



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

Crosby HRA Board Meeting 11:00 a.m. Tuesday February 14th, 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*) Pg. 3
- 5. BILLS & COMMUNICATIONS**
 - a. Financial Report** (*Attachment 2*) Pg. 7
 - b. Housing Manager Report** (*Attachment 3*) Pg. 15
 - c. Executive Director Report** (*Attachment 4*) Pg. 21
- 6. UNFINISHED BUSINESS:**
- 7. NEW BUSINESS:**
- 8. COMMISIONER COMMENTS:**
- 9. NEXT MEETING:** March 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*

This page intentionally left blank.



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

Crosby HRA BOARD MEETING MINUTES Tuesday, January 10, 2023

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, January 10, 2023
Community Room, 300 3rd Ave NE, Crosby MN 56441.

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

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

Others present: Executive Director Eric Charpentier, Housing Manager Shannon Fortune, Rehab Administrative Specialist Kristin Miller, Special Guest Reverend Gerald Fisher. Absent: Housing Specialist Mallory Demel

3. REVIEW AND APPROVE THE AGENDA:

Moved by Commissioner Neprud and seconded by Commissioner Traylor to approve the Tuesday, January 10, 2023, agenda. Through a vote, all commissioners were in favor and none were opposed. The motion passed.

4. REVIEW AND APPROVE MINUTES:

Moved by Commissioner Marsh and seconded by Commissioner Fisher to approve the meeting minutes from Tuesday, December 13, 2022. All commissioners were in favor, and none were opposed. The minutes were approved.

5. BILLS AND COMMUNICATIONS:

a. Financial Report and Approval Request:

The financial report for December 2022 was presented by Eric Charpentier.

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 in January for 311 light fixtures that have been upgraded to LED from fluorescent.

Moved by Commissioner Neprud and seconded by Commissioner Fisher to approve December checks numbered 118810 through 118854 and December ACH payments numbered 1633 through 1641 and 266 through 269. All commissioners were in favor, and none were opposed. The motion was approved.

b. 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

The monthly performance reports for December 2022 were presented by Shannon Fortuner.

c. Executive Director Report:

Maintenance Engineer Hired

We have hired Brian Bartz for our maintenance engineering 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 tabled and viewed at the January meeting. Eric is reviewing two commissioner guides that Shannon has found to be helpful learning/question resources. He will choose one of the two and order each commissioner one for them for reference.

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.

6. UNFINISHED BUSINESS: None at this time.

7. NEW BUSINESS:

a. 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.

Moved by Commissioner Marsh and seconded by Commissioner Fisher to approve the designation of Unity Bank and RBC Bank as the official depository. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

8. CHAIR COMMENTS:

9. NEXT MEETING: Tuesday, February 14, 2023

10. ADJOURNMENT:

Commissioner Traylor made a motion to adjourn the meeting. Commissioner Neprud seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and meeting was adjourned at 12:05 p.m.

This page intentionally left blank.



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: February 8, 2023
Re: January Financial Report

Please find attached the financial information for January 2023.

Crescent Electric Payment

In January, we received a rebate check from MN Power for \$18,660. We processed another check in the amount of \$1,920 to Crescent Electric for LED lighting replacement in Edgewood and Dellwood. We anticipate the 311 LED light conversion project to start in March.

Action Requested:

Approval of January checks numbered 118855 through 118892 and January ACH payments numbered 1642 through 1647 and 270 through 272.

This page intentionally left blank.

Crosby Housing & Redevelopment Authority 2023 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
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	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	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	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
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	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	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	4.00	4.00
Total Points	25		20.00	16.00	16.00	16.00	16.00	20.00	20.00	20.00	20.00	20.00
Total of Above Ratios	50		45	41	41	41	41	45	45	45	45	45

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
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	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or Capital Fund Troubled	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10		10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

This page intentionally left blank.

	Current Period	Current Year	Year To Date	Budget	Variance
Income					
100-000-3110.000 Dwelling Rental	-19,558.00	-186,077.62	-174,975.00	-11,102.62	
100-000-3120.000 Excess Utilities	-6.00	-720.67	-541.70	-178.97	
100-000-3401.000 Operating Subsidy	-8,300.00	-83,118.00	-91,966.70	8,848.70	
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-8,333.30	8,333.30	
100-000-3610.000 Interest Revenue	0.43	7.83	0.00	7.83	
100-000-3690.000 Other Income	-726.96	-1,983.48	-1,333.30	-650.18	
100-000-3691.000 Other Tenant Revenue	-67.00	-17,309.05	-8,333.30	-8,975.75	
100-000-3695.000 Laundry Revenue	-371.50	-3,049.77	-2,166.70	-883.07	
Total Income	-29,029.03	-292,250.76	-287,650.00	-4,600.76	
Expense					
100-000-4110.000 Administration Salaries	1,536.64	16,880.71	16,650.00	230.71	
100-000-4130.000 Legal	0.00	2,882.01	2,500.00	382.01	
100-000-4140.000 Staff Training	0.00	141.50	333.30	-191.80	
100-000-4150.000 Travel	40.31	471.41	604.20	-132.79	
100-000-4171.000 Auditing Fees	0.00	3,675.00	3,675.00	0.00	
100-000-4190.000 Sundry-Other Admin	71.37	843.87	437.50	406.37	
100-000-4191.000 Management Fees	3,000.00	30,000.00	30,000.00	0.00	
100-000-4194.000 Office Supplies	198.48	1,039.49	1,500.00	-460.51	
100-000-4195.000 Membership Dues	92.50	186.10	200.00	-13.90	
100-000-4196.000 Telephone	71.70	711.94	750.00	-38.06	
100-000-4198.000 Advertising	327.04	467.72	833.30	-365.58	
100-000-4199.000 Postage	4.04	156.76	375.00	-218.24	
100-000-4210.000 Tenant Svcs Salaries	339.04	3,737.59	3,675.00	62.59	
100-000-4230.000 Tenant Services Other	17.46	173.02	1,083.30	-910.28	
100-000-4310.000 Water	1,170.11	11,010.86	12,500.00	-1,489.14	
100-000-4315.000 Sewer	1,776.75	16,430.13	18,958.30	-2,528.17	
100-000-4320.000 Electricity	2,221.63	19,273.89	19,300.00	-26.11	
100-000-4330.000 Gas	2,540.80	8,769.56	7,950.00	819.56	
100-000-4431.000 Garbage & Trash	681.40	9,415.43	7,333.30	2,082.13	
100-000-4410.000 Maintenance Labor	1,704.78	31,225.49	36,204.20	-4,978.71	
100-000-4420.000 Materials	-9,637.53	8,235.75	15,000.00	-6,764.25	
100-000-4430.000 Contracts Costs	3,621.95	19,310.22	14,750.00	4,560.22	
100-000-4432.000 Decorating Contract	0.00	18,944.93	7,500.00	11,444.93	
100-000-4435.000 Grounds Contract	0.00	2,927.67	2,416.70	510.97	
100-000-4445.000 Elevator Maintenance	0.00	4,635.00	3,619.00	1,016.00	
100-000-4450.000 Plumbing/Heating	1,674.26	6,079.83	4,166.70	1,913.13	
100-000-4455.000 Snow Removal	1,748.30	1,748.30	2,000.00	-251.70	
100-000-4456.000 Exterminating	0.00	495.00	833.30	-338.30	
100-000-4457.000 Janitor/Cleaning	621.00	11,071.42	6,083.30	4,988.12	
100-000-4510.000 Insurance	2,259.98	22,599.80	24,066.70	-1,466.90	
100-000-4520.000 Property Tax	558.67	6,419.93	6,117.81	302.12	
100-000-4540.000 Employee Benefits	1,652.75	25,026.98	26,404.20	-1,377.22	
Total Expense	18,293.43	284,987.31	277,820.11	7,167.20	
Net Income(-) or Loss	-10,735.60	-7,263.45	-9,829.89	2,566.44	

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-19,595.00	-193,279.76	-196,250.00	2,970.24
700-000-3120.000 Excess Utilities	-47.00	-1,657.00	-1,616.70	-40.30
700-000-3404.000 Other Government Grant	-8,646.00	-91,583.00	-95,191.70	3,608.70
700-000-3610.000 Interest Revenue	-4,785.73	3,202.45	-4,833.30	8,035.75
700-000-3690.000 Other Income	-380.17	-1,810.88	-666.70	-1,144.18
700-000-3691.000 Other Tenant Revenue	-75.00	-9,014.87	-5,000.00	-4,014.87
700-000-3695.000 Laundry Revenue	-440.00	-6,858.50	-7,333.30	474.80
Total Income	-33,968.90	-301,001.56	-310,891.70	9,890.14
Expense				
700-000-4110.000 Administration Salaries	2,554.97	27,370.98	27,262.50	108.48
700-000-4130.000 Legal	0.00	121.00	2,500.00	-2,379.00
700-000-4140.000 Staff Training	0.00	149.76	500.00	-350.24
700-000-4150.000 Travel	40.32	491.42	708.30	-216.88
700-000-4171.000 Auditing Fees	0.00	3,675.00	3,675.00	0.00
700-000-4190.000 Sundry-Other Admin	45.35	482.85	458.30	24.55
700-000-4191.000 Management Fees	4,500.00	45,000.00	45,000.00	0.00
700-000-4194.000 Office Supplies	198.49	1,014.57	1,666.70	-652.13
700-000-4195.000 Membership Dues	92.50	186.10	200.00	-13.90
700-000-4196.000 Telephone	71.71	712.07	750.00	-37.93
700-000-4198.000 Advertising	327.04	467.72	833.30	-365.58
700-000-4199.000 Postage	4.05	156.77	375.00	-218.23
700-000-4210.000 Tenant Svcs Salaries	508.56	5,606.41	5,512.50	93.91
700-000-4230.000 Tenant Services Other	17.46	173.02	166.70	6.32
700-000-4310.000 Water	722.14	5,935.68	5,416.70	518.98
700-000-4315.000 Sewer	1,203.55	9,919.05	9,375.00	544.05
700-000-4320.000 Electricity	2,944.03	29,449.21	25,916.70	3,532.51
700-000-4330.000 Gas	3,892.74	10,023.42	9,650.00	373.42
700-000-4431.000 Garbage & Trash	377.28	3,810.99	2,916.70	894.29
700-000-4410.000 Maintenance Labor	1,704.80	31,225.80	37,833.30	-6,607.50
700-000-4420.000 Materials	-7,021.56	5,644.25	14,166.70	-8,522.45
700-000-4430.000 Contracts Costs	2,938.64	15,746.55	13,083.30	2,663.25
700-000-4432.000 Decorating Contract	0.00	8,812.34	23,333.30	-14,520.96
700-000-4435.000 Grounds Contract	0.00	3,644.73	2,166.70	1,478.03
700-000-4445.000 Elevator Maintenance	0.00	2,894.58	3,619.00	-724.42
700-000-4450.000 Plumbing/Heating	4,263.53	4,955.95	7,500.00	-2,544.05
700-000-4455.000 Snow Removal	2,622.44	2,622.44	2,166.70	455.74
700-000-4456.000 Exterminating	0.00	495.00	1,000.00	-505.00
700-000-4457.000 Janitor/Cleaning	594.00	10,852.30	7,000.00	3,852.30
700-000-4510.000 Insurance	1,951.25	19,512.50	18,858.40	654.10
700-000-4520.000 Property Tax	525.11	6,814.92	7,233.30	-418.38
700-000-4540.000 Employee Benefits	2,045.01	29,051.15	30,595.80	-1,544.65
700-000-4590.000 Other General Expense	0.00	2,654.02	0.00	2,654.02
Total Expense	27,123.41	289,672.55	311,439.90	-21,767.35
Net Income(-) or Loss	-6,845.49	-11,329.01	548.20	-11,877.21

Housing and Redevelopment Authority of Crosby
Payment Summary Report
January 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
1/11/2023	270	Eric Charpentier	\$20.00
1/11/2023	271	John Schommer	\$103.15
1/11/2023	272	Shannon Fortune	\$40.00
1/12/2023	1642	Harpers Payroll Service	\$736.56
1/12/2023	1643	Harpers Payroll Service	\$39.70
1/12/2023	1644	Lincoln Financial Group	\$453.69
1/26/2023	1645	Harpers Payroll Service	\$1,054.56
1/26/2023	1646	Harpers Payroll Service	\$134.13
1/26/2023	1647	Lincoln Financial Group	\$458.54
1/5/2023	118855	Minnesota Energy Resources	\$6,433.54
1/10/2023	118856	Aitkin Independent Age	\$351.18
1/10/2023	118857	Aramark Uniform Services	\$37.86
1/10/2023	118858	Bremer Bank Credit Card	\$105.03
1/10/2023	118859	Cintas	\$213.96
1/10/2023	118860	City Of Crosby	\$5,258.57
1/10/2023	118861	Climate Makers	\$5,937.79
1/10/2023	118862	Crescent Electric Supply Company	\$1,920.00
1/10/2023	118863	Crosby Ace Hardware	\$35.96
1/10/2023	118864	Crosby-Ironton Courier	\$177.80
1/10/2023	118865	Dearborn National Life Ins Co	\$14.18
1/10/2023	118866	HDS, LLC DBA Kanso Software	\$240.00
1/10/2023	118867	Harpers Time & Attendance	\$9.75
1/10/2023	118868	Healthpartners	\$2,840.93
1/10/2023	118869	Holden Electric Co. Inc.	\$4,233.05
1/10/2023	118870	Integrity Woodwork	\$547.50
1/10/2023	118871	Judy Robinson	\$1,215.00
1/10/2023	118872	Kristin Miller	\$20.63
1/10/2023	118873	League of MN Cities Insurance Trust	\$164.50
1/10/2023	118874	MRI Software LLC	\$125.00
1/10/2023	118875	Majestic Creations Landscape	\$4,370.74
1/10/2023	118876	Minnesota Dept Of Labor & Ind	\$100.00
1/10/2023	118877	Minnesota Power	\$5,165.66
1/10/2023	118878	Minnesota Power	\$33.00
1/10/2023	118879	Minnesota Power	\$64.00
1/10/2023	118880	Paper Storm	\$26.00
1/10/2023	118881	Phada	\$185.00
1/10/2023	118882	T-Mobile	\$51.04
1/10/2023	118883	The Office Shop	\$353.98
1/10/2023	118884	Visa-Unity	\$81.77
1/10/2023	118885	Waste Partners Inc	\$646.66
1/10/2023	118886	West Central Flooring	\$6,656.30
1/10/2023	118887	Xtona	\$335.00
1/10/2023	118888	Yde's Major Appliance	\$110.00
1/19/2023	118889	Tenant Refund	\$171.17

Housing and Redevelopment Authority of Crosby
Payment Summary Report
January 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
1/26/2023	118890	Crosby Ace Hardware	\$44.95
1/26/2023	118891	Ctc	\$379.78
1/26/2023	118892	Ecowater Systems	\$3,999.50
		Report Total	\$55,697.11



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

To: Crosby HRA Board Members
From: Shannon Fortune
Date: Feb-08-2023
Re: Housing Manager Report

Tenant Activities Update

There were 17 participants in the CSFP/NAPS food delivery program in January. In the past month, activities were chair yoga/exercise classes (15), the third of five "Back to the Kitchen" cooking classes hosted by the University of MN Extension Office (7), a seminar hosted by Humana on "4 Steps to Jumpstart Healthy Habits" (1), and a number of socialization events (i.e. theme-based trivia events, games related to observing fun "National Days", board games, crafting interest projects, etc.) engaged 23 people over five separate dates. The "Love Loops" volunteer crochet/knitting group continues with 2 members, meeting bi-weekly. New this month was the first in what we hope will be a monthly series of game nights hosted by the director of the Cuyuna Range Youth Center and several of his youth group volunteers. Minutes from the Tenant Council meeting in January are attached.

Project Updates

- Light Fixture Installation: the installation contract was awarded to Jim's Electric as the lowest bid. Tenant notices will go out once the installation teams have finalized their schedule, but work is expected to begin in March.
- Keyless Entry: the project was awarded to Safeguard Security, out of Cold Spring, MN. Once contracts have been signed the vendor will be onsite to do a pre-order walk through. The project is expected to reach substantial completion by Jul-31st.
- Office Safety Update: waiting for final bid verification from the last of the 3 bidders. The safety and security grant has been submitted and is expected to be reviewed by the scoring committee in mid-February. Any grant funds received will help offset the cost of this project however the project is not dependent on this additional funding source. Work is expected to begin in March.
- Plow Notification Lights: the flashing blue lights have been used for both of the last snow events and no cars were towed! So far staff have received very positive feedback on this system.

Project Updates (continued)

- Washers & Dryers: staff are collecting pricing for replacement laundry machines for both Edgewood and Dellwood and are hoping to work through the procurement process in time for a 2023 installation.
- Edgewood Painting: the next common areas in Edgewood to be painted will be 2nd & 3rd floor hallways and the lounge/game area.

Monthly Property Performance Reports for January 2023

Please see Attachment.

No Action Requested; Discussion Items

Crosby Housing and Redevelopment Authority

Monthly Property Performance Report January 2023

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	59	n/a	n/a	2	97%
Dellwood	39	39	n/a	n/a	0	100%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	118	0	0	2	98%

3. Customer Traffic

Applications Requested	12
Applications Placed on PH Wait List	16
Applications Denied on PH Wait List	9

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	100	11	4	2
2 bdrm	13	10	0	0	0
3 bdrm	6	19	0	0	0
4 bdrm	2	4	0	0	0
TOTAL	120	133	11	4	2

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	23
Move-Outs	1	24

*Starting 4/1/2022

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#208	1BR	Feb-9th	Yes
EW#217	1BR	mid-Feb	Screening

7. Recertifications

Interim Recertifications	1
Annual Recertifications	6
Completed for this month	7

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	2
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	1
Received	31
Closed	31
Ending Balance	1
Total Completed Work Orders for Year	533

*Starting 4/1/2022

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	6
Completed within 24 hours	1	6
Percent completed within 24 hours	100%	100%

*Starting 4/1/2022

Tenant Council Meeting - Monday, January 9, 2023 at 11 :00 a.m.

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

Treasurer Report:

For the month of December:

- Coffee income: \$172.20
- Coffee expenses: \$109.03
- Bingo income: \$32.00
- Bingo expenses: \$44.63
- Potluck expenses: \$30.00 (door decorating gift cards) Music expense: \$26.98 (birthday cake for Kale)

Petty Cash for end of December: \$427.60

Checking account: \$775. 71

OLD BUSINESS:

- Had our New Year's Eve Potluck on December 31st. There were 13 people attending. The door decorating winners were announced, they are 1st place: Dale of Edgewood \$15.00 gift card; 2nd place: Theresa of Edgewood \$10.00 gift card; and 3rd place: Robin of Dellwood \$5.00 gift card.
- Kale Jones came on December 18th to entertain. There were 26 people, afterwards had a celebration of his birthday with cake furnished by the tenant council.
- The Oak Street Chapel Band came on December 27th, there were 10 people approx. that came to listen.

NEW BUSINESS:

- The next Bible Study will be January 10th at 2 p.m.
- The Oak Street Chapel Band will be coming January 24th at 2 p.m. The bingo players requested more cards as more people are coming to play. Roxy ordered more cards.
- Roxy also ordered more coffee for the morning drinkers.
- Diana mentioned that someone from tenant council needs to make sure Zed can get in the building. Marna said she would make sure he could get in and someone would let him know if there were enough people signed up for him to show up, because there has been a few times he came and could not get in bldg. right away. When Roxy puts up sheet as to when he will be coming people can take a flyer to contact him if they will be attending Bible Study.
- Roxy brought up about TV in Edgewood if was still working. Doris said that when the Oak Street Band comes to play they unplug the tv and it doesn't get plugged back in. So Diana will check to make sure tv works, and then if does will get together with Roxy to see if can hook up dvd player so can start showing movies again.
- Doris brought up again about getting a grocery cart for people to use.
- So was voted on to order a folding cart that will be stored in either Robin's or Jen's apartment. Roxy will order cart and also make a sheet that people will need to sign to use cart and sign when they return cart.
- HRA purchased a new microwave for the card/pool room.
- Local kids from the youth center will be coming to play board games with those interested in participating. The first date is January 15th at noon in the card/pool room. After this they will come the third Sunday of each month.
- January 23rd people interested can come and play scrabble at 11 a.m. During the holidays, Diana had activity of playing hangman, making pretzels and hot cider. Will do it monthly for awhile, it was a fun time and quite a few came.
- The next potluck will be January 21st at 1 p.m.
- Diana is wishing more people with come to the knitting and crocheting class. Only a few show up.

The next meeting will be February 6th.

This page intentionally left blank.



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: February 8th, 2023
Re: Executive Director Report

Keyless Entry System for Edgewood and Dellwood

The keyless entry system project is continuing to move forward after bid closing in January. The project has been awarded to Safeguard Security, a vendor based out of the St. Cloud area. We are currently working on having our contract finalized and then signed so that we are then able to obligate the portion of our capital fund dollars that is required to be obligated by February 22nd. I will be reviewing the contract and hope to have everything signed by the date of the board meeting. This will be a great security enhancement for our buildings as well as our tenants. We do not yet have a start date for the project, but it will be late spring or early summer.

No Action Requested; Discussion Items

