



## **Crosby HRA Board Meeting**

**11:00 a.m. Tuesday December 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. 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:**

- a. 2023 Meeting Schedule (*Attachment 5*)

**8. COMMISSIONER COMMENTS:**

**9. NEXT MEETING:** January 10<sup>th</sup>, 2022

**10. ADJOURNMENT**

Marna Paron, Chair & Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

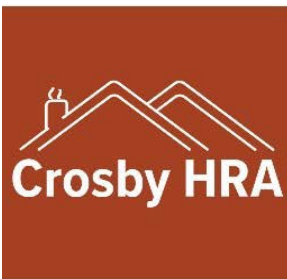
Buzz Neprud, Commissioner Term Expires: 2027

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 Wednesday, October 9, 2022

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Wednesday, November 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 11:00 AM.

**2. ROLL CALL:**

Commissioners - Marna Paron, Paula Traylor, Renae Marsh & Maxine Fisher.

Absent - Buzz Neprud

Others present - Executive Director Eric Charpentier, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, Rehab Administrative Specialist Kristin Miller & Reverend Gerald Fisher.

**REVIEW AND APPROVE AGENDA:**

**Moved by Commissioner Traylor and seconded by Commissioner Fisher to approve the agenda for Wednesday, November 9, 2022. All commissioners were in favor, and none were opposed. The amended agenda is approved.**

**3. REVIEW AND APPROVE MINUTES:**

**Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve the meeting minutes from Tuesday, October 11, 2022. All commissioners were in favor, and none were opposed. The minutes were approved.**

**4. BILLS AND COMMUNICATIONS:**

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

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

**Moved by Commissioner Marsh and seconded by Commissioner Fisher to approve October checks numbered 118733 through 118772 and October ACH payments numbered 1609 through 1616 and 258 through 261. 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 19 participants in the NAPS food delivery program in October, which includes one newly enrolled individual. The main activities in October were chair yoga/exercise classes (10), a seminar presented by Northern Pines related to "Changing the Narrative" for mental health and suicide prevention (4), and a referral passed along to the Tenant Council for a music/entertainment resource. One new activity in the works will be a sewing/knitting/crochet group that will make handmade items to donate to community service organizations for distribution to those in need. Minutes from the Tenant Council meeting in October are attached.

Annual Inspections

Staff will be conducting annual inspections for all Edgewood units in November. Dellwood and Scattered Sites will be next, with all being completed by the end of December.

Monthly Property Performance Reports for October 2022

*presented by Shannon Fortune.*

**Executive Director Report:**

*Presented by Eric Charpentier*

Review of HUD Training

In October Eric spoke about some training that was available online from HUD, specifically for our commissioners. On October 31<sup>st</sup> he sent out, via email, a link to the YouTube training. He took some time today to review some of that video and leave some time for commissioners to ask questions. We will spend another 20-30 minutes at our December meeting reviewing some of the content in this video as well.

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

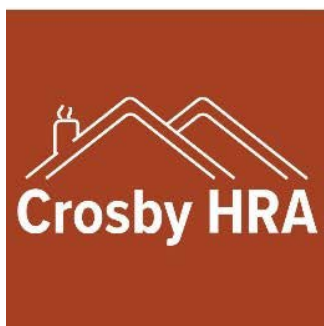
**6. NEW BUSINESS:** None at this time.

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

**8. NEXT MEETING:** Tuesday, December 13th, 2022

**9. ADJOURNMENT:**

**Commissioner Traylor 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 11:53 AM.**



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

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Please find attached the financial information for November 2022.

**Action Requested:**

**Approval of November checks numbered 118773 through 118809 and November ACH payments numbered 1617 through 1632 and 262 through 265.**

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## Crosby Housing & Redevelopment Authority 2023 Ratios

| FASS Ratios                     | Max Pts   | Scoring                   | Apr          | May          | June         | July         | Aug          | Sept         | Oct          | Nov          |
|---------------------------------|-----------|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Quick Ratio                     | 12        | QR <1 =0, QR >2 =12       | 12.00        | 12.00        | 12.00        | 12.00        | 12.00        | 12.00        | 12.00        | 12.00        |
| Months Expendable<br>Net Assets | 11        | MENA <1.0= 0, ME >4 =11   | 11.00        | 11.00        | 11.00        | 11.00        | 11.00        | 11.00        | 11.00        | 11.00        |
| Debt Svc Coverage               | 2         | DSC < 1 = 0, DSC >1.25 =2 | 2.00         | 2.00         | 2.00         | 2.00         | 2.00         | 2.00         | 2.00         | 2.00         |
| <b>Total Points</b>             | <b>25</b> |                           | <b>25.00</b> | <b>25.00</b> | <b>25.00</b> | <b>25.00</b> | <b>25.00</b> | <b>25.00</b> | <b>25.00</b> | <b>25.00</b> |

| MASS Ratios                   | Max Pts   | Scoring                  | Apr          | May          | June         | July         | Aug          | Sept         | Oct          | Nov          |
|-------------------------------|-----------|--------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Occupancy                     | 16        | O <90% =0, O >98% =16    | 16.00        | 12.00        | 12.00        | 12.00        | 12.00        | 16.00        | 16.00        | 16.00        |
| Tenant Accounts<br>Receivable | 5         | TAR <1%=5 , TAR >2.5% =0 | 0.00         | 0.00         | 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         | 4.00         | 4.00         |
| <b>Total Points</b>           | <b>25</b> |                          | <b>20.00</b> | <b>16.00</b> | <b>16.00</b> | <b>16.00</b> | <b>16.00</b> | <b>20.00</b> | <b>20.00</b> | <b>20.00</b> |

|                              |           |  |           |           |           |           |           |           |           |           |
|------------------------------|-----------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>Total of Above Ratios</b> | <b>50</b> |  | <b>45</b> | <b>41</b> | <b>41</b> | <b>41</b> | <b>41</b> | <b>45</b> | <b>45</b> | <b>45</b> |
|------------------------------|-----------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

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

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Date: 12/7/2022  
Time: 10:17:51 AM  
joe

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

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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         | -19,661.00            | -147,566.62         | -139,980.00                | -7,586.62        |
| 100-000-3120.000 Excess Utilities        | -8.67                 | -708.67             | -433.36                    | -275.31          |
| 100-000-3401.000 Operating Subsidy       | -8,957.00             | -65,172.00          | -73,573.36                 | 8,401.36         |
| 100-000-3402.000 Capital Fund Revenue    | 0.00                  | 0.00                | -6,666.64                  | 6,666.64         |
| 100-000-3610.000 Interest Revenue        | 0.62                  | 6.80                | 0.00                       | 6.80             |
| 100-000-3690.000 Other Income            | -44.87                | -1,177.18           | -1,066.64                  | -110.54          |
| 100-000-3691.000 Other Tenant Revenue    | -1,535.15             | -16,857.48          | -6,666.64                  | -10,190.84       |
| 100-000-3695.000 Laundry Revenue         | -338.25               | -2,366.02           | -1,733.36                  | -632.66          |
| <b>Total Income</b>                      | <b>-30,544.32</b>     | <b>-233,841.17</b>  | <b>-230,120.00</b>         | <b>-3,721.17</b> |
| <b>Expense</b>                           |                       |                     |                            |                  |
| 100-000-4110.000 Administration Salaries | 2,304.97              | 13,807.43           | 13,320.00                  | 487.43           |
| 100-000-4130.000 Legal                   | 1,125.15              | 2,560.01            | 2,000.00                   | 560.01           |
| 100-000-4140.000 Staff Training          | 8.25                  | 133.25              | 266.64                     | -133.39          |
| 100-000-4150.000 Travel                  | 40.31                 | 400.79              | 483.36                     | -82.57           |
| 100-000-4171.000 Auditing Fees           | 78.75                 | 3,675.00            | 3,675.00                   | 0.00             |
| 100-000-4190.000 Sundry-Other Admin      | 32.50                 | 720.00              | 350.00                     | 370.00           |
| 100-000-4191.000 Management Fees         | 3,000.00              | 24,000.00           | 24,000.00                  | 0.00             |
| 100-000-4194.000 Office Supplies         | 51.86                 | 655.63              | 1,200.00                   | -544.37          |
| 100-000-4195.000 Membership Dues         | 0.00                  | 93.60               | 100.00                     | -6.40            |
| 100-000-4196.000 Telephone               | 0.00                  | 498.57              | 600.00                     | -101.43          |
| 100-000-4198.000 Advertising             | 118.05                | 118.05              | 666.64                     | -548.59          |
| 100-000-4199.000 Postage                 | 0.00                  | 2.72                | 375.00                     | -372.28          |
| 100-000-4210.000 Tenant Svcs Salaries    | 511.82                | 3,059.51            | 2,940.00                   | 119.51           |
| 100-000-4230.000 Tenant Services Other   | 0.00                  | 121.15              | 866.64                     | -745.49          |
| 100-000-4310.000 Water                   | 961.30                | 8,638.89            | 10,000.00                  | -1,361.11        |
| 100-000-4315.000 Sewer                   | 1,444.29              | 12,826.05           | 15,166.64                  | -2,340.59        |
| 100-000-4320.000 Electricity             | 2,170.18              | 14,832.77           | 15,440.00                  | -607.23          |
| 100-000-4330.000 Gas                     | 846.64                | 4,842.32            | 6,360.00                   | -1,517.68        |
| 100-000-4431.000 Garbage & Trash         | 668.40                | 7,984.08            | 5,866.64                   | 2,117.44         |
| 100-000-4410.000 Maintenance Labor       | 4,561.78              | 27,203.69           | 28,963.36                  | -1,759.67        |
| 100-000-4420.000 Materials               | 1,306.67              | 6,781.99            | 12,000.00                  | -5,218.01        |
| 100-000-4430.000 Contracts Costs         | 1,498.87              | 13,769.24           | 11,800.00                  | 1,969.24         |
| 100-000-4432.000 Decorating Contract     | 2,167.71              | 18,944.93           | 6,000.00                   | 12,944.93        |
| 100-000-4435.000 Grounds Contract        | 177.99                | 2,927.67            | 1,933.36                   | 994.31           |
| 100-000-4445.000 Elevator Maintenance    | 0.00                  | 4,003.00            | 3,437.00                   | 566.00           |
| 100-000-4450.000 Plumbing/Heating        | 669.73                | 3,561.81            | 3,333.36                   | 228.45           |
| 100-000-4455.000 Snow Removal            | 0.00                  | 0.00                | 1,600.00                   | -1,600.00        |
| 100-000-4456.000 Exterminating           | 55.00                 | 385.00              | 666.64                     | -281.64          |
| 100-000-4457.000 Janitor/Cleaning        | 699.59                | 9,777.63            | 4,866.64                   | 4,910.99         |
| 100-000-4510.000 Insurance               | 2,259.98              | 18,079.84           | 19,253.36                  | -1,173.52        |
| 100-000-4520.000 Property Tax            | 743.94                | 5,347.56            | 4,935.93                   | 411.63           |
| 100-000-4540.000 Employee Benefits       | 2,916.22              | 21,563.04           | 21,123.36                  | 439.68           |
| <b>Total Expense</b>                     | <b>30,419.95</b>      | <b>231,315.22</b>   | <b>223,589.57</b>          | <b>7,725.65</b>  |
| <b>Net Income(-) or Loss</b>             | <b>-124.37</b>        | <b>-2,525.95</b>    | <b>-6,530.43</b>           | <b>4,004.48</b>  |

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

|  | Current Period    | Current Year       | Year To Date Budget | Variance          |
|--|-------------------|--------------------|---------------------|-------------------|
| <b>Income</b>                            |                   |                    |                     |                   |
| 700-000-3110.000 Dwelling Rental         | -19,702.00        | -154,423.76        | -157,000.00         | 2,576.24          |
| 700-000-3120.000 Excess Utilities        | -35.00            | -1,558.00          | -1,293.36           | -264.64           |
| 700-000-3404.000 Other Government Grant  | -9,054.00         | -74,872.00         | -76,153.36          | 1,281.36          |
| 700-000-3610.000 Interest Revenue        | -1,212.23         | 12,068.24          | -3,866.64           | 15,934.88         |
| 700-000-3690.000 Other Income            | -67.30            | -1,311.71          | -533.36             | -778.35           |
| 700-000-3691.000 Other Tenant Revenue    | -19.00            | -8,856.87          | -4,000.00           | -4,856.87         |
| 700-000-3695.000 Laundry Revenue         | -853.00           | -5,637.50          | -5,866.64           | 229.14            |
| <b>Total Income</b>                      | <b>-30,942.53</b> | <b>-234,591.60</b> | <b>-248,713.36</b>  | <b>14,121.76</b>  |
| <b>Expense</b>                           |                   |                    |                     |                   |
| 700-000-4110.000 Administration Salaries | 3,657.45          | 22,311.05          | 21,810.00           | 501.05            |
| 700-000-4130.000 Legal                   | 0.00              | 121.00             | 2,000.00            | -1,879.00         |
| 700-000-4140.000 Staff Training          | 12.38             | 137.38             | 400.00              | -262.62           |
| 700-000-4150.000 Travel                  | 40.32             | 420.78             | 566.64              | -145.86           |
| 700-000-4171.000 Auditing Fees           | 78.75             | 3,675.00           | 3,675.00            | 0.00              |
| 700-000-4190.000 Sundry-Other Admin      | 32.50             | 390.00             | 366.64              | 23.36             |
| 700-000-4191.000 Management Fees         | 4,500.00          | 36,000.00          | 36,000.00           | 0.00              |
| 700-000-4194.000 Office Supplies         | 26.87             | 630.68             | 1,333.36            | -702.68           |
| 700-000-4195.000 Membership Dues         | 0.00              | 93.60              | 100.00              | -6.40             |
| 700-000-4196.000 Telephone               | 0.00              | 498.66             | 600.00              | -101.34           |
| 700-000-4198.000 Advertising             | 118.05            | 118.05             | 666.64              | -548.59           |
| 700-000-4199.000 Postage                 | 0.00              | 2.72               | 375.00              | -372.28           |
| 700-000-4210.000 Tenant Svcs Salaries    | 767.73            | 4,589.29           | 4,410.00            | 179.29            |
| 700-000-4230.000 Tenant Services Other   | 0.00              | 121.15             | 133.36              | -12.21            |
| 700-000-4310.000 Water                   | 585.64            | 4,433.68           | 4,333.36            | 100.32            |
| 700-000-4315.000 Sewer                   | 986.20            | 7,420.05           | 7,500.00            | -79.95            |
| 700-000-4320.000 Electricity             | 3,158.40          | 23,403.29          | 20,733.36           | 2,669.93          |
| 700-000-4330.000 Gas                     | 591.58            | 4,974.88           | 7,720.00            | -2,745.12         |
| 700-000-4431.000 Garbage & Trash         | 320.38            | 3,052.98           | 2,333.36            | 719.62            |
| 700-000-4410.000 Maintenance Labor       | 4,561.84          | 27,203.97          | 30,266.64           | -3,062.67         |
| 700-000-4420.000 Materials               | 598.44            | 4,257.45           | 11,333.36           | -7,075.91         |
| 700-000-4430.000 Contracts Costs         | 913.29            | 11,499.90          | 10,466.64           | 1,033.26          |
| 700-000-4432.000 Decorating Contract     | 1,127.75          | 8,212.34           | 18,666.64           | -10,454.30        |
| 700-000-4435.000 Grounds Contract        | 188.42            | 3,644.73           | 1,733.36            | 1,911.37          |
| 700-000-4445.000 Elevator Maintenance    | 0.00              | 2,894.58           | 3,437.00            | -542.42           |
| 700-000-4450.000 Plumbing/Heating        | 0.00              | 101.00             | 6,000.00            | -5,899.00         |
| 700-000-4455.000 Snow Removal            | 0.00              | 0.00               | 1,733.36            | -1,733.36         |
| 700-000-4456.000 Exterminating           | 55.00             | 385.00             | 800.00              | -415.00           |
| 700-000-4457.000 Janitor/Cleaning        | 719.39            | 9,224.47           | 5,600.00            | 3,624.47          |
| 700-000-4510.000 Insurance               | 1,951.25          | 15,610.00          | 15,086.72           | 523.28            |
| 700-000-4520.000 Property Tax            | 704.74            | 5,659.85           | 5,786.64            | -126.79           |
| 700-000-4540.000 Employee Benefits       | 3,371.08          | 24,804.23          | 24,476.64           | 327.59            |
| 700-000-4590.000 Other General Expense   | 0.00              | 2,654.02           | 0.00                | 2,654.02          |
| <b>Total Expense</b>                     | <b>29,067.45</b>  | <b>228,545.78</b>  | <b>250,443.72</b>   | <b>-21,897.94</b> |
| <b>Net Income(-) or Loss</b>             | <b>-1,875.08</b>  | <b>-6,045.82</b>   | <b>1,730.36</b>     | <b>-7,776.18</b>  |

# Housing and Redevelopment Authority of Crosby

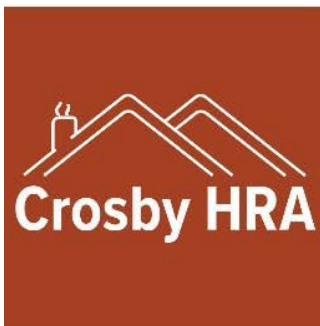
## Payment Summary Report

### November 2022

| Payment Date | Payment Number | Remit to Vendor                   | Total Check Amt |
|--------------|----------------|-----------------------------------|-----------------|
| 11/9/2022    | 262            | Eric Charpentier                  | \$20.00         |
| 11/9/2022    | 263            | John Schommer                     | \$145.66        |
| 11/9/2022    | 264            | Scott Risnes                      | \$198.80        |
| 11/9/2022    | 265            | Shannon Fortune                   | \$40.00         |
| 11/3/2022    | 1617           | Harpers Payroll Service           | \$1,222.31      |
| 11/3/2022    | 1618           | Harpers Payroll Service           | \$41.78         |
| 11/3/2022    | 1619           | Minnesota State Retirement System | \$50.00         |
| 11/3/2022    | 1620           | Lincoln Financial Group           | \$719.49        |
| 11/17/2022   | 1621-1622      | Void                              | \$0.00          |
| 11/17/2022   | 1623           | Lincoln Financial Group           | \$719.49        |
| 11/17/2022   | 1624           | Minnesota State Retirement System | \$50.00         |
| 12/1/2022    | 1625-1628      | Void                              | \$0.00          |
| 11/17/2022   | 1629           | Harpers Payroll Service           | \$50.10         |
| 11/17/2022   | 1630           | Harpers Payroll Service           | \$1,251.67      |
| 11/30/2022   | 1631           | Harpers Payroll Service           | \$1,221.09      |
| 11/30/2022   | 1632           | Harpers Payroll Service           | \$243.66        |
| 11/3/2022    | 118773         | Minnesota Energy Resources        | \$1,438.22      |
| 11/3/2022    | 118774         | Minnesota Power                   | \$5,328.58      |
| 11/3/2022    | 118775         | T-Mobile                          | \$51.04         |
| 11/9/2022    | 118776         | Aramark Uniform Services          | \$75.72         |
| 11/9/2022    | 118777         | Borden Steinbauer And Kruger      | \$1,125.15      |
| 11/9/2022    | 118778         | Bremer Bank Credit Card           | \$75.00         |
| 11/9/2022    | 118779         | City Of Crosby                    | \$4,363.45      |
| 11/9/2022    | 118780         | Cliftonlarsenallen                | \$157.50        |
| 11/9/2022    | 118781         | Climate Makers                    | \$204.00        |
| 11/9/2022    | 118782         | Crescent Electric Supply Company  | \$134.76        |
| 11/9/2022    | 118783         | Crosby Ace Hardware               | \$156.37        |
| 11/9/2022    | 118784         | Crosby-Ironton Courier            | \$90.52         |
| 11/9/2022    | 118785         | Forum Communications              | \$145.58        |
| 11/9/2022    | 118786         | Granite Pest Control LLC          | \$110.00        |
| 11/9/2022    | 118787         | Gravelle Plumbing & Heating       | \$359.19        |
| 11/9/2022    | 118788         | Handyman's Inc.                   | \$274.80        |
| 11/9/2022    | 118789         | Harpers Time & Attendance         | \$16.25         |
| 11/9/2022    | 118790         | Hd Supply Facilities Maint        | \$375.11        |
| 11/9/2022    | 118791         | Healthpartners                    | \$4,098.10      |
| 11/9/2022    | 118792         | Holden Electric Co. Inc.          | \$435.30        |
| 11/9/2022    | 118793         | Integrity Woodwork                | \$375.00        |
| 11/9/2022    | 118794         | Judy Robinson                     | \$1,410.00      |
| 11/9/2022    | 118795         | Kristin Miller                    | \$20.63         |
| 11/9/2022    | 118796         | MRI Software LLC                  | \$75.00         |
| 11/9/2022    | 118797         | Minnesota Power                   | \$33.00         |
| 11/9/2022    | 118798         | Minnesota Power                   | \$64.00         |
| 11/9/2022    | 118799         | Northland Fire Protection         | \$239.00        |
| 11/9/2022    | 118800         | ShofCorp LLC                      | \$75.48         |

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

| Payment Date | Payment Number | Remit to Vendor             | Total Check Amt    |
|--------------|----------------|-----------------------------|--------------------|
| 11/9/2022    | 118801         | Strike Painting & Finishing | \$900.00           |
| 11/9/2022    | 118802         | The Office Shop             | \$53.74            |
| 11/9/2022    | 118803         | Visa–Unity                  | \$1,512.43         |
| 11/9/2022    | 118804         | Waste Partners Inc          | \$602.76           |
| 11/9/2022    | 118805         | West Central Flooring       | \$2,329.02         |
| 11/9/2022    | 118806         | Xtona                       | \$335.00           |
| 11/9/2022    | 118807         | Yde's Major Appliance       | \$25.00            |
| 11/17/2022   | 118808         | Tenant Refund               | \$204.00           |
| 11/17/2022   | 118809         | Tenant Refund               | \$552.41           |
|              |                |                             |                    |
|              |                | <b>Report Total</b>         | <b>\$33,795.16</b> |



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

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### **Tenant Activities Update**

There were 19 participants in the NAPS food delivery program in November. Diana has just completed her Civil Rights training and will be assisting her volunteers to complete this training in December. This past month the activities were chair yoga/exercise classes (12), a baking demonstration focused on using pantry staples in new ways (8), a holiday arts-n-crafts group (5), a "Chicken Soup For The Soul" activity (1), and the first in a series of five "Back to the Kitchen" cooking classes hosted by the University of MN Extension Office (8). Based on tenant responses from a previously administered survey, Diana formed a volunteer group of knitters and crocheters. They voted to call their group "Love Loops" and set a mission of "warming the hands and hearts of our neighbors in need". The group meets weekly and has been working on making mittens, hats and scarves for the warming shelter and baby hats and blankets to donate to Essentia. This group is small now but is open to all that wish to join them. And lastly, Diana coordinated a sign-up for a donated Thanksgiving meal, provided by the Brainerd Legion, Brainerd VFW, Brainerd Elks, and Brainerd Eagles club. On Thanksgiving morning Diana and her volunteers sorted, bagged, labeled, and delivered meals to 52 tenants in Edgewood and Dellwood. Minutes from the Tenant Council meeting in November are attached.

### **Office Physical Update**

Staff have been discussing some physical changes to help improve the safety and security of the office space. Admin staff will be reducing open office hours and relying on appointments to provide service to our tenants and guests, much as we did during COVID precautions, until we are able to complete the project. We anticipate the project being completed relatively soon and are excited about the upgrades to maintain a safe and secure environment.

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

Please see Attachment.

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

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# Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report November-2022

1. Property Narrative
2. Physical Occupancy

| Unit Size    | Total Units | Occupied Units | Mod Rehab | Make Ready | Vacant Units | Percent Occupied |
|--------------|-------------|----------------|-----------|------------|--------------|------------------|
| Edgewood     | 61          | 60             | n/a       | n/a        | 1            | 98%              |
| Dellwood     | 39          | 38             | n/a       | n/a        | 1            | 97%              |
| Family Units | 20          | 20             | n/a       | n/a        | 0            | 100%             |
| <b>TOTAL</b> | <b>120</b>  | <b>118</b>     | <b>0</b>  | <b>0</b>   | <b>2</b>     | <b>98%</b>       |

3. Customer Traffic

|                                  |    |
|----------------------------------|----|
| Applications Requested           | 11 |
| Applications Placed on Wait List | 14 |
| Applications Denied on Wait List | 6  |

4. Waiting List

| Unit Size    | # of Units | Total # on Wait List | Notified | Screening | Denied   |
|--------------|------------|----------------------|----------|-----------|----------|
| 1 bdrm       | 99         | 85                   | 7        | 4         | 1        |
| 2 bdrm       | 13         | 24                   | 0        | 0         | 0        |
| 3 bdrm       | 6          | 19                   | 0        | 0         | 0        |
| 4 bdrm       | 2          | 4                    | 0        | 0         | 0        |
| <b>TOTAL</b> | <b>120</b> | <b>120</b>           | <b>7</b> | <b>4</b>  | <b>1</b> |

5. Move-Ins and Move Outs

|           | This Month | Year-to-Date |
|-----------|------------|--------------|
| Move-Ins  | 1          | 21           |
| Move-Outs | 3          | 22           |

*\*Starting 4/1/2022*

6. Lists of Vacant Units and Unit Status

| Unit   | Unit Size | Anticipated Lease Date | Applicant Approved? |
|--------|-----------|------------------------|---------------------|
| DW#212 | 1         | Dec-20th               | Screening           |
| EW#214 | 1         | Dec-20th               | Screening           |

7. Recertifications

|                          |    |
|--------------------------|----|
| Interim Recertifications | 4  |
| Annual Recertifications  | 8  |
| 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                       | 61         |
| Number completed year-to-date                        | 61         |
| Total left to be inspected this year                 | 59         |
| 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 |
|----------|--------|--------------|-----------------|
| None     |        |              |                 |

11. Non-Emergency Work Orders

|                                      |     |
|--------------------------------------|-----|
| Beginning Balance                    | 0   |
| Received                             | 50  |
| Closed                               | 47  |
| Ending Balance                       | 3   |
| Total Completed Work Orders for Year | 417 |

*\*Starting 4/1/2022*

12. Emergency Work Orders

|                                   | This Month | Year-to-Date |
|-----------------------------------|------------|--------------|
| Requested                         | 0          | 5            |
| Completed within 24 hours         | 0          | 5            |
| Percent completed within 24 hours | n/a        | 100%         |

*\*Starting 4/1/2022*



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

Members present: Roxy, Doris, Jen and Diana

**Treasurer Report:**

For the month of October:

Coffee income: \$181.50

Coffee spent: \$111.45

Bingo income: \$14.00

Bingo spent: \$3.99

Potluck income: \$23.00

Potluck spent: \$34. 76

Halloween spent: \$3.95

Petty Cash for end of October: \$414.77

Checking: \$652.71

**OLD BUSINESS:**

Had a potluck on Oct. 15th. 18 people attended.

Oak Street Chapel Band came on Oct. 25th to play for tenants. There were about 10-12 people.

**NEW BUSINESS:**

Had approx. 40 kids for halloween and the sucker pull game. The candy we had left over was put on each floor for the tenants.

Bible Study will be meeting on the 15th of November at 2 p.m.

Oak Street Chapel Band will be coming on the 22nd at 2 p.m.

We had our Craft/Bake Sale on the 5th of November. Raised \$100.50 Was discussed about what happened to all the grocery carts. Need to check into this with the office.

Was decided to also add a Spring Craft/Bake Sale along with the one we have in November. The spring one will be around Mother's Day.

Was also decided to add a sign to the front doors.

There will be a meeting on the 28th of Nov. to discuss a new craft. Will be meeting in the dining room.

"Back to the Kitchen" will be held on Dec. 6th at 10:30 a.m. This is a cooking demo.

Our next potluck will be on Nov. 19th at 1 p.m. This is our Thanksgiving potluck. The tenant council will provide the turkey and ham.

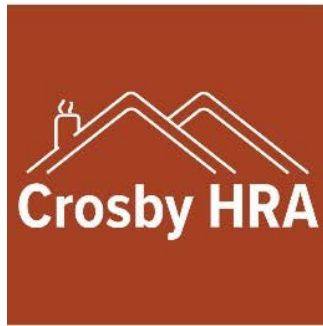
The HRA purchased a new tv for the Edgewood lobby. We thank them.

Dec. will start our door decorating contest.

Kale will return on Dec. 18th to entertain tenants.

Our next meeting will be Dec. 5th.

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To: Crosby HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: December 7<sup>th</sup>, 2022  
Re: Executive Director Report

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**Maintenance Engineer Opening**

Scott Risnes recently resigned his position in our maintenance department. We have posted the job opening and have received a number of applicants and interest. We anticipate holding interviews the week of December 12<sup>th</sup> and the position will be open until filled.

**Review of HUD Training**

I'd like to spend another 20-30 minutes today reviewing some of the content in the HUD training video that we started viewing last month.

**Meet Cordelia Squires-Charpentier**

On Thanksgiving Day my wife and I received a wonderful gift with the birth of our daughter Cordelia. She weighed in at 8 lbs 5 oz and measured at 21 inches. We are thrilled to have her finally here with us and are blessed that she is a healthy baby girl.

**No Action Requested; Discussion Items**

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## Crosby HRA Board Meeting Schedule for 2023

Board meetings are typically held on the second Tuesday of each month at 11:00 a.m. located in the community room at Dellwood Apartments, 300 Third Avenue NE in Crosby, Minnesota.

| MONTH     | DAY | DATE     |
|-----------|-----|----------|
| January   | 10  | 1-10-23  |
| February  | 14  | 2-14-23  |
| March     | 14  | 3-14-23  |
| April     | 11  | 4-11-23  |
| May       | 9   | 5-09-23  |
| June      | 13  | 6-13-23  |
| July      | 11  | 7-11-23  |
| August    | 8   | 8-08-23  |
| September | 12  | 9-12-23  |
| October   | 10  | 10-10-23 |
| November  | 14  | 11-14-23 |
| December  | 12  | 12-12-23 |

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