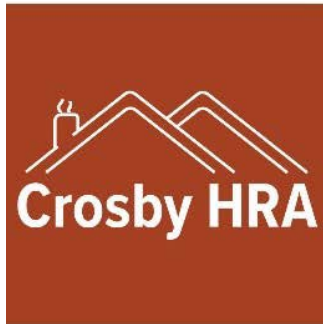
Chair yoga has been going very well.

Contacted Zed Schweitzer about doing Bible Study. He will be starting on Tuesday, Aug. 9th at 2:00 in the Dellwood Community Room. Not sure if he will do every week or once a month.

August 20th will be the next potluck at 1:00.

Next tenant council meeting will be Tuesday, Sept. 6th (due to labor day on Monday).

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: September 7, 2022  
Re: Addition of Commissioner to Unity Bank Account

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We would like to add our new commissioner, Paula Traylor, 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 Paula Traylor to the Unity Bank account.

**Action Requested:**

**Motion to approve the addition of commissioner Paula Traylor to the Unity Bank account as a signatory.**

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