



Crosby HRA Board Meeting

11:00 a.m. Tuesday June 11th, 2024

Community Room, 300 Third Avenue NE, Crosby MN 56441

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. OPEN FORUM

4. REVIEW AND APPROVE AGENDA

5. REVIEW AND APPROVE MINUTES

- a.** May 14th, 2024 Minutes (*Attachment 1*)

6. BILLS & COMMUNICATIONS

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

7. UNFINISHED BUSINESS:

8. NEW BUSINESS:

9. COMMISSIONER COMMENTS:

10. NEXT MEETING: July 9th, 2024

11. ADJOURNMENT

Open 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, May 14, 2024**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, May 14, 2024, Community Room, 300 3rd Ave NE, Crosby MN 56441.

- 1. CALL TO ORDER:** Chair Fisher called the meeting to order at 11:01 AM

- 2. ROLL CALL:** Commissioners Paula Traylor, Renae Marsh, Maxine Fisher, Absent: Buzz Neprud
Others present: Executive Director Eric Charpentier, Maintenance Director John Schommer, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, Rehab Administrative Specialist Kristin Miller.
Guests: Beth Love-Moore, Lynne Paulson, Mark Paulson, & Keri Roth.

- 3. REVIEW AND APPROVE AGENDA:**
Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve the agenda as presented for Tuesday, May 14, 2024. All commissioners were in favor, and none were opposed. The agenda is approved.

- 4. REVIEW AND APPROVE MINUTES:**
 - a. April 9th, 2024, Minutes were presented in the packet for review.**
Moved by Commissioner Marsh and seconded by Commissioner Traylor to approve the presented meeting minutes from Tuesday, April 9, 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:**
April 2024 financial report was presented by Shannon Fortune.

2024 Audit

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

Capital Fund Program (CFP) Award

HUD recently announced our 2024 Public Housing CFP funding award of \$147,369. This is at an all-time high and is primarily intended for capital improvements on our Public Housing properties.

Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve April checks numbered 119391 through 119409 and April ACH payments numbered 1766 through 1773 and 352. All commissioners were in favor, and none were opposed. The motion was approved.

b. Housing Manager Report:

April 2024 Housing Manager & Activities report was presented by Shannon Fortune.

c. Maintenance Director Report:

April 2024 maintenance report was presented by John Schommer.

6. UNFINISHED BUSINESS:

7. NEW BUSINESS:

a. Update to Rental Payment Policy – Resolution 2025-02

The updated Rental Payment Policy was presented by Shannon Fortune.

Commissioner Traylor made a motion approving Resolution 2025-02 to Update the Rental Payment Policy as presented. Commissioner Marsh seconded the motion. A roll call vote was taken (Marsh, Traylor, Fisher) with all commissioners voting in favor and nobody opposing. The motion passed.

8. COMMISSIONER COMMENTS:

9. NEXT MEETING: Tuesday, June 11, 2024

10. ADJOURNMENT:

Commissioner Marsh made a motion to adjourn the meeting. Commissioner Traylor seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and the meeting was adjourned at 11:46 AM.



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

Please find attached the financial information for May 2024.

2024 Audit

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

Dental and Short-Term Disability Insurance

In the past year staff requested the agency offer dental and short-term disability policies. This has proven to be challenging due to the size of the agency and only having 3 full-time staff. We are pleased to inform the Board that we have located providers to offer affordable policies to our staff. These plans are managed by the agency and the premiums are 100% paid via payroll deduction by the employee. A policy with Delta Dental of Minnesota was established on June 1st and is in full effect and Reliance Standard will be the short-term disability provider that will start on July 1st.

Action Requested:

Approval of May checks numbered 119410 through 119446 and May ACH payments numbered 1774 through 1785 and 353 through 358.

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Crosby Housing & Redevelopment Authority

2024 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00
Months Expendable Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00
Total Points	25		25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00
Tenant Accounts Receivable	5	TAR <1% =5 , TAR >2.5% =0	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00
Total Points	25		20.00	20.00
Total of Above Ratios	50		45	45

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

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Crosby HRA
Public Housing Operating Stmt - Board
May, 2024

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-22,001.00	-43,611.00	-42,416.66	-1,194.34
100-000-3120.000 Excess Utilities	-5.00	-10.00	-150.00	140.00
100-000-3401.000 Operating Subsidy	-11,608.80	-23,217.60	-25,090.84	1,873.24
100-000-3402.000 Capital Fund Revenue	-970.00	-14,853.15	-1,666.66	-13,186.49
100-000-3610.000 Interest Revenue	-60.03	-120.60	-125.00	4.40
100-000-3690.000 Other Income	-40.81	-126.70	-416.66	289.96
100-000-3691.000 Other Tenant Revenue	-3,249.25	-4,530.20	-2,000.00	-2,530.20
100-000-3695.000 Laundry Revenue	-402.00	-723.75	-716.66	-7.09
Total Income	-38,336.89	-87,193.00	-72,582.48	-14,610.52
Expense				
100-000-4110.000 Administration Salaries	3,288.89	5,506.08	4,932.50	573.58
100-000-4130.000 Legal	0.00	0.00	791.66	-791.66
100-000-4140.000 Staff Training	0.00	0.00	66.66	-66.66
100-000-4150.000 Travel	62.18	62.18	120.84	-58.66
100-000-4171.000 Auditing Fees	0.00	1,505.17	1,600.00	-94.83
100-000-4190.000 Sundry-Other Admin	30.00	55.00	95.84	-40.84
100-000-4191.000 Management Fees	4,413.75	8,827.50	8,827.50	0.00
100-000-4194.000 Office Supplies	10.00	84.88	300.00	-215.12
100-000-4195.000 Membership Dues	0.00	0.00	58.34	-58.34
100-000-4196.000 Telephone	87.36	87.36	82.50	4.86
100-000-4198.000 Advertising	0.00	0.00	166.66	-166.66
100-000-4199.000 Postage	0.00	0.00	33.34	-33.34
100-000-4210.000 Tenant Svcs Salaries	694.02	1,151.86	997.50	154.36
100-000-4230.000 Tenant Services Other	9.87	9.87	216.66	-206.79
100-000-4310.000 Water	1,058.24	1,058.24	2,483.34	-1,425.10
100-000-4315.000 Sewer	1,743.92	1,743.92	3,800.00	-2,056.08
100-000-4320.000 Electricity	1,975.01	1,975.01	4,375.00	-2,399.99
100-000-4330.000 Gas	1,483.16	1,483.16	2,500.00	-1,016.84
100-000-4431.000 Garbage & Trash	736.30	1,611.30	1,608.34	2.96
100-000-4410.000 Maintenance Labor	3,543.20	5,603.54	7,976.66	-2,373.12
100-000-4420.000 Materials	304.60	304.60	2,750.00	-2,445.40
100-000-4430.000 Contracts Costs	1,279.62	1,377.62	3,900.00	-2,522.38
100-000-4432.000 Decorating Contract	1,670.88	1,670.88	2,333.34	-662.46
100-000-4435.000 Grounds Contract	1,082.00	1,082.00	700.00	382.00
100-000-4445.000 Elevator Maintenance	2,652.00	2,652.00	1,083.34	1,568.66
100-000-4450.000 Plumbing/Heating	1,347.00	1,347.00	1,000.00	347.00
100-000-4455.000 Snow Removal	0.00	0.00	833.34	-833.34
100-000-4456.000 Exterminating	264.00	427.00	166.66	260.34
100-000-4457.000 Janitor/Cleaning	1,418.52	1,439.50	2,120.00	-680.50
100-000-4510.000 Insurance	2,816.50	5,633.00	5,329.16	303.84
100-000-4520.000 Property Tax	750.47	1,993.36	1,757.50	235.86
100-000-4540.000 Employee Benefits	2,681.66	4,962.52	6,679.18	-1,716.66
100-000-4570.000 Collection Losses Tenan	0.00	0.00	1,666.66	-1,666.66
100-000-4583.000 Interest Exp - Leases	4.30	4.30	4.16	0.14
100-000-4590.000 Other General Expense	0.00	0.00	1,166.66	-1,166.66
100-000-4595.000 Lease Amortization Exp	30.84	61.68	62.50	-0.82
Total Expense	35,438.29	53,720.53	72,585.84	-18,865.31
Net Income(-) or Loss	-2,898.60	-33,472.47	3.36	-33,475.83

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-20,114.00	-39,784.00	-43,531.66	3,747.66
700-000-3120.000 Excess Utilities	-40.00	-80.00	-312.50	232.50
700-000-3404.000 Other Government Grant	-11,372.00	-22,277.00	-21,441.66	-835.34
700-000-3610.000 Interest Revenue	-2,513.98	-8,040.90	-5,000.00	-3,040.90
700-000-3690.000 Other Income	-61.21	-153.65	-416.66	263.01
700-000-3691.000 Other Tenant Revenue	-1,349.89	-1,382.89	-766.66	-616.23
700-000-3695.000 Laundry Revenue	-782.00	-1,568.75	-1,550.00	-18.75
Total Income	-36,233.08	-73,287.19	-73,019.14	-268.05
Expense				
700-000-4110.000 Administration Salaries	3,288.92	5,506.14	4,932.50	573.64
700-000-4130.000 Legal	0.00	0.00	583.34	-583.34
700-000-4140.000 Staff Training	0.00	0.00	83.34	-83.34
700-000-4150.000 Travel	66.46	66.46	141.66	-75.20
700-000-4171.000 Auditing Fees	0.00	1,505.18	1,600.00	-94.82
700-000-4190.000 Sundry-Other Admin	30.00	85.00	100.00	-15.00
700-000-4191.000 Management Fees	4,413.75	8,827.50	8,827.50	0.00
700-000-4194.000 Office Supplies	10.00	84.88	291.66	-206.78
700-000-4195.000 Membership Dues	0.00	0.00	33.34	-33.34
700-000-4196.000 Telephone	87.40	87.40	82.50	4.90
700-000-4198.000 Advertising	0.00	0.00	166.66	-166.66
700-000-4199.000 Postage	0.00	0.00	62.50	-62.50
700-000-4210.000 Tenant Svcs Salaries	1,041.05	1,727.81	1,496.66	231.15
700-000-4230.000 Tenant Services Other	9.86	9.86	41.66	-31.80
700-000-4310.000 Water	1,364.40	1,364.40	1,466.66	-102.26
700-000-4315.000 Sewer	2,426.26	2,426.26	2,516.66	-90.40
700-000-4320.000 Electricity	2,607.14	2,607.14	6,333.34	-3,726.20
700-000-4330.000 Gas	2,008.94	2,008.94	2,750.00	-741.06
700-000-4431.000 Garbage & Trash	1,474.23	1,474.23	855.00	619.23
700-000-4410.000 Maintenance Labor	3,543.20	5,603.56	7,976.66	-2,373.10
700-000-4420.000 Materials	473.51	473.51	2,500.00	-2,026.49
700-000-4430.000 Contracts Costs	2,658.42	2,898.30	3,083.34	-185.04
700-000-4432.000 Decorating Contract	3,724.41	3,724.41	2,166.66	1,557.75
700-000-4435.000 Grounds Contract	921.47	921.47	750.00	171.47
700-000-4445.000 Elevator Maintenance	2,652.00	2,652.00	815.84	1,836.16
700-000-4450.000 Plumbing/Heating	0.00	0.00	1,166.66	-1,166.66
700-000-4455.000 Snow Removal	0.00	0.00	1,083.34	-1,083.34
700-000-4456.000 Exterminating	0.00	63.00	333.34	-270.34
700-000-4457.000 Janitor/Cleaning	1,446.00	1,477.47	1,866.66	-389.19
700-000-4510.000 Insurance	2,160.67	4,321.34	4,630.00	-308.66
700-000-4520.000 Property Tax	513.65	1,373.55	1,645.00	-271.45
700-000-4540.000 Employee Benefits	2,708.28	5,006.71	6,717.52	-1,710.81
700-000-4570.000 Collection Losses Tenan	0.00	0.00	333.34	-333.34
700-000-4583.000 Interest Exp - Leases	4.29	4.29	4.16	0.13
700-000-4590.000 Other General Expense	0.00	0.00	833.34	-833.34
700-000-4595.000 Lease Amortization Exp	30.83	61.66	62.50	-0.84
Total Expense	39,665.14	56,362.47	68,333.34	-11,970.87
Net Income(-) or Loss	3,432.06	-16,924.72	-4,685.80	-12,238.92

Housing and Redevelopment Authority of Crosby
Payment Summary Report
May 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
5/15/2024	353	Brian Bartz	\$ 97.82
5/15/2024	354	Diana Banks	\$ 21.44
5/15/2024	355	Eric Charpentier	\$ 21.44
5/15/2024	356	John Schommer	\$ 110.55
5/15/2024	357	Patsy Rajala	\$ 21.44
5/15/2024	358	Shannon Fortune	\$ 64.32
5/2/2024	1774	Harpers Payroll Service	\$ 1,088.58
5/2/2024	1775	Harpers Payroll Service	\$ 39.70
5/2/2024	1776	Lincoln Financial Group	\$ 614.00
5/5/2024	1777	Payroc Payment Systems LLC	\$ 119.20
5/5/2024	1778	Payroc Payment Systems LLC	\$ 48.32
5/15/2024	1779	Void	\$ -
5/16/2024	1780	Harpers Payroll Service	\$ 1,088.58
5/16/2024	1781	Harpers Payroll Service	\$ 39.70
5/16/2024	1782	Lincoln Financial Group	\$ 614.00
5/30/2024	1783	Harpers Payroll Service	\$ 1,372.97
5/30/2024	1784	Harpers Payroll Service	\$ 48.02
5/30/2024	1785	Lincoln Financial Group	\$ 614.00
5/1/2024	119410	Blue Cross Blue Shield of Minnesota	\$ 3,511.85
5/1/2024	119411	CTC-446126	\$ 320.16
5/1/2024	119412	Minnesota Energy Resources	\$ 2,221.43
5/1/2024	119413	Minnesota Power	\$ 4,690.51
5/14/2024	119414	BDS Laundry Systems	\$ 77.25
5/14/2024	119415	Blue Cross Blue Shield of Minnesota	\$ 3,511.85
5/14/2024	119416	Bremer Bank Credit Card	\$ 43.00
5/14/2024	119417	CTC-446126	\$ 322.13
5/14/2024	119418	Cintas	\$ 191.30
5/14/2024	119419	City Of Crosby	\$ 6,989.84
5/14/2024	119420	Climate Makers	\$ 1,347.00
5/14/2024	119421	Crosby Ace Hardware	\$ 80.87
5/14/2024	119422	Crow Wing County Treasurer	\$ 7,879.50
5/14/2024	119423	Granite Pest Control LLC	\$ 264.00
5/14/2024	119424	H Window Company LLC	\$ 222.84
5/14/2024	119425	Hagman Inc.	\$ 2,811.00
5/14/2024	119426	Handyman's Inc.	\$ 612.47
5/14/2024	119427	Harpers Time & Attendance	\$ 9.75
5/14/2024	119428	Hd Supply Facilities Maint	\$ 89.92
5/14/2024	119429	Holden Electric Co. Inc.	\$ 1,446.86
5/14/2024	119430	Integrity Woodwork	\$ 820.00
5/14/2024	119431	Jim's Electric Co. Inc.	\$ 725.35
5/14/2024	119432	MRI Software LLC	\$ 100.00
5/14/2024	119433	Mei Elevator Solutions	\$ 5,304.00
5/14/2024	119434	Paper Storm	\$ 26.00
5/14/2024	119435	Shaw Integrated and Turf Solutions	\$ 9,883.50
5/14/2024	119436	Sherwin-Williams	\$ 268.88
5/14/2024	119437	Stonehenge Properties LLC	\$ 1,075.00
5/14/2024	119438	Strike Painting & Finishing	\$ 1,800.00
5/14/2024	119439	T-Mobile	\$ 51.06
5/14/2024	119440	Visa-Unity	\$ 188.30
5/14/2024	119441	Waste Partners Inc	\$ 712.51
5/14/2024	119442	West Central Flooring	\$ 1,256.82
5/14/2024	119443	Xtona	\$ 335.00
5/15/2024	119444	JM Operations LLC	\$ 1,070.00
5/30/2024	119445	Minnesota Energy Resources	\$ 1,270.67
5/30/2024	119446	Minnesota Power	\$ 4,582.15
		Report Total	\$62,600.92

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

Tenant Activities Update

There were 13 participants and 2 volunteers in the NAPS food delivery program in May. In the past month, activities were chair yoga/exercises sessions (2); Humana monthly nutrition seminar "Test Your Nutrition IQ" (2); and two other social engagements. Diana also was critical in working with tenants preparing for in-unit inspections and also in helping Mallory prepare for the MOR by assisting with tenant-related paperwork issues. Minutes from the May Tenant Council meeting are attached.

Resident Advisory Board

The Resident Advisory board met in May and requested information on other PHAs in Minnesota that also operate RABs. Diana has been working on a list of contacts and should have some recommendations ready for the group by their next meeting. The group is interested in talking with other RAB groups to learn more about how they got started, how frequently they meet, what issues At a previous meeting, the RAB members were given copies of the Five-Year Action Plan (5YAP) for their reference.

Resident Commissioner Update

We had one applicant for the vacant resident board commissioner prior to the deadline. Staff will forward on the applicant, Jennifer Robison, to the City of Crosby for formal appointment and approval by the Mayor and City Council. We anticipate that Jennifer's first official board meeting will be at our regular July meeting where she would be sworn in.

Monthly Property Performance Reports for May 2024

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report May 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	10
Applications Placed on Wait List	15
Applications Denied on Wait List	2

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	70	25	2	1
2 bdrm	13	23	0	0	0
3 bdrm	6	12	0	0	0
4 bdrm	2	11	0	0	0
TOTAL	120	116	25	2	1

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	4
Move-Outs	5	7

*Starting 4/1/2024

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#319	1BR	06/15/24	Notified

7. Recertifications

Interim Recertifications	14
Annual Recertifications	12
Completed for this month	26

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	0
Number inspected for the month	61
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 4/1/2024

9. Lease Enforcements

Lease warnings/violations issued	1
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
DW#206	Criminal/Pattern of Behav.	TBD	TBD

11. Non-Emergency Work Orders

Beginning Balance	15
Received	49
Closed	16
Ending Balance	48
Total Completed Work Orders for Year	47

*Starting 4/1/2024

12. Emergency Work Orders

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

*Starting 4/1/2024

Tenant Council Meeting - May 6, 2024 at 11 a.m.

Members present: Roxy, Lynne, Doris, Theresa, Linda, Joan, Beth
Treasurers Report for the month of April

Coffee income: \$95.85

Coffee expense: \$52.61

Bingo income: \$95.00

Bingo expense: \$115.74

Bingo expense for prizes who lost: \$25.00

Birdseed: \$25.00

Potluck income: \$37.00

Petty Cash for end of April \$351.35

Checking for end of April: \$940.71

OLD BUSINESS:

Had the Round Table discussion on April 25th. Talked about the updating the handbook for tenants.

Had potluck on April 20th. There were 23 in attendance.

NEW BUSINESS:

Mallory came and showed the new brochure for new tenants.

Gave one to each council member. She did a great job. Thank you to Mallory.

The next potluck is May 25th at 1 p.m.

The bake/craft sale will be May 11th from 9 a.m. to ? Need items to sell.

CRYC games is May 19th.

Bible Study is May 21st.

Oak Street Chapel Band is May 28th.

Will talk to Mallory about the birthday list. Needs to be updated.

Was suggested to move the clothes line somewhere else away from the smoking table. Clothes smell like cig.

The back door in Edgewood going out back, sticks sometimes work order was filled out to have checked.

The south end door (Dellwood) does not always close. Need to check on this.

Was suggested to get a fence for around the community garden. Will check with office on this.

Was also suggested to give Mark a gift card for doing all the work getting it ready for those that want to plant seeds.

The next council meeting is June 3rd.

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To: Crosby HRA Board Members
From: John Schommer, Rehab & Maintenance Director
Date: June 4, 2024
Re: Maintenance Update

Loss Prevention Fund

Staff completed the application requesting funds to update the elevators and submitted it prior to the May 31st deadline. 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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