

Crosby HRA Board Meeting

11:00 a.m. Tuesday January 10th, 2023

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.** Designation of Official Depository (*Attachment 5*)

8. COMMISIONER COMMENTS:

9. NEXT MEETING: February 14th, 2023

10. ADJOURNMENT

Marna Paron, Chair & Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

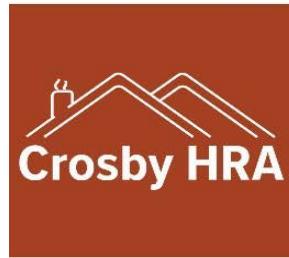
Buzz Neprud, Commissioner Term Expires: 2027

Maxine Fisher, Vice Chair Term Expires: 2024

Paula Taylor, Commissioner Term Expires: 2026

**All terms expire August 31st*

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Crosby HRA
BOARD MEETING MINUTES
Tuesday, December 13, 2022

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, December 13, 2022, Community Room, 300 3rd 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 Tuesday, December 13, 2022. All commissioners were in favor, and none were opposed. The amended agenda is approved.

3. REVIEW AND APPROVE MINUTES:

Moved by Commissioner Marsh and seconded by Commissioner Traylor to approve the meeting minutes from Wednesday, November 9, 2022. All commissioners were in favor, and none were opposed. The minutes were approved.

4. BILLS AND COMMUNICATIONS:

a. Financial Report and Approval Request:

November 2022 financial report was presented by Eric Charpentier.

Moved by Commissioner Traylor and seconded by Commissioner Fisher to approve October checks numbered 118773 through 118809 and November ACH payments numbered 1617 through 1632 and 262 through 265. 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 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

presented by Shannon Fortune.

Executive Director Report:

Presented by Eric Charpentier

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 12th and the position will be open until filled.

Review of HUD Training

Eric spent about 20-30 minutes reviewing some of the content in the HUD training video that we started viewing last month.

Meet Cordelia Squires-Charpentier

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

5. UNFINISHED BUSINESS: None at this time.

6. NEW BUSINESS:

a. 2023 Meeting Schedule

Was presented as an attachment by Eric Charpentier

7. CHAIR COMMENTS: Happy Holidays to all.

8. NEXT MEETING: Tuesday, January 10th, 2023

9. ADJOURNMENT:

Commissioner Marsh made a motion to adjourn the meeting. Commissioner Traylor seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 12:02 PM.

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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: January 3, 2023
Re: January Financial Report

Please find attached the financial information for December 2022.

Crescent Electric Payment

In December, we processed a check in the amount of \$16,860 to Crescent Electric for LED lighting replacement in Edgewood and Dellwood. The invoices were submitted to MN Power and we received reimbursement of \$18,660 in January for 311 LED light fixtures.

Action Requested:

Approval of December checks numbered 118810 through 118854 and December ACH payments numbered 1633 through 1641 and 266 through 269.

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**Crosby Housing & Redevelopment Authority
2023 Ratios**

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
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	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	11.00	11.00	11.00
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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	2.00
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Total Points	25		25.00								
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MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Occupancy	16	O <90% =0, O >98% =16	16.00	12.00	12.00	12.00	12.00	16.00	16.00	16.00	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	0.00	0.00	0.00
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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	4.00
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Total Points	25		20.00	16.00	16.00	16.00	16.00	20.00	20.00	20.00	20.00
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Total of Above Ratios	50		45	41	41	41	41	45	45	45	45
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MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	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 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0								

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	Current Period	Current Year	Year To Date	Budget	Variance
Income					
100-000-3110.000 Dwelling Rental	-18,953.00	-166,519.62	-157,477.50	-9,042.12	
100-000-3120.000 Excess Utilities	-6.00	-714.67	-487.53	-227.14	
100-000-3401.000 Operating Subsidy	-9,646.00	-74,818.00	-82,770.03	7,952.03	
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-7,499.97	7,499.97	
100-000-3610.000 Interest Revenue	0.60	7.40	0.00	7.40	
100-000-3690.000 Other Income	-79.34	-1,256.52	-1,199.97	-56.55	
100-000-3691.000 Other Tenant Revenue	-384.57	-17,242.05	-7,499.97	-9,742.08	
100-000-3695.000 Laundry Revenue	-312.25	-2,678.27	-1,950.03	-728.24	
Total Income	-29,380.56	-263,221.73	-258,885.00	-4,336.73	
Expense					
100-000-4110.000 Administration Salaries	1,536.64	15,344.07	14,985.00	359.07	
100-000-4130.000 Legal	322.00	2,882.01	2,250.00	632.01	
100-000-4140.000 Staff Training	8.25	141.50	299.97	-158.47	
100-000-4150.000 Travel	30.31	431.10	543.78	-112.68	
100-000-4171.000 Auditing Fees	0.00	3,675.00	3,675.00	0.00	
100-000-4190.000 Sundry-Other Admin	52.50	772.50	393.75	378.75	
100-000-4191.000 Management Fees	3,000.00	27,000.00	27,000.00	0.00	
100-000-4194.000 Office Supplies	185.38	841.01	1,350.00	-508.99	
100-000-4195.000 Membership Dues	0.00	93.60	200.00	-106.40	
100-000-4196.000 Telephone	141.67	640.24	675.00	-34.76	
100-000-4198.000 Advertising	22.63	140.68	749.97	-609.29	
100-000-4199.000 Postage	150.00	152.72	375.00	-222.28	
100-000-4210.000 Tenant Svcs Salaries	339.04	3,398.55	3,307.50	91.05	
100-000-4230.000 Tenant Services Other	34.41	155.56	974.97	-819.41	
100-000-4310.000 Water	1,201.86	9,840.75	11,250.00	-1,409.25	
100-000-4315.000 Sewer	1,827.33	14,653.38	17,062.47	-2,409.09	
100-000-4320.000 Electricity	2,219.49	17,052.26	17,370.00	-317.74	
100-000-4330.000 Gas	1,386.44	6,228.76	7,155.00	-926.24	
100-000-4431.000 Garbage & Trash	749.95	8,734.03	6,599.97	2,134.06	
100-000-4410.000 Maintenance Labor	2,317.02	29,520.71	32,583.78	-3,063.07	
100-000-4420.000 Materials	11,091.29	17,873.28	13,500.00	4,373.28	
100-000-4430.000 Contracts Costs	1,919.03	15,688.27	13,275.00	2,413.27	
100-000-4432.000 Decorating Contract	0.00	18,944.93	6,750.00	12,194.93	
100-000-4435.000 Grounds Contract	0.00	2,927.67	2,175.03	752.64	
100-000-4445.000 Elevator Maintenance	632.00	4,635.00	3,528.00	1,107.00	
100-000-4450.000 Plumbing/Heating	843.76	4,405.57	3,750.03	655.54	
100-000-4455.000 Snow Removal	0.00	0.00	1,800.00	-1,800.00	
100-000-4456.000 Exterminating	110.00	495.00	749.97	-254.97	
100-000-4457.000 Janitor/Cleaning	672.79	10,450.42	5,474.97	4,975.45	
100-000-4510.000 Insurance	2,259.98	20,339.82	21,660.03	-1,320.21	
100-000-4520.000 Property Tax	513.70	5,861.26	5,526.87	334.39	
100-000-4540.000 Employee Benefits	1,811.19	23,374.23	23,763.78	-389.55	
Total Expense	35,378.66	266,693.88	250,754.84	15,939.04	
Net Income(-) or Loss	5,998.10	3,472.15	-8,130.16	11,602.31	

Crosby HRA
Edgewood Operating Stmt - Board
December, 2022

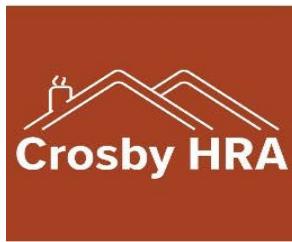
	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-19,261.00	-173,684.76	-176,625.00	2,940.24
700-000-3120.000 Excess Utilities	-52.00	-1,610.00	-1,455.03	-154.97
700-000-3404.000 Other Government Grant	-8,065.00	-82,937.00	-85,672.53	2,735.53
700-000-3610.000 Interest Revenue	-4,080.06	7,988.18	-4,349.97	12,338.15
700-000-3690.000 Other Income	-119.00	-1,430.71	-600.03	-830.68
700-000-3691.000 Other Tenant Revenue	-83.00	-8,939.87	-4,500.00	-4,439.87
700-000-3695.000 Laundry Revenue	-781.00	-6,418.50	-6,599.97	181.47
Total Income	-32,441.06	-267,032.66	-279,802.53	12,769.87
Expense				
700-000-4110.000 Administration Salaries	2,504.96	24,816.01	24,536.25	279.76
700-000-4130.000 Legal	0.00	121.00	2,250.00	-2,129.00
700-000-4140.000 Staff Training	12.38	149.76	450.00	-300.24
700-000-4150.000 Travel	30.32	451.10	637.47	-186.37
700-000-4171.000 Auditing Fees	0.00	3,675.00	3,675.00	0.00
700-000-4190.000 Sundry-Other Admin	47.50	437.50	412.47	25.03
700-000-4191.000 Management Fees	4,500.00	40,500.00	40,500.00	0.00
700-000-4194.000 Office Supplies	185.40	816.08	1,500.03	-683.95
700-000-4195.000 Membership Dues	0.00	93.60	200.00	-106.40
700-000-4196.000 Telephone	141.70	640.36	675.00	-34.64
700-000-4198.000 Advertising	22.63	140.68	749.97	-609.29
700-000-4199.000 Postage	150.00	152.72	375.00	-222.28
700-000-4210.000 Tenant Svcs Salaries	508.56	5,097.85	4,961.25	136.60
700-000-4230.000 Tenant Services Other	34.41	155.56	150.03	5.53
700-000-4310.000 Water	779.86	5,213.54	4,875.03	338.51
700-000-4315.000 Sewer	1,295.45	8,715.50	8,437.50	278.00
700-000-4320.000 Electricity	3,101.89	26,505.18	23,325.03	3,180.15
700-000-4330.000 Gas	1,155.80	6,130.68	8,685.00	-2,554.32
700-000-4431.000 Garbage & Trash	380.73	3,433.71	2,625.03	808.68
700-000-4410.000 Maintenance Labor	2,317.03	29,521.00	34,049.97	-4,528.97
700-000-4420.000 Materials	8,408.36	12,665.81	12,750.03	-84.22
700-000-4430.000 Contracts Costs	1,308.01	12,807.91	11,774.97	1,032.94
700-000-4432.000 Decorating Contract	600.00	8,812.34	20,999.97	-12,187.63
700-000-4435.000 Grounds Contract	0.00	3,644.73	1,950.03	1,694.70
700-000-4445.000 Elevator Maintenance	0.00	2,894.58	3,528.00	-633.42
700-000-4450.000 Plumbing/Heating	591.42	692.42	6,750.00	-6,057.58
700-000-4455.000 Snow Removal	0.00	0.00	1,950.03	-1,950.03
700-000-4456.000 Exterminating	110.00	495.00	900.00	-405.00
700-000-4457.000 Janitor/Cleaning	1,033.83	10,258.30	6,300.00	3,958.30
700-000-4510.000 Insurance	1,951.25	17,561.25	16,972.56	588.69
700-000-4520.000 Property Tax	629.96	6,289.81	6,509.97	-220.16
700-000-4540.000 Employee Benefits	2,201.91	27,006.14	27,536.22	-530.08
700-000-4590.000 Other General Expense	0.00	2,654.02	0.00	2,654.02
Total Expense	34,003.36	262,549.14	280,991.81	-18,442.67
Net Income(-) or Loss	1,562.30	-4,483.52	1,189.28	-5,672.80

Housing and Redevelopment Authority of Crosby
Payment Summary Report
December 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/14/2022	266	Eric Charpentier	\$20.00
12/14/2022	267	John Schommer	\$103.15
12/14/2022	268	Scott Risnes	\$110.66
12/14/2022	269	Shannon Fortune	\$20.00
12/1/2022	1633	Minnesota State Retirement System	\$50.00
12/1/2022	1634	Lincoln Financial Group	\$719.49
12/15/2022	1635	Harpers Payroll Service	\$1,315.45
12/15/2022	1636	Harpers Payroll Service	\$50.10
12/15/2022	1637	Lincoln Financial Group	\$784.29
12/15/2022	1638	Minnesota State Retirement System	\$50.00
12/29/2022	1639	Harpers Payroll Service	\$778.98
12/29/2022	1640	Harpers Payroll Service	\$39.70
12/29/2022	1641	Lincoln Financial Group	\$444.69
12/1/2022	118810	Ctc	\$380.49
12/1/2022	118811	Minnesota Energy Resources	\$45.87
12/1/2022	118812	Minnesota Power	\$5,321.38
12/1/2022	118813	T-Mobile	\$51.04
12/13/2022	118814	Aramark Uniform Services	\$113.58
12/13/2022	118815	Borden Steinbauer And Kruger	\$322.00
12/13/2022	118816	Brainerd Hra	\$1,358.00
12/13/2022	118817	Bremer Bank Credit Card	\$75.00
12/13/2022	118818	Cintas	\$68.36
12/13/2022	118819	City Of Crosby	\$5,490.52
12/13/2022	118820	Climate Makers	\$333.00
12/13/2022	118821	Crescent Electric Supply Company	\$16,860.00
12/13/2022	118822	Crosby Ace Hardware	\$49.58
12/13/2022	118823	Crosby-Ironton Courier	\$45.26
12/13/2022	118824	Crow Wing County San. Landfill	\$72.00
12/13/2022	118825	Dacotah Paper Co.	\$350.18
12/13/2022	118826	Granite Pest Control LLC	\$220.00
12/13/2022	118827	Gravelle Plumbing & Heating	\$587.38
12/13/2022	118828	Handyman's Inc.	\$217.80
12/13/2022	118829	Harpers Time & Attendance	\$16.25
12/13/2022	118830	Hd Supply Facilities Maint	\$241.96
12/13/2022	118831	Healthpartners	\$1,583.76
12/13/2022	118832	Holden Electric Co. Inc.	\$1,115.15
12/13/2022	118833	Integrity Woodwork	\$512.50
12/13/2022	118834	Judy Robinson	\$1,335.00
12/13/2022	118835	Kristin Miller	\$20.63
12/13/2022	118836	Lakes Printing	\$93.45
12/13/2022	118837	MRI Software LLC	\$100.00
12/13/2022	118838	Mei Elevator Solutions	\$632.00
12/13/2022	118839	Minnesota Energy Resources	\$2,496.37
12/13/2022	118840	Minnesota Power	\$64.00

Housing and Redevelopment Authority of Crosby
Payment Summary Report
December 2022

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/13/2022	118841	Minnesota Power	\$33.00
12/13/2022	118842	Paper Storm	\$26.00
12/13/2022	118843	Postmaster	\$300.00
12/13/2022	118844	Roto-Rooter	\$297.00
12/13/2022	118845	ShofCorp LLC	\$150.96
12/13/2022	118846	Strike Painting & Finishing	\$600.00
12/13/2022	118847	The Office Shop	\$256.44
12/13/2022	118848	Visa-Unity	\$2,544.87
12/13/2022	118849	Waste Partners Inc	\$646.66
12/13/2022	118850	Xtona	\$335.00
12/15/2022	118851	Ctc	\$377.92
12/20/2022	118852	Void	\$0.00
12/20/2022	118853	Tenant Refund	\$106.07
12/20/2022	118854	Tenant Refund	\$344.30
		Report Total	\$50,677.24



To: Crosby HRA Board Members
 From: Shannon Fortune
 Date: Jan-04-2023
 Re: Housing Manager Report

Tenant Activities Update

There were 18 participants in the NAPS food delivery program in December. All volunteers have completed Civil Rights training. In the past month, activities were chair yoga/exercise classes (7), the second in a series of five "Back to the Kitchen" cooking classes hosted by the University of MN Extension Office (6), a seminar hosted by Humana on "Sneaky Causes of Weight Gain" (1), a holiday baking demonstration (5), a "Day-After Christmas" socialization event (5), and the "Love Loops" volunteer crochet/knitting group continues with 2 members. An especially high point this month, Diana worked with the Deerwood and Ironton Legion clubs to get 73 Christmas meals for Dellwood and Edgewood tenants, which were delivered by the Crosby Fire Department. Minutes from the Tenant Council meeting in December are attached.

Project Updates

- Edgewood Carpet: new carpet has been installed on first floor.
- Fridge Replacements: 42 new fridges have been delivered and installed. (EW:29; DW:13)
- Light Fixture Rebate: we received the reimbursement check for \$18,660.00 to pay for the 311 replacement light fixtures. The next step will be following the procurement process to bid out the installation.
- Keyless Entry: the project pre-bid meeting is set for 1/4/2023 with the bids due 1/18/2023.
- Office Safety Update: we have solicited 3 bids and will select the lowest bid once we receive them. We are hoping to have the project completed by the end of March.
- Plow Notification Lights: the flashing blue lights have been installed throughout both building and tenants have been notified on how the system works.

Monthly Property Performance Reports for December 2022

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report December 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%
TOTAL	120	118	0	0	2	98%

3. Customer Traffic

Applications Requested	15
Applications Placed on Wait List	7
Applications Denied on Wait List	8

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	73	16	5	3
2 bdrm	13	8	0	0	0
3 bdrm	6	18	0	0	0
4 bdrm	2	4	0	0	0
TOTAL	120	103	16	5	3

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	22
Move-Outs	1	23

*Starting 4/1/2022

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW#106	1BR	by 1/31	In Process
DW#208	1BR	by 1/31	Screenings

7. Recertifications

Interim Recertifications	1
Annual Recertifications	4
Completed for this month	5

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	61
Number inspected for the month	0
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	4
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	3
Received	83
Closed	85
Ending Balance	1
Total Completed Work Orders for Year	502

*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, December 5, 2022 at 11 :00 a.m.

Members present: Roxy, Jen, Marna, Doris and Kathy

Treasurer Report:

For the month of November:

Coffee income: \$129.00

Coffee spent: \$54.30

Bingo income: \$20.00

Bingo spent: \$2.58

Potluck income: \$44.00

Potluck spent: \$21.83

Transferred money to checking account: \$150.00

Petty Cash for end of November: \$439.26

Checking account: \$775. 71

OLD BUSINESS:

Had Thanksgiving Potluck on the 19th, there were 25 people that came and enjoyed turkey and ham plus all the other goodies.

NEW BUSINESS:

Next Bible Study will be held on Dec. 13th at 2 p.m.

The Oak Street Chapel Band will be coming on Dec. 27th at 2 p.m.

Will be having a New Year's Eve Potluck on Dec. 31st at 5 p. m. Will be an appetizer potluck and announcing of the door contest winners. Judy Robinson will be judging the doors.

Kale Jones will be coming Dec. 18th at 2 p.m. to entertain. There will also be cake served for his birthday. The tenant council provided the cake.

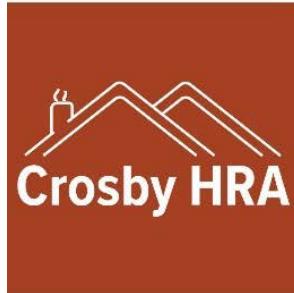
Roxy ordered more cookies and chips as prizes for bingo players.

Will discuss later with Diana about TV in Edgewood and movies.

Discussion was again brought up about people not finding carts in building.

The next meeting will be Monday, January 2, 2023

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: January 4th, 2023
Re: Executive Director Report

Maintenance Engineer Hired

We have hired Brian Bartz for our maintenance engineer position. Brian comes to us after having worked for other housing agencies throughout the state and after he relocated to the area. We will be welcoming Brian on Tuesday January 17th!

Review of HUD Training

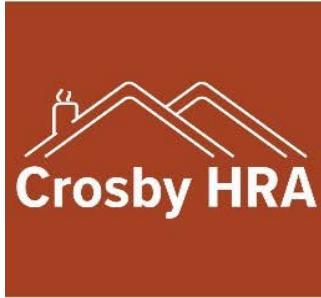
Our last short segment of this initial HUD commissioner training will be viewed at the meeting.

New Commissioner Ideas

I am still attempting to find another interested individual that may be able to fill the remaining term for commissioner Neprud as he is looking to retire from this board position. I have been working with administrator Hill in trying to identify potential candidates. If any of our commissioners have any ideas on who might be willing to serve, please reach out to me so that I can try and make a connection.

No Action Requested; Discussion Items

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To: Crosby HRA Board Members

From: Karen Young, Finance Director

Date: January 3, 2023

Re: Designation of Official Depository

Pursuant to Minnesota Statute 118A.02, the Crosby HRA Board shall designate as a depository of its funds, one or more financial institutions. At this time, the official depositories are Unity Bank and RBC.

Action Requested: Approve the designation of Unity Bank and RBC as the official depositories.

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