



300 Third Avenue NE  
Crosby, MN 56441-1642

PHONE (218) 546-5088  
FAX (218) 546-5041  
[www.crosbyhra.org](http://www.crosbyhra.org)

## Crosby HRA Board Meeting

**11:00 a.m. Tuesday February 11<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. 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.*

**5. REVIEW AND APPROVE MINUTES (Attachment 1 - Pg. 3)**

- a. Approval of the Tuesday, January 14<sup>th</sup>, 2025 Meeting Minutes

**6. BILLS & COMMUNICATIONS**

- a. Financial Report (Attachment 2 - Pg. 7)
- b. Housing Manager Report (Attachment 3 - Pg. 17)
- c. Maintenance Director Report (Attachment 4 - Pg. 19)

**7. UNFINISHED BUSINESS:**

**8. NEW BUSINESS:**

**9. COMMISSIONER COMMENTS:**

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

**11. ADJOURNMENT**

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**Crosby HRA**  
**BOARD MEETING MINUTES**  
**Tuesday, January 14, 2025**

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00AM, Tuesday, January 14, 2025  
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, Housing Director Shannon Fortune, Housing Specialist Diana Banks, and Accounting Specialist Joseph Christenson.

3. **REVIEW AND APPROVE AGENDA:**

**Commissioner Traylor motioned to approve the Agenda for the Tuesday, January 14, 2025 meeting. Seconded by Commissioner Marsh. Motion Carried Unanimously.**

4. **PUBLIC HEARING FOR ANNUAL & 5-YEAR PLAN:** Chair Neprud opened the public hearing at 11:02AM. Fortune reviewed the plan documents. Chair Neprud called for questions, those in support, and those opposed to the plan. There was no input provided from members of the public attending the meeting. The public hearing was closed at 11:10AM. Commissioner Marsh made a motion to adopt Res. 2025-05 and 2025-06, approving the 5-Year and the Annual Plans. Commissioner Traylor seconded the motion. A roll call vote was taken with all commissioners in favor and none opposed. The motion was passed, and the resolutions were adopted unanimously.

5. **OPEN FORUM:**

An attendant of the meeting asked for an update for the ongoing bedbug treatments happening throughout Edgewood. The individual stated a concern that a piece of furniture had been removed without a proper covering on it during transport. With Board permission, Fortune laid out the upcoming treatment schedule for both Edgewood and Dellwood.

Another attendant reported a bad smell in both the Edgewood and the Dellwood elevators. After another guest asked for clarification, the attendant clarified that they believed the smell to be coming from a person riding in the elevator.

An attendant of the meeting stated that last winter, maintenance staff had plowed a walkway in the designated pet area and that this year, because this is not being done, this is a difficult area in which to walk. Staff noted that there is no sidewalk in this area.

An attendant of the meeting stated that food smells from the community room have recently been coming up into their apartment much more strongly than previously.

Two attendants of the meeting wanted to state their appreciation for Diana Banks' attentiveness and assistance during the past month.

**6. REVIEW AND APPROVE MINUTES:**

- a. December 10<sup>th</sup>, 2024 Minutes were presented in the packet for review.

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

**7. BILLS AND COMMUNICATIONS:**

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

Eric Charpentier presented the December Financial Report.

**Commissioner Marsh motioned to approve the December 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:**

Eric Charpentier presented the December 2024 Maintenance Report.

**8. UNFINISHED BUSINESS:** None

**9. NEW BUSINESS:**

- a. Update to ESST Law and Corresponding Update to Employee Policy Manual

Eric Charpentier presented the update to the ESST laws which prompted corresponding changes to the employee policy manual.

**Commissioner Traylor motioned to approve Res. 2025-04 to update the ESST policy as presented. The motion was seconded by Commissioner Marsh. After a roll call vote, the motion carried unanimously, and the resolution was adopted.**

- b. Pay Equity Report

Eric Charpentier presented the pay equity report which needs to be submitted every three years. After completing the report, the Crosby HRA will meet the compliance requirements of the Pay Equity Law.

**Commissioner Marsh motioned to approve the submission of the Pay Equity Report. The motion was seconded by Commissioner Robinson. The motion carried unanimously.**

**c. Designation of Official Depository**

Eric Charpentier reported that pursuant to MN Statute, the HRA must designate an official depository, which will be Unity Bank and RBC.

**Commissioner Marsh motioned to approve the designation of Unity Bank and RBC as the official depositories. The motion was seconded by Commissioner Traylor. The motion carried unanimously.**

**d. Budget Review**

Joseph Christenson provided an overview and then reviewed the budgets for both Public Housing and Edgewood Apartments.

**Commissioner Traylor motioned to approve Res. 2025-03 to adopt the Public Housing budget. The motion was seconded by Commissioner Marsh. After a roll call vote, the motion carried unanimously, and the Public Housing budget was adopted.**

**Commissioner Marsh made a motion to adopt the 2026 Edgewood budget. The motion was seconded by Commissioner Robinson. The motion carried unanimously.**

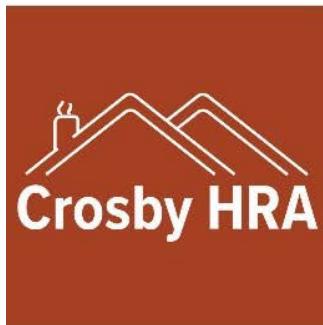
**10. COMMISSIONER COMMENTS:** None

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

**12. ADJOURNMENT:**

**Commissioner Traylor motioned to adjourn the meeting. Seconded by Commissioner Robinson. Motion Carried Unanimously. Meeting adjourned at 11:39 AM.**

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: February 3, 2025  
Re: February Financial Report

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Please find attached the financial information for January 2025.

**Action Requested: Motion for approval of January 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	Jan
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	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	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	2.00
<b>Total Points</b>	<b>25</b>		25.00	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	Jan
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	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	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	4.00
<b>Total Points</b>	<b>25</b>		20.00	20.00	20.00	16.00	16.00	20.00	20.00	20.00	20.00	20.00
<b>Total of Above Ratios</b>	<b>50</b>		45	45	45	41	41	45	45	45	45	45

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
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	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	5.00
<b>Total Points</b>	<b>10</b>	<b>Capital Fund Troubled</b>	10.0	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**  
**Ten Months Ending 01/31/2025**  
**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	22,441.00	21,208.33	1,232.67	216,415.00	212,083.33	4,331.67	254,500.00	(38,085.00)
3120.000 Excess Utilities	10.00	75.00	(65.00)	745.00	750.00	(5.00)	900.00	(155.00)
3401.000 Operating Subsidy	9,696.00	12,545.42	(2,849.42)	127,942.00	125,454.17	2,487.83	150,545.00	(22,603.00)
3402.000 Capital Fund Revenue	14,864.00	833.33	14,030.67	29,717.15	8,333.33	21,383.82	10,000.00	19,717.15
3610.000 Interest Revenue	69.44	62.50	6.94	667.54	625.00	42.54	750.00	(82.46)
3690.000 Other Income	0.00	208.33	(208.33)	3,335.69	2,083.33	1,252.36	2,500.00	835.69
3691.000 Other Tenant Revenue	179.00	1,000.00	(821.00)	12,210.44	10,000.00	2,210.44	12,000.00	210.44
3695.000 Laundry Revenue	424.00	358.33	65.67	3,481.75	3,583.33	(101.58)	4,300.00	(818.25)
<b>TOTAL INCOME</b>	<b>47,683.44</b>	<b>36,291.24</b>	<b>11,392.20</b>	<b>394,514.57</b>	<b>362,912.49</b>	<b>31,602.08</b>	<b>435,495.00</b>	<b>(40,980.43)</b>
<b>EXPENSES</b>								
<b>ADMINISTRATION</b>								
4110.000 Admin Salaries	2,269.99	2,466.25	196.26	25,821.90	24,662.50	(1,159.40)	29,595.00	3,773.10
4130.000 Legal	726.00	395.83	(330.17)	4,514.11	3,958.33	(555.78)	4,750.00	235.89
4140.000 Staff Training	0.00	33.33	33.33	294.33	333.33	39.00	400.00	105.67
4150.000 Travel	80.19	60.42	(19.77)	474.05	604.17	130.12	725.00	250.95
4171.000 Auditing Fees	262.50	540.83	278.33	6,011.24	5,408.33	(602.91)	6,490.00	478.76
4190.000 Other Admin	7.50	47.92	40.42	125.00	479.17	354.17	575.00	450.00
4191.000 Management Fees	4,413.75	4,413.75	0.00	44,137.50	44,137.50	0.00	52,965.00	8,827.50
4194.000 Office Supplies	0.00	150.00	150.00	963.38	1,500.00	536.62	1,800.00	836.62
4195.000 Membership Dues	195.00	29.17	(165.83)	291.00	291.67	0.67	350.00	59.00
4196.000 Telephone	(19.25)	41.25	60.50	447.66	412.50	(35.16)	495.00	47.34
4198.000 Advertising	17.76	83.33	65.57	650.47	833.33	182.86	1,000.00	349.53
4199.000 Postage	0.93	16.67	15.74	0.93	166.67	165.74	200.00	199.07
<b>TOTAL ADMINISTRATION</b>	<b>7,954.37</b>	<b>8,278.75</b>	<b>324.38</b>	<b>83,731.57</b>	<b>82,787.50</b>	<b>(944.07)</b>	<b>99,345.00</b>	<b>15,613.43</b>
<b>TENANT SERVICES</b>								
4210.000 Tenant Svcs Salaries	0.00	498.75	498.75	3,496.45	4,987.50	1,491.05	5,985.00	2,488.55
4230.000 Tenant Svcs Other	9.31	108.33	99.02	49.39	1,083.33	1,033.94	1,300.00	1,250.61
<b>TOTAL TENANT SERVICES</b>	<b>9.31</b>	<b>607.08</b>	<b>597.77</b>	<b>3,545.84</b>	<b>6,070.83</b>	<b>2,524.99</b>	<b>7,285.00</b>	<b>3,739.16</b>
<b>UTILITIES</b>								
4310.000 Water	1,153.12	1,241.67	88.55	10,591.06	12,416.67	1,825.61	14,900.00	4,308.94
4315.000 Sewer	1,909.02	1,900.00	(9.02)	17,196.92	19,000.00	1,803.08	22,800.00	5,603.08
4320.000 Electricity	1,898.11	2,187.50	289.39	16,011.19	21,875.00	5,863.81	26,250.00	10,238.81
4330.000 Gas	1,498.35	1,250.00	(248.35)	4,146.53	12,500.00	8,353.47	15,000.00	10,853.47
<b>TOTAL UTILITIES</b>	<b>6,458.60</b>	<b>6,579.17</b>	<b>120.57</b>	<b>47,945.70</b>	<b>65,791.67</b>	<b>17,845.97</b>	<b>78,950.00</b>	<b>31,004.30</b>
<b>MAINTENANCE</b>								
4410.000 Maintenance Labor	3,696.80	3,988.33	291.53	36,926.27	39,883.33	2,957.06	47,860.00	10,933.73
4420.000 Materials	1,178.21	1,375.00	196.79	13,460.21	13,750.00	289.79	16,500.00	3,039.79
4430.000 Contracts Costs	2,628.45	1,950.00	(678.45)	30,496.42	19,500.00	(10,996.42)	23,400.00	(7,096.42)
4431.000 Garbage and Trash	720.75	804.17	83.42	9,268.74	8,041.67	(1,227.07)	9,650.00	381.26
4432.000 Decorating Contract	1,166.08	1,166.67	0.59	12,811.65	11,666.67	(1,144.98)	14,000.00	1,188.35
4435.000 Grounds Contract	353.54	350.00	(3.54)	3,493.88	3,500.00	6.12	4,200.00	706.12
4445.000 Elevator Maintenance	406.73	541.67	134.94	3,058.73	5,416.67	2,357.94	6,500.00	3,441.27
4450.000 Plumbing/Heating	0.00	500.00	500.00	8,385.78	5,000.00	(3,385.78)	6,000.00	(2,385.78)
4455.000 Snow Removal	1,240.00	416.67	(823.33)	1,479.32	4,166.67	2,687.35	5,000.00	3,520.68
4456.000 Exterminating	66.00	83.33	17.33	1,427.50	833.33	(594.17)	1,000.00	(427.50)
4457.000 Janitor/Cleaning	1,134.00	1,060.00	(74.00)	11,459.17	10,600.00	(859.17)	12,720.00	1,260.83

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>EXPENSES</b>								
<b>TOTAL MAINTENANCE</b>	<b>12,590.56</b>	<b>12,235.84</b>	<b>(354.72)</b>	<b>132,267.67</b>	<b>122,358.34</b>	<b>(9,909.33)</b>	<b>146,830.00</b>	<b>14,562.33</b>
<b>OTHER</b>								
4510.000 Insurance	2,816.50	2,664.58	(151.92)	28,005.00	26,645.83	(1,359.17)	31,975.00	3,970.00
4520.000 Property Taxes	763.93	878.75	114.82	8,203.52	8,787.50	583.98	10,545.00	2,341.48
4540.000 Employee Benefits	1,939.07	3,339.59	1,400.52	23,252.56	33,395.84	10,143.28	40,075.00	16,822.44
4570.000 Collection Loses	0.00	833.33	833.33	0.00	8,333.33	8,333.33	10,000.00	10,000.00
4583.001 Lease Interest Exp	2.93	2.08	(0.85)	18.07	20.83	2.76	25.00	6.93
4590.000 Other Gen Exp	0.00	583.33	583.33	0.00	5,833.33	5,833.33	7,000.00	7,000.00
4595.001 Lease Amort Exp	30.84	31.25	0.41	308.40	312.50	4.10	375.00	66.60
<b>TOTAL OTHER</b>	<b>5,553.27</b>	<b>8,332.91</b>	<b>2,779.64</b>	<b>59,787.55</b>	<b>83,329.16</b>	<b>23,541.61</b>	<b>99,995.00</b>	<b>40,207.45</b>
<b>TOTAL EXPENSES</b>	<b>32,566.11</b>	<b>36,033.75</b>	<b>3,467.64</b>	<b>327,278.33</b>	<b>360,337.50</b>	<b>33,059.17</b>	<b>432,405.00</b>	<b>105,126.67</b>
<b>SURPLUS</b>	<b>15,117.33</b>	<b>257.49</b>	<b>14,859.84</b>	<b>67,236.24</b>	<b>2,574.99</b>	<b>64,661.25</b>	<b>3,090.00</b>	<b>64,146.24</b>

**Crosby HRA**  
**Operating Statement**  
**Ten Months Ending 01/31/2025**  
**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	22,311.00	21,765.83	545.17	210,070.00	217,658.33	(7,588.33)	261,190.00	(51,120.00)
3120.000 Excess Utilities	40.00	156.25	(116.25)	1,645.00	1,562.50	82.50	1,875.00	(230.00)
3404.000 HAP Subsidy	12,073.00	10,720.83	1,352.17	117,239.00	107,208.33	10,030.67	128,650.00	(11,411.00)
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	4,989.89	2,500.00	2,489.89	30,964.30	25,000.00	5,964.30	30,000.00	964.30
3690.000 Other Income	0.00	208.33	(208.33)	2,213.24	2,083.33	129.91	2,500.00	(286.76)
3691.000 Other Tenant Revenue	270.00	383.33	(113.33)	6,844.26	3,833.33	3,010.93	4,600.00	2,244.26
3695.000 Laundry Revenue	1,028.00	775.00	253.00	8,488.75	7,750.00	738.75	9,300.00	(811.25)
<b>TOTAL INCOME</b>	<b>40,711.89</b>	<b>36,509.57</b>	<b>4,202.32</b>	<b>377,465.55</b>	<b>365,095.82</b>	<b>12,369.73</b>	<b>438,115.00</b>	<b>(60,649.45)</b>
<b>EXPENSES</b>								
<b>ADMINISTRATION</b>								
4110.000 Admin Salaries	2,270.02	2,466.25	196.23	25,761.95	24,662.50	(1,099.45)	29,595.00	3,833.05
4130.000 Legal	0.00	291.67	291.67	1,029.50	2,916.67	1,887.17	3,500.00	2,470.50
4140.000 Staff Training	0.00	41.67	41.67	298.61	416.67	118.06	500.00	201.39
4150.000 Travel	76.05	70.83	(5.22)	385.44	708.33	322.89	850.00	464.56
4171.000 Auditing Fees	262.50	540.83	278.33	6,011.26	5,408.33	(602.93)	6,490.00	478.74
4190.000 Other Admin	7.50	50.00	42.50	150.00	500.00	350.00	600.00	450.00
4191.000 Management Fees	4,413.75	4,413.75	0.00	44,137.50	44,137.50	0.00	52,965.00	8,827.50
4194.000 Office Supplies	0.00	145.83	145.83	963.44	1,458.33	494.89	1,750.00	786.56
4195.000 Membership Dues	0.00	16.67	16.67	96.00	166.67	70.67	200.00	104.00
4196.000 Telephone	(19.23)	41.25	60.48	447.81	412.50	(35.31)	495.00	47.19
4198.000 Advertising	0.00	83.33	83.33	632.71	833.33	200.62	1,000.00	367.29
4199.000 Postage	0.93	31.25	30.32	0.93	312.50	311.57	375.00	374.07
<b>TOTAL ADMINISTRATION</b>	<b>7,011.52</b>	<b>8,193.33</b>	<b>1,181.81</b>	<b>79,915.15</b>	<b>81,933.33</b>	<b>2,018.18</b>	<b>98,320.00</b>	<b>18,404.85</b>
<b>TENANT SERVICES</b>								
4210.000 Tenant Svcs Salaries	0.00	748.33	748.33	5,244.73	7,483.33	2,238.60	8,980.00	3,735.27
4230.000 Tenant Svcs Other	9.31	20.83	11.52	49.36	208.33	158.97	250.00	200.64
<b>TOTAL TENANT SERVICES</b>	<b>9.31</b>	<b>769.16</b>	<b>759.85</b>	<b>5,294.09</b>	<b>7,691.66</b>	<b>2,397.57</b>	<b>9,230.00</b>	<b>3,935.91</b>
<b>UTILITIES</b>								
4310.000 Water	521.20	733.33	212.13	8,844.52	7,333.33	(1,511.19)	8,800.00	(44.52)
4315.000 Sewer	959.09	1,258.33	299.24	15,842.53	12,583.33	(3,259.20)	15,100.00	(742.53)
4320.000 Electricity	2,715.74	3,166.67	450.93	23,641.31	31,666.67	8,025.36	38,000.00	14,358.69
4330.000 Gas	2,151.99	1,375.00	(776.99)	6,103.56	13,750.00	7,646.44	16,500.00	10,396.44
<b>TOTAL UTILITIES</b>	<b>6,348.02</b>	<b>6,533.33</b>	<b>185.31</b>	<b>54,431.92</b>	<b>65,333.33</b>	<b>10,901.41</b>	<b>78,400.00</b>	<b>23,968.08</b>
<b>MAINTENANCE</b>								
4410.000 Maintenance Labor	3,696.80	3,988.33	291.53	36,926.47	39,883.33	2,956.86	47,860.00	10,933.53
4420.000 Materials	1,023.24	1,250.00	226.76	12,826.96	12,500.00	(326.96)	15,000.00	2,173.04
4430.000 Contracts Costs	2,505.97	1,541.67	(964.30)	24,167.38	15,416.67	(8,750.71)	18,500.00	(5,667.38)
4431.000 Garbage and Trash	344.88	427.50	82.62	6,561.50	4,275.00	(2,286.50)	5,130.00	(1,431.50)
4432.000 Decorating Contract	0.00	1,083.33	1,083.33	12,141.11	10,833.33	(1,307.78)	13,000.00	858.89
4435.000 Grounds Contract	705.73	375.00	(330.73)	6,235.95	3,750.00	(2,485.95)	4,500.00	(1,735.95)
4445.000 Elevator Maintenance	0.00	407.92	407.92	3,827.01	4,079.17	252.16	4,895.00	1,067.99
4450.000 Plumbing/Heating	0.00	583.33	583.33	1,054.65	5,833.33	4,778.68	7,000.00	5,945.35
4455.000 Snow Removal	1,860.00	541.67	(1,318.33)	2,218.98	5,416.67	3,197.69	6,500.00	4,281.02
4456.000 Exterminating	4,119.50	166.67	(3,952.83)	11,447.50	1,666.67	(9,780.83)	2,000.00	(9,447.50)
4457.000 Janitor/Cleaning	1,134.00	933.33	(200.67)	12,117.85	9,333.33	(2,784.52)	11,200.00	(917.85)

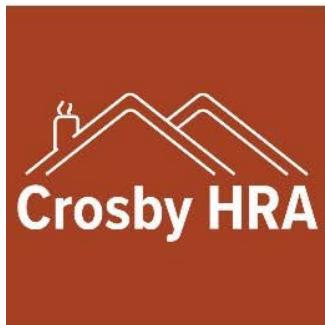
	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>EXPENSES</b>								
<b>TOTAL MAINTENANCE</b>	<b>15,390.12</b>	<b>11,298.75</b>	<b>(4,091.37)</b>	<b>129,525.36</b>	<b>112,987.50</b>	<b>(16,537.86)</b>	<b>135,585.00</b>	<b>6,059.64</b>
<b>OTHER</b>								
4510.000 Insurance	2,160.67	2,315.00	154.33	21,446.70	23,150.00	1,703.30	27,780.00	6,333.30
4520.000 Property Taxes	782.91	822.50	39.59	7,410.49	8,225.00	814.51	9,870.00	2,459.51
4540.000 Employee Benefits	1,939.12	3,358.76	1,419.64	23,382.30	33,587.51	10,205.21	40,305.00	16,922.70
4570.000 Collection Loses	0.00	166.67	166.67	0.00	1,666.67	1,666.67	2,000.00	2,000.00
4583.001 Lease Interest Exp	2.92	2.08	(0.84)	18.05	20.83	2.78	25.00	6.95
4590.000 Other Gen Exp	11.23	416.67	405.44	40.69	4,166.67	4,125.98	5,000.00	4,959.31
4595.001 Lease Amort Exp	30.83	31.25	0.42	308.30	312.50	4.20	375.00	66.70
<b>TOTAL OTHER</b>	<b>4,927.68</b>	<b>7,112.93</b>	<b>2,185.25</b>	<b>52,606.53</b>	<b>71,129.18</b>	<b>18,522.65</b>	<b>85,355.00</b>	<b>32,748.47</b>
<b>TOTAL EXPENSES</b>	<b>33,686.65</b>	<b>33,907.50</b>	<b>220.85</b>	<b>321,773.05</b>	<b>339,075.00</b>	<b>17,301.95</b>	<b>406,890.00</b>	<b>85,116.95</b>
<b>SURPLUS</b>	<b>7,025.24</b>	<b>2,602.07</b>	<b>4,423.17</b>	<b>55,692.50</b>	<b>26,020.82</b>	<b>29,671.68</b>	<b>31,225.00</b>	<b>24,467.50</b>

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**January 2025**

<b>Date</b>	<b>Name</b>	<b>Number</b>	<b>Payments</b>
01/15/2025	Brian Bartz	396	\$71.02
01/15/2025	Diana Banks	397	\$69.81
01/15/2025	Eric Charpentier	398	\$42.88
01/15/2025	Hannah Anderson	399	\$22.11
01/15/2025	John Schommer	400	\$66.33
01/15/2025	Patsy Rajala	401	\$21.44
01/01/2025	Delta Dental	ACH	\$123.45
01/01/2025	Reliance Standard Life Insurance	ACH	\$232.84
01/05/2025	Payroc LLC	ACH	\$49.28
01/05/2025	Payroc LLC	ACH	\$124.37
01/09/2025	Payroll	ACH	\$4,298.75
01/09/2025	Lincoln Financial Group	ACH	\$507.04
01/09/2025	Minnesota State Retirement System	ACH	\$62.00
01/09/2025	Harpers Payroll Service	ACH	\$39.70
01/09/2025	Harpers Payroll Service	ACH	\$1,575.74
01/23/2025	Payroll	ACH	\$4,506.52
01/23/2025	Lincoln Financial Group	ACH	\$507.04
01/23/2025	Minnesota State Retirement System	ACH	\$62.00
01/23/2025	Harpers Payroll Service	ACH	\$131.95
01/23/2025	Harpers Payroll Service	ACH	\$1,690.91
01/14/2025	Blue Cross Blue Shield of Minnesota	119681	\$2,242.85
01/14/2025	Borden Steinbauer Krueger &	119682	\$726.00
01/14/2025	Bremer Bank Credit Card	119683	\$49.50
01/14/2025	Cintas	119684	\$205.25
01/14/2025	City Of Crosby	119685	\$4,939.45
01/14/2025	CliftonLarsonAllen LLP	119686	\$525.00
01/14/2025	Crescent Electric Supply Company	119687	\$119.48
01/14/2025	Crosby Ace Hardware	119688	\$207.78
01/14/2025	Crosby-Ironton Courier	119689	\$17.76
01/14/2025	Ctc-446126	119690	\$648.36
01/14/2025	Dearborn National	119691	\$22.68
01/14/2025	Granite Pest Control LLC	119692	\$4,185.50
01/14/2025	Hagman Inc.	119693	\$2,268.00
01/14/2025	Holden Electric Co. Inc.	119694	\$930.38
01/14/2025	Integrity Services Inc	119695	\$388.00
01/14/2025	Majestic Creations Landscape	119696	\$3,100.00
01/14/2025	Management Computer Services Inc	119697	\$2,205.84
01/14/2025	Minnesota Department of Labor &	119698	\$100.00
01/14/2025	Minnesota Energy	119699	\$3,650.34
01/14/2025	Minnesota Power	119700	\$4,613.85
01/14/2025	MN Elevator, Inc. Lockbox 446080	119701	\$417.96

**Housing and Redevelopment Authority of Crosby**  
**Payment Summary Report**  
**January 2025**

<b>Date</b>	<b>Name</b>	<b>Number</b>	<b>Payments</b>
01/14/2025	MRI Software LLC	119702	\$50.00
01/14/2025	Office Shop	119703	\$293.93
01/14/2025	Phada	119704	\$195.00
01/14/2025	Safeguard Security Inc.	119705	\$367.50
01/14/2025	Strike Painting & Finishing	119706	\$700.00
01/14/2025	T-Mobile	119707	\$110.78
01/14/2025	Visa--Unity	119708	\$1,855.04
01/14/2025	Waste Partners Inc	119709	\$668.61
01/14/2025	Alpenglow Technologies	119710	\$335.00
01/14/2025	Yde's Major Appliance	119711	\$149.90
01/14/2025	Minnesota Power	119712	\$128.39
01/14/2025	Labor Logic LLC	119713	\$9.75
			<b>\$50,633.06</b>



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To: Crosby HRA Board Members  
From: Diana Banks, Housing Specialist  
Date: Feb 4, 2025  
Re: Housing Programs Report

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**Tenant Activities Update**

In January there were 13 Second Harvest Commodity Food Boxes distributed. 380 meals were donated to tenants by Community Table and Emily Care 'N Share. There were 4 activities scheduled, which included the second class of a 6-part cooking series led by SNAP educator Carolyn McQueen, with 5 attendees; study with Zed was scheduled twice with 3 tenants; music in the lobby had 7 attendees. Tenant Council meeting minutes from January are attached.

**Monthly Property Performance Stats for January 2025**

- Occupancy Rate: 99% Dellwood; 100% Edgewood; 100% Scattered Sites
- New Move-Ins: 1
- Move Outs: 1
- Recertifications (By Type): 6 Annual; 4 Interim
- Termination Notices: 4
- Work Orders Received: 46
- Waiting List:

1BR	2BR	3BR	4BR
48	35	18	14

**Tenant Activities Coordinator update**

The position has been posted and will be published in the Crosby-Ironton Courier, as well as featured on JobsHQ, the City of Brainerd's website, the Brainerd HRA and the Crosby HRA websites, and was shared with a professor at Central Lakes College. The posting is open until filled.

**No Action Requested; Discussion Items**

Tenant Council Meeting - January 6, 2025 at 11 a.m.  
Members present: Roxy, Lynne, Kerri, Beth, Aaron, Doris, Don

Treasurers Report for the month of December:

Coffee income: \$102.93      Coffee expense: \$67.81  
Bingo income: \$106.00      Bingo expense: \$82.52  
New Year's Eve Afghan Raffle income: \$22.00  
Progressive Bingo expense: \$25.00  
Door Decorating Contest prizes: \$30.00  
Potluck expense: \$6.44  
Petty Cash for end of December: \$383.92  
Checking for end of December: \$940.71

**OLD BUSINESS:**

Had New Year's Eve Potluck, there were 20 in attendance.

After the potluck announced winner of afghan, it went to Mark and Betty Jo. Then announced winners of the door decorating contest. Winners were 1<sup>st</sup>, Teresa C.; 2<sup>nd</sup>, Kerri R.; 3<sup>rd</sup>, Kathy S. There were two honorable, mention, Irene H. and Robin F. There were 11 people that signed up for the White Elephant Game. Was lots of fun.

**NEW BUSINESS:**

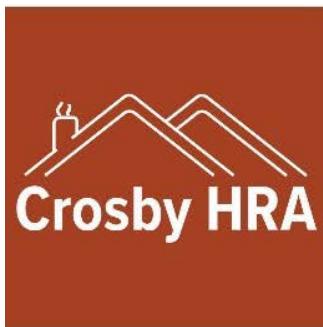
Bingo Game Night will be Thursday, Jan. 9th at 6:30 p.m.

The weekly games for bingo have been moved to the Dellwood Community Room on Mondays and Fridays at 1:30 p.m. This works so much better than in the Edgewood Rec. Room.

The potluck for January will be Saturday the 18th at 1 p.m.

RAB meeting will be Tuesday, Jan. 21st at 11 a.m. in  
the Edgewood Rec. Room

Next meeting will be February 3rd.



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To: Crosby HRA Board Members  
From: John Schommer, Rehab & Maintenance Director  
Date: February 6, 2025  
Re: Maintenance Update

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**Kitchen Improvements**

Work has started on 2 of the kitchens and is scheduled to be complete by the end of this week, the last 3 kitchens are scheduled to start next week. Any remaining work is supposed to be finished up the following week.

**No Action Requested; Discussion Items.**