



## **Crosby HRA Board Meeting Agenda**

**11:00 a.m. Tuesday May 9<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.** April 11<sup>th</sup>, 2023 Minutes (*Attachment 1*) Pg. 3

**5. BILLS & COMMUNICATIONS**

- a.** Financial Report (*Attachment 2*) Pg. 7
- b.** Housing Manager Report (*Attachment 3*) Pg. 15
- c.** Maintenance Report (*Attachment 4*) Pg. 19

**6. UNFINISHED BUSINESS:**

**7. NEW BUSINESS:**

**8. COMMISIONER COMMENTS:**

**9. NEXT MEETING:** June 13<sup>th</sup>, 2023

**10. ADJOURNMENT**

Marna Paron, Chair & Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

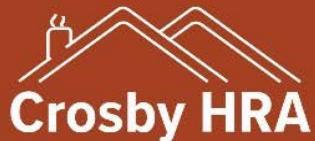
Buzz Neprud, Commissioner Term Expires: 2027

Maxine Fisher, Vice Chair Term Expires: 2024

Paula Taylor, Commissioner Term Expires: 2026

*\*All terms expire August 31st*

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**Crosby HRA**  
**BOARD MEETING MINUTES**  
**Tuesday, April 11, 2023**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, April 11, 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 11:00AM.
- 2. ROLL CALL:** Commissioners Paula Taylor, Marna Paron, Buzz Neprud and Maxine Fisher. Absent: Renae Marsh

Others present: Executive Director Eric Charpentier, Housing Manager Mallory Demel, Rehab Administrative Specialist Kristin Miller, Maintenance Engineer Brian Bartz. & Maintenance Director John Schommer. Guest: None.

- 3. REVIEW AND APPROVE AGENDA:**

**Moved by Commissioner Traylor and seconded by Commissioner Fisher to approve the agenda for Tuesday, April 11, 2023. All commissioners were in favor, and none were opposed. The agenda is approved as presented.**

- 4. REVIEW AND APPROVE MINUTES:**

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

- 5. BILLS AND COMMUNICATIONS:**

- a. Financial Report and Approval Request:**

March 2023 financial report was presented by Eric Charpentier.

2023 Audit

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

#### 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 year-end adjustments.

**Moved by Commissioner Neprud and seconded by Commissioner Traylor to approve March checks numbered 118925 through 118984 and March ACH payments numbered 1654 through 1659 and 280 through 291. All commissioners were in favor, and none were opposed. The motion was approved.**

#### **b. Housing Manager Report:**

##### 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	\$583.00

##### 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

These documents were presented by Eric Carpentier.

### **c. Executive Director Report:**

#### 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.

## **6. UNFINISHED BUSINESS:**

### **a. 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.

## **7. NEW BUSINESS:** None at this time

## **8. CHAIR COMMENTS:**

Marna Paron –

Renae Marsh – N/A

Maxine Fisher –

Paula Traylor -

Buzz Neprud –

**9. NEXT MEETING:** Tuesday, May 9, 2023

**10. 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 the meeting was adjourned at 11:49AM.**



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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: May 2nd, 2023  
Re: May Financial Report

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Please find attached the financial information for April 2023.

**2023 Audit**

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

**Action Requested:**

**Approval of April checks numbered 118985 through 118998 and April ACH payments numbered 1660 through 1665.**

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## Crosby Housing & Redevelopment Authority 2024 Ratios

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

MASS Ratios	Max Pts	Scoring	Apr
Occupancy	16	O <90% =0, O >98% =16	16.00
Tenant Accounts Receivable	5	TAR <1% =5 , TAR >2.5% =0	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00
<b>Total Points</b>	<b>25</b>		<b>20.00</b>
<b>Total of Above Ratios</b>	<b>50</b>		<b>45</b>

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

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	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date</b>	<b>Budget</b>	<b>Variance</b>
<b>Income</b>					
100-000-3110.000 Dwelling Rental	-20,391.00	-20,391.00	-19,130.83	-1,260.17	
100-000-3120.000 Excess Utilities	0.00	0.00	-54.17	54.17	
100-000-3401.000 Operating Subsidy	-13,214.00	-13,214.00	-12,359.58	-854.42	
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-833.33	833.33	
100-000-3610.000 Interest Revenue	-30.94	-30.94	0.00	-30.94	
100-000-3690.000 Other Income	-56.26	-56.26	-133.33	77.07	
100-000-3691.000 Other Tenant Revenue	-985.67	-985.67	-979.17	-6.50	
100-000-3695.000 Laundry Revenue	-279.25	-279.25	-291.67	12.42	
<b>Total Income</b>	<b>-34,957.12</b>	<b>-34,957.12</b>	<b>-33,782.08</b>	<b>-1,175.04</b>	
<b>Expense</b>					
100-000-4110.000 Administration Salaries	1,575.04	1,575.04	2,300.00	-724.96	
100-000-4130.000 Legal	0.00	0.00	408.33	-408.33	
100-000-4140.000 Staff Training	0.00	0.00	33.33	-33.33	
100-000-4150.000 Travel	0.00	0.00	60.42	-60.42	
100-000-4190.000 Sundry-Other Admin	50.00	50.00	47.92	2.08	
100-000-4191.000 Management Fees	4,012.50	4,012.50	4,012.50	0.00	
100-000-4194.000 Office Supplies	77.50	77.50	150.00	-72.50	
100-000-4196.000 Telephone	70.36	70.36	75.00	-4.64	
100-000-4198.000 Advertising	0.00	0.00	83.33	-83.33	
100-000-4199.000 Postage	0.00	0.00	187.50	-187.50	
100-000-4210.000 Tenant Svcs Salaries	388.66	388.66	475.00	-86.34	
100-000-4230.000 Tenant Services Other	17.09	17.09	108.33	-91.24	
100-000-4310.000 Water	0.00	0.00	1,295.83	-1,295.83	
100-000-4315.000 Sewer	0.00	0.00	1,945.83	-1,945.83	
100-000-4320.000 Electricity	2,128.57	2,128.57	2,195.42	-66.85	
100-000-4330.000 Gas	0.00	0.00	1,295.83	-1,295.83	
100-000-4431.000 Garbage & Trash	0.00	0.00	762.50	-762.50	
100-000-4410.000 Maintenance Labor	3,094.80	3,094.80	3,462.08	-367.28	
100-000-4420.000 Materials	0.00	0.00	1,333.33	-1,333.33	
100-000-4430.000 Contracts Costs	147.66	147.66	1,520.83	-1,373.17	
100-000-4432.000 Decorating Contract	0.00	0.00	1,000.00	-1,000.00	
100-000-4435.000 Grounds Contract	0.00	0.00	241.67	-241.67	
100-000-4445.000 Elevator Maintenance	2,895.18	2,895.18	2,900.00	-4.82	
100-000-4450.000 Plumbing/Heating	0.00	0.00	416.67	-416.67	
100-000-4455.000 Snow Removal	0.00	0.00	416.67	-416.67	
100-000-4456.000 Exterminating	59.00	59.00	83.33	-24.33	
100-000-4457.000 Janitor/Cleaning	0.00	0.00	740.00	-740.00	
100-000-4510.000 Insurance	319.63	319.63	2,525.41	-2,205.78	
100-000-4520.000 Property Tax	913.12	913.12	670.83	242.29	
100-000-4540.000 Employee Benefits	2,575.15	2,575.15	2,997.49	-422.34	
100-000-4590.000 Other General Expense	0.00	0.00	208.33	-208.33	
<b>Total Expense</b>	<b>18,324.26</b>	<b>18,324.26</b>	<b>33,953.71</b>	<b>-15,629.45</b>	
<b>Net Income(-) or Loss</b>	<b>-16,632.86</b>	<b>-16,632.86</b>	<b>171.63</b>	<b>-16,804.49</b>	

	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>Income</b>				
700-000-3110.000 Dwelling Rental	-19,731.00	-19,731.00	-20,587.08	856.08
700-000-3120.000 Excess Utilities	-45.00	-45.00	-162.50	117.50
700-000-3404.000 Other Government Grant	-9,162.00	-9,162.00	-9,687.92	525.92
700-000-3610.000 Interest Revenue	-1,971.58	-1,971.58	-58.33	-1,913.25
700-000-3690.000 Other Income	-84.38	-84.38	-125.00	40.62
700-000-3691.000 Other Tenant Revenue	-48.00	-48.00	-591.67	543.67
700-000-3695.000 Laundry Revenue	-708.00	-708.00	-816.67	108.67
<b>Total Income</b>	<b>-31,749.96</b>	<b>-31,749.96</b>	<b>-32,029.17</b>	<b>279.21</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	2,662.57	2,662.57	2,300.00	362.57
700-000-4130.000 Legal	0.00	0.00	266.67	-266.67
700-000-4140.000 Staff Training	0.00	0.00	41.67	-41.67
700-000-4150.000 Travel	0.00	0.00	70.83	-70.83
700-000-4190.000 Sundry-Other Admin	45.00	45.00	50.00	-5.00
700-000-4191.000 Management Fees	4,012.50	4,012.50	4,012.50	0.00
700-000-4194.000 Office Supplies	77.50	77.50	145.83	-68.33
700-000-4196.000 Telephone	70.36	70.36	75.00	-4.64
700-000-4198.000 Advertising	0.00	0.00	83.33	-83.33
700-000-4199.000 Postage	0.00	0.00	187.50	-187.50
700-000-4210.000 Tenant Svcs Salaries	582.98	582.98	712.50	-129.52
700-000-4230.000 Tenant Services Other	17.09	17.09	20.83	-3.74
700-000-4310.000 Water	0.00	0.00	666.67	-666.67
700-000-4315.000 Sewer	0.00	0.00	1,104.17	-1,104.17
700-000-4320.000 Electricity	2,794.79	2,794.79	3,354.17	-559.38
700-000-4330.000 Gas	0.00	0.00	1,481.25	-1,481.25
700-000-4431.000 Garbage & Trash	0.00	0.00	415.00	-415.00
700-000-4410.000 Maintenance Labor	3,094.80	3,094.80	3,462.08	-367.28
700-000-4420.000 Materials	0.00	0.00	1,250.00	-1,250.00
700-000-4430.000 Contracts Costs	146.93	146.93	1,446.67	-1,299.74
700-000-4432.000 Decorating Contract	0.00	0.00	1,083.33	-1,083.33
700-000-4435.000 Grounds Contract	0.00	0.00	375.00	-375.00
700-000-4445.000 Elevator Maintenance	2,895.18	2,895.18	2,900.00	-4.82
700-000-4450.000 Plumbing/Heating	0.00	0.00	583.33	-583.33
700-000-4455.000 Snow Removal	0.00	0.00	541.67	-541.67
700-000-4456.000 Exterminating	59.00	59.00	83.33	-24.33
700-000-4457.000 Janitor/Cleaning	0.00	0.00	800.00	-800.00
700-000-4510.000 Insurance	319.63	319.63	2,189.16	-1,869.53
700-000-4520.000 Property Tax	849.06	849.06	708.33	140.73
700-000-4540.000 Employee Benefits	2,999.24	2,999.24	3,016.24	-17.00
700-000-4590.000 Other General Expense	0.00	0.00	208.33	-208.33
<b>Total Expense</b>	<b>20,626.63</b>	<b>20,626.63</b>	<b>33,635.39</b>	<b>-13,008.76</b>
<b>Net Income(-) or Loss</b>	<b>-11,123.33</b>	<b>-11,123.33</b>	<b>1,606.22</b>	<b>-12,729.55</b>

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
4/6/2023	1660	Harpers Payroll Service	\$1,255.10
4/6/2023	1661	Harpers Payroll Service	\$41.78
4/6/2023	1662	Lincoln Financial Group	\$444.69
4/20/2023	1663	Harpers Payroll Service	\$1,417.05
4/20/2023	1664	Harpers Payroll Service	\$53.40
4/20/2023	1665	Lincoln Financial Group	\$466.97
4/3/2023	118985	Dearborn National Life Ins Co	\$18.23
4/3/2023	118986	Healthpartners	\$4,516.12
4/3/2023	118987	IP Networks	\$155.00
4/11/2023	118988	Granite Pest Control LLC	\$118.00
4/11/2023	118989	Healthpartners	\$4,516.12
4/11/2023	118990	Holden Electric Co. Inc.	\$1,549.55
4/11/2023	118991	League of MN Cities Insurance Trust	\$7,671.00
4/11/2023	118992	Mei Elevator Solutions	\$5,790.36
4/11/2023	118993	Northland Fire Protection	\$165.00
4/11/2023	118994	T-Mobile	\$51.06
4/11/2023	118995	Visa-Unity	\$569.70
4/20/2023	118996	Ctc	\$374.31
4/20/2023	118997	Tenant Refund	\$248.82
4/20/2023	118998	Minnesota Power	\$4,923.36
		<b>Report Total</b>	<b>\$34,345.62</b>

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To: Crosby HRA Board Members  
From: Shannon Fortune  
Date: May-03-2023  
Re: Housing Manager Report

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### **Tenant Activities Update**

There were 17 participants in the NAPS food delivery program in April. In the past month, activities were chair yoga/exercise classes (17), a Humana wellness seminar "Fall Asleep, Stay Asleep" (1), a Senior LinkAge Line presentation (6), a number of themed socialization activities (20), and the "Love Loops" volunteer crochet/knitting group is still meeting twice a month with 3 active volunteers. So far 13 annual interest/needs assessment surveys have been returned. Future initiatives will focus on fire safety, flag etiquette, recreation/wellness, and additional topics still in discussion. Minutes from the Tenant Council meeting have not been received yet but will be available at the meeting.

### **Edgewood MOR (Management & Occupancy Review)**

We were notified that the annual management and occupancy review (MOR) for Edgewood is scheduled for June 7, 2023, with the physical inspection component happening the following day. We have elected to participate in the process remotely except for the inspection. After the review we will have 30 days to submit any corrections or explanations related to any file findings or deficiencies.

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

Please see Attachment.

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

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# Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report

April 2023

### 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	39	n/a	n/a	0	100%
Family Units	20	20	n/a	n/a	0	100%
<b>TOTAL</b>	<b>120</b>	<b>119</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>99%</b>

### 3. Customer Traffic

Applications Requested	15
Applications Placed on Wait List	12
Applications Denied	4

### 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	84	1	1	0
2 bdrm	13	17	0	0	0
3 bdrm	6	9	0	0	0
4 bdrm	2	5	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>115</b>	<b>1</b>	<b>1</b>	<b>0</b>

### 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	0	0
Move-Outs	1	1

\*Starting 4/1/2023

### 6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#114	1BR	by 5/31/2022	Yes

## 7. Recertifications

Interim Recertifications	1
Annual Recertifications	8
Completed for this month	9

## 8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	0
Number inspected for the month	0
Number completed year-to-date	0
Total left to be inspected this year	120
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

\*Starting 4/1/2023

## 9. Lease Enforcements

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

## 10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

## 11. Non-Emergency Work Orders

Beginning Balance	25
Received	33
Closed	37
Ending Balance	21
Total Completed Work Orders for Year	37

\*Starting 4/1/2023

## 12. Emergency Work Orders

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

\*Starting 4/1/2023



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To: Crosby HRA Board Members  
From: John Schommer, Rehab & Maintenance Director  
Date: May 3, 2023  
Re: Maintenance Update

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#### **Light Fixtures**

The installation of the new LED fixtures is complete. Maintenance is working on patching and painting around the fixtures in the hallway areas due to the new fixtures being slightly smaller.

#### **Edgewood Hallway Painting**

Painting in the hallways of the 2nd and 3<sup>rd</sup> floors in Edgewood is complete.

#### **Keyless Entry**

The contractor informed us that they have tentatively scheduled a start date for installation of June 12<sup>th</sup> for the keyless entry system provided there are no delays in the delivery of the product. The new fobs would be programmed and provided to the tenants prior to the locks being installed to eliminate any concerns of not being able to be home at the time of the installation. The project is expected to be completed within a few weeks of when it is started.

#### **Office Safety Improvements**

The safety improvements in the office are mostly complete. The door for Diana's new space is still approximately 8 weeks out and the glass for the new window is approximately 6 weeks out.

#### **Laundry Machines**

The new washing machines and dryers for both Edgewood and Dellwood are scheduled to be installed on Wednesday, May 10<sup>th</sup> and Thursday, May 11<sup>th</sup>.

#### **Breezeway Roof**

The new roofing and fascia on the breezeway were completed on Wednesday, May 3<sup>rd</sup>.

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

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