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## **Crosby HRA Board Meeting Agenda**

**11:00 a.m. July 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. June 13<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. 21

**6. UNFINISHED BUSINESS:**

**7. NEW BUSINESS:**

**8. COMMISIONER COMMENTS:**

**9. NEXT MEETING:** August 8<sup>th</sup>, 2023

**10. ADJOURNMENT**

Marna Paron, Chair & Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

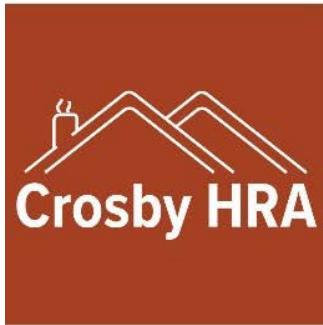
Buzz Neprud, Commissioner Term Expires: 2027

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, June 13, 2023**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, June 13, 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 Traylor, Marna Paron, Maxine Fisher and Renae Marsh & Buzz Neprud. Absent: N/A

Others present: Executive Director Eric Charpentier, Rehab Administrative Specialist Kristin Miller, & Housing Manager Shannon Fortune.

- 3. REVIEW AND APPROVE AGENDA:**

**Moved by Commissioner Traylor and seconded by Commissioner Neprud to approve the agenda for Tuesday, June 13, 2023. All commissioners were in favor, and none were opposed. The agenda is approved as presented.**

- 4. REVIEW AND APPROVE MINUTES:**

**Moved by Commissioner Marsh and seconded by Commissioner Traylor to approve the meeting minutes from Tuesday, May 9, 2023. All commissioners were in favor, and none were opposed. The minutes were approved.**

- 5. BILLS AND COMMUNICATIONS:**

- a. Financial Report and Approval Request:**

*May 2023 financial report was presented by Eric Charpentier.*

### 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 6<sup>th</sup>.

**Moved by Commissioner Neprud and seconded by Commissioner Traylor to approve May checks numbered 118999 through 119030 and May ACH payments numbered 1666 through 1667 and 292 through 297. All commissioners were in favor, and none were opposed. The motion was approved.**

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

*Presented by Shannon Fortune.*

#### Tenant Activities Update

There were 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

These documents were presented by Shannon Fortune.

**c. Maintenance Director Report:**

*Presented by Eric Charpentier.*

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.

**d. Executive Director Report:**

*Presented by Eric Charpentier.*

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.

**6. UNFINISHED BUSINESS:** None at this time

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

**8. CHAIR COMMENTS:**

Marna Paron –

Renae Marsh –

Maxine Fisher –

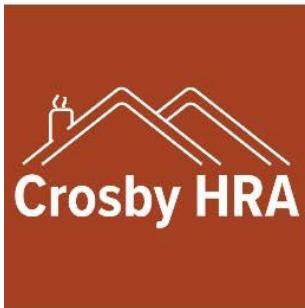
Paula Traylor -

Buzz Neprud – Will be absent for the August Mtg.

**9. NEXT MEETING:** Tuesday, July 11, 2023

**10. ADJOURNMENT:**

**Commissioner Marsh 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 the meeting was adjourned at 11:20AM.**



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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: June 29, 2023  
Re: July Financial Report

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Please find attached the financial information for June 2023.

#### **2023 Audit**

The 2023 audit fieldwork was completed by CliftonLarsonAllen (CLA) during the week of June 6<sup>th</sup>. The audit was clean with no findings. The unaudited information was submitted to REAC prior to the May 31<sup>st</sup> due date. Mary Reedy will present the audited financial statements to the board at the August meeting.

#### **Capital Improvements**

In June, we processed payment to BDS Laundry Systems in the amount of \$28,422 for washers and dryers for both Edgewood and Dellwood. We drew the \$11,783 Dellwood portion out of Public Housing Capital Fund. We transferred funds out of Edgewood's investment funds to cover that property's share of \$16,639.

We also processed payment to Newmann Construction in the amount of \$7,006 for the breezeway roof between the two buildings. This cost was split equally between Edgewood and Public Housing.

Payment was processed to Cronin Construction in the amount of \$9,982 for the Dellwood office remodel. This was charged to Public Housing and drawn out of Capital Fund.

#### **Edgewood RBC Transfer**

In June, we transferred \$100,000 out of the Edgewood Investment fund at RBC to the operating account at Unity Bank. This transfer was to cover the new washers and dryers, insurance renewals, breezeway roof, keyless entry, and concrete. We will transfer additional funds in the coming months to fully cover these projects as they are completed.

#### **Action Requested:**

**Approval of June checks numbered 119031 through 119074 and June ACH payments numbered 1677 through 1685 and 298 through 301.**

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## Crosby Housing & Redevelopment Authority

### 2024 Ratios

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

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

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

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

|  | <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         | -20,770.00            | -61,971.00          | -57,392.49                 | -4,578.51         |
| 100-000-3120.000 Excess Utilities        | -418.01               | -679.49             | -162.51                    | -516.98           |
| 100-000-3401.000 Operating Subsidy       | -11,977.00            | -51,198.00          | -37,078.74                 | -14,119.26        |
| 100-000-3402.000 Capital Fund Revenue    | -21,765.00            | -21,765.00          | -2,499.99                  | -19,265.01        |
| 100-000-3490.000 Gain/Loss on Sale of A  | 0.00                  | 21.88               | 0.00                       | 21.88             |
| 100-000-3610.000 Interest Revenue        | -81.53                | -184.90             | 0.00                       | -184.90           |
| 100-000-3690.000 Other Income            | -51.15                | -171.19             | -399.99                    | 228.80            |
| 100-000-3691.000 Other Tenant Revenue    | -1,727.50             | -2,756.17           | -2,937.51                  | 181.34            |
| 100-000-3695.000 Laundry Revenue         | -297.50               | -972.25             | -875.01                    | -97.24            |
| <b>Total Income</b>                      | <b>-57,087.69</b>     | <b>-139,676.12</b>  | <b>-101,346.24</b>         | <b>-38,329.88</b> |
| <b>Expense</b>                           |                       |                     |                            |                   |
| 100-000-4110.000 Administration Salaries | 2,016.79              | 7,010.77            | 6,900.00                   | 110.77            |
| 100-000-4130.000 Legal                   | 0.00                  | 0.00                | 1,224.99                   | -1,224.99         |
| 100-000-4140.000 Staff Training          | 0.00                  | 0.00                | 99.99                      | -99.99            |
| 100-000-4150.000 Travel                  | 64.85                 | 133.23              | 181.26                     | -48.03            |
| 100-000-4171.000 Auditing Fees           | 262.50                | 262.50              | 655.00                     | -392.50           |
| 100-000-4190.000 Sundry-Other Admin      | 35.00                 | 122.50              | 143.76                     | -21.26            |
| 100-000-4191.000 Management Fees         | 4,012.50              | 12,037.50           | 12,037.50                  | 0.00              |
| 100-000-4194.000 Office Supplies         | 28.81                 | 231.81              | 450.00                     | -218.19           |
| 100-000-4195.000 Membership Dues         | 94.80                 | 94.80               | 100.00                     | -5.20             |
| 100-000-4196.000 Telephone               | 38.87                 | 86.17               | 123.75                     | -37.58            |
| 100-000-4198.000 Advertising             | 0.00                  | 0.00                | 249.99                     | -249.99           |
| 100-000-4199.000 Postage                 | 0.00                  | 0.00                | 187.50                     | -187.50           |
| 100-000-4210.000 Tenant Svcs Salaries    | 441.70                | 1,491.20            | 1,425.00                   | 66.20             |
| 100-000-4230.000 Tenant Services Other   | 4.92                  | 13.84               | 324.99                     | -311.15           |
| 100-000-4310.000 Water                   | 1,299.44              | 2,309.44            | 3,887.49                   | -1,578.05         |
| 100-000-4315.000 Sewer                   | 2,061.52              | 3,646.51            | 5,837.49                   | -2,190.98         |
| 100-000-4320.000 Electricity             | 2,591.08              | 6,661.94            | 6,586.26                   | 75.68             |
| 100-000-4330.000 Gas                     | 1,792.97              | 3,281.28            | 3,887.49                   | -606.21           |
| 100-000-4431.000 Garbage & Trash         | 1,173.35              | 1,863.70            | 2,287.50                   | -423.80           |
| 100-000-4410.000 Maintenance Labor       | 3,123.61              | 10,903.81           | 10,386.24                  | 517.57            |
| 100-000-4420.000 Materials               | 716.78                | 5,401.94            | 3,999.99                   | 1,401.95          |
| 100-000-4430.000 Contracts Costs         | 2,972.41              | 4,102.54            | 4,562.49                   | -459.95           |
| 100-000-4432.000 Decorating Contract     | 2,173.49              | 2,336.81            | 3,000.00                   | -663.19           |
| 100-000-4435.000 Grounds Contract        | 314.95                | 526.31              | 725.01                     | -198.70           |
| 100-000-4445.000 Elevator Maintenance    | 0.00                  | 2,895.18            | 3,070.28                   | -175.10           |
| 100-000-4450.000 Plumbing/Heating        | 633.00                | 822.06              | 1,250.01                   | -427.95           |
| 100-000-4455.000 Snow Removal            | 0.00                  | 515.52              | 1,250.01                   | -734.49           |
| 100-000-4456.000 Exterminating           | 118.00                | 177.00              | 249.99                     | -72.99            |
| 100-000-4457.000 Janitor/Cleaning        | 762.61                | 1,279.70            | 2,220.00                   | -940.30           |
| 100-000-4510.000 Insurance               | 7,164.43              | 7,803.69            | 7,576.23                   | 227.46            |
| 100-000-4520.000 Property Tax            | 613.48                | 2,569.38            | 2,012.49                   | 556.89            |
| 100-000-4540.000 Employee Benefits       | 2,790.99              | 8,687.49            | 8,992.47                   | -304.98           |
| 100-000-4583.000 Interest Exp - Leases   | 3.02                  | 9.32                | 8.25                       | 1.07              |
| 100-000-4590.000 Other General Expense   | 0.00                  | 0.00                | 624.99                     | -624.99           |
| 100-000-4595.000 Lease Amortization Exp  | 30.84                 | 92.52               | 93.00                      | -0.48             |
| <b>Total Expense</b>                     | <b>37,336.71</b>      | <b>87,370.46</b>    | <b>96,611.41</b>           | <b>-9,240.95</b>  |
| <b>Net Income(-) or Loss</b>             | <b>-19,750.98</b>     | <b>-52,305.66</b>   | <b>-4,734.83</b>           | <b>-47,570.83</b> |

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

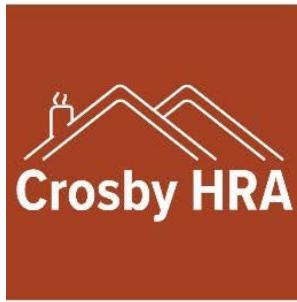
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|  | <b>Current Period</b> | <b>Current Year</b> | <b>Year To Date Budget</b> | <b>Variance</b>  |
|--|-----------------------|---------------------|----------------------------|------------------|
| <b>Income</b>                            |                       |                     |                            |                  |
| 700-000-3110.000 Dwelling Rental         | -21,041.00            | -61,521.00          | -61,761.24                 | 240.24           |
| 700-000-3120.000 Excess Utilities        | -495.00               | -585.00             | -487.50                    | -97.50           |
| 700-000-3404.000 Other Government Grant  | -9,319.00             | -29,769.00          | -29,063.76                 | -705.24          |
| 700-000-3490.000 Gain/Loss on Sale of A  | 0.00                  | 564.71              | 0.00                       | 564.71           |
| 700-000-3610.000 Interest Revenue        | -1,669.40             | -3,591.31           | -174.99                    | -3,416.32        |
| 700-000-3690.000 Other Income            | -76.73                | -256.78             | -375.00                    | 118.22           |
| 700-000-3691.000 Other Tenant Revenue    | -768.00               | -824.00             | -1,775.01                  | 951.01           |
| 700-000-3695.000 Laundry Revenue         | -670.25               | -1,924.00           | -2,450.01                  | 526.01           |
| <b>Total Income</b>                      | <b>-34,039.38</b>     | <b>-97,906.38</b>   | <b>-96,087.51</b>          | <b>-1,818.87</b> |
| <b>Expense</b>                           |                       |                     |                            |                  |
| 700-000-4110.000 Administration Salaries | 2,391.81              | 7,985.86            | 6,900.00                   | 1,085.86         |
| 700-000-4130.000 Legal                   | 0.00                  | 0.00                | 800.01                     | -800.01          |
| 700-000-4140.000 Staff Training          | 0.00                  | 0.00                | 125.01                     | -125.01          |
| 700-000-4150.000 Travel                  | 64.84                 | 133.16              | 212.49                     | -79.33           |
| 700-000-4171.000 Auditing Fees           | 262.50                | 262.50              | 605.00                     | -342.50          |
| 700-000-4190.000 Sundry-Other Admin      | 40.00                 | 117.50              | 150.00                     | -32.50           |
| 700-000-4191.000 Management Fees         | 4,012.50              | 12,037.50           | 12,037.50                  | 0.00             |
| 700-000-4194.000 Office Supplies         | 28.80                 | 260.80              | 437.49                     | -176.69          |
| 700-000-4195.000 Membership Dues         | 94.80                 | 94.80               | 100.00                     | -5.20            |
| 700-000-4196.000 Telephone               | 38.87                 | 86.17               | 123.75                     | -37.58           |
| 700-000-4198.000 Advertising             | 0.00                  | 0.00                | 249.99                     | -249.99          |
| 700-000-4199.000 Postage                 | 0.00                  | 0.00                | 187.50                     | -187.50          |
| 700-000-4210.000 Tenant Svcs Salaries    | 662.54                | 2,236.76            | 2,137.50                   | 99.26            |
| 700-000-4230.000 Tenant Services Other   | 4.92                  | 13.85               | 62.49                      | -48.64           |
| 700-000-4310.000 Water                   | 650.00                | 1,286.40            | 2,000.01                   | -713.61          |
| 700-000-4315.000 Sewer                   | 1,123.20              | 2,224.01            | 3,312.51                   | -1,088.50        |
| 700-000-4320.000 Electricity             | 3,826.67              | 9,281.17            | 10,062.51                  | -781.34          |
| 700-000-4330.000 Gas                     | 1,523.12              | 3,667.66            | 4,443.75                   | -776.09          |
| 700-000-4431.000 Garbage & Trash         | 355.33                | 697.66              | 1,245.00                   | -547.34          |
| 700-000-4410.000 Maintenance Labor       | 3,123.59              | 10,903.79           | 10,386.24                  | 517.55           |
| 700-000-4420.000 Materials               | 410.99                | 8,267.48            | 3,750.00                   | 4,517.48         |
| 700-000-4430.000 Contracts Costs         | 2,338.09              | 3,425.49            | 4,340.01                   | -914.52          |
| 700-000-4432.000 Decorating Contract     | 0.00                  | 2,886.30            | 3,249.99                   | -363.69          |
| 700-000-4435.000 Grounds Contract        | 60.76                 | 332.81              | 1,125.00                   | -792.19          |
| 700-000-4445.000 Elevator Maintenance    | 0.00                  | 2,895.18            | 3,070.28                   | -175.10          |
| 700-000-4450.000 Plumbing/Heating        | 0.00                  | 0.00                | 1,749.99                   | -1,749.99        |
| 700-000-4455.000 Snow Removal            | 0.00                  | 773.28              | 1,625.01                   | -851.73          |
| 700-000-4456.000 Exterminating           | 118.00                | 177.00              | 249.99                     | -72.99           |
| 700-000-4457.000 Janitor/Cleaning        | 818.69                | 1,538.98            | 2,400.00                   | -861.02          |
| 700-000-4510.000 Insurance               | 6,156.16              | 6,795.42            | 6,567.48                   | 227.94           |
| 700-000-4520.000 Property Tax            | 702.88                | 2,272.45            | 2,124.99                   | 147.46           |
| 700-000-4540.000 Employee Benefits       | 2,836.68              | 8,820.21            | 9,048.72                   | -228.51          |
| 700-000-4583.000 Interest Exp - Leases   | 3.03                  | 9.32                | 8.25                       | 1.07             |
| 700-000-4590.000 Other General Expense   | 1.46                  | 117.01              | 624.99                     | -507.98          |
| 700-000-4595.000 Lease Amortization Exp  | 30.83                 | 92.49               | 93.00                      | -0.51            |
| <b>Total Expense</b>                     | <b>31,681.06</b>      | <b>89,693.01</b>    | <b>95,606.45</b>           | <b>-5,913.44</b> |
| <b>Net Income(-) or Loss</b>             | <b>-2,358.32</b>      | <b>-8,213.37</b>    | <b>-481.06</b>             | <b>-7,732.31</b> |

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

| Payment Date | Payment Number | Remit to Vendor                   | Total Check Amt     |
|--------------|----------------|-----------------------------------|---------------------|
| 6/14/2023    | 298            | Brian Bartz                       | \$140.24            |
| 6/14/2023    | 299            | Eric Charpentier                  | \$20.96             |
| 6/14/2023    | 300            | John Schommer                     | \$108.10            |
| 6/14/2023    | 301            | Shannon Fortune                   | \$83.84             |
| 6/15/2023    | 1677           | Harpers Payroll Service           | \$1,322.43          |
| 6/15/2023    | 1678           | Harpers Payroll Service           | \$41.78             |
| 6/15/2023    | 1679           | Lincoln Financial Group           | \$466.97            |
| 6/29/2023    | 1680           | Harpers Payroll Service           | \$1,498.36          |
| 6/29/2023    | 1681           | Harpers Payroll Service           | \$51.98             |
| 6/29/2023    | 1682           | Lincoln Financial Group           | \$466.97            |
| 6/2/2023     | 1683           | Void                              | \$0.00              |
| 6/2/2023     | 1684           | Payroc Payment Systems LLC        | \$79.33             |
| 6/2/2023     | 1685           | Payroc Payment Systems LLC        | \$42.97             |
| 6/1/2023     | 119031         | Bremer Bank Credit Card           | \$53.38             |
| 6/1/2023     | 119032         | Minnesota Energy Resources        | \$2,386.24          |
| 6/1/2023     | 119033         | T-Mobile                          | \$51.04             |
| 6/13/2023    | 119034         | BDS Laundry Systems               | \$28,422.00         |
| 6/13/2023    | 119035         | Bremer Bank Credit Card           | \$79.00             |
| 6/13/2023    | 119036         | City Of Crosby                    | \$5,520.18          |
| 6/13/2023    | 119037         | Cliftonlarsonallen                | \$525.00            |
| 6/13/2023    | 119038         | Cronin Construction LLP           | \$9,982.00          |
| 6/13/2023    | 119039         | Crosby Ace Hardware               | \$405.58            |
| 6/13/2023    | 119040         | Crow Wing County San. Landfill    | \$205.00            |
| 6/13/2023    | 119041         | Ctc                               | \$354.55            |
| 6/13/2023    | 119042         | Deerwood True Value Hardware      | \$27.93             |
| 6/13/2023    | 119043         | Granite Pest Control LLC          | \$236.00            |
| 6/13/2023    | 119044         | Gravelle Plumbing & Heating       | \$165.00            |
| 6/13/2023    | 119045         | HDS, LLC DBA Kanso Software       | \$617.54            |
| 6/13/2023    | 119046         | Harpers Time & Attendance         | \$13.00             |
| 6/13/2023    | 119047         | Hd Supply Facilities Maint        | \$438.59            |
| 6/13/2023    | 119048         | Healthpartners                    | \$4,516.12          |
| 6/13/2023    | 119049         | Holden Electric Co. Inc.          | \$888.85            |
| 6/13/2023    | 119050         | Housing Auth Risk Retention Group | \$11,493.00         |
| 6/13/2023    | 119051         | Housing Insurance Services Inc.   | \$39,232.21         |
| 6/13/2023    | 119052         | Integrity Woodwork                | \$450.00            |
| 6/13/2023    | 119053         | Judy Robinson                     | \$1,238.50          |
| 6/13/2023    | 119054         | Kristin Miller                    | \$24.89             |
| 6/13/2023    | 119055         | MRI Software LLC                  | \$25.00             |
| 6/13/2023    | 119056         | Minnesota Power                   | \$20.52             |
| 6/13/2023    | 119057         | Nahro National                    | \$189.60            |
| 6/13/2023    | 119058         | Neumann Construction              | \$7,006.00          |
| 6/13/2023    | 119059         | Nisswa Sanitation Inc             | \$470.00            |
| 6/13/2023    | 119060         | Northland Fire Protection         | \$1,736.55          |
| 6/13/2023    | 119061         | Paper Storm                       | \$26.00             |
| 6/13/2023    | 119062         | Roto-Rooter                       | \$468.00            |
| 6/13/2023    | 119063         | ShofCorp LLC                      | \$150.96            |
| 6/13/2023    | 119064         | Strike Painting & Finishing       | \$400.00            |
| 6/13/2023    | 119065         | The Office Shop                   | \$45.83             |
| 6/13/2023    | 119066         | Visa-Unity                        | \$773.41            |
| 6/13/2023    | 119067         | Waste Partners Inc                | \$646.66            |
| 6/13/2023    | 119068         | West Central Flooring             | \$1,773.49          |
| 6/13/2023    | 119069         | Xtona                             | \$335.00            |
| 6/29/2023    | 119070         | Cintas                            | \$201.32            |
| 6/29/2023    | 119071         | Dearborn National Life Ins Co     | \$18.23             |
| 6/29/2023    | 119072         | Minnesota Energy Resources        | \$931.31            |
| 6/29/2023    | 119073         | Minnesota Power                   | \$6,417.75          |
| 6/29/2023    | 119074         | T-Mobile                          | \$51.04             |
|              |                | <b>Report Total</b>               | <b>\$133,336.20</b> |

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To: Crosby HRA Board Members  
From: Shannon Fortune  
Date: Jun-29-2023  
Re: Housing Manager Report

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### **Tenant Activities Update**

There were 14 participants in the NAPS food delivery program in June. In the past month, activities were chair yoga/exercises sessions (7), a Humana wellness seminar titled "Boost Your Mood With Fitness" (4); board games for socialization/engagement (3); and a hands-on demonstration of the keyless door system (4). Diana was excited to participate in a puzzle swap with the Aitkin Public Library, which brought in 25 new-to-us puzzles for tenants to work on. Additionally, she worked alongside maintenance to complete the Edgewood unit pre-inspections and oversaw in-unit testing of all Dellwood and Edgewood toilets to identify slow leaks. Minutes from the Tenant Council meeting in June are attached.

### **Edgewood REAC Inspection**

On July-13<sup>th</sup> a HUD inspector will be onsite to conduct a REAC inspection for Edgewood, which will include common areas and a random sampling of units. In preparation, staff have completed pre-inspections of all Edgewood units. The purpose of a REAC inspection is to ensure that the property is sufficiently maintained to meet HUD's standards.

### **Admissions & Continued Occupancy Plan (ACOP) Update**

As a reminder, the public hearing to adopt the updated Admissions & Continued Occupancy Plan has been scheduled for Aug-8<sup>th</sup>, which coincides with the August board meeting date. The legal notice appeared in the Crosby-Ironton Courier on 6/28/2023.

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

Please see Attachment.

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

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# Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report

June 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              | 21 |
| Applications Placed on PH Wait List | 10 |
| Applications Denied on PH Wait List | 3  |

### 4. Waiting List

| Unit Size    | # of Units | Total # on Wait List | Notified | Screening | Denied   |
|--------------|------------|----------------------|----------|-----------|----------|
| 1 bdrm       | 99         | 91                   | 8        | 3         | 0        |
| 2 bdrm       | 13         | 25                   | 0        | 0         | 0        |
| 3 bdrm       | 6          | 13                   | 0        | 0         | 0        |
| 4 bdrm       | 2          | 9                    | 0        | 0         | 0        |
| <b>TOTAL</b> | <b>120</b> | <b>138</b>           | <b>8</b> | <b>3</b>  | <b>0</b> |

### 5. Move-Ins and Move Outs

|           | This Month | Year-to-Date |
|-----------|------------|--------------|
| Move-Ins  | 2          | 3            |
| Move-Outs | 2          | 3            |

\*Starting 4/1/2023

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

| Unit | Unit Size | Anticipated Lease Date | Applicant Approved? |
|------|-----------|------------------------|---------------------|
| None |           |                        |                     |

## 7. Recertifications

|                          |    |
|--------------------------|----|
| Interim Recertifications | 3  |
| Annual Recertifications  | 10 |
| Completed for this month | 13 |

## 8. Annual Unit Inspections

|  |            |
|--|------------|
| Total units to be inspected this year                | 120        |
| Number completed start of month                      | 0          |
| Number inspected for the month                       | 61         |
| 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 4/1/2023

## 9. Lease Enforcements

|                                  |    |
|----------------------------------|----|
| Lease warnings/violations issued | 15 |
| 30-day lease terminations        | 0  |

## 10. Evictions

| Resident | Reason | Summons Date | Judgment Action |
|----------|--------|--------------|-----------------|
| None     |        |              |                 |

## 11. Non-Emergency Work Orders

|                                      |    |
|--------------------------------------|----|
| Beginning Balance                    | 23 |
| Received                             | 59 |
| Closed                               | 19 |
| Ending Balance                       | 63 |
| Total Completed Work Orders for Year | 98 |

\*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          |

**Tenant Council Meeting - June 5, 2023 at 11:00 a.m.**

Members present: Roxy, Robin, Marna, Doris, Jen.

Also present: Sharilyn, Beth, Mark. We welcomed new tenant council members Sharilyn and Mark.

**Treasurers Report:**

For the month of May

Coffee income: \$148.50

Coffee expenses: \$148.67

Bingo income: \$60.00

Bingo expenses: \$7.34

Youth Group Games with tenants expenses: \$4.76

Potluck income: \$41.00

Bake Sale: \$140.00

Petty Cash for end of May: \$386.15

Checking for end of May: \$925.71

**OLD BUSINESS:**

Had our first Spring Bake/Craft Sale on May 13th, went very well.

Sold a lot of goodies and crafts. Was mentioned that maybe we could have some baked diabetic goodies for the next bake sale.

Had a potluck on May 20th, good turn out, had 30 people. Maryann Neu had a drawing for 7 of her afghans she wanted to give away. The winners were: Lisa, Theresa, Kay, Roxy, Barb, Betty, and Sharilyn.

Diana did a laundry machine demo on May 11th to show how the new machines worked using a debt card. Was well attended. Machines are nice.

Oak Street Chapel Band came on May 23rd, were approx. 20 people in attendance.

**NEW BUSINESS:**

Kale Jones will be coming to play June 11th. Will be held in the gazebo as this will be a picnic. They will be providing hotdogs, brats and buns. We ask those that want to bring a side dish to share. Will be held from noon to 2 p.m. with music starting at 1 p.m.

Was also mentioned to make the potlucks have some sort of theme. Will discuss at next meeting.

Diana will be having a speaker come and talk about Scams and Frauds on July 17th, not sure of time yet.

Was also mentioned that there have been some people that do not live here taking food off the pantry shelves. This is strictly for tenants only.

The back door of Dellwood does not shut all the way, so people are coming in that should not.

There are two metal benches that were purchased by a tenant (I believe), that seem to keep moving around the building. Would like to know where they are suppose to be put.

The next tenant council meeting will be Monday, July 3rd.

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To: Crosby HRA Board Members  
From: John Schommer, Rehab & Maintenance Director  
Date: July 5, 2023  
Re: Maintenance Update

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**Keyless Entry**

The contractor is scheduled to start installing tenant locks on Monday July 11<sup>th</sup> and will finish installing the new entrance phone. We hope to have everything complete by the end of July.

**Concrete Replacement**

We solicited 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 were due June 20<sup>th</sup>, we received three bids and are in the process of qualifying them.

**No Action Requested; Discussion Items.**

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