



## **Crosby HRA Board Meeting Agenda**

**11:00 a.m. Tuesday April 11<sup>th</sup>, 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**

- a.** March 14<sup>th</sup>, 2023 Minutes (*Attachment 1*) Pg. 3

**5. BILLS & COMMUNICATIONS**

- a.** Financial Report (*Attachment 2*) Pg. 11
- b.** Housing Manager Report (*Attachment 3*) Pg. 19
- c.** Executive Director Report (*Attachment 4*) Pg. 25

**6. UNFINISHED BUSINESS:**

- a.** Recap of MN NAHRO Commissioner Training on March 29<sup>th</sup> (*Attachment 5*) Pg. 27

**7. NEW BUSINESS:**

**8. COMMISIONER COMMENTS:**

**9. NEXT MEETING:** May 9<sup>th</sup>, 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 Traylor, Commissioner Term Expires: 2026

*\*All terms expire August 31st*

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**Crosby HRA**  
**BOARD MEETING MINUTES**  
**Tuesday, March 14, 2023**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, March 14, 2023, Community Room, 300 3<sup>rd</sup> Ave NE, Crosby MN 56441.

- 1. CALL TO ORDER:** Chair Paron called the meeting to order at 10:59AM.
- 2. ROLL CALL:** Commissioners Paula Taylor, Renae Marsh, Marna Paron, Buzz Neprud and Maxine Fisher. Absent: None

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, Rehab Administrative Specialist Kristin Miller, Guest Reverend Gerald Fisher, Guest Linda Shepardson, & Guest Doris Skaj.

- 3. REVIEW AND APPROVE AGENDA:**

Commissioner Traylor called to amend the agenda with the addition line item 7a. Commissioner Stipend under New Business.

**Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve the amended agenda as requested adding line 7a Commissioner Stipend under New Business for Tuesday, March 8, 2022. All commissioners were in favor, and none were opposed. The agenda is approved as amended.**

- 4. PUBLIC HEARING:**

- a. Adoption of the Resolution 2023-04 and Approval of the 5-year Annual Plans**

Chair Paron opened the public hearing at 11:01am

A copy of the Affidavit of Publication along with the Five-Year Plan and Annual Plan was provided to the board. Fortune read a description of the PHA Plan and reviewed the goals of the agency.

Chair Paron called for comments three times from anyone in favor of, as well as anyone speaking against, the plan. No comments were made.

**Commissioner Neprud made a motion to adopt Resolution No. 2023-04 approving the Five-Year and Annual PHA Plan. Commissioner Traylor seconded the motion. A roll call vote was taken with all commissioners voting in favor and nobody opposing. The motion passed and the resolution was adopted.**

Chair Paron closed the public hearing at 11:23am

**5. REVIEW AND APPROVE MINUTES:**

**a. February 14th, 2023, Minutes were presented in the packet for review.**

**Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the meeting minutes from Tuesday, February 14, 2023. All commissioners were in favor, and none were opposed. The minutes were approved.**

**b. February 21st, 2023, Minutes were presented in the packet for review.**

**Moved by Commissioner Neprud and seconded by Commissioner Traylor to approve the meeting minutes from Tuesday, February 21, 2023. All commissioners were in favor, and none were opposed. The minutes were approved.**

**6. BILLS AND COMMUNICATIONS:**

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

February 2023 financial report was presented by Karen Young.

Operating Subsidy Grant Submission

The Operating Subsidy grant submission was due in March for our Public Housing properties. This funding is calculated to cover the gap between the estimated tenant rental income that we receive and the annual operating expenses that we incur for our Public Housing units. The approved grant calculation is in the amount of \$156,124 which is higher than last year's calculation of \$103,221. This amount has been approved by HUD and is subject to proration.

Capital Fund Program (CFP)

At the special board meeting in February, the board amended the 2021 Five-Year Action Plan to allow funds for the Public Housing keyless entry system project. To have the funds obligated by February 22nd, we drew the entire \$106,850 2021 CFP grant into operations. These funds are now available to pay for the keyless project as it is completed.

**Moved by Commissioner Traylor and seconded by Commissioner Fisher to approve February checks numbered 118893 through 118924 and February ACH payments numbered 1648 through 1653 and 273 through 279. All commissioners were in favor, and none were opposed. The motion was approved.**

**b. Housing Manager Report:**

Tenant Activities Update

There were 3 tenant volunteers and 17 participants in the NAPS food delivery program in February, including one new participant. In the past month, activities were chair yoga/exercise classes (5), the fourth installation of the "Back to the Kitchen" cooking class series hosted by the University of MN Extension Office (7), a seminar hosted by Humana on "Give Your Brain A Boost" (1), several themed socialization events (8), and a return visit from youth volunteers of the Cuyuna Range Youth Center to play board games with tenants (3). The "Love Loops" volunteer crochet/knitting group continues has grown to 3 members and has made donations of their creations to St. Joseph's-Essentia and Bridges of Hope Warming Shelter. Minutes from the Tenant Council meeting in February are attached.

Project Updates

- Edgewood Painting: 2<sup>nd</sup> & 3<sup>rd</sup> floor hallways are being repainted
- Light Fixture Installation: scheduled to begin Mar-20<sup>th</sup>.
- Keyless Entry: contracts are signed, pre-order walk through scheduled for Mar-9<sup>th</sup>.
- Office Safety Update: grant request submitted to see if supplemental funds will be available.
- Washers & Dryers: new laundry machines have been ordered, 4-6 week lead-time.

Monthly Property Performance Reports for February 2023

These documents were presented by Shannon Fortune.

**c. Executive Director Report:**

Annual Unit Inspections

Our maintenance staff has been busy completing the remaining annual unit inspections for our tenants prior to our fiscal year end. This is a great opportunity for our staff to get into these units and make sure we are keeping up on preventative maintenance and addressing anything we see that has not had a work order put in for.

#### Keyless Entry Update

Just a quick update, we were successful in drawing down our capital funds into the operating account as is allowed by HUD. We were also notified that our amendment and update to our 5 year action plan was accepted by HUD to allow us to include the keyless project for 2021. The contract was signed for the project and preliminary work is starting on March 9th. The project is estimated to be completed by the end of July as the lead time for the components is estimated to be between 12-18 weeks.

#### Online Commissioner Training Opportunity through MN NAHRO

The Minnesota chapter of NAHRO is offering a 5 session training for commissioners that are interested. The 5 sessions cover a variety of topics and are 90 minutes each. These are online sessions running every other month, starting in March. Eric handed out the flyer to each commissioner. If there are commissioners that are interested in attending one or all of these sessions, please reach out to him and we will get you signed up. We do have a training budget specifically for our commissioners so the cost of these courses would be covered.

**Discussion: Commissioner Marna is interested in attending all of these training sessions. Commissioner Fisher will check her schedule and get back to Eric.**

## **7. UNFINISHED BUSINESS:**

### **a. Commissioner Stipend**

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.

**Moved by Commissioner Neprud and seconded by Commissioner Traylor to approve the commissioner's compensation increase per meeting in attendance to the amount of \$75 starting at the April 2023 meeting. All commissioners were in favor, and none were opposed. The motion was approved.**

## **8. NEW BUSINESS:**

### **a. Budget Review and Approval**

The 2024 budgets were reviewed for Public Housing and Edgewood.

## **Overview**

- Most line items were budgeted on a 3-year average unless more accurate information was available.
- Vacancy Loss is calculated at 2%.
- Budget reflects a 5% wage increase.
- Employee Benefits increased due to staff changes and increased premiums on health insurance.

Increasing the Opt-Out for health insurance to \$400 per month.

## **Public Housing**

- Dwelling Rent increased based on an 8.7% Social Security COLA increase in 2023.
- Operating Subsidy is based on HUD's approved amount for fiscal year 2024.
- Other Tenant Charges increased based on 3-year average.
- Other Income increased based on 3-year averages.
- Administrative Expenses – Salaries increased because of allocation changes. Audit increased due to new lease requirement. Legal increased from needing to update our employee policy manual. Management fee is increasing by 7% and will be split 50/50 between Public Housing and Edgewood.
- Maintenance Expenses – Labor decreased due to no caretaker position. Materials decreased as decorating increased based on a 3-year average. Snow removal and janitor increased because of new pricing.
- Electric increased based off a 3-year average.
- Gas increased from an interim rate 33% price increase at Minnesota Energy.
- Tenant Services expenses - Increased Resident Services hours by 3 per week.
- Insurance increased based off actual premiums from Housing Authority Insurance (HAI). Work Comp premium increased based on an estimate.
- Collection Losses increased based off recent history of tenant accounts receivable write-offs.
- Net Cash – Public Housing has a \$13,810 budget surplus. Any budget surplus will increase reserves.

HUD requires the submission of a board resolution approving the Public Housing Budget prior to yearend. Resolution 2023-05 is attached.

## **Edgewood**

- Dwelling Rent increased based off an 7.3% OCAF increase for 2023.
- Interest Income decreased as CD interest rates had decreased.
- Administrative Expenses – Salaries decreased because of allocation changes. Audit increased due to new lease requirement. Management fee is increasing by 7% and will be split 50/50 between Public Housing and Edgewood.

- Maintenance Expenses – Plumbing decreased based on a 2-year average. Snow removal, janitor, and garbage increased because of new pricing. Decorating decreased because 2023 budget consisted of extra projects.
- Water and Sewer increased based off a 2-year average increase.
- Electric increased based off a 3-year average.
- Gas increased from an interim rate 33% price increase at Minnesota Energy.
- Tenant Services expenses - Increased Resident Services hours by 3 per week.
- Insurance increased based off actual premiums from HAI. Work Comp premium increased based on an estimate.
- Collection Losses increased based off recent history of tenant accounts receivable write-offs.
- Net Cash – Edgewood has a \$3,245 budget surplus. Any budget surplus will increase reserves for future capital improvements. This is recommended given the significant capital improvements planned for the property.

**Commissioner Neprud made a motion to adopt Resolution No. 2023-05 approving the PHA Operating Budget. Commissioner Traylor seconded the motion. A roll call vote was taken with all commissioners voting in favor and nobody opposing. The motion passed and the resolution was adopted.**

**Moved by Commissioner Marsh and seconded by Commissioner Fisher to Adopt the 2024 Edgewood Budget. All commissioners were in favor and none were opposed. The motion passed.**

**b. Approval of Accounts Receivable Write-Off**

Per Crosby HRA policy, when an account remains unpaid for 90 days following the tenant's move out date with no repayment activity, the Finance Director shall obtain approval from the Board of Commissioner's to write-off those accounts. As such, we are requesting the approval to write-off all balances outstanding at 3/31/2023 in Accounts Receivable that remain unpaid 90 days following the tenant's move out date.

When feasible, these balances will be filed with the State of Minnesota for collection through the Revenue Recapture process. This process allows Housing Authorities to collect outstanding balances through any state return that the tenant is entitled.

**Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the write-off of uncollectible Accounts Receivable for 2023. All commissioners were in favor and none were opposed. The motion passed.**

## **9. CHAIR COMMENTS:**

Marna Paron –

- Marna would like to see a Resident Advisory Board started.
- Marna is concerned about the Maintenance personnel going onto the roof alone.
- There was general discussion by the board regarding the flooring on 2<sup>nd</sup> and 3<sup>rd</sup> floor getting replaced. Staff discussed that the gypsum subfloor had created hesitancy from flooring contractors to bid the flooring replacement on these two floors. Further investigation by staff will take place to move this project along.

Renae Marsh – Nothing at this time

Maxine Fisher – Nothing at this time

Paula Traylor - Nothing at this time

Buzz Neprud –

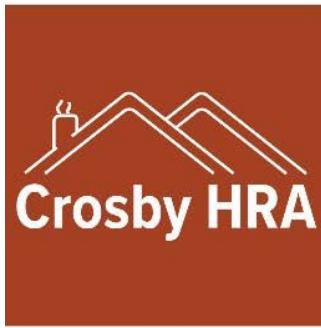
- Buzz asked if there are available tiles to replace the broken and stained ones on the ceiling located in the kitchen.
- During the past few storms there have been many tree branches that are needing to be removed at the scattered sight properties.

## **10. NEXT MEETING:** Tuesday, April 11, 2023

## **11. 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 12:24PM.**

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: April 5, 2023  
Re: April Financial Report

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Please find attached the financial information for March 2023.

**2023 Audit**

The 2023 audit fieldwork has been scheduled with CliftonLarsonAllen (CLA) during the week of June 6<sup>th</sup>.

**Year-end Financial Statements and Ratios**

The March ratios and financial statements do not fully reflect all yearend entries and adjustments. The final yearend entries and adjustments will be recorded prior to the audit and REAC submission. Therefore, the financial information is subject to change due to necessary yearend adjustments.

**Action Requested:**

**Approval of March checks numbered 118925 through 118984 and March ACH payments numbered 1654 through 1659 and 280 through 291.**

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Crosby Housing & Redevelopment Authority  
2023 Ratios

Attachment 2a

Includes  
only a few  
YE JEs

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2022
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	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	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	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	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2022
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	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	0.00	5.00
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	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	20.00	25.00
Total of Above Ratios	50		45	41	41	41	41	45	45	45	45	45	45	50

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2022
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	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	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

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Date: 4/5/2023  
 Time: 11:21:05 AM  
 joe

**PH Operating - Board**  
**Public Housing Operating - Board**  
**March, 2023**

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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	-20,461.00	-226,126.62	-209,970.00	-16,156.62
100-000-3120.000 Excess Utilities	-40.11	-766.78	-650.00	-116.78
100-000-3401.000 Operating Subsidy	-4,902.00	-95,570.00	-110,360.00	14,790.00
100-000-3402.000 Capital Fund Revenue	-3,559.62	-110,409.62	-10,000.00	-100,409.62
100-000-3610.000 Interest Revenue	-4.35	3.06	0.00	3.06
100-000-3690.000 Other Income	-45.86	-2,133.93	-1,600.00	-533.93
100-000-3691.000 Other Tenant Revenue	-756.50	-19,947.55	-10,000.00	-9,947.55
100-000-3695.000 Laundry Revenue	-321.00	-3,691.77	-2,600.00	-1,091.77
<b>Total Income</b>	<b>-30,090.44</b>	<b>-458,643.21</b>	<b>-345,180.00</b>	<b>-113,463.21</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	1,536.65	19,954.01	19,980.00	-25.99
100-000-4130.000 Legal	797.50	3,679.51	3,000.00	679.51
100-000-4140.000 Staff Training	277.99	419.49	400.00	19.49
100-000-4150.000 Travel	144.26	670.40	725.00	-54.60
100-000-4171.000 Auditing Fees	0.00	3,675.00	3,675.00	0.00
100-000-4190.000 Sundry-Other Admin	112.45	993.82	525.00	468.82
100-000-4191.000 Management Fees	3,000.00	36,000.00	36,000.00	0.00
100-000-4194.000 Office Supplies	131.10	1,199.74	1,800.00	-600.26
100-000-4195.000 Membership Dues	-92.50	186.10	200.00	-13.90
100-000-4196.000 Telephone	70.34	852.90	900.00	-47.10
100-000-4198.000 Advertising	0.00	1,294.46	1,000.00	294.46
100-000-4199.000 Postage	8.13	164.89	375.00	-210.11
100-000-4210.000 Tenant Svcs Salaries	339.04	4,417.30	4,410.00	7.30
100-000-4230.000 Tenant Services Other	17.28	207.68	1,300.00	-1,092.32
100-000-4310.000 Water	2,171.44	14,057.58	15,000.00	-942.42
100-000-4315.000 Sewer	3,419.31	21,212.65	22,750.00	-1,537.35
100-000-4320.000 Electricity	4,213.18	25,643.19	23,160.00	2,483.19
100-000-4330.000 Gas	5,350.49	17,716.08	9,540.00	8,176.08
100-000-4431.000 Garbage & Trash	2,108.62	12,291.23	8,800.00	3,491.23
100-000-4410.000 Maintenance Labor	3,065.99	37,357.48	43,445.00	-6,087.52
100-000-4420.000 Materials	3,304.76	12,254.62	18,000.00	-5,745.38
100-000-4430.000 Contracts Costs	2,017.11	22,154.03	17,700.00	4,454.03
100-000-4432.000 Decorating Contract	1,898.80	20,843.73	9,000.00	11,843.73
100-000-4435.000 Grounds Contract	1,057.09	3,984.76	2,900.00	1,084.76
100-000-4445.000 Elevator Maintenance	0.00	4,635.00	3,800.00	835.00
100-000-4450.000 Plumbing/Heating	1,675.50	14,688.98	5,000.00	9,688.98
100-000-4455.000 Snow Removal	3,182.20	6,503.46	2,400.00	4,103.46
100-000-4456.000 Exterminating	59.00	672.00	1,000.00	-328.00
100-000-4457.000 Janitor/Cleaning	1,411.42	12,985.04	7,300.00	5,685.04
100-000-4510.000 Insurance	2,259.99	27,119.77	28,880.00	-1,760.23
100-000-4520.000 Property Tax	161.90	7,123.64	7,300.00	-176.36
100-000-4540.000 Employee Benefits	2,378.73	29,784.58	31,685.00	-1,900.42
100-000-4570.000 Collection Losses Tenan	23,717.34	23,717.34	5,000.00	18,717.34
<b>Total Expense</b>	<b>69,795.11</b>	<b>388,460.46</b>	<b>336,950.00</b>	<b>51,510.46</b>
<b>Net Income(-) or Loss</b>	<b>39,704.67</b>	<b>-70,182.75</b>	<b>-8,230.00</b>	<b>-61,952.75</b>

Date: 4/5/2023

Time: 11:21:15 AM

joe

**Crosby HRA**  
**Edgewood Operating Stmt - Board**  
**March, 2023**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Income</b>				
700-000-3110.000 Dwelling Rental	-20,144.00	-233,197.76	-235,500.00	2,302.24
700-000-3120.000 Excess Utilities	-9.00	-1,718.00	-1,940.00	222.00
700-000-3404.000 Other Government Grant	-8,019.00	-109,008.00	-114,230.00	5,222.00
700-000-3610.000 Interest Revenue	-5,493.24	-2,280.63	-5,800.00	3,519.37
700-000-3690.000 Other Income	-68.78	-2,487.45	-800.00	-1,687.45
700-000-3691.000 Other Tenant Revenue	-10.00	-9,061.87	-6,000.00	-3,061.87
700-000-3695.000 Laundry Revenue	-775.00	-8,388.50	-8,800.00	411.50
<b>Total Income</b>	<b>-34,519.02</b>	<b>-366,142.21</b>	<b>-373,070.00</b>	<b>6,927.79</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	2,804.96	32,730.90	32,715.00	15.90
700-000-4130.000 Legal	0.00	121.00	3,000.00	-2,879.00
700-000-4140.000 Staff Training	100.50	250.26	600.00	-349.74
700-000-4150.000 Travel	126.54	676.35	850.00	-173.65
700-000-4171.000 Auditing Fees	0.00	3,675.00	3,675.00	0.00
700-000-4190.000 Sundry-Other Admin	112.45	632.80	550.00	82.80
700-000-4191.000 Management Fees	4,500.00	54,000.00	54,000.00	0.00
700-000-4194.000 Office Supplies	147.54	1,191.27	2,000.00	-808.73
700-000-4195.000 Membership Dues	-92.50	186.10	200.00	-13.90
700-000-4196.000 Telephone	70.35	853.05	900.00	-46.95
700-000-4198.000 Advertising	0.00	1,277.22	1,000.00	277.22
700-000-4199.000 Postage	0.00	156.77	375.00	-218.23
700-000-4210.000 Tenant Svcs Salaries	508.56	6,625.98	6,615.00	10.98
700-000-4230.000 Tenant Services Other	17.28	207.68	200.00	7.68
700-000-4310.000 Water	1,463.20	7,826.48	6,500.00	1,326.48
700-000-4315.000 Sewer	2,515.07	13,191.19	11,250.00	1,941.19
700-000-4320.000 Electricity	5,488.22	37,837.64	31,100.00	6,737.64
700-000-4330.000 Gas	10,271.55	20,294.97	11,580.00	8,714.97
700-000-4431.000 Garbage & Trash	698.64	4,873.91	3,500.00	1,373.91
700-000-4410.000 Maintenance Labor	3,066.02	37,357.82	45,400.00	-8,042.18
700-000-4420.000 Materials	4,236.28	10,456.09	17,000.00	-6,543.91
700-000-4430.000 Contracts Costs	2,800.98	20,093.06	15,700.00	4,393.06
700-000-4432.000 Decorating Contract	4,238.98	13,501.32	28,000.00	-14,498.68
700-000-4435.000 Grounds Contract	1,585.63	5,230.36	2,600.00	2,630.36
700-000-4445.000 Elevator Maintenance	0.00	2,894.58	3,800.00	-905.42
700-000-4450.000 Plumbing/Heating	0.00	4,955.95	9,000.00	-4,044.05
700-000-4455.000 Snow Removal	4,773.30	9,755.18	2,600.00	7,155.18
700-000-4456.000 Exterminating	59.00	672.00	1,200.00	-528.00
700-000-4457.000 Janitor/Cleaning	1,275.05	12,881.15	8,400.00	4,481.15
700-000-4510.000 Insurance	1,951.25	23,415.00	22,630.00	785.00
700-000-4520.000 Property Tax	-14.18	7,569.58	8,680.00	-1,110.42
700-000-4540.000 Employee Benefits	2,790.21	34,612.61	36,715.00	-2,102.39
700-000-4570.000 Collection Losses Tenan	10,610.38	10,610.38	500.00	10,110.38
700-000-4590.000 Other General Expense	0.00	2,654.02	0.00	2,654.02
<b>Total Expense</b>	<b>66,105.26</b>	<b>383,267.67</b>	<b>372,835.00</b>	<b>10,432.67</b>
<b>Net Income(-) or Loss</b>	<b>31,586.24</b>	<b>17,125.46</b>	<b>-235.00</b>	<b>17,360.46</b>

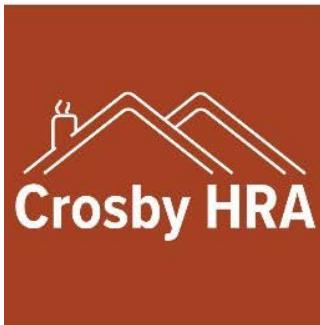
**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**March 2023**

Attachment 2d

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/14/2023	280	Brian Bartz	\$81.90
3/14/2023	281	Eric Charpentier	\$41.92
3/14/2023	282	John Schommer	\$129.72
3/14/2023	283	Mallory Demel	\$10.43
3/31/2023	284	Brian Bartz	\$157.87
3/31/2023	285	Diana Banks	\$21.48
3/31/2023	286	Eric Charpentier	\$20.96
3/31/2023	287	Jessica Mulroy	\$20.96
3/31/2023	288	John Schommer	\$252.89
3/31/2023	289	Karen Young	\$20.96
3/31/2023	290	Mallory Demel	\$27.97
3/31/2023	291	Shannon Fortune	\$62.88
3/9/2023	1654	Harpers Payroll Service	\$1,343.28
3/9/2023	1655	Harpers Payroll Service	\$51.98
3/9/2023	1656	Lincoln Financial Group	\$444.69
3/23/2023	1657	Harpers Payroll Service	\$1,343.25
3/23/2023	1658	Harpers Payroll Service	\$51.98
3/23/2023	1659	Lincoln Financial Group	\$444.69
3/14/2023	118925	Birchdale Fire & Security LLP	\$240.00
3/14/2023	118926	Bremer Bank Credit Card	\$246.90
3/14/2023	118927	Cintas	\$404.41
3/14/2023	118928	City Of Crosby	\$5,581.34
3/14/2023	118929	Climate Makers	\$544.00
3/14/2023	118930	Crosby Ace Hardware	\$74.90
3/14/2023	118931	Ctc	\$376.86
3/14/2023	118932	Granite Pest Control LLC	\$118.00
3/14/2023	118933	Gravelle Plumbing & Heating	\$2,725.47
3/14/2023	118934	Gull Lake Glass	\$230.00
3/14/2023	118935	Harpers Time & Attendance	\$13.00
3/14/2023	118936	Hd Supply Facilities Maint	\$470.44
3/14/2023	118937	Holden Electric Co. Inc.	\$140.10
3/14/2023	118938	Integrity Woodwork	\$360.00
3/14/2023	118939	Judy Robinson	\$992.00
3/14/2023	118940	Kristin Miller	\$43.24
3/14/2023	118941	MRI Software LLC	\$75.00
3/14/2023	118942	Majestic Creations Landscape	\$3,059.60
3/14/2023	118943	Minnesota Energy Resources	\$2,927.28
3/14/2023	118944	Minnesota Power	\$5,082.43
3/14/2023	118945	Minnesota Power	\$33.00
3/14/2023	118946	Minnesota Power	\$94.00
3/14/2023	118947	Servicemaster Clean of Brainerd	\$200.00
3/14/2023	118948	Sherwin-Williams	\$91.74
3/14/2023	118949	ShofCorp LLC	\$150.96
3/14/2023	118950	Strike Painting & Finishing	\$2,000.00
3/14/2023	118951	T-Mobile	\$51.06
3/14/2023	118952	The Office Shop	\$82.21
3/14/2023	118953	Visa-Unity	\$930.82
3/14/2023	118954	Waste Partners Inc	\$624.71
3/14/2023	118955	Xtona	\$335.00
3/20/2023	118956	Rasinski Total Door Service	\$361.69
3/30/2023	118957	Bremer Bank Credit Card	\$49.00
3/30/2023	118958	Cintas	\$119.70
3/30/2023	118959	City Of Crosby	\$4,759.72
3/30/2023	118960	Crosby Ace Hardware	\$109.92
3/30/2023	118961	Ecowater Systems	\$3,999.50

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**March 2023**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/30/2023	118962	Harpers Time & Attendance	\$13.00
3/30/2023	118963	Integrity Woodwork	\$450.00
3/30/2023	118964	Judy Robinson	\$1,273.50
3/30/2023	118965	MRI Software LLC	\$25.00
3/30/2023	118966	Majestic Creations Landscape	\$4,895.90
3/30/2023	118967	Midwest Machinery Co	\$725.79
3/30/2023	118968	Minnesota Energy Resources	\$12,694.76
3/30/2023	118969	Minnesota Power	\$4,618.97
3/30/2023	118970	Nisswa Sanitation Inc	\$672.00
3/30/2023	118971	Paper Storm	\$26.00
3/30/2023	118972	Sherwin-Williams	\$150.24
3/30/2023	118973	Strike Painting & Finishing	\$2,300.00
3/30/2023	118974	T-Mobile	\$51.06
3/30/2023	118975	The Office Shop	\$271.83
3/30/2023	118976	Thelen Heating And Roofing	\$1,131.50
3/30/2023	118977	Visa-Unity	\$2,645.46
3/30/2023	118978	Waste Partners Inc	\$712.51
3/30/2023	118979	West Central Flooring	\$1,595.80
3/30/2023	118980	Xtona	\$335.00
3/30/2023	118981	Yde's Major Appliance	\$5,337.50
3/30/2023	118982	Crescent Electric Supply Company	\$791.97
3/30/2023	118983	Borden Steinbauer And Kruger	\$797.50
3/30/2023	118984	Bremer Bank Credit Card	\$355.00
		<b>Report Total</b>	<b>\$84,098.10</b>




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To: Crosby HRA Board Members  
 From: Shannon Fortune  
 Date: Apr-05-2023  
 Re: Housing Manager Report

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### **Tenant Activities Update**

There were 17 participants in the NAPS food delivery program in March. In the past month, activities were chair yoga/exercise classes (13), the final session in a series of five "Back to the Kitchen" cooking classes hosted by the University of MN Extension Office (6), a number of themed socialization activities (8), and the "Love Loops" volunteer crochet/knitting group had 3 active volunteers. Diana is gearing up for her annual interest/needs assessment survey, which will help shape planning for future initiatives. Minutes from the Tenant Council meeting in March are attached.

### **Edgewood OCAF Rent Increase**

All Edgewood tenants have received proper notice regarding the annual HAP contract OCAF rent increase (approved by HUD in Dec-2022) which will go into effect on 5/1/2023. This year the HUD-approved increase was 7.3%, which will raise the top rent by up to \$36/month for a 1-bedroom and up to \$40/month for a 2-bedroom. These increases do not directly impact the majority of our tenants, only individuals that may have been at the previous contract rent and whose income is high enough to necessitate an increase up to the higher approved contract. There are currently 15 tenants at the maximum rent that may see an increase.

<b>Unit Size</b>	<b>Current</b>	<b>Effective 5/1/2023</b>
1-BR	\$488.00	\$524.00
2-BR	\$543.00	\$543.00

### **Annual Inspections**

Annual inspections were completed on all 120 units by the end of March. There were a few units that needed a re-inspection related to housekeeping/safety concerns, but all were able to pass inspection by the second review.

### **Project Updates**

- Edgewood Painting: project complete
- Light Fixture Installation: tenant units complete; Dellwood halls/common areas complete; Edgewood halls/common areas in process.
- Keyless Entry: vendor hard count walk-through completed; equipment ordered; estimated 15-week lead-time.
- Office Safety Update: the two new walls are built; electrical work and painting expected to be done in the next 2 weeks.
- Washers & Dryers: new laundry machines have been ordered, 4-6 week lead-time.

### **Monthly Property Performance Reports for March 2023**

Please see Attachment.

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

# Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report

### March 2023

#### 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%
<b>TOTAL</b>	<b>120</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100%</b>

#### 3. Customer Traffic

Applications Requested	8
Applications Placed on Wait List	17
Applications Denied on Wait List	6

#### 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	78	1	1	0
2 bdrm	13	15	0	0	0
3 bdrm	6	7	0	0	0
4 bdrm	2	4	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>104</b>	<b>1</b>	<b>1</b>	<b>0</b>

#### 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	26
Move-Outs	1	26

\*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	2
Annual Recertifications	5
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	59
Number completed year-to-date	120
Total left to be inspected this year	0
Have all building system inspections been completed?	Yes
If yes, please enter date	Ongoing Throughout Year

\*Starting 4/1/2022

## 9. Lease Enforcements

Lease warnings/violations issued	6
30-day lease terminations	1

## 10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

## 11. Non-Emergency Work Orders

Beginning Balance	1
Received	65
Closed	41
Ending Balance	25
Total Completed Work Orders for Year	617

\*Starting 4/1/2022

## 12. Emergency Work Orders

	This Month	Year-to-Date
Requested	2	8
Completed within 24 hours	2	8
Percent completed within 24 hours	n/a	100%

\*Starting 4/1/2022

**Tenant Council Meeting - March 6, 2023 at 11:00 a.m.**  
Members present: Roxy, Doris, Marna, Theresa and Diana

Treasurer Report:

For the month of February:

Coffee income: \$137.45

Coffee expense: \$88.32

Bingo income: \$36.00

Bingo expense: \$16.48

Potluck income: \$19.00

Donation: \$44.36

Purchase of 2 games: \$26.60

Purchase of shopping cart for building: \$37.71

Purchase of velcro for wall calendar: \$5.98

OLD BUSINESS:

Had potluck on February 11th, there were 15 people attending.

Bible Study was February 14th, there were 2 people attending.

Oak Street Chapel Band was February 28th, there were 12 people attending.

The young people from youth center came on February 19th and played games with tenants, total of 18 people attending.

Purchased 2 new games for game days the 20th and 27th of February.

NEW BUSINESS:

Next potluck will be Saturday, March 18th.

Bible Study will be Tuesday, March 21st.

Oak Street Chapel Band will be Tuesday, March 28th.

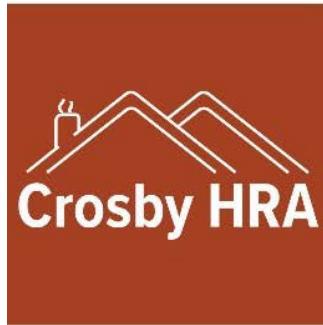
Diana mentioned she will mark the 2 new games and place in craft room, so will be available for when the youth people come on the 19th.

Was also suggested that the tenant council provide snacks and drinks for when the youth come to play games. Roxy will purchase items.

Diana will make permanent signs for the events that happen each month (bingo, coffee time, Oak Street Chapel Band, game day).

The next meeting will be April 3rd.

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To: Crosby HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: April 11<sup>th</sup>, 2023  
Re: Executive Director Report

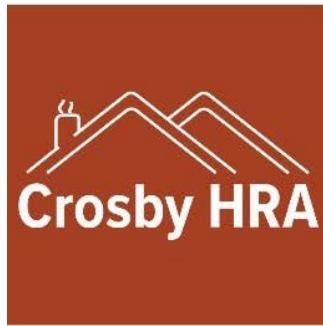
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**Resident Advisory Board Update**

At our March meeting, Chairwoman Paron had inquired about creating a resident advisory board (RAB) to represent the public housing tenant's views regarding the annual and 5 year plans. Shannon has started looking into this process but we are not ready to bring a recommendation back to this board yet. Shannon will be reaching out to the public housing tenants to gauge their interest in starting up this board. More information will follow in the upcoming months.

**No Action Requested; Discussion Items**

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To: Crosby HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: April 11<sup>th</sup>, 2023  
Re: Recap of MN NAHRO Commissioner Training

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**MN NAHRO Commissioner Training**

Chairwoman Paron did attend the virtual training session on 3/29. I have asked that she share her thoughts on how the training was and if it was helpful for her. There are 4 more sessions throughout the year on different topics for our commissioners. If anyone else is interested, we can get them signed up. The next training will be in May.

**No Action Requested; Discussion Items**

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