



Crosby HRA Board Meeting

11:00 a.m. Tuesday March 12th, 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)*

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. Budget Review and Approval *(Attachment 5)*
- b. Approval of Accounts Receivable Write Off *(Attachment 6)*
- c. Resignation of Chairwoman Paron & Election of New Chairperson *(Attachment 7)*

8. COMMISSIONER COMMENTS:

9. NEXT MEETING: April 9th, 2024

10. ADJOURNMENT

Marna Paron, Chair & Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

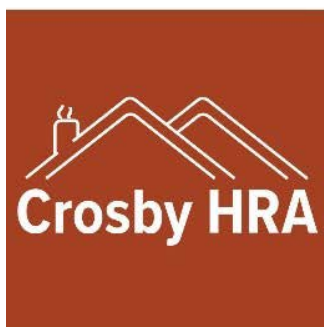
Buzz Neprud, Commissioner Term Expires: 2027

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, February 13, 2024

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, February 13, 2024, Community Room, 300 3rd Ave NE, Crosby MN 56441.

1. **CALL TO ORDER:** Vice Chair Fisher called the meeting to order at 10:58AM
2. **ROLL CALL:** Commissioners Paula Traylor, Renae Marsh, Buzz Neprud, and Maxine Fisher. Absent: Marna Paron
Others present: Executive Director Eric Charpentier, Maintenance Director John Schommer, Housing Manager Shannon Fortune, Rehab Administrative Specialist Kristin Miller.
Guest Gerald Fisher, Linda Shepardson, Lynne Paulson, Beth Love, Teresa Johnson, and Doris Skaj.
3. **REVIEW AND APPROVE AGENDA:**
Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the agenda as presented for Tuesday, February 13, 2024. All commissioners were in favor, and none were opposed. The agenda is approved.
4. **PUBLIC HEARING:**
 - a. Adoption of the Resolution 2024-04 and Approval of the 5-year Annual Plans
Vice Chair Fisher opened the public hearing at 11:00am
A copy of the Publication along with the Five-Year Plan and Annual Plan was provided to the board. Fortune read a description of the PHA Plan and reviewed the goals of the agency.

Discussion Topics:

- The doorway located on the back side of the building needs to be upgraded to a Mobility Accessible Door.
- Clotheslines need to be relocated to an area away from the smoking area.
- A change machine is needed in the vending area.
- Added cameras requested to the back of the building pointed towards the smoking area.

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

Commissioner Neprud made a motion to adopt Resolution No. 2024-04 approving the Five-Year and Annual PHA Plan. Commissioner Marsh seconded the motion. A roll call vote was taken with all commissioners voting in favor and nobody opposing. The motion passed and the resolution was adopted.

Vice Chair Fisher closed the public hearing at 11:17am

5. REVIEW AND APPROVE MINUTES:

- a. January 9th, 2024, Minutes were presented in the packet for review.

Amendment is needed to line 1 of the January 9th, 2024, meeting minutes to correctly reflect that Vice Chair Fisher called the meeting to order.

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the amended meeting minutes from Tuesday, January 9, 2024, adjusting that the Vice Chair Fisher called the meeting to order (line 1). All commissioners were in favor, and none were opposed. The amended minutes were approved.

6. BILLS AND COMMUNICATIONS:

- a. **Financial Report and Approval Request:**

January 2024 financial report was presented by Eric Charpentier.

Budget Presentation

We will be presenting the 2025 budget at the March meeting for board approval.

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve January checks numbered 119269 through 119302 and January ACH payments numbered 1742 through 1749 and 338 through 341. All commissioners were in favor, and none were opposed. The motion was approved.

b. Housing Manager Report:

January 2024 Housing Manager report was presented by Shannon Fortune.

Tenant Activities Update

There were 14 participants in the NAPS food delivery program in January. In the past month, activities were chair yoga/exercises sessions (8); Humana monthly nutrition seminar (3); SNAP-Education cooking classes (12); "Ask Me Anything" roundtable (8); board game sessions (5); DIY lip balm demonstration (5); and a total of 372 meals were provided by our two groups that offer ongoing free meals to community members. The minutes from the January Tenant Council Meeting is attached.

Monthly Property Performance Reports for January 2024

c. Maintenance Director Report:

January 2024 maintenance report was presented by John Schommer.

Tree Removal and Trimming

J and M Operations has trimmed and removed all the identified tress and will have to come back in the spring to grind the stumps and do the final raking and clean up. The project went extremely well and was completed up to this point very quickly.

Maintenance Specialist

We are advertising to fill our maintenance specialist position as James Wheeler is no longer with the agency. We posted the ad in the Brainerd and Crosby papers as well as online and will interview as soon as we have qualified candidates.

7. UNFINISHED BUSINESS:

8. NEW BUSINESS:

a. Multi-Family Service Coordinator Grant

Presented by Shannon Fortune.

HUD recently made \$40,000,000 in grant funding available for Service Coordinators in Multifamily Housing (SCMF) with a grant submission deadline of Mar-14-2024. As this funding is restricted for use solely in programs designed "HUD Multifamily", this would limit the bulk of services to Edgewood tenants, except for offerings such as events or scheduled classes. To gauge tenant support, Diana has expanded her annual tenant needs assessment/interest survey to include questions related to this potential initiative. After being reviewed for completion and overall eligibility, grants will be awarded using a

lottery system, with a total of 160 awards available. The funding timeframe is 8/01/2024 through 07/31/2027.

From the grant application:

The Service Coordinators in Multifamily Housing (SCMF) program supports service coordinator positions for elderly individuals and non-elderly persons with disabilities living in HUD assisted housing. Service coordinators play a critical role in connecting older adults and persons with disabilities with community-based supportive services for independent living and reducing premature and unnecessary transitions to higher levels of care. Service Coordinators work to promote access to resources, financial security, social connections, health and well-being for residents in assisted housing. Service coordinators help residents identify and access supportive services that will enable them to continue living independently in the community and age in place. Participation in the service coordinator program is voluntary, and residents choose which services they accept. Service coordinators work with residents and their families to identify the individual needs and preferences of residents and connect them with appropriate resources. Services may include nutrition support, housekeeping and shopping assistance, coordination with healthcare providers, help accessing public benefits, financial management assistance, and other services that support Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs) including services for persons with severe disabilities. Service coordinators also organize educational programming that gives residents tools to support independent living, and help property management better understand the service and support needs of their particular resident population.

Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve to complete and submit the grant application packet #FR-6700-N-74 Service Coordinators in Multifamily Housing (SCMF) Discretionary. All commissioners were in favor, and none were opposed. The motion is approved.

b. Publicly Owned Housing Program

Presented by John Schommer.

Minnesota Housing announced the availability of up to \$41 million in General Obligation (GO) bond proceeds to help finance public housing rehabilitation costs. These funds will be administered through a one-time Publicly Owned Housing Program (POHP) Request for Proposals (RFP), and application materials are now available.

POHP is a competitive funding program that uses the proceeds of General Obligation (GO) Bonds to provide financing in the form of a 20-year deferred, forgivable loan for the rehabilitation and preservation of public housing. Applications are due by March 6, 2024.

Staff is proposing to apply for POHP funding for:

- **Dellwood Elevator Replacement-** MEI (our elevator vendor) has stated that our current elevator does not meet code and appears to be at the end of its useful life as we have seen with the multitude of work orders. MEI has indicated that some parts are not readily available and provided a proposal to upgrade the mechanicals in October of 2022 that came in at \$110,561.84.
- **5 Dellwood Kitchen Modernization Upgrades-** Previous renovations to units were done in 2020, we are looking to make the same upgrades to ensure all units are uniform and up to date.
- **Removal/Installation of New Windows, Door and Siding at Scattered Sites-** Replace existing windows and doors with new insulated units of the same style and size. Remove deteriorated siding and install proper flashings, vapor barrier, frieze board, J-Channel, and new siding.

Commissioner Neprud made a motion approving to proceed with applying for the Public Owned Housing Program Grant for Scattered Sites/Dellwood Renovations. Commissioner Traylor seconded the motion. A roll call vote was taken with all commissioners voting in favor and nobody opposing. The motion passed.

9. CHAIR COMMENTS:

Marna Paron – N/A

Renae Marsh – Nothing at this time

Maxine Fisher – She appreciated all the feedback that was presented at today's meeting.

Paula Traylor - Nothing at this time

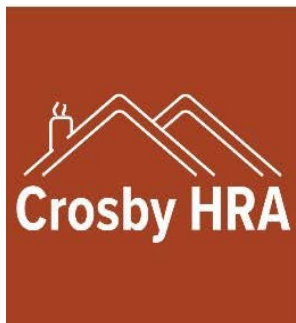
Buzz Neprud – Thanked everyone for attending today's meeting.

10. NEXT MEETING: Tuesday, March 12, 2024

11. 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 meeting was adjourned at 11:40AM.

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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: March 5, 2024
Re: March Financial Report

Please find attached the financial information for February 2024.

Personnel Policy Update

We received quotes from three law firms for the update of the personnel policy. The policy was last updated in May 2015 and needs legal compliance updates as well as staff recommended updates. We will be working with the law firm Ratwik, Roszak and Maloney as they were the lowest quote. We recently went through this process for Brainerd HRA as well.

Action Requested:

Approval of February checks numbered 119303 through 119333 and February ACH payments numbered 1750 through 1757 and 342 through 344.

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Crosby Housing & Redevelopment Authority

2024 Ratios

Attachment 2a

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
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	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	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	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	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
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	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	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	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	20.00	20.00

Total of Above Ratios	50		45	45	45	45	45	45	45	45	45	45	45
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MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
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	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	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	10.0	10.0

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**Crosby HRA
Public Housing Operating Stmt - Board
February, 2024**

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	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-22,086.00	-235,108.00	-210,439.13	-24,668.87
100-000-3120.000 Excess Utilities	-6.00	-1,259.82	-595.87	-663.95
100-000-3401.000 Operating Subsidy	-9,759.00	-143,998.00	-135,955.38	-8,042.62
100-000-3402.000 Capital Fund Revenue	-8,730.00	-125,989.85	-9,166.63	-116,823.22
100-000-3490.000 Gain/Loss on Sale of A	0.00	21.88	0.00	21.88
100-000-3610.000 Interest Revenue	-58.54	-691.21	0.00	-691.21
100-000-3690.000 Other Income	-49.33	-1,634.89	-1,466.63	-168.26
100-000-3691.000 Other Tenant Revenue	-6,615.00	-15,645.14	-10,770.87	-4,874.27
100-000-3695.000 Laundry Revenue	-343.00	-3,656.75	-3,208.37	-448.38
Total Income	-47,646.87	-527,961.78	-371,602.88	-156,358.90
Expense				
100-000-4110.000 Administration Salaries	2,166.80	25,728.47	25,300.00	428.47
100-000-4130.000 Legal	0.00	1,382.00	4,491.63	-3,109.63
100-000-4140.000 Staff Training	0.00	214.56	366.63	-152.07
100-000-4150.000 Travel	42.74	594.85	664.62	-69.77
100-000-4171.000 Auditing Fees	0.00	5,040.00	5,355.00	-315.00
100-000-4190.000 Sundry-Other Admin	27.50	471.50	527.12	-55.62
100-000-4191.000 Management Fees	4,012.50	44,137.50	44,137.50	0.00
100-000-4194.000 Office Supplies	66.91	951.19	1,650.00	-698.81
100-000-4195.000 Membership Dues	0.00	284.80	200.00	84.80
100-000-4196.000 Telephone	44.86	437.45	453.75	-16.30
100-000-4198.000 Advertising	0.00	29.56	916.63	-887.07
100-000-4199.000 Postage	0.00	462.00	281.25	180.75
100-000-4210.000 Tenant Svcs Salaries	453.68	5,259.35	5,225.00	34.35
100-000-4230.000 Tenant Services Other	4.84	52.41	1,191.63	-1,139.22
100-000-4310.000 Water	1,100.32	12,064.84	14,254.13	-2,189.29
100-000-4315.000 Sewer	1,817.16	19,245.75	21,404.13	-2,158.38
100-000-4320.000 Electricity	2,189.54	23,809.44	24,149.62	-340.18
100-000-4330.000 Gas	1,405.19	10,289.89	14,254.13	-3,964.24
100-000-4431.000 Garbage & Trash	771.72	8,482.92	8,387.50	95.42
100-000-4410.000 Maintenance Labor	1,837.63	36,737.25	38,082.88	-1,345.63
100-000-4420.000 Materials	955.88	15,878.69	14,666.63	1,212.06
100-000-4430.000 Contracts Costs	1,246.17	20,826.88	16,729.13	4,097.75
100-000-4432.000 Decorating Contract	2,496.86	13,843.45	11,000.00	2,843.45
100-000-4435.000 Grounds Contract	8,730.00	12,342.48	2,658.37	9,684.11
100-000-4445.000 Elevator Maintenance	1,329.75	8,282.99	3,751.40	4,531.59
100-000-4450.000 Plumbing/Heating	0.00	1,308.18	4,583.37	-3,275.19
100-000-4455.000 Snow Removal	1,128.68	2,195.92	4,583.37	-2,387.45
100-000-4456.000 Exterminating	126.00	657.00	916.63	-259.63
100-000-4457.000 Janitor/Cleaning	1,159.96	10,575.82	8,140.00	2,435.82
100-000-4510.000 Insurance	2,601.23	28,623.95	27,779.51	844.44
100-000-4520.000 Property Tax	740.40	8,448.75	7,379.13	1,069.62
100-000-4540.000 Employee Benefits	2,077.73	32,026.94	32,972.39	-945.45
100-000-4583.000 Interest Exp - Leases	2.36	30.53	30.25	0.28
100-000-4590.000 Other General Expense	0.00	5,444.49	2,291.63	3,152.86
100-000-4595.000 Lease Amortization Exp	30.84	339.24	341.00	-1.76
Total Expense	38,567.25	356,501.04	349,115.96	7,385.08
Net Income(-) or Loss	-9,079.62	-171,460.74	-22,486.92	-148,973.82

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**Crosby HRA
Edgewood Operating Stmt - Board
February, 2024**

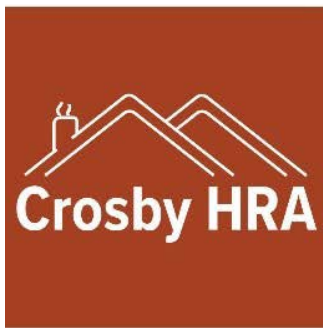
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	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-20,263.00	-225,809.00	-226,457.88	648.88
700-000-3120.000 Excess Utilities	-12.00	-1,769.00	-1,787.50	18.50
700-000-3404.000 Other Government Grant	-10,453.00	-115,600.00	-106,567.12	-9,032.88
700-000-3490.000 Gain/Loss on Sale of A	0.00	564.71	0.00	564.71
700-000-3610.000 Interest Revenue	-0.34	-29,179.21	-641.63	-28,537.58
700-000-3690.000 Other Income	-74.00	-2,167.32	-1,375.00	-792.32
700-000-3691.000 Other Tenant Revenue	-166.50	-3,216.00	-6,508.37	3,292.37
700-000-3695.000 Laundry Revenue	-644.00	-7,471.50	-8,983.37	1,511.87
Total Income	-31,612.84	-384,647.32	-352,320.87	-32,326.45
Expense				
700-000-4110.000 Administration Salaries	2,166.82	25,728.83	25,300.00	428.83
700-000-4130.000 Legal	0.00	225.00	2,933.37	-2,708.37
700-000-4140.000 Staff Training	0.00	218.85	458.37	-239.52
700-000-4150.000 Travel	42.73	588.44	779.13	-190.69
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	412.50	550.00	-137.50
700-000-4191.000 Management Fees	4,012.50	44,137.50	44,137.50	0.00
700-000-4194.000 Office Supplies	66.91	981.42	1,604.13	-622.71
700-000-4195.000 Membership Dues	0.00	94.80	200.00	-105.20
700-000-4196.000 Telephone	44.86	437.54	453.75	-16.21
700-000-4198.000 Advertising	0.00	0.00	916.63	-916.63
700-000-4199.000 Postage	0.00	462.00	281.25	180.75
700-000-4210.000 Tenant Svcs Salaries	680.52	7,888.89	7,837.50	51.39
700-000-4230.000 Tenant Services Other	4.84	52.42	229.13	-176.71
700-000-4310.000 Water	1,206.00	8,200.12	7,333.37	866.75
700-000-4315.000 Sewer	2,150.64	14,537.11	12,145.87	2,391.24
700-000-4320.000 Electricity	2,958.24	33,319.78	36,895.87	-3,576.09
700-000-4330.000 Gas	1,836.89	12,363.17	16,293.75	-3,930.58
700-000-4431.000 Garbage & Trash	392.69	3,613.51	4,565.00	-951.49
700-000-4410.000 Maintenance Labor	1,837.63	36,737.31	38,082.88	-1,345.57
700-000-4420.000 Materials	20.67	17,473.58	13,750.00	3,723.58
700-000-4430.000 Contracts Costs	1,738.06	16,426.06	15,913.37	512.69
700-000-4432.000 Decorating Contract	450.00	7,959.86	11,916.63	-3,956.77
700-000-4435.000 Grounds Contract	900.00	4,480.54	4,125.00	355.54
700-000-4445.000 Elevator Maintenance	0.00	6,061.16	3,751.40	2,309.76
700-000-4450.000 Plumbing/Heating	0.00	0.00	6,416.63	-6,416.63
700-000-4455.000 Snow Removal	1,693.02	3,293.88	5,958.37	-2,664.49
700-000-4456.000 Exterminating	126.00	2,151.00	916.63	1,234.37
700-000-4457.000 Janitor/Cleaning	1,159.96	10,460.05	8,800.00	1,660.05
700-000-4510.000 Insurance	2,265.14	24,926.96	24,080.76	846.20
700-000-4520.000 Property Tax	586.53	7,802.21	7,791.63	10.58
700-000-4540.000 Employee Benefits	2,095.17	32,327.57	33,178.64	-851.07
700-000-4583.000 Interest Exp - Leases	2.36	30.53	30.25	0.28
700-000-4590.000 Other General Expense	0.00	270.16	2,291.63	-2,021.47
700-000-4595.000 Lease Amortization Exp	30.83	339.13	341.00	-1.87
Total Expense	28,501.51	329,041.88	345,614.44	-16,572.56
Net Income(-) or Loss	-3,111.33	-55,605.44	-6,706.43	-48,899.01

Housing and Redevelopment Authority of Crosby
Payment Summary Report
February 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/14/2024	342	John Schommer	\$198.99
2/14/2024	343	Patsy Rajala	\$21.44
2/14/2024	344	Shannon Fortune	\$41.92
2/8/2024	1750	Harpers Payroll Service	\$1,289.56
2/8/2024	1751	Harpers Payroll Service	\$41.78
2/8/2024	1752	Lincoln Financial Group	\$758.45
2/5/2024	1753	Payroc Payment Systems LLC	\$50.19
2/5/2024	1754	Payroc Payment Systems LLC	\$103.87
2/22/2024	1755	Harpers Payroll Service	\$650.79
2/22/2024	1756	Harpers Payroll Service	\$47.82
2/22/2024	1757	Lincoln Financial Group	\$359.34
2/13/2024	119303	Bremer Bank Credit Card	\$45.00
2/13/2024	119304	Cintas	\$218.98
2/13/2024	119305	City Of Crosby	\$6,671.14
2/13/2024	119306	Crescent Electric Supply Company	\$469.65
2/13/2024	119307	Crosby Ace Hardware	\$150.79
2/13/2024	119308	Ctc	\$377.85
2/13/2024	119309	Deerwood True Value Hardware	\$4.98
2/13/2024	119310	Granite Pest Control LLC	\$252.00
2/13/2024	119311	Hagman Inc.	\$2,268.00
2/13/2024	119312	Harpers Time & Attendance	\$13.00
2/13/2024	119313	Hd Supply Facilities Maint	\$126.80
2/13/2024	119314	Healthpartners	\$3,919.77
2/13/2024	119315	Holden Electric Co. Inc.	\$664.13
2/13/2024	119316	Integrity Woodwork	\$701.00
2/13/2024	119317	JM Operations LLC	\$9,630.00
2/13/2024	119318	Kristin Miller	\$22.11
2/13/2024	119319	MRI Software LLC	\$150.00
2/13/2024	119320	Majestic Creations Landscape	\$2,821.70
2/13/2024	119321	Mei Elevator Solutions	\$1,329.75
2/13/2024	119322	ShofCorp LLC	\$150.96
2/13/2024	119323	Strike Painting & Finishing	\$850.00
2/13/2024	119324	T-Mobile	\$51.06
2/13/2024	119325	Visa-Unity	\$344.17
2/13/2024	119326	Waste Partners Inc	\$767.39
2/13/2024	119327	Xtona	\$335.00
2/21/2024	119328	Tenant Refund	\$106.58
2/21/2024	119329	Crosby Ace Hardware	\$65.90
2/21/2024	119330	Minnesota Energy Resources	\$3,242.08
2/21/2024	119331	Minnesota Power	\$5,147.78
2/21/2024	119332	Tenant Refund	\$272.65
2/21/2024	119333	West Central Flooring	\$2,096.86
		Report Total	\$46,831.23

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To: Crosby HRA Board Members
 From: Shannon Fortune, Housing Director
 Date: Mar-05-2024
 Re: Housing Programs Report

Tenant Activities Update

There were 14 participants and 2 volunteers in the NAPS food delivery program in February. In the past month, activities were chair yoga/exercises sessions (4); Humana monthly nutrition seminar "Boost Your Energy" (3); SNAP-Education cooking classes (14); Resident Advisory Board (4); board game sessions (4); and a total of 395 meals were provided by our two groups that offer ongoing free meals to community members. The minutes from the February Tenant Council Meeting are attached.

Spring Clean-Up

Now that the tree removals have been completed at the Scattered Site units, staff will be following up with any households that need to improve the condition of their yards. Yard inspections will be conducted by the end of March.

Software Conversion

In June we will be working with PHA Webb, a software vendor, to transition from our current software provider into a newer system with additional functionality (i.e. integrated finance module; compliant with new HUD guidance for certification and inspection requirements; applicant and tenant self-serve options.) The bulk of the conversion process is expected to be completed within a week, after which all staff will need to go through training to use the new system. This process should be minimally invasive for our applicants and tenants.

Resident Advisory Board Update

On 2/27/2024 a group of 4 tenants met for the inaugural Resident Advisory Board meeting. The meeting was very productive and resulted in a tentative meeting schedule (3rd Tuesday of each month), the election of a chair, co-chair, and secretary, and a brief review of the capital

fund planning process. At the next meeting the group plans to delve into identifying training opportunities and further reviewing the Five-Year Action Plan, the Code of Federal Regulations related to establishing an RAB, and the RAB guidebook published by HUD.

Monthly Property Performance Reports for February 2024

Please see Attachment.

No Action Requested; Discussion Items

Crosby Housing and Redevelopment Authority

Monthly Property Performance Report
February 2024

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	15
Applications Placed on Wait List	10
Applications Denied on Wait List	0

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	76	1	1	0
2 bdrm	13	18	0	0	0
3 bdrm	6	9	0	0	0
4 bdrm	2	9	0	0	0
TOTAL	120	112	1	1	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	14
Move-Outs	1	11

*Starting 4/1/2023

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#213	1BR	3/4/2024	Move In Complete

7. Recertifications

Interim Recertifications	4
Annual Recertifications	2
Completed for this month	6

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	3
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	4
Received	39
Closed	29
Ending Balance	14
Total Completed Work Orders for Year	449

**Starting 4/1/2023*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	8
Completed within 24 hours	1	8
Percent completed within 24 hours	100%	100%

**Starting 4/1/2023*

Tenant Council Meeting - February 5, 2024 at 11 a.m.

Members present: Roxy, Joan, Linda, Beth, Lynne, Kathy, Mark, Doris, Theresa, Diana

Treasurers Report for month of January

Coffee income: \$116.65

Coffee expense: \$116.02

Bingo income: \$57.00

Bingo expense: \$25.00

Potluck income: \$20.00

Potluck expense: \$15.95

Petty Cash for end of January: \$200.56

Checking for end of January: \$925.71

OLD BUSINESS:

Had potluck on January 20th, there were 19 people attending.

Had a craft session on Jan. 29th, demonstration on how to make lip balm. Those that came said was informative.

Had a food demonstration on the 16th and 30th. Was very good.

Oak Street Chapel Praise Band came on the 23rd of January, was a good turn out.

NEW BUSINESS:

Was decided to limit the amount of treat prizes for bingo. Will do only 3 items. Beth mentioned about getting a hold of some businesses and see to get gift certificates/cards for the grand prize.

Every weekend the door alarm goes off at the Dellwood entrance. This needs to be checked on.

The 4th Thursday of every month will be the Round Table discussion.

There are still some people not picking up after their dogs. Also was mentioned there was some vomit outside back elevator door, someone smoking in the Dellwood elevator. Diana said this needs to be addressed to Mallory, if office closed can leave a voice mail so will have time stamp of when it happens.

Cribbage tournament, was mentioned to have a trophy of some kind. Will try and come up with some idea. Will also be putting up a sign up sheet for games.

Diana will be putting out surveys on apt. doors, when they are turned in name will be put in for drawing of a prize.

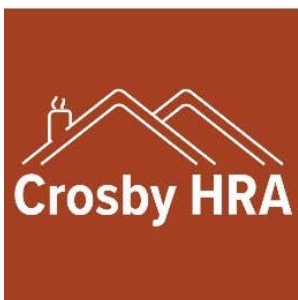
February 17th will be next potluck.

Bible Study will be February 20th.

Scams/Frauds will be February 22nd.

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

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To: Crosby HRA Board Members
 From: John Schommer, Rehab & Maintenance Director
 Date: March 7, 2024
 Re: Maintenance Update

Maintenance Specialist

We posted the ad for the Maintenance Specialist in the Aitkin, Brainerd and Crosby papers as well as online and will interview as soon as we have qualified candidates.

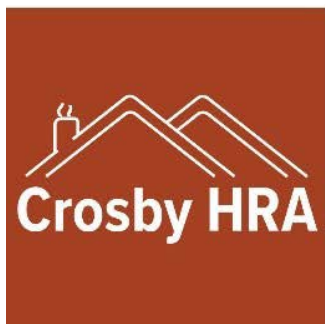
Publicly Owned Housing Program (POHP)

POHP is a competitive funding program that uses the proceeds of General Obligation (GO) Bonds to provide financing in the form of a 20-year deferred, forgivable loan for the rehabilitation and preservation of public housing. The POHP program rehabilitates and preserves public housing throughout Minnesota.

Minnesota Housing offered a Request for Proposal process for applicants interested in applying for up to \$41 million in General Obligation (GO) bond proceeds to help finance public housing rehabilitation costs. We submitted an application requesting nearly \$407,000 for the last of the kitchen modernizations, elevator modernization, toilet replacement, shower refinishing and common area flooring replacement at Dellwood Apartments. If funds are awarded the grant requires leverage dollars which we will get from our capital fund. Award announcements are expected by the end of June.

No Action Requested; Discussion Items.

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To: Crosby HRA Board Members

From: Karen Young, Finance Director

Date: March 5, 2024

Re: Approval of Budgets

The 2025 budgets are attached for Public Housing and Edgewood.

Overview

- Most line items were budgeted on a 3-year average unless more accurate information was available.
- Vacancy Loss is calculated at 2%.
- Budget reflects a 5% wage increase.
- Employee Benefits increased due to staff changes, the long-term disability plan, and health insurance premium increases. Went out for bid for health insurance and changed provider to reduce increases in premiums.

Public Housing

- Dwelling Rent increased based on a 3.2% Social Security COLA increase in 2024.
- Operating Subsidy is based on HUD's approved amount for fiscal year 2025.
- Other Income – Laundry has a projected charge increase.
- Administrative Expenses – Salaries increased from board stipend. Audit increased due to new audit standards. The management fee increased by 10%.
- Maintenance Expenses – Labor also increased because of an anticipated personnel policy change for on-call maintenance. Contract costs, grounds, plumbing, and decorating increased based on the 3-year average. A major factor in this is overall price increases in general and as we are required to go out for bid on services, prices increase. Janitor increased because of new pricing and increased hours. Elevator increased because of increased maintenance issues.

- Utilities were adjusted based off a 3-year average.
- Insurance increased based off actual premiums from our insurance carriers.
- Other General Expenses increased because of a rise in liability claims.
- Net Cash – Public Housing has a \$3,090 budget surplus. Any budget surplus will fund operating reserves.

HUD requires the submission of a board resolution approving the Public Housing Budget prior to year-end. Resolution 2024-05 is attached.

Edgewood

- Dwelling Rent increased based off a 5.3% OCAF increase for 2024.
- Other Tenant decreased due to 3-year average.
- Interest Income increased due to high-rate increases.
- Administrative Expenses – Salaries increased from board stipend. Audit increased due to new audit standards. The management fee increased by 10%.
- Maintenance Expenses – Labor also increased because of an anticipated personnel policy change for on-call maintenance. Janitor increased because of new pricing and increased hours. Elevator increased because of increased maintenance issues. Exterminating increased based on the 3-year average.
- Utilities were adjusted based off a 3-year average.
- Insurance increased based off actual premiums from our insurance carriers.
- Net Cash – Edgewood has a \$31,225 budget surplus. Any budget surplus will fund reserves for future capital improvements. This is recommended given the significant capital improvements planned for the property.

Action Requested: Adopt the 2025 Public Housing Budget by approving Resolution 2024-05 PHA Board Resolution Approving Operating Budget. Adopt the 2025 Edgewood Budget.

2025 Public Housing Comparative Operating Budget

FDS Line #	Account Title	2024 Budget	2025 Budget	Difference	% Difference
Operating Income:					
703	Gross Potential Rent	234,255	259,694	25,439	11%
	Less: Vacancy Loss	(4,685)	(5,194)	(509)	11%
	Net Dwelling Rent	229,570	254,500	24,930	11%
706	HUD Operating Grant Income	156,121	158,468	2,348	2%
	Less: Proration Amount	(7,806)	(7,923)	(117)	2%
	Net Operating Grant Income	148,315	150,545	2,230	2%
704	Other Tenant Charges	11,750	12,000	250	2%
704	Excess Utilities	650	900	250	38%
711	Interest Income	0	750	750	
715	Other Income	15,100	16,800	1,700	11%
Total Operating Income		405,385	435,495	30,110	7%

Operating Expenditures:

Administrative

911	Salaries	27,600	29,595	1,995	7%
915	Employee Benefits	12,280	15,470	3,190	26%
916	Travel	725	725	0	0%
916	Staff Training	400	400	0	0%
912	Audit Cost	5,355	6,490	1,135	21%
916	Legal	4,900	4,750	(150)	-3%
916	Telephone	495	495	0	0%
916	Office Supplies	1,800	1,800	0	0%
	Management Fee	48,150	52,965	4,815	10%
916	Other Administrative Costs	2,150	2,125	(25)	-1%
Total Administrative		103,855	114,815	10,960	11%

Maintenance

941	Labor	41,545	47,860	6,315	15%
945	Employee Benefits	23,255	24,145	890	4%
942	Maintenance Materials	16,000	16,500	500	3%
943	Maintenance Contract:				
	Contract Costs	18,250	23,400	5,150	28%
	Snow Removal	5,000	5,000	0	0%
	Grounds	2,900	4,200	1,300	45%
	Janitor	8,880	12,720	3,840	43%
943	Garbage	9,150	9,650	500	5%
943	Plumbing	5,000	6,000	1,000	20%
943	Elevator	3,870	6,500	2,630	68%
943	Decorating	12,000	14,000	2,000	17%
943	Exterminating	1,000	1,000	0	0%
Total Maintenance		146,849	170,975	24,126	16%

FDS Line #	Account Title	2024 Budget	2025 Budget	Difference	% Difference
Utilities					
931	Water	15,550	14,900	(650)	-4%
932	Electricity	26,345	26,250	(95)	0%
933	Gas	15,550	15,000	(550)	-4%
936	Sewer	23,350	22,800	(550)	-2%
Total Utilities		80,795	78,950	(1,845)	-2%
Tenant Services					
921	Resident Services Salaries	5,700	5,985	285	5%
923	Employee Benefits	435	460	25	6%
924	Ten Svcs - Con Costs Train, Other 4230	1,300	1,300	0	0%
Total Tenant Services		7,435	7,745	310	4%
General Expenses					
961	Insurance				
961.1	Property	21,635	22,545	910	4%
961.2	General Liability	3,850	4,230	380	10%
961.5	Worker's Comp	2,920	3,300	380	13%
961.6	D & O	1,900	1,900	0	0%
962	Other General Expenses	2,872	7,375	4,503	157%
963	Payments in Lieu of Taxes	8,050	10,545	2,495	31%
966	Collection Losses	10,630	10,000	(630)	-6%
967.2	Lease Interest	33	25	(8)	-24%
Total General Expenses		51,890	59,920	8,030	15%
Total Operating Expenditures		390,825	432,405	41,580	11%
Cash Flow from Operations		14,560	3,090	(11,470)	
Other Financial Items					
Bond Payment					
Transfer of Operations (BLI Acct. 1406)					
706.1	HUD Grants-Capital Contributions	120,000	120,000	0	0%
Debt Service Payment-CFFP					
Capital Expenditures		(120,000)	(120,000)	0	0%
Total Other Financial Items		0	0	0	
Net Cash Flow		14,560	3,090	(11,470)	

2025 Edgewood Comparative Operating Budget

FDS Line #	Account Title	2024 Budget	2025 Budget	Difference	% Difference
Operating Income:					
703	Gross Potential Rent	252,087	266,520	14,434	6%
	Less: Vacancy Loss	(5,042)	(5,330)	(289)	6%
	Net Dwelling Rent	247,045	261,190	14,145	6%
	HAP Subsidy	116,255	128,650	12,395	11%
704	Other Tenant Charges	7,100	4,600	(2,500)	-35%
704	Excess Utilities	1,950	1,875	(75)	-4%
711	Interest Income	700	30,000	29,300	4186%
715	Other Income	11,300	11,800	500	4%
Total Operating Income		384,350	438,115	53,765	14%

Operating Expenditures:

Administrative

911	Salaries	27,600	29,595	1,995	7%
915	Employee Benefits	12,280	15,470	3,190	26%
916	Travel	850	850	0	0%
916	Staff Training	500	500	0	0%
912	Audit Cost	5,355	6,490	1,135	21%
916	Legal	3,200	3,500	300	9%
916	Telephone	495	495	0	0%
916	Office Supplies	1,750	1,750	0	0%
	Management Fee	48,150	52,965	4,815	10%
916	Other Administrative Costs	2,175	2,175	0	0%
Total Administrative		102,355	113,790	11,435	11%

Maintenance

941	Labor	41,545	47,860	6,315	15%
945	Employee Benefits	23,260	24,145	885	4%
942	Maintenance Materials	15,000	15,000	0	0%
943	Maintenance Contract:				
	Contract Costs	17,360	18,500	1,140	7%
	Snow Removal	6,500	6,500	0	0%
	Grounds	4,500	4,500	0	0%
	Janitor	9,600	11,200	1,600	17%
943	Garbage	4,980	5,130	150	3%
943	Plumbing	7,000	7,000	0	0%
943	Elevator	3,870	4,895	1,025	26%
943	Decorating	13,000	13,000	0	0%
943	Exterminating	1,000	2,000	1,000	100%
Total Maintenance		147,615	159,730	12,115	8%

FDS Line #	Account Title	2024 Budget	2025 Budget	Difference	% Difference
Utilities					
931	Water	8,000	8,800	800	10%
932	Electricity	40,250	38,000	(2,250)	-6%
933	Gas	17,775	16,500	(1,275)	-7%
936	Sewer	13,250	15,100	1,850	14%
Total Utilities		79,275	78,400	(875)	-1%
Tenant Services					
921	Resident Services Salaries	8,550	8,980	430	5%
923	Employee Benefits	655	690	35	5%
924	Ten Svcs - Recreation, Pubs, Other 4220	250	250	0	0%
Total Tenant Services		9,455	9,920	465	5%
General Expenses					
961	Insurance				
961.1	Property	17,600	18,350	750	4%
961.2	General Liability	3,850	4,230	380	10%
961.5	Worker's Comp	2,920	3,300	380	13%
961.6	D & O	1,900	1,900	0	0%
962	Other General Expenses	2,872	5,375	2,503	87%
963	Payments in Lieu of Taxes	8,500	9,870	1,370	16%
966	Collection Losses	3,980	2,000	(1,980)	-50%
967.2	Lease Interest	33	25	(8)	-24%
Total General Expenses		41,655	45,050	3,395	8%
Total Operating Expenditures		380,355	406,890	26,535	7%
Cash Flow from Operations		3,995	31,225	27,230	
Other Financial Items					
Bond Payment					
Transfer of Operations (BLI Acct. 1406)					
706.1	HUD Grants-Capital Contributions				
Debt Service Payment-CFFP					
Capital Expenditures					
Total Other Financial Items		0	0	0	
Net Cash Flow		235	31,225	27,230	

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name:PHA Code:

PHA Fiscal Year Beginning:Board Resolution Number:

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name:	Signature:	Date:

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To: Crosby HRA Board Members

From: Karen Young, Finance Director

Date: March 5, 2024

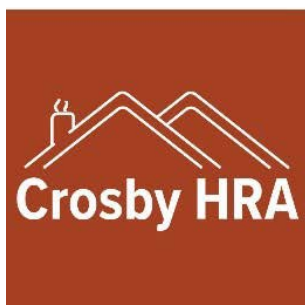
Re: Approval of Accounts Receivable Write-Off

Per Crosby HRA policy, when an account remains unpaid for 90 days following the tenant's move out date with no repayment activity, the Finance Director shall obtain approval from the Board of Commissioner's to write-off those accounts. As such, we are requesting the approval to write-off all balances outstanding at 3/31/2024 in Accounts Receivable that remain unpaid 90 days following the tenant's move out date.

When feasible, these balances will be filed with the State of Minnesota for collection through the Revenue Recapture process. This process allows Housing Authorities to collect outstanding balances through any state return that the tenant is entitled.

Action Requested: Approve the write-off of uncollectible Accounts Receivable for 2024.

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To: Crosby HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: March 12th, 2024
 Re: Resignation of Chairwoman Paron and Election of Chairperson through August 2024

Chairwoman Paron has submitted her resignation from the board effective March 28th, 2024 and thus the board should elect a new chairperson to fill the remaining term expiring on August 31st, 2024.

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 or if a member vacates their term the board shall elect a successor for the unexpired term.

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*

Action Items: Elect HRA Chair

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From: [Marna Paron](#)
To: [Mallory Demel](#); [Eric Charpentier](#)
Subject: Thirty day notice / board notice
Date: Thursday, February 29, 2024 2:31:43 PM

Dear Mallory and Eric

Please accept this notice as a termination of my lease. I will be gone the end of march. I am needed in Alaska and will be moving back up there at the end of march. Please don't tell anyone as I want to tell them in person. I will be back tomorrow. This is also a notice that you will need to find another tenant representative for the board. I will be vacating at the end of march more specifically march 28 th will be my last day for board activity as I leave on the 29th. Hopefully there will be a smooth transition. I am grateful for the chance to have served Crosby HRA and regret the loss of the position as I have learned a lot and enjoyed being a commissioner on the board. I wish you both well.

Thank you for your time.

Marna Paron



Sent from my iPhone

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