

Crosby HRA Board Meeting
11:00 a.m. Tuesday November 12th, 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 - Page 3)*

6. BILLS & COMMUNICATIONS

- a. Financial Report*(Attachment 2 - Page 7)*
- b. Housing Manager Report*(Attachment 3 - Page 17)*
- c. Maintenance Director Report*(Attachment 4 - Page 25)*
- d. Executive Director Report*(Attachment 5 - Page 27)*

7. UNFINISHED BUSINESS:

8. NEW BUSINESS:

- a. Clarification of Authorized Signers on Unity Bank Accounts *(Attachment 6 - Page 29)*

9. COMMISSIONER COMMENTS:

10. NEXT MEETING: December 10th, 2024

11. ADJOURNMENT

Jennifer Robinson, Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

Buzz Neprud, Chair Term Expires: 2027

Vacant, Commissioner Term Expires: 2029

Paula Traylor, Vice Chair Term Expires: 2026

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Crosby HRA BOARD MEETING MINUTES Tuesday, October 8th, 2024

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, October 8th, 2024
Community Room, 300 3rd Ave NE, Crosby MN 56441.

1. **CALL TO ORDER:** Vice Chair Traylor called the meeting to order at 11:00 AM.
2. **ROLL CALL:** Commissioners Paula Traylor, Renae Marsh, and Jennifer Robinson
Absent: Buzz Neprud

Others Present: Executive Director Eric Charpentier, Rehab and Maintenance Director John Schommer, Housing Director Shannon Fortune, Housing Specialist Diana Banks, and Operations Admin Specialist Hannah Anderson

Guests: Lynne Paulson, Kerri Roth, Teresa Johnson, Judy Loch, Kathy Fineday, Beth Love-Moore, and Mark Paulson

3. **REVIEW AND APPROVE AGENDA:**

Charpentier requested an amendment to the agenda to include a new business item of the addition of an employee to the Unity Bank account.

Commissioner Marsh motioned to approve the Agenda with the amendment for the Tuesday, October 8th, 2024 meeting. Seconded by Commissioner Robinson. Motion carried unanimously.

4. **OPEN FORUM:**

Charpentier advised that rules of decorum have been implemented as approved by Chair Neprud.

Tenants expressed interest in understanding the laundry room policy, as well as inquired about where to seek answers or resolve issues. Concerns were raised regarding confidentiality.

5. REVIEW AND APPROVE MINUTES:

- a. September 10th, 2024 Minutes were presented in the packet for review.

Commissioner Marsh motioned to approve the meeting minutes from Tuesday, September 10, 2024 as presented. Seconded by Commissioner Robinson. Motion carried unanimously.

6. BILLS AND COMMUNICATIONS:

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

Eric Charpentier presented the September Financial Report.

Commissioner Marsh motioned to approve September as presented. Seconded by Commissioner Robinson. Motion carried unanimously.

- b. **Housing Manager Report:**

Shannon Fortune presented the Housing Manager & Activities Report.

Fortune reported that the Housing Specialist position has been filled by Diana Banks. The Activities Coordinator position is now open.

In response to requests from tenants, Fortune advised that opportunities for improvements to the carpet, rugs, and bed bug treatment process are being investigated by staff. The gazebo has recently been thoroughly cleaned.

Fortune noted that there is an upcoming meeting with RAB to update the 5-year and annual plan. It will be open to a public hearing in December.

- c. **Maintenance Director Report:**

John Schommer presented the September 2024 Maintenance Report.

Schommer noted that the construction contract for five kitchen units will be brought to the board at the November meeting.

Commissioner Marsh motioned to approve reports as presented. Seconded by Commissioner Robinson. Motion carried unanimously.

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

- a. Addition of Diana Banks to the Unity Bank Accounts as a signatory

Eric Charpentier presented the request.

Commissioner Robinson motioned to approve the addition of Diana Banks to the Unity Bank accounts as a signatory. Seconded by Commissioner Marsh. Motion carried unanimously.

9. COMMISSIONER COMMENTS:

Eric Charpentier reported that Commissioner Maxine Fisher has resigned from the board of directors, effective immediately. Her resignation was accepted by the commissioners.

Commissioner Marsh inquired about the delay in repairing ovens in the units.

Charpentier explained that the delay is due to a shortage of smaller sized ranges, as vendors have had difficulty securing inventory.

Schommer noted that plans are in place to upgrade the five units with smaller ranges in the coming months to avoid inventory issues and repair delays.

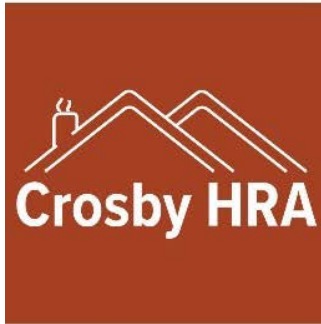
Charpentier also noted that as a temporary solution, an oven from a vacant unit was successfully relocated to a unit in need of oven repair.

10. NEXT MEETING: Tuesday, November 12th, 2024

11. ADJOURNMENT:

Commissioner Robinson motioned to adjourn the meeting. Seconded by Commissioner Marsh. Motion carried unanimously. Meeting adjourned at 11:35 AM.

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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: November 6, 2024
Re: November Financial Report

Please find attached the financial information for October 2024.

2025 Operating Subsidy Calculation

The 2025 Public Housing Operating Subsidy calculation has been submitted and approved by HUD. The 2025 funding eligibility is \$119,754, which is down significantly from the 2024 eligibility of \$153,620. The primary reason for the decline is a reduction in the utility inflation factor and an increase in formula income.

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

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

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

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Crosby HRA
Operating Statement
Seven Months Ending 10/31/2024
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	21,126.00	21,208.33	(82.33)	149,074.00	148,458.33	615.67	254,500.00	(105,426.00)
3120.000 Excess Utilities	10.00	75.00	(65.00)	715.00	525.00	190.00	900.00	(185.00)
3401.000 Operating Subsidy	11,541.80	12,545.42	(1,003.62)	94,229.20	87,817.92	6,411.28	150,545.00	(56,315.80)
3402.000 Capital Fund Revenue	0.00	833.33	(833.33)	14,853.15	5,833.33	9,019.82	10,000.00	4,853.15
3610.000 Interest Revenue	66.72	62.50	4.22	463.67	437.50	26.17	750.00	(286.33)
3690.000 Other Income	1,543.56	208.33	1,335.23	3,140.56	1,458.33	1,682.23	2,500.00	640.56
3691.000 Other Tenant Revenue	747.05	1,000.00	(252.95)	11,340.98	7,000.00	4,340.98	12,000.00	(659.02)
3695.000 Laundry Revenue	342.00	358.33	(16.33)	2,391.75	2,508.33	(116.58)	4,300.00	(1,908.25)
TOTAL INCOME	35,377.13	36,291.24	(914.11)	276,208.31	254,038.74	22,169.57	435,495.00	(159,286.69)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	4,510.49	2,466.25	(2,044.24)	19,086.94	17,263.75	(1,823.19)	29,595.00	10,508.06
4130.000 Legal	0.00	395.83	395.83	2,851.11	2,770.83	(80.28)	4,750.00	1,898.89
4140.000 Staff Training	23.58	33.33	9.75	209.83	233.33	23.50	400.00	190.17
4150.000 Travel	22.78	60.42	37.64	217.95	422.92	204.97	725.00	507.05
4171.000 Auditing Fees	0.00	540.83	540.83	5,748.74	3,785.83	(1,962.91)	6,490.00	741.26
4190.000 Other Admin	7.50	47.92	40.42	100.00	335.42	235.42	575.00	475.00
4191.000 Management Fees	4,413.75	4,413.75	0.00	30,896.25	30,896.25	0.00	52,965.00	22,068.75
4194.000 Office Supplies	99.12	150.00	50.88	581.69	1,050.00	468.31	1,800.00	1,218.31
4195.000 Membership Dues	0.00	29.17	29.17	96.00	204.17	108.17	350.00	254.00
4196.000 Telephone	46.53	41.25	(5.28)	377.93	288.75	(89.18)	495.00	117.07
4198.000 Advertising	284.20	83.33	(200.87)	330.46	583.33	252.87	1,000.00	669.54
4199.000 Postage	0.00	16.67	16.67	0.00	116.67	116.67	200.00	200.00
TOTAL ADMINISTRATION	9,407.95	8,278.75	(1,129.20)	60,496.90	57,951.25	(2,545.65)	99,345.00	38,848.10
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	381.18	498.75	117.57	3,496.45	3,491.25	(5.20)	5,985.00	2,488.55
4230.000 Tenant Svcs Other	5.08	108.33	103.25	30.05	758.33	728.28	1,300.00	1,269.95
TOTAL TENANT SERVICES	386.26	607.08	220.82	3,526.50	4,249.58	723.08	7,285.00	3,758.50
UTILITIES								
4310.000 Water	1,529.44	1,241.67	(287.77)	7,445.48	8,691.67	1,246.19	14,900.00	7,454.52
4315.000 Sewer	2,563.81	1,900.00	(663.81)	12,015.50	13,300.00	1,284.50	22,800.00	10,784.50
4320.000 Electricity	1,983.82	2,187.50	203.68	10,308.73	15,312.50	5,003.77	26,250.00	15,941.27
4330.000 Gas	115.71	1,250.00	1,134.29	1,779.07	8,750.00	6,970.93	15,000.00	13,220.93
TOTAL UTILITIES	6,192.78	6,579.17	386.39	31,548.78	46,054.17	14,505.39	78,950.00	47,401.22
MAINTENANCE								
4410.000 Maintenance Labor	5,445.19	3,988.33	(1,456.86)	25,835.88	27,918.33	2,082.45	47,860.00	22,024.12
4420.000 Materials	3,421.76	1,375.00	(2,046.76)	8,881.96	9,625.00	743.04	16,500.00	7,618.04
4430.000 Contracts Costs	3,316.69	1,950.00	(1,366.69)	20,971.75	13,650.00	(7,321.75)	23,400.00	2,428.25
4431.000 Garbage and Trash	793.64	804.17	10.53	7,055.24	5,629.17	(1,426.07)	9,650.00	2,594.76
4432.000 Decorating Contract	536.32	1,166.67	630.35	10,582.84	8,166.67	(2,416.17)	14,000.00	3,417.16
4435.000 Grounds Contract	9.98	350.00	340.02	2,022.09	2,450.00	427.91	4,200.00	2,177.91
4445.000 Elevator Maintenance	0.00	541.67	541.67	2,652.00	3,791.67	1,139.67	6,500.00	3,848.00
4450.000 Plumbing/Heating	5,375.00	500.00	(4,875.00)	7,539.91	3,500.00	(4,039.91)	6,000.00	(1,539.91)
4455.000 Snow Removal	0.00	416.67	416.67	0.00	2,916.67	2,916.67	5,000.00	5,000.00
4456.000 Exterminating	63.00	83.33	20.33	1,172.50	583.33	(589.17)	1,000.00	(172.50)
4457.000 Janitor/Cleaning	1,248.98	1,060.00	(188.98)	7,940.58	7,420.00	(520.58)	12,720.00	4,779.42

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	20,210.56	12,235.84	(7,974.72)	94,654.75	85,650.84	(9,003.91)	146,830.00	52,175.25
OTHER								
4510.000 Insurance	2,816.50	2,664.58	(151.92)	19,555.50	18,652.08	(903.42)	31,975.00	12,419.50
4520.000 Property Taxes	677.98	878.75	200.77	5,765.14	6,151.25	386.11	10,545.00	4,779.86
4540.000 Employee Benefits	2,890.07	3,339.59	449.52	17,555.66	23,377.09	5,821.43	40,075.00	22,519.34
4570.000 Collection Loses	0.00	833.33	833.33	0.00	5,833.33	5,833.33	10,000.00	10,000.00
4583.001 Lease Interest Exp	1.76	2.08	0.32	11.87	14.58	2.71	25.00	13.13
4590.000 Other Gen Exp	0.00	583.33	583.33	0.00	4,083.33	4,083.33	7,000.00	7,000.00
4595.001 Lease Amort Exp	30.84	31.25	0.41	215.88	218.75	2.87	375.00	159.12
TOTAL OTHER	6,417.15	8,332.91	1,915.76	43,104.05	58,330.41	15,226.36	99,995.00	56,890.95
TOTAL EXPENSES	42,614.70	36,033.75	(6,580.95)	233,330.98	252,236.25	18,905.27	432,405.00	199,074.02
SURPLUS	(7,237.57)	257.49	(7,495.06)	42,877.33	1,802.49	41,074.84	3,090.00	39,787.33

Crosby HRA
Operating Statement
Seven Months Ending 10/31/2024
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	21,482.00	21,765.83	(283.83)	143,886.00	152,360.83	(8,474.83)	261,190.00	(117,304.00)
3120.000 Excess Utilities	30.00	156.25	(126.25)	1,530.00	1,093.75	436.25	1,875.00	(345.00)
3404.000 HAP Subsidy	12,267.00	10,720.83	1,546.17	84,227.00	75,045.83	9,181.17	128,650.00	(44,423.00)
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	6,803.86	2,500.00	4,303.86	23,550.62	17,500.00	6,050.62	30,000.00	(6,449.38)
3690.000 Other Income	1,443.82	208.33	1,235.49	1,999.89	1,458.33	541.56	2,500.00	(500.11)
3691.000 Other Tenant Revenue	357.05	383.33	(26.28)	6,151.26	2,683.33	3,467.93	4,600.00	1,551.26
3695.000 Laundry Revenue	802.00	775.00	27.00	5,772.75	5,425.00	347.75	9,300.00	(3,527.25)
TOTAL INCOME	43,185.73	36,509.57	6,676.16	267,118.52	255,567.07	11,551.45	438,115.00	(170,996.48)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	4,450.30	2,466.25	(1,984.05)	19,026.88	17,263.75	(1,763.13)	29,595.00	10,568.12
4130.000 Legal	0.00	291.67	291.67	979.50	2,041.67	1,062.17	3,500.00	2,520.50
4140.000 Staff Training	27.86	41.67	13.81	214.11	291.67	77.56	500.00	285.89
4150.000 Travel	21.44	70.83	49.39	174.67	495.83	321.16	850.00	675.33
4171.000 Auditing Fees	0.00	540.83	540.83	5,748.76	3,785.83	(1,962.93)	6,490.00	741.24
4190.000 Other Admin	7.50	50.00	42.50	125.00	350.00	225.00	600.00	475.00
4191.000 Management Fees	4,413.75	4,413.75	0.00	30,896.25	30,896.25	0.00	52,965.00	22,068.75
4194.000 Office Supplies	99.12	145.83	46.71	581.73	1,020.83	439.10	1,750.00	1,168.27
4195.000 Membership Dues	0.00	16.67	16.67	96.00	116.67	20.67	200.00	104.00
4196.000 Telephone	46.54	41.25	(5.29)	378.02	288.75	(89.27)	495.00	116.98
4198.000 Advertising	284.20	83.33	(200.87)	330.46	583.33	252.87	1,000.00	669.54
4199.000 Postage	0.00	31.25	31.25	0.00	218.75	218.75	375.00	375.00
TOTAL ADMINISTRATION	9,350.71	8,193.33	(1,157.38)	58,551.38	57,353.33	(1,198.05)	98,320.00	39,768.62
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	571.77	748.33	176.56	5,244.73	5,238.33	(6.40)	8,980.00	3,735.27
4230.000 Tenant Svcs Other	5.08	20.83	15.75	30.02	145.83	115.81	250.00	219.98
TOTAL TENANT SERVICES	576.85	769.16	192.31	5,274.75	5,384.16	109.41	9,230.00	3,955.25
UTILITIES								
4310.000 Water	623.60	733.33	109.73	7,228.12	5,133.33	(2,094.79)	8,800.00	1,571.88
4315.000 Sewer	1,137.26	1,258.33	121.07	12,873.22	8,808.33	(4,064.89)	15,100.00	2,226.78
4320.000 Electricity	3,601.37	3,166.67	(434.70)	14,977.46	22,166.67	7,189.21	38,000.00	23,022.54
4330.000 Gas	183.81	1,375.00	1,191.19	2,543.40	9,625.00	7,081.60	16,500.00	13,956.60
TOTAL UTILITIES	5,546.04	6,533.33	987.29	37,622.20	45,733.33	8,111.13	78,400.00	40,777.80
MAINTENANCE								
4410.000 Maintenance Labor	5,445.22	3,988.33	(1,456.89)	25,836.05	27,918.33	2,082.28	47,860.00	22,023.95
4420.000 Materials	3,194.52	1,250.00	(1,944.52)	10,698.21	8,750.00	(1,948.21)	15,000.00	4,301.79
4430.000 Contracts Costs	1,355.77	1,541.67	185.90	18,384.21	10,791.67	(7,592.54)	18,500.00	115.79
4431.000 Garbage and Trash	523.79	427.50	(96.29)	5,504.16	2,992.50	(2,511.66)	5,130.00	(374.16)
4432.000 Decorating Contract	0.00	1,083.33	1,083.33	11,138.37	7,583.33	(3,555.04)	13,000.00	1,861.63
4435.000 Grounds Contract	9.98	375.00	365.02	4,516.97	2,625.00	(1,891.97)	4,500.00	(16.97)
4445.000 Elevator Maintenance	0.00	407.92	407.92	2,727.01	2,855.42	128.41	4,895.00	2,167.99
4450.000 Plumbing/Heating	0.00	583.33	583.33	652.29	4,083.33	3,431.04	7,000.00	6,347.71
4455.000 Snow Removal	0.00	541.67	541.67	0.00	3,791.67	3,791.67	6,500.00	6,500.00
4456.000 Exterminating	1,036.50	166.67	(869.83)	5,654.00	1,166.67	(4,487.33)	2,000.00	(3,654.00)
4457.000 Janitor/Cleaning	1,302.96	933.33	(369.63)	8,481.67	6,533.33	(1,948.34)	11,200.00	2,718.33

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	12,868.74	11,298.75	(1,569.99)	93,592.94	79,091.25	(14,501.69)	135,585.00	41,992.06
OTHER								
4510.000 Insurance	2,160.67	2,315.00	154.33	14,964.69	16,205.00	1,240.31	27,780.00	12,815.31
4520.000 Property Taxes	772.11	822.50	50.39	4,988.88	5,757.50	768.62	9,870.00	4,881.12
4540.000 Employee Benefits	2,900.16	3,358.76	458.60	17,685.24	23,511.26	5,826.02	40,305.00	22,619.76
4570.000 Collection Loses	0.00	166.67	166.67	0.00	1,166.67	1,166.67	2,000.00	2,000.00
4583.001 Lease Interest Exp	1.77	2.08	0.31	11.86	14.58	2.72	25.00	13.14
4590.000 Other Gen Exp	1.85	416.67	414.82	11.85	2,916.67	2,904.82	5,000.00	4,988.15
4595.001 Lease Amort Exp	30.83	31.25	0.42	215.81	218.75	2.94	375.00	159.19
TOTAL OTHER	5,867.39	7,112.93	1,245.54	37,878.33	49,790.43	11,912.10	85,355.00	47,476.67
TOTAL EXPENSES	34,209.73	33,907.50	(302.23)	232,919.60	237,352.50	4,432.90	406,890.00	173,970.40
SURPLUS	8,976.00	2,602.07	6,373.93	34,198.92	18,214.57	15,984.35	31,225.00	2,973.92

Housing and Redevelopment Authority of Crosby

Payment Summary Report

October 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
10/9/2024	377	Brian Bartz	\$ 118.59
10/9/2024	378	Diana Banks	\$ 22.78
10/9/2024	379	Eric Charpentier	\$ 21.44
10/9/2024	380	John Schommer	\$ 59.63
10/9/2024	381	Karen Young	\$ 21.44
10/1/2024	ACH	Reliance Standard Life Insurance Company	\$ 301.53
10/1/2024	ACH	Delta Dental	\$ 82.30
10/3/2024	ACH	Harpers Payroll Service	\$ 1,543.08
10/3/2024	ACH	Minnesota State Retirement System	\$ 62.00
10/3/2024	ACH	Harpers Payroll Service	\$ 41.78
10/3/2024	ACH	Lincoln Financial Group	\$ 614.00
10/17/2024	ACH	Minnesota State Retirement System	\$ 62.00
10/17/2024	ACH	Harpers Payroll Service	\$ 2,197.98
10/17/2024	ACH	Harpers Payroll Service	\$ 48.02
10/17/2024	ACH	Lincoln Financial Group	\$ 805.48
10/31/2024	ACH	Lincoln Financial Group	\$ 306.94
10/31/2024	ACH	Minnesota State Retirement System	\$ 62.00
10/31/2024	ACH	Harpers Payroll Service	\$ 1,555.21
10/31/2024	ACH	Harpers Payroll Service	\$ 39.70
10/3/2024	119581	Visa--Unity	\$ 155.88
10/8/2024	119582	Aitkin Independent Age	\$ 422.00
10/8/2024	119583	Amazon Capital Services Inc.	\$ 2,908.65
10/8/2024	119584	Bremer Bank Credit Card	\$ 43.00
10/8/2024	119585	Cintas	\$ 197.25
10/8/2024	119586	City Of Crosby	\$ 6,251.13
10/8/2024	119587	Climate Makers Acquisition, Inc.	\$ 353.00
10/8/2024	119588	Crosby Ace Hardware	\$ 397.78
10/8/2024	119589	Crosby-Ironton Courier	\$ 146.40
10/8/2024	119590	Crow Wing County Landfill	\$ 164.00
10/8/2024	119591	Crow Wing County Treasurer	\$ 7,879.48
10/8/2024	119592	Ctc-446126	\$ 326.57
10/8/2024	119593	Dearborn National	\$ 16.20
10/8/2024	119594	Granite Pest Control LLC	\$ 1,099.50
10/8/2024	119595	Hagman Inc.	\$ 2,268.00
10/8/2024	119596	Holden Electric Co. Inc.	\$ 6,260.50
10/8/2024	119597	Home Depot Supply	\$ 642.77
10/8/2024	119598	Integrity Services Inc	\$ 1,252.00
10/8/2024	119599	Management Computer Services Inc	\$ 30.00
10/8/2024	119600	Minnesota Department of Labor & Industry	\$ 10.00
10/8/2024	119601	Minnesota Energy	\$ 299.52
10/8/2024	119602	Minnesota Power	\$ 5,585.19
10/8/2024	119603	Minnesota Secretary of State-Notary	\$ 120.00
10/8/2024	119604	North Central Lawn Care & Irrigation	\$ 65.00
10/8/2024	119604	North Central Lawn Care & Irrigation	\$ (65.00)
10/8/2024	119605	Office Shop	\$ 483.21
10/8/2024	119606	ShofCorp LLC	\$ 150.96
10/8/2024	119607	T-Mobile	\$ 110.78
10/8/2024	119608	Voided Check	\$ 6,386.36
10/8/2024	119609	Waste Partners Inc	\$ 756.41
10/8/2024	119610	Xtona	\$ 335.00
10/8/2024	119611	Yde's Major Appliance	\$ 719.60
10/8/2024	119612	Harpers Time & Attendance	\$ 13.00
10/8/2024	119613	Northern Door and Hardware Inc.	\$ 65.00
10/10/2024	119614	RM Cotton Company	\$ 2,511.00
10/10/2024	119615	Visa--Unity	\$ 4,711.21
10/17/2024	119616	Tenant Refund	\$ 99.59
10/30/2024	119617	Tenant Refund	\$ 67.83
		Report Total	\$ 61,204.67

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To: Crosby HRA Board Members

From: Shannon Fortune, Housing Director

Date: Nov-06-2024

Re: Housing Programs Report

Tenant Activities Update

In September there were 16 Second Harvest Commodity Food Boxes distributed. 493 meals were donated to tenants by Community Table and Emily Care'N Share. There were 7 activities scheduled with 34 tenants participating. The flagship event was the 2nd Annual Resource Connection which featured 8 local agencies offering information and services to tenants. Vendors included GuidePoint Pharmacy, Northern Pines, Senior Linkage Line, Bridges to Home Healthcare/PCA, Lutheran Social Services Senior Companion Program and also Nutrition Services/Meals on Wheels, Senior Driver Project, and Justice North. There were 22 tenants who attended the event. Tenant Council meeting minutes from October are attached.

Response to MN Housing – Bed Bug Complaint

We received a request for information from Minnesota Housing related to our bed bug treatment efforts in Edgewood Apartments. The original letter along with our response are included with this memo for review.

Public Hearing for Annual Plan & 5-Year Action Plan

The public hearing for the Annual and 5-Year Action Plans, including the capital fund plan, is scheduled for Tuesday, 1/14/2025 at 11:00AM. Staff would like to meet with the Resident Advisory Board after the December board meeting on 12/10/2024 to collect feedback to be used to complete the planning process. A meeting invitation memo has been drafted and will be sent to all RAB members this month. Copies of the capital fund plan will be made available to the RAB members approximately one week prior to the meeting.

Monthly Property Performance Reports for October 2024

Please see Attachment.

No Action Requested; Discussion Items

Crosby Housing and Redevelopment Authority

Monthly Property Performance Report October 2024

1. Property Narrative
2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	60	n/a	n/a	1	98%
Dellwood	39	39	n/a	n/a	1	100%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	119	0	0	2	99%

3. Customer Traffic

Applications Requested	6
Applications Placed on PH Wait List	5
Applications Denied on PH Wait List	4

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	42	9	3	0
2 bdrm	13	32	0	0	0
3 bdrm	6	18	0	0	0
4 bdrm	2	13	0	0	0
TOTAL	120	105	9	3	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	19
Move-Outs	0	15

**Starting 4/1/2024*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#203	1BR	12/01/24	Yes
DW#108	1BR	11/01/24	Yes

7. Recertifications

Interim Recertifications	8
Annual Recertifications	1
Completed for this month	9

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	61
Number inspected for the month	59
Number completed year-to-date	120
Total left to be inspected this year	0
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	23
30-day lease terminations	5

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	18
Received	97
Closed	94
Ending Balance	21
Total Completed Work Orders for Year	456

**Starting 4/1/2024*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	6	11
Completed within 24 hours	6	11
Percent completed within 24 hours	100%	100%

**Starting 4/1/2024*



400 Wabasha Street North, Suite
400 St. Paul, MN 55102

P: 800.657.3769

F: 651.296.8139 | TTY:

651.297.2361

www.mnhousing.gov

October 7, 2024

Eric Charpentier
Housing and Redevelopment Authority of Crosby
324 East River Road
Brainerd, MN 56401

RE: Edgewood Apartments
Crosby, MN
800010895 MN460003031

Dear Eric Charpentier:

Minnesota Housing Finance Agency (Minnesota Housing) was notified by a resident at Edgewood Apartments, on October 7, 2024, regarding the following miscellaneous issue(s)/ concern(s):

Minnesota Housing has received a concern stating there is an ongoing pest control issue (bedbug infestation) and units are not being treated properly and communication and/or a resolution to this complaint has not been provided to date.

As owner/agent of the subject property, we are referring this matter to you for immediate attention. Please respond directly to Minnesota Housing with a copy of your correspondence and your resolution to the complaint within 7 days.

If you have any questions, please contact me at 651-296-8050 or 800-657-3647.

Sincerely,

A handwritten signature in black ink, appearing to read 'Toy LeMay', with a stylized flourish at the end.

Toy LeMay
Housing Management Officer



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

October 18, 2024

Toy LeMay
Minnesota Housing
400 Wabasha Street North – Suite 400
St Paul, MN 55102

RE: Edgewood Apartments (800010895/ MN460003031)

Dear Ms. LeMay:

Thank you for your letter following up on the pest control complaint at Edgewood Apartments in Crosby, MN. We have been working with our pest control vendor, Granite Pest Control, over the past several months to address this concern.

Here is a synopsis of our activity so far, our treatment model, and our upcoming plans to continue tackling this issue.

- Since the middle of July, we have completed 17 in-unit inspections to identify bed bugs or other pests in Edgewood Apartments.
- These inspections have resulted in 20 chemical treatments, which have been a mix of initial and secondary treatments, as necessary.
- We have also had chemical treatments completed in our on-site laundry rooms and in the lobby/sitting area.
- Our vendor will be on site again on 11/5/2024 to complete two secondary treatments and is scheduled to inspect two new units, although this may increase depending on additional tenant reports or contacts.
- Following the professional recommendation of our vendor, our treatment model includes an initial inspection of a unit to confirm the type of pest; a treatment that same day if preparation instructions have been followed or a follow-up appointment to treat the identified pests if the tenant has not complied with preparation instructions; and concludes with a follow-up inspection to confirm the successful elimination of pests or a secondary treatment, if warranted.
- Additionally, when a unit is confirmed as having bed bugs, our vendor also inspects adjoining units to determine if additional treatments may be necessary.
- To help our tenants be prepared and to boost the success of our initial treatment efforts, our staff worked with our vendor to create a detailed instruction document, which is provided to

tenants at the time that their inspection notices are posted. The most current example of this document is attached to this letter for your review.

- Lastly, our staff has been working with our vendor to schedule a “How To Beat The Bug” training event, during which tenants will have an opportunity to learn how to prevent pests and become more educated on their role in our treatment success. We hosted a similar event in another location that we manage and were pleased with the number of tenants that attended and engaged with our vendor. We believe this event will be especially impactful at Edgewood, where we recently learned that one of our tenants did not immediately report suspected bed bugs in their unit but instead tried to use a blend of home remedies that unfortunately were not effective.

If after reviewing our response, you have any recommendations for us to implement, we welcome your feedback. Please feel free to contact me at 218-824-3425 or Eric@brainerdhra.org if you have any questions, need any additional information, or would like to discuss this matter further.

Respectfully,



Eric Charpentier
Executive Director

Enclosure(s): “How To Prepare For Bed Bug Control Treatment”

How to Prepare for Bed Bug Control Treatment

***If you have concerns about your ability to prepare for treatment, please contact us right away.
Your preparation is critical to our success and we want to be a resource for you!***

Before Granite Pest Control arrives to complete your treatments:

1. **Do your laundry.**
 - a. Use HOT water and dry on HOT setting. If you have a very limited budget – just put them through the dryer only. Hot temps kill the bed bugs.
 - b. Strip your bed and wash your sheets and blankets. If you have a bed skirt, wash it too.
 - c. If your dresser is directly next to your bed, wash/dry all clothes in dresser. Do not put clothes back.
 - d. ONCE CLEAN: store in brand new bags or totes that are completely sealed. **Store them away from your bed and furniture, or outside of your apartment.**
2. **All your furniture needs to be prepared,** as it could get moved or flipped over during treatment.
 - a. Empty out dresser drawers, nightstands/end tables and remove anything that sits on top of them.
 - b. Remove blankets, pillows, other items from on top of couches, chairs, etc. Wash/dry any soft items, and store anything else someplace new temporarily.
 - i. Soft items include: ALL clothing, bedding, blankets, curtains, towels, stuffed toys, backpacks, duffle bags, and any other fabric items.
 - c. Lamps, décor, plants, etc., should be removed from the tops of small tables that are located near where you sit or sleep.
3. **Pull all furniture and other items away from walls** and make your doors and window frames as accessible as possible.
4. **Vacuum the flooring** in your apartment just prior to treatment. Focus especially near where you sit and sleep. The bag from the vacuum must then be removed, put in a plastic bag, **taped shut** and disposed of in a dumpster.
5. **Remove all clutter** to eliminate hiding places and provide better access for the inspection and treatment.
6. Throw out all garbage, boxes and recycling in plastic bags that are **taped shut**. Even the recycling goes in the trash.
7. **When in doubt, throw it out.** You have the option of throwing out anything you like (blankets, clothes, bedding, furniture, etc.) so long as proper protocol is followed. Whatever is being thrown out **must be sealed in a bag before it leaves your apartment**. Complete a *Furniture Disposal Form* found in a folder on the bulletin board across the hall from the Leasing Office.
 - a. **Instances you might throw away rather than wash:** It's a fragile/handwash only item, it's plastic, or it's so infested that to clean it would be a hassle for you.

What Granite Pest Control looks for on the day of treatment:

1. Have your bed stripped of all sheets and blankets. (This is a good time to clean them again.)
2. Dresser drawers and end table drawers are emptied.
3. Furniture cleaned off and ready to be moved, if not moved already.
4. Space around furniture cleared for easy access.
5. Food items for humans and pets are put away/sealed shut.
6. Fish tanks/other animal tanks are covered with a towel.
7. No excessive clutter.

Please note that failure to comply with preparation instructions or delaying our vendor may result in lease enforcement action including charge backs, lease violations, or lease termination.

If you have any questions or are concerned about treatment, please contact us right away!

Tenant Council Meeting - October 7, 2024 at 11 a.m.

Members present: Roxy, Mark, Kerri, Doris, Jen, Sharilyn, Beth, Lynne, Kathy

Treasurers Report for month of September:

Coffee income: \$92.95

Coffee expense: \$94.26

Bingo income: \$114.75

Bingo expense: \$119.50

Bingo expense for loser prizes: \$23.62

Birdseed: \$25.00

Potluck income: \$27.00

Potluck expense: \$3.49

Petty Cash for end of September: \$286.09

Checking for end of September: \$940.71

OLD BUSINESS:

Had potluck on Sept. 14th, there were 22 people.

Dog issue is still a problem.

About the question of wiping off scooter and bicycle wheels, if the person sees leaves attached they can pull them off before entering the building.

Gazebo needs to be checked to see how dirty things are before can be used.

The motion light in back works part time. Need to have someone check into this.

NEW BUSINESS:

Will be decorating the community room on Tuesday, Nov. 29th for Halloween.

Anyone that wants to help come around 3:00. Will also be bagging candy. Roxy will be putting notice in Courier about having trick and treaters coming to building.

Beth will be making signs pointing to the dining room door for the kids to enter. Will be doing the food tables on Thursday, the 31st at 3:00.

The next potluck in October will be on Saturday the 12th.

Our Bake/Craft Sale will be Saturday, November 9th, from 9 to noon in the dining room. Wanted to invite outside people in but don't think will be possible.

There is a person in Edgewood with 2 cats that are hunting other animals when they go outside. They are on leashes, but owner doesn't always have a hold of the leashes.

Mark wants to start a game night. Would be the second Thursday of each month at 6:30. Will be free to play, the first night of games will be Nov. 14th. He will provide prizes.

Was brought up about the youth not coming on Sundays to play games with tenant. What happened?

The next meeting will be Nov. 4th at 11:00 in the Edgewood Rec. Room



To: Crosby HRA Board Members
From: John Schommer, Rehab & Maintenance Director
Date: November 5, 2024
Re: Maintenance Update

Kitchen Improvements

With our application for the Loss Prevention Fund being unsuccessful, staff have reached out to Gordian, our cooperative purchasing partner, to begin the contracting process for the kitchen improvements for the final five kitchens in Dellwood. We are working to get the contract signed yet this month with work happening this winter. The work will be completed by the same contractor that did the last round of improvements which will give us a consistent, quality and uniform end product. We will utilize 2023 capital fund dollars to complete the project.

No Action Requested; Discussion Items.

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: November 12th, 2024
Re: Executive Director Report

Commissioner Position Open

At our October 8th, 2024 board meeting Commissioner Fisher submitted her resignation from the board. I have informed the City Administrator of this change and have requested any assistance that the City can give in finding a replacement on our board to fill the term that has been vacated. There is also a change in leadership with the City with administrator Hill leaving this position after November 5th. I have been in contact with the interim City Administrator, David Chanski and we will continue to search for a new board member. This is a position that is recommended by the Mayor and authorized by the City Council.

No Action Requested; informational purposes only.

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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: November 6, 2024
Re: Clarification of Authorized Signers

Unity Bank is requesting a formal action confirming the list of authorized signers on our accounts. We currently have 2 checking accounts and one savings account. The signers on the accounts should be as follows:

Main Checking Accounting ending in 0608:

Eric Charpentier
Karen Young
Diana Banks
Renaë Marsh
Erwin Neprud
Paula Traylor
Jennifer Robinson

Tenant Fund Checking ending in 0880:

Eric Charpentier
Karen Young
Diana Banks

Savings ending in 9220:

Eric Charpentier
Karen Young

Action Requested: Motion to approve signers by account as specified.

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