

300 Third Avenue NE  
Crosby, MN 56441-1642

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[www.crosbyhra.org](http://www.crosbyhra.org)

**Crosby HRA Board Meeting**  
**11:00 a.m. Tuesday January 14<sup>th</sup>, 2025**  
**Community Room, 300 Third Avenue NE, Crosby MN 56441**

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. REVIEW AND APPROVE AGENDA**

**4. PUBLIC HEARING**

- a. Annual & 5 Year Plan Review (*Attachment 1 - Pg. 3*)

**5. 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 wish to speak, please state your full name and address. You will be restricted to 3 minutes and no Board action will be taken.*

**6. REVIEW AND APPROVE MINUTES (*Attachment 2 - Pg. 25*)**

- a. Approval of the Tuesday, December 10<sup>th</sup>, 2024 Meeting Minutes

**7. BILLS & COMMUNICATIONS**

- a. Financial Report (*Attachment 3 - Pg. 27*)
- b. Housing Manager Report (*Attachment 4 - Pg. 37*)
- c. Maintenance Director Report (*Attachment 5 - Pg. 41*)

**8. UNFINISHED BUSINESS:**

**9. NEW BUSINESS:**

- a. Updated to ESST Law and Corresponding Update to Employee Policy Manual (*Attachment 6 - Pg. 43*)
- b. Pay Equity Report (*Attachment 7 - Pg. 79*)
- c. Designation of Official Depository (*Attachment 8 - Pg. 83*)
- d. Budget Review (*Attachment 9 - Pg. 85*)

**10. COMMISSIONER COMMENTS:**

**11. NEXT MEETING:** February 11<sup>th</sup>, 2025

**12. 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*



To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Director  
Date: Jan-08-2025  
Re: Adoption of Resolution No. 2025-05 & 2025-06

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We are required to create an Annual Plan including Capital Fund dollars every fiscal year and a Five Year Plan every fifth year. The PHA Plans are a comprehensive guide to policies, programs, operations and strategies for meeting local housing needs and goals. A public hearing must be held prior to the approval of the Annual Plan and the Five Year Plan, and copies of both are attached.

A public hearing has been scheduled for 11:00AM on Tuesday, January 14, 2025 at the Crosby HRA office at 300 3<sup>rd</sup> Avenue NE, Crosby MN. The Notice of Public Hearing was posted in the Legal Notice section of the Crosby-Ironton Courier on November 20, 2024.

**Actions Requested:**    **Adopt Resolution No. 2025-05 and Approve the Five Year Plan**  
                                  **Adopt Resolution No. 2025-06 and Approve the Annual Plan**

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<b>5-Year PHA Plan (for All PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 09/30/2027</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

**Applicability.** The Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

<b>A.</b>	<b>PHA Information.</b>														
<b>A.1</b>	<p> <b>PHA Name:</b> HRA OF CROSBY, MINNESOTA      <b>PHA Code:</b> MN082  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): 04/2025  <b>The Five-Year Period of the Plan (i.e., 2019-2023):</b> 2025-2029  <b>Plan Submission Type</b> <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission         </p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><b>How the public can access this PHA Plan:</b> The plan is available for review at the Crosby HRA's administrative office, located at 324 East River Road, Brainerd, MN, and is also on the agency's website at www.crosbyhra.org.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)</p> <table border="1"> <thead> <tr> <th rowspan="2">Participating PHAs</th><th rowspan="2">PHA Code</th><th rowspan="2">Program(s) in the Consortia</th><th rowspan="2">Program(s) not in the Consortia</th><th colspan="2">No. of Units in Each Program</th></tr> <tr> <th>PH</th><th>HCV</th></tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV						
Participating PHAs	PHA Code					Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program							
		PH	HCV												
<b>B.</b>	<b>Plan Elements. Required for all PHAs completing this form.</b>														
<b>B.1</b>	<p><b>Mission.</b> State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.</p> <p>The mission of the Crosby HRA is to provide affordable housing to strengthen our neighborhoods and community.</p>														
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low-income, and extremely low-income families for the next five years.</p> <p>Goal 1: Provide safe, decent, and affordable housing to extremely low-income, very low-income, and low-income households. - Objective 1: Maintain a “High Performance” rating in the Housing Choice Voucher and Public Housing Programs. - Objective 2: Continue to improve the public housing units with the administration of the Capital Fund Program.</p>														
<b>B.3</b>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>In the 57 months since the start of the 5 Year Plan on 4/1/2020, the Crosby HRA staff have moved in 49 new households, completed 249 annual and 135 interim recertifications, processed 570 initial applications, added 435 new applicants to the waiting list, and completed 1,339 work orders for its public housing units. The occupancy rate for this fiscal year has averaged 98.87%, with 3 months being 100%. There are currently 121 households on the waiting list. The program partially funds the Tenant Activities Coordinator Position, which has been integral in promoting tenant engagement in health, wellness, and stability activities. In the past 12 months, there have been 54 events engaging 353 total tenants. Additionally, the Coordinator has continued working with the Second Harvest (CSFP/NAPS) as well as two other local meal donation programs, which have provided a total of 4123 meals. (All data from 4/1/2020 through 12/31/2024, unless noted as being 12-month data.)</p>														
<b>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The Crosby HRA has developed an emergency transfer plan, in accordance with HUD requirements. Information on VAWA rights and protections is available on the agency's website, is posted visibly in the agency's administrative offices, is provided to all new program participants as part of their briefing or leasing packets, and is included with all adverse actions such as application rejections and lease terminations.</p>														
<b>C.</b>	<b>Other Document and/or Certification Requirements.</b>														
<b>C.1</b>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>Per 24 CFR 905.300(b)(iii) Capital Fund Submission Requirements, of the Capital Fund Program (CFP) 5-Year Action Plan for the Crosby Housing and Redevelopment Authority, the PHA's definition of Significant Amendment or Modification is defined per the Capital Fund Final Rule. The following are considered by HUD to be significant amendments to the CFP 5-Year Action Plan: A proposed demolition, disposition, homeownership, RAD conversion, Capital Fund Financing, development, or mixed finance proposal. The following is considered by the PHA to be a significant amendment to the CFP 5-Year Action Plan: The addition of non-emergency Public Housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) when the dollar amount exceeds 50% of the Capital Fund Budget.</p>														

	<b>Resident Advisory Board (RAB) Comments.</b> (a) Did the RAB(s) have comments to the 5-Year PHA Plan? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> (b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations <b>Staff met with members of the Resident Advisory Board in an open meeting on 12/10/2024. The meeting was attended by the RAB members, Public Housing tenants, and some tenants from the Edgewood Apartments (Section 8 New Construction), which is also operated by the Crosby HRA and is connected to the Dellwood Apartment building by an interior hallway between the properties. Staff provided copies of the 5YAP, explained the planning process, and then spent time fielding questions about various line items on the 5YAP. Members in attendance made recommendations for inclusion of a building-wide water softener system, which staff added to 5YAP. Some suggestions made by the members (i.e. flooring) had already been included in the plan. Some suggestions that were made related to the Edgewood property, which is not covered by the 5YAP, were noted by staff and a follow-up meeting was conducted to specifically collect feedback for improvements to that property. There were also some recommendations for projects that were deemed "too small" for inclusion on the 5YAP as the total cost would most likely be less than \$5000 (i.e. switching the sunshade over a table in the designated smoking area behind the building). These smaller items were noted by staff as projects that can be completed without needing to be included on the 5YAP.</b>
C.2	
C.3	<b>Certification by State or Local Officials.</b> Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	<b>Required Submission for HUD FO Review.</b> (a) Did the public challenge any elements of the Plan? Y <input type="checkbox"/> N <input checked="" type="checkbox"/> (b) If yes, include Challenged Elements.
D.	<b>Affirmatively Furthering Fair Housing (AFFH).</b>
D.1	<b>Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)</b> <b>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</b>

**Form identification:** MN082-HRA OF CROSBY, MINNESOTA form HUD-50075-5Y (Form ID - 2066) printed by Shannon Fortune in HUD Secure Systems/Public Housing Portal at 01/09/2025 12:23PM EST

**Civil Rights Certification  
(Qualified PHAs)**

Office of Public and Indian Housing

OMB Approval No. 2577-0226

Expires 09/30/2027

**Civil Rights Certification  
Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning 04/2025 in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the mission, goals, and objectives of the public housing agency and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.

HRA OF CROSBY, MINNESOTA

MN082

PHA Name

PHA Number/PHA Code

I hereby certify that all the statement above, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Executive Director: **MR Eric Charpentier**Name of Board Chairperson: **Buzz Neprud**

Signature:      Date:

Signature:      Date:

Executive Director Signature:

Board Chairperson Signature:

The United States Department of Housing and Urban Development is authorized to collect the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. The information is collected to ensure that PHAs carry out applicable civil rights requirements.

Public reporting burden for this information collection is estimated to average 0.16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.





<b>Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs)</b>	<b>U.S. Department of Housing and Urban Development</b> Office of Public and Indian Housing OMB No. 2577-0226 <b>Expires 09/30/2027</b>
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**Certification by State or Local Official of PHA Plans  
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Ryan Baumtrog, the AssComm-Policy&CommDev certify that the 5-Year PHA Plan for fiscal years 2025-2029 and/or Annual PHA Plan for fiscal year 2025 of the MN082 - HRA OF CROSBY, MINNESOTA is consistent with the Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair Housing Choice or Assessment of Fair Housing (AFH) as applicable to the State of Minnesota pursuant to 24 CFR Part 91 and 24 CFR § 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan. The Crosby HRA's Plan aligns with many aspects of the Minnesota Consolidated Plan for Housing and Community Development (2022-2026) including preserving affordable housing options and collaborating to provide efficient access to supportive community resources for vulnerable populations. The State of Minnesota's Analysis of Impediments to Fair Housing final report cites goals of decreasing loss of housing through eviction, addressing limited knowledge of fair housing laws, and improving opportunities for housing mobility, which are supported in the Crosby HRA's Plan specifically through the continued provision of the Public Housing Program and the provision of affordable housing options for the community. Additionally, the Activities Coordinator at the Crosby HRA arranges for a number of educational/awareness events to improve our tenant's knowledge of and access to supportive community programs that may help preserve and stabilize their housing.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).

Name of Authorized Official:	<b>Ryan Baumtrog</b>	Title:	<b>AssComm-Policy&amp;CommDev</b>
Signature:		Date:	

The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality. This information is collected to ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Form identification:** *MN082-HRA OF CROSBY, MINNESOTA form HUD-50077-SL (Form ID - 2693) printed by Shannon Fortune in HUD Secure Systems/Public Housing Portal at 01/08/2025 06:01PM EST*

Capital Fund Program - Five-Year Action Plan

**Status:** Draft

**Approval Date:**

**Approved By:**

<b>Part I: Summary</b>						
<b>PHA Name :</b> HRA OF CROSBY, MINNESOTA		<b>Locality (City/County &amp; State)</b>				
<b>PHA Number:</b> MN082		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revised 5-Year Plan (Revision No:            )</b>				
<b>A.</b>	<b>Development Number and Name</b>	<b>Work Statement for Year 1    2025</b>	<b>Work Statement for Year 2    2026</b>	<b>Work Statement for Year 3    2027</b>	<b>Work Statement for Year 4    2028</b>	<b>Work Statement for Year 5    2029</b>
	DELLWOOD APART./SCATTERED (MN082000001)	\$90,000.00	\$100,000.00	\$100,000.00	\$120,000.00	\$120,000.00

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$90,000.00
ID0000082	Install rain gutters at Scattered Sites(Dwelling Unit-Exterior (1480)-Gutters - Downspouts)	Install new seamless rain gutters with gutter guards including all mounting hardware, down spouts and splash blocks at 20 Scattered Sites. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0000085	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property and liability insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$5,000.00
ID0000087	Replace flooring at Dellwood Apts(Non-Dwelling Interior (1480)-Common Area Flooring)	Remove and properly dispose of existing hallway/common area carpet and flooring on all 3 floors at Dellwood Apartments. Install new durable flooring throughout common areas. Asbestos and lead-based paint will be addressed when found.		\$20,000.00
ID0000088	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of excessive tenant damage and replacement of isolation valves, replacing flooring, replacing siding, bathroom and gazebo rehabilitation. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$15,000.00
ID0000089	Replace heating units isolation valves at Dellwood Apts(Dwelling Unit-Interior (1480)-Kitchen Sinks and Faucets,Dwelling Unit-Interior (1480)-Mechanical,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers,Dwelling Unit-Interior (1480)-Bathroom Counters and Sinks)	Remove and replace failing isolation valves on heating units at Dellwood Apartments. Asbestos and lead based paint will be addressed when found.		\$5,000.00

Form HUD-50075.2(4/2008)

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$100,000.00
ID0000095	Replace showers(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Remove and properly dispose of bathroom showers at Dellwood Apartments. Repair any drywall that is deteriorated or was damaged in the removal, tape, sand and paint to match existing. Replace faucet and drain assemblies with new. Install new shower stalls. Asbestos and lead-based paint will be addressed when found.		\$15,000.00
ID0000096	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of shower, sidewalk & step, toilet and appliance replacement, exterior doors, flooring, security and camera system, domestic water and heating boiler systems and garage door replacement, installation of isolation valves and improvement/expansion of maintenance building. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil <u>Environmental Review issues, prior to work beginning.</u>		\$5,000.00
ID0000097	Replace flooring at up to 20 Scattered Sites(Dwelling Unit-Interior (1480)-Flooring (non routine))	Remove vinyl, carpet and padding in up to 20 scattered site family units. Prepare for new flooring by replacing any deteriorated, worn or damaged sub-flooring. Install new durable flooring. Asbestos and lead-based paint will be addressed when found.		\$10,000.00
ID0000098	Replace security and camera systems at Dellwood Apts(Management Improvement (1408)-System Improvements,Management Improvement (1408)-Security Improvements (not police or guard-non-physical))	Remove and properly dispose of existing security and camera systems that are at the end of their life cycle at Dellwood Apartments. Install new systems of substantially the same layout as the existing that were removed. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0000099	Replace domestic water and heating boilers at Dellwood Apts(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Heating Equipment - System,Non-Dwelling Construction - Mechanical (1480)-Hot Water Heaters)	Remove and properly dispose of old domestic water and heating boilers, controls, pumps and valves at Dellwood apartments. Install new energy efficient domestic water and heating boilers with new controls, software, pumps, valves, associated piping and wiring for a complete and properly functioning system. Asbestos and lead-based paint will be addressed when found		\$25,000.00
ID0000100	Install isolation valves on domestic water lines at Dellwood Apts.(Non-Dwelling Construction - Mechanical (1480)-Other,Non-Dwelling Construction - Mechanical (1480)-Water Distribution)	Install new isolation valves on water lines at Dellwood Apartments. Repair any finishes if disturbed as a result of the work. Asbestos and lead-based paint will be addressed when found.		\$5,000.00

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**Work Statement for Year**      3      2027

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Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4		2028		
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	DELLWOOD APART./SCATTERED (MN082000001)			\$120,000.00
ID0000115	Replace vanities, toilets and showers in up to 20 Scattered Sites(Dwelling Unit-Interior (1480)-Bathroom Flooring (non cyclical),Dwelling Unit-Interior (1480)-Commodes,Dwelling Unit-Interior (1480)-Plumbing,Dwelling Unit-Interior (1480)-Tubs and Showers)	Replace vanities, toilets and showers in up to 20 scattered site family units. Remove vanities, toilets, bathtub/showers and dispose of properly. Fix drywall if damaged during the removal process, prime and paint if applicable. Install new vanities, bathtubs, shower surrounds, faucet and drain assemblies. Install new water saving toilets including new wax rings, supply lines and water shut off valves. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
ID0000116	Repair excessive exterior tenant damage at Dellwood Apartments and Scattered Site Family Units(Dwelling Unit-Exterior (1480)-Balconies-Porches-Railings-etc,Dwelling Unit-Exterior (1480)-Building Slab,Dwelling Unit-Exterior (1480)-Canopies,Dwelling Unit-Exterior (1480)-Carports - Surface Garage,Dwelling Unit-Exterior (1480)-Columns and Porches,Dwelling Unit-Exterior (1480)-Decks and Patios,Dwelling Unit-Exterior (1480)-Exterior Doors,Dwelling Unit-Exterior (1480)-Exterior Lighting,Dwelling Unit-Exterior (1480)-Foundations,Dwelling Unit-Exterior (1480)-Gutters - Downspouts,Dwelling Unit-Exterior (1480)-Landings and Railings,Dwelling Unit-Exterior (1480)-Mail Facilities,Dwelling Unit-Exterior (1480)-Other,Dwelling Unit-Exterior (1480)-Roofs,Dwelling Unit-Exterior (1480)-Siding,Dwelling Unit-Exterior (1480)-Soffits,Dwelling Unit-Exterior (1480)-Stairwells - Fire Escapes,Dwelling Unit-Exterior (1480)-Tuck-Pointing,Dwelling Unit-Exterior (1480)-Windows,Dwelling Unit-Exterior (1480)-Exterior Paint and Caulking,Dwelling Unit-Exterior (1480)-Exterior Stairwells - Fire Escape)	Repair excessive exterior tenant damage or damage done by natural occurrence. Repair and/or replacement of sitework, siding, roofing, soffit & fascia, windows and doors. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
ID0000117	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property and liability insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Asbestos and lead-based paint will be addressed when found. Because the soil may be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
ID0000118	A&E(Contract Administration (1480)-Other Fees and Costs)	A/E for design, bidding and construction management of tenant damage repair, office air conditioning, flooring and appliance replacement, improving CO detection, installing air conditioning in common areas and bedrooms. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00

Form HUD-50075.2(4/2008)

Form HUD-50075.2(4/2008)

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2029				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
ID0000124	Operations(Operations (1406))	Operations - Contract Costs including garbage removal, elevator maintenance, exterminating services, plumbing and heating repairs, copier maintenance, grounds contract, and repairs contract. Utilities including gas, water, sewer and electric. Property and liability insurance. Janitor and cleaning supplies including glass cleaner, tile/floor cleaner, towels and office supplies, postage and advertising. Telephone and internet services. Asbestos and lead-based paint will be addressed when found. Because the soil will be disturbed, the HRA will be responsive to any soil Environmental Review issues, prior to work beginning.		\$10,000.00
ID0000125	Install water softer system at Dellwood Apartments(Non-Dwelling Construction - Mechanical (1480)-Water Distribution)	Install new water softening system to service Dellwood Apartments including all plumbing and electrical wiring. Asbestos and lead-based paint will be addressed when found.		\$5,000.00
	Subtotal of Estimated Cost			\$120,000.00

## **Crosby HRA**

(Published in the Crosby-Ironton  
Courier Wednesday, Nov. 20, 2024)

### **LEGAL NOTICE**

The Crosby Housing and Redevelopment Authority (HRA) has made an Amendment to its Five-Year Plan and Annual Plan, including Capital Fund Dollars. Plans are available on the Authority's website at [www.crosbyhra.org](http://www.crosbyhra.org), at the Authority's office at 300 Third Ave NE, Crosby, or by calling 218-546-5088 to request a copy. A public hearing for the formal adoption of the plans will be held at the Authority's office on Tuesday, January 14, 2025, at 11 a.m.

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HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2025-05

PUBLIC HOUSING AGENCY FIVE YEAR PLAN  
FOR FISCAL YEAR BEGINNING APRIL 1, 2025

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to prepare and submit to HUD a Five Year Plan every fifth year from its initial submission; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has developed a Five Year Action Plan for use of Capital Funds; and

WHEREAS, the Five Year Plan and Five Year Action Plan were made available for public comment on January 14, 2025; and

WHEREAS, HUD requires the Five Year Plan to be accompanied by a “Certification of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications” executed by the Board Chair;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the PHA as follows:

1. The Five Year Plan and Five Year Action Plan for the PHA Fiscal Year beginning April 1, 2025, is hereby approved.
2. The Board Chair is authorized to execute the Certification of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Brainerd.

Dated: \_\_\_\_\_

\_\_\_\_\_  
CHRA Board Chair/Vice-Chair

HOUSING AND REDEVELOPMENT AUTHORITY  
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2025-06

PUBLIC HOUSING AGENCY ANNUAL PLAN  
FOR FISCAL YEAR BEGINNING APRIL 1, 2025

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to prepare and submit to HUD an Annual Plan and Five Year Action Plan every year from its initial submission; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has developed an Annual Plan and Five Year Action Plan for use of Capital Funds; and

WHEREAS, the Annual Plan and Five Year Action Plan were made available for public comment on January 14, 2025; and

WHEREAS, HUD requires the Annual Plan to be accompanied by a “Certification of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications” executed by the Board Chair;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the PHA as follows:

1. The Annual Plan for the PHA Fiscal Year beginning April 1, 2025, is hereby approved.
2. The Board Chair is authorized to execute the Certification of Compliance with the PHA Plan and Related Regulations Including Civil Rights Certifications.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Crosby.

Dated: \_\_\_\_\_

\_\_\_\_\_  
CHRA Board Chair/Vice-Chair





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**Crosby HRA  
BOARD MEETING MINUTES  
Tuesday, December 10<sup>th</sup>, 2024**

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

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

**Commissioner Traylor motioned to approve the Agenda for the Tuesday, December 10<sup>th</sup>, 2024 meeting. Seconded by Commissioner Marsh. Motion Carried Unanimously.**

4. **OPEN FORUM:**

There were no speakers or comments during the open forum.

5. **REVIEW AND APPROVE MINUTES:**

- a. November 12<sup>th</sup>, 2024 Minutes were presented in the packet for review.

**Commissioner Traylor motioned to approve the meeting minutes from Tuesday, November 12<sup>th</sup>, 2024 as presented. Seconded by Commissioner Robinson. Motion Carried Unanimously.**

- b. October 8<sup>th</sup>, 2024 Minutes were presented in the packet for review.

**Commissioner Traylor motioned to approve the meeting minutes from Tuesday, October 8<sup>th</sup>, 2024 as presented. Seconded by Commissioner Robinson. Motion Carried Unanimously.**

**6. BILLS AND COMMUNICATIONS:**

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

Eric Charpentier presented the October and November Financial Report.

**Commissioner Traylor motioned to approve the October and November payments as presented. Seconded by Commissioner Robinson. Motion Carried Unanimously.**

**b. Housing Manager Report:**

Shannon Fortune presented the Housing Manager & Activities Report.

**c. Maintenance Director Report:**

John Schommer presented the November 2024 Maintenance Report.

Commissioner Traylor inquired about the status of repairing the ceiling tiles in the community room. Schommer explained that maintenance staff are actively addressing the issue. They have started the process by scraping and repainting the affected tiles.

**7. UNFINISHED BUSINESS: None**

**8. NEW BUSINESS:**

**a. 2025 Meeting Schedule**

Eric Charpentier presented the 2025 Board Meeting Schedule.

**b. Clarification of Authorized Signers on Unity Bank Accounts**

**Commissioner Traylor motioned to approve signers by account as specified. Seconded by Commissioner Marsh. Motion Carried Unanimously.**

**9. COMMISSIONER COMMENTS: None**

**10. NEXT MEETING: Tuesday, January 14<sup>th</sup>, 2025**

**11. ADJOURNMENT:**

**Commissioner Traylor motioned to adjourn the meeting. Seconded by Commissioner Robinson. Motion Carried Unanimously. Meeting adjourned at 11:15 AM.**



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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: January 6, 2025  
Re: January Financial Report

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Please find attached the financial information for December 2024.

**Action Requested: Motion for approval of December payments as presented.**

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## Crosby Housing & Redevelopment Authority 2025 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
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	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	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	2.00
Total Points	25		25.00	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	Dec
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	12.00	12.00	16.00	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	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	4.00
Total Points	25		20.00	20.00	20.00	16.00	16.00	20.00	20.00	20.00	20.00

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

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**Crosby HRA**  
**Operating Statement**  
**Nine Months Ending 12/31/2024**  
**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
<b>INCOME</b>								
3110.000 Dwelling Rental	22,405.00	21,208.33	1,196.67	193,974.00	190,875.00	3,099.00	254,500.00	(60,526.00)
3120.000 Excess Utilities	10.00	75.00	(65.00)	735.00	675.00	60.00	900.00	(165.00)
3401.000 Operating Subsidy	12,649.00	12,545.42	103.58	118,246.00	112,908.75	5,337.25	150,545.00	(32,299.00)
3402.000 Capital Fund Revenue	0.00	833.33	(833.33)	14,853.15	7,500.00	7,353.15	10,000.00	4,853.15
3610.000 Interest Revenue	68.77	62.50	6.27	598.10	562.50	35.60	750.00	(151.90)
3690.000 Other Income	158.69	208.33	(49.64)	3,335.69	1,875.00	1,460.69	2,500.00	835.69
3691.000 Other Tenant Revenue	513.11	1,000.00	(486.89)	12,031.44	9,000.00	3,031.44	12,000.00	31.44
3695.000 Laundry Revenue	310.00	358.33	(48.33)	3,057.75	3,225.00	(167.25)	4,300.00	(1,242.25)
<b>TOTAL INCOME</b>	<b>36,114.57</b>	<b>36,291.24</b>	<b>(176.67)</b>	<b>346,831.13</b>	<b>326,621.25</b>	<b>20,209.88</b>	<b>435,495.00</b>	<b>(88,663.87)</b>
<b>EXPENSES</b>								
<b>ADMINISTRATION</b>								
4110.000 Admin Salaries	2,269.99	2,466.25	196.26	23,551.91	22,196.25	(1,355.66)	29,595.00	6,043.09
4130.000 Legal	937.00	395.83	(541.17)	3,788.11	3,562.50	(225.61)	4,750.00	961.89
4140.000 Staff Training	0.00	33.33	33.33	294.33	300.00	5.67	400.00	105.67
4150.000 Travel	56.28	60.42	4.14	393.86	543.75	149.89	725.00	331.14
4171.000 Auditing Fees	0.00	540.83	540.83	5,748.74	4,867.50	(881.24)	6,490.00	741.26
4190.000 Other Admin	10.00	47.92	37.92	117.50	431.25	313.75	575.00	457.50
4191.000 Management Fees	4,413.75	4,413.75	0.00	39,723.75	39,723.75	0.00	52,965.00	13,241.25
4194.000 Office Supplies	202.42	150.00	(52.42)	963.38	1,350.00	386.62	1,800.00	836.62
4195.000 Membership Dues	0.00	29.17	29.17	96.00	262.50	166.50	350.00	254.00
4196.000 Telephone	0.00	41.25	41.25	466.91	371.25	(95.66)	495.00	28.09
4198.000 Advertising	0.00	83.33	83.33	632.71	750.00	117.29	1,000.00	367.29
4199.000 Postage	0.00	16.67	16.67	0.00	150.00	150.00	200.00	200.00
<b>TOTAL ADMINISTRATION</b>	<b>7,889.44</b>	<b>8,278.75</b>	<b>389.31</b>	<b>75,777.20</b>	<b>74,508.75</b>	<b>(1,268.45)</b>	<b>99,345.00</b>	<b>23,567.80</b>
<b>TENANT SERVICES</b>								
4210.000 Tenant Svcs Salaries	0.00	498.75	498.75	3,496.45	4,488.75	992.30	5,985.00	2,488.55
4230.000 Tenant Svcs Other	0.00	108.33	108.33	40.08	975.00	934.92	1,300.00	1,259.92
<b>TOTAL TENANT SERVICES</b>	<b>0.00</b>	<b>607.08</b>	<b>607.08</b>	<b>3,536.53</b>	<b>5,463.75</b>	<b>1,927.22</b>	<b>7,285.00</b>	<b>3,748.47</b>
<b>UTILITIES</b>								
4310.000 Water	996.32	1,241.67	245.35	9,437.94	11,175.00	1,737.06	14,900.00	5,462.06
4315.000 Sewer	1,636.20	1,900.00	263.80	15,287.90	17,100.00	1,812.10	22,800.00	7,512.10
4320.000 Electricity	1,825.63	2,187.50	361.87	14,113.08	19,687.50	5,574.42	26,250.00	12,136.92
4330.000 Gas	606.29	1,250.00	643.71	2,648.18	11,250.00	8,601.82	15,000.00	12,351.82
<b>TOTAL UTILITIES</b>	<b>5,064.44</b>	<b>6,579.17</b>	<b>1,514.73</b>	<b>41,487.10</b>	<b>59,212.50</b>	<b>17,725.40</b>	<b>78,950.00</b>	<b>37,462.90</b>
<b>MAINTENANCE</b>								
4410.000 Maintenance Labor	3,696.80	3,988.33	291.53	33,229.47	35,895.00	2,665.53	47,860.00	14,630.53
4420.000 Materials	1,193.88	1,375.00	181.12	12,282.00	12,375.00	93.00	16,500.00	4,218.00
4430.000 Contracts Costs	2,604.26	1,950.00	(654.26)	27,867.97	17,550.00	(10,317.97)	23,400.00	(4,467.97)
4431.000 Garbage and Trash	733.75	804.17	70.42	8,547.99	7,237.50	(1,310.49)	9,650.00	1,102.01
4432.000 Decorating Contract	0.00	1,166.67	1,166.67	11,645.57	10,500.00	(1,145.57)	14,000.00	2,354.43
4435.000 Grounds Contract	350.25	350.00	(0.25)	3,140.34	3,150.00	9.66	4,200.00	1,059.66
4445.000 Elevator Maintenance	0.00	541.67	541.67	2,652.00	4,875.00	2,223.00	6,500.00	3,848.00
4450.000 Plumbing/Heating	528.46	500.00	(28.46)	8,385.78	4,500.00	(3,885.78)	6,000.00	(2,385.78)
4455.000 Snow Removal	239.32	416.67	177.35	239.32	3,750.00	3,510.68	5,000.00	4,760.68
4456.000 Exterminating	126.00	83.33	(42.67)	1,361.50	750.00	(611.50)	1,000.00	(361.50)
4457.000 Janitor/Cleaning	1,198.78	1,060.00	(138.78)	10,325.17	9,540.00	(785.17)	12,720.00	2,394.83

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>EXPENSES</b>								
<b>TOTAL MAINTENANCE</b>	<b>10,671.50</b>	<b>12,235.84</b>	<b>1,564.34</b>	<b>119,677.11</b>	<b>110,122.50</b>	<b>(9,554.61)</b>	<b>146,830.00</b>	<b>27,152.89</b>
<b>OTHER</b>								
4510.000 Insurance	2,816.50	2,664.58	(151.92)	25,188.50	23,981.25	(1,207.25)	31,975.00	6,786.50
4520.000 Property Taxes	830.84	878.75	47.91	7,439.59	7,908.75	469.16	10,545.00	3,105.41
4540.000 Employee Benefits	1,941.09	3,339.59	1,398.50	21,313.49	30,056.25	8,742.76	40,075.00	18,761.51
4570.000 Collection Loses	0.00	833.33	833.33	0.00	7,500.00	7,500.00	10,000.00	10,000.00
4583.001 Lease Interest Exp	0.00	2.08	2.08	15.14	18.75	3.61	25.00	9.86
4590.000 Other Gen Exp	0.00	583.33	583.33	0.00	5,250.00	5,250.00	7,000.00	7,000.00
4595.001 Lease Amort Exp	30.84	31.25	0.41	277.56	281.25	3.69	375.00	97.44
<b>TOTAL OTHER</b>	<b>5,619.27</b>	<b>8,332.91</b>	<b>2,713.64</b>	<b>54,234.28</b>	<b>74,996.25</b>	<b>20,761.97</b>	<b>99,995.00</b>	<b>45,760.72</b>
<b>TOTAL EXPENSES</b>	<b>29,244.65</b>	<b>36,033.75</b>	<b>6,789.10</b>	<b>294,712.22</b>	<b>324,303.75</b>	<b>29,591.53</b>	<b>432,405.00</b>	<b>137,692.78</b>
<b>SURPLUS</b>	<b>6,869.92</b>	<b>257.49</b>	<b>6,612.43</b>	<b>52,118.91</b>	<b>2,317.50</b>	<b>49,801.41</b>	<b>3,090.00</b>	<b>49,028.91</b>



**Crosby HRA**  
**Operating Statement**  
**Nine Months Ending 12/31/2024**  
**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
<b>INCOME</b>								
3110.000 Dwelling Rental	22,001.00	21,765.83	235.17	187,759.00	195,892.50	(8,133.50)	261,190.00	(73,431.00)
3120.000 Excess Utilities	40.00	156.25	(116.25)	1,605.00	1,406.25	198.75	1,875.00	(270.00)
3404.000 HAP Subsidy	10,146.00	10,720.83	(574.83)	105,166.00	96,487.50	8,678.50	128,650.00	(23,484.00)
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	1,314.20	2,500.00	(1,185.80)	25,974.41	22,500.00	3,474.41	30,000.00	(4,025.59)
3690.000 Other Income	158.68	208.33	(49.65)	2,213.24	1,875.00	338.24	2,500.00	(286.76)
3691.000 Other Tenant Revenue	288.00	383.33	(95.33)	6,574.26	3,450.00	3,124.26	4,600.00	1,974.26
3695.000 Laundry Revenue	880.00	775.00	105.00	7,460.75	6,975.00	485.75	9,300.00	(1,839.25)
<b>TOTAL INCOME</b>	<b>34,827.88</b>	<b>36,509.57</b>	<b>(1,681.69)</b>	<b>336,753.66</b>	<b>328,586.25</b>	<b>8,167.41</b>	<b>438,115.00</b>	<b>(101,361.34)</b>
<b>EXPENSES</b>								
<b>ADMINISTRATION</b>								
4110.000 Admin Salaries	2,270.02	2,466.25	196.23	23,491.93	22,196.25	(1,295.68)	29,595.00	6,103.07
4130.000 Legal	50.00	291.67	241.67	1,029.50	2,625.00	1,595.50	3,500.00	2,470.50
4140.000 Staff Training	0.00	41.67	41.67	298.61	375.00	76.39	500.00	201.39
4150.000 Travel	55.95	70.83	14.88	309.39	637.50	328.11	850.00	540.61
4171.000 Auditing Fees	0.00	540.83	540.83	5,748.76	4,867.50	(881.26)	6,490.00	741.24
4190.000 Other Admin	10.00	50.00	40.00	142.50	450.00	307.50	600.00	457.50
4191.000 Management Fees	4,413.75	4,413.75	0.00	39,723.75	39,723.75	0.00	52,965.00	13,241.25
4194.000 Office Supplies	202.42	145.83	(56.59)	963.44	1,312.50	349.06	1,750.00	786.56
4195.000 Membership Dues	0.00	16.67	16.67	96.00	150.00	54.00	200.00	104.00
4196.000 Telephone	0.00	41.25	41.25	467.04	371.25	(95.79)	495.00	27.96
4198.000 Advertising	0.00	83.33	83.33	632.71	750.00	117.29	1,000.00	367.29
4199.000 Postage	0.00	31.25	31.25	0.00	281.25	281.25	375.00	375.00
<b>TOTAL ADMINISTRATION</b>	<b>7,002.14</b>	<b>8,193.33</b>	<b>1,191.19</b>	<b>72,903.63</b>	<b>73,740.00</b>	<b>836.37</b>	<b>98,320.00</b>	<b>25,416.37</b>
<b>TENANT SERVICES</b>								
4210.000 Tenant Svcs Salaries	0.00	748.33	748.33	5,244.73	6,735.00	1,490.27	8,980.00	3,735.27
4230.000 Tenant Svcs Other	0.00	20.83	20.83	40.05	187.50	147.45	250.00	209.95
<b>TOTAL TENANT SERVICES</b>	<b>0.00</b>	<b>769.16</b>	<b>769.16</b>	<b>5,284.78</b>	<b>6,922.50</b>	<b>1,637.72</b>	<b>9,230.00</b>	<b>3,945.22</b>
<b>UTILITIES</b>								
4310.000 Water	547.60	733.33	185.73	8,323.32	6,600.00	(1,723.32)	8,800.00	476.68
4315.000 Sewer	1,005.02	1,258.33	253.31	14,883.44	11,325.00	(3,558.44)	15,100.00	216.56
4320.000 Electricity	2,786.75	3,166.67	379.92	20,925.57	28,500.00	7,574.43	38,000.00	17,074.43
4330.000 Gas	921.04	1,375.00	453.96	3,951.57	12,375.00	8,423.43	16,500.00	12,548.43
<b>TOTAL UTILITIES</b>	<b>5,260.41</b>	<b>6,533.33</b>	<b>1,272.92</b>	<b>48,083.90</b>	<b>58,800.00</b>	<b>10,716.10</b>	<b>78,400.00</b>	<b>30,316.10</b>
<b>MAINTENANCE</b>								
4410.000 Maintenance Labor	3,696.81	3,988.33	291.52	33,375.14	35,895.00	2,519.86	47,860.00	14,484.86
4420.000 Materials	121.08	1,250.00	1,128.92	11,658.25	11,250.00	(408.25)	15,000.00	3,341.75
4430.000 Contracts Costs	886.15	1,541.67	655.52	21,661.41	13,875.00	(7,786.41)	18,500.00	(3,161.41)
4431.000 Garbage and Trash	357.88	427.50	69.62	6,216.62	3,847.50	(2,369.12)	5,130.00	(1,086.62)
4432.000 Decorating Contract	0.00	1,083.33	1,083.33	12,141.11	9,750.00	(2,391.11)	13,000.00	858.89
4435.000 Grounds Contract	350.25	375.00	24.75	5,530.22	3,375.00	(2,155.22)	4,500.00	(1,030.22)
4445.000 Elevator Maintenance	1,100.00	407.92	(692.08)	3,827.01	3,671.25	(155.76)	4,895.00	1,067.99
4450.000 Plumbing/Heating	178.46	583.33	404.87	1,054.65	5,250.00	4,195.35	7,000.00	5,945.35
4455.000 Snow Removal	358.98	541.67	182.69	358.98	4,875.00	4,516.02	6,500.00	6,141.02
4456.000 Exterminating	962.00	166.67	(795.33)	7,328.00	1,500.00	(5,828.00)	2,000.00	(5,328.00)
4457.000 Janitor/Cleaning	1,290.45	933.33	(357.12)	10,983.85	8,400.00	(2,583.85)	11,200.00	216.15

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>EXPENSES</b>								
<b>TOTAL MAINTENANCE</b>	<b>9,302.06</b>	<b>11,298.75</b>	<b>1,996.69</b>	<b>114,135.24</b>	<b>101,688.75</b>	<b>(12,446.49)</b>	<b>135,585.00</b>	<b>21,449.76</b>
<b>OTHER</b>								
4510.000 Insurance	2,160.67	2,315.00	154.33	19,286.03	20,835.00	1,548.97	27,780.00	8,493.97
4520.000 Property Taxes	821.14	822.50	1.36	6,627.58	7,402.50	774.92	9,870.00	3,242.42
4540.000 Employee Benefits	1,941.15	3,358.76	1,417.61	21,443.18	30,228.75	8,785.57	40,305.00	18,861.82
4570.000 Collection Loses	0.00	166.67	166.67	0.00	1,500.00	1,500.00	2,000.00	2,000.00
4583.001 Lease Interest Exp	0.00	2.08	2.08	15.13	18.75	3.62	25.00	9.87
4590.000 Other Gen Exp	17.61	416.67	399.06	29.46	3,750.00	3,720.54	5,000.00	4,970.54
4595.001 Lease Amort Exp	30.83	31.25	0.42	277.47	281.25	3.78	375.00	97.53
<b>TOTAL OTHER</b>	<b>4,971.40</b>	<b>7,112.93</b>	<b>2,141.53</b>	<b>47,678.85</b>	<b>64,016.25</b>	<b>16,337.40</b>	<b>85,355.00</b>	<b>37,676.15</b>
<b>TOTAL EXPENSES</b>	<b>26,536.01</b>	<b>33,907.50</b>	<b>7,371.49</b>	<b>288,086.40</b>	<b>305,167.50</b>	<b>17,081.10</b>	<b>406,890.00</b>	<b>118,803.60</b>
<b>SURPLUS</b>	<b>8,291.87</b>	<b>2,602.07</b>	<b>5,689.80</b>	<b>48,667.26</b>	<b>23,418.75</b>	<b>25,248.51</b>	<b>31,225.00</b>	<b>17,442.26</b>

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
12/11/2024	390	Brian Bartz	\$ 55.61
12/11/2024	391	Diana Banks	\$ 63.22
12/11/2024	392	Eric Charpentier	\$ 21.44
12/11/2024	393	Anderson, Hannah	\$ 22.11
12/11/2024	394	John Schommer	\$ 50.92
12/11/2024	395	Patsy Rajala	\$ 25.46
11/18/2024	ACH	Reliance Standard Life Insurance Company	\$ 232.84
12/1/2024	ACH	Delta Dental	\$ 164.60
12/5/2024	ACH	Payroc LLC	\$ 50.75
12/5/2024	ACH	Payroc LLC	\$ 120.05
12/12/2024	ACH	Harpers Payroll Service	\$ 1,586.03
12/12/2024	ACH	Harpers Payroll Service	\$ 39.70
12/12/2024	ACH	Lincoln Financial Group	\$ 507.04
12/12/2024	ACH	Minnesota State Retirement System	\$ 62.00
12/26/2024	ACH	Harpers Payroll Service	\$ 1,701.19
12/26/2024	ACH	Harpers Payroll Service	\$ 47.82
12/26/2024	ACH	Lincoln Financial Group	\$ 507.04
12/26/2024	ACH	Minnesota State Retirement System	\$ 62.00
12/3/2024	119651	Granite Pest Control LLC	\$ 655.11
12/3/2024	119652	Minnesota Energy	\$ 1,527.33
12/3/2024	119653	Minnesota Power	\$ 4,612.38
12/10/2024	119654	Blue Cross Blue Shield of Minnesota	\$ 2,242.85
12/10/2024	119655	Borden Steinbauer And Kruger	\$ 987.00
12/10/2024	119656	Brainerd Glass Company	\$ 135.51
12/10/2024	119657	Bremer Bank Credit Card	\$ 36.50
12/10/2024	119658	Cintas	\$ 164.20
12/10/2024	119659	City Of Crosby	\$ 4,582.16
12/10/2024	119660	Crosby Ace Hardware	\$ 314.66
12/10/2024	119661	Goodin Company	\$ 429.20
12/10/2024	119662	Granite Pest Control LLC	\$ 450.50
12/10/2024	119663	Hagman Inc.	\$ 2,016.00
12/10/2024	119664	Handyman's, Inc.	\$ 350.58
12/10/2024	119665	Home Depot Supply	\$ 367.00
12/10/2024	119666	Integrity Services Inc	\$ 388.00
12/10/2024	119667	MN Elevator, Inc. Lockbox 446080	\$ 1,100.00
12/10/2024	119668	Office Shop	\$ 384.84
12/10/2024	119669	Paper Storm	\$ 26.00
12/10/2024	119670	Rasinski Total Door Service LLC	\$ 1,474.86
12/10/2024	119671	ShofCorp LLC	\$ 150.96
12/10/2024	119672	Thelen Heating And Roofing	\$ 350.00
12/10/2024	119673	T-Mobile	\$ 110.78
12/10/2024	119674	Waste Partners Inc	\$ 668.61
12/10/2024	119675	Xtona	\$ 335.00
12/10/2024	119676	Yde's Major Appliance	\$ 320.00
12/10/2024	119677	Harpers Time & Attendance	\$ 9.75
12/12/2024	119678	Home Depot Supply	\$ 458.24
12/12/2024	119679	Majestic Creations Landscape	\$ 1,298.80
12/12/2024	119680	Visa--Unity	\$ 875.43
		<b>Report Total</b>	<b>\$ 32,142.07</b>

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To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Director  
Date: Jan-08-2025  
Re: Housing Programs Report

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**Tenant Activities Update**

In December there were 14 Second Harvest Commodity Food Boxes distributed. 352 meals were donated to tenants by Community Table and Emily Care'N Share. There were 6 activities scheduled, which included the first class of a 6-part cooking series lead by SNAP educator Carolyn McQueen, with 5 attendees; study with Zed was scheduled twice with 5 tenants; music and carolers in the lobby had a combined 25 attendees; and the signup requests for the free meal for Christmas donated and delivered by volunteers from Ironton Legion and Deerwood Legion numbered at 100. Tenant Council meeting minutes from December are attached.

**Monthly Property Performance Reports for December 2024**

Please see Attachment.

**No Action Requested; Discussion Items**

# Crosby Housing and Redevelopment Authority

## Monthly Property Performance Report December 2024

1. Property Narrative
2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	61	n/a	n/a	0	100%
Dellwood	39	39	n/a	n/a	0	100%
Family Units	20	20	n/a	n/a	0	100%
<b>TOTAL</b>	<b>120</b>	<b>120</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100%</b>

3. Customer Traffic

Applications Requested	16
Applications Placed on Wait List	9
Applications Denied on Wait List	7

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	54	5	4	1
2 bdrm	13	34	0	0	0
3 bdrm	6	18	0	0	0
4 bdrm	2	15	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>121</b>	<b>5</b>	<b>4</b>	<b>1</b>

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	1	21
Move-Outs	1	19

*\*Starting 4/1/2024*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
n/a			

7. Recertifications

Interim Recertifications	2
Annual Recertifications	5
Completed for this month	7

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	3
30-day lease terminations	4

10. Evictions

Resident	Reason	Summons Date	Judgment Action
n/a			

11. Non-Emergency Work Orders

Beginning Balance	12
Received	57
Closed	52
Ending Balance	17
Total Completed Work Orders for Year	577

*\*Starting 4/1/2024*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	0	12
Completed within 24 hours	0	12
Percent completed within 24 hours	n/a	100%

*\*Starting 4/1/2024*

## **Tenant Council Meeting - December 2, 2024 at 11 a.m.**

Members present: Roxy, Mark, Lynne, Jen

### Treasurers Report for month of November:

Coffee income: \$96.00  
Coffee expense: \$68.04  
Bingo income: \$132.00  
Bingo expense: \$54.46  
Donation: \$10.00  
Bake/Craft Sale income: \$182.00  
Progressive Bingo expense: \$25.00  
Bingo loser prizes expense: \$21.95  
Potluck expenses: \$50.69  
Purchase of electric roaster for kitchen: \$58.95  
Purchased items for kitchen: \$13.78  
Purchased cracked corn: \$22.91

Petty Cash for end of November: \$364.76

Checking for end of November: \$940.71

### OLD BUSINESS:

Had our Craft/Bake Sale on Nov. 9th. Was a great success. Did not have lots of items leftover.

Had our Thanksgiving Potluck on Nov. 23rd. We served approx. 45 people.

Had the first bingo game night on Nov. 14th. There was approx. 14 people that came and played. Played 20 games, but will need to shorten it to 15 as ran a little long.

The door decorating signs are up. Hope to see lots of doors decorated. Still in search of a judge to come and pick the doors.

Signs are also up for the White Elephant Game on New Year's Eve. The sign up sheets are in both lobbies for those that want to play.

Will also be raffling off a afghan that Maryann made. Ticket prices will be announced later. We will be having an appetizer potluck starting at 5:00.

### NEW BUSINESS:

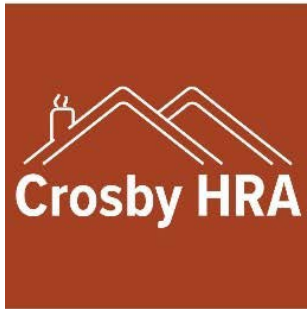
Those that attended meeting, we discussed the popcorn machine that is currently in the community room. It was decided that machine could stay in the community room, but with some stipulations. 1. machine must be turned off and cleaned every day it's used. 2. put leftover popcorn in brown bags on the table for those that want some. 3. light is to be turned off when leave for the day. It does not keep the popcorn fresh and bulb will eventually burn out.

The tenant council purchased a new electric roaster for the kitchen. The old one quit working and was thrown away.

Question was asked if after it snows, do they clean the sidewalks everytime or what is the procedure?

The next meeting is January 6th at 11 a.m.





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To: Crosby HRA Board Members  
From: John Schommer, Rehab & Maintenance Director  
Date: January 8, 2025  
Re: Maintenance Update

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**Kitchen Improvements**

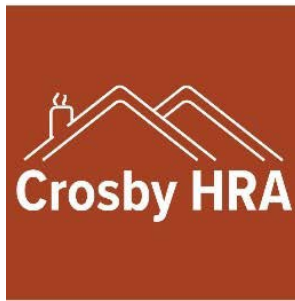
The contractor was onsite today to get measurements for building the cabinetry and they have also ordered the appliances. There will be several weeks with no activity until everything arrives. Once the contractor gets started it will likely take 3-4 weeks to complete the project.

**Cleaning**

Staff solicited bids for cleaning services and received 8 bids with a few of the bids being lower than the rate of our last contract. The contract for general cleaning was awarded to Keeping It Clean and the contract for unit turn or periodic cleaning was awarded to Minnesota Cleaning Solutions.

**No Action Requested; Discussion Items.**

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To: Crosby HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: January 14<sup>th</sup>, 2025  
Re: Approve Earned Sick and Safe Time (ESST) Policy

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Effective January 1, 2025, the Minnesota Legislature modified Minnesota's earned sick and safe time law which went into effect on January 1, 2024. This sick and safe time is paid leave that employers must provide to employees in Minnesota that can be used for certain reasons, including when an employee is sick, to care for a sick family member or to seek assistance if an employee or their family member has experienced domestic abuse, sexual assault or stalking. The Legislature has expanded the use of the ESST which requires us to update our policies to comply with the law. We do not need to adjust our sick time accrual amounts as we are still providing as much as, or more than required by state law.

We have had our attorneys draft the required updates to our sick time policy in our Employee Policy Manual which is attached for your review. Staff is recommending the adoption of these updates as presented and to approve resolution 2025-04.

**Action Requested; Approve Resolution No. 2025-04 updating the Earned Sick and Safe Time (ESST) Policy.**

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**CROSBY HOUSING AND  
REDEVELOPMENT AUTHORITY**

**PERSONNEL POLICIES**

**ADOPTED BY THE BOARD OF COMMISSIONERS  
MAY 26, 2015**

## IV. EMPLOYEE RECRUITMENT / HIRING

### 1. RECRUITMENT AND SELECTION OF EMPLOYEES

All personnel employed by the Housing Authority shall be selected from the files of applications for employment. It is the responsibility of the Board of Commissioners to hire the Executive Director position. It is the responsibility of the Executive Director to hire all other positions.

Persons desiring employment shall file written applications setting forth their qualifications for employment and such other information as may be required.

Pre-employment drug testing and the obtaining of criminal and driving records may be required upon a conditional offer of employment. The outcome of the drug test must prove negative (indicating no substance abuse). Criminal records will be reviewed for prior offenses, with consideration given to the nature of the offense and length of time since the offense occurred. Consideration will be given to the applicant if the offense is more than three (3) years old, or if the offender is currently enrolled in or has completed an Offenders Program. In determining whether an applicant's criminal history disqualifies an applicant from employment, the Housing Authority will consider: (1) the nature and seriousness of the crime or crimes for which the individual was convicted; (2) the relationship of the crime or crimes to the purposes of regulating the position sought by the applicant; and (3) the relationship of the crime or crimes to the ability, capacity, and fitness required to perform the duties and discharge the responsibilities of the position sought by the applicant.

Applicants may be asked to provide specific information, including the time, nature, and number of any criminal convictions, the facts surrounding each offense, how each offense relates to the job sought at the Housing Authority, the length of time between the conviction and the date of the job application, the applicant's employment history before and after any criminal conviction, and a description of the applicant's efforts at rehabilitation, if any. The applicant may also be asked to provide documentary evidence supporting any answer to such request.

In addition, employees will be required to complete and pass all necessary and appropriate background checks, including but not limited to the Kari Koskinen Background Check as set forth under state or federal law.

#### **A. Job Posting**

When a position becomes vacant, it will be posted and/or advertised. Such postings and advertisements will contain the following:

- (1) Job title;
- (2) A description of the duties of the vacant position;
- (3) Hiring salary range; and
- (4) Required qualifications.

All posted jobs will be open to current internal employees and external applicants (unless stated for internal applicants only). If a position is only open for internal applicants, internal employee applicants must meet the following conditions in addition to meeting the qualifications of the position:

- (1) Must have completed six (6) months or longer in current Housing Authority position; and
- (2) Must have completed at least one (1) year of employment with the Housing Authority and must have achieved an acceptable evaluation rating on the most recent performance evaluation (as applicable).

Exceptions to the above conditions for internal applicants may be made at the sole discretion of the Executive Director.

## 2. TYPES OF EMPLOYMENT

Within the Housing Authority, there are three types of employment and one type of volunteer/intern. Each person hired or offered a volunteer opportunity will come under one of the following classifications:

**Regular Employees:** An at-will employee hired to fill a full-time position (a minimum Work schedule of 30 hours per week) on a regular basis. Employees in this classification shall receive the benefits as set forth in this Personnel Policy.

**Temporary Employees:** An at-will employee hired for a limited period of time, either on a seasonal basis or to fill a specific need at the convenience of the Housing Authority, which requires up to 40 hours per week. Positions in this classification may develop due to special funding or due to additional workload for a limited period. Temporary positions are normally for the duration of six months or less. This classification does not include individuals who work at the Housing Authority pursuant to a contract between the Housing Authority and a temporary agency. Temporary Employees are not eligible for any employee benefits.

**Part-Time Employees:** An at-will employee who works less than 30 hours per week on a regular or as needed basis. A part-time employee is not eligible to receive paid holidays, vacation leave, [sick leave](#), or to participate in the Housing Authority's employee retirement or insurance plans. ~~A part-time employee is also not eligible to accrue sick leave, and may not use sick leave unless otherwise set forth in this Personnel Policy.~~

**Volunteer/Intern:** An at-will person who voluntarily offers himself or herself for a service or undertaking without monetary compensation, for the sole purpose of gaining experience while assisting the Housing Authority and its constituents. Volunteers and interns are not "employees" of the Housing Authority. Accordingly, they are not entitled to any benefits described in this Personnel Policy and may not access the grievance procedure described in this Personnel Policy.

If a Housing Authority employee changes from Temporary to Regular status, the employee shall earn benefits specified in this Personnel Policy from the date of the commencement of the Regular position.

Nonexempt employees are employees who are subject to the overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees are employees who are exempt from the overtime provisions of the FLSA.

### **3. PROBATIONARY PERIOD**

The probationary period is a six (6) month learning period after each employee is hired, rehired, promoted, or transferred to a position in which he/she has not served a probationary period.

The Executive Director may terminate a probationary employee at any time during the probationary period. The employee so terminated shall be notified in writing of the termination and shall not have the right to appeal or file a grievance related to that termination pursuant to this Personnel Policy. Notwithstanding the above, for employees subject to the Minnesota Veterans' Preference Act, the termination notice shall include a description of the reason(s) for the termination, and the Housing Authority shall follow all other provisions of Minnesota Statutes section 197.46 as the law requires.

An employee's completion of the probationary period does not guarantee employment. All employees, including employees who have successfully completed a probationary period, are "at-will" employees. Nothing in this Policy provides, is intended to provide, or should be construed as providing additional rights to employees who complete the probationary period.

### **4. AUTHORIZED PERSONNEL ON THE JOB SITE**

Supervisors may designate certain work areas off-limits to unauthorized personnel. Relatives and friends of employees should limit visits to the job site during the employee's normal working hours. Visits by employee's children, other relatives or other persons to job sites will be allowed during normal business hours only on an occasional basis for a short period of time. Children are prohibited from all facilities other than office areas.

The employee is responsible for informing their relatives and friends to check in at the front desk. Employees will greet their friends/relatives at the front desk. All personnel have a duty to protect confidential information at all times including information in their offices from the view of relatives and friends.



## COMPENSATION

### 1. SALARY INCREASES

Occasionally, at the Housing Authority's sole discretion, a "cost of living" or general Housing Authority-wide increase may be granted at the beginning of the fiscal year based on availability of Housing Authority funds.

### 2. OVERTIME

Overtime work shall be avoided to the extent possible, but may be required by a supervisor in the interest of efficiency or necessity. Overtime must be requested and approved by the attending supervisor prior to the work being performed. Overtime compensation will be administered in accordance with the Fair Labor Standards Act (FLSA).

#### *Overtime compensation for non-exempt employees*

Non-exempt employees will be paid overtime compensation for all hours worked in excess of forty (40) hours per work week at a rate of one and one-half times their regular hourly rate of pay. Non-exempt employees are employees who are not exempt from the provisions of the FLSA with regard to overtime compensation. Only hours actually worked will be considered in calculating the 40 hours for purposes of overtime. Holidays, vacation leave, sick leave, and compensatory time shall not be considered.

The overtime provisions of this policy do not apply to exempt employees. Exempt employees are employees who are exempt from the overtime provisions of the FLSA with regard to overtime compensation. Exempt employees, as defined by the Fair Labor Standards Act, are not entitled to overtime pay. It is anticipated that exempt employees may be required to work more than 40 hours in a week.

#### *Compensatory time off for non-exempt employees*

As set forth in this policy, non-exempt employees will be allowed to accrue compensatory time off in lieu of receiving overtime compensation. Compensatory time off is computed at a rate of one and one-half times the hours worked in excess of 40 hours per work week. Only hours actually worked will be considered in calculating the 40 hours worked per work week for purposes of overtime. Holidays, vacation leave, sick leave, and compensatory time shall not be considered.

An employee's accrued compensatory time off shall not exceed 40 hours at any time. Once an employee has accrued 40 hours of compensatory time off, compensation for additional overtime hours worked must be paid in cash, rather than accrued as compensatory time off.

Accrued compensatory time off may be used with prior approval from the employee's supervisor. Upon an employee's separation from the Housing Authority, there will be a pay-out of any accrued and unused compensatory time off at either the employee's average rate of pay over his/her last three years of employment or the employee's final rate of pay, whichever is higher. Exempt employees, as defined by the Fair Labor Standards Act, are not entitled to compensatory time off.

### **3. ON-CALL PAY**

Non-exempt employees in maintenance positions may be assigned to “on-call” duty during hours outside of normal operations for maintenance emergencies. Work assignments during on-call duty may be beyond the normal work performed by the employees, but will be within their capabilities. On-call duty should be assigned on a rotational basis among qualified employees. Employees who are assigned on-call duty must be able to work during the entire on-call assignment.

Employees normally will not be paid for on-call time when waiting to be called, unless otherwise required by law or determined in the sole discretion of the Executive Director or his/her designee. Non-exempt employees responding to a call will be paid for either four (4) hours per call or the actual time worked when responding to a call, whichever is higher. Non-exempt employees receiving after hours telephone calls will be credited either fifteen (15) minutes per telephone call or the actual time spent on the telephone call, whichever is higher.

### **4. PAY PERIODS**

Housing Authority employees are paid on a bi-weekly basis. The work period ends the Friday preceding the payday. Payday for bi-weekly paid employees is scheduled on every other Thursday for work done for the two preceding workweeks.

Should a regular payday fall on a holiday, employees will be paid on the last working day before the scheduled payday.

Employees will be given their paycheck by direct deposit to their bank account. Concerns about shortages, overpayment, or deductions should be discussed immediately with the employee’s supervisor.

### **5. TIME SHEETS**

Misrepresentation and/or falsification of time sheets may result in disciplinary action, up to and including immediate termination.

## **VI. BENEFITS**

### **1. HEALTH INSURANCE**

The Housing Authority offers group health insurance protection to all Regular employees. Eligible employees may also elect insurance coverage for their dependents. The terms of coverage, including the scope of coverage and employee share of any premiums paid for such coverage, may be changed at the Housing Authority's discretion at any time.

In addition, under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees who separate from employment with the Housing Authority may be eligible to continue the Housing Authority's group health plan for a period of time after the date of separation. The Executive Director or his/her designee will explain the details of this program with employees at the time of their separation from employment.

### **2. LONG-TERM DISABILITY INSURANCE**

The Housing Authority offers long-term disability insurance for Regular employees, the terms of which, including the scope of coverage and the employee share of any premiums paid for such coverage, may be changed at the Housing Authority's discretion at any time.

### **3. LIFE INSURANCE**

Life insurance coverage under the Housing Authority's group insurance program is available to all Regular employees. The terms of life insurance coverage, including the amount of benefit and the employee share of any premiums paid for such coverage, may be changed at the Housing Authority's sole discretion at any time.

### **4. RETIREMENT**

Each new Regular employee is mandated to participate in the Housing Authority's Housing Agency Retirement Plan. All Regular employees contribute to the Retirement Plan until their employment separation at a rate determined by the Board of Directors.

The Housing Authority also contributes to each eligible employee's plan at a rate determined by the Board of Commissioners. The detailed provisions and benefits of the retirement plan are provided to employees upon plan enrollment.

## VII. TIME AWAY

### 1. HOLIDAYS

**Regular employees are granted the following holidays with pay:**

- 1) New Year's Day
- 2) Martin Luther King, Jr.'s Birthday
- 3) Presidents' Day
- 4) Memorial Day
- 5) Independence Day
- 6) Labor Day
- 7) Veterans' Day
- 8) Thanksgiving Day
- 9) Day after Thanksgiving Day
- 10) Christmas Day

If one of the above holidays occurs on a Saturday, the holiday will be observed on the preceding Friday. When a holiday falls on a Sunday, the holiday will be observed on the following Monday.

### 2. VACATION LEAVE

The Housing Authority provides Regular employees, including those in their probationary period, vacation benefits to promote rest and relaxation away from work. Employee use of vacation leave is subject to the Housing Authority's scheduling needs and management approval. To ensure efficient functioning of the Housing Authority, it is necessary to limit the number of employees using vacation leave at the same time. Only a limited number of employees will be allowed to take vacation at any one time. The scheduling of vacation leave is based on a first come, first served basis and is the sole discretion of management. Vacation leave requests must be approved by the employee's supervisor in writing in advance of the requested vacation leave. Exceptions to this prior approval requirement are granted on a very limited basis at the sole discretion of management. In addition, management has the authority to require that an employee take a minimum or maximum number of vacation days or hours at any given time.

Employees may accumulate up to a maximum of 240 vacation hours at any given time. Employees will forfeit any vacation leave in excess of the 240 hours permitted to accumulate. Additional pay in lieu of vacation leave time is not permitted. For purposes of accumulating additional vacation leave time, an employee using earned vacation leave, sick leave, [ESST leave](#), compensatory time off, personal leave time or paid holidays is considered to be working.

Employees are encouraged to take advantage of vacation pay. Employees who separate from employment with the Housing Authority in good standing, as the term is defined throughout this policy manual, are entitled to receive pay for any accrued, unused vacation leave.

The following schedule sets forth vacation accrual rates (based on the employee's date of hire) for full-time Regular employees working at least 40 hours per week.

<u>Years of Eligible Service</u>	<u>Hours Accrued Per Month</u>
0-4 years	6.67 hours per month
5-9 years	10 hours per month
10 years	10.67 hours per month
11 years	11.33 hours per month
12 years	12 hours per month
13 years	12.67 hours per month
14 years	13.33 hours per month
15 years	14 hours per month
16 years	14.67 hours per month
17 years	15.33 hours per month
18 years	14 hours per month
19 years	16.67 hours per month
20 years	18.67 hours per month
21 years	18.67 hours per month
22+ years	20 hours per month

Regular employees working at least 30 hours per week but less than 40 hours per week accrue vacation leave in a prorated amount based on the actual number of hours worked by the employee.

### 3. SICK LEAVE

The following sick leave provisions apply to all Regular Housing Authority employees regardless of their date of hire:

The Housing Authority provides Regular employees, including those in their probationary period, sick leave as set forth in this Personnel Policy. ~~Sick leave may be authorized when an employee is unable to perform work duties due to illness, disability, the necessity for medical, dental, or chiropractic care, childbirth, or exposure to contagious disease where such exposure may endanger the health of others with whom the employee would come in contact in the course of performing work duties.~~ Sick leave may ~~also be authorized~~ be used for any purpose authorized by law, including but not limited to, an eligible reason under the Earned Sick and Safe Time law, Minnesota Statutes section 181.9413, as amended, and as set forth in subsection 5 below.

~~To be eligible for sick leave with pay, an~~ When an employee needs to use sick leave, the employee shall:

- Report as soon as possible to the employee's immediate supervisor the need to be absent when the need for leave is not foreseeable and identify if the absence is due to ~~the employee's illness or injury~~ an eligible ESST reason or for another purpose authorized by law. When the need for leave is foreseeable, the employee must provide notice at least seven (7) days in advance;
- Keep the employee's immediate supervisor informed of such employee's need for continued absence;
- For any absence that exceeds three scheduled work days, upon request by the

Executive Director, submit reasonable documentation that leave is being used for an eligible reason. Employees may also be required to provide a medical certificate attesting to the employee's fitness for duty before the employee will be allowed to return to work.

Using or claiming sick leave for a purpose not authorized may be cause for disciplinary action. For the purpose of accumulating additional sick leave, an employee using earned vacation leave, sick leave, compensatory time off, personal leave time or paid holidays is considered to be working. Sick leave generally shall not be earned by an employee during a leave of absence without pay, unless otherwise required by local, state, or federal law. At the discretion of the Executive Director, an employee may accrue and use sick leave during the probationary period. [LK1]

**The following specific sick leave provisions apply only to employees hired before May 15, 2015:**

Every full-time Regular employee working 40 hours per week or more, including those in their probationary period, is entitled to earn sick leave with pay at the rate of 8 hours per calendar month of full-time service. Regular employees, including those in their probationary period, working at least 30 hours per week but less than 40 hours per week accrue sick leave in a prorated amount based on the actual number of hours worked by the employee. Sick leave may be banked without limit.

Part-time employees hired before May 15, 2015 who have accrued sick leave prior to adoption of this Policy may continue to use their previously accrued sick leave, but will no longer accrue any sick leave as of the date this Policy is adopted.

Upon separation from employment with the Housing Authority, an employee hired before May 15, 2015 shall be paid an amount equal to his/her unused, accrued sick leave.

**The following specific sick leave provisions apply only to employees hired after May 15, 2015:**

Every full-time Regular employee working 40 hours per week or more, including those in their probationary period, is entitled to earn sick leave with pay at the rate of 8 hours per calendar month of full-time service. Regular employees, including those in their probationary period, working at least 30 hours per week but less than 40 hours per week accrue sick leave in a prorated amount based on the actual number of hours worked by the employee. Sick leave may be banked to a maximum of 960 hours.

Upon separation from employment with the Housing Authority, an employee hired after May 15, 2015 will not be paid for any unused, accrued sick leave.

#### **4. PERSONAL LEAVE TIME**

In addition to vacation leave and sick leave, the Housing Authority provides full-time Regular employees working 40 hours per week or more with sixteen (16) hours of paid personal leave time per year in order to promote flexibility with respect to employee time away from work. Regular employees working at least 30 hours per week but less than 40 hours per week accrue personal leave time in a prorated amount based on the actual number of hours worked by the

employee. Employee use of personal leave time is subject to the Housing Authority's scheduling needs and management approval. Incremental use of personal leave time may be permitted under certain circumstances. The Housing Authority retains sole discretion to approve or deny incremental use of personal leave time. Any unused personal leave time will be forfeited by each employee at the end of each year.

## **5. EARNED SICK AND SAFE TIME LEAVE**

Employees who are not eligible for sick leave and who are anticipated to work at least 80 hours in a year for the Housing Authority shall accrue one hour of earned sick and safe time ("ESST") for every 30 hours worked, up to 48 hours per year.

### **A. Carryover Year to Year**

An employee may carryover up to a maximum of eighty (80) hours of their unused ESST from year to year. Year to year shall be calendar year. The first partial year of employment shall constitute a year for the purposes of this policy.

### **B. Earning ESST**

ESST benefits shall only accrue when an employee is in compensated payroll status. ESST benefits shall not be earned by any employee while in a non-pay status.

### **C. ESST Use**

ESST may be used for:

1. An employee's own or their family member's mental or physical illness, injury, or other health condition; need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or need for preventative medical or health care.
2. Absence due to domestic abuse, sexual assault, or stalking of the employee or their family member, provided the leave is taken to seek medical care for related physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking, to obtain services from Victim Services organization, to obtain counseling, to seek relocation, or take steps to secure an existing home, or to receive legal advice, take legal action, or prepare for any related legal proceeding related to or resulting from domestic abuse, sexual assault or stalking.
3. Closure of the employee's workplace due to weather or a public emergency or an employee's need to care for a family member whose school or place of care has been closed due to weather or public emergency. However, an employee may not use leave for this purpose if the employee's preassigned or foreseeable work duties during a public emergency or weather event would require the employee to respond to the public emergency or weather event.
4. Employee's inability to work or telework because:



5. The employer prohibits them from working due to potential transmission of illness related to a public emergency; or
6. They are seeking or awaiting the results of test or diagnosis of communicable disease related to a public emergency due to exposure or at the employer's request.
7. When a health care professional determines the presence of the employee or family member of the employee in the community would jeopardize the health of others because of exposure to a communicable disease regardless of whether they contracted the disease.
8. An employee's need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member.

ESST leave may be taken in 15-minute increments.

#### **D. Definition of Family Member**

For ESST, an employee's family member shall include those individuals identified by Minn. Stat. 181.9445 Subd. 7.

Family member includes the following individuals:

(1) an employee's:

(i) child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;

(ii) spouse or registered domestic partner;

(iii) sibling, stepsibling, or foster sibling;

(iv) biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;

(v) grandchild, foster grandchild, or stepgrandchild;

(vi) grandparent or stepgrandparent;

(vii) a child of a sibling of the employee;

(viii) a sibling of the parents of the employee; or

(ix) a child-in-law or sibling-in-law;

(2) any of the family members listed in clause (1) of a spouse or registered domestic partner;

(3) any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and



(4) up to one individual annually designated by the employee.

## **E. Request for Leave**

Employees shall request ESST leave from their supervisor prior to the start of the workday when leave is not foreseeable, or as soon thereafter as practicable. Requests shall be made by direct contact with the supervisor. When leave is foreseeable, the employee shall request leave as far in advance as possible, at least seven (7) calendar days, and shall schedule appointments to have the least impact on the business of the employer.

## **F. Documentation**

For ESST, the employer may request reasonable documentation that the leave is being used for an ESST eligible reason after leave is used for more than three consecutive scheduled workdays, consistent with the requirements of Minn. Stat. § 181.9447 Subd. 3.

Upon exhaustion of ESST time, the employer may require medical documentation for any unpaid absences due to illness or injury.

The employer may designate ESST time used for an FMLA qualifying reason as FMLA leave and may request a certification of a health care provider.

For the use of ESST for domestic abuse, sexual assault, stalking, or other qualifying reasons, the employer may request reasonable documentation consistent with the requirements of Minn. Stat. § 181.9447 Subd. 3.

Employees are not required to disclose details relating to domestic abuse, sexual assault, or stalking or the details of an employee's or an employee's family member's medical condition as related to an employee's request to use ESST.

## **G. Retaliation Prohibited**

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Time rights, requesting an Earned Sick and Safe Time absence, or pursuing remedies.

Upon separation from employment, an employee will not be paid for any unused, accrued ESST leave.

## **65. LEAVE OF ABSENCE WITHOUT PAY**

The Executive Director may grant, in writing, any Regular employee one (1) leave of absence without pay for a period not to exceed two (2) months in any calendar year. Granting such leave is within the sole discretion of the Executive Director. No vacation leave, sick leave, holiday leave, personal leave time, or compensatory time off benefits shall be used or accrued during such unpaid leave of absence. The Housing Authority will not contribute to the employee's insurance premiums during such unpaid leave of absence.

## **76. ACCOMMODATIONS FOR ~~NURSING MOTHERS~~ LACTATING & PREGNANT EMPLOYEES**

The Housing Authority will adhere to all federal, state and local laws as they pertain to accommodating nursing mothers, lactating employees, and pregnant employees, including but not limited to, the Patient Protection and Affordable Care Act (“PPACA”), as amended, and Minnesota Statutes section 181.939, as amended.

The Housing Authority will provide a reasonable amount of break time to accommodate an employee’s need to express milk, in accordance with and to the extent required by applicable law. The break time may run concurrently with the rest and meal periods already provided to the employee.

To provide privacy, the Housing Authority will make reasonable effort to provide employees with the use of a room or location near the employee’s work area, other than a bathroom or a toilet stall, that is shielded from view, free from intrusion by coworkers and the public, and includes access to an electrical outlet.

The Housing Authority will provide reasonable accommodations to employees for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the accommodation would impose an undue hardship.

The following accommodations will be provided without the need for the advice of a licensed health care provider or certified doula and regardless of any hardship:

- a. more frequent or longer restroom, food, and water breaks;
- b. seating; and
- c. limits on lifting over 20 pounds.

The Housing Authority and the employee shall engage in an interactive process with respect to an employee's request for a reasonable accommodation

## **87. WORKERS’ COMPENSATION**

The Housing Authority, as required by state law, carries Workers’ Compensation insurance covering all employees. Responsibility for the determination of eligibility of all claims and payment of all eligible claims rests with the insurance company which carries the Workers’ Compensation coverage.

### **Employees must:**

- Report all accidents/injuries which occur on the job **immediately** to their supervisor.
- Keep their supervisor informed of their condition.

## **98. MILITARY LEAVE**

State and federal laws provide for and regulate military leave for employees who are called to military service, whether in the National Guard, Reserves or full-time service. Leave from employment to participate in military duty is addressed in federal law in the Uniformed Services

Employment and Re-employment Rights Act of 1994 (USERRA) (as amended). Public employees in Minnesota engaged in military service may have additional benefits under Minnesota Statutes. Every Housing Authority employee, whether in the National Guard, Reserves or full-time service will be afforded the benefits entitled to them under federal and state law. These laws may entitle employees to paid or unpaid leave for purposes of military service, including training in the National Guard or Reserves. Employees should contact Human Resources for additional details.

## **10. JURY LEAVE**

Employees who are summoned to court either as a juror or witness must notify their supervisor immediately. Jury leave with regular pay will be granted to an employee for the period of the employee's jury duty service. Although jury leave will be reflected in attendance records, jury leave will not be deducted from the employee's accrued vacation leave, sick leave, [ESST leave](#), or compensatory time off. An employee cannot receive more than the employee's normal take-home pay as a result of taking jury leave pursuant to this policy. Consequently, an employee taking jury leave pursuant to this policy must surrender any compensation for jury duty attendance to the Housing Authority. Reimbursed expenses shall be retained by the employee. When an employee is excused from jury duty during his or her regular working hours, he or she is expected to return to work if practicable.

## **11. VOTING LEAVE**

An employee who is eligible to vote and desires to vote in any election, as defined by Minnesota Statutes section 204C.04, as amended, shall be granted paid leave for the time necessary for the employee to appear at the employee's polling place, cast a ballot, and return to work on the day of that election.

## **12. BEREAVEMENT LEAVE**

Employees are allowed up to three (3) days of paid bereavement leave following a death in the employee's immediate family. Such paid bereavement leave will not be deducted from the employee's accrued vacation leave, sick leave, [ESST leave](#), or compensatory time off.

Immediate family, for the purpose of this section, is defined as an employee's spouse, parent, step-parent, legal guardian, child, step-child, sibling, step-sibling, son-in-law, daughter-in-law, grandparent, or grandchild.

Additional bereavement leave (beyond the three (3) days set forth in this section) may be taken with prior approval of the employee's supervisor. Such additional leave will be deducted from the employee's vacation leave.

This leave is separate from any sick or ESST leave taken for an employee's need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member.

## **13. PARENTAL LEAVE**

Pregnancy and Parenting Leave, as provided for in Minnesota Statutes, section 181.941, as amended, grants qualifying employees unpaid leave of up to twelve (12) weeks for: (1) a biological

or adoptive parent in conjunction with the birth or adoption of a child; or (2) a female employee for prenatal care, or incapacity due to pregnancy, childbirth, or a related health condition.

The leave shall begin at a time requested by the employee. If leave is taken due to the birth or adoption of a child, the leave must begin within twelve (12) months of the birth or adoption, unless the child remains in the hospital after the mother has been discharged, in which case the leave must begin within twelve (12) months after the child leaves the hospital. Parental Leave is taken simultaneously with FMLA leave. Employees must substitute accrued paid leave for any leave taken under this policy.

When the need for leave under this policy is foreseeable, the employee must provide at least 30 days advance notice. When the need to for leave is not foreseeable, employees should provide notice as soon as practical.

During any leave for which an employee is entitled to benefits or leave under this section, the Housing Authority shall maintain coverage under any group insurance policy, group subscriber contract, or health care plan for the employee and any dependents as if the employee was not on leave, provided, however, that the employee must continue to pay any employee share of the cost of the benefits.

The Housing Authority will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

#### **14. SCHOOL CONFERENCE AND ACTIVITIES LEAVE**

Employees may take up to a total of 16 hours of unpaid leave during the year to attend school conferences or school-related activities related to the employee's child, provided the conferences or school-related activities cannot be scheduled during nonwork hours. When the leave cannot be scheduled during nonwork hours and the need for the leave is foreseeable, the employee must provide at least seven (7) days' notice of the need for leave and must make reasonable effort to schedule the leave so as not to disrupt unduly the operations of the Housing Authority.

Employees may substitute any accrued paid leave for any part of the leave taken under this policy.

**CROSBY HOUSING AND  
REDEVELOPMENT AUTHORITY**

**PERSONNEL POLICIES**

**ADOPTED BY THE BOARD OF COMMISSIONERS  
MAY 26, 2015**

## IV. EMPLOYEE RECRUITMENT / HIRING

### 1. RECRUITMENT AND SELECTION OF EMPLOYEES

All personnel employed by the Housing Authority shall be selected from the files of applications for employment. It is the responsibility of the Board of Commissioners to hire the Executive Director position. It is the responsibility of the Executive Director to hire all other positions.

Persons desiring employment shall file written applications setting forth their qualifications for employment and such other information as may be required.

Pre-employment drug testing and the obtaining of criminal and driving records may be required upon a conditional offer of employment. The outcome of the drug test must prove negative (indicating no substance abuse). Criminal records will be reviewed for prior offenses, with consideration given to the nature of the offense and length of time since the offense occurred. Consideration will be given to the applicant if the offense is more than three (3) years old, or if the offender is currently enrolled in or has completed an Offenders Program. In determining whether an applicant's criminal history disqualifies an applicant from employment, the Housing Authority will consider: (1) the nature and seriousness of the crime or crimes for which the individual was convicted; (2) the relationship of the crime or crimes to the purposes of regulating the position sought by the applicant; and (3) the relationship of the crime or crimes to the ability, capacity, and fitness required to perform the duties and discharge the responsibilities of the position sought by the applicant.

Applicants may be asked to provide specific information, including the time, nature, and number of any criminal convictions, the facts surrounding each offense, how each offense relates to the job sought at the Housing Authority, the length of time between the conviction and the date of the job application, the applicant's employment history before and after any criminal conviction, and a description of the applicant's efforts at rehabilitation, if any. The applicant may also be asked to provide documentary evidence supporting any answer to such request.

In addition, employees will be required to complete and pass all necessary and appropriate background checks, including but not limited to the Kari Koskinen Background Check as set forth under state or federal law.

#### **A. Job Posting**

When a position becomes vacant, it will be posted and/or advertised. Such postings and advertisements will contain the following:

- (1) Job title;
- (2) A description of the duties of the vacant position;
- (3) Hiring salary range; and
- (4) Required qualifications.

All posted jobs will be open to current internal employees and external applicants (unless stated for internal applicants only). If a position is only open for internal applicants, internal employee applicants must meet the following conditions in addition to meeting the qualifications of the position:

- (1) Must have completed six (6) months or longer in current Housing Authority position; and
- (2) Must have completed at least one (1) year of employment with the Housing Authority and must have achieved an acceptable evaluation rating on the most recent performance evaluation (as applicable).

Exceptions to the above conditions for internal applicants may be made at the sole discretion of the Executive Director.

## 2. TYPES OF EMPLOYMENT

Within the Housing Authority, there are three types of employment and one type of volunteer/intern. Each person hired or offered a volunteer opportunity will come under one of the following classifications:

**Regular Employees:** An at-will employee hired to fill a full-time position (a minimum Work schedule of 30 hours per week) on a regular basis. Employees in this classification shall receive the benefits as set forth in this Personnel Policy.

**Temporary Employees:** An at-will employee hired for a limited period of time, either on a seasonal basis or to fill a specific need at the convenience of the Housing Authority, which requires up to 40 hours per week. Positions in this classification may develop due to special funding or due to additional workload for a limited period. Temporary positions are normally for the duration of six months or less. This classification does not include individuals who work at the Housing Authority pursuant to a contract between the Housing Authority and a temporary agency. Temporary Employees are not eligible for any employee benefits.

**Part-Time Employees:** An at-will employee who works less than 30 hours per week on a regular or as needed basis. A part-time employee is not eligible to receive paid holidays, vacation leave, sick leave, or to participate in the Housing Authority's employee retirement or insurance plans.

**Volunteer/Intern:** An at-will person who voluntarily offers himself or herself for a service or undertaking without monetary compensation, for the sole purpose of gaining experience while assisting the Housing Authority and its constituents. Volunteers and interns are not "employees" of the Housing Authority. Accordingly, they are not entitled to any benefits described in this Personnel Policy and may not access the grievance procedure described in this Personnel Policy.

If a Housing Authority employee changes from Temporary to Regular status, the employee shall earn benefits specified in this Personnel Policy from the date of the commencement of the Regular position.

Nonexempt employees are employees who are subject to the overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees are employees who are exempt from the overtime provisions of the FLSA.

### **3. PROBATIONARY PERIOD**

The probationary period is a six (6) month learning period after each employee is hired, rehired, promoted, or transferred to a position in which he/she has not served a probationary period.

The Executive Director may terminate a probationary employee at any time during the probationary period. The employee so terminated shall be notified in writing of the termination and shall not have the right to appeal or file a grievance related to that termination pursuant to this Personnel Policy. Notwithstanding the above, for employees subject to the Minnesota Veterans' Preference Act, the termination notice shall include a description of the reason(s) for the termination, and the Housing Authority shall follow all other provisions of Minnesota Statutes section 197.46 as the law requires.

An employee's completion of the probationary period does not guarantee employment. All employees, including employees who have successfully completed a probationary period, are "at-will" employees. Nothing in this Policy provides, is intended to provide, or should be construed as providing additional rights to employees who complete the probationary period.

### **4. AUTHORIZED PERSONNEL ON THE JOB SITE**

Supervisors may designate certain work areas off-limits to unauthorized personnel. Relatives and friends of employees should limit visits to the job site during the employee's normal working hours. Visits by employee's children, other relatives or other persons to job sites will be allowed during normal business hours only on an occasional basis for a short period of time. Children are prohibited from all facilities other than office areas.

The employee is responsible for informing their relatives and friends to check in at the front desk. Employees will greet their friends/relatives at the front desk. All personnel have a duty to protect confidential information at all times including information in their offices from the view of relatives and friends.



## COMPENSATION

### 1. SALARY INCREASES

Occasionally, at the Housing Authority's sole discretion, a "cost of living" or general Housing Authority-wide increase may be granted at the beginning of the fiscal year based on availability of Housing Authority funds.

### 2. OVERTIME

Overtime work shall be avoided to the extent possible, but may be required by a supervisor in the interest of efficiency or necessity. Overtime must be requested and approved by the attending supervisor prior to the work being performed. Overtime compensation will be administered in accordance with the Fair Labor Standards Act (FLSA).

#### *Overtime compensation for non-exempt employees*

Non-exempt employees will be paid overtime compensation for all hours worked in excess of forty (40) hours per work week at a rate of one and one-half times their regular hourly rate of pay. Non-exempt employees are employees who are not exempt from the provisions of the FLSA with regard to overtime compensation. Only hours actually worked will be considered in calculating the 40 hours for purposes of overtime. Holidays, vacation leave, sick leave, and compensatory time shall not be considered.

The overtime provisions of this policy do not apply to exempt employees. Exempt employees are employees who are exempt from the overtime provisions of the FLSA with regard to overtime compensation. Exempt employees, as defined by the Fair Labor Standards Act, are not entitled to overtime pay. It is anticipated that exempt employees may be required to work more than 40 hours in a week.

#### *Compensatory time off for non-exempt employees*

As set forth in this policy, non-exempt employees will be allowed to accrue compensatory time off in lieu of receiving overtime compensation. Compensatory time off is computed at a rate of one and one-half times the hours worked in excess of 40 hours per work week. Only hours actually worked will be considered in calculating the 40 hours worked per work week for purposes of overtime. Holidays, vacation leave, sick leave, and compensatory time shall not be considered.

An employee's accrued compensatory time off shall not exceed 40 hours at any time. Once an employee has accrued 40 hours of compensatory time off, compensation for additional overtime hours worked must be paid in cash, rather than accrued as compensatory time off.

Accrued compensatory time off may be used with prior approval from the employee's supervisor. Upon an employee's separation from the Housing Authority, there will be a pay-out of any accrued and unused compensatory time off at either the employee's average rate of pay over his/her last three years of employment or the employee's final rate of pay, whichever is higher. Exempt employees, as defined by the Fair Labor Standards Act, are not entitled to compensatory time off.

### **3. ON-CALL PAY**

Non-exempt employees in maintenance positions may be assigned to “on-call” duty during hours outside of normal operations for maintenance emergencies. Work assignments during on-call duty may be beyond the normal work performed by the employees, but will be within their capabilities. On-call duty should be assigned on a rotational basis among qualified employees. Employees who are assigned on-call duty must be able to work during the entire on-call assignment.

Employees normally will not be paid for on-call time when waiting to be called, unless otherwise required by law or determined in the sole discretion of the Executive Director or his/her designee. Non-exempt employees responding to a call will be paid for either four (4) hours per call or the actual time worked when responding to a call, whichever is higher. Non-exempt employees receiving after hours telephone calls will be credited either fifteen (15) minutes per telephone call or the actual time spent on the telephone call, whichever is higher.

### **4. PAY PERIODS**

Housing Authority employees are paid on a bi-weekly basis. The work period ends the Friday preceding the payday. Payday for bi-weekly paid employees is scheduled on every other Thursday for work done for the two preceding workweeks.

Should a regular payday fall on a holiday, employees will be paid on the last working day before the scheduled payday.

Employees will be given their paycheck by direct deposit to their bank account. Concerns about shortages, overpayment, or deductions should be discussed immediately with the employee’s supervisor.

### **5. TIME SHEETS**

Misrepresentation and/or falsification of time sheets may result in disciplinary action, up to and including immediate termination.

## **VI. BENEFITS**

### **1. HEALTH INSURANCE**

The Housing Authority offers group health insurance protection to all Regular employees. Eligible employees may also elect insurance coverage for their dependents. The terms of coverage, including the scope of coverage and employee share of any premiums paid for such coverage, may be changed at the Housing Authority's discretion at any time.

In addition, under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees who separate from employment with the Housing Authority may be eligible to continue the Housing Authority's group health plan for a period of time after the date of separation. The Executive Director or his/her designee will explain the details of this program with employees at the time of their separation from employment.

### **2. LONG-TERM DISABILITY INSURANCE**

The Housing Authority offers long-term disability insurance for Regular employees, the terms of which, including the scope of coverage and the employee share of any premiums paid for such coverage, may be changed at the Housing Authority's discretion at any time.

### **3. LIFE INSURANCE**

Life insurance coverage under the Housing Authority's group insurance program is available to all Regular employees. The terms of life insurance coverage, including the amount of benefit and the employee share of any premiums paid for such coverage, may be changed at the Housing Authority's sole discretion at any time.

### **4. RETIREMENT**

Each new Regular employee is mandated to participate in the Housing Authority's Housing Agency Retirement Plan. All Regular employees contribute to the Retirement Plan until their employment separation at a rate determined by the Board of Directors.

The Housing Authority also contributes to each eligible employee's plan at a rate determined by the Board of Commissioners. The detailed provisions and benefits of the retirement plan are provided to employees upon plan enrollment.

## **VII. TIME AWAY**

### **1. HOLIDAYS**

**Regular employees are granted the following holidays with pay:**

- 1) New Year's Day
- 2) Martin Luther King, Jr.'s Birthday
- 3) Presidents' Day
- 4) Memorial Day
- 5) Independence Day
- 6) Labor Day
- 7) Veterans' Day
- 8) Thanksgiving Day
- 9) Day after Thanksgiving Day
- 10) Christmas Day

If one of the above holidays occurs on a Saturday, the holiday will be observed on the preceding Friday. When a holiday falls on a Sunday, the holiday will be observed on the following Monday.

### **2. VACATION LEAVE**

The Housing Authority provides Regular employees, including those in their probationary period, vacation benefits to promote rest and relaxation away from work. Employee use of vacation leave is subject to the Housing Authority's scheduling needs and management approval. To ensure efficient functioning of the Housing Authority, it is necessary to limit the number of employees using vacation leave at the same time. Only a limited number of employees will be allowed to take vacation at any one time. The scheduling of vacation leave is based on a first come, first served basis and is the sole discretion of management. Vacation leave requests must be approved by the employee's supervisor in writing in advance of the requested vacation leave. Exceptions to this prior approval requirement are granted on a very limited basis at the sole discretion of management. In addition, management has the authority to require that an employee take a minimum or maximum number of vacation days or hours at any given time.

Employees may accumulate up to a maximum of 240 vacation hours at any given time. Employees will forfeit any vacation leave in excess of the 240 hours permitted to accumulate. Additional pay in lieu of vacation leave time is not permitted. For purposes of accumulating additional vacation leave time, an employee using earned vacation leave, sick leave, ESST leave, compensatory time off, personal leave time or paid holidays is considered to be working.

Employees are encouraged to take advantage of vacation pay. Employees who separate from employment with the Housing Authority in good standing, as the term is defined throughout this policy manual, are entitled to receive pay for any accrued, unused vacation leave.

The following schedule sets forth vacation accrual rates (based on the employee's date of hire) for full-time Regular employees working at least 40 hours per week.

<b><u>Years of Eligible Service</u></b>	<b><u>Hours Accrued Per Month</u></b>
0-4 years	6.67 hours per month
5-9 years	10 hours per month
10 years	10.67 hours per month
11 years	11.33 hours per month
12 years	12 hours per month
13 years	12.67 hours per month
14 years	13.33 hours per month
15 years	14 hours per month
16 years	14.67 hours per month
17 years	15.33 hours per month
18 years	14 hours per month
19 years	16.67 hours per month
20 years	18.67 hours per month
21 years	18.67 hours per month
22+ years	20 hours per month

Regular employees working at least 30 hours per week but less than 40 hours per week accrue vacation leave in a prorated amount based on the actual number of hours worked by the employee.

### **3. SICK LEAVE**

**The following sick leave provisions apply to all Regular Housing Authority employees regardless of their date of hire:**

The Housing Authority provides Regular employees, including those in their probationary period, sick leave as set forth in this Personnel Policy. Sick leave may be used for any purpose authorized by law, including but not limited to, an eligible reason under the Earned Sick and Safe Time law, Minnesota Statutes section 181.9413, as amended, and as set forth in subsection 5 below.

When an employee needs to use sick leave, the employee shall:

- a. Report as soon as possible to the employee's immediate supervisor the need to be absent when the need for leave is not foreseeable and identify if the absence is due to an eligible ESST reason or for another purpose authorized by law. When the need for leave is foreseeable, the employee must provide notice at least seven (7) days in advance;
- b. Keep the employee's immediate supervisor informed of such employee's need for continued absence;
- c. For any absence that exceeds three scheduled workdays, upon request by the Executive Director, submit reasonable documentation that leave is being used for an eligible reason. Employees may also be required to provide a medical certificate attesting to the employee's fitness for duty before the employee will be allowed to return to work.

Using or claiming sick leave for a purpose not authorized may be cause for disciplinary action. For the purpose of accumulating additional sick leave, an employee using earned vacation leave, sick leave, compensatory time off, personal leave time or paid holidays is considered to be working. Sick leave generally shall not be earned by an employee during a leave of absence without pay, unless otherwise required by local, state, or federal law.

**The following specific sick leave provisions apply only to employees hired before May 15, 2015:**

Every full-time Regular employee working 40 hours per week or more, including those in their probationary period, is entitled to earn sick leave with pay at the rate of 8 hours per calendar month of full-time service. Regular employees, including those in their probationary period, working at least 30 hours per week but less than 40 hours per week accrue sick leave in a prorated amount based on the actual number of hours worked by the employee. Sick leave may be banked without limit.

Part-time employees hired before May 15, 2015 who have accrued sick leave prior to adoption of this Policy may continue to use their previously accrued sick leave, but will no longer accrue any sick leave as of the date this Policy is adopted.

Upon separation from employment with the Housing Authority, an employee hired before May 15, 2015 shall be paid an amount equal to his/her unused, accrued sick leave.

**The following specific sick leave provisions apply only to employees hired after May 15, 2015:**

Every full-time Regular employee working 40 hours per week or more, including those in their probationary period, is entitled to earn sick leave with pay at the rate of 8 hours per calendar month of full-time service. Regular employees, including those in their probationary period, working at least 30 hours per week but less than 40 hours per week accrue sick leave in a prorated amount based on the actual number of hours worked by the employee. Sick leave may be banked to a maximum of 960 hours.

Upon separation from employment with the Housing Authority, an employee hired after May 15, 2015 will not be paid for any unused, accrued sick leave.

#### **4. PERSONAL LEAVE TIME**

In addition to vacation leave and sick leave, the Housing Authority provides full-time Regular employees working 40 hours per week or more with sixteen (16) hours of paid personal leave time per year in order to promote flexibility with respect to employee time away from work. Regular employees working at least 30 hours per week but less than 40 hours per week accrue personal leave time in a prorated amount based on the actual number of hours worked by the employee. Employee use of personal leave time is subject to the Housing Authority's scheduling needs and management approval. Incremental use of personal leave time may be permitted under certain circumstances. The Housing Authority retains sole discretion to approve or deny incremental use of personal leave time. Any unused personal leave time will be forfeited by each employee at the end of each year.

## **5. EARNED SICK AND SAFE TIME LEAVE**

**Employees who are not eligible for sick leave and who are anticipated to work at least 80 hours in a year for the Housing Authority shall accrue one hour of earned sick and safe time (“ESST”) for every 30 hours worked, up to 48 hours per year.**

### **A. Carryover Year to Year**

An employee may carryover up to a maximum of eighty (80) hours of their unused ESST from year to year. Year to year shall be calendar year. The first partial year of employment shall constitute a year for the purposes of this policy.

### **B. Earning ESST**

ESST benefits shall only accrue when an employee is in compensated payroll status. ESST benefits shall not be earned by any employee while in a non-pay status.

### **C. ESST Use**

ESST may be used for:

1. An employee’s own or their family member’s mental or physical illness, injury, or other health condition; need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or need for preventative medical or health care.
2. Absence due to domestic abuse, sexual assault, or stalking of the employee or their family member, provided the leave is taken to seek medical care for related physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking, to obtain services from Victim Services organization, to obtain counseling, to seek relocation, or take steps to secure an existing home, or to receive legal advice, take legal action, or prepare for any related legal proceeding related to or resulting from domestic abuse, sexual assault or stalking.
3. Closure of the employee’s workplace due to weather or a public emergency or an employee’s need to care for a family member whose school or place of care has been closed due to weather or public emergency. However, an employee may not use leave for this purpose if the employee’s preassigned or foreseeable work duties during a public emergency or weather event would require the employee to respond to the public emergency or weather event.
4. Employee’s inability to work or telework because:
5. The employer prohibits them from working due to potential transmission of illness related to a public emergency; or
6. They are seeking or awaiting the results of test or diagnosis of communicable disease related to a public emergency due to exposure or at the employer’s request.
7. When a health care professional determines the presence of the employee or family member

of the employee in the community would jeopardize the health of others because of exposure to a communicable disease regardless of whether they contracted the disease.

8. An employee's need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member.

ESST leave may be taken in 15-minute increments.

#### **D. Definition of Family Member**

For ESST, an employee's family member shall include those individuals identified by Minn. Stat. 181.9445 Subd. 7.

Family member includes the following individuals:

- (1) an employee's:
  - (i) child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis;
  - (ii) spouse or registered domestic partner;
  - (iii) sibling, stepsibling, or foster sibling;
  - (iv) biological, adoptive, or foster parent, stepparent, or a person who stood in loco parentis when the employee was a minor child;
  - (v) grandchild, foster grandchild, or stepgrandchild;
  - (vi) grandparent or stepgrandparent;
  - (vii) a child of a sibling of the employee;
  - (viii) a sibling of the parents of the employee; or
  - (ix) a child-in-law or sibling-in-law;
- (2) any of the family members listed in clause (1) of a spouse or registered domestic partner;
- (3) any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
- (4) up to one individual annually designated by the employee.

#### **E. Request for Leave**

Employees shall request ESST leave from their supervisor prior to the start of the workday when leave is not foreseeable, or as soon thereafter as practicable. Requests shall be made by direct contact with the supervisor. When leave is foreseeable, the employee shall request leave as far in



advance as possible, at least seven (7) calendar days, and shall schedule appointments to have the least impact on the business of the employer.

#### **F. Documentation**

For ESST, the employer may request reasonable documentation that the leave is being used for an ESST eligible reason after leave is used for more than three consecutive scheduled workdays, consistent with the requirements of Minn. Stat. § 181.9447 Subd. 3.

Upon exhaustion of ESST time, the employer may require medical documentation for any unpaid absences due to illness or injury.

The employer may designate ESST time used for an FMLA qualifying reason as FMLA leave and may request a certification of a health care provider.

For the use of ESST for domestic abuse, sexual assault, stalking, or other qualifying reasons, the employer may request reasonable documentation consistent with the requirements of Minn. Stat. § 181.9447 Subd. 3.

Employees are not required to disclose details relating to domestic abuse, sexual assault, or stalking or the details of an employee's or an employee's family member's medical condition as related to an employee's request to use ESST.

#### **G. Retaliation Prohibited**

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Time rights, requesting an Earned Sick and Safe Time absence, or pursuing remedies.

Upon separation from employment, an employee will not be paid for any unused, accrued ESST leave.

### **6. LEAVE OF ABSENCE WITHOUT PAY**

The Executive Director may grant, in writing, any Regular employee one (1) leave of absence without pay for a period not to exceed two (2) months in any calendar year. Granting such leave is within the sole discretion of the Executive Director. No vacation leave, sick leave, holiday leave, personal leave time, or compensatory time off benefits shall be used or accrued during such unpaid leave of absence. The Housing Authority will not contribute to the employee's insurance premiums during such unpaid leave of absence.

### **7. ACCOMMODATIONS FOR LACTATING & PREGNANT EMPLOYEES**

The Housing Authority will adhere to all federal, state and local laws as they pertain to accommodating nursing mothers, lactating employees, and pregnant employees, including but not limited to, the Patient Protection and Affordable Care Act ("PPACA"), as amended, and Minnesota Statutes section 181.939, as amended.

The Housing Authority will provide a reasonable amount of break time to accommodate an employee's need to express milk, in accordance with and to the extent required by applicable law. The break time may run concurrently with the rest and meal periods already provided to the employee.

To provide privacy, the Housing Authority will make reasonable effort to provide employees with the use of a room or location near the employee's work area, other than a bathroom or a toilet stall, that is shielded from view, free from intrusion by coworkers and the public, and includes access to an electrical outlet.

The Housing Authority will provide reasonable accommodations to employees for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the accommodation would impose an undue hardship.

The following accommodations will be provided without the need for the advice of a licensed health care provider or certified doula and regardless of any hardship:

- a. more frequent or longer restroom, food, and water breaks;
- b. seating; and
- c. limits on lifting over 20 pounds.

The Housing Authority and the employee shall engage in an interactive process with respect to an employee's request for a reasonable accommodation

## **8. WORKERS' COMPENSATION**

The Housing Authority, as required by state law, carries Workers' Compensation insurance covering all employees. Responsibility for the determination of eligibility of all claims and payment of all eligible claims rests with the insurance company which carries the Workers' Compensation coverage.

### **Employees must:**

- Report all accidents/injuries which occur on the job **immediately** to their supervisor.
- Keep their supervisor informed of their condition.

## **9. MILITARY LEAVE**

State and federal laws provide for and regulate military leave for employees who are called to military service, whether in the National Guard, Reserves or full-time service. Leave from employment to participate in military duty is addressed in federal law in the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) (as amended). Public employees in Minnesota engaged in military service may have additional benefits under Minnesota Statutes. Every Housing Authority employee, whether in the National Guard, Reserves or full-time service will be afforded the benefits entitled to them under federal and state law. These laws may entitle employees to paid or unpaid leave for purposes of military service, including training in the National Guard or Reserves. Employees should contact Human Resources for additional details.

## **10. JURY LEAVE**

Employees who are summoned to court either as a juror or witness must notify their supervisor immediately. Jury leave with regular pay will be granted to an employee for the period of the employee's jury duty service. Although jury leave will be reflected in attendance records, jury leave will not be deducted from the employee's accrued vacation leave, sick leave, ESST leave, or compensatory time off. An employee cannot receive more than the employee's normal take-home pay as a result of taking jury leave pursuant to this policy. Consequently, an employee taking jury leave pursuant to this policy must surrender any compensation for jury duty attendance to the Housing Authority. Reimbursed expenses shall be retained by the employee. When an employee is excused from jury duty during his or her regular working hours, he or she is expected to return to work if practicable.

## **11. VOTING LEAVE**

An employee who is eligible to vote and desires to vote in any election, as defined by Minnesota Statutes section 204C.04, as amended, shall be granted paid leave for the time necessary for the employee to appear at the employee's polling place, cast a ballot, and return to work on the day of that election.

## **12. BEREAVEMENT LEAVE**

Employees are allowed up to three (3) days of paid bereavement leave following a death in the employee's immediate family. Such paid bereavement leave will not be deducted from the employee's accrued vacation leave, sick leave, ESST leave, or compensatory time off.

Immediate family, for the purpose of this section, is defined as an employee's spouse, parent, step-parent, legal guardian, child, step-child, sibling, step-sibling, son-in-law, daughter-in-law, grandparent, or grandchild.

Additional bereavement leave (beyond the three (3) days set forth in this section) may be taken with prior approval of the employee's supervisor. Such additional leave will be deducted from the employee's vacation leave.

This leave is separate from any sick or ESST leave taken for an employee's need to make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member.

## **13. PARENTAL LEAVE**

Pregnancy and Parenting Leave, as provided for in Minnesota Statutes, section 181.941, as amended, grants qualifying employees unpaid leave of up to twelve (12) weeks for: (1) a biological or adoptive parent in conjunction with the birth or adoption of a child; or (2) a female employee for prenatal care, or incapacity due to pregnancy, childbirth, or a related health condition.

The leave shall begin at a time requested by the employee. If leave is taken due to the birth or adoption of a child, the leave must begin within twelve (12) months of the birth or adoption, unless the child remains in the hospital after the mother has been discharged, in which case the leave must begin within twelve (12) months after the child leaves the hospital. Parental Leave is

taken simultaneously with FMLA leave. Employees must substitute accrued paid leave for any leave taken under this policy.

When the need for leave under this policy is foreseeable, the employee must provide at least 30 days advance notice. When the need to for leave is not foreseeable, employees should provide notice as soon as practical.

During any leave for which an employee is entitled to benefits or leave under this section, the Housing Authority shall maintain coverage under any group insurance policy, group subscriber contract, or health care plan for the employee and any dependents as if the employee was not on leave, provided, however, that the employee must continue to pay any employee share of the cost of the benefits.

The Housing Authority will not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting parental leave rights or remedies.

#### **14. SCHOOL CONFERENCE AND ACTIVITIES LEAVE**

Employees may take up to a total of 16 hours of unpaid leave during the year to attend school conferences or school-related activities related to the employee's child, provided the conferences or school-related activities cannot be scheduled during nonwork hours. When the leave cannot be scheduled during nonwork hours and the need for the leave is foreseeable, the employee must provide at least seven (7) days' notice of the need for leave and must make reasonable effort to schedule the leave so as not to disrupt unduly the operations of the Housing Authority.

Employees may substitute any accrued paid leave for any part of the leave taken under this policy.

HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR  
THE CITY OF CROSBY  
RESOLUTION NO. 2025-04

EARNED SICK AND SAFE TIME (ESST) POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to have in place an Earned Sick and Safe Time (ESST) Policy in compliance with all local, state and federal laws; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has amended an Earned Sick and Safe Time (ESST) Policy; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the PHA as follows:

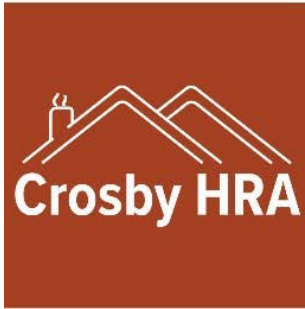
1. The Earned Sick and Safe Time (ESST) Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Crosby.

Dated: 1/14/2025 \_\_\_\_\_  
Board Representative

Dated: 1/14/2025 \_\_\_\_\_  
Eric Charpentier, Executive Director

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: January 7, 2025  
Re: Pay Equity Report

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Pursuant to State law, the Crosby HRA is required to submit a Pay Equity Report to the State of Minnesota every three years. Our next Pay Equity Report is due January 31, 2025 for wages as of December 31, 2024.

Upon entering all required data into the State's website, it has been determined that the Crosby HRA will meet compliance requirements of the Pay Equity Law. Attached is the Pay Equity Implementation Form that will be submitted upon approval from the Board.

**Action Requested: Approve submittal of the Pay Equity Report for wages as of December 31, 2024.**



## Minnesota Pay Equity Management System - Crosby HRA(25-No Submission)

[Home](#)
[Utilities](#)
[Go To](#)
[Log Out](#)

### Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

#### Part A: Jurisdiction Identification

Jurisdiction: Crosby HRA      Jurisdiction Type: HRA - Housing and Redevelopment Authority  
 300 - 3rd Avenue N.E.  
 Crosby

Contact:	Name	Title	Phone	Email
	Eric Charpentier	Executive Director	218-824-3425	eric@brainerdhra.org
	Joseph Christenson	Accounting Specialis	218-824-3428	joseph@brainerdhra.org
	Karen Young	Finance Director	218-824-3423	karen@brainerdhra.org

#### Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

State Job Match

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (\*less than 240 characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference  and female classes are not at a disadvantage.

3. An official notice has been posted at:

HRA Office

(prominent location) (\*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Board of Commissioners

(governing body) (\*less than 60 characters)

Erwin Neprud

(chief elected official)(\*less than 60 characters)

Board Chair

(title) (\*less than 60 characters)

☒ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and



- all employees over which the jurisdiction has final budgetary authority are included

**Part C: Total Payroll**

is the annual payroll  
for the calendar year just ended  
December 31.

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[Save Changes](#)[Sign & Submit](#)[Return to Test Results](#)

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us) so that we can follow up. Thank you.

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To: Crosby HRA Board Members

From: Karen Young, Finance Director

Date: January 7, 2025

Re: Designation of Official Depository

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Pursuant to Minnesota Statute 118A.02, the Crosby HRA Board shall designate as a depository of its funds, one or more financial institutions. At this time, the official depositories are Unity Bank and RBC.

**Action Requested: Approve the designation of Unity Bank and RBC as the official depositories.**

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To: Crosby HRA Board Members

From: Karen Young, Finance Director

Date: January 2, 2025

Re: Approval of Budgets

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The 2026 budgets are attached for Public Housing and Edgewood.

### **Overview**

- Most line items were budgeted on a 3-year average unless more accurate information was available.
- Vacancy Loss is calculated at 2%.
- Budget reflects a 5% wage increase.
- Employee Benefits decreased because of new employee elections.

### **Public Housing**

- Dwelling Rent increased based on a 2.5% Social Security COLA increase in 2025.
- Operating Subsidy is based on HUD's approved amount for calendar year 2025, which decreased.
- Other Income – increased based off a 3 year-average
- Administrative Expenses – Audit Cost decreased since GASB doesn't have major guidance changes. Telephone based on estimated costs. The management fee increased by 8%.
- Maintenance Expenses – Contract costs, plumbing, and decorating increased based on the 3-year average. A major factor in this is the increase in unit turnovers this past year. Janitor increased because of increased cleaning hours. Exterminating increased because of bed bug issues.
- Utilities were adjusted based off a 3-year average.
- Insurance increased based off an industry estimated increase. Work Comp provider League of Minnesota Cities changed their rate structures for PHAs, which caused an increase.

- Other General Expenses decreased because of less liability claims the past year.
- Net Cash – Public Housing has a \$17,290 budget deficit. Any budget surplus will fund operating reserves.

HUD requires the submission of a board resolution approving the Public Housing Budget prior to year-end. Resolution 2025-03 is attached.

## **Edgewood**

- Dwelling Rent increased based off a 4.2% OCAF increase for 2025. Last year budget was over estimated.
- Other Tenant increased due to 3-year average.
- Interest Income decreased due to rates decreasing.
- Administrative Expenses – Audit Cost decreased since GASB doesn't have major guidance changes. Telephone increased due to costs. The management fee increased by 8%.
- Maintenance Expenses – Contract costs, grounds, plumbing, and decorating increased based on the 3-year average. A major factor in this is the increase in unit turnovers this past year. Janitor increased because of increased hours. Exterminating increased because of bed bug issues.
- Utilities were adjusted based off a 3-year average.
- Insurance increased based off an industry estimated increase. Work Comp provider League of Minnesota Cities changed their rate structures for PHAs, which caused an increase.
- Other General Expenses decreased because of less liability claims the past year.
- Net Cash – Edgewood has a \$21,770 budget surplus. Any budget surplus will fund reserves for future capital improvements. This is recommended given the significant capital improvements planned for the property.

**Action Requested: Adopt the 2026 Public Housing Budget by approving Resolution 2025-03 PHA Board Resolution Approving Operating Budget. Adopt the 2026 Edgewood Budget.**

## 2026 Public Housing Comparative Operating Budget

FDS Line #	Account Title	2025 Budget	2026 Budget	Difference	% Difference
<b>Operating Income:</b>					
703	Gross Potential Rent	259,694	265,520	5,827	2%
	Less: Vacancy Loss	(5,194)	(5,310)	(117)	2%
	Net Dwelling Rent	254,500	260,210	5,710	2%
706	HUD Operating Grant Income	158,468	119,755	(38,713)	-24%
	Less: Proration Amount	(7,923)	(2,395)	5,528	-70%
	Net Operating Grant Income	150,545	117,360	(33,185)	-22%
704	Other Tenant Charges	12,000	18,000	6,000	50%
704	Excess Utilities	900	1,000	100	11%
711	Interest Income	750	500	(250)	-33%
715	Other Income	16,800	28,000	11,200	67%
<b>Total Operating Income</b>		<b>435,495</b>	<b>425,070</b>	<b>(10,425)</b>	<b>-2%</b>

### Operating Expenditures:

#### Administrative

911	Salaries	29,595	31,005	1,410	5%
915	Employee Benefits	15,470	10,010	(5,460)	-35%
916	Travel	725	725	0	0%
916	Staff Training	400	400	0	0%
912	Audit Cost	6,490	5,340	(1,150)	-18%
916	Legal	4,750	6,000	1,250	26%
916	Telephone	495	700	205	41%
916	Office Supplies	1,800	1,800	0	0%
	Management Fee	52,965	57,200	4,235	8%
916	Other Administrative Costs	2,125	2,475	350	16%
<b>Total Administrative</b>		<b>114,815</b>	<b>115,655</b>	<b>840</b>	<b>1%</b>

#### Maintenance

941	Labor	47,860	50,130	2,270	5%
945	Employee Benefits	24,145	18,315	(5,830)	-24%
942	Maintenance Materials	16,500	17,000	500	3%
943	Maintenance Contract:				
	Contract Costs	23,400	28,000	4,600	20%
	Snow Removal	5,000	5,000	0	0%
	Grounds	4,200	4,200	0	0%
	Janitor	12,720	13,500	780	6%
943	Garbage	9,650	10,500	850	9%
943	Plumbing	6,000	9,000	3,000	50%
943	Elevator	6,500	6,000	(500)	-8%
943	Decorating	14,000	16,000	2,000	14%
943	Exterminating	1,000	2,000	1,000	100%
<b>Total Maintenance</b>		<b>170,975</b>	<b>179,645</b>	<b>8,670</b>	<b>5%</b>

FDS Line #	Account Title	2025 Budget	2026 Budget	Difference	% Difference
<b>Utilities</b>					
931	Water	14,900	14,900	0	0%
932	Electricity	26,250	26,250	0	0%
933	Gas	15,000	14,000	(1,000)	-7%
936	Sewer	22,800	23,500	700	3%
<b>Total Utilities</b>		78,950	78,650	(300)	0%
<b>Tenant Services</b>					
921	Resident Services Salaries	5,985	6,290	305	5%
923	Employee Benefits	460	485	25	5%
924	Ten Svcs - Con Costs Train, Other 4230	1,300	1,300	0	0%
<b>Total Tenant Services</b>		7,745	8,075	330	4%
<b>General Expenses</b>					
961	Insurance				
961.1	Property	22,545	26,200	3,655	16%
961.2	General Liability	4,230	4,850	620	15%
961.5	Worker's Comp	3,300	4,800	1,500	45%
961.6	D & O	1,900	2,100	200	11%
962	Other General Expenses	7,375	5,375	(2,000)	-27%
963	Payments in Lieu of Taxes	10,545	11,000	455	4%
966	Collection Losses	10,000	6,000	(4,000)	-40%
967.2	Lease Interest	25	10	(15)	-60%
<b>Total General Expenses</b>		59,920	60,335	415	1%
<b>Total Operating Expenditures</b>		432,405	442,360	9,955	2%
<b>Cash Flow from Operations</b>		3,090	(17,290)	(20,380)	
<b>Other Financial Items</b>					
Bond Payment					
Transfer of Operations (BLI Acct. 1406)					
706.1	HUD Grants-Capital Contributions	120,000	130,000	10,000	8%
Debt Service Payment-CFFP					
Capital Expenditures		(120,000)	(130,000)	(10,000)	8%
<b>Total Other Financial Items</b>		0	0	0	
<b>Net Cash Flow</b>		3,090	(17,290)	(20,380)	



## 2026 Edgewood Comparative Operating Budget

FDS Line #	Account Title	2025 Budget	2026 Budget	Difference	% Difference
<b>Operating Income:</b>					
703	Gross Potential Rent	266,520	264,286	(2,235)	-1%
	Less: Vacancy Loss	(5,330)	(5,286)	45	-1%
	Net Dwelling Rent	261,190	259,000	(2,190)	-1%
	HAP Subsidy	128,650	148,000	19,350	15%
704	Other Tenant Charges	4,600	7,500	2,900	63%
704	Excess Utilities	1,875	1,950	75	4%
711	Interest Income	30,000	15,000	(15,000)	-50%
715	Other Income	11,800	12,800	1,000	8%
<b>Total Operating Income</b>		<b>438,115</b>	<b>444,250</b>	<b>6,135</b>	<b>1%</b>
<b>Operating Expenditures:</b>					
<b>Administrative</b>					
911	Salaries	29,595	31,005	1,410	5%
915	Employee Benefits	15,470	10,010	(5,460)	-35%
916	Travel	850	750	(100)	-12%
916	Staff Training	500	500	0	0%
912	Audit Cost	6,490	5,340	(1,150)	-18%
916	Legal	3,500	3,000	(500)	-14%
916	Telephone	495	750	255	52%
916	Office Supplies	1,750	1,750	0	0%
	Management Fee	52,965	57,200	4,235	8%
916	Other Administrative Costs	2,175	2,225	50	2%
<b>Total Administrative</b>		<b>113,790</b>	<b>112,530</b>	<b>(1,260)</b>	<b>-1%</b>
<b>Maintenance</b>					
941	Labor	47,860	50,130	2,270	5%
945	Employee Benefits	24,145	18,315	(5,830)	-24%
942	Maintenance Materials	15,000	18,000	3,000	20%
943	Maintenance Contract:				
	Contract Costs	18,500	23,000	4,500	24%
	Snow Removal	6,500	6,500	0	0%
	Grounds	4,500	5,500	1,000	22%
	Janitor	11,200	12,300	1,100	10%
943	Garbage	5,130	5,800	670	13%
943	Plumbing	7,000	6,500	(500)	-7%
943	Elevator	4,895	4,200	(695)	-14%
943	Decorating	13,000	15,000	2,000	15%
943	Exterminating	2,000	5,000	3,000	150%
<b>Total Maintenance</b>		<b>159,730</b>	<b>170,245</b>	<b>10,515</b>	<b>7%</b>

FDS Line #	Account Title	2025 Budget	2026 Budget	Difference	% Difference
<b>Utilities</b>					
931	Water	8,800	11,500	2,700	31%
932	Electricity	38,000	38,000	0	0%
933	Gas	16,500	17,000	500	3%
936	Sewer	15,100	19,000	3,900	26%
<b>Total Utilities</b>		<b>78,400</b>	<b>85,500</b>	<b>7,100</b>	<b>9%</b>
<b>Tenant Services</b>					
921	Resident Services Salaries	8,980	9,435	455	5%
923	Employee Benefits	690	725	35	5%
924	Ten Svcs - Recreation, Pubs, Other 4220	250	250	0	0%
<b>Total Tenant Services</b>		<b>9,920</b>	<b>10,410</b>	<b>490</b>	<b>5%</b>
<b>General Expenses</b>					
961	Insurance				
961.1	Property	18,350	18,100	(250)	-1%
961.2	General Liability	4,230	4,470	240	6%
961.5	Worker's Comp	3,300	3,500	200	6%
961.6	D & O	1,900	2,100	200	11%
962	Other General Expenses	5,375	5,375	0	0%
963	Payments in Lieu of Taxes	9,870	9,240	(630)	-6%
966	Collection Losses	2,000	1,000	(1,000)	-50%
967.2	Lease Interest	25	10	(15)	-60%
<b>Total General Expenses</b>		<b>45,050</b>	<b>43,795</b>	<b>(1,255)</b>	<b>-3%</b>
<b>Total Operating Expenditures</b>		<b>406,890</b>	<b>422,480</b>	<b>15,590</b>	<b>4%</b>
<b>Cash Flow from Operations</b>		<b>31,225</b>	<b>21,770</b>	<b>(9,455)</b>	
<b>Other Financial Items</b>					
Bond Payment					
Transfer of Operations (BLI Acct. 1406)					
706.1	HUD Grants-Capital Contributions				
Debt Service Payment-CFFP					
Capital Expenditures					
<b>Total Other Financial Items</b>		<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Cash Flow</b>		<b>31,225</b>	<b>21,770</b>	<b>(9,455)</b>	

# PHA Board Resolution

## Approving Operating Budget

# U.S. Department of Housing and Urban Development

## Office of Public and Indian Housing

OMB Approval No. 2577-0029 (exp. 04/30/2027)

**Public reporting burden** for this collection of information is estimated to average 136.2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, completing the operating budget and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410. When providing comments, please refer to OMB Approval No. 2577-0029. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed and budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating budget adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA complies with HUD prescribed procedures. PHA boards must approve the operating budget and HUD requires boards to certify their approval through this form. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Crosby Housing Authority

PHA Code: MN082

PHA Fiscal Year Beginning April 1, 2025

Board Resolution Number: 2025-03

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

	<u>DATE</u>
<input checked="" type="checkbox"/> Operating Budget approved by Board resolution on:	01/14/2025
<input type="checkbox"/> Operating Budget submitted to HUD, if applicable, on:	
<input type="checkbox"/> Operating Budget revision approved by Board resolution on:	
<input type="checkbox"/> Operating Budget revision submitted to HUD, if applicable, on:	

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

**WARNING:** Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Print Board Chairperson's Name:	Signature:	Date:

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