



Crosby HRA Board Meeting Agenda

11:00 a.m. September 12th, 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.** August 8th, 2023 Minutes (*Attachment 1*) Pg. 3

5. Annual Meeting

- a.** Slate of Officers (*Attachment 2*) Pg. 9
- b.** Review of Bylaws (*Attachment 2a*) Pg. 11

6. BILLS & COMMUNICATIONS

- a.** Financial Report (*Attachment 3*) Pg. 15
- b.** Housing Manager Report (*Attachment 4*) Pg. 23
- c.** Maintenance Report (*Attachment 5*) Pg. 29

7. UNFINISHED BUSINESS:

8. COMMISIONER COMMENTS:

9. NEXT MEETING: October 10th, 2023

10. ADJOURNMENT

Marna Paron, Chair & Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary 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, August 8, 2023**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, August 8, 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, Maxine Fisher, Renae Marsh, & Marna Paron. Absent: Buzz Neprud

Others present: Finance Director Karen Young, Maintenance Director John Schommer, Rehab Administrative Specialist Kristin Miller, & Housing Manager Shannon Fortune. Guests: Reverend Gerald Fisher, Sharilyn Chesher, Mark Cadwell, Doris Franks, & Delbert Enos.

- 3. REVIEW AND APPROVE AGENDA:**

Amendments made:

- Change Resolution #2023-07 to 2024-01
- Add Resolution under new business item.

Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve the agenda as amended for Tuesday, August 8, 2023. All commissioners were in favor, and none were opposed. The agenda is approved as presented.

- 4. PRESENTATION OF THE AUDIT:**

Mary Reedy from CliftonLarsonAllen presented the 2023 Audit to the Board and reported that it was a clean audit. She stated that there were no adjustments, unusual transactions, or disagreements with management and no compliance issues.

5. PUBLIC HEARING:

a. Adoption of Resolution 2024-01 approving the Public Housing Program Admissions and Continued Occupancy Policy. (ACOP):

Chair Paron opened the public hearing at 11:09 a.m.

A copy of the Admission and Continued Occupancy Policy (ACOP) is available on the Crosby HRA website and also in the administrative office. Fortune reviewed a handout that included a table outlining the chapters and items of note in each.

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

Chair Paron closed the public hearing at 11:31 a.m.

Chair Paron reopened the regular meeting at 11:32 a.m.

Commissioner Traylor made a motion to adopt Resolution No. 2024-01 approving the Public Housing Program Admissions and Continued Occupancy Policy. (ACOP). Commissioner Marsh seconded the motion. A roll call vote was taken with all commissioners (Traylor, Fisher, Marsh, Paron) voting in favor and nobody opposing. The motion passed and the resolution was adopted.

6. REVIEW AND APPROVE MINUTES:

Moved by Commissioner Fisher and seconded by Commissioner Marsh to approve the meeting minutes from Tuesday, July 11, 2023. All commissioners were in favor, and none were opposed. The minutes were approved.

7. BILLS AND COMMUNICATIONS:

a. Financial Report and Approval Request:

July 2023 financial report was presented by Karen Young.

2023 Audit

Mary Reedy from CliftonLarsonAllen (CLA) will present the audited financial statements to the board at the August meeting. The audit is separately attached to the board packet for your review.

Moved by Commissioner Traylor and seconded by Commissioner Fisher to approve July checks numbered 119075 through 119103 and July ACH payments numbered 1686 through 1696 and 302 through 308. 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 14 participants in the NAPS food delivery program in July. In the past month, activities were chair yoga/exercises sessions (13), a Humana wellness seminar titled "Test Your Nutrition IQ" (4); a session about scams and fraud targeting older adults with speakers from the Crow Wing County Sheriff's Office (12); a Q&A meeting for HUD-required Community Service hours for non-exempt tenants (5); a staff-led "Ask Me Anything" roundtable (18); and new this month, volunteers from "Community Table" delivered a total of over 110 meals over three different evenings in July. Diana was also closely involved with helping tenants and staff be ready for the REAC inspection. Minutes from the Tenant Council meeting in July are attached.

Edgewood Management & Occupancy Review (MOR)

The MOR was completed in June with corrections due back in July. Items of note this year were updates to the Tenant Selection Plan, the implementation of a HUD-approved lease addendum for pets, an update to the Affirmative Fair Housing Marketing Plan, and an expanded list of documents that need to be signed annually by all tenants.

Resident Advisory Board (RAB)

Staff will be joining the Tenant Council at their meeting in August to talk about recruitment for the Resident Advisory Board (RAB). The RAB is a formalized work group made up of up to 15 Public Housing tenants that are interested in providing feedback on the Five-Year Plan and Annual Plans for Dellwood and Scattered Sites. After meeting with the Tenant Council, a flyer will be distributed to Public Housing tenants along with instruction on how to apply to be considered for a position on the RAB. Applications are due Aug-31st and staff hope to conduct interviews with potential candidates in early September and begin meeting in time for the group to participate in the 2025 fiscal year planning process that starts in late fall/early winter of 2023.

Monthly Property Performance Reports for July 2023

These documents were presented by Shannon Fortune.

c. Maintenance Director Report:

Presented by John Schommer.

Keyless Entry

The contractor has substantially finished installation of the keyless locks and we are working to learn the new systems and utilize all of the features of the new Swiftlane entry phone.

Concrete Replacement

We received three bids to replace the concrete around both Edgewood and Dellwood and the lowest responsible bid is from Lindula Concrete out of Staples, MN with a total bid of \$99,060.85. We are finishing up gathering the required documentation and are also waiting for performance and payment bonds from the contractor and will sign the contract once everything is in order. Work is anticipated to start the week of August 14th, 2023 with completion by October 1st, 2023.

Edgewood REAC Inspection

On July 13th we had our REAC inspection for Edgewood Apartments. This is our federal inspection to ensure we are maintaining decent, safe and sanitary housing for the residents. We did not have any exigent health and safety findings, only routine maintenance times that have to be completed within 30 days meaning that we increased one full category from a "C" rating to a "B" rating and our score increased by 15 points.

8. UNFINISHED BUSINESS: None at this time

9. NEW BUSINESS:

a. Update Tenant Selection Plan for Edgewood Apartments – Resolution No: 2024-02

As part of the Management and Occupancy Review this year, we were required to update our Edgewood Tenant Selection Plan to be in compliance with updated HUD regulations.

Items that needed to be updated or modified included:

- Clarification of the project type.
- Complete HUD definition of "disability".
- Process for verification of citizenship/immigration status.
- Statement of income limits.
- Statement of consideration of mitigating factors when reviewing applications.
- Rejection notice language to state not only the reason for rejection but also clarification of the appeals process and timelines.
- Unit transfer policy to address transfers due to household size/composition changes.

Once the changes to the TSP are approved, we must notify all applicants on our Edgewood waiting list of the update.

Additionally, our reviewer noted that HUD never authorized a residency preference for the Edgewood waiting list. After checking into the matter further, we determined that a "local" residency preference had not been requested or approved previously. A preference of this type can be requested as part of the Affirmative Fair Housing Marketing Plan, which we also updated as part of the MOR process. We have sent the required document to our HUD rep for review.

Commissioner Traylor made a motion to adopt Resolution No. 2024-02 approving the Updated Edgewood Tenant Selection Plan. (ACOP). Commissioner Marsh seconded the motion. A roll call vote was taken with all commissioners (Traylor, Fisher, Marsh, Paron) voting in favor and nobody opposing. The motion passed and the resolution was adopted.

10. CHAIR COMMENTS:

Marna Paron –

Renae Marsh –

Maxine Fisher –

Paula Traylor -

Buzz Neprud –

11. NEXT MEETING: Tuesday, September 12th, 2023

12. 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 12:07PM.

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: September 7, 2023
Re: Annual Meeting

According to the bylaws, the Crosby HRA is required to hold its annual meeting as part of the regular meeting in September each year. Typically, at annual meetings, all new members are given the Oath of Office, the Board elects officers, and the bylaws are reviewed.

Election of Officers

Following is a list of the board members and terms. State Statute states that Commissioners continue to serve until either reappointed or replaced. According to the bylaws, the Chair, Vice Chair, and Secretary shall be elected at the annual meeting of the HRA.

Buzz Neprud, Commissioner	Term Expires: 2027
Paula Traylor, Commissioner	Term Expires: 2026
Marna Paron, Resident Commissioner/Chair	Term Expires: 2026
Renae Marsh, Secretary	Term Expires: 2025
Maxine Fisher, Vice Chair	Term Expires: 2024

**All terms expire August 31st*

Review Bylaws

A copy of the bylaws is attached for your review.

Action Items: (1) Elect HRA Chair, Vice Chair, and Secretary
(2) Review Bylaws

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BYLAWS OF THE HOUSING AND REDEVELOPMENT AUTHORITY OF CROSBY, MINNESOTA

Amended 3/2020

ARTICLE I. THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Housing and Redevelopment Authority of Crosby, Minnesota."

Section 2. Seal of the Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of the Authority. The offices of the Authority shall be in the Dellwood Apartments building located at 300 Third Avenue, Northeast, Crosby, Minnesota, but the Authority may hold its meetings at such other place or places as it may designate by resolution.

ARTICLE II. OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chair, Vice Chair, and a Secretary.

Section 2. Chair. The Chair shall preside at all meetings of the Authority. Except as otherwise delegated, the Chair shall sign all contracts, deeds and other instruments made by the Authority. At each meeting the Chair shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair.

Section 4. Secretary. The Secretary shall perform the duties of a Secretary for the Authority.

Section 5. Executive Director. The Authority shall employ or contract with an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He/she shall be charged with the management of the housing and redevelopment projects of the Authority.

As assistant to the Secretary, the Executive Director in his/her own name and title shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purposes, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all contracts and instruments to be executed by the Authority.

The Executive Director shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. Except as otherwise authorized by resolution of the authority, the Executive Director shall sign all orders and checks for payment of money and shall pay out and disburse such moneys under the

direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be counter-signed by the Chair or other designated official. The Executive Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting or more often as requested, an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for faithful performance of his/her duties as the Authority may determine.

Except as otherwise authorized by resolution of the Authority, the Executive Director is authorized to sign all contracts, deeds and other instruments made by the Authority.

The Authority shall determine the compensation of the Executive Director.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the by-laws or rules and regulations of the Authority.

Section 7. Election or Appointment. The first Chair shall, pursuant to his/her appointment, serve in the capacity of Chair until the expiration of his/her term of office as Commissioner. The Vice-Chair, Secretary and, except in the case of the first Chair, the Chair shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

Section 8. Vacancies. Should the office of the Chair, Vice Chair or Secretary become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of the Executive Director becomes vacant, the Authority shall appoint a successor as aforesaid.

Section 9. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Municipal Housing and Redevelopment Act of Minnesota (Minnesota Statutes 469.001, et. seq.) applicable thereto. The Authority, subject to the laws of the State of Minnesota, shall determine the selection and compensation of such personnel (including the Executive Director).

ARTICLE III. MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held immediately prior to the regular September meeting.

Section 2. Regular Meetings. Monthly meetings shall be held without notice at the regular meeting place of the Authority on the second Tuesday of each month at 11:00 o'clock AM unless the same shall be a legal holiday or other day on which a public meeting cannot be held in Minnesota, in which event the meeting shall be held on the next regular working day or as otherwise established by the Authority at a regular or special meeting.

Section 3. Special Meetings. The Chair, or any two commissioners, may call special meetings of the Authority for the purpose of transacting any business designated in the call. Each commissioner of the Authority must receive the call for a special meeting at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the commissioners of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in

office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, the Authority upon a vote of a majority of the Commissioners present may take action.

Section 5. Attendance. Commissioners shall be expected to attend all meetings except with an excused absence. Any Commissioner who misses three consecutive meetings without an excused absence is considered to have resigned from the Board of Commissioners.

Section 6. Order of Business. At the regular meeting of the Authority the following shall be the order of business:

1. Roll Call
2. Reading and approval of the minutes of the previous meeting.
3. Bills and Communications
4. Report of the Executive Director
5. Reports of Committees.
6. Unfinished Business.
7. New Business.
8. Adjournment.

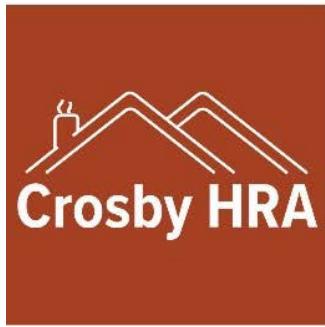
All resolutions shall be in writing and shall be copied in the journal of the proceedings of the Authority.

Section 7. Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote, and yeas and nays shall be entered upon the minutes of such meeting.

ARTICLE IV. AMENDMENTS

Section 1. Amendments to Bylaws. The bylaws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or a special meeting.

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

Please find attached the financial information for August 2023.

Keyless Entry Project

In August we processed a check in the amount of \$158,155 to Safeguard Security for the keyless entry project for both Public Housing and Edgewood. We are in the final stages of closing out this project.

Action Requested:

Approval of August checks numbered 119104 through 119138 and August ACH payments numbered 1697 through 1704 and 309 through 313.

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Crosby Housing & Redevelopment Authority

2024 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug
Quick Ratio	12	QR <1 =0, QR >2 =12	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
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug
Occupancy	16	O <90% =0, O >98% =16	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
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00
Total Points	25		20.00	20.00	20.00	20.00	20.00
Total of Above Ratios	50		45	45	45	45	45

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	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
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0

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PH Operating - Board
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	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-21,726.00	-104,808.00	-95,654.15	-9,153.85
100-000-3120.000 Excess Utilities	-284.44	-1,080.00	-270.85	-809.15
100-000-3401.000 Operating Subsidy	-12,465.50	-75,640.50	-61,797.90	-13,842.60
100-000-3402.000 Capital Fund Revenue	0.00	-21,765.00	-4,166.65	-17,598.35
100-000-3490.000 Gain/Loss on Sale of A	0.00	21.88	0.00	21.88
100-000-3610.000 Interest Revenue	-72.36	-330.26	0.00	-330.26
100-000-3690.000 Other Income	-52.22	-410.77	-666.65	255.88
100-000-3691.000 Other Tenant Revenue	-631.50	-5,098.67	-4,895.85	-202.82
100-000-3695.000 Laundry Revenue	-411.25	-1,735.25	-1,458.35	-276.90
Total Income	-35,643.27	-210,846.57	-168,910.40	-41,936.17
Expense				
100-000-4110.000 Administration Salaries	2,804.28	11,831.84	11,500.00	331.84
100-000-4130.000 Legal	0.00	0.00	2,041.65	-2,041.65
100-000-4140.000 Staff Training	39.50	122.54	166.65	-44.11
100-000-4150.000 Travel	86.52	302.48	302.10	0.38
100-000-4171.000 Auditing Fees	656.25	4,488.75	5,355.00	-866.25
100-000-4190.000 Sundry-Other Admin	37.50	202.50	239.60	-37.10
100-000-4191.000 Management Fees	4,012.50	20,062.50	20,062.50	0.00
100-000-4194.000 Office Supplies	44.99	610.46	750.00	-139.54
100-000-4195.000 Membership Dues	0.00	94.80	100.00	-5.20
100-000-4196.000 Telephone	43.44	173.53	206.25	-32.72
100-000-4198.000 Advertising	14.78	14.78	416.65	-401.87
100-000-4199.000 Postage	0.00	0.00	187.50	-187.50
100-000-4210.000 Tenant Svcs Salaries	441.70	2,381.44	2,375.00	6.44
100-000-4230.000 Tenant Services Other	4.72	23.43	541.65	-518.22
100-000-4310.000 Water	1,363.52	5,560.20	6,479.15	-918.95
100-000-4315.000 Sewer	2,166.99	8,506.61	9,729.15	-1,222.54
100-000-4320.000 Electricity	2,819.72	12,311.07	10,977.10	1,333.97
100-000-4330.000 Gas	34.44	3,568.44	6,479.15	-2,910.71
100-000-4431.000 Garbage & Trash	701.83	3,877.61	3,812.50	65.11
100-000-4410.000 Maintenance Labor	3,123.60	16,925.33	17,310.40	-385.07
100-000-4420.000 Materials	315.72	5,991.27	6,666.65	-675.38
100-000-4430.000 Contracts Costs	2,758.15	8,765.00	7,604.15	1,160.85
100-000-4432.000 Decorating Contract	0.00	2,736.81	5,000.00	-2,263.19
100-000-4435.000 Grounds Contract	54.23	1,289.84	1,208.35	81.49
100-000-4445.000 Elevator Maintenance	0.00	6,787.22	3,240.56	3,546.66
100-000-4450.000 Plumbing/Heating	191.12	1,013.18	2,083.35	-1,070.17
100-000-4455.000 Snow Removal	0.00	515.52	2,083.35	-1,567.83
100-000-4456.000 Exterminating	59.00	236.00	416.65	-180.65
100-000-4457.000 Janitor/Cleaning	431.38	1,990.08	3,700.00	-1,709.92
100-000-4510.000 Insurance	2,601.23	13,006.15	12,627.05	379.10
100-000-4520.000 Property Tax	746.20	3,928.21	3,354.15	574.06
100-000-4540.000 Employee Benefits	2,961.41	14,397.67	14,987.45	-589.78
100-000-4583.000 Interest Exp - Leases	2.86	15.12	13.75	1.37
100-000-4590.000 Other General Expense	5,444.49	5,444.49	1,041.65	4,402.84
100-000-4595.000 Lease Amortization Exp	30.84	154.20	155.00	-0.80
Total Expense	33,992.91	157,329.07	163,214.11	-5,885.04
Net Income(-) or Loss	-1,650.36	-53,517.50	-5,696.29	-47,821.21

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Crosby HRA
Edgewood Operating Stmt - Board
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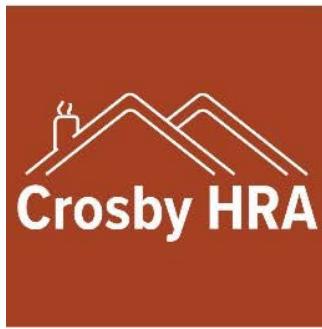
	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-20,269.00	-102,205.00	-102,935.40	730.40
700-000-3120.000 Excess Utilities	-480.00	-1,535.00	-812.50	-722.50
700-000-3404.000 Other Government Grant	-10,508.00	-51,368.00	-48,439.60	-2,928.40
700-000-3490.000 Gain/Loss on Sale of A	0.00	564.71	0.00	564.71
700-000-3610.000 Interest Revenue	-5,667.87	-9,273.78	-291.65	-8,982.13
700-000-3690.000 Other Income	-78.32	-428.64	-625.00	196.36
700-000-3691.000 Other Tenant Revenue	-826.00	-2,675.00	-2,958.35	283.35
700-000-3695.000 Laundry Revenue	-707.00	-3,399.25	-4,083.35	684.10
Total Income	-38,536.19	-170,319.96	-160,145.85	-10,174.11
Expense				
700-000-4110.000 Administration Salaries	1,529.32	11,832.00	11,500.00	332.00
700-000-4130.000 Legal	0.00	0.00	1,333.35	-1,333.35
700-000-4140.000 Staff Training	39.50	122.54	208.35	-85.81
700-000-4150.000 Travel	84.17	304.26	354.15	-49.89
700-000-4171.000 Auditing Fees	656.25	4,488.75	5,355.00	-866.25
700-000-4190.000 Sundry-Other Admin	52.50	207.50	250.00	-42.50
700-000-4191.000 Management Fees	4,012.50	20,062.50	20,062.50	0.00
700-000-4194.000 Office Supplies	45.00	640.73	729.15	-88.42
700-000-4195.000 Membership Dues	0.00	94.80	100.00	-5.20
700-000-4196.000 Telephone	43.46	173.57	206.25	-32.68
700-000-4198.000 Advertising	0.00	0.00	416.65	-416.65
700-000-4199.000 Postage	0.00	0.00	187.50	-187.50
700-000-4210.000 Tenant Svcs Salaries	662.54	3,572.12	3,562.50	9.62
700-000-4230.000 Tenant Services Other	4.71	23.44	104.15	-80.71
700-000-4310.000 Water	593.20	2,568.92	3,333.35	-764.43
700-000-4315.000 Sewer	1,029.69	4,425.63	5,520.85	-1,095.22
700-000-4320.000 Electricity	4,070.07	17,407.21	16,770.85	636.36
700-000-4330.000 Gas	0.00	3,924.27	7,406.25	-3,481.98
700-000-4431.000 Garbage & Trash	356.85	1,466.94	2,075.00	-608.06
700-000-4410.000 Maintenance Labor	3,123.61	16,925.33	17,310.40	-385.07
700-000-4420.000 Materials	412.77	10,247.47	6,250.00	3,997.47
700-000-4430.000 Contracts Costs	1,508.11	5,961.08	7,233.35	-1,272.27
700-000-4432.000 Decorating Contract	1,350.00	4,236.30	5,416.65	-1,180.35
700-000-4435.000 Grounds Contract	86.33	1,239.03	1,875.00	-635.97
700-000-4445.000 Elevator Maintenance	3,165.98	6,061.16	3,240.56	2,820.60
700-000-4450.000 Plumbing/Heating	0.00	0.00	2,916.65	-2,916.65
700-000-4455.000 Snow Removal	0.00	773.28	2,708.35	-1,935.07
700-000-4456.000 Exterminating	708.00	885.00	416.65	468.35
700-000-4457.000 Janitor/Cleaning	691.38	2,571.36	4,000.00	-1,428.64
700-000-4510.000 Insurance	2,265.14	11,325.70	10,945.80	379.90
700-000-4520.000 Property Tax	734.96	3,722.35	3,541.65	180.70
700-000-4540.000 Employee Benefits	2,978.39	14,587.58	15,081.20	-493.62
700-000-4583.000 Interest Exp - Leases	2.86	15.12	13.75	1.37
700-000-4590.000 Other General Expense	0.00	117.01	1,041.65	-924.64
700-000-4595.000 Lease Amortization Exp	30.83	154.15	155.00	-0.85
Total Expense	30,238.12	150,137.10	161,622.51	-11,485.41
Net Income(-) or Loss	-8,298.07	-20,182.86	1,476.66	-21,659.52

Housing and Redevelopment Authority of Crosby
Payment Summary Report
August 2023

Attachment 3d

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/9/2023	309	Brian Bartz	\$129.69
8/9/2023	310	Diana Banks	\$23.31
8/9/2023	311	Eric Charpentier	\$41.92
8/9/2023	312	John Schommer	\$98.27
8/9/2023	313	Shannon Fortune	\$83.84
8/10/2023	1697	Harpers Payroll Service	\$1,299.95
8/10/2023	1698	Harpers Payroll Service	\$41.78
8/10/2023	1699	Lincoln Financial Group	\$745.37
8/3/2023	1700	Payroc Payment Systems LLC	\$54.41
8/3/2023	1701	Payroc Payment Systems LLC	\$119.62
8/24/2023	1702	Harpers Payroll Service	\$1,345.85
8/24/2023	1703	Harpers Payroll Service	\$50.10
8/24/2023	1704	Lincoln Financial Group	\$745.37
8/8/2023	119104	Bremer Bank Credit Card	\$158.00
8/8/2023	119105	Cintas	\$218.98
8/8/2023	119106	City Of Crosby	\$5,539.42
8/8/2023	119107	Cliftonlarsonallen	\$1,312.50
8/8/2023	119108	Crosby Ace Hardware	\$303.52
8/8/2023	119109	Crosby-Ironton Courier	\$14.78
8/8/2023	119110	Granite Pest Control LLC	\$767.00
8/8/2023	119111	Gravelle Plumbing & Heating	\$191.12
8/8/2023	119112	HDS, LLC DBA Kanso Software	\$240.00
8/8/2023	119113	HRdirect	\$89.99
8/8/2023	119114	Hagman Inc.	\$1,100.00
8/8/2023	119115	Harpers Time & Attendance	\$13.00
8/8/2023	119116	Healthpartners	\$4,516.12
8/8/2023	119117	Holden Electric Co. Inc.	\$245.10
8/8/2023	119118	Housing Auth Risk Retention Group	\$5,444.49
8/8/2023	119119	Integrity Woodwork	\$1,297.50
8/8/2023	119120	Kristin Miller	\$21.62
8/8/2023	119121	Mei Elevator Solutions	\$3,165.98
8/8/2023	119122	Minnesota Dept Of Labor & Ind	\$110.00
8/8/2023	119123	Minnesota Power	\$79.25
8/8/2023	119124	Minnesota Power	\$55.00
8/8/2023	119125	Paper Storm	\$26.00
8/8/2023	119126	Rental History Reports	\$50.00
8/8/2023	119127	Safeguard Security Inc	\$158,155.00
8/8/2023	119128	ShofCorp LLC	\$150.96
8/8/2023	119129	Strike Painting & Finishing	\$1,350.00
8/8/2023	119130	T-Mobile	\$51.04
8/8/2023	119131	Visa-Unity	\$588.29
8/8/2023	119132	Waste Partners Inc	\$646.66
8/8/2023	119133	Xtona	\$335.00
8/10/2023	119134	Visa-Unity	\$99.00
8/14/2023	119135	Integrity Woodwork	\$671.48
8/24/2023	119136	Ctc	\$373.66
8/24/2023	119137	Minnesota Energy Resources	\$34.44
8/24/2023	119138	Minnesota Power	\$6,889.79
		Report Total	\$199,084.17

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To: Crosby HRA Board Members
From: Mallory Demel
Date: Sep-06-2023
Re: Housing Manager Report

Tenant Activities Update

There were 14 participants in the NAPS food delivery program in August. In the past month, activities were chair yoga/exercises sessions (11), a Humana wellness seminar titled "Train Your Brain" (3); volunteers from "Community Table" delivered a total of over 200 meals in August. Diana is well into planning an upcoming Resource & Wellness Fair on October 18, 2023. Minutes from the Tenant Council meeting in August are attached. There will be no minutes for September as there is no Tenant Council meeting scheduled for that month.

Resident Advisory Board (RAB)

We have received 3 applications. Applications were due by the end of August. We will be doing 1 more flyer/recruitment drive in an attempt to get more applications from interested tenants.

Monthly Property Performance Reports for August 2023

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report

September 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%
TOTAL	120	120	0	0	0	100%

3. Customer Traffic

Applications Requested	13
Applications Placed on Wait List	7
Applications Denied on Wait List	0

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	99	1	1	0
2 bdrm	13	28	0	0	0
3 bdrm	6	15	0	0	0
4 bdrm	2	9	0	0	0
TOTAL	120	151	1	1	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	7
Move-Outs	0	6

*Starting 4/1/2023

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
N/A			

7. Recertifications

Interim Recertifications	3
Annual Recertifications	6
Completed for this month	9

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	61
Number inspected for the month	0
Number completed year-to-date	61
Total left to be inspected this year	59
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

*Starting 4/1/2023

9. Lease Enforcements

Lease warnings/violations issued	0
30-day lease terminations	2

10. Evictions

Resident	Reason	Summons Date	Judgment Action
DW#207	Crim./Prog Non-Compliance	TBD	

11. Non-Emergency Work Orders

Beginning Balance	72
Received	56
Closed	96
Ending Balance	32
Total Completed Work Orders for Year	292

*Starting 4/1/2023

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	3
Completed within 24 hours	0	3
Percent completed within 24 hours	n/a	100%

*Starting 4/1/2023

Tenant Council Meeting - August 7, 2023 at 11 a.m.

Members present: Roxy, Robin, Marna, Doris, Beth, Sharlyn, Diana, had 2 guests: Mallory and Shannon

Treasurers Report for month of July:

Coffee income: \$128.31

Coffee expense: \$85.74

Bingo income: \$32.20

Bingo expense: \$3.95

Potluck income: \$23.00

Petty Cash for end of July: \$390.57

Checking for end of July: \$925.71

OLD BUSINESS:

Had our July potluck on the 15th, there were 22 people attending.

A work order has been put in for the south end and elevator doors on the Dellwood side.

Bible study was held on July 11th.

Oak Street Chapel Band came on July 25th, there were 11 people.

Office is working on the 3rd floor bathroom to get it opened for tenants to use.

Had a speaker come on July 17th to talk about Scams & Frauds. There were about 15 people attending.

Office still working on back up system for when power goes out people can still use their fobs to enter building.

NEW BUSINESS:

Diana mentioned to start a card making group, will be held on Monday, September 25th at 1:30 in the DCR. These cards can be either sold at Coffee time or at Bake Sale.

Potluck will be held on August 19th. (was changed to 26th).

Oak Street Chapel Band will be coming August 22nd.

Bible Study will be held on August 29th.

Shannon and Mallory were present to talk about starting a Resident Advisory Board.

Will mainly be tenants from Dellwood and the Housing community, but tenants from Edgewood can be on the Board as observers. Handed out flyers and applications.

Will contact Fawn Jones about when Kale can return to play for us.

Mallory said the new main entrance intercom should be up and running the 9th or 10th for the Edgewood side. Dellwood would be the following week. Will send memo when they are working.

Mark will be calling bingo starting the 22nd till Marna returns, as Marna is having surgery.

When tenant council has issues of something needing taken care of need to fill out work order right away.

The next meeting will be Wednesday, September 6th

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To: Crosby HRA Board Members
From: John Schommer, Rehab & Maintenance Director
Date: September 6, 2023
Re: Maintenance Update

Keyless Entry

The contractor has completed the punchlist items and we are working on the last of the paperwork and we will be complete.

Concrete Replacement

Lindula Concrete has been making great progress and already working on the last phase. We got started a little later than originally planned but we are still on target for completion by October 1st, 2023.

No Action Requested; Discussion Items.

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