



300 Third Avenue NE
Crosby, MN 56441-1642

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Crosby HRA Board Meeting

11:00 a.m. Tuesday October 8th, 2024

Community Room, 300 Third Avenue NE, Crosby MN 56441

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. REVIEW AND APPROVE AGENDA

4. OPEN FORUM

Time allocated for citizens and tenants to bring matters not on the agenda to the attention of the Crosby HRA board. If you are going to give a report or you wish to speak please state your full name and address. You will be restricted to 3 minutes and no Board action will be taken.

5. REVIEW AND APPROVE MINUTES (Attachment 1 - Pg)

6. BILLS & COMMUNICATIONS

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

7. UNFINISHED BUSINESS:

8. NEW BUSINESS:

- a.** Addition of Employee to Unity Bank Accounts (Attachment 5 - Pg 25)

9. COMMISSIONER COMMENTS:

10. NEXT MEETING: November 12th, 2024

11. ADJOURNMENT

Jennifer Robinson, Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

Buzz Neprud, Chair Term Expires: 2027

Maxine Fisher, Commissioner Term Expires: 2024

Paula Taylor, Vice Chair Term Expires: 2026

**All terms expire August 31st*

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Crosby HRA
BOARD MEETING MINUTES
Tuesday, September 10, 2024

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, September 10th, 2024, Community Room, 300 3rd Ave NE, Crosby MN 56441.

1. **CALL TO ORDER:** Chair Fisher called the meeting to order at 11:04 AM
2. **ROLL CALL:** Commissioners Paula Traylor, Renae Marsh, Maxine Fisher, Jennifer Robinson. Absent: Buzz Neprud

Others Present: Executive Director Eric Charpentier, Finance Director Karen Young. Housing Specialist Mallory Demel, Mary Reedy – Auditor with Clifton Larson Allen

Guests: Margo Saba, Lynne Paulson, Beth Love-Moore, Mark Paulson, Doris Skaj

3. **OATH OF OFFICE:**
Executive Director reviewed his memo and then administered the Oath of Office to Maxine Fisher for a new term on the Board of Commissioners.
4. **PRESENTATION:**
Mary Reedy presented the 2024 Audit Report. She noted that there were no findings; they are giving a clean opinion with the highest level of assurance.
5. **REVIEW AND APPROVE AGENDA:**

Commissioner Traylor motioned to approve the Agenda as presented for the Tuesday, September 10, 2024 meeting. Seconded by Commissioner Marsh. Motion carried Unanimously.

6. **OPEN FORUM:**
Tenants expressed concerns to the board regarding Lutheran Social Services use of the Dellwood community room taking precedence over resident activities.

It was noted that the Rec room at Edgewood can't have food in it and LSS meals for residents are made possible by being a distribution center for the meals to the community.

Tenants noted a few work order items including the motion light at Edgewood wasn't working properly and requested a handicap push button on the door for the smoking area. They also requested more office hours for better availability of office staff.

7. REVIEW AND APPROVE MINUTES:

- a. August 13th, 2024, Minutes were presented in the packet for review.

Commissioner Marsh motioned to approve the meeting minutes from Tuesday, August 13, 2024 as presented. Seconded by Commissioner Traylor. Motion carried Unanimously.

8. ANNUAL MEETING:

- a. **Slate of Officers:**

Called to Order at 11:36 AM.

Nominations for Chair: Traylor nominated Buzz Neprud. Eric Charpentier called for additional nominations 3 times. Nominations closed for Chair with one nomination.

Nominations for Vice Chair: Both Commissioners Fisher and Marsh nominated Paula Traylor. Eric Charpentier called for additional nominations 3 times. Nominations closed for Vice Chair with one nomination.

Nominations for Treasurer: Traylor nominated Renae Marsh. Eric Charpentier called for additional nominations 3 times. Nominations closed for Treasurer with one nomination.

Nominations closed at 11:40 AM.

Vote called for all 3 positions as nominated. Motion carried Unanimously.

With the absence of Commissioner Neprud the meeting was turned over to newly elected Vice Chair Traylor.

- b. **Review of Bylaws:**

No changes were recommended. No comments or questions were presented.

9. BILLS AND COMMUNICATIONS:

a. Financial Report and Approval Request:

Karen Young presented the September Financial Report.

Commissioner Marsh motioned to approve August as presented. Seconded by Commissioner Robinson. Motion carried Unanimously.

b. Housing Manager Report:

Mallory Demel presented the Housing Manager & Activities Report.

Demel noted the Housing Specialist position has been posted.

c. Maintenance Director Report:

Eric Charpentier presented the August 2024 Maintenance Report.

Charpentier noted the increase in water consumption for Dellwood and Edgewood. Dellwood registered a use of 3,700 gallons of water in one day.

10. UNFINISHED BUSINESS: None

11. NEW BUSINESS: None

12. COMMISSIONER COMMENTS:

Robinson reported that there is something leaking on the wires on the south door.

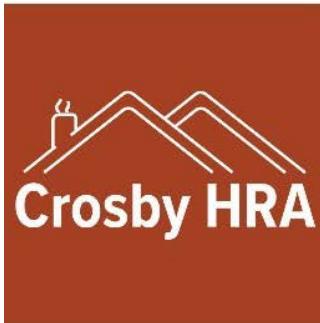
Fisher explained she has concerns about the bed bug treatments, how messaging about the treatments is done by the office and about help for tenants in preparation for the treatments to be done.

13. NEXT MEETING: Tuesday, October 8th, 2024

14. ADJOURNMENT:

Commissioner Marsh motioned to adjourn the meeting. Seconded by Commissioner Robinson. Motion carried Unanimously. Meeting adjourned at 12:04 PM.

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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: October 2, 2024
Re: October Financial Report

Please find attached the financial information for September 2024.

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

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

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

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Crosby HRA
Operating Statement
Six Months Ending 09/30/2024
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	21,523.00	21,208.33	314.67	127,948.00	127,250.00	698.00	254,500.00	(126,552.00)
3120.000 Excess Utilities	15.00	75.00	(60.00)	705.00	450.00	255.00	900.00	(195.00)
3401.000 Operating Subsidy	14,867.00	12,545.42	2,321.58	82,687.40	75,272.50	7,414.90	150,545.00	(67,857.60)
3402.000 Capital Fund Revenue	0.00	833.33	(833.33)	14,853.15	5,000.00	9,853.15	10,000.00	4,853.15
3610.000 Interest Revenue	57.89	62.50	(4.61)	396.95	375.00	21.95	750.00	(353.05)
3690.000 Other Income	40.53	208.33	(167.80)	1,597.00	1,250.00	347.00	2,500.00	(903.00)
3691.000 Other Tenant Revenue	1,575.18	1,000.00	575.18	10,593.93	6,000.00	4,593.93	12,000.00	(1,406.07)
3695.000 Laundry Revenue	380.00	358.33	21.67	2,049.75	2,150.00	(100.25)	4,300.00	(2,250.25)
TOTAL INCOME	38,458.60	36,291.24	2,167.36	240,831.18	217,747.50	23,083.68	435,495.00	(194,663.82)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,267.59	2,466.25	198.66	14,576.45	14,797.50	221.05	29,595.00	15,018.55
4130.000 Legal	0.00	395.83	395.83	2,851.11	2,375.00	(476.11)	4,750.00	1,898.89
4140.000 Staff Training	0.00	33.33	33.33	186.25	200.00	13.75	400.00	213.75
4150.000 Travel	10.72	60.42	49.70	195.17	362.50	167.33	725.00	529.83
4171.000 Auditing Fees	0.00	540.83	540.83	5,748.74	3,245.00	(2,503.74)	6,490.00	741.26
4190.000 Other Admin	25.00	47.92	22.92	92.50	287.50	195.00	575.00	482.50
4191.000 Management Fees	4,413.75	4,413.75	0.00	26,482.50	26,482.50	0.00	52,965.00	26,482.50
4194.000 Office Supplies	102.88	150.00	47.12	482.57	900.00	417.43	1,800.00	1,317.43
4195.000 Membership Dues	0.00	29.17	29.17	96.00	175.00	79.00	350.00	254.00
4196.000 Telephone	55.27	41.25	(14.02)	331.40	247.50	(83.90)	495.00	163.60
4198.000 Advertising	0.00	83.33	83.33	46.26	500.00	453.74	1,000.00	953.74
4199.000 Postage	0.00	16.67	16.67	0.00	100.00	100.00	200.00	200.00
TOTAL ADMINISTRATION	6,875.21	8,278.75	1,403.54	51,088.95	49,672.50	(1,416.45)	99,345.00	48,256.05
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	462.08	498.75	36.67	3,115.27	2,992.50	(122.77)	5,985.00	2,869.73
4230.000 Tenant Svcs Other	0.00	108.33	108.33	24.97	650.00	625.03	1,300.00	1,275.03
TOTAL TENANT SERVICES	462.08	607.08	145.00	3,140.24	3,642.50	502.26	7,285.00	4,144.76
UTILITIES								
4310.000 Water	1,576.32	1,241.67	(334.65)	5,916.04	7,450.00	1,533.96	14,900.00	8,983.96
4315.000 Sewer	2,645.38	1,900.00	(745.38)	9,451.69	11,400.00	1,948.31	22,800.00	13,348.31
4320.000 Electricity	2,499.70	2,187.50	(312.20)	8,324.91	13,125.00	4,800.09	26,250.00	17,925.09
4330.000 Gas	114.22	1,250.00	1,135.78	1,663.36	7,500.00	5,836.64	15,000.00	13,336.64
TOTAL UTILITIES	6,835.62	6,579.17	(256.45)	25,356.00	39,475.00	14,119.00	78,950.00	53,594.00
MAINTENANCE								
4410.000 Maintenance Labor	3,696.78	3,988.33	291.55	20,390.69	23,930.00	3,539.31	47,860.00	27,469.31
4420.000 Materials	598.61	1,375.00	776.39	5,460.20	8,250.00	2,789.80	16,500.00	11,039.80
4430.000 Contracts Costs	1,116.59	1,950.00	833.41	17,655.06	11,700.00	(5,955.06)	23,400.00	5,744.94
4431.000 Garbage and Trash	812.17	804.17	(8.00)	6,261.60	4,825.00	(1,436.60)	9,650.00	3,388.40
4432.000 Decorating Contract	3,404.31	1,166.67	(2,237.64)	10,046.52	7,000.00	(3,046.52)	14,000.00	3,953.48
4435.000 Grounds Contract	0.00	350.00	350.00	2,012.11	2,100.00	87.89	4,200.00	2,187.89
4445.000 Elevator Maintenance	0.00	541.67	541.67	2,652.00	3,250.00	598.00	6,500.00	3,848.00
4450.000 Plumbing/Heating	0.00	500.00	500.00	2,164.91	3,000.00	835.09	6,000.00	3,835.09
4455.000 Snow Removal	0.00	416.67	416.67	0.00	2,500.00	2,500.00	5,000.00	5,000.00
4456.000 Exterminating	324.50	83.33	(241.17)	1,109.50	500.00	(609.50)	1,000.00	(109.50)
4457.000 Janitor/Cleaning	1,663.88	1,060.00	(603.88)	6,691.60	6,360.00	(331.60)	12,720.00	6,028.40

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	11,616.84	12,235.84	619.00	74,444.19	73,415.00	(1,029.19)	146,830.00	72,385.81
OTHER								
4510.000 Insurance	2,816.50	2,664.58	(151.92)	16,739.00	15,987.50	(751.50)	31,975.00	15,236.00
4520.000 Property Taxes	724.78	878.75	153.97	5,087.16	5,272.50	185.34	10,545.00	5,457.84
4540.000 Employee Benefits	2,444.87	3,339.59	894.72	14,665.59	20,037.50	5,371.91	40,075.00	25,409.41
4570.000 Collection Loses	0.00	833.33	833.33	0.00	5,000.00	5,000.00	10,000.00	10,000.00
4583.001 Lease Interest Exp	0.00	2.08	2.08	10.11	12.50	2.39	25.00	14.89
4590.000 Other Gen Exp	0.00	583.33	583.33	0.00	3,500.00	3,500.00	7,000.00	7,000.00
4595.001 Lease Amort Exp	30.84	31.25	0.41	185.04	187.50	2.46	375.00	189.96
TOTAL OTHER	6,016.99	8,332.91	2,315.92	36,686.90	49,997.50	13,310.60	99,995.00	63,308.10
TOTAL EXPENSES	31,806.74	36,033.75	4,227.01	190,716.28	216,202.50	25,486.22	432,405.00	241,688.72
SURPLUS	6,651.86	257.49	6,394.37	50,114.90	1,545.00	48,569.90	3,090.00	47,024.90

Crosby HRA
Operating Statement
Six Months Ending 09/30/2024
Program: C- 700 - Section 8 New Construction **Project: Edgewood**

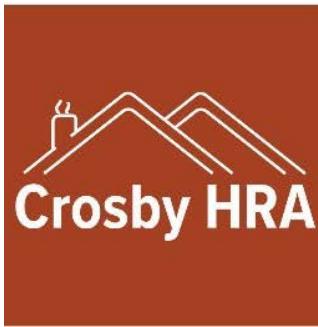
	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3110.000 Dwelling Rental	22,229.00	21,765.83	463.17	122,404.00	130,595.00	(8,191.00)	261,190.00	(138,786.00)
3120.000 Excess Utilities	35.00	156.25	(121.25)	1,500.00	937.50	562.50	1,875.00	(375.00)
3404.000 HAP Subsidy	10,423.00	10,720.83	(297.83)	71,960.00	64,325.00	7,635.00	128,650.00	(56,690.00)
3490.000 Gain/Loss on Sale	0.00	0.00	0.00	1.00	0.00	1.00	0.00	1.00
3610.000 Interest Revenue	(8.17)	2,500.00	(2,508.17)	16,746.76	15,000.00	1,746.76	30,000.00	(13,253.24)
3690.000 Other Income	60.78	208.33	(147.55)	556.07	1,250.00	(693.93)	2,500.00	(1,943.93)
3691.000 Other Tenant Revenue	436.05	383.33	52.72	5,794.21	2,300.00	3,494.21	4,600.00	1,194.21
3695.000 Laundry Revenue	854.00	775.00	79.00	4,970.75	4,650.00	320.75	9,300.00	(4,329.25)
TOTAL INCOME	34,029.66	36,509.57	(2,479.91)	223,932.79	219,057.50	4,875.29	438,115.00	(214,182.21)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,267.61	2,466.25	198.64	14,576.58	14,797.50	220.92	29,595.00	15,018.42
4130.000 Legal	0.00	291.67	291.67	979.50	1,750.00	770.50	3,500.00	2,520.50
4140.000 Staff Training	0.00	41.67	41.67	186.25	250.00	63.75	500.00	313.75
4150.000 Travel	10.72	70.83	60.11	153.23	425.00	271.77	850.00	696.77
4171.000 Auditing Fees	0.00	540.83	540.83	5,748.76	3,245.00	(2,503.76)	6,490.00	741.24
4190.000 Other Admin	25.00	50.00	25.00	117.50	300.00	182.50	600.00	482.50
4191.000 Management Fees	4,413.75	4,413.75	0.00	26,482.50	26,482.50	0.00	52,965.00	26,482.50
4194.000 Office Supplies	102.90	145.83	42.93	482.61	875.00	392.39	1,750.00	1,267.39
4195.000 Membership Dues	0.00	16.67	16.67	96.00	100.00	4.00	200.00	104.00
4196.000 Telephone	55.27	41.25	(14.02)	331.48	247.50	(83.98)	495.00	163.52
4198.000 Advertising	0.00	83.33	83.33	46.26	500.00	453.74	1,000.00	953.74
4199.000 Postage	0.00	31.25	31.25	0.00	187.50	187.50	375.00	375.00
TOTAL ADMINISTRATION	6,875.25	8,193.33	1,318.08	49,200.67	49,160.00	(40.67)	98,320.00	49,119.33
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	693.14	748.33	55.19	4,672.96	4,490.00	(182.96)	8,980.00	4,307.04
4230.000 Tenant Svcs Other	0.00	20.83	20.83	24.94	125.00	100.06	250.00	225.06
TOTAL TENANT SERVICES	693.14	769.16	76.02	4,697.90	4,615.00	(82.90)	9,230.00	4,532.10
UTILITIES								
4310.000 Water	1,044.40	733.33	(311.07)	6,604.52	4,400.00	(2,204.52)	8,800.00	2,195.48
4315.000 Sewer	1,869.46	1,258.33	(611.13)	11,735.96	7,550.00	(4,185.96)	15,100.00	3,364.04
4320.000 Electricity	3,945.97	3,166.67	(779.30)	11,376.09	19,000.00	7,623.91	38,000.00	26,623.91
4330.000 Gas	185.46	1,375.00	1,189.54	2,359.59	8,250.00	5,890.41	16,500.00	14,140.41
TOTAL UTILITIES	7,045.29	6,533.33	(511.96)	32,076.16	39,200.00	7,123.84	78,400.00	46,323.84
MAINTENANCE								
4410.000 Maintenance Labor	3,696.83	3,988.33	291.50	20,390.83	23,930.00	3,539.17	47,860.00	27,469.17
4420.000 Materials	1,715.04	1,250.00	(465.04)	7,503.69	7,500.00	(3.69)	15,000.00	7,496.31
4430.000 Contracts Costs	1,821.84	1,541.67	(280.17)	17,028.44	9,250.00	(7,778.44)	18,500.00	1,471.56
4431.000 Garbage and Trash	378.23	427.50	49.27	4,980.37	2,565.00	(2,415.37)	5,130.00	149.63
4432.000 Decorating Contract	2,341.33	1,083.33	(1,258.00)	11,138.37	6,500.00	(4,638.37)	13,000.00	1,861.63
4435.000 Grounds Contract	0.00	375.00	375.00	4,506.99	2,250.00	(2,256.99)	4,500.00	(6.99)
4445.000 Elevator Maintenance	0.00	407.92	407.92	2,727.01	2,447.50	(279.51)	4,895.00	2,167.99
4450.000 Plumbing/Heating	56.95	583.33	526.38	652.29	3,500.00	2,847.71	7,000.00	6,347.71
4455.000 Snow Removal	0.00	541.67	541.67	0.00	3,250.00	3,250.00	6,500.00	6,500.00
4456.000 Exterminating	1,996.00	166.67	(1,829.33)	4,617.50	1,000.00	(3,617.50)	2,000.00	(2,617.50)
4457.000 Janitor/Cleaning	1,143.88	933.33	(210.55)	7,178.71	5,600.00	(1,578.71)	11,200.00	4,021.29

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	13,150.10	11,298.75	(1,851.35)	80,724.20	67,792.50	(12,931.70)	135,585.00	54,860.80
OTHER								
4510.000 Insurance	2,160.67	2,315.00	154.33	12,804.02	13,890.00	1,085.98	27,780.00	14,975.98
4520.000 Property Taxes	742.02	822.50	80.48	4,216.77	4,935.00	718.23	9,870.00	5,653.23
4540.000 Employee Benefits	2,462.60	3,358.76	896.16	14,785.08	20,152.50	5,367.42	40,305.00	25,519.92
4570.000 Collection Loses	0.00	166.67	166.67	0.00	1,000.00	1,000.00	2,000.00	2,000.00
4583.001 Lease Interest Exp	0.00	2.08	2.08	10.09	12.50	2.41	25.00	14.91
4590.000 Other Gen Exp	10.00	416.67	406.67	10.00	2,500.00	2,490.00	5,000.00	4,990.00
4595.001 Lease Amort Exp	30.83	31.25	0.42	184.98	187.50	2.52	375.00	190.02
TOTAL OTHER	5,406.12	7,112.93	1,706.81	32,010.94	42,677.50	10,666.56	85,355.00	53,344.06
TOTAL EXPENSES	33,169.90	33,907.50	737.60	198,709.87	203,445.00	4,735.13	406,890.00	208,180.13
SURPLUS	859.76	2,602.07	(1,742.31)	25,222.92	15,612.50	9,610.42	31,225.00	(6,002.08)

Housing and Redevelopment Authority of Crosby
Payment Summary Report
September 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/11/2024	373	Brian Bartz	\$ 96.48
9/11/2024	374	Eric Charpentier	\$ 21.44
9/11/2024	375	John Schommer	\$ 92.46
9/11/2024	376	Steven Farnum	\$ 42.48
9/1/2024	ACH	Reliance Standard Life Insurance Company	\$ 107.05
9/1/2024	ACH	Delta Dental	\$ 82.30
9/5/2024	ACH	Minnesota State Retirement System	\$ 62.00
9/5/2024	ACH	Harpers Payroll Service	\$ 1,527.37
9/5/2024	ACH	Harpers Payroll Service	\$ 41.78
9/5/2024	ACH	Lincoln Financial Group	\$ 614.00
9/5/2024	ACH	Payroc LLC	\$ 47.77
9/5/2024	ACH	Payroc LLC	\$ 123.87
9/19/2024	ACH	Minnesota State Retirement System	\$ 62.00
9/19/2024	ACH	Harpers Payroll Service	\$ 1,573.95
9/19/2024	ACH	Harpers Payroll Service	\$ 50.10
9/19/2024	ACH	Lincoln Financial Group	\$ 614.00
9/10/2024	119552	Amazon Capital Services Inc.	\$ 11.79
9/10/2024	119553	Blue Cross Blue Shield of Minnesota	\$ 3,511.85
9/10/2024	119554	Bremer Bank Credit Card	\$ 43.00
9/10/2024	119555	Cintas	\$ 157.80
9/10/2024	119556	City Of Crosby	\$ 7,532.58
9/10/2024	119557	Crosby Ace Hardware	\$ 246.01
9/10/2024	119558	Granite Pest Control LLC	\$ 2,320.50
9/10/2024	119559	Hagman Inc.	\$ 2,788.00
9/10/2024	119560	Handyman's, Inc.	\$ 507.80
9/10/2024	119561	Holden Electric Co. Inc.	\$ 612.19
9/10/2024	119562	Home Depot Supply	\$ 870.85
9/10/2024	119563	Integrity Services Inc	\$ 509.50
9/10/2024	119564	Internation Eprocurement LLC	\$ 500.00
9/10/2024	119565	Minnesota Department Of Commerce	\$ 5.50
9/10/2024	119566	Minnesota Energy	\$ 299.68
9/10/2024	119567	Minnesota Power	\$ 6,445.67
9/10/2024	119568	MRI Software LLC	\$ 125.00
9/10/2024	119569	Paper Storm	\$ 26.00
9/10/2024	119570	Quick Construction Inc.	\$ 145.00
9/10/2024	119571	Sherwin Williams	\$ 278.88
9/10/2024	119572	Strike Painting & Finishing	\$ 900.00
9/10/2024	119573	The Print Shop Ink	\$ 193.99
9/10/2024	119574	T-Mobile	\$ 110.54
9/10/2024	119575	Visa-Unity	\$ 765.70
9/10/2024	119576	Waste Partners Inc	\$ 767.38
9/10/2024	119577	West Central Flooring	\$ 3,052.00
9/10/2024	119578	Xtona	\$ 335.00
9/10/2024	119579	Harpers Time & Attendance	\$ 26.00
9/12/2024	119580	Minnesota Power	\$ 5,176.85
		Report Total	\$ 43,424.11

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To: Crosby HRA Board Members
From: Shannon Fortune, Housing Director
Date: Oct-02-2024
Re: Housing Programs Report

Tenant Activities Update

In September, there were 18 Second Harvest CSFP boxes and Community Table/Emily Care 'N Share donated over 500 meals during their twice-weekly visits. Yoga was scheduled three times with two sign ins. During open crafting time, a group of six tenants learned how to make beeswax-based lip balm from scratch. Staff from the Cuyuna Range Food Shelf presented to a group of 11 tenants about the new personal shopper service through the food shelf site. Three additional socialization activities drew in a total of 11 participants. Tenant Council meeting minutes from September are attached.

Hydration Stations

We are pleased to announce that we were selected by the MN Department of Health to receive two hydration stations through their Statewide Health Improvement Partnership (SHIP). The SHIP grant supports community-driven solutions for active living, healthy eating and commercial tobacco free living. This is an initiative funded by the state to reduce plastic waste in landfills by using refillable water bottles and to encourage water consumption amongst the population. These will replace the two existing water fountains which are located in Dellwood and Edgewood common areas. The stations will come equipped with a drinking fountain and a water bottle filling station. They are expected to be installed in October.

Lutheran Social Service – Meals On Wheels Update

Through the Meals On Wheels program hosted in the Dellwood Community Room, there are currently 23 CHRA residents getting meals each day, which projects out to be just under 6,000 meals annually. Although the program has been able to allow non-resident community members to dine on-site, there have not been any non-residents that have taken advantage of this opportunity. There are 30 delivery volunteers that come to the Dellwood site to load up their meals for delivery and return their delivery bags when they are done. All volunteers are supervised when in the building, as will any non-resident community members that come to dine.

Monthly Property Performance Reports for September 2024

Please see Attachment.

No Action Requested; Discussion Items

Crosby Housing and Redevelopment Authority

Monthly Property Performance Report September 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	38	n/a	n/a	1	97%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	118	0	0	2	98%

3. Customer Traffic

Applications Requested	15
Applications Placed on Wait List	9
Applications Denied on Wait List	1

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	48	10	2	0
2 bdrm	13	28	0	0	0
3 bdrm	6	12	0	0	0
4 bdrm	2	6	0	0	0
TOTAL	120	94	10	2	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	0	17
Move-Outs	2	15

*Starting 4/1/2024

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW#211	1BR	Screening 3	Screening
DW#315	1BR	Screening 3	Screening

7. Recertifications

Interim Recertifications	2
Annual Recertifications	4
Completed for this month	6

8. Annual Unit Inspections

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

*Starting 4/1/2024

9. Lease Enforcements

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

10. Evictions

Resident	Reason	Summons Date	Judgment Action
DW#110	Smoking/Non-Compliance	TBD	TBD

11. Non-Emergency Work Orders

Beginning Balance	85
Received	75
Closed	142
Ending Balance	18
Total Completed Work Orders for Year	362

*Starting 4/1/2024

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	5
Completed within 24 hours	0	5
Percent completed within 24 hours	n/a	100%

*Starting 4/1/2024

Tenant Council Meeting - September 9, 2024 at 10 a.m.

Members present: Roxy, Joan, Theresa

Treasurers Report for month of August:

Coffee income: \$107.12

Coffee expense: \$88.12

Bingo income: \$94.00

Bingo expense: \$56.41

Bingo expense for loser prizes: \$24.45

Birdseed: \$25.00

Kitchen expense: \$35.46

Potluck income: \$22.00

Potluck expense: \$3.49

T.C. purchased a fan for rec room use during bingo: \$28.00

Petty Cash for end of August: \$317.21

Checking for end of August: \$940.71

OLD BUSINESS:

Had potluck on August 17th there were 22 people.

Dog issue is still being a problem.

The next potluck will be September 14th.

Had the Roundtable on August 8th. Not many were present.

NEW BUSINESS:

Bingo will be starting in the Edgewood Rec. Room on Tuesday, September 9th at 12:30. The cabinet was moved that morning.

Potluck will be September 14th.

RAB meeting will be Tuesday, September 17th in Edgewood Rec. Room

Oak Street Chapel Band will be coming Tuesday, Sept. 24th.

There was several issues brought to councils attention:

- the motion light in back yard does not work
- would like to have the bug company come and spray at least once a month
- the ceiling in dining (community) room looks terrible. Needs to be repaired or all tiles taken down.
- the scooters, bikes that are taken to apts. should be wiped down before bringing into building
- gazebo needs to be swept, dusted and vac. before next potluck

The next tenant council meeting is October 7th at 11:00 in the Edgewood Rec. Room

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To: Crosby HRA Board Members
From: John Schommer, Rehab & Maintenance Director
Date: October 1, 2024
Re: Maintenance Update

Loss Prevention Application

We found out that our application for the Loss Prevention Fund was unsuccessful. We have contacted Gordian, our cooperative purchasing partner, to reach out to the contractor to get the process for improvements of the last five kitchens at Dellwood started. We will utilize 2023 capital fund dollars to complete the project.

Edgewood Flooring repair

Staff found a spot just outside of the elevator door on 2nd floor that needs to be repaired and has the repair scheduled for Thursday, October 3rd. The hallway has to be closed off during the repair but will be done so as to minimize inconvenience to the tenants.

No Action Requested; Discussion Items.

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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: October
Re: Addition of Employee to Unity Bank Accounts

We would like to add our new Housing Specialist, Diana Banks to the Unity Bank checking account and tenant activities account as a signatory. Unity Bank requires action by the board approving this addition. As such, we are asking for a motion from the board to add Diana Banks to the Unity Bank accounts.

Action Requested:

Motion to approve the addition of Diana Banks to the Unity Bank accounts as a signatory.