

Crosby HRA Board Meeting Agenda

11:00 a.m. June 13th, 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.** May 9th, 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. 21
- d.** Executive Director Report (*Attachment 5*) Pg. 23

6. UNFINISHED BUSINESS:

7. NEW BUSINESS:

8. COMMISIONER COMMENTS:

9. NEXT MEETING: July 11th, 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

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Crosby HRA **BOARD MEETING MINUTES** **Tuesday, May 9, 2023**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, May 9, 2023, Community Room, 300 3rd Ave NE, Crosby MN 56441.

- 1. CALL TO ORDER:** Chair Paron called the meeting to order at 11:00AM.
- 2. ROLL CALL:** Commissioners Paula Traylor, Marna Paron, Maxine Fisher and Renae Marsh. Absent: Buzz Neprud
Others present: Executive Director Eric Charpentier, Rehab Administrative Specialist Kristin Miller, Housing Manager Shannon Fortune, & Maintenance Director John Schommer. Guest: Doris Skaj, Teresa Johnson, Rosemary Iverson, Lisa Iverson, Kasper, Perzel, Irene Hines, Linda Shepandson and Kathy Finedey.
- 3. REVIEW AND APPROVE AGENDA:**
Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve the agenda for Tuesday, May 9, 2023. All commissioners were in favor, and none were opposed. The agenda is approved as presented.
- 4. REVIEW AND APPROVE MINUTES:**
Moved by Commissioner Fisher and seconded by Commissioner Traylor to approve the meeting minutes from Tuesday, April 11, 2023. All commissioners were in favor, and none were opposed. The minutes were approved.
- 5. BILLS AND COMMUNICATIONS:**
 - a. Financial Report and Approval Request:**
April 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.

Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve April checks numbered 118985 through 118998 and April ACH payments numbered 1660 through 1665. 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 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

These documents were presented by Shannon Fortune.

c. Maintenance Director Report:

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 3rd floors in Edgewood is complete. Hand railings will be painted as well.

Keyless Entry

The contractor informed us that they have tentatively scheduled a start date for installation of June 12th 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 10th and Thursday, May 11th.

Breezeway Roof

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

6. UNFINISHED BUSINESS: None at this time

7. NEW BUSINESS: None at this time

8. CHAIR COMMENTS:

Marna Paron –

Renae Marsh –

Maxine Fisher –

Paula Traylor -

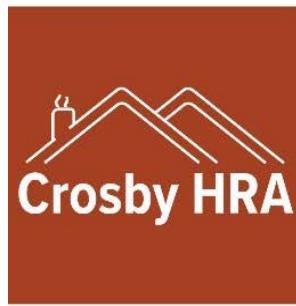
Buzz Neprud –

9. NEXT MEETING: Tuesday, June 13, 2023

10. 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 the meeting was adjourned at 11:29AM.

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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: June 6, 2023
Re: June Financial Report

Please find attached the financial information for May 2023.

Lighting Project

Payment was processed in May to Jim's Electric in the amount of \$10,650 for the installation of 313 light fixtures at Edgewood and Dellwood. We previously received a rebate check from MN Power for \$18,660 for the purchase of the light fixtures.

2023 Audit

The 2023 audit fieldwork was conducted with CliftonLarsonAllen (CLA) on June 6th.

Action Requested:

Approval of May checks numbered 118999 through 119030 and May ACH payments numbered 1666 through 1676 and 292 through 297.

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Crosby Housing & Redevelopment Authority 2024 Ratios

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

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

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

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Date: 6/7/2023
 Time: 11:27:30 AM
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PH Operating - Board
Public Housing Operating - Board
May, 2023

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	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-20,810.00	-41,201.00	-38,261.66	-2,939.34
100-000-3120.000 Excess Utilities	-261.48	-261.48	-108.34	-153.14
100-000-3401.000 Operating Subsidy	-26,007.00	-39,221.00	-24,719.16	-14,501.84
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-1,666.66	1,666.66
100-000-3490.000 Gain/Loss on Sale of A	21.88	21.88	0.00	21.88
100-000-3610.000 Interest Revenue	-72.43	-103.37	0.00	-103.37
100-000-3690.000 Other Income	-63.78	-120.04	-266.66	146.62
100-000-3691.000 Other Tenant Revenue	-43.00	-1,028.67	-1,958.34	929.67
100-000-3695.000 Laundry Revenue	-395.50	-674.75	-583.34	-91.41
Total Income	-47,631.31	-82,588.43	-67,564.16	-15,024.27
Expense				
100-000-4110.000 Administration Salaries	3,418.94	4,993.98	4,600.00	393.98
100-000-4130.000 Legal	0.00	0.00	816.66	-816.66
100-000-4140.000 Staff Training	0.00	0.00	66.66	-66.66
100-000-4150.000 Travel	68.38	68.38	120.84	-52.46
100-000-4190.000 Sundry-Other Admin	37.50	87.50	95.84	-8.34
100-000-4191.000 Management Fees	4,012.50	8,025.00	8,025.00	0.00
100-000-4194.000 Office Supplies	125.50	203.00	300.00	-97.00
100-000-4196.000 Telephone	-23.06	47.30	82.50	-35.20
100-000-4198.000 Advertising	0.00	0.00	166.66	-166.66
100-000-4199.000 Postage	0.00	0.00	187.50	-187.50
100-000-4210.000 Tenant Svcs Salaries	660.84	1,049.50	950.00	99.50
100-000-4230.000 Tenant Services Other	-8.17	8.92	216.66	-207.74
100-000-4310.000 Water	1,010.00	1,010.00	2,591.66	-1,581.66
100-000-4315.000 Sewer	1,584.99	1,584.99	3,891.66	-2,306.67
100-000-4320.000 Electricity	1,942.29	4,070.86	4,390.84	-319.98
100-000-4330.000 Gas	1,488.31	1,488.31	2,591.66	-1,103.35
100-000-4431.000 Garbage & Trash	690.35	690.35	1,525.00	-834.65
100-000-4410.000 Maintenance Labor	4,685.40	7,780.20	6,924.16	856.04
100-000-4420.000 Materials	4,685.16	4,685.16	2,666.66	2,018.50
100-000-4430.000 Contracts Costs	982.47	1,130.13	3,041.66	-1,911.53
100-000-4432.000 Decorating Contract	163.32	163.32	2,000.00	-1,836.68
100-000-4435.000 Grounds Contract	211.36	211.36	483.34	-271.98
100-000-4445.000 Elevator Maintenance	0.00	2,895.18	2,985.14	-89.96
100-000-4450.000 Plumbing/Heating	189.06	189.06	833.34	-644.28
100-000-4455.000 Snow Removal	515.52	515.52	833.34	-317.82
100-000-4456.000 Exterminating	0.00	59.00	166.66	-107.66
100-000-4457.000 Janitor/Cleaning	517.09	517.09	1,480.00	-962.91
100-000-4510.000 Insurance	319.63	639.26	5,050.82	-4,411.56
100-000-4520.000 Property Tax	1,042.78	1,955.90	1,341.66	614.24
100-000-4540.000 Employee Benefits	3,321.35	5,896.50	5,994.98	-98.48
100-000-4583.000 Interest Exp - Leases	6.30	6.30	5.50	0.80
100-000-4590.000 Other General Expense	0.00	0.00	416.66	-416.66
100-000-4595.000 Lease Amortization Exp	61.68	61.68	62.00	-0.32
Total Expense	31,709.49	50,033.75	64,905.06	-14,871.31
Net Income(-) or Loss	-15,921.82	-32,554.68	-2,659.10	-29,895.58

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Crosby HRA
Edgewood Operating Stmt - Board
May, 2023

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	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-20,749.00	-40,480.00	-41,174.16	694.16
700-000-3120.000 Excess Utilities	-45.00	-90.00	-325.00	235.00
700-000-3404.000 Other Government Grant	-11,288.00	-20,450.00	-19,375.84	-1,074.16
700-000-3490.000 Gain/Loss on Sale of A	564.71	564.71	0.00	564.71
700-000-3610.000 Interest Revenue	49.67	-1,921.91	-116.66	-1,805.25
700-000-3690.000 Other Income	-95.67	-180.05	-250.00	69.95
700-000-3691.000 Other Tenant Revenue	-8.00	-56.00	-1,183.34	1,127.34
700-000-3695.000 Laundry Revenue	-545.75	-1,253.75	-1,633.34	379.59
Total Income	-32,117.04	-63,867.00	-64,058.34	191.34
Expense				
700-000-4110.000 Administration Salaries	2,931.48	5,594.05	4,600.00	994.05
700-000-4130.000 Legal	0.00	0.00	533.34	-533.34
700-000-4140.000 Staff Training	0.00	0.00	83.34	-83.34
700-000-4150.000 Travel	68.32	68.32	141.66	-73.34
700-000-4190.000 Sundry-Other Admin	32.50	77.50	100.00	-22.50
700-000-4191.000 Management Fees	4,012.50	8,025.00	8,025.00	0.00
700-000-4194.000 Office Supplies	154.50	232.00	291.66	-59.66
700-000-4196.000 Telephone	-23.06	47.30	82.50	-35.20
700-000-4198.000 Advertising	0.00	0.00	166.66	-166.66
700-000-4199.000 Postage	0.00	0.00	187.50	-187.50
700-000-4210.000 Tenant Svcs Salaries	991.24	1,574.22	1,425.00	149.22
700-000-4230.000 Tenant Services Other	-8.16	8.93	41.66	-32.73
700-000-4310.000 Water	636.40	636.40	1,333.34	-696.94
700-000-4315.000 Sewer	1,100.81	1,100.81	2,208.34	-1,107.53
700-000-4320.000 Electricity	2,659.71	5,454.50	6,708.34	-1,253.84
700-000-4330.000 Gas	2,144.54	2,144.54	2,962.50	-817.96
700-000-4431.000 Garbage & Trash	342.33	342.33	830.00	-487.67
700-000-4410.000 Maintenance Labor	4,685.40	7,780.20	6,924.16	856.04
700-000-4420.000 Materials	7,856.49	7,856.49	2,500.00	5,356.49
700-000-4430.000 Contracts Costs	940.47	1,087.40	2,893.34	-1,805.94
700-000-4432.000 Decorating Contract	2,886.30	2,886.30	2,166.66	719.64
700-000-4435.000 Grounds Contract	272.05	272.05	750.00	-477.95
700-000-4445.000 Elevator Maintenance	0.00	2,895.18	2,985.14	-89.96
700-000-4450.000 Plumbing/Heating	0.00	0.00	1,166.66	-1,166.66
700-000-4455.000 Snow Removal	773.28	773.28	1,083.34	-310.06
700-000-4456.000 Exterminating	0.00	59.00	166.66	-107.66
700-000-4457.000 Janitor/Cleaning	720.29	720.29	1,600.00	-879.71
700-000-4510.000 Insurance	319.63	639.26	4,378.32	-3,739.06
700-000-4520.000 Property Tax	720.51	1,569.57	1,416.66	152.91
700-000-4540.000 Employee Benefits	2,984.29	5,983.53	6,032.48	-48.95
700-000-4583.000 Interest Exp - Leases	6.29	6.29	5.50	0.79
700-000-4590.000 Other General Expense	115.55	115.55	416.66	-301.11
700-000-4595.000 Lease Amortization Exp	61.66	61.66	62.00	-0.34
Total Expense	37,385.32	58,011.95	64,268.42	-6,256.47
Net Income(-) or Loss	5,268.28	-5,855.05	210.08	-6,065.13

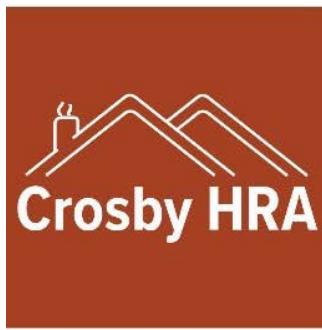
Housing and Redevelopment Authority of Crosby

Attachment 2d

Payment Summary Report**May 2023**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
5/10/2023	292	Diana Banks	\$21.48
5/10/2023	293	Eric Charpentier	\$20.96
5/10/2023	294	Jessica Mulroy	\$24.24
5/10/2023	295	John Schommer	\$172.96
5/10/2023	296	Mallory Demel	\$6.48
5/10/2023	297	Shannon Fortune	\$41.92
5/4/2023	1666	Harpers Payroll Service	\$1,322.42
5/4/2023	1667	Harpers Payroll Service	\$41.78
5/4/2023	1668	Lincoln Financial Group	\$466.97
5/2/2023	1669	Payroc Payment Systems LLC	\$16.10
5/2/2023	1670	Payroc Payment Systems LLC	\$33.10
5/18/2023	1671	Harpers Payroll Service	\$1,367.01
5/18/2023	1672	Harpers Payroll Service	\$50.10
5/18/2023	1673	Lincoln Financial Group	\$466.97
5/31/2023	1674	Harpers Payroll Service	\$1,321.12
5/31/2023	1675	Harpers Payroll Service	\$41.78
5/31/2023	1676	Lincoln Financial Group	\$466.97
5/4/2023	118999	Bremer Bank Credit Card	\$30.00
5/4/2023	119000	Minnesota Energy Resources	\$100.05
5/4/2023	119001	T-Mobile	\$51.04
5/9/2023	119002	Bremer Bank Credit Card	\$79.00
5/9/2023	119003	Cintas	\$143.09
5/9/2023	119004	City Of Crosby	\$4,718.22
5/9/2023	119005	Crescent Electric Supply Company	\$180.00
5/9/2023	119006	Crosby Ace Hardware	\$460.71
5/9/2023	119007	Void / Crow Wing County Treasurer	\$0.00
5/9/2023	119008	Gravelle Plumbing & Heating	\$189.06
5/9/2023	119009	Handyman's Inc.	\$594.73
5/9/2023	119010	Harpers Time & Attendance	\$13.00
5/9/2023	119011	Hd Supply Facilities Maint	\$720.73
5/9/2023	119012	Healthpartners	\$4,516.12
5/9/2023	119013	Holden Electric Co. Inc.	\$271.30
5/9/2023	119014	Integrity Woodwork	\$360.00
5/9/2023	119015	Jim's Electric Co. Inc.	\$10,650.00
5/9/2023	119016	Judy Robinson	\$1,062.00
5/9/2023	119017	Kristin Miller	\$21.62
5/9/2023	119018	MRI Software LLC	\$25.00
5/9/2023	119019	Majestic Creations Landscape	\$1,494.80
5/9/2023	119020	Minnesota Energy Resources	\$3,648.35
5/9/2023	119021	Sherwin-Williams	\$175.68
5/9/2023	119022	ShofCorp LLC	\$75.48
5/9/2023	119023	Strike Painting & Finishing	\$400.00
5/9/2023	119024	Visa-Unity	\$1,111.61
5/9/2023	119025	Waste Partners Inc	\$646.66
5/9/2023	119026	West Central Flooring	\$2,198.80
5/9/2023	119027	Xtona	\$335.00
5/10/2023	119028	Crow Wing County Treasurer	\$7,570.41
5/18/2023	119029	Ctc	\$291.56
5/18/2023	119030	Minnesota Power	\$4,602.00
		Report Total	\$52,618.38

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

Tenant Activities Update

There were 16 participants and 3 volunteers in the NAPS food delivery program in May. In the past month, activities were chair yoga/exercise classes (19), a Humana wellness seminar "Preventing Falls" (5), a hands-on demonstration of the new coinless laundry machines (19), some thematic socialization activities (4), and the "Love Loops" volunteer crochet/knitting group met once with 3 volunteers. The Range Youth Center volunteers that had been coming to play games and engage socially with tenants will be taking the summer off and anticipates returning for more activities in September/October. Diana has been working closely with the maintenance and admin teams as we transition to keyless entry and will continue focusing on sharing information and sharing real-time feedback from tenants as we move through the installation phase of this project. Minutes from the Tenant Council meeting in May are attached.

Edgewood MOR (Management & Occupancy Review)

We have completed the document and file upload for the Edgewood MOR and are awaiting the physical inspection and exit interview, which are scheduled for early June.

Admissions & Continued Occupancy Plan (ACOP) Update

A public hearing to adopt the updated Admissions & Continued Occupancy Plan will be held on August 8, 2023. This extensive update will bring the ACOP in line with HUD's recently published Housing Opportunity Through Modernization Act (HOTMA) requirements.

Monthly Property Performance Reports for May 2023

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report May 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	38	n/a	n/a	1	97%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	119	0	0	1	99%

3. Customer Traffic

Applications Requested	15
Applications Placed on Wait List	14
Applications Denied on Wait List	1

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	95	1	1	1
2 bdrm	13	20	0	0	0
3 bdrm	6	12	0	0	0
4 bdrm	2	8	0	0	0
TOTAL	120	135	1	1	1

5. Move-Ins and Move Outs

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

*Starting 4/1/2023

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW#305	1BR	mid-June	screening

7. Recertifications

Interim Recertifications	15
Annual Recertifications	15
Completed for this month	30

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	2
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	21
Received	44
Closed	42
Ending Balance	23
Total Completed Work Orders for Year	79

*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

Tenant Council Meeting - May 1, 2023 at 11:00 a.m.

Members present: Roxy, Marna, Doris, Diana, Beth, Theresa, Kathy and Margo

Treasurers Report:

For the month of April:

Coffee income: \$134.60

Coffee expenses: \$202.28

Bingo income: \$36.00

Bingo expenses: \$22.52

Potluck income: \$5.00 (donation)

Potluck expenses: \$22.02

Snacks for youth games: \$7.98

Petty Cash for end of April: \$194.61

Checking for end of April: \$925.71

OLD BUSINESS:

Had our Easter Potluck on April 15th. There was no charge for this event. The tenant council purchased a ham and people brought whatever else they wanted. There were 25 people attending. Great!

The youth group came on April 16th, there were 13 in attendance.

Had Bible Study on April 18th, do not know how many attended.

Kale came on April 23rd, there were 21 in attendance.

Oak Street Chapel Band came on April 25th, there were 9 in attendance.

On April 20th, a speaker came to talk about Seniorlink, there were 6 people attending.

NEW BUSINESS:

Saturday, May 13th is our first Spring Craft/Bake Sale. It will be from 9-noon in the dining room.

Next potluck will be Saturday, May 20th at 1 p.m.

I talked to Mallory about if people can plant flowers around the gazebo. She checked on this and said NO, because the maintenance people will be tearing that part away. She said there is a flower/veg. bed in the back of bldg. that tenants can plant there flowers or veg.

Both bldgs. will be getting new laundry machines. On Thurs. May 11th, Diana will be demonstrating how they will work. That will be at 1 p.m.

Kale Jones will be coming in June to play for tenants again. His mom had mentioned would like to grill and have those that wish to bring something to share. Want to use the gazebo.

There are a few screens that need to be repaired on the gazebo.

The office purchased 6 new chairs for out in front of dining room. It is greatly appreciated.

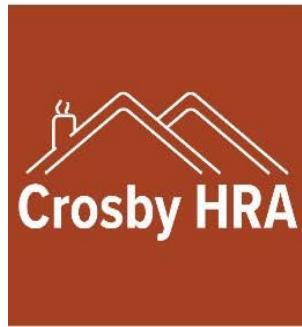
Thank you office.

Was mentioned to combine the youth group game day with when Kale comes to play. Will check on this and report back later.

Was mentioned if could have a fence put around the garden bed so the animals will not eat whatever is planted there.

June 5th is the next tenant council meeting.

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To: Crosby HRA Board Members
From: John Schommer, Rehab & Maintenance Director
Date: June 2, 2023
Re: Maintenance Update

Office Safety Improvements

The safety improvements in the office are now complete.

Laundry Machines

The new washing machines and dryers for both Edgewood and Dellwood are installed and seem to be going very well for tenants.

Light Fixtures

Maintenance staff continues working on patching and painting around the fixtures in the hallway areas due to the new fixtures being slightly smaller.

Keyless Entry

The contractor has installed the server and we have been working on programming the system. Installation will start June 12th with the exterior, office and common doors and likely the entrance phone next with tenant doors the last part of the installation. The project is expected to be completed by the end of June.

Concrete Replacement

We are soliciting bids to replace the concrete around both Edgewood and Dellwood as it is spalling and overall is in very poor condition. Part of replacing the concrete will involve adding areas for improved bicycle parking and moving the smoking area to the back side of the buildings. The canopy will be moved to a central location with sidewalks added from each building to get to the new area. Bids are due June 20th.

No Action Requested; Discussion Items.

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: June 13th, 2023
Re: Executive Director Report

Juneteenth Holiday Added

The Minnesota Legislature approved a bill this session to establish Juneteenth as a state recognized holiday. A provision included in the state and local government omnibus bill adjusted the previous effective date to make the holiday required this year. The holiday is to recognize the date on which slavery was abolished in the United States. Public business cannot be conducted on June 19th in observance of this holiday. We have adjusted our work schedule to reflect that our offices will be closed on June 19th of this year and our staff will be paid for the holiday. We will be adding this holiday to our list of recognized holidays going forward.

No Action Requested; State Law Change, informational purposes only.

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