



300 Third Avenue NE
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Crosby HRA Board Meeting

11:00 a.m. Tuesday March 11th, 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 14th, 2025 Meeting Minutes
- b. Approval of the Tuesday, February 11th, 2025 Meeting Minutes

6. BILLS & COMMUNICATIONS

- a. Financial Report (Attachment 2 – Pg. 9)
- b. Housing Manager Report (Attachment 3 – Pg. 21)
- c. Maintenance Director Report (Attachment 4 – Pg. 23)

7. UNFINISHED BUSINESS:

8. NEW BUSINESS:

- a. Employee Policy Update Request – Amendment to On-Call Pay Policy (Attachment 5 – Pg. 25)
- b. Accounts Receivable Write-Off Request (Attachment 6 – Pg. 29)

9. COMMISSIONER COMMENTS:

10. NEXT MEETING: April 8th, 2025

11. ADJOURNMENT

Jennifer Robinson, Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2025

Buzz Neprud, Chair Term Expires: 2027

Open, Commissioner Term Expires: 2029

Paula Traylor, Vice Chair Term Expires: 2026

**All terms expire August 31st*



Crosby HRA
BOARD MEETING MINUTES
Tuesday, 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 3rd 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 10th, 2024 Minutes were presented in the packet for review.

Commissioner Traylor motioned to approve the meeting minutes from Tuesday, December 10th, 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.

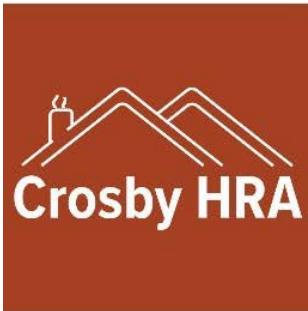
Commissioner Marsh made a motion to adopt the 2026 Edgewood budget. The motion was seconded by Commissioner Robinson. The motion carried unanimously.

10. COMMISSIONER COMMENTS: None

11. NEXT MEETING: Tuesday, February 11th, 2025

12. ADJOURNMENT:

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



Crosby HRA
BOARD MEETING MINUTES
Tuesday, February 11th, 2025

A regular meeting of the Board of Commissioners of the Housing and Redevelopment Authority (HRA) in and for the city of Crosby, Minnesota, was held in person at Dellwood Community Room at 11:00 AM, Tuesday, February 11th, 2025.

1. **CALL TO ORDER:** Vice Chair Traylor called the meeting to order at 11:00 AM.
2. **ROLL CALL:** Commissioners Paula Traylor and Renae Marsh.
Absent: Commissioners Buzz Neprud and Jennifer Robinson.
Others Present: Executive Director Eric Charpentier, Housing Director Shannon Fortune, Housing Specialist Diana Banks, and Operations Administrative Specialist Hannah Anderson.
3. **REVIEW AND APPROVE AGENDA:**

Due to the lack of quorum, this matter was tabled until the next scheduled meeting.
4. **OPEN FORUM:**
5. **REVIEW AND APPROVE MINUTES:**
 - a. January 14th, 2025 Minutes were presented in the packet for review.

Due to the lack of quorum, this matter was tabled until the next scheduled meeting.
6. **BILLS AND COMMUNICATIONS:**
 - a. **Financial Report and Approval Request:**
Eric Charpentier presented the January Financial Report.

Due to the lack of quorum, this matter was tabled until the next scheduled meeting.
 - b. **Housing Manager Report:**

Diana Banks presented the Housing Manager & Activities Report.

c. Maintenance Director Report:

Eric Charpentier presented the January 2025 Maintenance Report.

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS: None

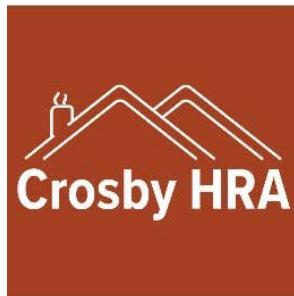
9. COMMISSIONER COMMENTS: None

10. NEXT MEETING: Tuesday, March 11th, 2025

11. ADJOURNMENT:

Meeting was adjourned at 11:12 AM.

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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: March 4, 2025
Re: March Financial Report

Please find attached the financial information for February 2025.

Health Insurance Renewal Quotes

The health insurance renewal quotes from BCBS increased by approximately 21% for the 4/1/25 renewal. Due to the significant increase in premiums, we received quotes for alternate plan renewal coverage from BCBS and quotes from Medica. Upon reviewing the quotes, the insurance coverage was changed from the BCBS Gold 1000 Blue Access Plan with monthly premiums of \$2,703 to the Medica 1750 Gold Plan with monthly premiums of \$2,463. This change in provider and coverage reduced the increase in premiums to approximately 10%.

January Payments

Due to lack of a quorum at the February board meeting, we are again presenting the January payments for approval.

Action Requested: Motion for approval of January and February 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 | Feb |
|------------------------------|-----------|---------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 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 | 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 | 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 | 2.00 |
| Total Points | 25 | | 25.00 | 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 | Feb |
|------------------------------|-----------|---------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 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 | 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 | 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 | 4.00 |
| Total Points | 25 | | 20.00 | 20.00 | 20.00 | 16.00 | 16.00 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 | 20.00 |
| Total of Above Ratios | 50 | | 45 | 45 | 45 | 41 | 41 | 45 | 45 | 45 | 45 | 45 | 45 |

| MASS Ratios | Max Pts | Scoring | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb |
|--------------------------|-----------|--|------|------|------|------|------|------|------|------|------|------|------|
| 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 | 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 | 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 | 10.0 | 10.0 |

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Crosby HRA
Operating Statement
Eleven Months Ending 02/28/2025
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 |
|-------------------------------|------------------|------------------|--------------------|-------------------|-------------------|------------------|-------------------|---------------------|
| INCOME | | | | | | | | |
| 3110.000 Dwelling Rental | 23,129.00 | 21,208.33 | 1,920.67 | 239,544.00 | 233,291.67 | 6,252.33 | 254,500.00 | (14,956.00) |
| 3120.000 Excess Utilities | 10.00 | 75.00 | (65.00) | 755.00 | 825.00 | (70.00) | 900.00 | (145.00) |
| 3401.000 Operating Subsidy | 9,696.00 | 12,545.42 | (2,849.42) | 137,638.00 | 137,999.58 | (361.58) | 150,545.00 | (12,907.00) |
| 3402.000 Capital Fund Revenue | 0.00 | 833.33 | (833.33) | 29,717.15 | 9,166.67 | 20,550.48 | 10,000.00 | 19,717.15 |
| 3610.000 Interest Revenue | 54.76 | 62.50 | (7.74) | 722.30 | 687.50 | 34.80 | 750.00 | (27.70) |
| 3690.000 Other Income | 65.10 | 208.33 | (143.23) | 3,400.79 | 2,291.67 | 1,109.12 | 2,500.00 | 900.79 |
| 3691.000 Other Tenant Revenue | 6,780.00 | 1,000.00 | 5,780.00 | 18,990.44 | 11,000.00 | 7,990.44 | 12,000.00 | 6,990.44 |
| 3695.000 Laundry Revenue | 320.00 | 358.33 | (38.33) | 3,801.75 | 3,941.67 | (139.92) | 4,300.00 | (498.25) |
| TOTAL INCOME | 40,054.86 | 36,291.24 | 3,763.62 | 434,569.43 | 399,203.76 | 35,365.67 | 435,495.00 | (925.57) |
| EXPENSES | | | | | | | | |
| ADMINISTRATION | | | | | | | | |
| 4110.000 Admin Salaries | 2,194.99 | 2,466.25 | 271.26 | 28,016.89 | 27,128.75 | (888.14) | 29,595.00 | 1,578.11 |
| 4130.000 Legal | 0.00 | 395.83 | 395.83 | 4,514.11 | 4,354.17 | (159.94) | 4,750.00 | 235.89 |
| 4140.000 Staff Training | 0.00 | 33.33 | 33.33 | 294.33 | 366.67 | 72.34 | 400.00 | 105.67 |
| 4150.000 Travel | 48.79 | 60.42 | 11.63 | 522.84 | 664.58 | 141.74 | 725.00 | 202.16 |
| 4171.000 Auditing Fees | 0.00 | 540.83 | 540.83 | 6,011.24 | 5,949.17 | (62.07) | 6,490.00 | 478.76 |
| 4190.000 Other Admin | 7.50 | 47.92 | 40.42 | 132.50 | 527.08 | 394.58 | 575.00 | 442.50 |
| 4191.000 Management Fees | 4,413.75 | 4,413.75 | 0.00 | 48,551.25 | 48,551.25 | 0.00 | 52,965.00 | 4,413.75 |
| 4194.000 Office Supplies | 206.26 | 150.00 | (56.26) | 1,169.64 | 1,650.00 | 480.36 | 1,800.00 | 630.36 |
| 4195.000 Membership Dues | 195.00 | 29.17 | (165.83) | 486.00 | 320.83 | (165.17) | 350.00 | (136.00) |
| 4196.000 Telephone | 0.00 | 41.25 | 41.25 | 447.66 | 453.75 | 6.09 | 495.00 | 47.34 |
| 4198.000 Advertising | 0.00 | 83.33 | 83.33 | 650.47 | 916.67 | 266.20 | 1,000.00 | 349.53 |
| 4199.000 Postage | 0.00 | 16.67 | 16.67 | 0.93 | 183.33 | 182.40 | 200.00 | 199.07 |
| TOTAL ADMINISTRATION | 7,066.29 | 8,278.75 | 1,212.46 | 90,797.86 | 91,066.25 | 268.39 | 99,345.00 | 8,547.14 |
| TENANT SERVICES | | | | | | | | |
| 4210.000 Tenant Svcs Salaries | 0.00 | 498.75 | 498.75 | 3,496.45 | 5,486.25 | 1,989.80 | 5,985.00 | 2,488.55 |
| 4230.000 Tenant Svcs Other | 0.00 | 108.33 | 108.33 | 49.39 | 1,191.67 | 1,142.28 | 1,300.00 | 1,250.61 |
| TOTAL TENANT SERVICES | 0.00 | 607.08 | 607.08 | 3,545.84 | 6,677.92 | 3,132.08 | 7,285.00 | 3,739.16 |
| UTILITIES | | | | | | | | |
| 4310.000 Water | 1,210.52 | 1,241.67 | 31.15 | 11,801.58 | 13,658.33 | 1,856.75 | 14,900.00 | 3,098.42 |
| 4315.000 Sewer | 1,947.80 | 1,900.00 | (47.80) | 19,144.72 | 20,900.00 | 1,755.28 | 22,800.00 | 3,655.28 |
| 4320.000 Electricity | 2,148.09 | 2,187.50 | 39.41 | 18,159.28 | 24,062.50 | 5,903.22 | 26,250.00 | 8,090.72 |
| 4330.000 Gas | 2,063.54 | 1,250.00 | (813.54) | 6,210.07 | 13,750.00 | 7,539.93 | 15,000.00 | 8,789.93 |
| TOTAL UTILITIES | 7,369.95 | 6,579.17 | (790.78) | 55,315.65 | 72,370.83 | 17,055.18 | 78,950.00 | 23,634.35 |
| MAINTENANCE | | | | | | | | |
| 4410.000 Maintenance Labor | 3,696.79 | 3,988.33 | 291.54 | 40,623.06 | 43,871.67 | 3,248.61 | 47,860.00 | 7,236.94 |
| 4420.000 Materials | 118.34 | 1,375.00 | 1,256.66 | 13,578.55 | 15,125.00 | 1,546.45 | 16,500.00 | 2,921.45 |
| 4430.000 Contracts Costs | 1,775.89 | 1,950.00 | 174.11 | 32,272.31 | 21,450.00 | (10,822.31) | 23,400.00 | (8,872.31) |
| 4431.000 Garbage and Trash | 875.18 | 804.17 | (71.01) | 10,143.92 | 8,845.83 | (1,298.09) | 9,650.00 | (493.92) |
| 4432.000 Decorating Contract | 1,328.34 | 1,166.67 | (161.67) | 14,139.99 | 12,833.33 | (1,306.66) | 14,000.00 | (139.99) |
| 4435.000 Grounds Contract | 33.44 | 350.00 | 316.56 | 3,527.32 | 3,850.00 | 322.68 | 4,200.00 | 672.68 |
| 4445.000 Elevator Maintenance | 0.00 | 541.67 | 541.67 | 3,058.73 | 5,958.33 | 2,899.60 | 6,500.00 | 3,441.27 |
| 4450.000 Plumbing/Heating | 1,194.34 | 500.00 | (694.34) | 9,580.12 | 5,500.00 | (4,080.12) | 6,000.00 | (3,580.12) |
| 4455.000 Snow Removal | 571.00 | 416.67 | (154.33) | 2,050.32 | 4,583.33 | 2,533.01 | 5,000.00 | 2,949.68 |
| 4456.000 Exterminating | 3,335.00 | 83.33 | (3,251.67) | 4,762.50 | 916.67 | (3,845.83) | 1,000.00 | (3,762.50) |
| 4457.000 Janitor/Cleaning | 2,021.87 | 1,060.00 | (961.87) | 13,481.04 | 11,660.00 | (1,821.04) | 12,720.00 | (761.04) |

| | Period Amount | Period Budget | Period Variance | YTD Amount | YTD Budget | YTD Variance | Annual Budget | Remaining Budget |
|-----------------------------|------------------|------------------|--------------------|-------------------|-------------------|--------------------|-------------------|---------------------|
| EXPENSES | | | | | | | | |
| TOTAL MAINTENANCE | 14,950.19 | 12,235.84 | (2,714.35) | 147,217.86 | 134,594.16 | (12,623.70) | 146,830.00 | (387.86) |
| OTHER | | | | | | | | |
| 4510.000 Insurance | 2,816.50 | 2,664.58 | (151.92) | 30,821.50 | 29,310.42 | (1,511.08) | 31,975.00 | 1,153.50 |
| 4520.000 Property Taxes | 744.34 | 878.75 | 134.41 | 8,947.86 | 9,666.25 | 718.39 | 10,545.00 | 1,597.14 |
| 4540.000 Employee Benefits | 1,965.66 | 3,339.59 | 1,373.93 | 25,218.22 | 36,735.41 | 11,517.19 | 40,075.00 | 14,856.78 |
| 4570.000 Collection Loses | 0.00 | 833.33 | 833.33 | 0.00 | 9,166.67 | 9,166.67 | 10,000.00 | 10,000.00 |
| 4583.001 Lease Interest Exp | 0.00 | 2.08 | 2.08 | 18.07 | 22.92 | 4.85 | 25.00 | 6.93 |
| 4590.000 Other Gen Exp | 0.00 | 583.33 | 583.33 | 0.00 | 6,416.67 | 6,416.67 | 7,000.00 | 7,000.00 |
| 4595.001 Lease Amort Exp | 30.84 | 31.25 | 0.41 | 339.24 | 343.75 | 4.51 | 375.00 | 35.76 |
| TOTAL OTHER | 5,557.34 | 8,332.91 | 2,775.57 | 65,344.89 | 91,662.09 | 26,317.20 | 99,995.00 | 34,650.11 |
| TOTAL EXPENSES | 34,943.77 | 36,033.75 | 1,089.98 | 362,222.10 | 396,371.25 | 34,149.15 | 432,405.00 | 70,182.90 |
| SURPLUS | 5,111.09 | 257.49 | 4,853.60 | 72,347.33 | 2,832.51 | 69,514.82 | 3,090.00 | 69,257.33 |

Crosby HRA
Operating Statement
Eleven Months Ending 02/28/2025
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 |
|-------------------------------|------------------|------------------|--------------------|-------------------|-------------------|------------------|-------------------|---------------------|
| INCOME | | | | | | | | |
| 3110.000 Dwelling Rental | 22,327.00 | 21,765.83 | 561.17 | 232,397.00 | 239,424.17 | (7,027.17) | 261,190.00 | (28,793.00) |
| 3120.000 Excess Utilities | 40.00 | 156.25 | (116.25) | 1,685.00 | 1,718.75 | (33.75) | 1,875.00 | (190.00) |
| 3404.000 HAP Subsidy | 10,956.00 | 10,720.83 | 235.17 | 128,195.00 | 117,929.17 | 10,265.83 | 128,650.00 | (455.00) |
| 3490.000 Gain/Loss on Sale | 0.00 | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 | 0.00 | 1.00 |
| 3610.000 Interest Revenue | 6,038.72 | 2,500.00 | 3,538.72 | 37,003.02 | 27,500.00 | 9,503.02 | 30,000.00 | 7,003.02 |
| 3690.000 Other Income | 97.64 | 208.33 | (110.69) | 2,310.88 | 2,291.67 | 19.21 | 2,500.00 | (189.12) |
| 3691.000 Other Tenant Revenue | 276.00 | 383.33 | (107.33) | 7,120.26 | 4,216.67 | 2,903.59 | 4,600.00 | 2,520.26 |
| 3695.000 Laundry Revenue | 754.00 | 775.00 | (21.00) | 9,242.75 | 8,525.00 | 717.75 | 9,300.00 | (57.25) |
| TOTAL INCOME | 40,489.36 | 36,509.57 | 3,979.79 | 417,954.91 | 401,605.43 | 16,349.48 | 438,115.00 | (20,160.09) |
| EXPENSES | | | | | | | | |
| ADMINISTRATION | | | | | | | | |
| 4110.000 Admin Salaries | 2,195.01 | 2,466.25 | 271.24 | 27,956.96 | 27,128.75 | (828.21) | 29,595.00 | 1,638.04 |
| 4130.000 Legal | 0.00 | 291.67 | 291.67 | 1,029.50 | 3,208.33 | 2,178.83 | 3,500.00 | 2,470.50 |
| 4140.000 Staff Training | 1,030.00 | 41.67 | (988.33) | 1,328.61 | 458.33 | (870.28) | 500.00 | (828.61) |
| 4150.000 Travel | 45.99 | 70.83 | 24.84 | 431.43 | 779.17 | 347.74 | 850.00 | 418.57 |
| 4171.000 Auditing Fees | 0.00 | 540.83 | 540.83 | 6,011.26 | 5,949.17 | (62.09) | 6,490.00 | 478.74 |
| 4190.000 Other Admin | 7.50 | 50.00 | 42.50 | 157.50 | 550.00 | 392.50 | 600.00 | 442.50 |
| 4191.000 Management Fees | 4,413.75 | 4,413.75 | 0.00 | 48,551.25 | 48,551.25 | 0.00 | 52,965.00 | 4,413.75 |
| 4194.000 Office Supplies | 223.28 | 145.83 | (77.45) | 1,186.72 | 1,604.17 | 417.45 | 1,750.00 | 563.28 |
| 4195.000 Membership Dues | 0.00 | 16.67 | 16.67 | 96.00 | 183.33 | 87.33 | 200.00 | 104.00 |
| 4196.000 Telephone | 0.00 | 41.25 | 41.25 | 447.81 | 453.75 | 5.94 | 495.00 | 47.19 |
| 4198.000 Advertising | 0.00 | 83.33 | 83.33 | 632.71 | 916.67 | 283.96 | 1,000.00 | 367.29 |
| 4199.000 Postage | 0.00 | 31.25 | 31.25 | 0.93 | 343.75 | 342.82 | 375.00 | 374.07 |
| TOTAL ADMINISTRATION | 7,915.53 | 8,193.33 | 277.80 | 87,830.68 | 90,126.67 | 2,295.99 | 98,320.00 | 10,489.32 |
| TENANT SERVICES | | | | | | | | |
| 4210.000 Tenant Svcs Salaries | 0.00 | 748.33 | 748.33 | 5,244.73 | 8,231.67 | 2,986.94 | 8,980.00 | 3,735.27 |
| 4230.000 Tenant Svcs Other | 0.00 | 20.83 | 20.83 | 49.36 | 229.17 | 179.81 | 250.00 | 200.64 |
| TOTAL TENANT SERVICES | 0.00 | 769.16 | 769.16 | 5,294.09 | 8,460.84 | 3,166.75 | 9,230.00 | 3,935.91 |
| UTILITIES | | | | | | | | |
| 4310.000 Water | 788.48 | 733.33 | (55.15) | 9,633.00 | 8,066.67 | (1,566.33) | 8,800.00 | (833.00) |
| 4315.000 Sewer | 1,434.64 | 1,258.33 | (176.31) | 17,277.17 | 13,841.67 | (3,435.50) | 15,100.00 | (2,177.17) |
| 4320.000 Electricity | 2,936.25 | 3,166.67 | 230.42 | 26,577.56 | 34,833.33 | 8,255.77 | 38,000.00 | 11,422.44 |
| 4330.000 Gas | 2,892.94 | 1,375.00 | (1,517.94) | 8,996.50 | 15,125.00 | 6,128.50 | 16,500.00 | 7,503.50 |
| TOTAL UTILITIES | 8,052.31 | 6,533.33 | (1,518.98) | 62,484.23 | 71,866.67 | 9,382.44 | 78,400.00 | 15,915.77 |
| MAINTENANCE | | | | | | | | |
| 4410.000 Maintenance Labor | 3,696.81 | 3,988.33 | 291.52 | 40,623.28 | 43,871.67 | 3,248.39 | 47,860.00 | 7,236.72 |
| 4420.000 Materials | 175.80 | 1,250.00 | 1,074.20 | 13,002.76 | 13,750.00 | 747.24 | 15,000.00 | 1,997.24 |
| 4430.000 Contracts Costs | 990.53 | 1,541.67 | 551.14 | 25,157.91 | 16,958.33 | (8,199.58) | 18,500.00 | (6,657.91) |
| 4431.000 Garbage and Trash | 497.77 | 427.50 | (70.27) | 7,059.27 | 4,702.50 | (2,356.77) | 5,130.00 | (1,929.27) |
| 4432.000 Decorating Contract | 0.00 | 1,083.33 | 1,083.33 | 12,141.11 | 11,916.67 | (224.44) | 13,000.00 | 858.89 |
| 4435.000 Grounds Contract | 50.16 | 375.00 | 324.84 | 6,286.11 | 4,125.00 | (2,161.11) | 4,500.00 | (1,786.11) |
| 4445.000 Elevator Maintenance | 715.68 | 407.92 | (307.76) | 4,542.69 | 4,487.08 | (55.61) | 4,895.00 | 352.31 |
| 4450.000 Plumbing/Heating | 0.00 | 583.33 | 583.33 | 1,054.65 | 6,416.67 | 5,362.02 | 7,000.00 | 5,945.35 |
| 4455.000 Snow Removal | 856.50 | 541.67 | (314.83) | 3,075.48 | 5,958.33 | 2,882.85 | 6,500.00 | 3,424.52 |
| 4456.000 Exterminating | 7,650.50 | 166.67 | (7,483.83) | 19,098.00 | 1,833.33 | (17,264.67) | 2,000.00 | (17,098.00) |
| 4457.000 Janitor/Cleaning | 2,039.54 | 933.33 | (1,106.21) | 14,157.39 | 10,266.67 | (3,890.72) | 11,200.00 | (2,957.39) |

| | Period Amount | Period Budget | Period Variance | YTD Amount | YTD Budget | YTD Variance | Annual Budget | Remaining Budget |
|-----------------------------|------------------|------------------|--------------------|-------------------|-------------------|--------------------|-------------------|---------------------|
| EXPENSES | | | | | | | | |
| TOTAL MAINTENANCE | 16,673.29 | 11,298.75 | (5,374.54) | 146,198.65 | 124,286.25 | (21,912.40) | 135,585.00 | (10,613.65) |
| OTHER | | | | | | | | |
| 4510.000 Insurance | 2,160.67 | 2,315.00 | 154.33 | 23,607.37 | 25,465.00 | 1,857.63 | 27,780.00 | 4,172.63 |
| 4520.000 Property Taxes | 690.85 | 822.50 | 131.65 | 8,101.34 | 9,047.50 | 946.16 | 9,870.00 | 1,768.66 |
| 4540.000 Employee Benefits | 1,965.73 | 3,358.76 | 1,393.03 | 25,348.03 | 36,946.24 | 11,598.21 | 40,305.00 | 14,956.97 |
| 4570.000 Collection Loses | 0.00 | 166.67 | 166.67 | 0.00 | 1,833.33 | 1,833.33 | 2,000.00 | 2,000.00 |
| 4583.001 Lease Interest Exp | 0.00 | 2.08 | 2.08 | 18.05 | 22.92 | 4.87 | 25.00 | 6.95 |
| 4590.000 Other Gen Exp | 10.00 | 416.67 | 406.67 | 50.69 | 4,583.33 | 4,532.64 | 5,000.00 | 4,949.31 |
| 4595.001 Lease Amort Exp | 30.83 | 31.25 | 0.42 | 339.13 | 343.75 | 4.62 | 375.00 | 35.87 |
| TOTAL OTHER | 4,858.08 | 7,112.93 | 2,254.85 | 57,464.61 | 78,242.07 | 20,777.46 | 85,355.00 | 27,890.39 |
| TOTAL EXPENSES | 37,499.21 | 33,907.50 | (3,591.71) | 359,272.26 | 372,982.50 | 13,710.24 | 406,890.00 | 47,617.74 |
| SURPLUS | 2,990.15 | 2,602.07 | 388.08 | 58,682.65 | 28,622.93 | 30,059.72 | 31,225.00 | 27,457.65 |

Housing and Redevelopment Authority of Crosby
Payment Summary Report
January 2025

| Date | Name | Number | Payments |
|-------------|-------------------------------------|---------------|-----------------|
| 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

| Date | Name | Number | Payments |
|-------------|-----------------------------|---------------|--------------------|
| 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 |
| | | | \$50,633.06 |

Crosby HRA
Payment Summary Report
February 2025

| Doc. Date | Name | Number | Payments |
|------------------|------------------------------|---------------|--------------------|
| 02/12/2025 | Banks, Diana | 402 | \$49.98 |
| 02/12/2025 | Charpentier, Eric | 403 | \$22.40 |
| 02/12/2025 | Schommer, John | 404 | \$46.20 |
| 02/12/2025 | Christenson, Joseph | 405 | \$22.40 |
| 02/12/2025 | Farnum, Steven | 406 | \$109.83 |
| 02/01/2025 | Delta Dental | ACH | \$123.45 |
| 02/06/2025 | Payroll for 02/06/2025 | ACH | \$4,298.74 |
| 02/06/2025 | Lincoln Financial Group | ACH | \$507.04 |
| 02/06/2025 | Minnesota State Retirement | ACH | \$62.00 |
| 02/06/2025 | Harpers Payroll Service | ACH | \$39.70 |
| 02/06/2025 | Harpers Payroll Service | ACH | \$1,575.74 |
| 02/16/2025 | Reliance Standard Life | ACH | \$293.47 |
| 02/20/2025 | Payroll for 02/20/2025 | ACH | \$4,437.24 |
| 02/20/2025 | Lincoln Financial Group | ACH | \$507.04 |
| 02/20/2025 | Minnesota State Retirement | ACH | \$62.00 |
| 02/20/2025 | Harpers Payroll Service | ACH | \$43.86 |
| 02/20/2025 | Harpers Payroll Service | ACH | \$1,598.71 |
| 02/11/2025 | Blue Cross Blue Shield of | 119714 | \$2,242.85 |
| 02/11/2025 | Bremer Bank Credit Card | 119715 | \$49.50 |
| 02/11/2025 | Cintas | 119716 | \$123.15 |
| 02/11/2025 | City Of Crosby | 119717 | \$5,778.46 |
| 02/11/2025 | Crosby Ace Hardware | 119718 | \$120.91 |
| 02/11/2025 | Granite Pest Control LLC | 119719 | \$10,985.50 |
| 02/11/2025 | Gravelle Plumbing & Heating | 119720 | \$434.34 |
| 02/11/2025 | Hagman Inc. | 119721 | \$252.00 |
| 02/11/2025 | Holden Electric Co. Inc. | 119722 | \$985.50 |
| 02/11/2025 | Keeping It Clean LLC | 119723 | \$3,640.00 |
| 02/11/2025 | Majestic Creations Landscape | 119724 | \$1,427.50 |
| 02/11/2025 | Minnesota Energy | 119725 | \$4,956.48 |
| 02/11/2025 | Minnesota Power | 119726 | \$5,084.34 |
| 02/11/2025 | MN Elevator, Inc. Lockbox | 119727 | \$715.68 |
| 02/11/2025 | MRI Software LLC | 119728 | \$75.00 |
| 02/11/2025 | Office Shop | 119729 | \$177.37 |
| 02/11/2025 | Phada | 119730 | \$195.00 |
| 02/11/2025 | ShofCorp LLC | 119731 | \$150.96 |
| 02/11/2025 | Thelen Heating And Roofing | 119732 | \$760.00 |
| 02/11/2025 | Tkda | 119733 | \$5,410.00 |
| 02/11/2025 | T-Mobile | 119734 | \$110.78 |
| 02/11/2025 | Waste Partners Inc | 119735 | \$975.93 |
| 02/11/2025 | West Central Flooring | 119736 | \$804.00 |
| 02/11/2025 | Alpenglow Technologies | 119737 | \$335.00 |
| 02/11/2025 | Yde's Major Appliance | 119738 | \$189.90 |
| 02/11/2025 | Tenant Refund | 119739 | \$100.56 |
| 02/11/2025 | Minnesota Power | 119740 | \$94.00 |
| 02/11/2025 | Labor Logic LLC | 119741 | \$9.75 |
| 02/12/2025 | Visa--Unity | 119742 | \$1,903.76 |
| 02/20/2025 | Integrity Services Inc | 119743 | \$485.00 |
| Total | | | \$62,373.02 |

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To: Crosby HRA Board Members
 From: Diana Banks, Housing Specialist
 Date: March 3, 2025
 Re: Housing Programs Report

Tenant Activities Update

In February there were 10 Second Harvest Commodity Food Boxes distributed. 384 meals were donated to tenants by Community Table and Emily Care' N Share. There were 5 activities scheduled, which included the third class of a 6-part cooking series led by SNAP educator Carolyn McQueen, with 3 attendees; study with Zed was scheduled twice with 3 tenants; music in the lobby had 10 attendees. Tenant Council meeting minutes are attached.

Monthly Property Performance Stats for February 2025

- Occupancy Rate: 100% Dellwood; 100% Edgewood; 100% Scattered Sites
- New Move-Ins: 0
- Move Outs: 2
- Recertifications (By Type): 4 Annual; 1 Interim
- Termination Notices: 2
- Work Orders Received: 31
- Waiting List:

| 1BR | 2BR | 3BR | 4BR |
|-----|-----|-----|-----|
| 55 | 21 | 6 | 4 |

Edgewood OCAF Rent Increase

All Edgewood tenants have received proper notice regarding the annual HAP contract OCAF rent increase (approved by HUD in Jan-2025) which will go into effect on 5/1/2025. This year the HUD-approved increase was 5.3%, which will raise the top rent by up to \$23/month for a 1-bedroom and up to \$26/month for a 2-bedroom. These increases do not directly impact the majority of our tenants, only individuals that may have been at the previous contract rent and whose income is high enough to necessitate an increase up to the higher approved contract. This is estimated to immediately impact only 13 tenants.

| Unit Size | Current | Effective 5/1/2025 |
|-----------|----------|--------------------|
| 1-BR | \$552.00 | \$575.00 |
| 2-BR | \$614.00 | \$640.00 |

No Action Requested; Discussion Items

Tenant Council Meeting - February 3, 2025 at 11 a.m.

Members present: Roxy, Margo, Doris, Joan, Don

Treasurers Report for the month of January:

Coffee income: \$90.00 Coffee expense: \$82.71

Bingo income: \$114.00 Bingo expense: \$74.74

Potluck income: \$18.00 Potluck expense: \$15.00

Ink purchase for Roxy's printer: \$23.87

Bingo progressive game: \$25.00

Bingo loser prizes: \$25.00

Petty Cash for end of January: \$292.69

Checking for end of January: \$940.71

OLD BUSINESS:

The bingo game night on Thursdays are doing well. Getting a good group to come out to play.

Had our January potluck on the 18th, was only 13 people.

The Oak Street Chapel Band came on January 28th, was a good group to come and listen.

NEW BUSINESS:

The February potluck will be on the 15th at 1:00.

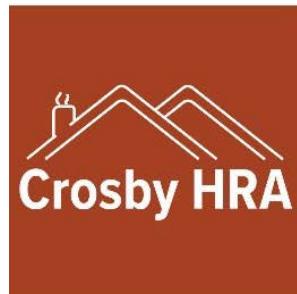
RAB meeting will be February 11th at 11:00 in the Edgewood Rec. Room.

Free bingo night will be February 13th at 6:30 in the Dellwood community room.

Oak Street Chapel Band will be February 25th at 2:00 in the Edgewood Lobby.

There was no other new business.

The next meeting will be March 3rd at 11:00 in the Edgewood Rec. Room.



To: Crosby HRA Board Members
From: John Schommer, Rehab & Maintenance Director
Date: March 5, 2025
Re: Maintenance Update

Kitchen Improvements

The project was substantially complete by the end of February and we will be conducting a final walk through next week. Staff is now working on the closeout paperwork.

Dellwood Exterior Painting

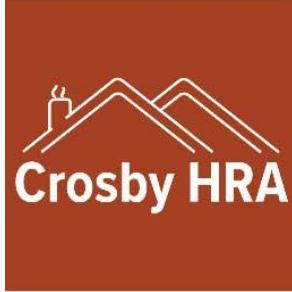
Due to the paint peeling off the metal siding on the side of the building, staff solicited quotes to have all of the metal siding prepped, primed and painted. Over 30 vendors were solicited and we received 5 quotes ranging from a high of \$22,500 to the low of \$5,818. Staff did determine the low bid was responsible and is working on getting a contract executed for the work to take place this summer.

Edgewood Tenant Input Meeting

Last year when we held our meeting to get tenant input for the capital fund 5-year plan for public housing, the tenants of Edgewood asked if we could meet with them to get their perspective on the priority of improvements for the Edgewood building. We have scheduled a time to meet next Tuesday so tenants can share what they feel are the most important needs for the building from a capital needs standpoint. Although we don't receive capital improvement funds like we do for public housing we do want to make sure we are looking through the widest angle lens possible and this will help us ensure we are being responsive from both perspectives.

No Action Requested; Discussion Items.

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To: Crosby HRA Board Members

From: Eric Charpentier, Executive Director

Date: March 5, 2025

Re: Approval of Amendment to On-Call Pay Policy

Staff have been in the process of reviewing and updating the employee policy manual. The On-Call Pay portion of the policy has been adjusted and budgeted for FY 2026. As this has been an approved budgeted item, staff are requesting this change be made prior to the start of the fiscal year. This will affect maintenance staff who are actively on-call and responding to after-hours emergencies. We are proposing that staff be paid a monthly stipend for being assigned on-call shifts. We would like to revise our current On-Call Pay Policy to remove the 4 hours of pay automatically given to staff who are called in for an after-hours emergency. Instead, staff will receive a monthly stipend as set forth in the annual budget for being assigned on-call duties. The 2026 approved budget reflects \$200 per month for on-call maintenance staff stipends. Staff will still be paid an hourly rate for actual time spent responding to an event in accordance with federal and state labor laws.

Please see the highlighted areas for the change in verbiage that we are recommending for the On-Call Pay Policy. The following is the current On-Call Pay Policy:

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 per day, whichever is higher. Non-exempt employees receiving after-hour telephone calls will be credited either fifteen (15) minutes per telephone call or the actual time spent on the telephone call, whichever is higher.

We are recommending the amendment of the current On-Call Pay Policy to remove the payment of a minimum of 4 hours per call. The amended policy would read as follows:

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. While an employee that is on-call will be expected to be accessible and assist with calls as needed, the employee is not required to be on site while on-call. When the employee is on-call, the employee can use their time for their own purposes. Such time is not considered time worked. However, any time the employee spends responding to calls when on-call would be considered time worked and the employee must record this time. Non-exempt employees receiving after-hour telephone calls will be credited either fifteen (15) minutes per telephone call or the actual time spent on the telephone call, whichever is higher. Staff will receive a monthly stipend as set forth in the annual budget for being assigned on-call duties.

Action Requested: Adopt Resolution No. 2025-07 and approve the amendment to the On-Call Pay Policy.

HOUSING AND REDEVELOPMENT AUTHORITY OF CROSBY, MINNESOTA
RESOLUTION NO. 2025-07

ON-CALL PAY POLICY

WHEREAS, it is a requirement that the Housing and Redevelopment Authority of Crosby, Minnesota, receive permission from their Board of Commissioners to update the On-Call Pay Policy; and

WHEREAS, it is the intent of the Housing and Redevelopment Authority of Crosby, Minnesota to update the On-Call Pay Policy; and

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

The updated On-Call Pay Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority of Crosby, Minnesota.

Dated: _____
Erwin Neprud, Board Chair

Eric Charpentier, Executive Director

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To: Crosby HRA Board Members

From: Karen Young, Finance Director

Date: March 4, 2025

Re: Approval of Accounts Receivable Write-Off

Per Crosby HRA policy, when an account remains unpaid for 90 days following the tenant's move out date with no repayment activity, the Finance Director shall obtain approval from the Board of Commissioner's to write-off those accounts. As such, we are requesting the approval to write-off all balances outstanding at 3/31/2025 in Accounts Receivable that remain unpaid 90 days following the tenant's move out date.

When feasible, these balances will be filed with the State of Minnesota for collection through the Revenue Recapture process. This process allows Housing Authorities to collect outstanding balances through any state return that the tenant is entitled.

Action Requested: Approve the write-off of uncollectible Accounts Receivable for 2025.

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