



Crosby HRA Board Meeting

11:00 a.m. Tuesday December 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 (*Attachment 1*)

5. BILLS & COMMUNICATIONS

- a.** Financial Report (*Attachment 2*)
- b.** Housing Manager Report (*Attachment 3*)
- c.** Maintenance Director Report (*Attachment 4*)

6. UNFINISHED BUSINESS:

7. NEW BUSINESS:

- a.** 2024 Meeting Schedule (*Attachment 5*)

8. COMMISSIONER COMMENTS:

9. NEXT MEETING: January 9th, 2024

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, October 10, 2023

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, October 10, 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, & Marna Paron & Buzz Neprud. Absent: Renae Marsh

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

Guests: Reverend Gerald Fisher

- 3. REVIEW AND APPROVE AGENDA:**

Moved by Commissioner Neprud and seconded by Commissioner Traylor to approve the agenda as presented for Tuesday, October 10, 2023. All commissioners were in favor, and none were opposed. The agenda is approved as presented.

- 4. REVIEW AND APPROVE MINUTES:**

Minutes were amended to reflect the current board member positions for Commissioner Paron/President and Commissioner Fisher/Vice President located in annual meeting minutes.

Moved by Commissioner Traylor and seconded by Commissioner Neprud to approve the ammended meeting minutes from Tuesday, September 12, 2023. All commissioners were in favor, and none were opposed. The minutes were approved.

5. **BILLS AND COMMUNICATIONS:**

a. Financial Report and Approval Request:

September 2023 financial report was presented by Karen Young.

Banking Request for Proposals (RFP)

We plan to issue a Request for Proposals (RFP) for banking services this fall. Crosby's current bank is Unity Bank and Brainerd's current bank is Bremer Bank. Staff recommends that we issue one RFP including both agencies – to leverage our resources and generate the most favorable terms for our banking services. We will establish an evaluation committee and all proposals will be evaluated and scored based on criteria defined in the RFP. This ensures that banking services will be awarded to the proposal that scores the highest based on the services/products provided. The board could appoint a board member to the evaluation committee, which the Brainerd HRA board did at their September meeting.

Discussion: Commissioner Traylor was nominated to the RFP committee. All commissioners were in agreement that they would like to keep the RFP separate from Brainerd's.

Concrete Project

In September we processed a check in the amount of \$67,500.35 to Lindula Concrete, Masonry & Landscape for the first payment towards the concrete project for both Dellwood and Edgewood. The total contract is in the amount of \$104,860.85.

Moved by Commissioner Neprud and seconded by Commissioner Traylor to approve September checks numbered 119139 through 119172 and September ACH payments numbered 1705 through 1712 and 314 through 320. 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 13 participants in the NAPS food delivery program in September. In the past month, activities were chair yoga/exercises sessions (5), a Humana wellness seminar titled "Rate Your Plates" (3); volunteers from "Community Table" delivered a total of over 200 meals in September. Diana is well into planning an upcoming Resource & Wellness Fair on October 18, 2023, with 15 local providers/vendors registered to attend and provide information to our tenants. Three (3) tenants attended a planning session on 9/27 for a new activity that will assist the tenant council with their upcoming November annual craft/bake sale. There are no minutes from the Tenant Council for September as there was no meeting.

Monthly Property Performance Reports for September 2023
These documents were presented by Shannon Fortune.

c. Maintenance Director Report:

Presented by John Schommer.

Concrete Replacement

The concrete project is substantially complete with just punch list items left to complete, those items need to be complete by Monday, October 16th. We did hear from tenants that the table under the canopy is too high so maintenance staff will be lowering it soon.

Discussion: Commissioner Paron would like to have the curb located outside of Edgewood painted to avoid tripping hazards.

Commissioners Paron also commented that residents would like to have the rail replaced that had been taken down. Staff encouraged her to direct residents to fill out a work order for those items. She said she would in the future and would fill out a work order personally for this item today.

Carpet Cleaning

Our cleaning contractor, Hagman Cleaning, will be cleaning the carpets in Dellwood and Edgewood beginning next Monday, October 9th and anticipates being complete within a couple of days. We will take time in the next couple of months to get pricing to replace the carpeting in the hallway on 2nd and 3rd floor in Edgewood with provisions to repair the gypcrete as needed.

Discussion: Commissioner Paron commented on the 2nd floor Edgewood dumpster room. This needs to be cleaned on a regular basis. It hasn't been cleaned in weeks. Also, the dusting needs to be scheduled on a regular basis.

6. UNFINISHED BUSINESS: None at this time

7. NEW BUSINESS: None at this time

8. CHAIR COMMENTS: None at this time

9. NEXT MEETING: Tuesday, November 14th, 2023

10. ADJOURNMENT:

Commissioner Fisher 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 11:24AM.

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

Please find attached the financial information for October and November 2023.

Banking Request for Proposals (RFP)

At the October meeting, the board directed staff to issue a separate RFP for banking services from Brainerd HRA's RFP that was issued in November. As such, we will complete the Brainerd HRA RFP process and then start the Crosby HRA RFP solicitation. The board appointed Commissioner Traylor to the RFP committee and staff will include her in the scoring process.

Concrete Project

In October we processed a check in the amount of \$37,360.50 to Lindula Concrete, Masonry & Landscape for the second payment towards the concrete project for both Dellwood and Edgewood. The total contract is in the amount of \$104,860.85.

Action Requested:

Approval of October checks numbered 119173 through 119205 and October ACH payments numbered 1713 through 1720 and 321 through 327. Approval of November checks numbered 119206 through 119239 and November ACH payments numbered 1721 through 1733 and 328 through 334.

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Crosby Housing & Redevelopment Authority

2024 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov
Quick Ratio	12	QR <1 =0, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expendable Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00							
MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1% =5 , TAR >2.5% =0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		20.00							
Total of Above Ratios	50		45							

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

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October 2023

Financial Statements

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PH Operating - Board
Public Housing Operating - Board
October, 2023

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-21,371.00	-147,083.00	-133,915.81	-13,167.19
100-000-3120.000 Excess Utilities	-32.65	-1,149.24	-379.19	-770.05
100-000-3401.000 Operating Subsidy	0.00	-112,394.00	-86,517.06	-25,876.94
100-000-3402.000 Capital Fund Revenue	-30,357.85	-117,259.85	-5,833.31	-111,426.54
100-000-3490.000 Gain/Loss on Sale of A	0.00	21.88	0.00	21.88
100-000-3610.000 Interest Revenue	-63.49	-458.66	0.00	-458.66
100-000-3690.000 Other Income	-57.03	-514.70	-933.31	418.61
100-000-3691.000 Other Tenant Revenue	-637.23	-5,830.90	-6,854.19	1,023.29
100-000-3695.000 Laundry Revenue	-325.50	-2,395.00	-2,041.69	-353.31
Total Income	-52,844.75	-387,063.47	-236,474.56	-150,588.91
Expense				
100-000-4110.000 Administration Salaries	2,166.79	16,165.41	16,100.00	65.41
100-000-4130.000 Legal	0.00	0.00	2,858.31	-2,858.31
100-000-4140.000 Staff Training	0.00	174.56	233.31	-58.75
100-000-4150.000 Travel	29.34	414.74	422.94	-8.20
100-000-4171.000 Auditing Fees	0.00	5,040.00	5,355.00	-315.00
100-000-4190.000 Sundry-Other Admin	37.50	282.50	335.44	-52.94
100-000-4191.000 Management Fees	4,012.50	28,087.50	28,087.50	0.00
100-000-4194.000 Office Supplies	104.31	733.04	1,050.00	-316.96
100-000-4195.000 Membership Dues	0.00	94.80	100.00	-5.20
100-000-4196.000 Telephone	43.79	260.59	288.75	-28.16
100-000-4198.000 Advertising	0.00	14.78	583.31	-568.53
100-000-4199.000 Postage	135.53	132.00	281.25	-149.25
100-000-4210.000 Tenant Svcs Salaries	438.28	3,258.00	3,325.00	-67.00
100-000-4230.000 Tenant Services Other	5.25	33.37	758.31	-724.94
100-000-4310.000 Water	1,070.56	7,855.96	9,070.81	-1,214.85
100-000-4315.000 Sewer	1,770.84	12,311.88	13,620.81	-1,308.93
100-000-4320.000 Electricity	1,869.65	16,783.45	15,367.94	1,415.51
100-000-4330.000 Gas	474.74	4,545.42	9,070.81	-4,525.39
100-000-4431.000 Garbage & Trash	762.04	5,412.90	5,337.50	75.40
100-000-4410.000 Maintenance Labor	3,219.60	23,460.53	24,234.56	-774.03
100-000-4420.000 Materials	538.60	7,693.17	9,333.31	-1,640.14
100-000-4430.000 Contracts Costs	1,043.14	12,217.37	10,645.81	1,571.56
100-000-4432.000 Decorating Contract	0.00	2,736.81	7,000.00	-4,263.19
100-000-4435.000 Grounds Contract	1,923.76	3,375.48	1,691.69	1,683.79
100-000-4445.000 Elevator Maintenance	166.02	6,953.24	3,410.84	3,542.40
100-000-4450.000 Plumbing/Heating	0.00	1,013.18	2,916.69	-1,903.51
100-000-4455.000 Snow Removal	0.00	515.52	2,916.69	-2,401.17
100-000-4456.000 Exterminating	59.00	354.00	583.31	-229.31
100-000-4457.000 Janitor/Cleaning	96.56	2,997.01	5,180.00	-2,182.99
100-000-4510.000 Insurance	2,601.23	18,215.13	17,677.87	537.26
100-000-4520.000 Property Tax	772.79	5,391.14	4,695.81	695.33
100-000-4540.000 Employee Benefits	2,976.65	20,366.48	20,982.43	-615.95
100-000-4583.000 Interest Exp - Leases	2.69	20.59	19.25	1.34
100-000-4590.000 Other General Expense	0.00	5,444.49	1,458.31	3,986.18
100-000-4595.000 Lease Amortization Exp	30.84	215.88	217.00	-1.12
Total Expense	26,352.00	212,570.92	225,210.56	-12,639.64
Net Income(-) or Loss	-26,492.75	-174,492.55	-11,264.00	-163,228.55

Crosby HRA
Edgewood Operating Stmt - Board
October, 2023

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-21,072.00	-143,988.00	-144,109.56	121.56
700-000-3120.000 Excess Utilities	-40.00	-1,615.00	-1,137.50	-477.50
700-000-3404.000 Other Government Grant	-13,633.00	-74,425.00	-67,815.44	-6,609.56
700-000-3490.000 Gain/Loss on Sale of A	0.00	564.71	0.00	564.71
700-000-3610.000 Interest Revenue	-2,592.18	-17,433.14	-408.31	-17,024.83
700-000-3690.000 Other Income	-85.53	-584.53	-875.00	290.47
700-000-3691.000 Other Tenant Revenue	-20.00	-2,849.50	-4,141.69	1,292.19
700-000-3695.000 Laundry Revenue	-749.00	-4,816.75	-5,716.69	899.94
Total Income	-38,191.71	-245,147.21	-224,204.19	-20,943.02
Expense				
700-000-4110.000 Administration Salaries	2,166.81	16,165.63	16,100.00	65.63
700-000-4130.000 Legal	0.00	0.00	1,866.69	-1,866.69
700-000-4140.000 Staff Training	0.00	178.86	291.69	-112.83
700-000-4150.000 Travel	33.54	404.03	495.81	-91.78
700-000-4171.000 Auditing Fees	0.00	5,040.00	5,355.00	-315.00
700-000-4190.000 Sundry-Other Admin	32.50	282.50	350.00	-67.50
700-000-4191.000 Management Fees	4,012.50	28,087.50	28,087.50	0.00
700-000-4194.000 Office Supplies	104.29	763.29	1,020.81	-257.52
700-000-4195.000 Membership Dues	0.00	94.80	100.00	-5.20
700-000-4196.000 Telephone	43.80	260.65	288.75	-28.10
700-000-4198.000 Advertising	0.00	0.00	583.31	-583.31
700-000-4199.000 Postage	132.00	132.00	281.25	-149.25
700-000-4210.000 Tenant Svcs Salaries	657.40	4,886.92	4,987.50	-100.58
700-000-4230.000 Tenant Services Other	5.25	33.38	145.81	-112.43
700-000-4310.000 Water	706.80	3,984.92	4,666.69	-681.77
700-000-4315.000 Sewer	1,282.03	6,993.87	7,729.19	-735.32
700-000-4320.000 Electricity	2,759.38	24,157.74	23,479.19	678.55
700-000-4330.000 Gas	600.03	5,116.32	10,368.75	-5,252.43
700-000-4431.000 Garbage & Trash	357.08	2,175.35	2,905.00	-729.65
700-000-4410.000 Maintenance Labor	3,219.62	23,460.55	24,234.56	-774.01
700-000-4420.000 Materials	840.85	12,486.66	8,750.00	3,736.66
700-000-4430.000 Contracts Costs	1,346.71	8,999.06	10,126.69	-1,127.63
700-000-4432.000 Decorating Contract	0.00	6,590.49	7,583.31	-992.82
700-000-4435.000 Grounds Contract	406.16	1,693.18	2,625.00	-931.82
700-000-4445.000 Elevator Maintenance	0.00	6,061.16	3,410.84	2,650.32
700-000-4450.000 Plumbing/Heating	0.00	0.00	4,083.31	-4,083.31
700-000-4455.000 Snow Removal	0.00	773.28	3,791.69	-3,018.41
700-000-4456.000 Exterminating	59.00	1,003.00	583.31	419.69
700-000-4457.000 Janitor/Cleaning	144.84	3,976.78	5,600.00	-1,623.22
700-000-4510.000 Insurance	2,265.14	15,862.50	15,324.12	538.38
700-000-4520.000 Property Tax	770.33	5,183.73	4,958.31	225.42
700-000-4540.000 Employee Benefits	2,993.50	20,590.08	21,113.68	-523.60
700-000-4583.000 Interest Exp - Leases	2.70	20.59	19.25	1.34
700-000-4590.000 Other General Expense	20.00	137.01	1,458.31	-1,321.30
700-000-4595.000 Lease Amortization Exp	30.83	215.81	217.00	-1.19
Total Expense	24,993.09	205,811.64	222,982.32	-17,170.68
Net Income(-) or Loss	-13,198.62	-39,335.57	-1,221.87	-38,113.70

November 2023

Financial Statements

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	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-21,529.00	-168,612.00	-153,046.64	-15,565.36
100-000-3120.000 Excess Utilities	-58.60	-1,207.84	-433.36	-774.48
100-000-3401.000 Operating Subsidy	0.00	-112,394.00	-98,876.64	-13,517.36
100-000-3402.000 Capital Fund Revenue	0.00	-117,259.85	-6,666.64	-110,593.21
100-000-3490.000 Gain/Loss on Sale of A	0.00	21.88	0.00	21.88
100-000-3610.000 Interest Revenue	-54.79	-513.45	0.00	-513.45
100-000-3690.000 Other Income	-100.66	-615.36	-1,066.64	451.28
100-000-3691.000 Other Tenant Revenue	-1,754.51	-7,585.41	-7,833.36	247.95
100-000-3695.000 Laundry Revenue	-344.75	-2,739.75	-2,333.36	-406.39
Total Income	-23,842.31	-410,905.78	-270,256.64	-140,649.14
Expense				
100-000-4110.000 Administration Salaries	3,025.18	19,190.59	18,400.00	790.59
100-000-4130.000 Legal	405.00	405.00	3,266.64	-2,861.64
100-000-4140.000 Staff Training	40.00	214.56	266.64	-52.08
100-000-4150.000 Travel	71.86	486.60	483.36	3.24
100-000-4171.000 Auditing Fees	0.00	5,040.00	5,355.00	-315.00
100-000-4190.000 Sundry-Other Admin	81.50	364.00	383.36	-19.36
100-000-4191.000 Management Fees	4,012.50	32,100.00	32,100.00	0.00
100-000-4194.000 Office Supplies	49.93	782.97	1,200.00	-417.03
100-000-4195.000 Membership Dues	0.00	94.80	100.00	-5.20
100-000-4196.000 Telephone	43.95	304.54	330.00	-25.46
100-000-4198.000 Advertising	0.00	14.78	666.64	-651.86
100-000-4199.000 Postage	0.00	132.00	281.25	-149.25
100-000-4210.000 Tenant Svcs Salaries	657.42	3,915.42	3,800.00	115.42
100-000-4230.000 Tenant Services Other	4.75	38.12	866.64	-828.52
100-000-4310.000 Water	999.68	8,855.64	10,366.64	-1,511.00
100-000-4315.000 Sewer	1,642.04	13,953.92	15,566.64	-1,612.72
100-000-4320.000 Electricity	1,798.21	18,581.66	17,563.36	1,018.30
100-000-4330.000 Gas	1,276.81	5,822.23	10,366.64	-4,544.41
100-000-4431.000 Garbage & Trash	723.35	6,136.25	6,100.00	36.25
100-000-4410.000 Maintenance Labor	4,922.17	28,382.70	27,696.64	686.06
100-000-4420.000 Materials	903.22	8,596.39	10,666.64	-2,070.25
100-000-4430.000 Contracts Costs	2,587.14	14,804.51	12,166.64	2,637.87
100-000-4432.000 Decorating Contract	719.38	3,456.19	8,000.00	-4,543.81
100-000-4435.000 Grounds Contract	112.08	3,487.56	1,933.36	1,554.20
100-000-4445.000 Elevator Maintenance	0.00	6,953.24	3,495.98	3,457.26
100-000-4450.000 Plumbing/Heating	295.00	1,308.18	3,333.36	-2,025.18
100-000-4455.000 Snow Removal	0.00	515.52	3,333.36	-2,817.84
100-000-4456.000 Exterminating	59.00	413.00	666.64	-253.64
100-000-4457.000 Janitor/Cleaning	3,760.50	6,757.51	5,920.00	837.51
100-000-4510.000 Insurance	2,601.23	20,816.36	20,203.28	613.08
100-000-4520.000 Property Tax	757.38	6,148.52	5,366.64	781.88
100-000-4540.000 Employee Benefits	3,484.14	23,850.62	23,979.92	-129.30
100-000-4583.000 Interest Exp - Leases	2.61	23.20	22.00	1.20
100-000-4590.000 Other General Expense	0.00	5,444.49	1,666.64	3,777.85
100-000-4595.000 Lease Amortization Exp	30.84	246.72	248.00	-1.28
Total Expense	35,066.87	247,637.79	256,161.91	-8,524.12
Net Income(-) or Loss	11,224.56	-163,267.99	-14,094.73	-149,173.26

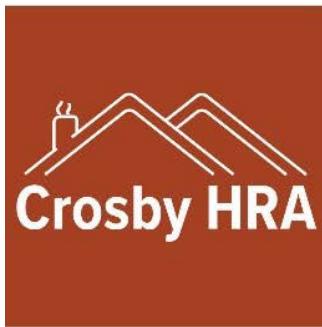
Crosby HRA
Edgewood Operating Stmt - Board
November, 2023

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-20,197.00	-164,185.00	-164,696.64	511.64
700-000-3120.000 Excess Utilities	-40.00	-1,655.00	-1,300.00	-355.00
700-000-3404.000 Other Government Grant	-10,622.00	-85,047.00	-77,503.36	-7,543.64
700-000-3490.000 Gain/Loss on Sale of A	0.00	564.71	0.00	564.71
700-000-3610.000 Interest Revenue	-3,436.55	-20,869.69	-466.64	-20,403.05
700-000-3690.000 Other Income	-150.98	-735.51	-1,000.00	264.49
700-000-3691.000 Other Tenant Revenue	-62.00	-2,911.50	-4,733.36	1,821.86
700-000-3695.000 Laundry Revenue	-728.00	-5,544.75	-6,533.36	988.61
Total Income	-35,236.53	-280,383.74	-256,233.36	-24,150.38
Expense				
700-000-4110.000 Administration Salaries	3,025.22	19,190.85	18,400.00	790.85
700-000-4130.000 Legal	0.00	0.00	2,133.36	-2,133.36
700-000-4140.000 Staff Training	39.99	218.85	333.36	-114.51
700-000-4150.000 Travel	76.18	480.21	566.64	-86.43
700-000-4171.000 Auditing Fees	0.00	5,040.00	5,355.00	-315.00
700-000-4190.000 Sundry-Other Admin	32.50	315.00	400.00	-85.00
700-000-4191.000 Management Fees	4,012.50	32,100.00	32,100.00	0.00
700-000-4194.000 Office Supplies	49.92	813.21	1,166.64	-353.43
700-000-4195.000 Membership Dues	0.00	94.80	100.00	-5.20
700-000-4196.000 Telephone	43.96	304.61	330.00	-25.39
700-000-4198.000 Advertising	0.00	0.00	666.64	-666.64
700-000-4199.000 Postage	0.00	132.00	281.25	-149.25
700-000-4210.000 Tenant Svcs Salaries	986.10	5,873.02	5,700.00	173.02
700-000-4230.000 Tenant Services Other	4.75	38.13	166.64	-128.51
700-000-4310.000 Water	755.60	4,740.52	5,333.36	-592.84
700-000-4315.000 Sewer	1,366.94	8,360.81	8,833.36	-472.55
700-000-4320.000 Electricity	2,456.37	26,614.11	26,833.36	-219.25
700-000-4330.000 Gas	1,499.36	6,615.68	11,850.00	-5,234.32
700-000-4431.000 Garbage & Trash	342.33	2,517.68	3,320.00	-802.32
700-000-4410.000 Maintenance Labor	4,922.18	28,382.73	27,696.64	686.09
700-000-4420.000 Materials	441.88	12,928.54	10,000.00	2,928.54
700-000-4430.000 Contracts Costs	3,145.13	12,144.19	11,573.36	570.83
700-000-4432.000 Decorating Contract	919.37	7,509.86	8,666.64	-1,156.78
700-000-4435.000 Grounds Contract	126.87	1,820.05	3,000.00	-1,179.95
700-000-4445.000 Elevator Maintenance	0.00	6,061.16	3,495.98	2,565.18
700-000-4450.000 Plumbing/Heating	0.00	0.00	4,666.64	-4,666.64
700-000-4455.000 Snow Removal	0.00	773.28	4,333.36	-3,560.08
700-000-4456.000 Exterminating	904.00	1,907.00	666.64	1,240.36
700-000-4457.000 Janitor/Cleaning	2,952.49	6,929.27	6,400.00	529.27
700-000-4510.000 Insurance	2,265.14	18,127.64	17,513.28	614.36
700-000-4520.000 Property Tax	690.82	5,874.55	5,666.64	207.91
700-000-4540.000 Employee Benefits	3,509.46	24,099.54	24,129.92	-30.38
700-000-4583.000 Interest Exp - Leases	2.61	23.20	22.00	1.20
700-000-4590.000 Other General Expense	133.15	270.16	1,666.64	-1,396.48
700-000-4595.000 Lease Amortization Exp	30.83	246.64	248.00	-1.36
Total Expense	34,735.65	240,547.29	253,615.35	-13,068.06
Net Income(-) or Loss	-500.88	-39,836.45	-2,618.01	-37,218.44

Housing and Redevelopment Authority of Crosby
Payment Summary Report
October - November 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
10/10/2023	321	Brian Bartz	\$ 108.75
10/10/2023	322	Diana Banks	\$ 20.96
10/10/2023	323	Eric Charpentier	\$ 20.96
10/10/2023	324	James Wheeler	\$ 27.51
10/10/2023	325	John Schommer	\$ 97.62
10/10/2023	326	Shannon Fortune	\$ 20.96
10/10/2023	327	Taylor Crocker	\$ 251.52
11/8/2023	328	Brian Bartz	\$ 32.75
11/8/2023	329	Creo Block	\$ 20.96
11/8/2023	330	Diana Banks	\$ 21.62
11/8/2023	331	Eric Charpentier	\$ 41.92
11/8/2023	332	John Schommer	\$ 129.72
11/8/2023	333	Shannon Fortune	\$ 62.88
11/8/2023	334	Taylor Crocker	\$ 20.96
10/5/2023	1713	Harpers Payroll Service	\$ 1,330.80
10/5/2023	1714	Harpers Payroll Service	\$ 41.78
10/5/2023	1715	Lincoln Financial Group	\$ 759.29
10/5/2023	1716	Payroc Payment Systems LLC	\$ 113.46
10/5/2023	1717	Payroc Payment Systems LLC	\$ 53.74
10/19/2023	1718	Harpers Payroll Service	\$ 1,445.95
10/19/2023	1719	Harpers Payroll Service	\$ 49.90
10/19/2023	1720	Lincoln Financial Group	\$ 759.29
11/2/2023	1721	Harpers Payroll Service	\$ 1,304.79
11/2/2023	1722	Harpers Payroll Service	\$ 41.78
11/2/2023	1723	Lincoln Financial Group	\$ 759.29
11/16/2023	1724	Harpers Payroll Service	\$ 1,341.47
11/16/2023	1725	Harpers Payroll Service	\$ 41.78
11/16/2023	1726	Lincoln Financial Group	\$ 776.01
11/21/2023	1727	Reliance Standard Life Insurance Company	\$ 426.49
11/30/2023	1728	Harpers Payroll Service	\$ 1,404.10
11/30/2023	1729	Harpers Payroll Service	\$ 41.78
11/30/2023	1730	Lincoln Financial Group	\$ 769.46
11/5/2023	1731	Payroc Payment Systems LLC	\$ 52.82
11/5/2023	1732	Payroc Payment Systems LLC	\$ 112.79
11/24/2023	1733	Reliance Standard Life Insurance Company	\$ 426.48
10/10/2023	119173	Bremer Bank Credit Card	\$ 79.00
10/10/2023	119174	Cintas	\$ 169.32
10/10/2023	119175	City Of Crosby	\$ 5,249.25
10/10/2023	119176	Crosby Ace Hardware	\$ 74.92
10/10/2023	119177	Crow Wing County San. Landfill	\$ 35.00
10/10/2023	119178	Crow Wing County Treasurer	\$ 7,220.41
10/10/2023	119179	Dearborn National Life Ins Co	\$ 38.48
10/10/2023	119180	Granite Pest Control LLC	\$ 118.00
10/10/2023	119181	Handyman's Inc.	\$ 1,520.09
10/10/2023	119182	Harpers Time & Attendance	\$ 13.00
10/10/2023	119183	Hd Supply Facilities Maint	\$ 298.59
10/10/2023	119184	Healthpartners	\$ 4,516.12
10/10/2023	119185	Integrity Woodwork	\$ 442.00
10/10/2023	119186	Lakes Printing	\$ 98.65
10/10/2023	119187	Mei Elevator Solutions	\$ 176.02
10/10/2023	119188	Minnesota Power	\$ 78.32
10/10/2023	119189	Paper Storm	\$ 26.00
10/10/2023	119190	Postmaster	\$ 264.00
10/10/2023	119191	ShofCorp LLC	\$ 150.96
10/10/2023	119192	T-Mobile	\$ 51.04
10/10/2023	119193	The Office Shop	\$ 406.32
10/10/2023	119194	Visa-Unity	\$ 439.17
10/10/2023	119195	Vision Electrical Services Inc.	\$ 1,593.00
10/10/2023	119196	Waste Partners Inc	\$ 674.10
10/10/2023	119197	Xtona	\$ 335.00

**Housing and Redevelopment Authority of Crosby
Payment Summary Report
October - November 2023**



To: Crosby HRA Board Members
From: Shannon Fortune
Date: Dec-06-2023
Re: Housing Manager Report

Tenant Activities Update

There were 13 participants in the NAPS food delivery program in October and 14 participants in November. Diana will be hosting a volunteer training refresher to address minor delivery issues and answer questions from new volunteers. In the past two months, activities were chair yoga/exercises sessions (6), Humana wellness seminar titled "Simple Steps To Boost Your Immune System" (5); an amazingly successful Resource and Wellness Fair in October with 22 staff representing 10 participating agencies (34); an "Ask Me Anything" roundtable (11); and volunteer crafters made and donated two dozen cards to the Tenant Council to use at their craft and bake sale in November. The minutes from the October and November Tenant Council Meetings are attached.

Monthly Property Performance Reports for November 2023

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report

November 2023

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	60	n/a	n/a	1	98%
Dellwood	39	39	n/a	n/a	0	100%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	119	0	0	1	99%

3. Customer Traffic

Applications Requested	8
Applications Placed on Wait List	13
Applications Denied on Wait List	4

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	77	4	2	1
2 bdrm	13	17	0	0	0
3 bdrm	6	9	0	0	0
4 bdrm	2	8	0	0	0
TOTAL	120	120	4	2	1

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	10
Move-Outs	1	8

*Starting 4/1/2023

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#203	1BR	by mid-Dec	Screening multiples

7. Recertifications

Interim Recertifications	3
Annual Recertifications	7
Completed for this month	10

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	2
30-day lease terminations	2

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	6
Received	44
Closed	43
Ending Balance	7
Total Completed Work Orders for Year	357

*Starting 4/1/2023

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	4
Completed within 24 hours	1	4
Percent completed within 24 hours	100%	100%

*Starting 4/1/2023

Tenant Council Meeting - November 6, 2023 at 11 a.m.

Members Present: Roxy, Marna, Jen, Mark, Beth, Diana

Treasurers Report for month of October:

Coffee income: \$142.92

Coffee expense: \$153.31

Bingo income: \$55.00

Bingo expense: \$29.07

Potluck income: \$13.00

Potluck expense: \$5.98

Halloween income: Dellwood \$30.00 Edgewood: \$20.00

Halloween expense: \$76.14 (for purchase of candy)

Kitchen expense: \$8.48

Ink for Roxy's printer: \$18.99

Petty Cash for end of October: \$386.09

Checking for end of October: \$925.71

OLD BUSINESS:

Had potluck on October 14th, there were 15 in attendance.

Halloween trick or treaters, there were about 50-54 kids. Handed out candy at both buildings.

Teresa C. had her sucker pull again this year. Kids really seem to enjoy that. Had a few tenants sit in lobby to watch kids come dressed in costume. We also had hot cocoa and snacks in craft room.

NEW BUSINESS:

Will be having our Thanksgiving Potluck on November 18th, at 1 p.m. The tenant council will furnish the turkey and ham. Roxy put up sign up sheet on bulletin board outside dining room for people to say what they can bring. There is no charge for holiday potlucks.

Beth and Robin will be donating some goodies to Bingo for prizes. Was also suggested that we change up goodies every now and again, so not getting same things every week.

Was mentioned that next year for Halloween instead of doing both buildings of giving out candy, to do it together in the community room. There would be more lightly so kids will see that we are handing out candy. Will also have coffee for adults and snacks.

All agreed this would be a good idea.

We had our bake/craft sale on November 4th, was not a great turn out of tenants coming to buy and also not a lot of goods or crafts. There was many ideas tossed about as to what we can do to get more people involved. Our next bake/craft sale

will be in May, so hopeful will have a better way of having tenants involved.

Next tenant council meeting will be December 4th at 11 a.m.

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Tenant Council Meeting - October 2, 2023 at 11 a.m.

Members present: Roxy, Marna, Beth, Mark, Diana and Margo

There was no tenant council meeting held in September due to illnesses. So will include August and September expenses and income.

Treasurers Report for August:	Treas. Report for Sept.:
Coffee income: \$115.60	Coffee income: \$152.80
Coffee expense: \$187.58	Coffee expense: \$53.50
Bingo income: \$54.00	Bingo income: \$43.00
Bingo expense: \$52.72	Bingo expense: \$27.01
Potluck income: \$7.00	Potluck income: \$23.00
Misc. expense: \$18.00	
(ink for Roxy's printer)	
Petty Cash for end of August: \$308.87	
Petty Cash for end of September: \$447.16	
Checking for end of August and September: \$925.71	

OLD BUSINESS:

Had potluck on August 26th, there were 10 people attending.

Bible study was to be held on August 29th, no one showed.

There was no tenant council meeting, no morning coffee and bingo was cancelled the first week in September due to covid in building.

A card making group was started on Wed., Sept. 27th from 2-3 in the dining room. Will meet each Monday.

Oak Street Chapel Band came on Aug. 22nd to play.

Was contacted by Fawn Jones that Kale will be starting college and will no longer be coming to play for us.

The new main entrance intercom is up and running for guests coming to visit tenants.

NEW BUSINESS:

Had Potluck on Sept. 16th, had 17 people attending.

Will be canceling Bible Study for awhile, till interest picks up. This was explained to Zed and he understands.

Our next potluck will be Saturday, October 14th, the theme will be Soups and Stews.

Was mentioned about the pine needles on the back patio. Mallory said will have maintenance men blow them off at least once or twice a month.

There is a timer problem on the Edgewood hallway, first floor-they don't go out at 10:00. A work order was filled out.

On the Dellwood side door light is off and the walkway between bldgs. are off at times when should be on. A work order was also filled out for this.

Roxy had asked Mallory if possible to put ad in paper about giving out halloween candy. She checked and said was ok as long as said tenant council will be in charge of this event.

Roxy took ad to paper and they will put in when all the other groups list their event.

The signs are up for donation of money or candy. Roxy will do the Edgewood lobby and Marna will do Dellwood.

The push button on outside Edgewood main door does not work. A work order was filled out. On Sunday, Oct. 15th, the youth group will start returning to play board or card games with tenants. They will come the third Sunday of each month from noon to 3 p.m. Tenant council

will be providing snacks and water.

Was suggested that the railings out in front of both buildings be put back so people will not fall during the bad weather.

Was suggested that a better cleaning crew be hired, as the ones now do not seem to clean very well everywhere.

Was mentioned that some tenants are still letting people in building by propping open doors with rocks.

Was mentioned that maybe we could have the police come and walk hallways at night. This might keep some tenants from letting others in.

The next tenant council meeting will be Monday, Nov. 6th at 11 a.m.



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

Edgewood Handrail

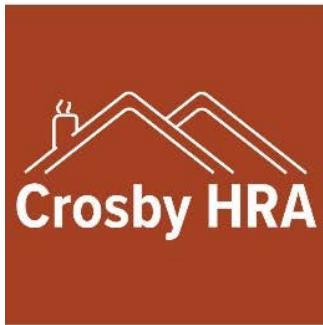
We solicited bids for installing a handrail at the main entrance to Edgewood and AJ Metalworks Inc, a local contractor, came in the lowest. The railing is being built and should be installed within 2 -3 weeks.

Scattered Sites Tree Removal and Trimming

Brian Bartz, our maintenance engineer, and I did an assessment of the trees on all our scattered sites and flagged them to either be trimmed or removed. We will solicit bids and hope to have the work completed by summer next year.

No Action Requested; Discussion Items.

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Crosby HRA Board Meeting Schedule for 2024

Board meetings are typically held on the second Tuesday of each month at 11:00 a.m. located in the community room at Dellwood Apartments, 300 Third Avenue NE in Crosby, Minnesota.

MONTH	DAY	DATE
January	09	1-09-24
February	13	2-13-24
March	12	3-12-24
April	09	4-09-24
May	14	5-14-24
June	11	6-11-24
July	09	7-09-24
August	13	8-13-24
September	10	9-10-24
October	08	10-08-24
November	12	11-12-24
December	10	12-10-24

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