



Crosby HRA Board Meeting

11:00 a.m. Tuesday, October 11th, 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*)

5. BILLS & COMMUNICATIONS

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

6. UNFINISHED BUSINESS:

7. NEW BUSINESS:

8. COMMISIONER COMMENTS:

9. NEXT MEETING: November 9th, 2022

10. ADJOURNMENT

Marna Paron, Chair & Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

Buzz Neprud, Commissioner Term Expires: 2027

Maxine Fisher, Vice Chair Term Expires: 2024

Paula Traylor, Commissioner Term Expires: 2026

**All terms expire August 31st*

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Crosby HRA
BOARD MEETING MINUTES
Tuesday, September 13, 2022

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, September 13, 2021, Community Room, 300 Third Avenue NE, Crosby MN 56441.

1. **CALL TO ORDER:** Commissioner Paron called the meeting to order at 11:00 a.m.

2. **ROLL CALL:** Commissioners Marna Paron, Buzz Neprud, Paula Traylor, Maxine Fisher, and Renae Marsh. Absent: None

Others present: Finance Director Karen Young, Mallory Demel, Rehab Administrative Specialist Kristin Miller, and Guest Reverend Gerald Fisher.

3. REVIEW AND APPROVE AGENDA

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the agenda as presented for September 13, 2022, Crosby HRA Board Meeting. All Commissioners were in favor, and none were opposed. The motion passed.

4. **PRESENTATION OF THE AUDIT:** Mary Reedy from CliftonLarsonAllen presented the 2022 Audit to the Board and reported that it was a clean audit. She stated that there were no adjustments, unusual transactions, or disagreements with management and no compliance issues.

The Board thanked staff for their hard work.

5. REVIEW AND APPROVE MINUTES:

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the meeting minutes from August 9, 2022, after the Trailor to Traylor last name edit. All Commissioners were in favor, and none were opposed. The motion passed.

6. ANNUAL MEETING

CALL TO ORDER: Commissioner Paron called the Annual Meeting of the Commissioners of the Housing and Redevelopment Authority to order at 11:09 a.m.

a. Review of Bylaws

(A copy of the bylaws has been given prior to this meeting for review Attachment 2a, pg. 9 of the Board packet)

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 President Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

Maxine Fisher, Commissioner Expires: 2024

- *All terms expire August 31st*

Commissioner Neprud made a motion to approve the election of officers as Commissioner Paron elected HRA Chair, Commissioner Fisher elected to Vice Chair and, Commissioner Marsh was elected secretary/treasurer.

Commissioner Traylor second the motion. Through a roll call vote, all commissioners were in favor, and none were opposed. The motion passed.

b. Oath of Office

At the August 22nd, 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 31st, 2026. This appointment will fill out the current term of Commissioner Peeples on the board. Paula will take an oath of office at the board meeting (Attachment 3a, pg. 15).

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

The annual meeting was closed at 11:21 a.m.

2. BILLS AND COMMUNICATIONS:

- a. Financial Report:** Young reported on 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.

Moved by Commissioner Marsh and seconded by Commissioner Fisher to approve checks numbered 118661 through 118694 and August ACH payments numbered 1592 through 1599 and 249 through 253. All Commissioners were in favor, and none were opposed. The motion passed.

- b. Housing Manager Report:**

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. (Attachment 4b pg.29)

Monthly Property Performance Reports for August 2021:

Reviewed the attachment (Attachment 4a pg. 27)

3. UNFINISHED BUSINESS:

4. NEW BUSINESS:

- a. Addition of Commissioner to Unity Bank Account**

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.

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the addition of commissioner Paula Traylor to the Unity Bank account as a signatory. All Commissioners were in favor, and none were opposed. The motion passed.

1. NEXT MEETING: Tuesday, October 11, 2022

2. 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 11:57 a.m.



To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: October 5, 2022
Re: October Financial Report

Please find attached the financial information for September 2022.

Action Requested:

Approval of September checks numbered 118695 through 118732 and September ACH payments numbered 1600 through 1608 and 254 through 257.

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Crosby Housing & Redevelopment Authority 2023 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept
Quick Ratio	12	QR <1 =0, QR >2 =12	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
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	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

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept
Occupancy	16	O <90% =0, O >98% =16	16.00	12.00	12.00	12.00	12.00	16.00
Tenant Accounts Receivable	5	TAR <1% =5 , TAR >2.5% =0	0.00	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	4.00
Total Points	25		20.00	16.00	16.00	16.00	16.00	20.00
Total of Above Ratios	50		45	41	41	41	41	45

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

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	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-18,047.00	-109,188.62	-104,985.00	-4,203.62
100-000-3120.000 Excess Utilities	0.00	-700.00	-325.02	-374.98
100-000-3401.000 Operating Subsidy	-9,312.00	-47,258.00	-55,180.02	7,922.02
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-4,999.98	4,999.98
100-000-3610.000 Interest Revenue	1.20	5.03	0.00	5.03
100-000-3690.000 Other Income	-63.69	-1,085.38	-799.98	-285.40
100-000-3691.000 Other Tenant Revenue	-87.00	-15,217.33	-4,999.98	-10,217.35
100-000-3695.000 Laundry Revenue	-325.52	-1,735.27	-1,300.02	-435.25
Total Income	-27,834.01	-175,179.57	-172,590.00	-2,589.57
Expense				
100-000-4110.000 Administration Salaries	1,536.65	9,965.82	9,990.00	-24.18
100-000-4130.000 Legal	253.00	1,434.86	1,500.00	-65.14
100-000-4140.000 Staff Training	0.00	0.00	199.98	-199.98
100-000-4150.000 Travel	50.31	316.79	362.52	-45.73
100-000-4171.000 Auditing Fees	0.00	3,517.50	3,675.00	-157.50
100-000-4190.000 Sundry-Other Admin	37.50	655.00	262.50	392.50
100-000-4191.000 Management Fees	3,000.00	18,000.00	18,000.00	0.00
100-000-4194.000 Office Supplies	123.27	440.89	900.00	-459.11
100-000-4195.000 Membership Dues	0.00	93.60	100.00	-6.40
100-000-4196.000 Telephone	72.80	426.51	450.00	-23.49
100-000-4198.000 Advertising	0.00	0.00	499.98	-499.98
100-000-4199.000 Postage	0.00	0.00	375.00	-375.00
100-000-4210.000 Tenant Svcs Salaries	340.67	2,207.02	2,205.00	2.02
100-000-4230.000 Tenant Services Other	17.65	103.96	649.98	-546.02
100-000-4310.000 Water	1,332.50	6,361.55	7,500.00	-1,138.45
100-000-4315.000 Sewer	2,035.36	9,372.60	11,374.98	-2,002.38
100-000-4320.000 Electricity	0.00	10,083.16	11,580.00	-1,496.84
100-000-4330.000 Gas	0.00	3,508.96	4,770.00	-1,261.04
100-000-4431.000 Garbage & Trash	550.64	6,733.04	4,399.98	2,333.06
100-000-4410.000 Maintenance Labor	3,041.17	19,600.74	21,722.52	-2,121.78
100-000-4420.000 Materials	353.57	5,050.63	9,000.00	-3,949.37
100-000-4430.000 Contracts Costs	2,874.68	10,766.14	8,850.00	1,916.14
100-000-4432.000 Decorating Contract	150.00	16,516.02	4,500.00	12,016.02
100-000-4435.000 Grounds Contract	292.14	1,829.68	1,450.02	379.66
100-000-4445.000 Elevator Maintenance	0.00	4,003.00	3,255.00	748.00
100-000-4450.000 Plumbing/Heating	1,347.97	2,892.08	2,500.02	392.06
100-000-4455.000 Snow Removal	0.00	0.00	1,200.00	-1,200.00
100-000-4456.000 Exterminating	110.00	330.00	499.98	-169.98
100-000-4457.000 Janitor/Cleaning	1,010.31	8,514.22	3,649.98	4,864.24
100-000-4510.000 Insurance	2,259.98	13,559.88	14,440.02	-880.14
100-000-4520.000 Property Tax	706.43	4,016.47	3,754.05	262.42
100-000-4540.000 Employee Benefits	2,538.36	16,108.76	15,842.52	266.24
Total Expense	24,034.96	176,408.88	169,459.03	6,949.85
Net Income(-) or Loss	-3,799.05	1,229.31	-3,130.97	4,360.28

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-19,373.00	-113,886.76	-117,750.00	3,863.24
700-000-3120.000 Excess Utilities	-35.00	-1,488.00	-970.02	-517.98
700-000-3404.000 Other Government Grant	-8,366.00	-57,418.00	-57,115.02	-302.98
700-000-3610.000 Interest Revenue	6,472.54	13,268.20	-2,899.98	16,168.18
700-000-3690.000 Other Income	-95.53	-1,174.02	-400.02	-774.00
700-000-3691.000 Other Tenant Revenue	-125.00	-8,423.39	-3,000.00	-5,423.39
700-000-3695.000 Laundry Revenue	-743.25	-4,051.50	-4,399.98	348.48
Total Income	-22,265.24	-173,173.47	-186,535.02	13,361.55
Expense				
700-000-4110.000 Administration Salaries	2,554.97	16,198.64	16,357.50	-158.86
700-000-4130.000 Legal	46.00	121.00	1,500.00	-1,379.00
700-000-4140.000 Staff Training	0.00	0.00	300.00	-300.00
700-000-4150.000 Travel	50.32	339.89	424.98	-85.09
700-000-4171.000 Auditing Fees	0.00	3,517.50	3,675.00	-157.50
700-000-4190.000 Sundry-Other Admin	32.50	260.00	274.98	-14.98
700-000-4191.000 Management Fees	4,500.00	27,000.00	27,000.00	0.00
700-000-4194.000 Office Supplies	123.29	440.93	1,000.02	-559.09
700-000-4195.000 Membership Dues	0.00	93.60	100.00	-6.40
700-000-4196.000 Telephone	72.82	426.58	450.00	-23.42
700-000-4198.000 Advertising	0.00	0.00	499.98	-499.98
700-000-4199.000 Postage	0.00	0.00	375.00	-375.00
700-000-4210.000 Tenant Svcs Salaries	511.01	3,310.55	3,307.50	3.05
700-000-4230.000 Tenant Services Other	17.66	103.97	100.02	3.95
700-000-4310.000 Water	582.52	3,162.56	3,250.02	-87.46
700-000-4315.000 Sewer	981.23	5,288.68	5,625.00	-336.32
700-000-4320.000 Electricity	0.00	16,204.86	15,550.02	654.84
700-000-4330.000 Gas	140.22	4,009.49	5,790.00	-1,780.51
700-000-4431.000 Garbage & Trash	346.94	2,411.66	1,750.02	661.64
700-000-4410.000 Maintenance Labor	3,041.24	19,600.90	22,699.98	-3,099.08
700-000-4420.000 Materials	16.72	2,342.53	8,500.02	-6,157.49
700-000-4430.000 Contracts Costs	1,455.25	8,864.80	7,849.98	1,014.82
700-000-4432.000 Decorating Contract	2,708.14	6,823.40	13,999.98	-7,176.58
700-000-4435.000 Grounds Contract	387.72	2,061.82	1,300.02	761.80
700-000-4445.000 Elevator Maintenance	0.00	2,894.58	3,255.00	-360.42
700-000-4450.000 Plumbing/Heating	0.00	101.00	4,500.00	-4,399.00
700-000-4455.000 Snow Removal	0.00	0.00	1,300.02	-1,300.02
700-000-4456.000 Exterminating	110.00	330.00	600.00	-270.00
700-000-4457.000 Janitor/Cleaning	1,468.43	7,773.25	4,200.00	3,573.25
700-000-4510.000 Insurance	1,951.25	11,707.50	11,315.04	392.46
700-000-4520.000 Property Tax	866.10	4,238.13	4,339.98	-101.85
700-000-4540.000 Employee Benefits	2,930.75	18,510.36	18,357.48	152.88
Total Expense	24,895.08	168,138.18	189,547.54	-21,409.36
Net Income(-) or Loss	2,629.84	-5,035.29	3,012.52	-8,047.81

Housing and Redevelopment Authority of Crosby
Payment Summary Report
September 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/14/2022	254	Eric Charpentier	\$20.00
9/14/2022	255	John Schommer	\$86.26
9/14/2022	256	Scott Risnes	\$118.80
9/14/2022	257	Shannon Fortune	\$60.00
9/8/2022	1600	Harpers Payroll Service	\$1,221.71
9/8/2022	1601	Harpers Payroll Service	\$41.78
9/8/2022	1602	Lincoln Financial Group	\$719.49
9/8/2022	1603	Minnesota State Retirement System	\$50.00
9/22/2022	1604	Harpers Payroll Service	\$1,305.51
9/22/2022	1605	Harpers Payroll Service	\$51.98
9/22/2022	1606	Void	\$0.00
9/22/2022	1607	Minnesota State Retirement System	\$50.00
9/22/2022	1608	Lincoln Financial Group	\$719.46
9/8/2022	118695	T-Mobile	\$76.59
9/8/2022	118696	Minnesota Energy Resources	\$140.22
9/13/2022	118697	Aramark Uniform Services	\$113.58
9/13/2022	118698	Borden Steinbauer And Kruger	\$299.00
9/13/2022	118699	Bremer Bank Credit Card	\$70.00
9/13/2022	118700	City Of Crosby	\$5,317.63
9/13/2022	118701	Crosby Ace Hardware	\$52.95
9/13/2022	118702	Ctc	\$380.70
9/13/2022	118703	Ctcit	\$335.00
9/13/2022	118704	Deerwood True Value Hardware	\$38.47
9/13/2022	118705	Granite Pest Control LLC	\$220.00
9/13/2022	118706	Gravelle Plumbing & Heating	\$355.97
9/13/2022	118707	Handyman's Inc.	\$382.92
9/13/2022	118708	Harpers Time & Attendance	\$13.00
9/13/2022	118709	Hd Supply Facilities Maint	\$162.89
9/13/2022	118710	Healthpartners	\$4,098.10
9/13/2022	118711	Hillyard/Hutchinson	\$1,059.08
9/13/2022	118712	Holden Electric Co. Inc.	\$2,150.55
9/13/2022	118713	Integrity Woodwork	\$397.14
9/13/2022	118714	Internation Eprocurement	\$500.00
9/13/2022	118715	Judy Robinson	\$1,140.00
9/13/2022	118716	Kristin Miller	\$20.63
9/13/2022	118717	Lakes Printing	\$176.45
9/13/2022	118718	MRI Software LLC	\$100.00
9/13/2022	118719	Midwest Machinery Co	\$490.84
9/13/2022	118720	Minnesota Power	\$64.00
9/13/2022	118721	Minnesota Power	\$33.00
9/13/2022	118722	Void / Nisswa Sanitation Inc	\$0.00
9/13/2022	118723	ShofCorp LLC	\$75.48
9/13/2022	118724	Strike Painting & Finishing	\$400.00
9/13/2022	118725	Timber Lakes Sepatic Services Inc	\$575.00

Housing and Redevelopment Authority of Crosby
Payment Summary Report
September 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/13/2022	118726	Visa-Unity	\$212.60
9/13/2022	118727	West Central Flooring	\$2,458.14
9/13/2022	118728	Roto-Rooter	\$417.00
9/13/2022	118729	Nisswa Sanitation Inc	\$411.56
9/13/2022	118730	Hillyard/Hutchinson	\$59.25
9/13/2022	118731	Nisswa Sanitation Inc	\$100.00
9/21/2022	118732	Tenant Refund	\$463.55
		Report Total	\$27,806.28



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

Tenant Activities Update

There were 19 participants in the NAPS food delivery program in August. Diana has been actively reviewing tenant demographics to ensure that any that are eligible are invited to participate. The main activities in September were chair yoga/exercise classes (9), Humana provided a presentation about "Protecting Yourself Against Scams" (3), and GuidePoint pharmacy was on-site with flu shots and COVID-19 booster shots (9). One of the larger projects Diana organized this month was the distribution of LED floor lamps from MN Power (66). In the coming months Diana is working to set up some recurring events that will give additional time for tenants to plan for attendance. Minutes from the Tenant Council meeting in September are attached

Keyless Entry/Rekeying Project

Our Emergency Safety & Security Grant (ESSG) application was not selected for funding this year for the rekeying project we are working on. Although the funds would have been welcomed, this was not a critical component and will not be a barrier to completing the project. The scope of the project will include both exterior and interior doors and will be a replacement of our current systems which are reaching end-of-useable life. We are very much looking forward to having a uniform system and also to the improvement in security that will come as a result of utilizing an updated system. This project was included in our 5-Year Action Plan and on our current annual statement/budget.

Monthly Property Performance Reports for September 2022

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report September 2022

1. Property Narrative

2. Physical Occupancy

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

3. Customer Traffic

Applications Requested	16
Applications Placed on Wait List	19
Applications Denied on Wait List	1

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	73	21	3	0
2 bdrm	13	21	0	0	0
3 bdrm	6	14	2	0	0
4 bdrm	2	4	0	0	0
TOTAL	120	112	23	3	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	3	17
Move-Outs	3	16

*Starting 4/1/2022

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
None			

7. Recertifications

Interim Recertifications	4
Annual Recertifications	7
Completed for this month	11

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	5
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
SS#28	Prog. Non-Compliance	TBD	In Process

11. Non-Emergency Work Orders

Beginning Balance	5
Received	53
Closed	56
Ending Balance	2
Total Completed Work Orders for Year	323

*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%

*Starting 4/1/2022

Tenant Council Meeting - Tuesday, Sept. 6, 2022 at 11:00 a.m.

Members present: Roxy, Robin, Marna and Diana

We welcomed two new members to join tenant council. They are Doris and Jen.

Treasurer Report:

For the month of August:

Coffee income: \$130.53

Coffee spent: \$111.44

Potluck income: \$18.00

Potluck spent: \$2.99

Petty Cash for end of August: \$338.77

Checking: \$652.71

OLD BUSINESS:

Kale Jones came on Aug. 7th to entertain the tenants with his music. All enjoyed.

Doris has decided not to put her VHS tapes out for people to view.

The tenant council did purchase new Skip-bo cards for the card players. Cost was \$19.94 for three decks.

The "File for Life" packets were given out to about a dozen people. Diana made around 40-50 packets. There are only a few left in box in the Community Room. The tenant council purchased clothes pins and red paint to attach to packet. The cost was \$7.89.

Started Bible Study again. First meeting was Aug. 9th. There were 5 people attending. Bible Study will continue with Zed when he has openings.

NEW BUSINESS:

Diana contacted Guidepoint Pharmacy about coming to give flu shots, covid boosters, and pneumonia. She said they would come back on Thursday, Sept. 29th from 2-4 and give flu shots. Waiting to get update on covid booster and said that the pneumonia shots need to be given by doctor at clinic. They want consent forms filled out in advance. Diana will put out sign up sheet and the consent forms when gets closer to date.

Robin will contact Kale's mother as to when he can come back to play for us.

Diana had mentioned another group Oak Street Chapel Band from Brainerd, that might be interested in coming to play. Marna will contact the Pastor and get confirmation on date and time.

The girls from Emily came last month to do manicures. Was about 4 people that came. There was also a craft time going on that people could make pencil holders from soup cans. Diana will check to see if or when they can come back, due to school starting.

There is a craft scheduled for Sept. 21st. Project to be announced later.

Chair yoga is going very well. They are also putting in some exercises besides. They meet 1-2 times a week. August 20th had our potluck. There was around 17 people. Had lots of very good food. We are acknowledging the birthdays for each month at that time.

We will be collecting candy or money for the trick n' treaters again this year. Marna will be collecting for Dellwood residents and Roxy will be for Edgewood residents. Will be putting up signs on the 21st of Sept. Bingo will be starting back up on Oct. 4th. Marna will continue to call bingo.

Will be having a potluck on Saturday, Sept. 24th at 1 p.m.

There will be a speaker coming on Tuesday, Sept. 13th to talk about scams.

Had the live cooking demo in August. Had 9 people attend. They helped cut veggies. and whatever the host asked them to help with. They were also given gifts. Diana will check to see if they can come back and have another demo. The people got to eat what food was cooked.

Our next tenant council meeting will be October 3rd, at 11:00 a.m.

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: October 11th, 2022
Re: Executive Director Report

Commissioner Roles and Training Opportunities

As we have some newer commissioners and some new leadership positions on the board, I wanted to take a few minutes to discuss roles and responsibilities of our board as well as training opportunities that are available for you all. In general, the role of our board is to have oversight of policies of the agency, create a vision for the organization and to counsel and direct myself, as the director. This involves setting goals, objectives, and direction of the agency. Staff is then able to establish policy into the procedures, goals, and tasks to run the agency to the best of our ability. While we encourage our commissioners to have dialogue with residents or other citizens of the community regarding the HRA, it is important that our commissioners are allowing our staff to work with any questions, complaints or inquiries to ensure that we are abiding by all of our local, state and federal guidelines that are in place. The state chapter of NAHRO (National Association of Housing and Redevelopment Officials) does offer training throughout the year specifically for commissioners and if any of you are interested, please let me, Shannon or Mallory know and we can let you know when those opportunities become available. We do budget for training not only for staff, but for you all as well.

Management Agreement

As we are now through 6 months of this current fiscal year, we will start looking at budgeting for the agency in the upcoming months. As a board, we have not reviewed the management agreement with the Brainerd HRA in several years and I would like us to review our agreement in the coming months. We did review our agreement with Crow Wing County for 2023 as well and did adjust the management fee due to the rising costs attributed to salary, benefits and overhead for staffing time. We do not have any request or recommendation for the board yet, but I wanted to start the conversation to get the board thinking about this as we head into budget prep season.

Commissioner Compensation

As you are aware, each commissioner is compensated per meeting that they attend, in the amount of \$50 per meeting pre-tax. State statute does set a maximum stipend that is allowable for attending these meetings and that limit is \$75 per meeting. Again, as we prepare for the next budget cycle, I wanted to bring this up to the board to see if they feel the current compensation is still appropriate or if they wanted to make a change. This is not something that needs to be decided today, but if the board would like to make a change to this compensation, we would bring this back for formal board action.

No Action Requested; Discussion Items