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Crosby HRA Board Meeting
11:00 a.m. Tuesday June 10th, 2025
Community Room, 300 Third Avenue NE, Crosby MN 56441

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. OATH OF OFFICE (Attachment 1 – Pg. 3)

- a. Administer Oath of Office for the New Resident Commissioner Lehnhoff

4. REVIEW AND APPROVE AGENDA

5. OPEN FORUM

Time allocated for citizens and tenants to bring matters not on the agenda to the attention of the Crosby HRA board. If you are going to give a report or wish to speak, please state your full name and address. You will be restricted to 3 minutes and no Board action will be taken.

6. REVIEW AND APPROVE MINUTES (Attachment 2 – Pg. 5)

- a. Approval of the Tuesday, April 8th, 2025 Meeting Minutes

7. BILLS & COMMUNICATIONS

- a. Financial Report (Attachment 3 – Pg. 7)
- b. Housing Manager Report (Attachment 4 – Pg. 13)
- c. Maintenance Director Report (Attachment 5 – Pg. 15)
- d. Executive Director Report (Attachment 6 – Pg. 17)

8. UNFINISHED BUSINESS:

9. NEW BUSINESS:

10. COMMISSIONER COMMENTS:

11. NEXT MEETING: July 8th, 2025

12. ADJOURNMENT

Vacant, Resident Commissioner Term Expires: 2026
Renaë Marsh, Secretary/Treasurer Term Expires: 2025
Vacant, Chair Term Expires: 2027
Vacant, Commissioner Term Expires: 2029
Paula Traylor, Vice Chair Term Expires: 2026
**All terms expire August 31st*



To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: June 10th, 2025
Re: Oath of Office: Donald Lehnoff

At the June 9th, 2025, City Council meeting, the Crosby City Council will be approving the appointment of Donald Lehnhoff as the Resident Commissioner of the Crosby HRA Board for a term expiring August 31st, 2026. We had two nominations for this board position from the HRA housing community and held an election that was completed on June 3rd. This appointment will fill out the current term of Resident Commissioner Robinson on the board as she resigned in April of 2025. Donald will take an oath of office at the board meeting (*Attachment 1a*).

Action Requested: No action requested.



OATH OF COMMISSIONER OF
THE HOUSING AND REDEVELOPMENT
AUTHORITY OF CROSBY, MINNESOTA

I, Donald Lehnhoff, do solemnly swear that I will support the Constitution of the United States of America and of the State of Minnesota and that I will faithfully discharge the duties of the Office of Commissioner of the Housing and Redevelopment Authority of Crosby, Minnesota, according to the law and to the best of my judgment and ability, so help me God.

I do further swear that I am, and was at the time of my appointment, a resident of the City of Crosby, Minnesota.

Donald Lehnhoff

Subscribed and sworn to before me this 10th day of June, 2025.

Diana Banks
Notary Public
My commission expires
January 31, 2029



**Crosby HRA
BOARD MEETING MINUTES
Tuesday, April 8th, 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, April 8th, 2025.

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

Others Present: Housing Director Shannon Fortune, Rehab and Maintenance Director John Schommer, Housing Specialist Diana Banks, and Operations Administrative Specialist Hannah Anderson.

3. **REVIEW AND APPROVE AGENDA:**

Commissioner Marsh motioned to approve the Agenda for the Tuesday, April 8th, 2025, meeting, as presented. Seconded by Commissioner Robinson. Motion Carried Unanimously.

4. **OPEN FORUM:**

An attendant of the meeting asked for an update on installing a bird feeder.

5. **REVIEW AND APPROVE MINUTES:**

- a. March 11th, 2025, Minutes were presented in the packet for review.

Commissioner Marsh motioned to approve the meeting minutes from the Tuesday, March 11th, 2025, as presented. Seconded by Commissioner Traylor. Motion Carried Unanimously.

6. **BILLS AND COMMUNICATIONS:**

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

John Schommer presented the March Financial Report.

Commissioner Marsh motioned to approve the March 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 March 2025 Maintenance Report.

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

a. Crosby HRA Shared Services Agreement

John Schommer presented the shared services agreement.

Commissioner Robinson motioned to approve Resolution 2026-01, approving the shared services agreement between Brainerd HRA and Crosby HRA. Seconded by Commissioner Marsh. Motion Carried Unanimously via Roll Call Vote.

9. COMMISSIONER COMMENTS:

Commissioner Robinson commented that today was her last meeting serving on the Board of Commissioners.

10. NEXT MEETING: Tuesday, May 13th, 2025

11. ADJOURNMENT:

Commissioner Marsh motioned to adjourn the meeting. Seconded by Commissioner Robinson. Motion Carried Unanimously. Meeting adjourned at 11:16 AM.



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

Please find attached the financial information for April 2025.

2025 Audit

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

2025 Capital Fund Program (CFP) Awards

HUD recently announced our 2025 Public Housing CFP funding award of \$151,565 which is an increase of \$3,834 from last year. This is at an all-time high and is primarily intended for capital improvements on our Public Housing properties.

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



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Crosby HRA
Operating Statement
One Month Ending 04/30/2025
Program: C- 100 - Public Housing Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3110.000 Dwelling Rental	23,101.00	0.00	23,101.00	23,101.00	0.00	23,101.00	0.00	23,101.00
3120.000 Excess Utilities	10.00	0.00	10.00	10.00	0.00	10.00	0.00	10.00
3401.000 Operating Subsidy	10,196.33	0.00	10,196.33	10,196.33	0.00	10,196.33	0.00	10,196.33
3610.000 Interest Revenue	65.07	0.00	65.07	65.07	0.00	65.07	0.00	65.07
3690.000 Other Income	18.54	0.00	18.54	18.54	0.00	18.54	0.00	18.54
3691.000 Other Tenant Revenue	60.00	0.00	60.00	60.00	0.00	60.00	0.00	60.00
3695.000 Laundry Revenue	338.00	0.00	338.00	338.00	0.00	338.00	0.00	338.00
TOTAL INCOME	33,788.94	0.00	33,788.94	33,788.94	0.00	33,788.94	0.00	33,788.94
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	3,345.69	0.00	(3,345.69)	3,345.69	0.00	(3,345.69)	0.00	(3,345.69)
4140.000 Staff Training	60.00	0.00	(60.00)	60.00	0.00	(60.00)	0.00	(60.00)
4190.000 Other Admin	7.50	0.00	(7.50)	7.50	0.00	(7.50)	0.00	(7.50)
4191.000 Management Fees	4,766.68	0.00	(4,766.68)	4,766.68	0.00	(4,766.68)	0.00	(4,766.68)
4199.000 Postage	365.00	0.00	(365.00)	365.00	0.00	(365.00)	0.00	(365.00)
TOTAL ADMINISTRATION	8,544.87	0.00	(8,544.87)	8,544.87	0.00	(8,544.87)	0.00	(8,544.87)
MAINTENANCE								
4410.000 Maintenance Labor	5,932.48	0.00	(5,932.48)	5,932.48	0.00	(5,932.48)	0.00	(5,932.48)
4420.000 Materials	106.18	0.00	(106.18)	106.18	0.00	(106.18)	0.00	(106.18)
4430.000 Contracts Costs	147.96	0.00	(147.96)	147.96	0.00	(147.96)	0.00	(147.96)
4432.000 Decorating Contract	582.60	0.00	(582.60)	582.60	0.00	(582.60)	0.00	(582.60)
4445.000 Elevator Maintenance	2,652.00	0.00	(2,652.00)	2,652.00	0.00	(2,652.00)	0.00	(2,652.00)
TOTAL MAINTENANCE	9,421.22	0.00	(9,421.22)	9,421.22	0.00	(9,421.22)	0.00	(9,421.22)
OTHER								
4520.000 Property Taxes	1,480.55	0.00	(1,480.55)	1,480.55	0.00	(1,480.55)	0.00	(1,480.55)
4540.000 Employee Benefits	2,620.87	0.00	(2,620.87)	2,620.87	0.00	(2,620.87)	0.00	(2,620.87)
4595.001 Lease Amort Exp	30.84	0.00	(30.84)	30.84	0.00	(30.84)	0.00	(30.84)
TOTAL OTHER	4,132.26	0.00	(4,132.26)	4,132.26	0.00	(4,132.26)	0.00	(4,132.26)
TOTAL EXPENSES	22,098.35	0.00	(22,098.35)	22,098.35	0.00	(22,098.35)	0.00	(22,098.35)
SURPLUS	11,690.59	0.00	11,690.59	11,690.59	0.00	11,690.59	0.00	11,690.59

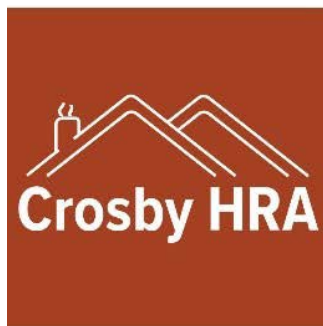
Crosby HRA
Operating Statement
One Month Ending 04/30/2025
Program: C- 700 - Section 8 New Construction Project: Consolidated

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3110.000 Dwelling Rental	22,071.00	0.00	22,071.00	22,071.00	0.00	22,071.00	0.00	22,071.00
3120.000 Excess Utilities	40.00	0.00	40.00	40.00	0.00	40.00	0.00	40.00
3404.000 HAP Subsidy	11,187.00	0.00	11,187.00	11,187.00	0.00	11,187.00	0.00	11,187.00
3610.000 Interest Revenue	237.15	0.00	237.15	237.15	0.00	237.15	0.00	237.15
3690.000 Other Income	27.79	0.00	27.79	27.79	0.00	27.79	0.00	27.79
3691.000 Other Tenant Revenue	162.00	0.00	162.00	162.00	0.00	162.00	0.00	162.00
3695.000 Laundry Revenue	750.00	0.00	750.00	750.00	0.00	750.00	0.00	750.00
TOTAL INCOME	34,474.94	0.00	34,474.94	34,474.94	0.00	34,474.94	0.00	34,474.94
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	3,345.71	0.00	(3,345.71)	3,345.71	0.00	(3,345.71)	0.00	(3,345.71)
4140.000 Staff Training	60.00	0.00	(60.00)	60.00	0.00	(60.00)	0.00	(60.00)
4190.000 Other Admin	7.50	0.00	(7.50)	7.50	0.00	(7.50)	0.00	(7.50)
4191.000 Management Fees	4,766.69	0.00	(4,766.69)	4,766.69	0.00	(4,766.69)	0.00	(4,766.69)
4199.000 Postage	365.00	0.00	(365.00)	365.00	0.00	(365.00)	0.00	(365.00)
TOTAL ADMINISTRATION	8,544.90	0.00	(8,544.90)	8,544.90	0.00	(8,544.90)	0.00	(8,544.90)
MAINTENANCE								
4410.000 Maintenance Labor	5,932.52	0.00	(5,932.52)	5,932.52	0.00	(5,932.52)	0.00	(5,932.52)
4430.000 Contracts Costs	223.46	0.00	(223.46)	223.46	0.00	(223.46)	0.00	(223.46)
4445.000 Elevator Maintenance	2,652.00	0.00	(2,652.00)	2,652.00	0.00	(2,652.00)	0.00	(2,652.00)
TOTAL MAINTENANCE	8,807.98	0.00	(8,807.98)	8,807.98	0.00	(8,807.98)	0.00	(8,807.98)
OTHER								
4520.000 Property Taxes	1,130.55	0.00	(1,130.55)	1,130.55	0.00	(1,130.55)	0.00	(1,130.55)
4540.000 Employee Benefits	2,620.88	0.00	(2,620.88)	2,620.88	0.00	(2,620.88)	0.00	(2,620.88)
4595.001 Lease Amort Exp	30.83	0.00	(30.83)	30.83	0.00	(30.83)	0.00	(30.83)
TOTAL OTHER	3,782.26	0.00	(3,782.26)	3,782.26	0.00	(3,782.26)	0.00	(3,782.26)
TOTAL EXPENSES	21,135.14	0.00	(21,135.14)	21,135.14	0.00	(21,135.14)	0.00	(21,135.14)
SURPLUS	13,339.80	0.00	13,339.80	13,339.80	0.00	13,339.80	0.00	13,339.80

**Crosby HRA
Payment Summary Report
April 2025**

Doc. Date		Number	Payments
04/01/2025	Reliance Standard Life	ACH	\$293.47
04/01/2025	Delta Dental	ACH	\$123.45
04/03/2025	Payroll for 04/03/2025	ACH	\$4,399.13
04/03/2025	Lincoln Financial Group	ACH	\$536.04
04/03/2025	Minnesota State	ACH	\$62.00
04/03/2025	Harpers Payroll Service	ACH	\$44.85
04/03/2025	Harpers Payroll Service	ACH	\$1,670.92
04/09/2025	Payroc LLC	ACH	\$54.65
04/09/2025	Payroc LLC	ACH	\$112.71
04/17/2025	Payroll for 04/17/2025	ACH	\$4,606.95
04/17/2025	Lincoln Financial Group	ACH	\$536.04
04/17/2025	Minnesota State	ACH	\$62.00
04/17/2025	Harpers Payroll Service	ACH	\$51.24
04/17/2025	Harpers Payroll Service	ACH	\$1,705.31
04/30/2025	Payroll for 05/01/2025	ACH	\$4,496.59
04/30/2025	Harpers Payroll Service	ACH	\$44.85
04/30/2025	Harpers Payroll Service	ACH	\$1,738.32
4/8/285	Voided Check	119814	\$0.00
04/08/2025	Cintas	119815	\$41.05
04/08/2025	Climate Makers	119816	\$2,393.69
04/08/2025	Crow Wing County	119817	\$350.00
04/08/2025	Dearborn National	119818	\$28.15
04/08/2025	Home Depot Supply	119819	\$111.18
04/08/2025	IP Networks	119820	\$155.00
04/08/2025	Lake States	119821	\$120.00
04/08/2025	Majestic Creations	119822	\$1,671.30
04/08/2025	Medica	119823	\$2,463.31
04/08/2025	MN Elevator, Inc.	119824	\$5,304.00
04/08/2025	Postmaster	119825	\$730.00
04/08/2025	ShofCorp LLC	119826	\$75.48
04/08/2025	Waste Partners Inc	119827	\$624.71
04/17/2025	Smith, Katharine	119828	\$360.11
Total			\$34,966.50

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

Tenant Activities Update

In April there were 11 Second Harvest Commodity Food Boxes distributed. 424 meals were donated to tenants by Community Table and Emily Care' N Share. There were 6 activities: AARP Brainerd for All Ages Survey (9); Humana (3); SNAP Cooking Class (3); Study with Zed held twice (7) and Oak Street Band (10).

In May there were 11 Second Harvest Commodity Food Boxes distributed. 375 meals were donated to tenants by Community Table and Emily Care' N Share. There were 3 activities: Humana (3); Study with Zed held twice (7) and Oak Street Band (10). John Cano was hired to fill the position of Tenant Activities Coordinator, at 12 hours per week. He started on May 27, 2025.

Tenant Council meeting minutes from April/May are attached.

Monthly Property Performance Stats for April 2025

- Occupancy Rate: 100% Dellwood; 98% Edgewood; 95% Scattered Sites
- New Move-Ins: 0
- Move Outs: 1
- Recertifications (By Type): 8 Annual; 1 Interim
- Termination Notices: 3
- Work Orders Received: 36
- Waiting List:

1BR	2BR	3BR	4BR
52	22	10	6

Monthly Property Performance Stats for May 2025

- Occupancy Rate: 100% Dellwood; 100% Edgewood; 100% Scattered Sites
- New Move-Ins: 2
- Move Outs: 1
- Recertifications (By Type): 13 Annual; 0 Interim
- Termination Notices: 4
- Work Orders Received: 44
- Waiting List:

DW	EW	2BR	3BR	4BR
26	32	21	10	6

Tenant Council Meeting Monday, May 5, 2025, at 11 a.m.

There was no meeting held in April. This is for March and April.

Income for month of March	Expense for month of March
Coffee \$90.05	Coffee \$81.55
Bingo \$106.00	Bingo \$94.46
Potluck \$15.00	Bingo loser prizes \$25.00
	Deposit in checking: \$15.00
	Potluck: \$5.47
	Kitchen: \$4.98
Income for month of April	Expense for month of April
Coffee \$74.30	Coffee \$61.90
Bingo \$119.15	Bingo \$76.97
	Kitchen \$16.67

OLD BUSINESS:

Meeting was held on March 11th for Edgewood tenants to discuss what issues they had to talk about with staff.
Had free bingo game night on March 13th.
Had potluck on March 15th. There were 15 people attending.
Oak Street Chapel Band came on March 25th.
Had Easter potluck on April 19th. The tenant council provided ham and turkey. We had 2 hams and 1 turkey donated to us. There were 31 people attending.
Oak Street Chapel Band came on April 22nd.

NEW BUSINESS:

Will have our Bake/Craft Sale on Saturday, May 10th from 9 to noon. Hope to have lots of things to sell.
Next free bingo game night will be Thursday, May 15th at 6:30 pm
Next potluck will be Saturday, May 17th at 1 p.m.



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

NSPIRE Training

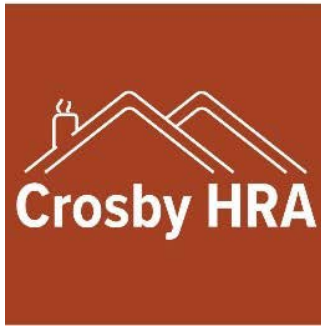
On Tuesday, June 24, 2025 maintenance staff will be attending in person training on National Standards for Physical Inspection of Real Estate (NSPIRE) standards. NSPIRE is the new standard we are required to meet for the physical condition of our properties and replaces UPCS and will help to equip staff with the tools needed to maintain our properties to the highest standards.

Dellwood Painting

The exterior painting of the benches, ductwork, steel siding and canopy over the smoking area has been completed.

No Action Requested; Discussion Items.

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: June 5th, 2025
Re: Executive Director Report

Acknowledgement of Board Chair Neprud's Service

As many of you know, Buzz Neprud had been a part of the Crosby HRA board for 30 years. He started on the board in 1995 and has been helping guide the agency up until his passing in April of 2025. We appreciate all of his guidance and insight throughout his three decades of service to this agency and his insights and humor will be missed by all those that had the pleasure of interacting with him. I attended Buzz's celebration of life service on behalf of the HRA. I want to publicly acknowledge our appreciation and my personal appreciation for his service.

No Action Requested; Discussion Items

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