



Crosby HRA Board Meeting

11:00 a.m. Tuesday September 10th, 2024

Community Room, 300 Third Avenue NE, Crosby MN 56441

AGENDA

1. CALL TO ORDER

2. ROLL CALL

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

- a. Commissioner Fisher, Appointee

4. PRESENTATION*(Attachment 2 - Pg 7)*

- a. 2024 Crosby Audit: Mary Reedy, Clifton Larson Allen

5. REVIEW AND APPROVE AGENDA

6. OPEN FORUM

7. REVIEW AND APPROVE MINUTES*(Attachment 3 - Pg 9)*

8. ANNUAL MEETING*(Attachment 4 - Pg 11)*

- a. Slate of Officers
- b. Review of Bylaws

9. BILLS & COMMUNICATIONS

- a. Financial Report*(Attachment 5 - Pg 17)*
- b. Housing Manager Report*(Attachment 6 - Pg 27)*
- c. Maintenance Director Report*(Attachment 7 - Pg 33)*

10. UNFINISHED BUSINESS:

11. NEW BUSINESS:

12. COMMISSIONER COMMENTS:

13. NEXT MEETING: October 8th, 2024

14. ADJOURNMENT

Jennifer Robinson, Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

Buzz Neprud, Commissioner Term Expires: 2027

Maxine Fisher, Chair Term Expires: 2029

Paula Traylor, Vice Chair Term Expires: 2026

**All terms expire August 31st*



To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: September 10th, 2024
Re: Oath of Office: Maxine Fisher

At the September 9th, 2024, City Council meeting, the Crosby City Council will review the renewal appointment of Maxine Fisher as a Commissioner for the Crosby HRA Board for a term expiring August 31st, 2029. Maxine will take an oath of office at the board meeting (Attachment 1a).

Action Requested: No action requested.

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

I, Maxine Fisher, 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.

Maxine Fisher

Subscribed and sworn to before me this 10th day of September, 2024.

Mallory Demel
Notary Public
My commission expires
January 31, 2029

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HOUSING AND REDEVELOPMENT AUTHORITY OF CROSBY
CROSBY, MINNESOTA

FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION

YEAR ENDED MARCH 31, 2024

Presented as an additional handout



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**Crosby HRA
BOARD MEETING MINUTES
Tuesday, August 13, 2024**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, August 13, 2024, Community Room, 300 3rd 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, Jennifer Robinson & Buzz Neprud. Absent: None

Others Present: Executive Director Eric Charpentier, Housing Specialist Mallory Demel, & Rehab Administrative Specialist Kristin Miller.

Guests: None
3. **OPEN FORUM:** None
4. **REVIEW AND APPROVE AGENDA:**

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the agenda as presented for Tuesday, August 13, 2024. All commissioners were in favor, and none were opposed. The agenda was approved.
5. **REVIEW AND APPROVE MINUTES:**
 - a. July 16th, 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, July 16, 2024. All commissioners were in favor, and none were opposed. The minutes were approved.
6. **BILLS AND COMMUNICATIONS:**
 - a. **Financial Report and Approval Request:**
July 2024 financial report was presented by Eric Charpentier.

Moved by Commissioner Traylor and seconded by Commissioner Neprud to approve July checks numbered 119484 through 119516 and July ACH payments numbered 1797 through 1809 and 363 through 367. All commissioners were in favor, and none were opposed. The motion was approved.

b. Housing Manager Report:

July 2024 Housing Manager & Activities report was presented by Mallory Demel.

c. Maintenance Director Report:

July 2024 maintenance report was presented by Eric Charpentier.

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

Jennifer Robinson to be added to the Unity Bank Account as a signatory

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve the addition of commissioner Jennifer Robinson to the Unity Bank account as a signatory. All commissioners were in favor, and none were opposed. The motion was approved.

9. COMMISSIONER COMMENTS: None

10. NEXT MEETING: Tuesday, September 9, 2024

11. ADJOURNMENT:

Commissioner Marsh made a motion to adjourn the meeting. Commissioner Neprud 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.



To: Crosby HRA Board Members
 From: Eric Charpentier, Executive Director
 Date: Sep-04-2024
 Re: Annual Meeting

According to the bylaws, the Crosby HRA is required to hold its annual meeting as part of the regular meeting in September each year. Typically, at annual meetings, all new members are given the Oath of Office, the Board elects officers, and the bylaws are reviewed.

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.

Buzz Neprud, Commissioner
 Paula Traylor, Vice Chair
 Jennifer Robinson, Resident Commissioner
 Renae Marsh, Secretary
 Maxine Fisher, Chair

Term Expires: 2027
 Term Expires: 2026
 Term Expires: 2026
 Term Expires: 2025
 Term Expires: 2029

**All terms expire August 31st*

Review Bylaws

A copy of the bylaws is attached for your review.

Action Items: (1) Elect HRA Chair, Vice Chair, and Secretary
 (2) Review Bylaws

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**BYLAWS OF THE HOUSING AND REDEVELOPMENT
AUTHORITY OF CROSBY, MINNESOTA**
Amended 3/2020

ARTICLE I. THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Housing and Redevelopment Authority of Crosby, Minnesota."

Section 2. Seal of the Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of the Authority. The offices of the Authority shall be in the Dellwood Apartments building located at 300 Third Avenue, Northeast, Crosby, Minnesota, but the Authority may hold its meetings at such other place or places as it may designate by resolution.

ARTICLE II. OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chair, Vice Chair, and a Secretary.

Section 2. Chair. The Chair shall preside at all meetings of the Authority. Except as otherwise delegated, the Chair shall sign all contracts, deeds and other instruments made by the Authority. At each meeting the Chair shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair.

Section 4. Secretary. The Secretary shall perform the duties of a Secretary for the Authority.

Section 5. Executive Director. The Authority shall employ or contract with an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He/she shall be charged with the management of the housing and redevelopment projects of the Authority.

As assistant to the Secretary, the Executive Director in his/her own name and title shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purposes, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all contracts and instruments to be executed by the Authority.

The Executive Director shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. Except as otherwise authorized by resolution of the authority, the Executive Director shall sign all orders and checks for payment of money and shall pay out and disburse such moneys under the

direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be counter-signed by the Chair or other designated official. The Executive Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting or more often as requested, an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for faithful performance of his/her duties as the Authority may determine.

Except as otherwise authorized by resolution of the Authority, the Executive Director is authorized to sign all contracts, deeds and other instruments made by the Authority.

The Authority shall determine the compensation of the Executive Director.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the by-laws or rules and regulations of the Authority.

Section 7. Election or Appointment. The first Chair shall, pursuant to his/her appointment, serve in the capacity of Chair until the expiration of his/her term of office as Commissioner. The Vice-Chair, Secretary and, except in the case of the first Chair, the Chair shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

Section 8. Vacancies. Should the office of the Chair, Vice Chair or Secretary become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of the Executive Director becomes vacant, the Authority shall appoint a successor as aforesaid.

Section 9. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Municipal Housing and Redevelopment Act of Minnesota (Minnesota Statutes 469.001, et. seq.) applicable thereto. The Authority, subject to the laws of the State of Minnesota, shall determine the selection and compensation of such personnel (including the Executive Director).

ARTICLE III. MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held immediately prior to the regular September meeting.

Section 2. Regular Meetings. Monthly meetings shall be held without notice at the regular meeting place of the Authority on the second Tuesday of each month at 11:00 o'clock AM unless the same shall be a legal holiday or other day on which a public meeting cannot be held in Minnesota, in which event the meeting shall be held on the next regular working day or as otherwise established by the Authority at a regular or special meeting.

Section 3. Special Meetings. The Chair, or any two commissioners, may call special meetings of the Authority for the purpose of transacting any business designated in the call. Each commissioner of the Authority must receive the call for a special meeting at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the commissioners of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in

office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, the Authority upon a vote of a majority of the Commissioners present may take action.

Section 5. Attendance. Commissioners shall be expected to attend all meetings except with an excused absence. Any Commissioner who misses three consecutive meetings without an excused absence is considered to have resigned from the Board of Commissioners.

Section 6. Order of Business. At the regular meeting of the Authority the following shall be the order of business:

1. Roll Call
2. Reading and approval of the minutes of the previous meeting.
3. Bills and Communications
4. Report of the Executive Director
5. Reports of Committees.
6. Unfinished Business.
7. New Business.
8. Adjournment.

All resolutions shall be in writing and shall be copied in the journal of the proceedings of the Authority.

Section 7. Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote, and yeas and nays shall be entered upon the minutes of such meeting.

ARTICLE IV. AMENDMENTS

Section 1. Amendments to Bylaws. The bylaws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or a special meeting.

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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: September 4, 2024
Re: September Financial Report

Please find attached the financial information for August 2024.

2024 Audit Presentation

Mary Reedy from CliftonLarsonAllen (CLA) will present the audited financial statements to the board at the September meeting. The audit is separately attached to the board packet for your review.

Action Requested: Motion for approval of payments as presented.

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Crosby Housing & Redevelopment Authority

2024 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug
Quick Ratio	12	QR <1 =0-, QR >2 =12	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
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	12.00	12.00
Tenant Accounts Receivable	5	TAR <1%=5, TAR >2.5% =0	0.00	0.00	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00
Total Points	25		20.00	20.00	20.00	16.00	16.00
Total of Above Ratios	50		45	45	45	41	41

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

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Crosby HRA
Operating Statement
Five Months Ending 08/31/2024
Program: C- 100 - Public Housing Project: Dellwood & Family Units

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3110.000 Dwelling Rental	20,929.00	21,208.33	(279.33)	106,425.00	106,041.67	383.33	254,500.00	(148,075.00)
3120.000 Excess Utilities	235.00	75.00	160.00	690.00	375.00	315.00	900.00	(210.00)
3401.000 Operating Subsidy	14,867.60	12,545.42	2,322.18	67,820.40	62,727.08	5,093.32	150,545.00	(82,724.60)
3402.000 Capital Fund Revenue	0.00	833.33	(833.33)	14,853.15	4,166.67	10,686.48	10,000.00	4,853.15
3610.000 Interest Revenue	65.73	62.50	3.23	339.06	312.50	26.56	750.00	(410.94)
3690.000 Other Income	1,194.80	208.33	986.47	1,556.47	1,041.67	514.80	2,500.00	(943.53)
3691.000 Other Tenant Revenue	3,316.55	1,000.00	2,316.55	9,018.75	5,000.00	4,018.75	12,000.00	(2,981.25)
3695.000 Laundry Revenue	320.00	358.33	(38.33)	1,669.75	1,791.67	(121.92)	4,300.00	(2,630.25)
TOTAL INCOME	40,928.68	36,291.24	4,637.44	202,372.58	181,456.26	20,916.32	435,495.00	(233,122.42)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,305.08	2,466.25	161.17	12,308.86	12,331.25	22.39	29,595.00	17,286.14
4130.000 Legal	1,702.11	395.83	(1,306.28)	2,851.11	1,979.17	(871.94)	4,750.00	1,898.89
4140.000 Staff Training	57.65	33.33	(24.32)	186.25	166.67	(19.58)	400.00	213.75
4150.000 Travel	64.65	60.42	(4.23)	184.45	302.08	117.63	725.00	540.55
4171.000 Auditing Fees	4,243.57	540.83	(3,702.74)	5,748.74	2,704.17	(3,044.57)	6,490.00	741.26
4190.000 Other Admin	7.50	47.92	40.42	67.50	239.58	172.08	575.00	507.50
4191.000 Management Fees	4,413.75	4,413.75	0.00	22,068.75	22,068.75	0.00	52,965.00	30,896.25
4194.000 Office Supplies	82.86	150.00	67.14	379.69	750.00	370.31	1,800.00	1,420.31
4195.000 Membership Dues	0.00	29.17	29.17	96.00	145.83	49.83	350.00	254.00
4196.000 Telephone	99.95	41.25	(58.70)	276.13	206.25	(69.88)	495.00	218.87
4198.000 Advertising	46.26	83.33	37.07	46.26	416.67	370.41	1,000.00	953.74
4199.000 Postage	0.00	16.67	16.67	0.00	83.33	83.33	200.00	200.00
TOTAL ADMINISTRATION	13,023.38	8,278.75	(4,744.63)	44,213.74	41,393.75	(2,819.99)	99,345.00	55,131.26
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	465.68	498.75	33.07	2,653.19	2,493.75	(159.44)	5,985.00	3,331.81
4230.000 Tenant Svcs Other	5.56	108.33	102.77	24.97	541.67	516.70	1,300.00	1,275.03
TOTAL TENANT SERVICES	471.24	607.08	135.84	2,678.16	3,035.42	357.26	7,285.00	4,606.84
UTILITIES								
4310.000 Water	1,101.52	1,241.67	140.15	4,339.72	6,208.33	1,868.61	14,900.00	10,560.28
4315.000 Sewer	1,819.26	1,900.00	80.74	6,806.31	9,500.00	2,693.69	22,800.00	15,993.69
4320.000 Electricity	1,918.38	2,187.50	269.12	5,825.21	10,937.50	5,112.29	26,250.00	20,424.79
4330.000 Gas	68.98	1,250.00	1,181.02	1,549.14	6,250.00	4,700.86	15,000.00	13,450.86
TOTAL UTILITIES	4,908.14	6,579.17	1,671.03	18,520.38	32,895.83	14,375.45	78,950.00	60,429.62
MAINTENANCE								
4410.000 Maintenance Labor	3,696.80	3,988.33	291.53	16,693.91	19,941.67	3,247.76	47,860.00	31,166.09
4420.000 Materials	789.15	1,375.00	585.85	4,861.59	6,875.00	2,013.41	16,500.00	11,638.41
4430.000 Contracts Costs	8,333.38	1,950.00	(6,383.38)	16,538.47	9,750.00	(6,788.47)	23,400.00	6,861.53
4431.000 Garbage and Trash	1,013.78	804.17	(209.61)	5,449.43	4,020.83	(1,428.60)	9,650.00	4,200.57
4432.000 Decorating Contract	2,194.18	1,166.67	(1,027.51)	6,642.21	5,833.33	(808.88)	14,000.00	7,357.79
4435.000 Grounds Contract	417.01	350.00	(67.01)	2,012.11	1,750.00	(262.11)	4,200.00	2,187.89
4445.000 Elevator Maintenance	0.00	541.67	541.67	2,652.00	2,708.33	56.33	6,500.00	3,848.00
4450.000 Plumbing/Heating	453.07	500.00	46.93	2,164.91	2,500.00	335.09	6,000.00	3,835.09
4455.000 Snow Removal	0.00	416.67	416.67	0.00	2,083.33	2,083.33	5,000.00	5,000.00
4456.000 Exterminating	63.00	83.33	20.33	785.00	416.67	(368.33)	1,000.00	215.00
4457.000 Janitor/Cleaning	1,278.71	1,060.00	(218.71)	5,027.72	5,300.00	272.28	12,720.00	7,692.28

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	18,239.08	12,235.84	(6,003.24)	62,827.35	61,179.16	(1,648.19)	146,830.00	84,002.65
OTHER								
4510.000 Insurance	2,656.50	2,664.58	8.08	13,922.50	13,322.92	(599.58)	31,975.00	18,052.50
4520.000 Property Taxes	737.13	878.75	141.62	4,362.38	4,393.75	31.37	10,545.00	6,182.62
4540.000 Employee Benefits	2,419.60	3,339.59	919.99	12,220.72	16,697.91	4,477.19	40,075.00	27,854.28
4570.000 Collection Loses	0.00	833.33	833.33	0.00	4,166.67	4,166.67	10,000.00	10,000.00
4583.001 Lease Interest Exp	1.85	2.08	0.23	10.11	10.42	0.31	25.00	14.89
4590.000 Other Gen Exp	0.00	583.33	583.33	0.00	2,916.67	2,916.67	7,000.00	7,000.00
4595.001 Lease Amort Exp	30.84	31.25	0.41	154.20	156.25	2.05	375.00	220.80
TOTAL OTHER	5,845.92	8,332.91	2,486.99	30,669.91	41,664.59	10,994.68	99,995.00	69,325.09
TOTAL EXPENSES	42,487.76	36,033.75	(6,454.01)	158,909.54	180,168.75	21,259.21	432,405.00	273,495.46
SURPLUS	(1,559.08)	257.49	(1,816.57)	43,463.04	1,287.51	42,175.53	3,090.00	40,373.04

Crosby HRA
Operating Statement
Five Months Ending 08/31/2024
Program: C- 700 - Section 8 New Construction Project: Edgewood

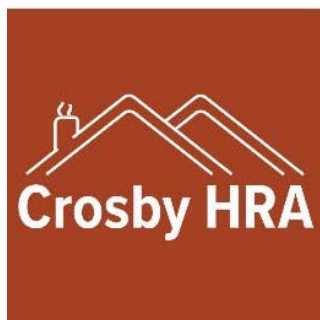
	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3110.000 Dwelling Rental	20,863.00	21,765.83	(902.83)	100,175.00	108,829.17	(8,654.17)	261,190.00	(161,015.00)
3120.000 Excess Utilities	475.00	156.25	318.75	1,465.00	781.25	683.75	1,875.00	(410.00)
3404.000 HAP Subsidy	0.00	10,720.83	(10,720.83)	48,770.00	53,604.17	(4,834.17)	128,650.00	(79,880.00)
3490.000 Gain/Loss on Sale	1.00	0.00	1.00	1.00	0.00	1.00	0.00	1.00
3610.000 Interest Revenue	(30.28)	2,500.00	(2,530.28)	14,031.02	12,500.00	1,531.02	30,000.00	(15,968.98)
3690.000 Other Income	13,018.70	208.33	12,810.37	13,262.29	1,041.67	12,220.62	2,500.00	10,762.29
3691.000 Other Tenant Revenue	1,075.00	383.33	691.67	5,358.16	1,916.67	3,441.49	4,600.00	758.16
3695.000 Laundry Revenue	798.00	775.00	23.00	4,116.75	3,875.00	241.75	9,300.00	(5,183.25)
TOTAL INCOME	36,200.42	36,509.57	(309.15)	187,179.22	182,547.93	4,631.29	438,115.00	(250,935.78)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,305.12	2,466.25	161.13	12,308.97	12,331.25	22.28	29,595.00	17,286.03
4130.000 Legal	0.00	291.67	291.67	979.50	1,458.33	478.83	3,500.00	2,520.50
4140.000 Staff Training	57.65	41.67	(15.98)	186.25	208.33	22.08	500.00	313.75
4150.000 Travel	21.78	70.83	49.05	142.51	354.17	211.66	850.00	707.49
4171.000 Auditing Fees	4,243.58	540.83	(3,702.75)	5,748.76	2,704.17	(3,044.59)	6,490.00	741.24
4190.000 Other Admin	7.50	50.00	42.50	92.50	250.00	157.50	600.00	507.50
4191.000 Management Fees	4,413.75	4,413.75	0.00	22,068.75	22,068.75	0.00	52,965.00	30,896.25
4194.000 Office Supplies	82.88	145.83	62.95	379.71	729.17	349.46	1,750.00	1,370.29
4195.000 Membership Dues	0.00	16.67	16.67	96.00	83.33	(12.67)	200.00	104.00
4196.000 Telephone	99.96	41.25	(58.71)	276.21	206.25	(69.96)	495.00	218.79
4198.000 Advertising	46.26	83.33	37.07	46.26	416.67	370.41	1,000.00	953.74
4199.000 Postage	0.00	31.25	31.25	0.00	156.25	156.25	375.00	375.00
TOTAL ADMINISTRATION	11,278.48	8,193.33	(3,085.15)	42,325.42	40,966.67	(1,358.75)	98,320.00	55,994.58
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	698.53	748.33	49.80	3,979.82	3,741.67	(238.15)	8,980.00	5,000.18
4230.000 Tenant Svcs Other	5.55	20.83	15.28	24.94	104.17	79.23	250.00	225.06
TOTAL TENANT SERVICES	704.08	769.16	65.08	4,004.76	3,845.84	(158.92)	9,230.00	5,225.24
UTILITIES								
4310.000 Water	1,258.80	733.33	(525.47)	5,560.12	3,666.67	(1,893.45)	8,800.00	3,239.88
4315.000 Sewer	2,242.51	1,258.33	(984.18)	9,866.50	6,291.67	(3,574.83)	15,100.00	5,233.50
4320.000 Electricity	3,258.47	3,166.67	(91.80)	7,430.12	15,833.33	8,403.21	38,000.00	30,569.88
4330.000 Gas	165.19	1,375.00	1,209.81	2,174.13	6,875.00	4,700.87	16,500.00	14,325.87
TOTAL UTILITIES	6,924.97	6,533.33	(391.64)	25,030.87	32,666.67	7,635.80	78,400.00	53,369.13
MAINTENANCE								
4410.000 Maintenance Labor	3,696.80	3,988.33	291.53	16,694.00	19,941.67	3,247.67	47,860.00	31,166.00
4420.000 Materials	815.26	1,250.00	434.74	5,788.65	6,250.00	461.35	15,000.00	9,211.35
4430.000 Contracts Costs	1,890.15	1,541.67	(348.48)	15,206.60	7,708.33	(7,498.27)	18,500.00	3,293.40
4431.000 Garbage and Trash	600.25	427.50	(172.75)	4,602.14	2,137.50	(2,464.64)	5,130.00	527.86
4432.000 Decorating Contract	1,167.33	1,083.33	(84.00)	8,797.04	5,416.67	(3,380.37)	13,000.00	4,202.96
4435.000 Grounds Contract	625.53	375.00	(250.53)	4,506.99	1,875.00	(2,631.99)	4,500.00	(6.99)
4445.000 Elevator Maintenance	0.00	407.92	407.92	2,727.01	2,039.58	(687.43)	4,895.00	2,167.99
4450.000 Plumbing/Heating	179.00	583.33	404.33	595.34	2,916.67	2,321.33	7,000.00	6,404.66
4455.000 Snow Removal	0.00	541.67	541.67	0.00	2,708.33	2,708.33	6,500.00	6,500.00
4456.000 Exterminating	2,432.50	166.67	(2,265.83)	2,621.50	833.33	(1,788.17)	2,000.00	(621.50)
4457.000 Janitor/Cleaning	1,347.85	933.33	(414.52)	6,034.83	4,666.67	(1,368.16)	11,200.00	5,165.17

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	12,754.67	11,298.75	(1,455.92)	67,574.10	56,493.75	(11,080.35)	135,585.00	68,010.90
OTHER								
4510.000 Insurance	2,000.67	2,315.00	314.33	10,643.35	11,575.00	931.65	27,780.00	17,136.65
4520.000 Property Taxes	690.64	822.50	131.86	3,474.75	4,112.50	637.75	9,870.00	6,395.25
4540.000 Employee Benefits	2,437.48	3,358.76	921.28	12,322.48	16,793.74	4,471.26	40,305.00	27,982.52
4570.000 Collection Loses	0.00	166.67	166.67	0.00	833.33	833.33	2,000.00	2,000.00
4583.001 Lease Interest Exp	1.85	2.08	0.23	10.09	10.42	0.33	25.00	14.91
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	2,083.33	2,083.33	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.83	31.25	0.42	154.15	156.25	2.10	375.00	220.85
TOTAL OTHER	5,161.47	7,112.93	1,951.46	26,604.82	35,564.57	8,959.75	85,355.00	58,750.18
TOTAL EXPENSES	36,823.67	33,907.50	(2,916.17)	165,539.97	169,537.50	3,997.53	406,890.00	241,350.03
SURPLUS	(623.25)	2,602.07	(3,225.32)	21,639.25	13,010.43	8,628.82	31,225.00	(9,585.75)

Housing and Redevelopment Authority of Crosby
Payment Summary Report
August 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/14/2024	368	Brian Bartz	\$ 105.86
8/14/2024	369	Diana Banks	\$ 7.50
8/14/2024	370	John Schommer	\$ 88.44
8/14/2024	371	Mallory Demel	\$ 64.32
8/14/2024	372	Steven Farnum	\$ 37.18
8/1/2024	ACH	Delta Dental	\$ 82.30
8/8/2024	ACH	Lincoln Financial Group	\$ 614.00
8/8/2024	ACH	Harpers Payroll Service	\$ 41.78
8/8/2024	ACH	Minnesota State Retirement System	\$ 62.00
8/8/2024	ACH	Harpers Payroll Service	\$ 1,530.44
8/22/2024	ACH	Harpers Payroll Service	\$ 1,654.03
8/22/2024	ACH	Harpers Payroll Service	\$ 51.98
8/22/2024	ACH	Minnesota State Retirement System	\$ 62.00
8/22/2024	ACH	Lincoln Financial Group	\$ 614.00
8/1/2024	ACH	Payroc LLC	\$ 45.95
8/1/2024	ACH	Payroc LLC	\$ 129.63
8/8/2024	119517	Minnesota Energy	\$ 249.65
8/8/2024	119518	Minnesota Power	\$ 5,176.85
8/13/2024	119519	Blue Cross Blue Shield of Minnesota	\$ 3,511.85
8/13/2024	119520	Borden Steinbauer And Kruger	\$ 1,702.11
8/13/2024	119521	Bremer Bank Credit Card	\$ 157.50
8/13/2024	119522	Cintas	\$ 197.25
8/13/2024	119523	City Of Crosby	\$ 6,819.11
8/13/2024	119524	Cliftonlarsonallen	\$ 8,487.15
8/13/2024	119525	Crosby Ace Hardware	\$ 278.45
8/13/2024	119526	Crosby-Ironton Courier	\$ 92.52
8/13/2024	119527	Crow Wing County Landfill	\$ 60.00
8/13/2024	119528	Ctc-446126	\$ 322.24
8/13/2024	119529	Ecowater Systems	\$ 179.00
8/13/2024	119530	Granite Pest Control LLC	\$ 2,495.50
8/13/2024	119531	Gravelle Plumbing & Heating Inc.	\$ 453.07
8/13/2024	119532	Hagman Inc.	\$ 2,268.00
8/13/2024	119533	Home Depot Supply	\$ 421.36
8/13/2024	119534	HR Direct	\$ 94.99
8/13/2024	119535	Integrity Services Inc	\$ 485.00
8/13/2024	119536	Kristin Miller	\$ 22.11
8/13/2024	119537	Minnesota Department of Labor & Industry	\$ 100.00
8/13/2024	119538	MRI Software LLC	\$ 125.00
8/13/2024	119539	Northland Fire Protection	\$ 2,729.00
8/13/2024	119540	Office Shop	\$ 70.75
8/13/2024	119541	Quick Construction Inc.	\$ 5,400.00
8/13/2024	119542	Sherwin Williams	\$ 278.88
8/13/2024	119543	Strike Painting & Finishing	\$ 1,500.00
8/13/2024	119544	T & J Services LLC	\$ 1,042.54
8/13/2024	119545	T-Mobile	\$ 110.54
8/13/2024	119546	Visa-Unity	\$ 719.36
8/13/2024	119547	Waste Partners Inc	\$ 1,157.01
8/13/2024	119548	West Central Flooring	\$ 825.25
8/13/2024	119549	Xtona	\$ 335.00
8/13/2024	119550	Yde's Major Appliance	\$ 679.80
8/13/2024	119551	Minnesota Department of Labor & Industry	\$ 10.00
		Report Total	\$ 53,748.25

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To: Crosby HRA Board Members
From: Shannon Fortune, Housing Director
Date: Sep-04-2024
Re: Housing Programs Report

Tenant Activities Update

In August, there were two craft sessions held with a total of 6 tenants participating; chair yoga was scheduled five times with no participants. Tenant Roundtable was held on 8/8 with 8 tenants participating. There was no Humana topic in August. There were 18 CSFP/NAPS recipients with two volunteers delivering boxes to units. Over 455 meals were donated by Community Table and Emily Care 'N Share. LSS Meals on Wheels continues to operate out of the Dellwood Community Room weekdays. Minutes from the August Tenant Council meeting are attached.

Housing Specialist

We are currently advertising for a Housing Specialist to fill the position currently held by Mallory Demel, who has accepted another position and will be leaving in early October. The job description has been updated and should be advertised in the Brainerd Dispatch, the Crosby-Ironton Courier, the Aitkin Independent Age, on the employment section of MN NAHRO, the League of MN Cities, the Brainerd HRA website, the City of Brainerd website, the Crosby HRA website, and on Indeed. Mallory will be working with us to help train the new site person once they have been identified.

Monthly Property Performance Reports for August 2024

Please see Attachment.

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report August 2024

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	61	n/a	n/a	0	100%
Dellwood	39	38	n/a	n/a	1	97%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	119	0	0	1	99%

3. Customer Traffic

Applications Requested	14
Applications Placed on Wait List	18
Applications Denied on Wait List	5

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	46	34	5	0
2 bdrm	13	27	0	0	0
3 bdrm	6	12	0	0	0
4 bdrm	2	6	0	0	0
TOTAL	120	91	34	5	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	6	17
Move-Outs	1	13

**Starting 4/1/2024*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW#211	1BR	in September	still notifying

7. Recertifications

Interim Recertifications	1
Annual Recertifications	4
Completed for this month	5

8. Annual Unit Inspections

Total units to be inspected this year*	120
Number completed start of month	61
Number inspected for the month	0
Number completed year-to-date	61
Total left to be inspected this year	59
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

**Starting 4/1/2024*

9. Lease Enforcements

Lease warnings/violations issued	3
30-day lease terminations	1

10. Evictions

Resident	Reason	Summons Date	Judgment Action
DW#110	Smoking	TBD	TBD

11. Non-Emergency Work Orders

Beginning Balance	17
Received	112
Closed	44
Ending Balance	85
Total Completed Work Orders for Year*	220

**Starting 4/1/2024*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	5
Completed within 24 hours	1	5
Percent completed within 24 hours	100%	100%

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

Members present: Roxy, Jen, Robin, Doris, Sharilyn, Linda, and Mary Jo

Treasurers Report for month of July

Coffee income: \$90.25

Coffee expense: \$69.90

Bingo income: \$137.00

Bingo expense: \$104.54

Bingo expense for loser prizes: \$25.00

Birdseed: \$25.00

Potluck income: \$35.00

Potluck expense: \$46.01

Petty Cash for end of July: \$326.52

Checking for end of July: \$940.71

OLD BUSINESS:

Had July potluck on the 20th, there were 32 people attending. Mark cooked the hamburgers and hot dogs on the grill. We ran out, will plan to make more the next time. Was a very good turn out.

The Round table on the 25th of July was changed to a later date in August.

NEW BUSINESS:

There is still people taking their dog out the south door and not picking up after them. We feel it needs to be addressed as to where people are to take dogs and the bags to pick after them.

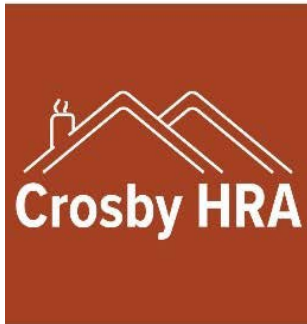
The new date for the Round table was rescheduled for August 8th.

Will continue to discuss the "buddy system" and try to work out a plan.

The next potluck will be August 17th

The next tenant council meeting will be September 9th, due to the first Monday being Labor Day. Time will be the same.

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

Loss Prevention Application

We are waiting to see if our application will be funded, award announcements may take until October to be announced.

Dellwood Siding Painting

Staff has reached out to our painting vendor for pricing to have the windbreak by the entrance to Dellwood painted along with the rest of the metal siding.

No Action Requested; Discussion Items.

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