

Crosby HRA Board Meeting

11:00 a.m. Tuesday January 9th, 2024

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*) Pg. 3
- 5. BILLS & COMMUNICATIONS**
 - a. Financial Report** (*Attachment 2*) Pg. 7
 - b. Housing Manager Report** (*Attachment 3*) Pg. 15
 - c. Maintenance Director Report** (*Attachment 4*) Pg. 21
- 6. UNFINISHED BUSINESS:**
- 7. NEW BUSINESS:**
 - a. Designation of Official Depository** (*Attachment 5*) Pg. 23
- 8. COMMISSIONER COMMENTS:**
- 9. NEXT MEETING:** February 13th, 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 Taylor, Commissioner Term Expires: 2026

**All terms expire August 31st*

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Crosby HRA
BOARD MEETING MINUTES
Tuesday, December 12, 2023

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, December 12, 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, & Renae. Marsh Absent:

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

Guests: Reverend Gerald Fisher

3. REVIEW AND APPROVE AGENDA:

Moved by Commissioner Neprud and seconded by Commissioner Traylor to approve the amended agenda adding New Business line item 7b Earned Sick and Safe Time (ESST) Policy & Unfinished Business 6a Janitorial for Tuesday, December 12, 2023. All commissioners were in favor, and none were opposed. The agenda is approved as presented.

4. REVIEW AND APPROVE MINUTES:

Moved by Commissioner Neprud and seconded by Commissioner Fisher to approve the amended meeting minutes from Tuesday, October 10, 2023. All commissioners were in favor, and none were opposed. The minutes were approved.

5. **BILLS AND COMMUNICATIONS:**

a. Financial Report and Approval Request:

October & November 2023 financial report was presented by Eric Charpentier.

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.

Moved by Commissioner Marsh and seconded by Commissioner Neprud to approve October checks numbered 119173 through 119205 and October ACH payments numbered 1713 through 1720 and 321 through 327. And Approval of November checks numbered 119206 through 119239 and November ACH payments numbered 1721 through 1733 and 328 through 334. 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 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 were presented as well.

Monthly Property Performance Reports for November 2023

These documents were presented by Shannon Fortune.

c. Maintenance Director Report:

Presented by Eric Charpentier.

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.

6. UNFINISHED BUSINESS:

a. Janitorial

Residents and staff are still seeing cleaning areas that need to be improved. There is currently talk between the agency and the cleaning company, so steps are being taken to accomplish this goal. Please, if you see something that needs attention tell staff and or put in a work order if it needs immediate attention.

7. NEW BUSINESS:

a. The 2024 meeting schedule

Presented by Eric Charpentier.

b. Earned Sick and Safe Time (ESST) Policy

Moved by Commissioner Neprud and seconded by Commissioner Traylor to approve the presented Earned Sick and Safe Time (ESST) Policy and Resolution 2024-03. Following a roll call vote (Marsh, Neprud, Traylor, Fisher, Paron) All commissioners were in favor, and none were opposed. Policy and Resolution 2024-3 for Earned Sick and Safe Time (ESST) were approved.

8. CHAIR COMMENTS: None at this time

9. NEXT MEETING: Tuesday, January 9th, 2024

10. ADJOURNMENT:

Commissioner Fisher made a motion to adjourn the meeting. Commissioner Marsh 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 11:40AM.

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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: January 3, 2024
Re: January Financial Report

Please find attached the financial information for December 2023.

Banking Request for Proposals (RFP)

The Brainerd HRA received four proposals in response to the RFP and awarded banking services to Bremer Bank. Staff will proceed with an RFP for Crosby banking services this coming year. The board appointed Commissioner Traylor to the RFP committee and staff will include her in the scoring process.

Action Requested:

Approval of December checks numbered 119240 through 119268 and December ACH payments numbered 1734 through 1741 and 335 through 337.

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Crosby Housing & Redevelopment Authority

2024 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
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	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	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	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Occupancy	16	O <90% =0, O >98% =16	16.00	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	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	4.00
Total Points	25		20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Total of Above Ratios	50		45	45	45	45	45	45	45	45	45

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
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	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	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

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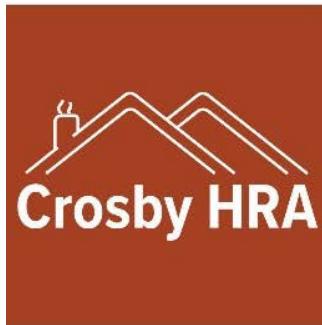
	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-22,114.00	-190,726.00	-172,177.47	-18,548.53
100-000-3120.000 Excess Utilities	-39.98	-1,247.82	-487.53	-760.29
100-000-3401.000 Operating Subsidy	-12,087.00	-124,481.00	-111,236.22	-13,244.78
100-000-3402.000 Capital Fund Revenue	0.00	-117,259.85	-7,499.97	-109,759.88
100-000-3490.000 Gain/Loss on Sale of A	0.00	21.88	0.00	21.88
100-000-3610.000 Interest Revenue	-59.43	-572.88	0.00	-572.88
100-000-3690.000 Other Income	-897.86	-1,513.22	-1,199.97	-313.25
100-000-3691.000 Other Tenant Revenue	-242.00	-7,827.41	-8,812.53	985.12
100-000-3695.000 Laundry Revenue	-255.50	-2,995.25	-2,625.03	-370.22
Total Income	-35,695.77	-446,601.55	-304,038.72	-142,562.83
Expense				
100-000-4110.000 Administration Salaries	2,204.29	21,394.88	20,700.00	694.88
100-000-4130.000 Legal	852.00	1,257.00	3,674.97	-2,417.97
100-000-4140.000 Staff Training	0.00	214.56	299.97	-85.41
100-000-4150.000 Travel	31.44	518.04	543.78	-25.74
100-000-4171.000 Auditing Fees	0.00	5,040.00	5,355.00	-315.00
100-000-4190.000 Sundry-Other Admin	32.50	396.50	431.28	-34.78
100-000-4191.000 Management Fees	4,012.50	36,112.50	36,112.50	0.00
100-000-4194.000 Office Supplies	101.31	884.28	1,350.00	-465.72
100-000-4195.000 Membership Dues	0.00	94.80	200.00	-105.20
100-000-4196.000 Telephone	44.26	348.80	371.25	-22.45
100-000-4198.000 Advertising	0.00	14.78	749.97	-735.19
100-000-4199.000 Postage	0.00	132.00	281.25	-149.25
100-000-4210.000 Tenant Svcs Salaries	438.28	4,353.70	4,275.00	78.70
100-000-4230.000 Tenant Services Other	4.68	42.80	974.97	-932.17
100-000-4310.000 Water	1,104.80	9,960.44	11,662.47	-1,702.03
100-000-4315.000 Sewer	1,824.96	15,778.88	17,512.47	-1,733.59
100-000-4320.000 Electricity	889.42	19,471.08	19,758.78	-287.70
100-000-4330.000 Gas	1,267.38	7,089.61	11,662.47	-4,572.86
100-000-4431.000 Garbage & Trash	854.73	6,990.98	6,862.50	128.48
100-000-4410.000 Maintenance Labor	3,219.59	31,602.29	31,158.72	443.57
100-000-4420.000 Materials	2,375.97	10,972.36	11,999.97	-1,027.61
100-000-4430.000 Contracts Costs	2,969.00	17,773.51	13,687.47	4,086.04
100-000-4432.000 Decorating Contract	2,643.57	6,099.76	9,000.00	-2,900.24
100-000-4435.000 Grounds Contract	124.92	3,612.48	2,175.03	1,437.45
100-000-4445.000 Elevator Maintenance	0.00	6,953.24	3,581.12	3,372.12
100-000-4450.000 Plumbing/Heating	0.00	1,308.18	3,750.03	-2,441.85
100-000-4455.000 Snow Removal	0.00	515.52	3,750.03	-3,234.51
100-000-4456.000 Exterminating	59.00	472.00	749.97	-277.97
100-000-4457.000 Janitor/Cleaning	1,624.10	8,381.61	6,660.00	1,721.61
100-000-4510.000 Insurance	2,601.23	23,417.59	22,728.69	688.90
100-000-4520.000 Property Tax	810.63	6,959.15	6,037.47	921.68
100-000-4540.000 Employee Benefits	3,043.92	26,894.54	26,977.41	-82.87
100-000-4583.000 Interest Exp - Leases	2.53	25.73	24.75	0.98
100-000-4590.000 Other General Expense	0.00	5,444.49	1,874.97	3,569.52
100-000-4595.000 Lease Amortization Exp	30.84	277.56	279.00	-1.44
Total Expense	33,167.85	280,805.64	287,213.26	-6,407.62
Net Income(-) or Loss	-2,527.92	-165,795.91	-16,825.46	-148,970.45

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-20,657.00	-184,842.00	-185,283.72	441.72
700-000-3120.000 Excess Utilities	-45.00	-1,700.00	-1,462.50	-237.50
700-000-3404.000 Other Government Grant	-9,309.00	-94,356.00	-87,191.28	-7,164.72
700-000-3490.000 Gain/Loss on Sale of A	0.00	564.71	0.00	564.71
700-000-3610.000 Interest Revenue	-4,329.64	-25,199.33	-524.97	-24,674.36
700-000-3690.000 Other Income	-1,249.29	-1,984.80	-1,125.00	-859.80
700-000-3691.000 Other Tenant Revenue	-101.00	-3,012.50	-5,325.03	2,312.53
700-000-3695.000 Laundry Revenue	-616.00	-6,160.75	-7,350.03	1,189.28
Total Income	-36,306.93	-316,690.67	-288,262.53	-28,428.14
Expense				
700-000-4110.000 Administration Salaries	2,204.34	21,395.19	20,700.00	695.19
700-000-4130.000 Legal	100.00	100.00	2,400.03	-2,300.03
700-000-4140.000 Staff Training	0.00	218.85	375.03	-156.18
700-000-4150.000 Travel	31.44	511.65	637.47	-125.82
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	347.50	450.00	-102.50
700-000-4191.000 Management Fees	4,012.50	36,112.50	36,112.50	0.00
700-000-4194.000 Office Supplies	101.30	914.51	1,312.47	-397.96
700-000-4195.000 Membership Dues	0.00	94.80	200.00	-105.20
700-000-4196.000 Telephone	44.26	348.87	371.25	-22.38
700-000-4198.000 Advertising	0.00	0.00	749.97	-749.97
700-000-4199.000 Postage	0.00	132.00	281.25	-149.25
700-000-4210.000 Tenant Svcs Salaries	657.40	6,530.42	6,412.50	117.92
700-000-4230.000 Tenant Services Other	4.68	42.81	187.47	-144.66
700-000-4310.000 Water	1,106.00	5,846.52	6,000.03	-153.51
700-000-4315.000 Sewer	1,976.64	10,337.45	9,937.53	399.92
700-000-4320.000 Electricity	976.76	27,590.87	30,187.53	-2,596.66
700-000-4330.000 Gas	1,644.22	8,259.90	13,331.25	-5,071.35
700-000-4431.000 Garbage & Trash	335.73	2,853.41	3,735.00	-881.59
700-000-4410.000 Maintenance Labor	3,219.61	31,602.34	31,158.72	443.62
700-000-4420.000 Materials	1,847.70	14,776.24	11,250.00	3,526.24
700-000-4430.000 Contracts Costs	1,124.04	13,268.23	13,020.03	248.20
700-000-4432.000 Decorating Contract	0.00	7,509.86	9,749.97	-2,240.11
700-000-4435.000 Grounds Contract	125.09	1,945.14	3,375.00	-1,429.86
700-000-4445.000 Elevator Maintenance	0.00	6,061.16	3,581.12	2,480.04
700-000-4450.000 Plumbing/Heating	0.00	0.00	5,249.97	-5,249.97
700-000-4455.000 Snow Removal	0.00	773.28	4,875.03	-4,101.75
700-000-4456.000 Exterminating	59.00	1,966.00	749.97	1,216.03
700-000-4457.000 Janitor/Cleaning	1,323.46	8,252.73	7,200.00	1,052.73
700-000-4510.000 Insurance	2,265.14	20,392.78	19,702.44	690.34
700-000-4520.000 Property Tax	733.13	6,607.68	6,374.97	232.71
700-000-4540.000 Employee Benefits	3,060.81	27,160.35	27,146.16	14.19
700-000-4583.000 Interest Exp - Leases	2.52	25.72	24.75	0.97
700-000-4590.000 Other General Expense	0.00	270.16	1,874.97	-1,604.81
700-000-4595.000 Lease Amortization Exp	30.83	277.47	279.00	-1.53
Total Expense	27,019.10	267,566.39	284,348.38	-16,781.99
Net Income(-) or Loss	-9,287.83	-49,124.28	-3,914.15	-45,210.13

Housing and Redevelopment Authority of Crosby
Payment Summary Report
December 2023

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/13/2023	335	Brian Bartz	\$53.06
12/13/2023	336	John Schommer	\$79.26
12/13/2023	337	Shannon Fortune	\$62.88
12/5/2023	1734	Payroc Payment Systems LLC	\$52.47
12/5/2023	1735	Payroc Payment Systems LLC	\$116.83
12/14/2023	1736	Harpers Payroll Service	\$1,304.78
12/14/2023	1737	Harpers Payroll Service	\$41.78
12/14/2023	1738	Lincoln Financial Group	\$759.29
12/28/2023	1739	Harpers Payroll Service	\$1,431.43
12/28/2023	1740	Harpers Payroll Service	\$51.98
12/28/2023	1741	Lincoln Financial Group	\$759.29
12/12/2023	119240	Borden Steinbauer And Kruger	\$952.00
12/12/2023	119241	Bremer Bank Credit Card	\$19.00
12/12/2023	119242	Cintas	\$169.32
12/12/2023	119243	City Of Crosby	\$6,431.42
12/12/2023	119244	Crosby Ace Hardware	\$203.20
12/12/2023	119245	Granite Pest Control LLC	\$118.00
12/12/2023	119246	Hagman Inc.	\$2,632.00
12/12/2023	119247	Handyman's Inc.	\$792.10
12/12/2023	119248	Harpers Time & Attendance	\$13.00
12/12/2023	119249	Hd Supply Facilities Maint	\$857.49
12/12/2023	119250	Healthpartners	\$5,386.20
12/12/2023	119251	Holden Electric Co. Inc.	\$2,140.57
12/12/2023	119252	Integrity Woodwork	\$485.00
12/12/2023	119253	Lakes Printing	\$189.70
12/12/2023	119254	MRI Software LLC	\$75.00
12/12/2023	119255	Paper Storm	\$26.00
12/12/2023	119256	SHI International Corp	\$2,054.49
12/12/2023	119257	ShofCorp LLC	\$150.96
12/12/2023	119258	Strike Painting & Finishing	\$400.00
12/12/2023	119259	T-Mobile	\$51.06
12/12/2023	119260	Visa-Unity	\$894.87
12/12/2023	119261	Waste Partners Inc	\$745.44
12/12/2023	119262	West Central Flooring	\$2,243.57
12/12/2023	119263	Xtona	\$335.00
12/21/2023	119264	Tenant Refund	\$249.88
12/28/2023	119265	Ctc	\$376.47
12/28/2023	119266	Minnesota Energy Resources	\$2,911.60
12/28/2023	119267	Minnesota Power	\$1,866.18
12/28/2023	119268	T-Mobile	\$51.06
		Report Total	\$37,533.63

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To: Crosby HRA Board Members
From: Shannon Fortune
Date: Jan-03-2024
Re: Housing Manager Report

Tenant Activities Update

There were 14 participants in the NAPS food delivery program in December. In the past month, activities were chair yoga/exercises sessions (5), the Cuyuna Range Youth Center hosted a game day (2) and also assisted the Tenant Council by judging the best decorated tenant door; Immanuel Lutheran Church of Crosby arranged to deliver a holiday meal catered by Croft Kitchen (65); volunteers were onsite doing manicures (8); two groups of carolers and a church band were onsite over three dates in December; and the Ironton and Deerwood Legions provided a Christmas Eve meal (77). The minutes from the December Tenant Council Meeting is attached.

Resident Advisory Board (RAB) Creation

We have received enough applications of interest to move forward with the Resident Advisory Board initiative. The interview panel will be conducting interviews next week and we hope the group will be able to schedule its first meeting in late January. The first couple of meetings will focus on guidelines and structure for the RAB set up.

Monthly Property Performance Reports for December 2023

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report

December 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	19	n/a	n/a	1	95%
TOTAL	120	118	0	0	2	98%

3. Customer Traffic

Applications Requested	15
Applications Placed on Wait List	7
Applications Denied on Wait List	1

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	76	11	1	0
2 bdrm	13	17	0	0	0
3 bdrm	6	9	4	0	0
4 bdrm	2	8	0	0	0
TOTAL	120	110	15	1	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	11
Move-Outs	0	8

*Starting 4/1/2023

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#208	1BR	mid-January	In Screening

7. Recertifications

Interim Recertifications	1
Annual Recertifications	7
Completed for this month	8

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	6

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	7
Received	19
Closed	18
Ending Balance	8
Total Completed Work Orders for Year	375

*Starting 4/1/2023

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	4
Completed within 24 hours	0	4
Percent completed within 24 hours	n/a	100%

*Starting 4/1/2023

Tenant Council Meeting - December 4, 2023 at 11 a.m.

Members present: Roxy, Marna, Mark, Diana

Treasurers Report for month of November

Coffee income: \$135.25

Coffee expense: \$63.11

Bingo income: \$44.00

Bingo expense: \$69.84

Potluck expense: \$54.70 (turkey & ham)

Bake/Craft Sale income: \$77.50

CRYC expense: \$4.44 (bottled water)

Petty Cash for end of November: \$276.81

Checking for end of November: \$925.71

OLD BUSINESS:

Had our Thanksgiving potluck on Nov. 18th, had 33 people attending. Lots of good food and fellowship.

There was no CRYC games in Nov., hopefully they will return in Dec.

The Oak Street Chapel Band came Nov. 28th.

NEW BUSINESS:

CRYC will be coming Dec. 17th.

Our Christmas Potluck will be Dec. 23rd. The tenant council will provide the ham. There will be no charge for this meal.

Oak Street Chapel Band will be coming Dec. 26th.

We will have our New Year's Eve Potluck again this year on the 31st. Will have the door winners announced and also will be trying something new a White Elephant Gift Exchange Game. The cost range is \$8-\$10.

I had asked Diana if she would like to judge the doors this year, and she said yes, but then found out she could not participate so she asked the kids that come from the youth center to judge the doors on the 17th. They accepted the opportunity to judge.

Was more talk about trying to get more people involved with the bake/craft sales. I think by May we may have some kind of solution.

The next meeting will be January 1, 2024 at 11 a.m.

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To: Crosby HRA Board Members
From: John Schommer, Rehab & Maintenance Director
Date: January 3, 2024
Re: Maintenance Update

Edgewood Handrail

AJ Metalworks installed the new handrail last week.

Scattered Sites Tree Removal and Trimming

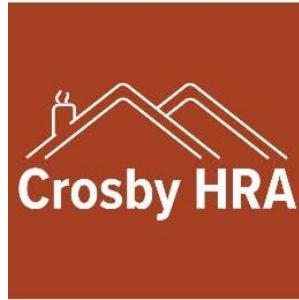
We received several quotes for the tree trimming and removal with J and M Operations coming in the lowest at \$10,700. We are working through the contract and associated paperwork and hope for the work to begin by the end of the month.

Cleaning

We reached out to our contractor and shared some of the concerns we were made aware of and requested additional time be spent each day they come. I did a walk-through of the areas that we voiced concerns about and there has been significant improvement. We will continue to monitor the work to ensure we are providing decent, safe and sanitary housing to our residents.

No Action Requested; Discussion Items.

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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: January 3, 2024
Re: Designation of Official Depository

Pursuant to Minnesota Statute 118A.02, the Crosby HRA Board shall designate as a depository of its funds, one or more financial institutions. At this time, the official depositories are Unity Bank and RBC.

Action Requested: Approve the designation of Unity Bank and RBC as the official depositories.

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