



300 Third Avenue NE
Crosby, MN 56441-1642

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Crosby HRA Board Meeting
11:00 a.m. Tuesday April 8th, 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, March 11th, 2025 Meeting Minutes

6. BILLS & COMMUNICATIONS

- a. Financial Report (Attachment 2 – Pg. 5)
- b. Housing Manager Report (Attachment 3 – Pg. 17)
- c. Maintenance Director Report (Attachment 4 – Pg. 19)

7. UNFINISHED BUSINESS:

8. NEW BUSINESS:

- a. Crosby HRA Shared Services Agreement (Attachment 5 – Pg. 21)

9. COMMISSIONER COMMENTS:

10. NEXT MEETING: May 13th, 2025

11. ADJOURNMENT

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Crosby HRA
BOARD MEETING MINUTES
Tuesday, March 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, March 11th, 2025.

1. **CALL TO ORDER:** Chair Neprud called the meeting to order at 11:00 AM.
2. **ROLL CALL:** Commissioners Buzz Neprud, Paula Traylor, Renae Marsh, and Jennifer Robinson. Others Present: Executive Director Eric Charpentier, Housing Director Shannon Fortune, Rehab and Maintenance Director John Schommer, and Operations Administrative Specialist Hannah Anderson.
3. **REVIEW AND APPROVE AGENDA:**
Commissioner Marsh motioned to approve the Agenda for the Tuesday, March 11th, 2025, meeting, as presented. Seconded by Commissioner Robinson. Motion Carried Unanimously.
4. **OPEN FORUM:**
There were no comments during the open forum.
5. **REVIEW AND APPROVE MINUTES:**
 - a. January 14th, 2025 Minutes were presented in the packet for review.
Commissioner Marsh motioned to approve the meeting minutes from the Tuesday, January 14th, 2025, as presented. Seconded by Commissioner Traylor. Motion Carried Unanimously.
 - b. February 11th, 2025 Minutes were presented in the packet for review.
Commissioner Marsh motioned to approve the meeting minutes from the Tuesday, February 11th, 2025, as presented. Seconded by Commissioner Traylor. Motion Carried Unanimously.
6. **BILLS AND COMMUNICATIONS:**

a. Financial Report and Approval Request:

Eric Charpentier presented the February Financial Report.

Commissioner Traylor motioned to approve the January and February 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 February 2025 Maintenance Report.

Commissioner Traylor inquired which contractor won the bid for the Dellwood Exterior Painting project. Schommer advised that it was Vivid Color Painting.

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

a. Employee Policy Update Request – Amendment to On-Call Pay Policy

Eric Charpentier presented the request.

Commissioner Traylor motioned to approve Resolution No. 2025-07 and approve the amendment to the On-Call Pay Policy. Seconded by Commissioner Marsh. After a roll call vote, the motion carried unanimously, and the resolution was adopted.

b. Accounts Receivable Write Off Request

Eric Charpentier presented the request.

Commissioner Traylor inquired how many tenant accounts will be written off with this request. Fortune advised that there are seven accounts in Dellwood and five in Edgewood.

Commissioner Marsh motioned to approve the write-off of uncollectible Accounts Receivable for 2025. Seconded by Commissioner Traylor. Motion Carried Unanimously.

9. COMMISSIONER COMMENTS: None

10. NEXT MEETING: Tuesday, April 8th, 2025

11. ADJOURNMENT:

Commissioner Traylor motioned to adjourn the meeting. Seconded by Commissioner Marsh. Motion Carried Unanimously. Meeting adjourned at 11:19 AM.



To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: April 2, 2025
Re: April Financial Report

Please find attached the financial information for March 2025.

Hy-Tec Construction Payment

A check in the amount of \$107,207.56 was processed to Hy-Tec Construction in March for the first pay application for the Dellwood kitchen remodels. This amount was drawn down out of the 2023 Capital Fund Program (CFP) grant. The total contract amount after the change order reduction is \$112,010.06. The final pay application for \$4,802.50 has been received as well.

2025 Audit

The 2025 audit fieldwork has been scheduled with CliftonLarsonAllen (CLA) during the week of June 23rd.

Year-end Financial Statements and Ratios

The March ratios and financial statements do not fully reflect all yearend entries and adjustments. The final year-end entries and adjustments will be recorded prior to the audit and REAC submission. Therefore, the financial information is subject to change due to necessary year-end adjustments.

Action Requested: Motion for approval of March payments as presented.



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Crosby Housing & Redevelopment Authority

2025 Ratios

Includes
only a few
YE JEs

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2024
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	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	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	2.00
Total Points	25		25.00											
MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2024
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	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	2.00
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	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	22.00
Total of Above Ratios	50		45	45	45	41	41	45	45	45	45	45	45	47

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2024
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	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	5.00
Total Points	10	Capital Fund Troubled	10.0											

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Crosby HRA
Operating Statement
Twelve Months Ending 03/31/2025
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
INCOME								
3110.000 Dwelling Rental	22,670.00	21,208.33	1,461.67	262,214.00	254,500.00	7,714.00	254,500.00	7,714.00
3120.000 Excess Utilities	5.00	75.00	(70.00)	760.00	900.00	(140.00)	900.00	(140.00)
3401.000 Operating Subsidy	9,696.00	12,545.42	(2,849.42)	147,334.00	150,545.00	(3,211.00)	150,545.00	(3,211.00)
3402.000 Capital Fund Revenue	132,607.56	833.33	131,774.23	162,324.71	10,000.00	152,324.71	10,000.00	152,324.71
3610.000 Interest Revenue	66.17	62.50	3.67	788.47	750.00	38.47	750.00	38.47
3690.000 Other Income	78.86	208.33	(129.47)	3,479.65	2,500.00	979.65	2,500.00	979.65
3691.000 Other Tenant Revenue	1,360.26	1,000.00	360.26	20,350.70	12,000.00	8,350.70	12,000.00	8,350.70
3695.000 Laundry Revenue	392.00	358.33	33.67	4,193.75	4,300.00	(106.25)	4,300.00	(106.25)
TOTAL INCOME	166,875.85	36,291.24	130,584.61	601,445.28	435,495.00	165,950.28	435,495.00	165,950.28
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,269.99	2,466.25	196.26	30,286.88	29,595.00	(691.88)	29,595.00	(691.88)
4130.000 Legal	1,472.50	395.83	(1,076.67)	5,986.61	4,750.00	(1,236.61)	4,750.00	(1,236.61)
4140.000 Staff Training	11.20	33.33	22.13	305.53	400.00	94.47	400.00	94.47
4150.000 Travel	102.69	60.42	(42.27)	625.53	725.00	99.47	725.00	99.47
4171.000 Auditing Fees	0.00	540.83	540.83	6,011.24	6,490.00	478.76	6,490.00	478.76
4190.000 Other Admin	7.50	47.92	40.42	140.00	575.00	435.00	575.00	435.00
4191.000 Management Fees	4,413.75	4,413.75	0.00	52,965.00	52,965.00	0.00	52,965.00	0.00
4194.000 Office Supplies	127.01	150.00	22.99	1,296.65	1,800.00	503.35	1,800.00	503.35
4195.000 Membership Dues	(195.00)	29.17	224.17	291.00	350.00	59.00	350.00	59.00
4196.000 Telephone	94.17	41.25	(52.92)	541.83	495.00	(46.83)	495.00	(46.83)
4198.000 Advertising	409.35	83.33	(326.02)	1,059.82	1,000.00	(59.82)	1,000.00	(59.82)
4199.000 Postage	0.00	16.67	16.67	0.93	200.00	199.07	200.00	199.07
TOTAL ADMINISTRATION	8,713.16	8,278.75	(434.41)	99,511.02	99,345.00	(166.02)	99,345.00	(166.02)
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	498.75	498.75	3,496.45	5,985.00	2,488.55	5,985.00	2,488.55
4230.000 Tenant Svcs Other	9.28	108.33	99.05	58.67	1,300.00	1,241.33	1,300.00	1,241.33
TOTAL TENANT SERVICES	9.28	607.08	597.80	3,555.12	7,285.00	3,729.88	7,285.00	3,729.88
UTILITIES								
4310.000 Water	1,938.99	1,241.67	(697.32)	13,740.57	14,900.00	1,159.43	14,900.00	1,159.43
4315.000 Sewer	3,047.96	1,900.00	(1,147.96)	22,192.68	22,800.00	607.32	22,800.00	607.32
4320.000 Electricity	3,689.30	2,187.50	(1,501.80)	21,848.58	26,250.00	4,401.42	26,250.00	4,401.42
4330.000 Gas	3,235.49	1,250.00	(1,985.49)	9,445.56	15,000.00	5,554.44	15,000.00	5,554.44
TOTAL UTILITIES	11,911.74	6,579.17	(5,332.57)	67,227.39	78,950.00	11,722.61	78,950.00	11,722.61
MAINTENANCE								
4410.000 Maintenance Labor	3,696.78	3,988.33	291.55	44,319.84	47,860.00	3,540.16	47,860.00	3,540.16
4420.000 Materials	1,989.96	1,375.00	(614.96)	15,568.51	16,500.00	931.49	16,500.00	931.49
4430.000 Contracts Costs	2,981.34	1,950.00	(1,031.34)	35,253.65	23,400.00	(11,853.65)	23,400.00	(11,853.65)
4431.000 Garbage and Trash	1,136.10	804.17	(331.93)	11,280.02	9,650.00	(1,630.02)	9,650.00	(1,630.02)
4432.000 Decorating Contract	1,925.66	1,166.67	(758.99)	16,065.65	14,000.00	(2,065.65)	14,000.00	(2,065.65)
4435.000 Grounds Contract	810.00	350.00	(460.00)	4,337.32	4,200.00	(137.32)	4,200.00	(137.32)
4445.000 Elevator Maintenance	1,830.00	541.67	(1,288.33)	4,888.73	6,500.00	1,611.27	6,500.00	1,611.27
4450.000 Plumbing/Heating	313.22	500.00	186.78	9,893.34	6,000.00	(3,893.34)	6,000.00	(3,893.34)
4455.000 Snow Removal	1,071.40	416.67	(654.73)	3,121.72	5,000.00	1,878.28	5,000.00	1,878.28
4456.000 Exterminating	765.00	83.33	(681.67)	5,527.50	1,000.00	(4,527.50)	1,000.00	(4,527.50)
4457.000 Janitor/Cleaning	2,112.32	1,060.00	(1,052.32)	15,593.36	12,720.00	(2,873.36)	12,720.00	(2,873.36)

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	18,631.78	12,235.84	(6,395.94)	165,849.64	146,830.00	(19,019.64)	146,830.00	(19,019.64)
OTHER								
4510.000 Insurance	2,816.53	2,664.58	(151.95)	33,638.03	31,975.00	(1,663.03)	31,975.00	(1,663.03)
4520.000 Property Taxes	481.36	878.75	397.39	9,429.22	10,545.00	1,115.78	10,545.00	1,115.78
4540.000 Employee Benefits	1,971.40	3,339.59	1,368.19	27,189.62	40,075.00	12,885.38	40,075.00	12,885.38
4570.000 Collection Loses	0.00	833.33	833.33	0.00	10,000.00	10,000.00	10,000.00	10,000.00
4583.001 Lease Interest Exp	2.58	2.08	(0.50)	20.65	25.00	4.35	25.00	4.35
4590.000 Other Gen Exp	0.00	583.33	583.33	0.00	7,000.00	7,000.00	7,000.00	7,000.00
4595.001 Lease Amort Exp	30.84	31.25	0.41	370.08	375.00	4.92	375.00	4.92
TOTAL OTHER	5,302.71	8,332.91	3,030.20	70,647.60	99,995.00	29,347.40	99,995.00	29,347.40
TOTAL EXPENSES	44,568.67	36,033.75	(8,534.92)	406,790.77	432,405.00	25,614.23	432,405.00	25,614.23
SURPLUS	122,307.18	257.49	122,049.69	194,654.51	3,090.00	191,564.51	3,090.00	191,564.51

Crosby HRA
Operating Statement
Twelve Months Ending 03/31/2025
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
INCOME								
3110.000 Dwelling Rental	22,342.00	21,765.83	576.17	254,739.00	261,190.00	(6,451.00)	261,190.00	(6,451.00)
3120.000 Excess Utilities	40.00	156.25	(116.25)	1,725.00	1,875.00	(150.00)	1,875.00	(150.00)
3404.000 HAP Subsidy	11,180.00	10,720.83	459.17	139,375.00	128,650.00	10,725.00	128,650.00	10,725.00
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	(4.09)	2,500.00	(2,504.09)	36,998.93	30,000.00	6,998.93	30,000.00	6,998.93
3690.000 Other Income	63.30	208.33	(145.03)	2,374.18	2,500.00	(125.82)	2,500.00	(125.82)
3691.000 Other Tenant Revenue	(10.00)	383.33	(393.33)	7,110.26	4,600.00	2,510.26	4,600.00	2,510.26
3695.000 Laundry Revenue	760.00	775.00	(15.00)	10,002.75	9,300.00	702.75	9,300.00	702.75
TOTAL INCOME	34,371.21	36,509.57	(2,138.36)	452,326.12	438,115.00	14,211.12	438,115.00	14,211.12
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,270.01	2,466.25	196.24	30,226.97	29,595.00	(631.97)	29,595.00	(631.97)
4130.000 Legal	484.50	291.67	(192.83)	1,514.00	3,500.00	1,986.00	3,500.00	1,986.00
4140.000 Staff Training	11.20	41.67	30.47	1,339.81	500.00	(839.81)	500.00	(839.81)
4150.000 Travel	74.90	70.83	(4.07)	506.33	850.00	343.67	850.00	343.67
4171.000 Auditing Fees	0.00	540.83	540.83	6,011.26	6,490.00	478.74	6,490.00	478.74
4190.000 Other Admin	7.50	50.00	42.50	165.00	600.00	435.00	600.00	435.00
4191.000 Management Fees	4,413.75	4,413.75	0.00	52,965.00	52,965.00	0.00	52,965.00	0.00
4194.000 Office Supplies	127.02	145.83	18.81	1,313.74	1,750.00	436.26	1,750.00	436.26
4195.000 Membership Dues	0.00	16.67	16.67	96.00	200.00	104.00	200.00	104.00
4196.000 Telephone	94.18	41.25	(52.93)	541.99	495.00	(46.99)	495.00	(46.99)
4198.000 Advertising	602.05	83.33	(518.72)	1,234.76	1,000.00	(234.76)	1,000.00	(234.76)
4199.000 Postage	0.00	31.25	31.25	0.93	375.00	374.07	375.00	374.07
TOTAL ADMINISTRATION	8,085.11	8,193.33	108.22	95,915.79	98,320.00	2,404.21	98,320.00	2,404.21
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	748.33	748.33	5,244.73	8,980.00	3,735.27	8,980.00	3,735.27
4230.000 Tenant Svcs Other	9.27	20.83	11.56	58.63	250.00	191.37	250.00	191.37
TOTAL TENANT SERVICES	9.27	769.16	759.89	5,303.36	9,230.00	3,926.64	9,230.00	3,926.64
UTILITIES								
4310.000 Water	1,370.32	733.33	(636.99)	11,003.32	8,800.00	(2,203.32)	8,800.00	(2,203.32)
4315.000 Sewer	2,505.95	1,258.33	(1,247.62)	19,783.12	15,100.00	(4,683.12)	15,100.00	(4,683.12)
4320.000 Electricity	5,405.54	3,166.67	(2,238.87)	31,983.10	38,000.00	6,016.90	38,000.00	6,016.90
4330.000 Gas	4,865.77	1,375.00	(3,490.77)	13,862.27	16,500.00	2,637.73	16,500.00	2,637.73
TOTAL UTILITIES	14,147.58	6,533.33	(7,614.25)	76,631.81	78,400.00	1,768.19	78,400.00	1,768.19
MAINTENANCE								
4410.000 Maintenance Labor	3,696.82	3,988.33	291.51	44,320.10	47,860.00	3,539.90	47,860.00	3,539.90
4420.000 Materials	2,217.18	1,250.00	(967.18)	15,219.94	15,000.00	(219.94)	15,000.00	(219.94)
4430.000 Contracts Costs	2,813.09	1,541.67	(1,271.42)	27,971.00	18,500.00	(9,471.00)	18,500.00	(9,471.00)
4431.000 Garbage and Trash	439.78	427.50	(12.28)	7,499.05	5,130.00	(2,369.05)	5,130.00	(2,369.05)
4432.000 Decorating Contract	(0.32)	1,083.33	1,083.65	12,140.79	13,000.00	859.21	13,000.00	859.21
4435.000 Grounds Contract	1,215.00	375.00	(840.00)	7,501.11	4,500.00	(3,001.11)	4,500.00	(3,001.11)
4445.000 Elevator Maintenance	1,830.00	407.92	(1,422.08)	6,372.69	4,895.00	(1,477.69)	4,895.00	(1,477.69)
4450.000 Plumbing/Heating	40.60	583.33	542.73	1,095.25	7,000.00	5,904.75	7,000.00	5,904.75
4455.000 Snow Removal	1,607.10	541.67	(1,065.43)	4,682.58	6,500.00	1,817.42	6,500.00	1,817.42
4456.000 Exterminating	1,813.50	166.67	(1,646.83)	20,911.50	2,000.00	(18,911.50)	2,000.00	(18,911.50)
4457.000 Janitor/Cleaning	2,254.97	933.33	(1,321.64)	16,412.36	11,200.00	(5,212.36)	11,200.00	(5,212.36)

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	17,927.72	11,298.75	(6,628.97)	164,126.37	135,585.00	(28,541.37)	135,585.00	(28,541.37)
OTHER								
4510.000 Insurance	2,160.63	2,315.00	154.37	25,768.00	27,780.00	2,012.00	27,780.00	2,012.00
4520.000 Property Taxes	389.73	822.50	432.77	8,491.07	9,870.00	1,378.93	9,870.00	1,378.93
4540.000 Employee Benefits	1,971.47	3,358.76	1,387.29	27,319.50	40,305.00	12,985.50	40,305.00	12,985.50
4570.000 Collection Loses	0.00	166.67	166.67	0.00	2,000.00	2,000.00	2,000.00	2,000.00
4583.001 Lease Interest Exp	2.57	2.08	(0.49)	20.62	25.00	4.38	25.00	4.38
4590.000 Other Gen Exp	58.50	416.67	358.17	109.19	5,000.00	4,890.81	5,000.00	4,890.81
4595.001 Lease Amort Exp	30.83	31.25	0.42	369.96	375.00	5.04	375.00	5.04
TOTAL OTHER	4,613.73	7,112.93	2,499.20	62,078.34	85,355.00	23,276.66	85,355.00	23,276.66
TOTAL EXPENSES	44,783.41	33,907.50	(10,875.91)	404,055.67	406,890.00	2,834.33	406,890.00	2,834.33
SURPLUS	(10,412.20)	2,602.07	(13,014.27)	48,270.45	31,225.00	17,045.45	31,225.00	17,045.45

Crosby HRA
Payment Summary Report
March 2025

Doc. Date		Number	Payments
03/12/2025	Bartz, Brian	407	\$55.30
03/12/2025	Banks, Diana	408	\$16.59
03/12/2025	Charpentier, Eric	409	\$22.40
03/12/2025	Anderson, Hannah	410	\$23.10
03/12/2025	Schommer, John	411	\$69.30
03/12/2025	Piekarski, Roberta	412	\$23.10
03/31/2025	Bartz, Brian	413	\$26.60
03/31/2025	Banks, Diana	414	\$46.90
03/31/2025	Anderson, Hannah	415	\$23.10
03/31/2025	Schommer, John	416	\$115.50
03/01/2025	Delta Dental	ACH	\$123.45
03/05/2025	Payroc LLC	ACH	\$112.71
03/05/2025	Payroc LLC	ACH	\$46.58
03/05/2025	Reliance Standard Life	ACH	\$293.47
03/06/2025	Payroll for 03/06/2025	ACH	\$4,298.74
03/06/2025	Lincoln Financial Group	ACH	\$507.04
03/06/2025	Minnesota State	ACH	\$62.00
03/06/2025	Harpers Payroll Service	ACH	\$44.85
03/06/2025	Harpers Payroll Service	ACH	\$1,575.74
03/20/2025	Payroll for 03/20/2025	ACH	\$4,506.56
03/20/2025	Lincoln Financial Group	ACH	\$507.04
03/20/2025	Minnesota State	ACH	\$62.00
03/20/2025	Harpers Payroll Service	ACH	\$60.89
03/20/2025	Harpers Payroll Service	ACH	\$1,690.87
03/06/2025	Ctc-446126	119744	\$329.60
03/06/2025	Minnesota Energy	119745	\$4,954.62
03/06/2025	Minnesota Power	119746	\$4,956.78
03/10/2025	Voided Check	119747	\$0.00
03/10/2025	Hausfeld, Sheri	119748	\$100.48
03/10/2025	Minnesota Power	119749	\$94.00
03/11/2025	Absolute Electric of	119750	\$467.40
03/11/2025	Aitkin Independent Age	119751	\$265.00
03/11/2025	Bremer Bank Credit	119752	\$49.50
03/11/2025	Cintas	119753	\$164.20
03/11/2025	City Of Crosby	119754	\$4,964.53
03/11/2025	Crosby Ace Hardware	119755	\$33.96
03/11/2025	Crosby-Ironton Courier	119756	\$94.00
03/11/2025	Ecowater Systems	119757	\$179.00
03/11/2025	Forum Communications	119758	\$604.50
03/11/2025	Goodin Company	119759	\$228.14
03/11/2025	Granite Pest Control	119760	\$1,879.50
03/11/2025	Labor Logic LLC	119761	\$9.75
03/11/2025	Hillyard / Hutchinson	119762	\$203.61

Crosby HRA
Payment Summary Report
March 2025

Doc. Date		Number	Payments
03/11/2025	Holden Electric Co. Inc.	119763	\$785.75
03/11/2025	Home Depot Supply	119764	\$545.34
03/11/2025	Integrity Services Inc	119765	\$388.00
03/11/2025	Jim's Electric Co. Inc.	119766	\$361.25
03/11/2025	Keeping It Clean LLC	119767	\$1,820.00
03/11/2025	Lakes Printing	119768	\$203.05
03/11/2025	Majestic Creations	119769	\$2,678.50
03/11/2025	Management Computer	119770	\$105.00
03/11/2025	MRI Software LLC	119771	\$125.00
03/11/2025	Office Shop	119772	\$14.00
03/11/2025	Ratwik, Roszak &	119773	\$969.00
03/11/2025	T-Mobile	119774	\$110.78
03/11/2025	Visa--Unity	119775	\$2,587.77
03/11/2025	Waste Partners Inc	119776	\$745.44
03/11/2025	Alpenglow Technologies	119777	\$335.00
03/11/2025	Yde's Major Appliance	119778	\$21.90
03/11/2025	Voided Checks	119779-119784	\$0.00
03/11/2025	Hytec Construction	119785	\$107,207.56
03/31/2025	Tenant Refund	119786	\$101.97
03/31/2025	Aitkin Independent Age	119787	\$47.90
03/31/2025	Borden Steinbauer	119788	\$988.00
03/31/2025	Brainerd Glass	119789	\$44.88
03/31/2025	Bremer Bank Credit	119790	\$49.50
03/31/2025	Cintas	119791	\$205.82
03/31/2025	City Of Crosby	119792	\$4,692.73
03/31/2025	Crosby Ace Hardware	119793	\$97.88
03/31/2025	Ctc-446126	119794	\$324.82
03/31/2025	Charpentier, Eric	119795	\$44.80
03/31/2025	Goodin Company	119796	\$125.68
03/31/2025	Granite Pest Control	119797	\$699.00
03/31/2025	Handyman's, Inc.	119798	\$548.68
03/31/2025	Labor Logic LLC	119799	\$9.75
03/31/2025	Holden Electric Co. Inc.	119800	\$126.75
03/31/2025	Home Depot Supply	119801	\$331.98
03/31/2025	Integrity Services Inc	119802	\$388.00
03/31/2025	Keeping It Clean LLC	119803	\$1,820.00
03/31/2025	Minnesota Energy	119804	\$3,146.64
03/31/2025	Minnesota Power	119805	\$4,138.06
03/31/2025	Office Shop	119806	\$444.49
03/31/2025	Paper Storm	119807	\$36.40
03/31/2025	ShofCorp LLC	119808	\$75.48
03/31/2025	T & J Services LLC	119809	\$2,082.93
03/31/2025	T-Mobile	119810	\$110.78

Crosby HRA
Payment Summary Report
March 2025

Doc. Date		Number	Payments
03/31/2025	Visa--Unity	119811	\$634.46
03/31/2025	West Central Flooring	119812	\$1,576.58
03/31/2025	Alpenglow Technologies	119813	\$377.50
Total			\$176,167.20

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To: Crosby HRA Board Members
From: Diana Banks, Housing Specialist
Date: April 1, 2025
Re: Housing Programs Report

Tenant Activities Update

In March there were 10 Second Harvest Commodity Food Boxes distributed. 422 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 6 tenants; music in the lobby had 8 attendees. Tenant Council meeting minutes are attached. The tenant activities coordinator position remains open.

Monthly Property Performance Stats for March 2025

- Occupancy Rate: 100% Dellwood; 100% Edgewood; 100% Scattered Sites
- New Move-Ins: 1
- Move Outs: 1
- Recertifications (By Type): 4 Annual; 4 Interim
- Termination Notices: 4
- Work Orders Received: 48
- Waiting List:

1BR	2BR	3BR	4BR
47	21	10	6

No Action Requested; Discussion Items

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

Members Present: Roxy, Theresa, Beth, Doris, Mark, Margo

Treasurers' report for the month of February:

Coffee income: \$79.45 Coffee expense: \$70.49

Bingo income: \$103.00 Bingo expense: \$12.39

Potluck income: \$16.00

Progressive Bingo expense: \$25.00

Petty Cash for end of February: \$197.72

Checking for end of February: \$940.71

OLD BUSINESS:

Had our February potluck on the 15th, there were 21 people in attendance.

The RAB meeting will be on Feb. 11th. Need to get more tenants involved.

Free bingo night will be on Feb. 13th.

Oak Street Chapel Band will come on Feb. 25th.

NEW BUSINESS:

There will be a meeting on March 11th at 9:30 in the Dellwood Community Room for all Edgewood tenants.

March 13th is free bingo night at 6:30 in the Dellwood Community Room. Was discussed Mark will be having chips and dip instead of popcorn. The door on the popcorn machine is not closing properly, so does not want to use.

March 15th will be the Easter Potluck at 1 p.m. The tenant council will provide Ham and Turkey.

March 18th will be the RAB meeting at 11:00 in the Edgewood Rec. Room.

March 25th will be the entertainment from the Oak Street Chapel Band at 2 p.m.

The next tenant council meeting will be April 7th.



To: Crosby HRA Board Members
From: John Schommer, Rehab & Maintenance Director
Date: April 2, 2025
Re: Maintenance Update

Kitchen Improvements

The work on the project is now fully complete and staff are working on processing final payment.

Asbestos Training

On Wednesday, April 2, 2025 maintenance staff had the opportunity to attend a two-hour course on asbestos which is designed to help identify asbestos and what to do if they come across it during the course of their work.

Dellwood Domestic Hot Water

Last week, staff were made aware of a few tenants that were having trouble with their hot water suddenly going cold and then coming back soon after. Maintenance found there were some electronic boards that had failed in the boiler system. They reached out to our vendor and had them order the parts and the vendor installed them earlier this week and everything is back to normal.

No Action Requested; Discussion Items.

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: March 11th, 2025
Re: Crosby Shared Services Agreement

In 2013 the Crosby HRA entered into a shared services agreement with the Brainerd HRA to implement and conduct the day-to-day business of the agency. This shared services contract continues to renew on a yearly basis unless there are updates to that agreement. We have updated the services agreement for 2025 to reflect an increase in funding to the Brainerd HRA which per the agreement and approved budget will now total \$114,400 annually.

I have attached the updated services agreement that reflects the current compensation amount.

We will continue to update the agreement when there are changes to the scope of work or compensation and make sure to get this to the board for approval in those instances.

Recommendation: Authorize the Executive Director to execute Resolution 2026-01 the updated shared services agreement between the Crosby HRA and the Brainerd HRA.

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AGREEMENT FOR SERVICES
Brainerd HRA and Crosby HRA

This Agreement made this 26th day of March, 2025, by and between the Brainerd Housing and Redevelopment Authority (Brainerd HRA), and the Crosby Housing and Redevelopment Authority (Crosby HRA).

WITNESSETH that whereas, the Brainerd HRA administers Public Housing, Housing Choice Voucher, Tax Increment Financing Districts and redevelopment projects; and

WHEREAS, the Crosby HRA has requested the Brainerd HRA to assist it in satisfying its need for staffing its Public Housing and Section 8 New Construction housing projects and the Brainerd HRA has expressed a willingness to work with the Crosby HRA, on a contract basis, to facilitate the Crosby HRA's request according to the term described herein;

NOW, THEREFORE, in consideration of the premises and promises herein contained, the parties agree as set forth below.

1. **TERM:** The term of this agreement shall be for a period one-year commencing on the 1st day of April, 2025 and terminating on the 31st day of March, 2026. This agreement shall automatically renew for successive one-year terms thereafter unless one of the parties hereto provides at least 60-day notice of its intent to terminate this agreement at the end of the then current term. However, either party may terminate this agreement for any reason upon sixty (60) day advance written notice. In the event either party terminates this agreement before its expiration, any fees owed to the Brainerd HRA will be prorated through the last day of the 60-day termination period.
2. **NOTICES:** All written notices between the parties (including billing) will be addressed as follows:

Brainerd HRA
Attention: Executive Director
324 East River Road
Brainerd, MN 56401

Crosby HRA
Attention: Board of Directors
300 3rd Avenue NE
Crosby, MN 56441

3. **SERVICES:** The Brainerd HRA shall perform all services previously performed by the Crosby HRA Executive Director including supervision of Administrative Staff, Housing Management Staff, Maintenance Staff, Tenant Activities and coordination with the Crosby HRA Board.
4. **COMMITMENT OF TIME:** The Brainerd HRA will allocate time per week for the positions of Executive Director, Finance Director, Maintenance and Rehab Director, Housing Manager, Accounting Specialist and additional staff as needed. It is acknowledged by both parties that the time spent by the Brainerd HRA will change from week to week depending upon the requirements of each of the respective organizations, and that cooperation and flexibility in arranging and scheduling time will be of primary importance.
5. **INSURANCE:** The Brainerd HRA will maintain workers compensation, liability insurance and health insurance at its customary limits for its operations. The Crosby HRA will maintain liability insurance for its operations, including all work performed by the Crosby HRA, and will carry its own Errors and Omissions policy all at its customary limits.

6. **COMPENSATION:** The Crosby HRA shall pay to the Brainerd HRA for services a total of \$114,400 annually, which will be disbursed monthly at \$9,533.33 during the contract period from April 1, 2025 through March 31, 2026.
7. **TRAVEL:** Brainerd HRA staff will be reimbursed at the IRS mileage rate, or the current rate set by the Crosby HRA, for traveling to and from Crosby or to some other destination on behalf of the Crosby HRA. Mileage will be documented by staff.
8. **EMPLOYMENT:** The Brainerd HRA staff shall remain employees of the Brainerd HRA. Without limiting the generality of the foregoing, the parties agree as follows:
 - a. The Crosby HRA will employ a Housing Specialist, Maintenance Engineer, Maintenance Specialist, and Tenant Activities Coordinator and will continue to employ these positions if needed during the term of this contract to ensure the agency runs efficiently. The Crosby HRA will be liable for all wages, employer payroll taxes and other compensation and benefits.
 - b. The Brainerd HRA shall be liable for all wages and other compensation and benefits due to the Brainerd HRA employees. The Brainerd HRA shall be responsible for collecting, remitting and reporting employment and withholding taxes related thereto and for all workers' compensation coverage, unemployment, and retirement contributions for its own employees.
 - c. The Brainerd HRA employees shall be considered to be acting in the course of their employment with the Brainerd HRA at all times they are serving either Brainerd HRA or Crosby HRA, including any time spent in traveling to or from either location or traveling elsewhere on behalf of either party.
9. **INDEMNIFICATION:** The Crosby HRA agrees to indemnify, save and hold harmless and defend the Brainerd HRA, its employees, board members and agents from any and all claims, demands, action or causes or any nature arising out of or by reason of the execution of the services provided for herewith. The Brainerd HRA will hold harmless and indemnify the Crosby HRA, its officers, employees and agents, against any claims, losses, liabilities, damages, costs and expenses for claims as a result of any damages arising out of the Brainerd HRA's performance under this Agreement.
10. **CONFIDENTIALITY:** Each party recognizes and acknowledges that the Brainerd HRA employees will have access to certain confidential information of the other party, including but not limited to non-public data relating to employees and/or facilities and operations of each party. Each party will treat as confidential all confidential information of the other party; will implement reasonable procedures to prohibit the disclosure, unauthorized duplication, use misuse or removal of the other party's confidential information; and will comply with the provisions of the Minnesota Data Practices Act and all applicable federal laws and HUD requirements.
11. **NO PARTNERSHIP OR JOINT VENTURE:** The Brainerd HRA is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between Crosby HRA and the Brainerd HRA or their agents, servants or employees. The Brainerd HRA shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The Brainerd HRA acknowledges and agrees that the

Brainerd HRA, their agents, servants and employees, are not entitled to receive any of the benefits received by Crosby HRA employees and is not eligible for workers' or unemployment compensation benefits.

12. **NO THIRD PARTY BENEFICIARIES:** Nothing in this Agreement is intended to confer rights or remedies under or by reason of this Agreement on any person, other than the parties hereto. Nothing in this Agreement is intended to relieve or discharge the obligations or liabilities of any third persons to any party hereto or to give any third party any right of subrogation or action over or against any party hereto.
13. **ASSIGNMENT PROHIBITED:** This Agreement may not be assigned by either party for any purpose without the prior written consent of the other party.
14. **SEVERABILITY:** The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement unless the part or parts that are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed:

Crosby HRA

Board Chairperson

Date

Brainerd HRA

Executive Director

Date

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HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF CROSBY

RESOLUTION NO. 2026-01

RESOLUTION APPROVING AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND
FOR THE CITY OF BRAINERD AND THE HOUSING AND
REDEVELOPMENT AUTHORITY IN AND FOR THE CITY OF CROSBY

BE IT RESOLVED By the Board of Commissioners ("Board") of the Housing and Redevelopment Authority in and for the City of Crosby ("Authority") as follows:

Section 1. Recitals.

1.01. The Authority is a housing and redevelopment authority governed by Minnesota Statutes, Sections 469.001 to 469.047 ("HRA Act"), and has determined to carry out housing and redevelopment activities within Crosby (the "Authority") pursuant to the HRA Act.

1.02. The Authority and The Housing and Redevelopment Authority in and for the City of Brainerd have proposed to enter into an Agreement for Professional Services (the "Agreement"), setting forth the scope and terms of various housing and redevelopment activities to be performed by the Authority on behalf of the Housing and Redevelopment Authority in and for the City of Crosby.

1.03. The Board has reviewed the Agreement and found that the execution thereof and performance of the Authority's obligations thereunder are in the public interest and will further the objectives of its general plan of housing and redevelopment, because it will further the above-stated redevelopment goals of the City and County.

Section 2. Authority Approval; Further Proceedings.

2.01. The Agreement as presented to the Board, including the terms of payment by the Authority for the Services described therein, is hereby in all respects approved, subject to modifications that do not alter the substance of the transaction and that are approved by the Chair and Executive Director, provided that execution of the documents by such officials shall be conclusive evidence of approval.

2.02. The Chair and Executive Director are hereby authorized to execute on behalf of the Authority the Agreement and any documents referenced therein requiring execution by the Authority, and to carry out, on behalf of the Authority, its obligations thereunder.

2.03. Authority staff are authorized and directed to take all actions to implement the Agreement.

Approved by the Board of Commissioners of the Housing and Redevelopment Authority in and for the City of Crosby this 8th day of April, 2025.

Chair – Buzz Neprud

ATTEST:

Executive Director – Eric Charpentier