



## **Crosby HRA Board Meeting**

**11:00 a.m. Tuesday July 16<sup>th</sup>, 2024**

Community Room, 300 Third Avenue NE, Crosby MN 56441

### **AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. OATH OF OFFICE** (*Attachment 1*)

- a. Jennifer Robinson, Resident Commissioner appointed to term expiring 8/31/2026

**4. OPEN FORUM**

**5. REVIEW AND APPROVE AGENDA**

**6. REVIEW AND APPROVE MINUTES** (*Attachment 2*)

**7. BILLS & COMMUNICATIONS**

- a. Financial Report (*Attachment 3*)
- b. Housing Manager Report (*Attachment 4*)
- c. Maintenance Director Report (*Attachment 5*)

**8. UNFINISHED BUSINESS:**

**9. NEW BUSINESS:**

**10.COMMISIONER COMMENTS:**

**11. NEXT MEETING:** August 13<sup>th</sup>, 2024

**12. 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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To: Crosby HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: July 16<sup>th</sup>, 2024  
Re: Oath of Office: Jennifer Robinson

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At the June 10<sup>th</sup>, 2024, City Council meeting, the Crosby City Council approved the appointment of Jennifer Robinson as the Resident Commissioner of the Crosby HRA Board for a term expiring August 31<sup>st</sup>, 2026. This appointment will fill out the current term of Resident Commissioner Paron on the board as she resigned in March of 2024. Jennifer will take an oath of office at the board meeting (Attachment 1a).

**Action Requested: No action requested.**

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Pursuant to due call and notice thereof, the regular meeting of the Crosby City Council was held on Monday, June 10, 2024, at 6:00 p.m.

**Members Present:** Members Traylor, Heglund, Lewis and Jarvela

**Members Absent:** Mayor Cash

**Staff Present:** Matthew Hill, Administrator Clerk Treasurer; Dianne Howard, Administrative Assistant; Mike VanHorn, Police Chief; James Lueck, PW Foreman; Abby Smith, Librarian; and Jay DeCent, Fire Chief

**1. Call Regular Meeting to Order**

Acting Mayor Traylor called the meeting of the Crosby City Council to order at 6:00 p.m.

**2. Pledge of Allegiance**

Acting Mayor Traylor led the Pledge of Allegiance.

**3. Approval of Agenda**

**MOTION BY MEMBER HEGLUND AND SECONDED BY MEMBER LEWIS TO APPROVE THE AGENDA WITH THE ADDITION OF 7.B. TO APPROVE RE-NUMBERING OF ORDINANCE 2024-01, AMENDING CHAPTER 52 OF THE CITY CODE TO 2024-05, AMENDING CHAPTER 52 AND THE SUMMARY OF PUBLICATION.**

**A VOICE VOTE: THOSE VOTING AYE: MEMBERS TRAYLOR, HEGLUND, LEWIS AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

**4. Consent Agenda**

- A. Approval of Minutes from May 28, 2024, Regular Meeting
- B. Approval of Claims
- C. Approval of Resolution 2024-15-0610 accepting donations
- D. Approval of hiring Isabelle Long as Intern at Hallett Community Center
- E. Approval of resignation of Jean Walberg from the Hallett Library
- F. Approval of temporary liquor license for Cuyuna Brewing—Boat Races
- G. Approval of temporary liquor license for Cuyuna Brewing—Music in the Park

**MOTION BY MEMBER JARVELA AND SECONDED BY MEMBER LEWIS TO APPROVE THE CONSENT AGENDA.**

**A VOICE VOTE: THOSE VOTING AYE: MEMBERS TRAYLOR, HEGLUND, LEWIS AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

**5. Public Comments: None.**

**6. Unfinished Business:**

**A. Consider approval of Ziegler invoice**

City Council received request to approve the invoice to Zieger at the last meeting. Member Heglund asked to wait on the approval until he shared the invoice data with a friend as he thought the invoice was too high. When asked about the feedback Member Heglund received, he stated that even the quote seemed high at the time, the friend who was consulted stated that prices have gone sky high and that he did not want to go any further.

Per the request at the last meeting, this purchase requires council approval for audit purposes.

**MOTION BY MEMBER HEGLUND AND SECONDED BY MEMBER LEWIS TO APPROVE THE ZIEGLER INVOICE.**

**A VOICE VOTE: THOSE VOTING AYE: MEMBERS TRAYLOR, HEGLUND, LEWIS AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

**7. New Business**

**A. Consider approval of new resident board member for Crosby HRA Board of Commissioners—Administrator Hill**

Marna Paron has resigned her position on the board at the HRA effective at the end of March. The Mayor appoints our board members and the City Council approves that appointment. In the instance of a resident commissioner, the individual must be replaced by a member living in one of our public housing units at either Dellwood or in one of our other HRA sites. The residents can nominate individuals to serve in this position and if there are multiple nominations, a vote of the public housing tenants commences. That was not needed in this instance.

To fill Ms. Paron's position, the HRA staff opened the nomination period which lapsed at the end of May. We have one nomination and so we will not need to move to a vote of tenants. The individual nominated is Jennifer Robinson, who is a resident of Dellwood Apartments. Jennifer would serve out the remainder of Ms. Paron's term, which is set to expire August 31, 2026.

**MOTION BY MEMBER HEGLUND AND SECONDED BY MEMBER JARVELA TO APPROVE NEW RESIDENT BOARD MEMBER FOR CROSBY HRA BOARD OF COMMISSIONERS.**

**A VOICE VOTE: THOSE VOTING AYE: MEMBERS TRAYLOR, HEGLUND, LEWIS AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

- B. Approve the change of ordinance number to amend Chapter 52 of the City Code, Sanitary Sewer Administration

A clerical error was made in assigning the ordinance number, as 2024-01 was already in use for the Short-Term Rental Ordinance approved by Council in January.

The City Administrator requests that we re-number the approved ordinance to 2024-05 to eliminate the replication of ordinance numbers in our system.

**MOTION BY MEMBER LEWIS AND SECONDED BY MEMBER JARVELA TO APPROVE THE RE-NUMBERING OF ORDINANCE 2024-01, AMENDING CHAPTER 52 OF THE CITY CODE TO 2024-05, AMENDING CHAPTER 52 OF THE CITY CODE AND THE SUMMARY OF PUBLICATION.**

**A VOICE VOTE: THOSE VOTING AYE: MEMBERS TRAYLOR, HEGLUND, LEWIS AND JARVELA. THOSE VOTING NAY: NONE.**

## **8. Reports**

### **A. Police Chief's Report**

Chief VanHorn stated that they will be meeting with Public Works and the Fire Department soon to start planning for the 4<sup>th</sup> of July. He went onto state that things have really picked up lately.

### **B. Hallett Center Report**

Joe McLaughlin was not able to attend tonight's meeting, but he did submit a report for HCC.

### **C. Library Report**

The Summer Reading Program and Pen Pal Program are under way. Author, Kevin Lovegreen will be at the Library this Thursday for a kid's Author Talk. The Library's first Art in the Park was attended by approximately 50 kids.

#### D. Fire Department Report

The department will be getting ready for the July 4<sup>th</sup> festivities this month. There were no questions for Chief DeCent.

#### E. Public Works Report

Public Works Foreman Lueck asked that motorists please slow down and look out for employees while they are working on streets. Member Heglund stated that vests should also be worn at all times by employees.

Member Traylor stated that the public landing dock on the east side needs a new cleat out on the end. Public Works Foreman Lueck will look into this.

Administrator Hill reported that the County chip sealing contract time period starts today. This will include Cross Avenue, 2<sup>nd</sup> Street and 6<sup>th</sup> Avenue by the grade school. They will be coming to town as their schedule allows. There will be no on-street parking when they are in town and it should only take them a day or so to complete. Administrator Hill stated that it may take them some time to get to us as they are starting on the north side of the county. There was further council discussion regarding chip sealing. Member Lewis said that he was driving on 6<sup>th</sup> and 1<sup>st</sup> Street and it was very steep and has been since the work was done to try to alleviate the water problem in that area. There was additional discussion on this issue. Per Administrator Hill, Bolton and Menk will have to review this one yet; it is on their punch list.

#### F. Mayor/Council/Committee Reports

The Sewer District is still working on a new union contract per Member Traylor. Member Heglund inquired about the status of the bike signs. Administrator Hill stated that MnDOT is working on what is legal and what is not. No speed limits can be posted on the signs on the sidewalks per MnDOT but there is other verbiage that could be used, such as “slow roll”. The wayfinding signs are also being worked on and they should be getting close; there were some design changes regarding colors.

Member Heglund asked what is going on with the Raap Building. Member Traylor explained that we are completing what the council already approved, which was a new roof and then will determine the worth of the property thereafter. Member Traylor stated that the next steps will be up to the Council after that. There was further council discussion. Member Lewis said that the value of the property will need to be determined first so we are properly educated before deciding to sell it or keep it.



Member Heglund stated that the Quonset hut looks terrible and has weeds growing up around it. Member Traylor told PW Foreman Lueck to keep at the clean-up of this property and make it neat. He also stated that the Public Works Committee will discuss the condition of this property as well.

Member Heglund asked why we were mowing the roundabout. Administrator Hill stated that it is the City's roundabout. Member Traylor clarified that it was in the agreement that we have to maintain it. Flowers will be added to the roundabout in August.

Member Heglund stated that he had asked at the last council meeting about possibly doing something different in Public Works. He feels a change needs to be made as things are not improving. Member Traylor said that the Personnel Committee needs to address this first and asked that this be talked about later. Member Heglund wants this on the next agenda. Administrator Hill stated that they will go through the process and get this in place.

## **9. Adjournment**

**MOTION BY MEMBER JARVELA AND SECONDED BY MEMBER LEWIS TO  
ADJOURN AT 6:27 P.M.**

**A VOICE VOTE: THOSE VOTING AYE: MEMBERS TRAYLOR, HEGLUND,  
LEWIS AND JARVELA. THOSE VOTING NAY: NONE. MOTION CARRIED.**

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Diane Cash, Mayor

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Dianne Howard, Administrative Asst.

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OATH OF COMMISSIONER OF  
THE HOUSING AND REDEVELOPMENT  
AUTHORITY OF CROSBY, MINNESOTA

I, Jennifer Robinson, do solemnly swear that I will support the Constitution of the United States of America and of the State of Minnesota and that I will faithfully discharge the duties of the Office of Commissioner of the Housing and Redevelopment Authority of Crosby, Minnesota, according to the law and to the best of my judgment and ability, so help me God.

I do further swear that I am, and was at the time of my appointment, a resident of the City of Crosby, Minnesota.

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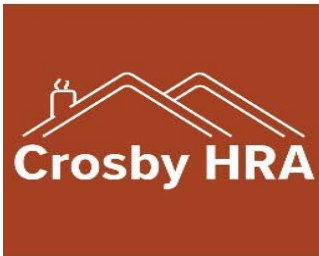
Jennifer Robinson

Subscribed and sworn to before me this 16<sup>th</sup> day of July, 2024.

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Mallory Smith  
Notary Public  
My commission expires  
January 1, 2029

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## Crosby HRA BOARD MEETING MINUTES Tuesday, June 11, 2024

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

1. **CALL TO ORDER:** Chair Fisher called the meeting to order at 11:00 AM
  
2. **ROLL CALL:** Commissioners Paula Traylor, Renae Marsh, Maxine Fisher.  
 Absent: Buzz Neprud.  
 Others Present: Executive Director Eric Charpentier, Housing Specialist Mallory Demel, Rehab Administrative Specialist Kristin Miller.  
 Others Absent: Maintenance Director John Schommer, Housing Manager Shannon Fortune.  
 Guests: Beth Love-Moore, Jeff Kirby, Margaret Saba, & Delbert Enos.
  
3. **OPEN FORUM:**  
**Discussion:**  
**Beth Love-Moore would like to say thank you for the timely sensor light installation. She noted the sensor needs to be dialed in to extend to the tree line. This was noted by Executive Director Eric Charpentier and he stated he would pass this onto Maintenance Director John Schommer to address the possible adjustment.**  
**Jeff Kirby noted the light on the outside stairwell entrance has been out and a work order was submitted in May. Mallory addressed this concern and stated The Maintenance Director John Schommer is aware of the outage and it is scheduled to be resolved.**
  
4. **REVIEW AND APPROVE AGENDA:**  
**Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve the agenda as presented for Tuesday, June 11, 2024. All commissioners were in favor, and none were opposed. The agenda is approved.**

**5. REVIEW AND APPROVE MINUTES:**

- a. May 14th, 2024, Minutes were presented in the packet for review.

**Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve the presented meeting minutes from Tuesday, May 14, 2024. All commissioners were in favor, and none were opposed. The amended minutes were approved.**

**6. BILLS AND COMMUNICATIONS:**

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

May 2024 financial report was presented by Eric Charpentier.

**Moved by Commissioner Traylor and seconded by Commissioner Marsh to approve May checks numbered 119410 through 119446 and May ACH payments numbered 1774 through 1785 and 353 through 358. All commissioners were in favor, and none were opposed. The motion was approved.**

- b. **Housing Manager Report:**

May 2024 Housing Manager & Activities report was presented by Mallory Demel & Eric Charpentier

- c. **Maintenance Director Report:**

May 2024 maintenance report was presented by Eric Charpentier.

**7. UNFINISHED BUSINESS:**

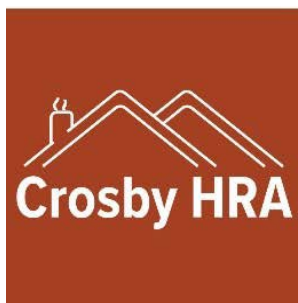
**8. NEW BUSINESS:**

**9. COMMISSIONER COMMENTS:**

**10. NEXT MEETING:** Tuesday, July 9, 2024

**11. ADJOURNMENT:**

**Commissioner Traylor made a motion to adjourn the meeting. Commissioner Marsh seconded the motion. All commissioners voted in favor of the motion, and none were opposed. The motion was approved, and the meeting was adjourned at 11:27 AM.**



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

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Please find attached the financial information for June 2024.

**2024 Audit**

The 2024 audit fieldwork was completed by CliftonLarsonAllen (CLA) during the week of June 24<sup>th</sup>. The audit was clean with no findings. The unaudited information was submitted to REAC prior to the May 31<sup>st</sup> due date.

**Action Requested:**

**Approval of June checks numbered 119447 through 119483 and June ACH payments numbered 1786 through 1796 and 359 through 362.**

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## Crosby Housing & Redevelopment Authority 2024 Ratios

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

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

MASS Ratios	Max Pts	Scoring	Apr	May	June
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	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
<b>Total Points</b>	<b>10</b>	Capital Fund Troubled	<b>10.0</b>	<b>10.0</b>	<b>10.0</b>

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Date: 7/10/2024  
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**Crosby HRA  
Public Housing Operating Stmt - Board  
June, 2024**

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	Current Period	Current Year	Year To Date Budget	Variance
<b>Income</b>				
100-000-3110.000 Dwelling Rental	-20,551.00	-64,162.00	-63,624.99	-537.01
100-000-3120.000 Excess Utilities	-210.00	-220.00	-225.00	5.00
100-000-3401.000 Operating Subsidy	-14,867.60	-38,085.20	-37,636.26	-448.94
100-000-3402.000 Capital Fund Revenue	0.00	-14,853.15	-2,499.99	-12,353.16
100-000-3610.000 Interest Revenue	-60.19	-180.79	-187.50	6.71
100-000-3690.000 Other Income	-30.16	-156.86	-624.99	468.13
100-000-3691.000 Other Tenant Revenue	-570.00	-5,100.20	-3,000.00	-2,100.20
100-000-3695.000 Laundry Revenue	-270.00	-993.75	-1,074.99	81.24
<b>Total Income</b>	<b>-36,558.95</b>	<b>-123,751.95</b>	<b>-108,873.72</b>	<b>-14,878.23</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	2,230.10	7,736.18	7,398.75	337.43
100-000-4130.000 Legal	50.00	50.00	1,187.49	-1,137.49
100-000-4140.000 Staff Training	75.00	75.00	99.99	-24.99
100-000-4150.000 Travel	21.78	83.96	181.26	-97.30
100-000-4171.000 Auditing Fees	0.00	1,505.17	2,600.00	-1,094.83
100-000-4190.000 Sundry-Other Admin	5.00	60.00	143.76	-83.76
100-000-4191.000 Management Fees	4,413.75	13,241.25	13,241.25	0.00
100-000-4194.000 Office Supplies	211.95	296.83	450.00	-153.17
100-000-4195.000 Membership Dues	0.00	0.00	87.51	-87.51
100-000-4196.000 Telephone	44.05	131.41	123.75	7.66
100-000-4198.000 Advertising	0.00	0.00	249.99	-249.99
100-000-4199.000 Postage	0.00	0.00	50.01	-50.01
100-000-4210.000 Tenant Svcs Salaries	483.66	1,635.52	1,496.25	139.27
100-000-4230.000 Tenant Services Other	4.85	14.72	324.99	-310.27
100-000-4310.000 Water	1,060.56	2,118.80	3,725.01	-1,606.21
100-000-4315.000 Sewer	1,747.94	3,491.86	5,700.00	-2,208.14
100-000-4320.000 Electricity	1,931.82	3,906.83	6,562.50	-2,655.67
100-000-4330.000 Gas	0.00	1,483.16	3,750.00	-2,266.84
100-000-4431.000 Garbage & Trash	2,131.95	3,743.25	2,412.51	1,330.74
100-000-4410.000 Maintenance Labor	3,696.78	9,300.32	11,964.99	-2,664.67
100-000-4420.000 Materials	1,751.16	2,055.76	4,125.00	-2,069.24
100-000-4430.000 Contracts Costs	2,757.61	4,135.23	5,850.00	-1,714.77
100-000-4432.000 Decorating Contract	111.56	1,782.44	3,500.01	-1,717.57
100-000-4435.000 Grounds Contract	423.10	1,505.10	1,050.00	455.10
100-000-4445.000 Elevator Maintenance	0.00	2,652.00	1,625.01	1,026.99
100-000-4450.000 Plumbing/Heating	0.00	1,347.00	1,500.00	-153.00
100-000-4455.000 Snow Removal	0.00	0.00	1,250.01	-1,250.01
100-000-4456.000 Exterminating	232.00	659.00	249.99	409.01
100-000-4457.000 Janitor/Cleaning	1,118.62	2,558.12	3,180.00	-621.88
100-000-4510.000 Insurance	2,816.50	8,449.50	7,993.74	455.76
100-000-4520.000 Property Tax	694.44	2,687.80	2,636.25	51.55
100-000-4540.000 Employee Benefits	2,415.25	7,377.77	10,018.77	-2,641.00
100-000-4570.000 Collection Losses Tenan	0.00	0.00	2,499.99	-2,499.99
100-000-4583.000 Interest Exp - Leases	2.02	6.32	6.24	0.08
100-000-4590.000 Other General Expense	0.00	0.00	1,749.99	-1,749.99
100-000-4595.000 Lease Amortization Exp	30.84	92.52	93.75	-1.23
<b>Total Expense</b>	<b>30,462.29</b>	<b>84,182.82</b>	<b>109,078.76</b>	<b>-24,895.94</b>
<b>Net Income(-) or Loss</b>	<b>-6,096.66</b>	<b>-39,569.13</b>	<b>205.04</b>	<b>-39,774.17</b>

Date: 7/10/2024  
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**Crosby HRA  
Edgewood Operating Stmt - Board  
June, 2024**

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Rpt File: F:\HMS\REP

	Current Period	Current Year	Year To Date Budget	Variance
<b>Income</b>				
700-000-3110.000 Dwelling Rental	-20,135.00	-59,919.00	-65,297.49	5,378.49
700-000-3120.000 Excess Utilities	-445.00	-525.00	-468.75	-56.25
700-000-3404.000 Other Government Grant	-15,204.00	-37,481.00	-32,162.49	-5,318.51
700-000-3610.000 Interest Revenue	-2,785.90	-10,826.80	-7,500.00	-3,326.80
700-000-3690.000 Other Income	-45.24	-198.89	-624.99	426.10
700-000-3691.000 Other Tenant Revenue	-1,918.27	-3,301.16	-1,149.99	-2,151.17
700-000-3695.000 Laundry Revenue	-766.00	-2,334.75	-2,325.00	-9.75
<b>Total Income</b>	<b>-41,299.41</b>	<b>-114,586.60</b>	<b>-109,528.71</b>	<b>-5,057.89</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	2,230.10	7,736.24	7,398.75	337.49
700-000-4130.000 Legal	979.50	979.50	875.01	104.49
700-000-4140.000 Staff Training	75.00	75.00	125.01	-50.01
700-000-4150.000 Travel	21.77	88.23	212.49	-124.26
700-000-4171.000 Auditing Fees	0.00	1,505.18	2,600.00	-1,094.82
700-000-4190.000 Sundry-Other Admin	0.00	85.00	150.00	-65.00
700-000-4191.000 Management Fees	4,413.75	13,241.25	13,241.25	0.00
700-000-4194.000 Office Supplies	211.95	296.83	437.49	-140.66
700-000-4195.000 Membership Dues	0.00	0.00	50.01	-50.01
700-000-4196.000 Telephone	44.06	131.46	123.75	7.71
700-000-4198.000 Advertising	0.00	0.00	249.99	-249.99
700-000-4199.000 Postage	0.00	0.00	93.75	-93.75
700-000-4210.000 Tenant Svcs Salaries	725.50	2,453.31	2,244.99	208.32
700-000-4230.000 Tenant Services Other	4.84	14.70	62.49	-47.79
700-000-4310.000 Water	2,001.20	3,365.60	2,199.99	1,165.61
700-000-4315.000 Sewer	3,534.29	5,960.55	3,774.99	2,185.56
700-000-4320.000 Electricity	2,763.00	5,370.14	9,500.01	-4,129.87
700-000-4330.000 Gas	0.00	2,008.94	4,125.00	-2,116.06
700-000-4431.000 Garbage & Trash	2,194.28	3,668.51	1,282.50	2,386.01
700-000-4410.000 Maintenance Labor	3,696.82	9,300.38	11,964.99	-2,664.61
700-000-4420.000 Materials	3,292.19	3,765.70	3,750.00	15.70
700-000-4430.000 Contracts Costs	4,651.79	7,550.09	4,625.01	2,925.08
700-000-4432.000 Decorating Contract	3,505.30	7,229.71	3,249.99	3,979.72
700-000-4435.000 Grounds Contract	2,824.99	3,746.46	1,125.00	2,621.46
700-000-4445.000 Elevator Maintenance	75.01	2,727.01	1,223.76	1,503.25
700-000-4450.000 Plumbing/Heating	128.54	128.54	1,749.99	-1,621.45
700-000-4455.000 Snow Removal	0.00	0.00	1,625.01	-1,625.01
700-000-4456.000 Exterminating	63.00	126.00	500.01	-374.01
700-000-4457.000 Janitor/Cleaning	1,942.18	3,419.65	2,799.99	619.66
700-000-4510.000 Insurance	2,160.67	6,482.01	6,945.00	-462.99
700-000-4520.000 Property Tax	504.36	1,877.91	2,467.50	-589.59
700-000-4540.000 Employee Benefits	2,433.79	7,440.50	10,076.28	-2,635.78
700-000-4570.000 Collection Losses Tenan	0.00	0.00	500.01	-500.01
700-000-4583.000 Interest Exp - Leases	2.02	6.31	6.24	0.07
700-000-4590.000 Other General Expense	0.00	0.00	1,250.01	-1,250.01
700-000-4595.000 Lease Amortization Exp	30.83	92.49	93.75	-1.26
<b>Total Expense</b>	<b>44,510.73</b>	<b>100,873.20</b>	<b>102,700.01</b>	<b>-1,826.81</b>
<b>Net Income(-) or Loss</b>	<b>3,211.32</b>	<b>-13,713.40</b>	<b>-6,828.70</b>	<b>-6,884.70</b>

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**June 2024**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
6/12/2024	359	Brian Bartz	\$ 102.51
6/12/2024	360	Eric Charpentier	\$ 21.44
6/12/2024	361	John Schommer	\$ 110.55
6/12/2024	362	Taylor Crocker	\$ 42.88
6/15/2024	1786	Reliance Standard Life Insurance Company	\$ 192.60
6/13/2024	1787	Harpers Payroll Service	\$ 1,527.39
6/13/2024	1788	Harpers Payroll Service	\$ 41.78
6/13/2024	1789	Lincoln Financial Group	\$ 614.00
6/13/2024	1790	Minnesota State Retirement System	\$ 62.00
6/27/2024	1791	Harpers Payroll Service	\$ 1,573.73
6/27/2024	1792	Harpers Payroll Service	\$ 48.02
6/27/2024	1793	Lincoln Financial Group	\$ 614.00
6/27/2024	1794	Minnesota State Retirement System	\$ 62.00
6/5/2024	1795	Payroc	\$ 115.30
6/5/2024	1796	Payroc	\$ 57.39
6/11/2024	119447	Blue Cross Blue Shield of Minnesota	\$ 3,511.85
6/11/2024	119448	Borden Steinbauer And Kruger	\$ 1,029.50
6/11/2024	119449	Bremer Bank Credit Card	\$ 43.00
6/11/2024	119450	Cintas	\$ 140.00
6/11/2024	119451	City Of Crosby	\$ 8,741.01
6/11/2024	119452	Crosby Ace Hardware	\$ 210.80
6/11/2024	119453	Granite Pest Control LLC	\$ 295.00
6/11/2024	119454	Gravelle Plumbing & Heating	\$ 2,967.13
6/11/2024	119455	HDS, LLC DBA Kanso Software	\$ 240.00
6/11/2024	119456	Hagman Inc.	\$ 3,019.00
6/11/2024	119457	Handyman's Inc.	\$ 199.99
6/11/2024	119458	Harpers Time & Attendance	\$ 13.00
6/11/2024	119459	Hd Supply Facilities Maint	\$ 1,178.26
6/11/2024	119460	Holden Electric Co. Inc.	\$ 4,809.30
6/11/2024	119461	Integrity Woodwork	\$ 809.00
6/11/2024	119462	JM Operations LLC	\$ 3,188.00
6/11/2024	119463	Kristin Miller	\$ 22.11
6/11/2024	119464	MRI Software LLC	\$ 100.00
6/11/2024	119465	Mei Elevator Solutions	\$ 75.01
6/11/2024	119466	Sherwin-Williams	\$ 278.88
6/11/2024	119467	ShofCorp LLC	\$ 150.96
6/11/2024	119468	Stonehenge Properties LLC	\$ 3,085.00
6/11/2024	119469	Strike Painting & Finishing	\$ 500.00
6/11/2024	119470	T-Mobile	\$ 92.70
6/11/2024	119471	The Office Shop	\$ 460.03
6/11/2024	119472	Visa-Unity	\$ 3,670.06
6/11/2024	119473	Waste Partners Inc	\$ 844.21
6/11/2024	119474	West Central Flooring	\$ 1,898.27
6/11/2024	119475	Xtona	\$ 335.00
6/21/2024	119476	Tenant Refund	\$ 102.25
6/21/2024	119477	Tenant Refund	\$ 465.03
6/21/2024	119478	Tenant Refund	\$ 101.75
6/21/2024	119479	Tenant Refund	\$ 104.58
6/21/2024	119480	Minnesota Power	\$ 4,694.82
6/21/2024	119481	Tenant Refund	\$ 5.50
6/27/2024	119482	CTC-446126	\$ 321.81
6/27/2024	119483	Dearborn National Life Ins Co	\$ 24.30
		<b>Report Total</b>	<b>\$34,050.95</b>

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To: Crosby HRA Board Members  
 From: Shannon Fortune, Housing Director  
 Date: Jul-10-2024  
 Re: Housing Programs Report

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### **Tenant Activities Update**

There were 12 participants and 2 volunteers in the NAPS food delivery program in June. In the past month, activities were chair yoga/exercises sessions (5); Humana monthly nutrition seminar "Let Go Of Stress" (4); and nine other social engagements (19). Minutes from the June Tenant Council meeting are attached.

### **PHA Web Software Conversion**

Staff have been involved in numerous trainings sessions related to our software conversion over the past several weeks. A transition of this magnitude is rarely easy or pleasant, but we are pleased with the amount of support and training that we've received from our vendor. We are looking forward to being able to rely on this software to help implement new HUD guidelines and inspection protocols, as well as streamlining some of our existing processes. Our goal is that noticeable differences should be limited to how forms or reports look for our applicants, tenants, and vendors.

### **Edgewood MOR Results**

We received the results from the Management and Operating Review (MOR) that was conducted on 6/6/2024. Our overall rating was 77. Findings this year were pretty minimal and focused around changes necessary to our pet addendum, missing one of the required monthly EIV reports, including more copies of documents in tenant files, an income recalculation necessary due to using a rounded amount for an income source, and a hole in a door that needs repair. Corrections are due back by 7/28/2024 and we'll have no trouble in meeting that deadline.

### **Resident Advisory Board Update**

There are currently three voting members (Public Housing tenants) and 3 non-voting members (Edgewood tenants) participating in the Resident Advisory Board. As a reminder, the purpose of the RAB is to allow for resident input into the capital fund planning process. The

group has been provided with copies of the most recent Five-Year Action Plan for reference. After the group thought it may be helpful to know how other RAB groups got their start, Diana located contact information for the other existing RAB groups in Minnesota. We typically begin the planning process for the FYAP in December/January to allow enough time to gather data, collect feedback, write the plans, hold the public hearing, get Board approval, and submit all required documented to HUD no later than 75 days before start of the fiscal year.

**Monthly Property Performance Reports for June 2024**

Please see Attachment.

**No Action Requested; Discussion Items**



## Management and Operating Review Scoring Summary

Project Name: Edgewood Apartments  
 Project Number: 800010895  
 Contract Number: MN460003031  
 On-site Review Date: June 6, 2024  
 Report Date: June 28, 2024

General Appearance and Security Rating	Above Average	82
Follow-up and Monitoring of Project Inspections Rating	Satisfactory	77
Maintenance and Standard Operating Procedures Rating	Above Average	81
Financial Management/Procurement Rating	Not Rated	0
Leasing and Occupancy Rating	Satisfactory	74
Tenant Services Rating	Satisfactory	76
General Management Practices Rating	Satisfactory	79
<b>Overall Rating (based on categories).</b>	<b>Satisfactory</b>	<b>77</b>

In accordance with HUD Handbook 4350.1 Chapter 6 Par 6-14 A and B, if you received a rating of "Below Average or Unsatisfactory" on the overall rating, as indicated above, you may appeal the rating by following the process outlined below:

### **6-14 APPEALS PROCEDURES FOR OWNERS/AGENTS**

#### **A. Initial Appeal sent to Minnesota Housing Finance Agency (MHFA)**

The initial appeal must be in writing, and postmarked within 30 calendar days of the Management and Occupancy Review Cover letter.

The appeal request must explain the factual basis for a change in the rating, and include sufficient specific examples to warrant further evaluation. Your written appeal request, along with supporting documentation must be sent to:

Minnesota Housing Finance Agency  
 Cassie Gordon  
 400 Wabasha Street North, Suite 400  
 St. Paul, MN 55102

MHFA will provide an initial appeal decision to the owner/agent in writing within 45 calendar days following receipt of the initial appeal request. MHFA will also provide a copy of the initial appeal decision to the Minneapolis HUD Field Office Project Manager and Contract Administration Oversight Monitor.

#### **B. Final Appeal**

If the owner/agent does not agree with the initial appeal decision, the owner/agent may submit a final appeal request. The final appeal request must be postmarked within 15 calendar days of the transmittal date of the initial appeal decision letter. The final appeal request must be in writing and include a copy of the initial appeal letter, the initial appeal decision letter, and any additional supporting documentation. The final appeal request must be sent to:

Contract Administration Oversight Monitor  
 U.S. Department of Housing and Urban Development  
 212 3rd Avenue South, Suite 150  
 Minneapolis, MN 55401

A carbon copy of the final appeal request should also be sent to

Minnesota Housing Finance Agency  
 PBCA Housing Program Manager  
 400 Wabasha Street North, Suite 400  
 St. Paul, MN 55102

The owner/agent may request a meeting with Contract Administration Oversight Monitor to present verbal arguments. However the meeting must be requested and scheduled, during the 30 days following the transmittal date of the initial appeal decision letter.

The Contract Administration Oversight Monitor at HUD will deliver a final appeal decision to MHFA within 45 days of receipt of the final appeal request. MHFA will notify the owner/agent of the final appeal decision upon receipt from HUD. Decisions rendered by the HUD office will be final and will not be subject to further appeal.

**Diana Banks**

Tenant Activities Coordinator  
 218.545.5082  
[activities@crosbyhra.org](mailto:activities@crosbyhra.org)

July 9, 2024

Research was conducted earlier this year to identify other Public Housing Agencies located within Minnesota which have Resident Advisory Boards in place. I found four sites with information publicly available online.

- ALEXANDRIA – Douglas County HRA; contact: 320-762-3849; <https://www.douglascountyhra.org/>
- HIBBING – Housing & Redevelopment Authority of Hibbing; contact: [Andrew@hibbinghra.org](mailto:Andrew@hibbinghra.org), 218-421-4519; <https://www.hibbinghra.org/resident-advisory-board-rab/>
- MINNEAPOLIS – Minneapolis Public Housing Authority; contact: [ContactMPHA@mlpspha.org](mailto:ContactMPHA@mlpspha.org); <https://www.mphaonline.org/housing/residents/resident-councils/>
- ST. PAUL – Saint Paul Public Housing Authority; contact: 651-298-5664; <https://www.stpha.org/information-for-residents/resident-organizations>

*Diana Banks*

*Tenant Activities Coordinator*

Crosby HRA  
 300 Third Ave NE  
 Crosby, MN 56441

Office 218-545-5082  
[activities@crosbyhra.org](mailto:activities@crosbyhra.org)  
[www.crosbyhra.org](http://www.crosbyhra.org)

# Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report June 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	37	n/a	n/a	2	95%
Family Units	20	20	n/a	n/a	0	100%
<b>TOTAL</b>	<b>120</b>	<b>117</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>98%</b>

3. Customer Traffic

Applications Requested	15
Applications Placed on Wait List	3
Applications Denied on Wait List	6

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	49	15	6	0
2 bdrm	13	24	0	0	0
3 bdrm	6	12	0	0	0
4 bdrm	2	11	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>96</b>	<b>15</b>	<b>6</b>	<b>0</b>

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	6	9
Move-Outs	4	6

*\*Starting 4/1/2024*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW#206	1BR	TBD	notified 5
DW#303	1BR	by 7/31	notified 5
EW#111	1BR	by 7/31	notified 3

7. Recertifications

Interim Recertifications	1
Annual Recertifications	13
Completed for this month	14

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	0
30-day lease terminations	2

10. Evictions

Resident	Reason	Summons Date	Judgment Action
DW#206	Non-Payment	6/18/2024	Eviction Granted*

11. Non-Emergency Work Orders

Beginning Balance	17
Received	51
Closed	25
Ending Balance	43
Total Completed Work Orders for Year	98

*\*Starting 4/1/2024*

12. Emergency Work Orders

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

*\*Starting 4/1/2024*

Tenant Council Meeting - July 1, 2024 at 11 a.m.  
 Members Present: Roxy, Mark, Lynne, Jen, Robin

#### Treasurers Report for month of June

Coffee income: \$83.20  
 Coffee expense: \$55.33  
 Bingo income: \$91.00  
 Bingo expense: \$140.65  
 Bingo expense for loser prizes: \$23.80  
 Birdseed: \$25.00  
 Potluck income: \$17.80

Petty Cash for end of June: \$352.22

Checking for end of June: \$940.71

#### OLD BUSINESS:

Had the June potluck on the 22nd, there were 21 people attending.  
 The south end door is still a problem of not closing all the way.  
 The gazebo has been cleaned out of all the things people have left. Will need to be swept and tables cleaned before can be used for eating inside.

#### NEW BUSINESS:

"Garden Mark" has said there are some foods that can be picked from the garden.

The next potluck will be July 20th. The tenant council will be providing hamburgers and hot dogs.

The next Roundtable will be July 25th.

Was suggested to have a "buddy system" to show new tenants around and to let them know what activities are happening in the building. Was also suggested to bring up at the RAB and the Advisory Board mtgs. Will discuss more on this at a later date.

Was brought up that on the 28th of June there were people moving things in and out past midnight into early morning hours and was disturbing tenants in the Dellwood building. Not sure who but should be addressed.

The next council meeting will be August 5th.

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To: Crosby HRA Board Members  
 From: John Schommer, Rehab & Maintenance Director  
 Date: July 8, 2024  
 Re: Maintenance Update

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#### **POHP Application**

We received word on Tuesday, July 9th that our Publicly Owned Housing Program (POHP) application was not funded. Although we are very disappointed, MN Housing anticipates there will be another round of funding this winter that we could apply for.

#### **Loss Prevention Application**

Awards for the Loss Prevention Fund applications may take until October to be announced.

#### **Lawn Care**

We recently had a breakdown in communication with the vendor that was taking care of the lawn mowing which resulted in the grass getting extremely long before we could get them back to get it taken care of. Our staff can normally complete this task but due to the maintenance department recently being short-staffed while preparing for the Edgewood MOR inspection and also having a higher number of unit turns, we have been contracting out our lawn care services. We do know that some of the board members were contacted by concerned tenants and want to assure you that we addressed the situation as timely as we could, and this will not be an issue going forward. Staff will continue to encourage tenants to reach out to the Crosby HRA staff directly to address any concerns as the staff on site can handle any maintenance or grounds keeping issue more efficiently and timely.

**No Action Requested; Discussion Items.**

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