



Crosby HRA Board Meeting

11:00 a.m. Tuesday April 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*)

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. Crosby HRA Shared Services Agreement Update (*Attachment 5*)

8. COMMISSIONER COMMENTS:

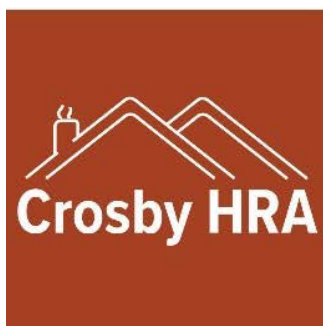
9. NEXT MEETING: May 14th, 2024

10. ADJOURNMENT

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

**All terms expire August 31st*

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Crosby HRA BOARD MEETING MINUTES Tuesday, March 12, 2024

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, March 12, 2024, Community Room, 300 3rd Ave NE, Crosby MN 56441.

1. **CALL TO ORDER:** Chair Paron called the meeting to order at 11:00 AM
2. **ROLL CALL:** Commissioners Paula Traylor, Renae Marsh, Buzz Neprud, Maxine Fisher, and Marna Paron. Absent:
Others present: Executive Director Eric Charpentier, Maintenance Director John Schommer, Housing Specialist Mallory Demel, Finance Director Karen Young.
Guests: Gerald Fisher, Jen Robinson.
3. **REVIEW AND APPROVE AGENDA:**
Moved by Commissioner Traylor and seconded by Commissioner Neprud to approve the agenda as presented for Tuesday, March 12, 2024. All commissioners were in favor, and none were opposed. The agenda is approved.
4. **REVIEW AND APPROVE MINUTES:**
 - a. February 13th, 2024, Minutes were presented in the packet for review. Moved by Commissioner Fisher and seconded by Commissioner Marsh to approve the presented meeting minutes from Tuesday, February 13, 2024. All commissioners were in favor, and none were opposed. The amended minutes were approved.
5. **BILLS AND COMMUNICATIONS:**

a. Financial Report and Approval Request:

February 2024 financial report was presented by Karen Young.

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.

Moved by Commissioner Fisher and seconded by Commissioner Neprud to approve February checks numbered 119303 through 119333 and February ACH payments numbered 1750 through 1757 and 342 through 344. All commissioners were in favor, and none were opposed. The motion was approved.

b. Housing Manager Report:

February 2024 Housing Manager report was presented by Mallory Demel.

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 were presented.

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

c. Maintenance Director Report:

February 2024 maintenance report was presented by John Schommer.

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.

6. UNFINISHED BUSINESS:

7. NEW BUSINESS:

a. Budget Review and Approval

The 2025 budgets for Public Housing and Edgewood were presented by Karen Young.

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.

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.

Moved by Commissioner Neprud and seconded by Commissioner Traylor to Adopt the 2025 Public Housing Budget by approving Resolution 2024-05 PHA Board Resolution Approving Operating Budget. A rollcall vote was taken, all commissioners were in favor, and none were opposed. Adopt the 2025 Edgewood Budget. Moved by Commissioner Marsh and seconded by

Commissioner Traylor. All commissioners were in favor, and none were opposed. The motion was approved.

b. Approval of Accounts Receivable Write Off

Presented by Karen Young.

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.

Commissioner Traylor made a motion approving the write-off of uncollectible Accounts Receivable for 2024. Commissioner Fisher seconded the motion. A roll call vote was taken with all commissioners voting in favor and nobody opposing. The motion passed.

c. Resignation of Chairwoman Paron & Election of New Chairperson

Presented by Eric Charpentier.

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*

Commissioner Neprud nominated Commissioner Fisher for Chair and Commissioner Traylor for Vice-Chair. Executive Director Charpentier called for nominations three times. There were no other nominations for the positions. Through a vote all commissioners were in favor, and none were opposed. Commissioner Fisher was elected Chair and Commissioner Traylor was elected Vice-Chair.

8. COMMISSIONER COMMENTS:

Marna Paron – Commissioner Paron told the board how much she has enjoyed serving on the board and it has been a good experience.

Rena Marsh –

Maxine Fisher –

Paula Traylor – Commissioner Traylor thanked Commissioner Paron for her years of service and how much it has been appreciated.

Buzz Neprud – Commissioner Neprud stated he will not be at the May meeting.

9. NEXT MEETING: Tuesday, April 9, 2024

10. ADJOURNMENT:

Commissioner Neprud 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 meeting was adjourned at 11:33 AM.



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

Please find attached the financial information for March 2024.

2024 Audit

The 2024 audit fieldwork has been scheduled with CliftonLarsonAllen (CLA) during the week of June 24th.

Year-end Financial Statements and Ratios

The March ratios and financial statements do not fully reflect all yearend entries and adjustments. The final year-end entries and adjustments will be recorded prior to the audit and REAC submission. Therefore, the financial information is subject to change due to necessary year-end adjustments.

Action Requested:

Approval of March checks numbered 119334 through 119390 and March ACH payments numbered 1758 through 1765 and 345 through 351.

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Crosby Housing & Redevelopment Authority 2024 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Includes only a few YE JEs
														Mar 2024
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	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	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	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	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2024
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	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	5.00
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	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	25.00

Total of Above Ratios	50		45	45	45	45	45	45	45	45	45	45	45	50
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MASS Ratios	Max Pts	Scoring												
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	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	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	10.0

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

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	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-22,190.00	-257,298.00	-229,570.00	-27,728.00
100-000-3120.000 Excess Utilities	0.00	-1,259.82	-650.00	-609.82
100-000-3401.000 Operating Subsidy	-11,609.00	-155,607.00	-148,315.00	-7,292.00
100-000-3402.000 Capital Fund Revenue	0.00	-125,989.85	-10,000.00	-115,989.85
100-000-3490.000 Gain/Loss on Sale of A	2,555.28	2,577.16	0.00	2,577.16
100-000-3610.000 Interest Revenue	-63.32	-754.53	0.00	-754.53
100-000-3690.000 Other Income	-29.68	-1,664.57	-1,600.00	-64.57
100-000-3691.000 Other Tenant Revenue	-3,621.95	-19,267.09	-11,750.00	-7,517.09
100-000-3695.000 Laundry Revenue	-348.25	-4,005.00	-3,500.00	-505.00
Total Income	-35,306.92	-563,268.70	-405,385.00	-157,883.70
Expense				
100-000-4110.000 Administration Salaries	2,204.28	27,932.75	27,600.00	332.75
100-000-4130.000 Legal	1,124.50	2,506.50	4,900.00	-2,393.50
100-000-4140.000 Staff Training	37.50	252.06	400.00	-147.94
100-000-4150.000 Travel	107.54	702.39	725.00	-22.61
100-000-4171.000 Auditing Fees	0.00	5,040.00	5,355.00	-315.00
100-000-4190.000 Sundry-Other Admin	30.00	501.50	575.00	-73.50
100-000-4191.000 Management Fees	4,012.50	48,150.00	48,150.00	0.00
100-000-4194.000 Office Supplies	193.03	1,144.22	1,800.00	-655.78
100-000-4195.000 Membership Dues	0.00	284.80	200.00	84.80
100-000-4196.000 Telephone	43.94	481.39	495.00	-13.61
100-000-4198.000 Advertising	1,193.30	1,222.86	1,000.00	222.86
100-000-4199.000 Postage	4.49	466.49	375.00	91.49
100-000-4210.000 Tenant Svcs Salaries	443.41	5,702.76	5,700.00	2.76
100-000-4230.000 Tenant Services Other	4.90	57.31	1,300.00	-1,242.69
100-000-4310.000 Water	2,040.76	14,105.60	15,550.00	-1,444.40
100-000-4315.000 Sewer	3,356.02	22,601.77	23,350.00	-748.23
100-000-4320.000 Electricity	1,972.41	25,781.85	26,345.00	-563.15
100-000-4330.000 Gas	1,357.85	11,647.74	15,550.00	-3,902.26
100-000-4431.000 Garbage & Trash	1,078.32	9,561.24	9,150.00	411.24
100-000-4410.000 Maintenance Labor	1,512.00	38,249.25	41,545.00	-3,295.75
100-000-4420.000 Materials	413.42	16,292.11	16,000.00	292.11
100-000-4430.000 Contracts Costs	4,304.37	25,131.25	18,250.00	6,881.25
100-000-4432.000 Decorating Contract	144.24	13,987.69	12,000.00	1,987.69
100-000-4435.000 Grounds Contract	0.00	12,342.48	2,900.00	9,442.48
100-000-4445.000 Elevator Maintenance	0.00	8,282.99	3,870.00	4,412.99
100-000-4450.000 Plumbing/Heating	2,778.00	4,086.18	5,000.00	-913.82
100-000-4455.000 Snow Removal	1,574.20	3,770.12	5,000.00	-1,229.88
100-000-4456.000 Exterminating	63.00	720.00	1,000.00	-280.00
100-000-4457.000 Janitor/Cleaning	2,636.92	13,212.74	8,880.00	4,332.74
100-000-4510.000 Insurance	2,601.07	31,225.02	30,305.00	920.02
100-000-4520.000 Property Tax	619.23	9,067.98	8,050.00	1,017.98
100-000-4540.000 Employee Benefits	4,491.07	36,518.01	35,970.00	548.01
100-000-4570.000 Collection Losses Tenan	4,841.54	4,841.54	10,630.00	-5,788.46
100-000-4583.000 Interest Exp - Leases	2.27	32.80	33.00	-0.20
100-000-4590.000 Other General Expense	0.00	5,444.49	2,500.00	2,944.49
100-000-4595.000 Lease Amortization Exp	30.84	370.08	372.00	-1.92
Total Expense	45,216.92	401,717.96	390,825.00	10,892.96
Net Income(-) or Loss	9,910.00	-161,550.74	-14,560.00	-146,990.74

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

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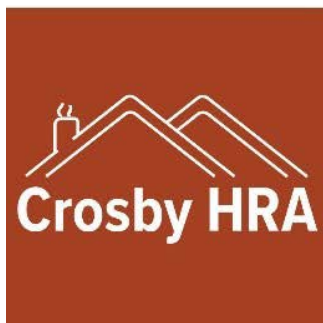
	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-20,108.00	-245,917.00	-247,045.00	1,128.00
700-000-3120.000 Excess Utilities	-45.00	-1,814.00	-1,950.00	136.00
700-000-3404.000 Other Government Grant	-12,481.00	-128,081.00	-116,255.00	-11,826.00
700-000-3490.000 Gain/Loss on Sale of A	2,555.28	3,119.99	0.00	3,119.99
700-000-3610.000 Interest Revenue	-4,196.71	-33,375.92	-700.00	-32,675.92
700-000-3690.000 Other Income	-44.51	-2,211.83	-1,500.00	-711.83
700-000-3691.000 Other Tenant Revenue	-155.50	-3,371.50	-7,100.00	3,728.50
700-000-3695.000 Laundry Revenue	-722.75	-8,194.25	-9,800.00	1,605.75
Total Income	-35,198.19	-419,845.51	-384,350.00	-35,495.51
Expense				
700-000-4110.000 Administration Salaries	2,204.33	27,933.16	27,600.00	333.16
700-000-4130.000 Legal	50.00	275.00	3,200.00	-2,925.00
700-000-4140.000 Staff Training	37.50	256.35	500.00	-243.65
700-000-4150.000 Travel	107.53	695.97	850.00	-154.03
700-000-4171.000 Auditing Fees	0.00	5,040.00	5,355.00	-315.00
700-000-4190.000 Sundry-Other Admin	60.00	472.50	600.00	-127.50
700-000-4191.000 Management Fees	4,012.50	48,150.00	48,150.00	0.00
700-000-4194.000 Office Supplies	183.05	1,164.47	1,750.00	-585.53
700-000-4195.000 Membership Dues	0.00	94.80	200.00	-105.20
700-000-4196.000 Telephone	43.96	481.50	495.00	-13.50
700-000-4198.000 Advertising	1,193.29	1,193.29	1,000.00	193.29
700-000-4199.000 Postage	4.48	466.48	375.00	91.48
700-000-4210.000 Tenant Svcs Salaries	665.11	8,554.00	8,550.00	4.00
700-000-4230.000 Tenant Services Other	4.90	57.32	250.00	-192.68
700-000-4310.000 Water	2,432.00	10,632.12	8,000.00	2,632.12
700-000-4315.000 Sewer	4,336.08	18,873.19	13,250.00	5,623.19
700-000-4320.000 Electricity	2,613.93	35,933.71	40,250.00	-4,316.29
700-000-4330.000 Gas	1,811.57	14,174.74	17,775.00	-3,600.26
700-000-4431.000 Garbage & Trash	386.94	4,000.45	4,980.00	-979.55
700-000-4410.000 Maintenance Labor	1,512.00	38,249.31	41,545.00	-3,295.69
700-000-4420.000 Materials	1,050.59	18,524.17	15,000.00	3,524.17
700-000-4430.000 Contracts Costs	4,303.92	20,729.98	17,360.00	3,369.98
700-000-4432.000 Decorating Contract	770.18	8,730.04	13,000.00	-4,269.96
700-000-4435.000 Grounds Contract	0.00	4,480.54	4,500.00	-19.46
700-000-4445.000 Elevator Maintenance	0.00	6,061.16	3,870.00	2,191.16
700-000-4450.000 Plumbing/Heating	0.00	0.00	7,000.00	-7,000.00
700-000-4455.000 Snow Removal	2,361.30	5,655.18	6,500.00	-844.82
700-000-4456.000 Exterminating	63.00	2,214.00	1,000.00	1,214.00
700-000-4457.000 Janitor/Cleaning	2,806.36	13,266.41	9,600.00	3,666.41
700-000-4510.000 Insurance	2,265.07	27,192.03	26,270.00	922.03
700-000-4520.000 Property Tax	428.62	8,230.83	8,500.00	-269.17
700-000-4540.000 Employee Benefits	4,508.08	36,835.65	36,195.00	640.65
700-000-4570.000 Collection Losses Tenan	0.00	0.00	3,980.00	-3,980.00
700-000-4583.000 Interest Exp - Leases	2.28	32.81	33.00	-0.19
700-000-4590.000 Other General Expense	739.52	1,009.68	2,500.00	-1,490.32
700-000-4595.000 Lease Amortization Exp	30.83	369.96	372.00	-2.04
Total Expense	40,988.92	370,030.80	380,355.00	-10,324.20
Net Income(-) or Loss	5,790.73	-49,814.71	-3,995.00	-45,819.71

Housing and Redevelopment Authority of Crosby
Payment Summary Report
March 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/13/2024	345	Brian Bartz	\$23.45
3/13/2024	346	Eric Charpentier	\$42.88
3/13/2024	347	John Schommer	\$309.54
3/13/2024	348	Shannon Fortune	\$85.76
3/29/2024	349	Eric Charpentier	\$21.44
3/29/2024	350	John Schommer	\$110.55
3/29/2024	351	Karen Young	\$42.88
3/7/2024	1758	Harpers Payroll Service	\$690.80
3/7/2024	1759	Harpers Payroll Service	\$39.70
3/7/2024	1760	Lincoln Financial Group	\$438.60
3/5/2024	1761	Payroc Payment Systems LLC	\$52.79
3/5/2024	1762	Payroc Payment Systems LLC	\$106.92
3/21/2024	1763	Harpers Payroll Service	\$1,137.21
3/21/2024	1764	Harpers Payroll Service	\$49.90
3/21/2024	1765	Lincoln Financial Group	\$584.76
3/12/2024	119334	Absolute Electric of Central MN LLC	\$1,217.40
3/12/2024	119335	Borden Steinbauer And Kruger	\$50.00
3/12/2024	119336	Bremer Bank Credit Card	\$49.00
3/12/2024	119337	Cintas	\$231.60
3/12/2024	119338	City Of Crosby	\$6,862.06
3/12/2024	119339	Crosby Ace Hardware	\$17.97
3/12/2024	119340	Crosby-Ironton Courier	\$137.26
3/12/2024	119341	Deerwood True Value Hardware	\$20.98
3/12/2024	119342	Forum Communications	\$595.50
3/12/2024	119343	Hagman Inc.	\$2,840.00
3/12/2024	119344	Handyman's Inc.	\$313.58
3/12/2024	119345	Harpers Time & Attendance	\$13.00
3/12/2024	119346	Hd Supply Facilities Maint	\$81.73
3/12/2024	119347	Holden Electric Co. Inc.	\$659.90
3/12/2024	119348	Housing Auth Risk Retention Group	\$729.52
3/12/2024	119349	Integrity Woodwork	\$2,912.55
3/12/2024	119350	Kristin Miller	\$22.11
3/12/2024	119351	MRI Software LLC	\$25.00
3/12/2024	119352	Majestic Creations Landscape	\$1,555.00
3/12/2024	119353	Minnesota Power	\$110.00
3/12/2024	119354	Minnesota Secretary of State-Notary	\$120.00
3/12/2024	119355	Paper Storm	\$62.00
3/12/2024	119356	Sherwin-Williams	\$414.42
3/12/2024	119357	ShofCorp LLC	\$75.48
3/12/2024	119358	State Chemical Products Corporation	\$135.90
3/12/2024	119359	T-Mobile	\$51.06
3/12/2024	119360	VDA Inc.	\$3,660.00
3/12/2024	119361	Visa-Unity	\$170.77
3/12/2024	119362	Waste Partners Inc	\$619.22
3/12/2024	119363	Xtona	\$335.00
3/21/2024	119364	Tenant Refund	\$43.92
3/28/2024	119365	Aitkin Independent Age	\$389.70
3/28/2024	119366	Borden Steinbauer And Kruger	\$1,124.50
3/28/2024	119367	Bremer Bank Credit Card	\$43.00
3/28/2024	119368	CTC-446126	\$308.12
3/28/2024	119369	Cintas	\$156.30
3/28/2024	119370	City Of Crosby	\$6,096.84
3/28/2024	119371	Climate Makers	\$2,778.00
3/28/2024	119372	Crosby-Ironton Courier	\$68.63
3/28/2024	119373	Granite Pest Control LLC	\$126.00
3/28/2024	119374	Hagman Inc.	\$2,016.00
3/28/2024	119375	Handyman's Inc.	\$414.18
3/28/2024	119376	Harpers Time & Attendance	\$9.75
3/28/2024	119377	Hd Supply Facilities Maint	\$1,076.93
3/28/2024	119378	Holden Electric Co. Inc.	\$5,722.10
3/28/2024	119379	Integrity Woodwork	\$1,076.50
3/28/2024	119380	Jobs HQ	\$1,195.50

Housing and Redevelopment Authority of Crosby
Payment Summary Report
March 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/28/2024	119381	Majestic Creations Landscape	\$2,380.50
3/28/2024	119382	Mercury Technologies of Minnesota Inc.	\$142.92
3/28/2024	119383	Minnesota Department of Commerce	\$30.13
3/28/2024	119384	Minnesota Energy Resources	\$3,169.42
3/28/2024	119385	Minnesota Power	\$4,586.34
3/28/2024	119386	Strike Painting & Finishing	\$500.00
3/28/2024	119387	T-Mobile	\$51.06
3/28/2024	119388	The Office Shop	\$436.56
3/28/2024	119389	Visa--Unity	\$109.24
3/28/2024	119390	Xtona	\$335.00
		Report Total	\$62,212.33



To: Crosby HRA Board Members
From: Shannon Fortune, Housing Director
Date: Apr-03-2024
Re: Housing Programs Report

Tenant Activities Update

There were 15 participants and 2 volunteers in the NAPS food delivery program in March. In the past month, activities were chair yoga/exercises sessions (4); Humana monthly nutrition seminar "Healthy Sleep" (3); SNAP-Education cooking classes (14); Resident Advisory Board (4); board game sessions (4); and a total of 476 meals were provided by the two groups that offer ongoing free meals to community members. The minutes from the March Tenant Council Meeting are attached.

Monthly Property Performance Reports for March 2024

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report March 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	12
Applications Placed on Wait List	14
Applications Denied on Wait List	4

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	88	0	0	0
2 bdrm	13	22	0	0	0
3 bdrm	6	10	0	0	0
4 bdrm	2	9	0	0	0
TOTAL	120	129	0	0	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	15
Move-Outs	3	14

**Starting 4/1/2023*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#313	1BR	mid-April	Notifying

7. Recertifications

Interim Recertifications	2
Annual Recertifications	5
Completed for this month	7

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?	Yes
If yes, please enter date	Ongoing Throughout Year

**Starting 4/1/2023*

9. Lease Enforcements

Lease warnings/violations issued	0
30-day lease terminations	4

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	14
Received	39
Closed	46
Ending Balance	7
Total Completed Work Orders for Year	495

**Starting 4/1/2023*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	8
Completed within 24 hours	0	8
Percent completed within 24 hours	0%	100%

**Starting 4/1/2023*

Tenant Council Meeting - March 4, 2024 at 11 a.m.

Members present: Roxy, Kathy, Jen R., Linda, Lynne, Beth, Theresa, Doris, Mark, Marna, Jen

Treasurers Report for month of February

Coffee income: \$123.38

Coffee expense: \$36.73

Bingo income: \$55.00

Bingo expense: \$62. 57 (\$25.00 was for progressive game)

Potluck income: \$28.25

Potluck expense: \$20.93

Tenant Council expense: \$20.00 for 1/2 pymt. ink for Roxy's printer; \$25.00 for Birdseed

Deposited into checking: \$15.00

Petty Cash for end of February: \$226.96

Checking for end of February: \$940.71

OLD BUSINESS:

Was a mistake in typing last months report. The Round Table discussion only meets the 4th Thursday every quarter, not every month. So next one is in April.

Had potluck on February 17th, were 16 people attending.

Bible Study met on Feb. 20th.

There was a speaker on Feb. 22nd to talk about Scams/Fraud.

NEW BUSINESS:

The activities for month of March are:

CRYC - 17th

Bible Study - 19th

Oak St. Chapel Band - 26th

Easter Potluck - 30th

The alarm at the Dellwood entrance has been fixed.

Some people are still not picking up after their dogs.

Was mentioned to purchase a scooper for people to use to pick up after animals.

Beth stated that on Saturday, March 2nd around 9 a.m. she noticed the ashtray by smoking table was smoking. She got some water and put it out. This ashtray needs to be emptied at least once a week so this does not happen.

Mark mentioned about having some kind of treat for the bingo players who do not win. All agreed. Also, bingo players will start sitting in the back area of dining room, so as not to get disturbed by those coming to get their noon lunches.

Was also mentioned to have players turn their phones off or to vibrate so as not to disturb caller.

The 29th of March, Marna will be leaving here to go back to her home in Alaska. We will miss her very much.

Would like to have a camera pointing at the smoking table.

The Dellwood southend door sometimes does not always shut. People need to be watchful of this and make sure it does shut after they come in or go out of building.

Marna said was resigning from the board on the 28th of this month, so will need a tenant to replace her.

Tenants are the ones who vote to elect them to represent us at the board meeting.

The next tenant council meeting is April 1st.

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

Maintenance Specialist

We are excited to announce that we have hired Steve Farnum as our new Maintenance Specialist. Steve has been in the maintenance field most of his career and has experience working with federal housing programs. He will be joining us later in May.

Cameras

We recently added a camera covering the smoking area in the back as was requested by tenants at a recent "Ask me anything" event. We also added one in the office waiting area and one by the elevator in Edgewood Apartments.

Loss Prevention Fund

Housing Authority Insurance offers funding for safety and security improvements through their Loss Prevention Fund. Given that Edgewood Apartments is not able to utilize POHP funding like Dellwood Apartments applied for, staff is planning on applying for funding through the Loss Prevention Fund to help offset the high cost of rehabilitation of the elevator in Edgewood Apartments. Applications are due May 31st with funding awards typically being announced sometime around September.

Publicly Owned Housing Program (POHP)

We are awaiting ward announcements which are expected by the end of June.

No Action Requested; Discussion Items.

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: March 27th, 2024
Re: Crosby Shared Services Agreement

In 2013 the Crosby HRA entered into a shared services agreement with the Brainerd HRA to implement and conduct the day-to-day business of the agency. This shared services contract continues to renew on a yearly basis unless there are updates to that agreement. Staff has not updated the agreement since the initial one was signed in December of 2013. We have updated the services agreement for 2024 to reflect an increase in funding to the Brainerd HRA which per the agreement will now total \$105,930 annually.

I have attached a draft of the updated services agreement that reflects the current compensation amount. This updated agreement was approved by the Brainerd HRA board at their March 27th, 2024 meeting.

We will continue to update the agreement when there are changes to the scope of work or compensation and make sure to get this to the board for approval in those instances.

Recommendation: Authorize the Executive Director to execute Resolution 2025-01 the updated shared services agreement between the Crosby HRA and the Brainerd HRA.

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AGREEMENT FOR SERVICES Brainerd HRA and Crosby HRA

This Agreement made this 27th day of March, 2024, by and between the Brainerd Housing and Redevelopment Authority (Brainerd HRA), and the Crosby Housing and Redevelopment Authority (Crosby HRA).

WITNESSETH that whereas, the Brainerd HRA administers Public Housing, Housing Choice Voucher, Tax Increment Financing Districts and redevelopment projects; and

WHEREAS, the Crosby HRA has requested the Brainerd HRA to assist it in satisfying its need for staffing its Public Housing and Section 8 New Construction housing projects and the Brainerd HRA has expressed a willingness to work with the Crosby HRA, on a contract basis, to facilitate the Crosby HRA's request according to the term described herein;

NOW, THEREFORE, in consideration of the premises and promises herein contained, the parties agree as set forth below.

1. **TERM:** The term of this agreement shall be for a period one-year commencing on the 1st day of April, 2024 and terminating on the 31st day of March, 2025. This agreement shall automatically renew for successive one-year terms there after unless one of the parties hereto provides at least 60-day notice of its intent to terminate this agreement at the end of the then current term. However, either party may terminate this agreement for any reason upon sixty (60) day advance written notice. In the event either party terminates this agreement before its expiration, any fees owed to the Brainerd HRA will be prorated through the last day of the 60-day termination period.
2. **NOTICES:** All written notices between the parties (including billing) will be addressed as follows:

Brainerd HRA

Attention: Executive Director
324 East River Road
Brainerd, MN 56401

Crosby HRA

Attention: Board of Directors
300 3rd Avenue NE
Crosby, MN 56441

3. **SERVICES:** The Brainerd HRA shall perform all services previously performed by the Crosby HRA Executive Director including supervision of Administrative Staff, Housing Management Staff, Maintenance Staff, Tenant Activities and coordination with the Crosby HRA Board.
4. **COMMITMENT OF TIME:** The Brainerd HRA will allocate a portion of time equaling a total of 40 hours per week of the positions of Executive Director, Finance Director, Maintenance and Rehab Director, Housing Manager and Accounting Specialist and additional staff as needed. It is acknowledged by both parties that the time spent by the Brainerd HRA will change from week to week depending upon the requirements of each of the respective organizations, and that cooperation and flexibility in arranging and scheduling time will be of primary importance.
5. **INSURANCE:** The Brainerd HRA will maintain workers compensation, liability insurance and health insurance at its customary limits for its operations. The Crosby HRA will maintain liability insurance for its operations, including all work performed by the Crosby HRA, and will carry its own Errors and Omissions policy all at its customary limits.

6. COMPENSATION: The Crosby HRA shall pay to the Brainerd HRA for services a total of \$105,930 annually, which will be disbursed monthly at \$8,827.50 during the contract period from April 1, 2024 through March 31, 2025.
7. TRAVEL: Brainerd HRA staff will be reimbursed at the IRS mileage rate, or the current rate set by the Crosby HRA, for traveling to and from Crosby or to some other destination on behalf of the Crosby HRA. Mileage will be documented by staff.
8. EMPLOYMENT: The Brainerd HRA staff shall remain employees of the Brainerd HRA. Without limiting the generality of the foregoing, the parties agree as follows:
 - a. The Crosby HRA will employ a Housing Specialist, Maintenance Engineer, Maintenance Specialist, and Tenant Activities Coordinator and will continue to employ these positions if needed during the term of this contract to ensure the agency runs efficiently. The Crosby HRA will be liable for all wages, employer payroll taxes and other compensation and benefits.
 - b. The Brainerd HRA shall be liable for all wages and other compensation and benefits due to the Brainerd HRA employees. The Brainerd HRA shall be responsible for collecting, remitting and reporting employment and withholding taxes related thereto and for all workers' compensation coverage, unemployment, and retirement contributions for its own employees.
 - c. The Brainerd HRA employees shall be considered to be acting in the course of their employment with the Brainerd HRA at all times they are serving either Brainerd HRA or Crosby HRA, including any time spent in traveling to or from either location or traveling elsewhere on behalf of either party.
9. INDEMNIFICATION: The Crosby HRA agrees to indemnify, save and hold harmless and defend the Brainerd HRA, its employees, board members and agents from any and all claims, demands, action or causes of any nature arising out of or by reason of the execution of the services provided for herewith. The Brainerd HRA will hold harmless and indemnify the Crosby HRA, its officers, employees and agents, against any claims, losses, liabilities, damages, costs and expenses for claims as a result of any damages arising out of the Brainerd HRA's performance under this Agreement.
10. CONFIDENTIALITY: Each party recognizes and acknowledges that the Brainerd HRA employees will have access to certain confidential information of the other party, including but not limited to non-public data relating to employees and/or facilities and operations of each party. Each party will treat as confidential all confidential information of the other party; will implement reasonable procedures to prohibit the disclosure, unauthorized duplication, use misuse or removal of the other party's confidential information; and will comply with the provisions of the Minnesota Data Practices Act and all applicable federal laws and HUD requirements.
11. NO PARTNERSHIP OR JOINT VENTURE: The Brainerd HRA is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between Crosby HRA and the Brainerd HRA or their agents, servants or employees. The Brainerd HRA shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The Brainerd HRA acknowledges and agrees that the

Brainerd HRA, their agents, servants and employees, are not entitled to receive any of the benefits received by Crosby HRA employees and is not eligible for workers' or unemployment compensation benefits.

12. NO THIRD PARTY BENEFICIARIES: Nothing in this Agreement is intended to confer rights or remedies under or by reason of this Agreement on any person, other than the parties hereto. Nothing in this Agreement is intended to relieve or discharge the obligations or liabilities of any third persons to any party hereto or to give any third party any right of subrogation or action over or against any party hereto.
13. ASSIGNMENT PROHIBITED: This Agreement may not be assigned by either party for any purpose without the prior written consent of the other party.
14. SEVERABILITY: The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts that are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed:

Crosby HRA

Brainerd HRA

Board Chairperson Date

Executive Director Date

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. **2025-01**

RESOLUTION APPROVING AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND
FOR THE CITY OF BRAINERD AND THE HOUSING AND
REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF CROSBY

BE IT RESOLVED By the Board of Commissioners ("Board") of the Housing and Redevelopment Authority in and for the City of Crosby ("Authority") as follows:

Section 1. Recitals.

1.01. The Authority is a housing and redevelopment authority governed by Minnesota Statutes, Sections 469.001 to 469.047 ("HRA Act"), and has determined to carry out housing and redevelopment activities within Crow Wing County (the "County") pursuant to the HRA Act.

1.02. The Authority and The Housing and Redevelopment Authority in and for the City of Brainerd have proposed to enter into an Agreement for Professional Services (the "Agreement"), setting forth the scope and terms of various housing and redevelopment activities to be performed by the Authority on behalf of the Housing and Redevelopment Authority in and for the City of Crosby.

1.03. The Board has reviewed the Agreement and found that the execution thereof and performance of the Authority's obligations thereunder are in the public interest and will further the objectives of its general plan of housing and redevelopment, because it will further the above-stated redevelopment goals of the City and County.

Section 2. Authority Approval; Further Proceedings.

2.01. The Agreement as presented to the Board, including the terms of payment by the Authority for the Services described therein, is hereby in all respects approved, subject to modifications that do not alter the substance of the transaction and that are approved by the Chair and Executive Director, provided that execution of the documents by such officials shall be conclusive evidence of approval.

2.02. The Chair and Executive Director are hereby authorized to execute on behalf of the Authority the Agreement and any documents referenced therein requiring execution by the Authority, and to carry out, on behalf of the Authority, its obligations thereunder.

2.03. Authority staff are authorized and directed to take all actions to implement the Agreement.

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Crosby this 9th day of April, 2024.

Chair – Maxine Fisher

ATTEST:

Executive Director – Eric Charpentier