

300 Third Avenue NE
Crosby, MN 56441-1642

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Crosby HRA Board Meeting

11:00 a.m. Tuesday December 10th, 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)*

- a. Approval of the Tuesday, November 12th, 2024 Meeting Minutes
- b. Approval of the Tuesday, October 8th, 2024 Meeting Minutes

6. BILLS & COMMUNICATIONS

- a. Financial Report *(Attachment 2 – Page 9)*
- b. Housing Manager Report *(Attachment 3 – Page 19)*
- c. Maintenance Director Report *(Attachment 4 – Page 23)*

7. UNFINISHED BUSINESS:

8. NEW BUSINESS:

- a. 2025 Meeting Schedule *(Attachment 5 – Page 25)*
- b. Clarification of Authorized Signers on Unity Bank Accounts *(Attachment 6 – Page 27)*

9. COMMISSIONER COMMENTS:

10. NEXT MEETING: January 14th, 2025

11. ADJOURNMENT

Jennifer Robinson, Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

Buzz Neprud, Chair Term Expires: 2027

Open, Commissioner Term Expires: 2029

Paula Traylor, Vice Chair Term Expires: 2026

**All terms expire August 31st*



**Crosby HRA
BOARD MEETING MINUTES
Tuesday, November 12th, 2024**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, November 12th, 2024
Community Room, 300 3rd Ave NE, Crosby MN 56441.

1. **CALL TO ORDER:** Vice Chair Traylor called the meeting to order at 11:04 AM.
2. **ROLL CALL:** Commissioners Paula Traylor and Jennifer Robinson

Absent: Buzz Neprud and Renae Marsh

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
3. **REVIEW AND APPROVE AGENDA:**

Due to the lack of a quorum, the motion could not be made. The matter will be tabled for discussion and a vote at the next scheduled meeting.
4. **OPEN FORUM:**

There were no speakers or comments during the open forum.
5. **REVIEW AND APPROVE MINUTES:**
 - a. October 8th, 2024 Minutes were presented in the packet for review.

Due to the lack of a quorum, the motion could not be made. The matter will be tabled for discussion and a vote at the next scheduled meeting.

6. BILLS AND COMMUNICATIONS:

a. Financial Report and Approval Request:

Eric Charpentier presented the October Financial Report.

Due to the lack of a quorum, the motion could not be made. The matter will be tabled for discussion and a vote at the next scheduled meeting.

b. Housing Manager Report:

Shannon Fortune presented the Housing Manager & Activities Report.

c. Maintenance Director Report:

John Schommer presented the October 2024 Maintenance Report.

Schommer advised that staff have submitted an Age-Friendly grant application to make physical improvements to the Edgewood building.

d. Executive Director Report:

Eric Charpentier presented the Executive Director Report.

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

a. Clarification of Authorized Signers on Unity Bank Accounts

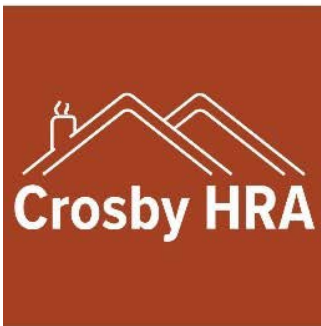
Due to the lack of a quorum, the motion could not be made. The matter will be tabled for discussion and a vote at the next scheduled meeting.

9. COMMISSIONER COMMENTS: None

10. NEXT MEETING: Tuesday, December 10th, 2024

11. ADJOURNMENT:

Due to the lack of a quorum, the motion could not be made. The meeting was adjourned at 11:21 AM.



**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
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: December 3, 2024
Re: December Financial Report

Please find attached the financial information for November 2024.

October Payments

Due to the lack of a quorum at the October board meeting, we are representing the October payments for approval.

Action Requested: Motion for approval of October and November 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	Nov
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	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	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	2.00
Total Points	25		25.00	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	Nov
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	12.00	12.00	16.00	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	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	4.00
Total Points	25		20.00	20.00	20.00	16.00	16.00	20.00	20.00	20.00

Total of Above Ratios	50		45	45	45	41	41	45	45	45
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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	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	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

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Crosby HRA
Operating Statement
Eight Months Ending 11/30/2024
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	22,495.00	21,208.33	1,286.67	171,569.00	169,666.67	1,902.33	254,500.00	(82,931.00)
3120.000 Excess Utilities	10.00	75.00	(65.00)	725.00	600.00	125.00	900.00	(175.00)
3401.000 Operating Subsidy	11,367.80	12,545.42	(1,177.62)	105,597.00	100,363.33	5,233.67	150,545.00	(44,948.00)
3402.000 Capital Fund Revenue	0.00	833.33	(833.33)	14,853.15	6,666.67	8,186.48	10,000.00	4,853.15
3610.000 Interest Revenue	65.66	62.50	3.16	529.33	500.00	29.33	750.00	(220.67)
3690.000 Other Income	36.44	208.33	(171.89)	3,177.00	1,666.67	1,510.33	2,500.00	677.00
3691.000 Other Tenant Revenue	177.35	1,000.00	(822.65)	11,518.33	8,000.00	3,518.33	12,000.00	(481.67)
3695.000 Laundry Revenue	356.00	358.33	(2.33)	2,747.75	2,866.67	(118.92)	4,300.00	(1,552.25)
TOTAL INCOME	34,508.25	36,291.24	(1,782.99)	310,716.56	290,330.01	20,386.55	435,495.00	(124,778.44)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,194.98	2,466.25	271.27	21,281.92	19,730.00	(1,551.92)	29,595.00	8,313.08
4130.000 Legal	0.00	395.83	395.83	2,851.11	3,166.67	315.56	4,750.00	1,898.89
4140.000 Staff Training	84.50	33.33	(51.17)	294.33	266.67	(27.66)	400.00	105.67
4150.000 Travel	119.63	60.42	(59.21)	337.58	483.33	145.75	725.00	387.42
4171.000 Auditing Fees	0.00	540.83	540.83	5,748.74	4,326.67	(1,422.07)	6,490.00	741.26
4190.000 Other Admin	7.50	47.92	40.42	107.50	383.33	275.83	575.00	467.50
4191.000 Management Fees	4,413.75	4,413.75	0.00	35,310.00	35,310.00	0.00	52,965.00	17,655.00
4194.000 Office Supplies	179.27	150.00	(29.27)	760.96	1,200.00	439.04	1,800.00	1,039.04
4195.000 Membership Dues	0.00	29.17	29.17	96.00	233.33	137.33	350.00	254.00
4196.000 Telephone	88.98	41.25	(47.73)	466.91	330.00	(136.91)	495.00	28.09
4198.000 Advertising	302.25	83.33	(218.92)	632.71	666.67	33.96	1,000.00	367.29
4199.000 Postage	0.00	16.67	16.67	0.00	133.33	133.33	200.00	200.00
TOTAL ADMINISTRATION	7,390.86	8,278.75	887.89	67,887.76	66,230.00	(1,657.76)	99,345.00	31,457.24
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	498.75	498.75	3,496.45	3,990.00	493.55	5,985.00	2,488.55
4230.000 Tenant Svcs Other	10.03	108.33	98.30	40.08	866.67	826.59	1,300.00	1,259.92
TOTAL TENANT SERVICES	10.03	607.08	597.05	3,536.53	4,856.67	1,320.14	7,285.00	3,748.47
UTILITIES								
4310.000 Water	996.14	1,241.67	245.53	8,441.62	9,933.33	1,491.71	14,900.00	6,458.38
4315.000 Sewer	1,636.20	1,900.00	263.80	13,651.70	15,200.00	1,548.30	22,800.00	9,148.30
4320.000 Electricity	1,978.72	2,187.50	208.78	12,287.45	17,500.00	5,212.55	26,250.00	13,962.55
4330.000 Gas	262.82	1,250.00	987.18	2,041.89	10,000.00	7,958.11	15,000.00	12,958.11
TOTAL UTILITIES	4,873.88	6,579.17	1,705.29	36,422.66	52,633.33	16,210.67	78,950.00	42,527.34
MAINTENANCE								
4410.000 Maintenance Labor	3,696.79	3,988.33	291.54	29,532.67	31,906.67	2,374.00	47,860.00	18,327.33
4420.000 Materials	2,206.16	1,375.00	(831.16)	11,088.12	11,000.00	(88.12)	16,500.00	5,411.88
4430.000 Contracts Costs	4,291.96	1,950.00	(2,341.96)	25,263.71	15,600.00	(9,663.71)	23,400.00	(1,863.71)
4431.000 Garbage and Trash	759.00	804.17	45.17	7,814.24	6,433.33	(1,380.91)	9,650.00	1,835.76
4432.000 Decorating Contract	1,062.73	1,166.67	103.94	11,645.57	9,333.33	(2,312.24)	14,000.00	2,354.43
4435.000 Grounds Contract	768.00	350.00	(418.00)	2,790.09	2,800.00	9.91	4,200.00	1,409.91
4445.000 Elevator Maintenance	0.00	541.67	541.67	2,652.00	4,333.33	1,681.33	6,500.00	3,848.00
4450.000 Plumbing/Heating	317.41	500.00	182.59	7,857.32	4,000.00	(3,857.32)	6,000.00	(1,857.32)
4455.000 Snow Removal	0.00	416.67	416.67	0.00	3,333.33	3,333.33	5,000.00	5,000.00
4456.000 Exterminating	63.00	83.33	20.33	1,235.50	666.67	(568.83)	1,000.00	(235.50)
4457.000 Janitor/Cleaning	1,185.81	1,060.00	(125.81)	9,126.39	8,480.00	(646.39)	12,720.00	3,593.61

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	14,350.86	12,235.84	(2,115.02)	109,005.61	97,886.66	(11,118.95)	146,830.00	37,824.39
OTHER								
4510.000 Insurance	2,816.50	2,664.58	(151.92)	22,372.00	21,316.67	(1,055.33)	31,975.00	9,603.00
4520.000 Property Taxes	843.61	878.75	35.14	6,608.75	7,030.00	421.25	10,545.00	3,936.25
4540.000 Employee Benefits	1,816.74	3,339.59	1,522.85	19,372.40	26,716.66	7,344.26	40,075.00	20,702.60
4570.000 Collection Loses	0.00	833.33	833.33	0.00	6,666.67	6,666.67	10,000.00	10,000.00
4583.001 Lease Interest Exp	3.27	2.08	(1.19)	15.14	16.67	1.53	25.00	9.86
4590.000 Other Gen Exp	0.00	583.33	583.33	0.00	4,666.67	4,666.67	7,000.00	7,000.00
4595.001 Lease Amort Exp	30.84	31.25	0.41	246.72	250.00	3.28	375.00	128.28
TOTAL OTHER	5,510.96	8,332.91	2,821.95	48,615.01	66,663.34	18,048.33	99,995.00	51,379.99
TOTAL EXPENSES	32,136.59	36,033.75	3,897.16	265,467.57	288,270.00	22,802.43	432,405.00	166,937.43
SURPLUS	2,371.66	257.49	2,114.17	45,248.99	2,060.01	43,188.98	3,090.00	42,158.99

Crosby HRA
Operating Statement
Eight Months Ending 11/30/2024
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	21,872.00	21,765.83	106.17	165,758.00	174,126.67	(8,368.67)	261,190.00	(95,432.00)
3120.000 Excess Utilities	35.00	156.25	(121.25)	1,565.00	1,250.00	315.00	1,875.00	(310.00)
3404.000 HAP Subsidy	10,793.00	10,720.83	72.17	95,020.00	85,766.67	9,253.33	128,650.00	(33,630.00)
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	1,109.59	2,500.00	(1,390.41)	24,660.21	20,000.00	4,660.21	30,000.00	(5,339.79)
3690.000 Other Income	54.67	208.33	(153.66)	2,054.56	1,666.67	387.89	2,500.00	(445.44)
3691.000 Other Tenant Revenue	135.00	383.33	(248.33)	6,286.26	3,066.67	3,219.59	4,600.00	1,686.26
3695.000 Laundry Revenue	808.00	775.00	33.00	6,580.75	6,200.00	380.75	9,300.00	(2,719.25)
TOTAL INCOME	34,807.26	36,509.57	(1,702.31)	301,925.78	292,076.68	9,849.10	438,115.00	(136,189.22)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,195.03	2,466.25	271.22	21,221.91	19,730.00	(1,491.91)	29,595.00	8,373.09
4130.000 Legal	0.00	291.67	291.67	979.50	2,333.33	1,353.83	3,500.00	2,520.50
4140.000 Staff Training	84.50	41.67	(42.83)	298.61	333.33	34.72	500.00	201.39
4150.000 Travel	78.77	70.83	(7.94)	253.44	566.67	313.23	850.00	596.56
4171.000 Auditing Fees	0.00	540.83	540.83	5,748.76	4,326.67	(1,422.09)	6,490.00	741.24
4190.000 Other Admin	7.50	50.00	42.50	132.50	400.00	267.50	600.00	467.50
4191.000 Management Fees	4,413.75	4,413.75	0.00	35,310.00	35,310.00	0.00	52,965.00	17,655.00
4194.000 Office Supplies	179.29	145.83	(33.46)	761.02	1,166.67	405.65	1,750.00	988.98
4195.000 Membership Dues	0.00	16.67	16.67	96.00	133.33	37.33	200.00	104.00
4196.000 Telephone	89.02	41.25	(47.77)	467.04	330.00	(137.04)	495.00	27.96
4198.000 Advertising	302.25	83.33	(218.92)	632.71	666.67	33.96	1,000.00	367.29
4199.000 Postage	0.00	31.25	31.25	0.00	250.00	250.00	375.00	375.00
TOTAL ADMINISTRATION	7,350.11	8,193.33	843.22	65,901.49	65,546.67	(354.82)	98,320.00	32,418.51
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	748.33	748.33	5,244.73	5,986.67	741.94	8,980.00	3,735.27
4230.000 Tenant Svcs Other	10.03	20.83	10.80	40.05	166.67	126.62	250.00	209.95
TOTAL TENANT SERVICES	10.03	769.16	759.13	5,284.78	6,153.34	868.56	9,230.00	3,945.22
UTILITIES								
4310.000 Water	547.60	733.33	185.73	7,775.72	5,866.67	(1,909.05)	8,800.00	1,024.28
4315.000 Sewer	1,005.20	1,258.33	253.13	13,878.42	10,066.67	(3,811.75)	15,100.00	1,221.58
4320.000 Electricity	3,161.36	3,166.67	5.31	18,138.82	25,333.33	7,194.51	38,000.00	19,861.18
4330.000 Gas	487.13	1,375.00	887.87	3,030.53	11,000.00	7,969.47	16,500.00	13,469.47
TOTAL UTILITIES	5,201.29	6,533.33	1,332.04	42,823.49	52,266.67	9,443.18	78,400.00	35,576.51
MAINTENANCE								
4410.000 Maintenance Labor	3,842.28	3,988.33	146.05	29,678.33	31,906.67	2,228.34	47,860.00	18,181.67
4420.000 Materials	838.96	1,250.00	411.04	11,537.17	10,000.00	(1,537.17)	15,000.00	3,462.83
4430.000 Contracts Costs	2,391.05	1,541.67	(849.38)	20,775.26	12,333.33	(8,441.93)	18,500.00	(2,275.26)
4431.000 Garbage and Trash	354.58	427.50	72.92	5,858.74	3,420.00	(2,438.74)	5,130.00	(728.74)
4432.000 Decorating Contract	1,002.74	1,083.33	80.59	12,141.11	8,666.67	(3,474.44)	13,000.00	858.89
4435.000 Grounds Contract	663.00	375.00	(288.00)	5,179.97	3,000.00	(2,179.97)	4,500.00	(679.97)
4445.000 Elevator Maintenance	0.00	407.92	407.92	2,727.01	3,263.33	536.32	4,895.00	2,167.99
4450.000 Plumbing/Heating	223.90	583.33	359.43	876.19	4,666.67	3,790.48	7,000.00	6,123.81
4455.000 Snow Removal	0.00	541.67	541.67	0.00	4,333.33	4,333.33	6,500.00	6,500.00
4456.000 Exterminating	712.00	166.67	(545.33)	6,366.00	1,333.33	(5,032.67)	2,000.00	(4,366.00)
4457.000 Janitor/Cleaning	1,211.73	933.33	(278.40)	9,693.40	7,466.67	(2,226.73)	11,200.00	1,506.60

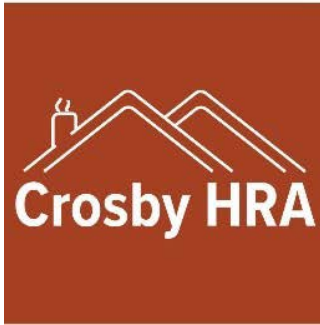
	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	11,240.24	11,298.75	58.51	104,833.18	90,390.00	(14,443.18)	135,585.00	30,751.82
OTHER								
4510.000 Insurance	2,160.67	2,315.00	154.33	17,125.36	18,520.00	1,394.64	27,780.00	10,654.64
4520.000 Property Taxes	817.56	822.50	4.94	5,806.44	6,580.00	773.56	9,870.00	4,063.56
4540.000 Employee Benefits	1,816.79	3,358.76	1,541.97	19,502.03	26,869.99	7,367.96	40,305.00	20,802.97
4570.000 Collection Loses	0.00	166.67	166.67	0.00	1,333.33	1,333.33	2,000.00	2,000.00
4583.001 Lease Interest Exp	3.27	2.08	(1.19)	15.13	16.67	1.54	25.00	9.87
4590.000 Other Gen Exp	0.00	416.67	416.67	11.85	3,333.33	3,321.48	5,000.00	4,988.15
4595.001 Lease Amort Exp	30.83	31.25	0.42	246.64	250.00	3.36	375.00	128.36
TOTAL OTHER	4,829.12	7,112.93	2,283.81	42,707.45	56,903.32	14,195.87	85,355.00	42,647.55
TOTAL EXPENSES	28,630.79	33,907.50	5,276.71	261,550.39	271,260.00	9,709.61	406,890.00	145,339.61
SURPLUS	6,176.47	2,602.07	3,574.40	40,375.39	20,816.68	19,558.71	31,225.00	9,150.39

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

Housing and Redevelopment Authority of Crosby
Payment Summary Report
November 2024

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
11/13/2024	382	Brian Bartz	\$ 136.68
11/13/2024	383	Diana Banks	\$ 24.60
11/13/2024	384	Eric Charpentier	\$ 42.88
11/13/2024	385	Mallory Demel	\$ 65.26
11/13/2024	386	Patsy Rajala	\$ 44.22
11/13/2024	387	Steven Farnum	\$ 78.93
11/14/2024	388	John Schommer	\$ 24.79
11/21/2024	389	Hannah Anderson	\$ 21.44
11/4/2024	ACH	Reliance Standard Life Insurance Company	\$ 232.84
11/5/2024	ACH	Payroc LLC	\$ 118.95
11/5/2024	ACH	Payroc LLC	\$ 50.85
11/6/2024	ACH	Delta Dental	\$ 82.30
11/14/2024	ACH	Harpers Payroll Service	\$ 1,624.90
11/14/2024	ACH	Harpers Payroll Service	\$ 143.86
11/14/2024	ACH	Lincoln Financial Group	\$ 306.94
11/14/2024	ACH	Minnesota State Retirement System	\$ 62.00
11/28/2024	ACH	Harpers Payroll Service	\$ 1,601.96
11/28/2024	ACH	Harpers Payroll Service	\$ 39.70
11/28/2024	ACH	Lincoln Financial Group	\$ 306.94
11/28/2024	ACH	Minnesota State Retirement System	\$ 62.00
11/12/2024	119618	Blue Cross Blue Shield of Minnesota	\$ 4,485.70
11/12/2024	119619	Bremer Bank Credit Card	\$ 43.00
11/12/2024	119620	Cintas	\$ 181.85
11/12/2024	119621	City Of Crosby	\$ 4,582.16
11/12/2024	119622	Crosby Ace Hardware	\$ 295.51
11/12/2024	119623	Ctc-446126	\$ 319.78
11/12/2024	119624	Forum Communications	\$ 604.50
11/12/2024	119625	Goodin Company	\$ 241.31
11/12/2024	119626	Granite Pest Control LLC	\$ 775.00
11/12/2024	119627	Hagman Inc.	\$ 2,268.00
11/12/2024	119628	Harpers Time & Attendance	\$ 13.00
11/12/2024	119629	Holden Electric Co. Inc.	\$ 1,557.75
11/12/2024	119630	Home Depot Supply	\$ 346.92
11/12/2024	119631	Integrity Services Inc	\$ 1,187.00
11/12/2024	119632	Lakes Printing	\$ 300.95
11/12/2024	119633	Minnesota Energy	\$ 749.95
11/12/2024	119634	Minnesota Power	\$ 5,140.08
11/12/2024	119635	Office Shop	\$ 29.77
11/12/2024	119636	Paper Storm	\$ 26.00
11/12/2024	119637	Quick Construction Inc.	\$ 1,076.69
11/12/2024	119638	Shaw Integrated and Turf Solutions	\$ 6,951.15
11/12/2024	119639	Strike Painting & Finishing	\$ 500.00
11/12/2024	119640	Voided	\$ 2,160.90
11/12/2024	119641	Waste Partners Inc	\$ 690.56
11/12/2024	119642	West Central Flooring	\$ 440.00
11/12/2024	119643	Wicks Advanced Drain Cleaning LLC	\$ 300.00
11/12/2024	119644	Xtona	\$ 335.00
11/12/2024	119645	Yde's Major Appliance	\$ 1,539.80
11/13/2024	119646	Ctc-446126	\$ 325.46
11/13/2024	119647	Jim's Electric Co. Inc.	\$ 2,600.00
11/13/2024	119648	MRI Software LLC	\$ 100.00
11/13/2024	119649	T-Mobile	\$ 110.78
11/13/2024	119650	Visa-Unity	\$ 1,334.74
		Report Total	\$ 46,685.35



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

Tenant Activities Update

In November there were 14 Second Harvest Commodity Food Boxes distributed. 432 meals were donated to tenants by Community Table and Emily Care’N Share. There were 5 activities scheduled with 98 tenants participating. Activities included a special presentation about Preventing Bed Bugs by Granite Pest Control, with 15 attendees; study with Zed was scheduled twice with 6 tenants; music in the lobby had 7 attendees; and the signup requests for the free meal for Thanksgiving donated and delivered by volunteers from Brainerd Legion, Brainerd VFW, Brainerd Eagles and Brainerd Elks numbered at 70. Tenant Council meeting minutes from November are attached.

Public Hearing for Annual Plan & 5-Year Action Plan

The public hearing for the Annual and 5-Year Plans, including the capital fund plan, is scheduled for Tuesday, 1/14/2025 at 11:00AM. Staff has arranged to meet with the Resident Advisory Board immediately after this board meeting to review the Five-Year Action Plan and collect feedback.

Monthly Property Performance Reports for November 2024

Please see Attachment.

No Action Requested; Discussion Items

Crosby Housing and Redevelopment Authority

Monthly Property Performance Report November 2024

1. Property Narrative
2. Physical Occupancy

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

3. Customer Traffic

Applications Requested	10
Applications Placed on Wait List	7
Applications Denied on Wait List	0

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	42	0	0	0
2 bdrm	13	32	0	0	0
3 bdrm	6	18	0	0	0
4 bdrm	2	14	0	0	0
TOTAL	120	120	0	0	0

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	20
Move-Outs	0	18

**Starting 4/1/2024*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
EW#203	1BR	12/1/2024	Moved In 12/1/2024

7. Recertifications

Interim Recertifications	4
Annual Recertifications	5
Completed for this month	9

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	120
Number inspected for the month	0
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	7
30-day lease terminations	2

10. Evictions

Resident	Reason	Summons Date	Judgment Action
DW#110	Smoking/ProgNon-Compliance	10/16/2024	Order for Judgment

11. Non-Emergency Work Orders

Beginning Balance	21
Received	60
Closed	69
Ending Balance	12
Total Completed Work Orders for Year	525

**Starting 4/1/2024*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	1	12
Completed within 24 hours	1	12
Percent completed within 24 hours	100%	100%

**Starting 4/1/2024*

Tenant Council Meeting - November 4, 2024 at 11 a.m.

Members present: Roxy, Teresa, Doris, Beth, Robin, Joan, Mark, Sharilyn, Jen

Treasurers Report for month of October:

Coffee income: \$108.75	Potluck income: \$40.00
Coffee expense: \$64.03	Potluck expense: \$12.84
Bingo income: \$144.00	Birdseed: \$25.00
Bingo expense: \$104.13	Cracked corn: \$16.00

Petty Cash for end of October: \$285.54

Checking for end of October: \$940.71

OLD BUSINESS:

Had the halloween trick and treaters in the dining room this year. Was a success. Had lots of help decorating the room and bagging the candy. Also had refreshments for people to eat. People from the Courier came and took pictures of some kids and also some of the tenants that were dressed in costumes. The leftover candy was bagged and used for bingo as prizes.

There were 22 people that came to the October potluck.

NEW BUSINESS:

The Bake/Craft Sale will be November 9th from 9 to noon. Hope to have lots of goodies for people to buy.

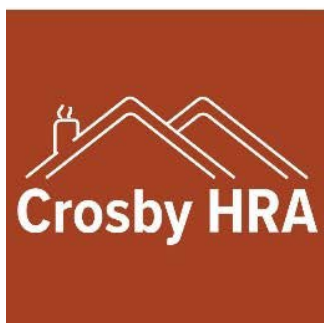
Mark will be starting a bingo game night on Nov. 14th at 6:30 p.m. in the dining room. Will be free, serving popcorn. This will be a monthly game night on the 2nd Thursday of each month.

Will be having a Thanksgiving Potluck on November 23rd at 1 p.m. The tenant council will provide turkey and ham. There will be no charge for the holiday meal.

Will be doing the Christmas Door Decoration Contest again this year starting December 1st. The winners will be announced at the New Year's Eve Appetizer Potluck at 5 p.m. Will also be doing the White Elephant Game again with the limit of \$10.00 gift exchange.

There was talk of doing a Secret Santa for next year 2025. Will be discussing when closer to December 2025.

The next meeting will be December 2nd.



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

Kitchen Improvements

The contractor is waiting on performance and payment bonds and will send them, along with the signed contract once they receive them. The contractor will measure each kitchen and order the casework and appliances with installation likely happening in early February. We will utilize 2023 capital fund dollars to complete the project.

Cleaning

Our current contract for cleaning ends on January 3rd so staff is soliciting bids which are due December 19th and anticipate having a new contract signed by years end.

No Action Requested; Discussion Items.

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: December 5th, 2024
Re: 2025 Meeting Calendar

2025 Meeting Schedule

Attached is the 2025 meeting schedule that reflects our upcoming meetings. These meeting dates are all on the 2nd Tuesday of the month. Of note, the 2nd Tuesday in November is a federal holiday in 2025 and our offices are closed that day. Staff is not planning to have a meeting in November of 2025 due to the holiday. If there is action that the board needs to take between our October and December meetings, I will work with the board chair to schedule a November date that will work for the board.

No Action Requested; Discussion Items.



Crosby HRA Board Meeting Schedule for 2025

Board meetings are typically held on the second Tuesday of each month at 11:00 a.m. located in the community room at Dellwood Apartments, 300 Third Avenue NE in Crosby, Minnesota.

MONTH	DAY	DATE
January	14	1-14-25
February	11	2-11-25
March	11	3-11-25
April	08	4-08-25
May	13	5-13-25
June	10	6-10-25
July	08	7-08-25
August	12	8-12-25
September	09	9-09-25
October	14	10-14-25
November	No Meeting	No Meeting
December	09	12-09-25



To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: December 4, 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.