



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

Crosby HRA Board Meeting
11:00 a.m. Tuesday July 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, June 10th, 2025 Meeting Minutes

6. BILLS & COMMUNICATIONS

- a. Financial Report (Attachment 2 – Pg. 7)
- b. Housing Manager Report (Attachment 3 – Pg. 25)
- c. Maintenance Director Report (Attachment 4 – Pg. 27)

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

- a. Update to Bank Signatory Card (Attachment 5 – Pg. 29)

9. COMMISSIONER COMMENTS:

10. NEXT MEETING: August 12th, 2025

11. ADJOURNMENT

This page intentionally left blank.



**Crosby HRA
BOARD MEETING MINUTES
Tuesday, June 10th, 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, June 10th, 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.

Others Present: Rehab and Maintenance Director John Schommer, Tenant Activities Coordinator John Cano, and Operations Administrative Specialist Hannah Anderson.

3. **OATH OF OFFICE:**

At the June 9th, 2025, City Council meeting, the Crosby City Council approved the appointment of Donald Lehnhoff as the Resident Commissioner of the Crosby HRA Board for a term expiring August 31st, 2026. This appointment will fill out the current term of Resident Commissioner Robinson on the board as she resigned in April of 2025. Mr. Lehnhoff took the oath of office during the board meeting.

4. **REVIEW AND APPROVE AGENDA:**

Commissioner Marsh motioned to approve the Agenda for the Tuesday, June 10th, 2025, meeting, as presented. Seconded by Commissioner Lehnhoff. Motion Carried Unanimously.

5. **OPEN FORUM:**

Attendants of the meeting inquired on a resolution to non-residents loitering in the gazebo and requested more police presence in and around the property.

6. **REVIEW AND APPROVE MINUTES:**

a. April 8th, 2025, Minutes were presented in the packet for review.

Commissioner Marsh motioned to approve the meeting minutes from the Tuesday, April 8th, 2025, as presented. Seconded by Commissioner Lehnhoff. Motion Carried Unanimously.

7. BILLS AND COMMUNICATIONS:

a. Financial Report and Approval Request:

Eric Charpentier presented the June Financial Report.

Commissioner Lehnhoff inquired on whether the April payment to MN Elevator is a monthly or annual cost. Charpentier clarified that it is an annual maintenance cost.

Commissioner Marsh motioned to approve the April payments as presented. Seconded by Commissioner Lehnhoff. Motion Carried Unanimously.

b. Housing Manager Report:

Eric Charpentier presented the Housing Manager & Activities Report.

Commissioner Lehnhoff inquired whether the termination notices were evictions.

Charpentier clarified that they are not; they are notices indicating that the lease will end on a specific date.

c. Maintenance Director Report:

John Schommer presented the June 2025 Maintenance Report.

Commissioner Lehnhoff noted that the exterior painting project went well. The vendor completed quality work and tenants received adequate notice regarding the project.

d. Executive Director Report

Eric Charpentier presented the Executive Director Report.

Outside of the report, Charpentier informed the Board that they could elect a new Board Chair to fill the vacancy left by Buzz.

Commissioner Lehnhoff motioned to elect Commissioner Traylor as Board Chair and to leave the Vice Chair position vacant until the election in August. Seconded by Commissioner Marsh. Motion Carried Unanimously.

8. UNFINISHED BUSINESS: None

9. NEW BUSINESS: None

10. COMMISSIONER COMMENTS: None

11. NEXT MEETING: Tuesday, July 8th, 2025

12. ADJOURNMENT:

Commissioner Lehnhoff motioned to adjourn the meeting. Seconded by Commissioner Marsh. Motion Carried Unanimously. Meeting adjourned at 11:38 AM.

This page intentionally left blank.



To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: July 1, 2025
Re: July Financial Report

Please find attached the financial information for May and June 2025.

2025 Audit

The 2025 audit fieldwork was conducted by CliftonLarsonAllen (CLA) during the week of June 23rd. We are awaiting a draft audit report.

Hy-Tec Construction Payment

A check in the amount of \$4,802.50 was processed to Hy-Tec Construction in May for the final 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 was \$112,010.06.

Vivid Color Painting Payment

A check in the amount of \$5,818 was processed in June to Vivid Color Painting for the exterior painting project at Dellwood. This project is complete, and payment was for the total contract amount.

Action Requested: Motion for approval of May and June payments as presented.



This page intentionally left blank.

Crosby Housing & Redevelopment Authority

2026 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00
Months Expendable Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00
Tenant Accounts Receivable	5	TAR <1%=5 , TAR >2.5% =0	0.00	0.00	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00
Total Points	25		20.00	20.00	20.00
Total of Above Ratios	50		45	45	45

MASS Ratios	Max Pts	Scoring	Apr	May	June
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	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
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0

This page intentionally left blank.

May 2025 Financial Statements

Crosby HRA
Operating Statement
Two Months Ending 05/31/2025
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	21,536.00	21,684.17	(148.17)	44,637.00	43,368.33	1,268.67	260,210.00	(215,573.00)
3120.000 Excess Utilities	10.00	83.33	(73.33)	20.00	166.67	(146.67)	1,000.00	(980.00)
3401.000 Operating Subsidy	10,196.33	9,780.00	416.33	20,392.66	19,560.00	832.66	117,360.00	(96,967.34)
3402.000 Capital Fund Revenue	4,802.50	1,666.67	3,135.83	4,802.50	3,333.33	1,469.17	20,000.00	(15,197.50)
3610.000 Interest Revenue	60.06	41.67	18.39	125.13	83.33	41.80	500.00	(374.87)
3690.000 Other Income	28.25	333.33	(305.08)	46.79	666.67	(619.88)	4,000.00	(3,953.21)
3691.000 Other Tenant Revenue	4,418.32	1,500.00	2,918.32	4,478.32	3,000.00	1,478.32	18,000.00	(13,521.68)
3695.000 Laundry Revenue	350.00	333.33	16.67	688.00	666.67	21.33	4,000.00	(3,312.00)
TOTAL INCOME	41,401.46	35,422.50	5,978.96	75,190.40	70,845.00	4,345.40	425,070.00	(349,879.60)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,226.38	2,583.75	357.37	5,572.07	5,167.50	(404.57)	31,005.00	25,432.93
4130.000 Legal	55.00	500.00	445.00	55.00	1,000.00	945.00	6,000.00	5,945.00
4140.000 Staff Training	1,758.88	33.33	(1,725.55)	1,818.88	66.67	(1,752.21)	400.00	(1,418.88)
4150.000 Travel	30.24	60.42	30.18	30.24	120.83	90.59	725.00	694.76
4171.000 Auditing Fees	0.00	445.00	445.00	0.00	890.00	890.00	5,340.00	5,340.00
4190.000 Other Admin	7.50	47.92	40.42	15.00	95.83	80.83	575.00	560.00
4191.000 Management Fees	4,766.66	4,766.67	0.01	9,533.34	9,533.33	(0.01)	57,200.00	47,666.66
4194.000 Office Supplies	231.98	150.00	(81.98)	231.98	300.00	68.02	1,800.00	1,568.02
4195.000 Membership Dues	0.00	29.17	29.17	0.00	58.33	58.33	350.00	350.00
4196.000 Telephone	91.35	58.33	(33.02)	91.35	116.67	25.32	700.00	608.65
4198.000 Advertising	0.00	83.33	83.33	0.00	166.67	166.67	1,000.00	1,000.00
4199.000 Postage	0.00	45.83	45.83	365.00	91.67	(273.33)	550.00	185.00
TOTAL ADMINISTRATION	9,167.99	8,803.75	(364.24)	17,712.86	17,607.50	(105.36)	105,645.00	87,932.14
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	524.17	524.17	0.00	1,048.33	1,048.33	6,290.00	6,290.00
4230.000 Tenant Svcs Other	9.29	108.33	99.04	9.29	216.67	207.38	1,300.00	1,290.71
TOTAL TENANT SERVICES	9.29	632.50	623.21	9.29	1,265.00	1,255.71	7,590.00	7,580.71
UTILITIES								
4310.000 Water	1,200.59	1,241.67	41.08	1,200.59	2,483.33	1,282.74	14,900.00	13,699.41
4315.000 Sewer	1,930.38	1,958.33	27.95	1,930.38	3,916.67	1,986.29	23,500.00	21,569.62
4320.000 Electricity	1,611.03	2,187.50	576.47	1,611.03	4,375.00	2,763.97	26,250.00	24,638.97
4330.000 Gas	1,466.16	1,166.67	(299.49)	1,466.16	2,333.33	867.17	14,000.00	12,533.84
TOTAL UTILITIES	6,208.16	6,554.17	346.01	6,208.16	13,108.33	6,900.17	78,650.00	72,441.84
MAINTENANCE								
4410.000 Maintenance Labor	3,871.38	4,177.50	306.12	9,803.86	8,355.00	(1,448.86)	50,130.00	40,326.14
4420.000 Materials	814.49	1,416.67	602.18	920.67	2,833.33	1,912.66	17,000.00	16,079.33
4430.000 Contracts Costs	1,079.55	2,333.33	1,253.78	1,227.51	4,666.67	3,439.16	28,000.00	26,772.49
4431.000 Garbage and Trash	1,761.16	875.00	(886.16)	1,761.16	1,750.00	(11.16)	10,500.00	8,738.84
4432.000 Decorating Contract	2,040.34	1,333.33	(707.01)	2,622.94	2,666.67	43.73	16,000.00	13,377.06
4435.000 Grounds Contract	47.60	350.00	302.40	47.60	700.00	652.40	4,200.00	4,152.40
4445.000 Elevator Maintenance	0.00	500.00	500.00	2,652.00	1,000.00	(1,652.00)	6,000.00	3,348.00
4450.000 Plumbing/Heating	628.77	750.00	121.23	628.77	1,500.00	871.23	9,000.00	8,371.23
4455.000 Snow Removal	444.60	416.67	(27.93)	444.60	833.33	388.73	5,000.00	4,555.40
4456.000 Exterminating	132.00	166.67	34.67	132.00	333.33	201.33	2,000.00	1,868.00
4457.000 Janitor/Cleaning	1,075.47	1,125.00	49.53	1,075.47	2,250.00	1,174.53	13,500.00	12,424.53

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	11,895.36	13,444.17	1,548.81	21,316.58	26,888.33	5,571.75	161,330.00	140,013.42
OTHER								
4510.000 Insurance	3,482.92	3,162.50	(320.42)	3,482.92	6,325.00	2,842.08	37,950.00	34,467.08
4520.000 Property Taxes	678.83	916.67	237.84	2,159.38	1,833.33	(326.05)	11,000.00	8,840.62
4540.000 Employee Benefits	2,313.52	2,400.84	87.32	4,934.39	4,801.66	(132.73)	28,810.00	23,875.61
4570.000 Collection Loses	0.00	500.00	500.00	0.00	1,000.00	1,000.00	6,000.00	6,000.00
4583.001 Lease Interest Exp	2.23	0.83	(1.40)	2.23	1.67	(0.56)	10.00	7.77
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	833.33	833.33	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.84	31.25	0.41	61.68	62.50	0.82	375.00	313.32
TOTAL OTHER	6,508.34	7,428.76	920.42	10,640.60	14,857.49	4,216.89	89,145.00	78,504.40
TOTAL EXPENSES	33,789.14	36,863.35	3,074.21	55,887.49	73,726.65	17,839.16	442,360.00	386,472.51
SURPLUS	7,612.32	(1,440.85)	9,053.17	19,302.91	(2,881.65)	22,184.56	(17,290.00)	36,592.91

Crosby HRA
Operating Statement
Two Months Ending 05/31/2025
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	22,967.00	21,583.33	1,383.67	45,038.00	43,166.67	1,871.33	259,000.00	(213,962.00)
3120.000 Excess Utilities	45.00	162.50	(117.50)	85.00	325.00	(240.00)	1,950.00	(1,865.00)
3404.000 HAP Subsidy	12,463.00	12,333.33	129.67	23,650.00	24,666.67	(1,016.67)	148,000.00	(124,350.00)
3610.000 Interest Revenue	94.97	1,250.00	(1,155.03)	332.12	2,500.00	(2,167.88)	15,000.00	(14,667.88)
3690.000 Other Income	42.38	250.00	(207.62)	70.17	500.00	(429.83)	3,000.00	(2,929.83)
3691.000 Other Tenant Revenue	60.00	625.00	(565.00)	222.00	1,250.00	(1,028.00)	7,500.00	(7,278.00)
3695.000 Laundry Revenue	738.00	816.67	(78.67)	1,488.00	1,633.33	(145.33)	9,800.00	(8,312.00)
TOTAL INCOME	36,410.35	37,020.83	(610.48)	70,885.29	74,041.67	(3,156.38)	444,250.00	(373,364.71)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,226.41	2,583.75	357.34	5,572.12	5,167.50	(404.62)	31,005.00	25,432.88
4130.000 Legal	0.00	250.00	250.00	0.00	500.00	500.00	3,000.00	3,000.00
4140.000 Staff Training	543.89	41.67	(502.22)	603.89	83.33	(520.56)	500.00	(103.89)
4150.000 Travel	24.08	62.50	38.42	24.08	125.00	100.92	750.00	725.92
4171.000 Auditing Fees	0.00	445.00	445.00	0.00	890.00	890.00	5,340.00	5,340.00
4190.000 Other Admin	7.50	47.92	40.42	15.00	95.83	80.83	575.00	560.00
4191.000 Management Fees	4,766.67	4,766.67	0.00	9,533.36	9,533.33	(0.03)	57,200.00	47,666.64
4194.000 Office Supplies	231.99	145.83	(86.16)	231.99	291.67	59.68	1,750.00	1,518.01
4195.000 Membership Dues	0.00	16.67	16.67	0.00	33.33	33.33	200.00	200.00
4196.000 Telephone	91.35	62.50	(28.85)	91.35	125.00	33.65	750.00	658.65
4198.000 Advertising	0.00	83.33	83.33	0.00	166.67	166.67	1,000.00	1,000.00
4199.000 Postage	0.00	37.50	37.50	365.00	75.00	(290.00)	450.00	85.00
TOTAL ADMINISTRATION	7,891.89	8,543.34	651.45	16,436.79	17,086.66	649.87	102,520.00	86,083.21
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	786.25	786.25	0.00	1,572.50	1,572.50	9,435.00	9,435.00
4230.000 Tenant Svcs Other	9.29	20.83	11.54	9.29	41.67	32.38	250.00	240.71
TOTAL TENANT SERVICES	9.29	807.08	797.79	9.29	1,614.17	1,604.88	9,685.00	9,675.71
UTILITIES								
4310.000 Water	937.16	958.33	21.17	937.16	1,916.67	979.51	11,500.00	10,562.84
4315.000 Sewer	1,696.07	1,583.33	(112.74)	1,696.07	3,166.67	1,470.60	19,000.00	17,303.93
4320.000 Electricity	2,516.01	3,166.67	650.66	2,516.01	6,333.33	3,817.32	38,000.00	35,483.99
4330.000 Gas	2,036.17	1,416.67	(619.50)	2,036.17	2,833.33	797.16	17,000.00	14,963.83
TOTAL UTILITIES	7,185.41	7,125.00	(60.41)	7,185.41	14,250.00	7,064.59	85,500.00	78,314.59
MAINTENANCE								
4410.000 Maintenance Labor	3,871.43	4,177.50	306.07	9,803.95	8,355.00	(1,448.95)	50,130.00	40,326.05
4420.000 Materials	2,417.96	1,500.00	(917.96)	2,417.96	3,000.00	582.04	18,000.00	15,582.04
4430.000 Contracts Costs	1,102.05	1,916.67	814.62	1,325.51	3,833.33	2,507.82	23,000.00	21,674.49
4431.000 Garbage and Trash	320.38	483.33	162.95	320.38	966.67	646.29	5,800.00	5,479.62
4432.000 Decorating Contract	3,940.51	1,250.00	(2,690.51)	3,940.51	2,500.00	(1,440.51)	15,000.00	11,059.49
4435.000 Grounds Contract	71.39	458.33	386.94	71.39	916.67	845.28	5,500.00	5,428.61
4445.000 Elevator Maintenance	0.00	350.00	350.00	2,652.00	700.00	(1,952.00)	4,200.00	1,548.00
4450.000 Plumbing/Heating	0.00	541.67	541.67	0.00	1,083.33	1,083.33	6,500.00	6,500.00
4455.000 Snow Removal	666.90	541.67	(125.23)	666.90	1,083.33	416.43	6,500.00	5,833.10
4456.000 Exterminating	831.00	416.67	(414.33)	831.00	833.33	2.33	5,000.00	4,169.00
4457.000 Janitor/Cleaning	1,085.66	1,025.00	(60.66)	1,085.66	2,050.00	964.34	12,300.00	11,214.34
TOTAL MAINTENANCE	14,307.28	12,660.84	(1,646.44)	23,115.26	25,321.66	2,206.40	151,930.00	128,814.74

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
OTHER								
4510.000 Insurance	4,345.66	2,347.50	(1,998.16)	4,345.66	4,695.00	349.34	28,170.00	23,824.34
4520.000 Property Taxes	775.31	770.00	(5.31)	1,905.86	1,540.00	(365.86)	9,240.00	7,334.14
4540.000 Employee Benefits	2,313.56	2,420.84	107.28	4,934.44	4,841.66	(92.78)	29,050.00	24,115.56
4570.000 Collection Loses	0.00	83.33	83.33	0.00	166.67	166.67	1,000.00	1,000.00
4583.001 Lease Interest Exp	2.23	0.83	(1.40)	2.23	1.67	(0.56)	10.00	7.77
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	833.33	833.33	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.83	31.25	0.42	61.66	62.50	0.84	375.00	313.34
TOTAL OTHER	7,467.59	6,070.42	(1,397.17)	11,249.85	12,140.83	890.98	72,845.00	61,595.15
TOTAL EXPENSES	36,861.46	35,206.68	(1,654.78)	57,996.60	70,413.32	12,416.72	422,480.00	364,483.40
SURPLUS	(451.11)	1,814.15	(2,265.26)	12,888.69	3,628.35	9,260.34	21,770.00	(8,881.31)

This page intentionally left blank.

June 2025 Financial Statements

Crosby HRA
Operating Statement
Three Months Ending 06/30/2025
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	22,586.00	21,684.17	901.83	67,223.00	65,052.50	2,170.50	260,210.00	(192,987.00)
3120.000 Excess Utilities	260.00	83.33	176.67	280.00	250.00	30.00	1,000.00	(720.00)
3401.000 Operating Subsidy	10,196.34	9,780.00	416.34	30,589.00	29,340.00	1,249.00	117,360.00	(86,771.00)
3402.000 Capital Fund Revenue	0.00	1,666.67	(1,666.67)	4,802.50	5,000.00	(197.50)	20,000.00	(15,197.50)
3610.000 Interest Revenue	59.46	41.67	17.79	184.59	125.00	59.59	500.00	(315.41)
3690.000 Other Income	504.79	333.33	171.46	551.58	1,000.00	(448.42)	4,000.00	(3,448.42)
3691.000 Other Tenant Revenue	496.37	1,500.00	(1,003.63)	4,974.69	4,500.00	474.69	18,000.00	(13,025.31)
3695.000 Laundry Revenue	402.00	333.33	68.67	1,090.00	1,000.00	90.00	4,000.00	(2,910.00)
TOTAL INCOME	34,504.96	35,422.50	(917.54)	109,695.36	106,267.50	3,427.86	425,070.00	(315,374.64)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,338.90	2,583.75	244.85	7,910.97	7,751.25	(159.72)	31,005.00	23,094.03
4130.000 Legal	550.00	500.00	(50.00)	605.00	1,500.00	895.00	6,000.00	5,395.00
4140.000 Staff Training	0.00	33.33	33.33	1,818.88	100.00	(1,718.88)	400.00	(1,418.88)
4150.000 Travel	25.90	60.42	34.52	56.14	181.25	125.11	725.00	668.86
4171.000 Auditing Fees	0.00	445.00	445.00	0.00	1,335.00	1,335.00	5,340.00	5,340.00
4190.000 Other Admin	7.50	47.92	40.42	22.50	143.75	121.25	575.00	552.50
4191.000 Management Fees	4,766.66	4,766.67	0.01	14,300.00	14,300.00	0.00	57,200.00	42,900.00
4194.000 Office Supplies	27.51	150.00	122.49	259.49	450.00	190.51	1,800.00	1,540.51
4195.000 Membership Dues	0.00	29.17	29.17	0.00	87.50	87.50	350.00	350.00
4196.000 Telephone	0.00	58.33	58.33	91.35	175.00	83.65	700.00	608.65
4198.000 Advertising	0.00	83.33	83.33	0.00	250.00	250.00	1,000.00	1,000.00
4199.000 Postage	0.00	45.83	45.83	365.00	137.50	(227.50)	550.00	185.00
TOTAL ADMINISTRATION	7,716.47	8,803.75	1,087.28	25,429.33	26,411.25	981.92	105,645.00	80,215.67
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	360.99	524.17	163.18	360.99	1,572.50	1,211.51	6,290.00	5,929.01
4230.000 Tenant Svcs Other	0.00	108.33	108.33	9.29	325.00	315.71	1,300.00	1,290.71
TOTAL TENANT SERVICES	360.99	632.50	271.51	370.28	1,897.50	1,527.22	7,590.00	7,219.72
UTILITIES								
4310.000 Water	1,272.94	1,241.67	(31.27)	2,473.53	3,725.00	1,251.47	14,900.00	12,426.47
4315.000 Sewer	2,057.54	1,958.33	(99.21)	3,987.92	5,875.00	1,887.08	23,500.00	19,512.08
4320.000 Electricity	0.00	2,187.50	2,187.50	1,611.03	6,562.50	4,951.47	26,250.00	24,638.97
4330.000 Gas	0.00	1,166.67	1,166.67	1,466.16	3,500.00	2,033.84	14,000.00	12,533.84
TOTAL UTILITIES	3,330.48	6,554.17	3,223.69	9,538.64	19,662.50	10,123.86	78,650.00	69,111.36
MAINTENANCE								
4410.000 Maintenance Labor	4,071.38	4,177.50	106.12	13,875.24	12,532.50	(1,342.74)	50,130.00	36,254.76
4420.000 Materials	860.41	1,416.67	556.26	1,781.08	4,250.00	2,468.92	17,000.00	15,218.92
4430.000 Contracts Costs	730.61	2,333.33	1,602.72	1,958.12	7,000.00	5,041.88	28,000.00	26,041.88
4431.000 Garbage and Trash	773.34	875.00	101.66	2,534.50	2,625.00	90.50	10,500.00	7,965.50
4432.000 Decorating Contract	5,917.34	1,333.33	(4,584.01)	8,540.28	4,000.00	(4,540.28)	16,000.00	7,459.72
4435.000 Grounds Contract	65.74	350.00	284.26	113.34	1,050.00	936.66	4,200.00	4,086.66
4445.000 Elevator Maintenance	0.00	500.00	500.00	2,652.00	1,500.00	(1,152.00)	6,000.00	3,348.00
4450.000 Plumbing/Heating	0.00	750.00	750.00	628.77	2,250.00	1,621.23	9,000.00	8,371.23
4455.000 Snow Removal	0.00	416.67	416.67	444.60	1,250.00	805.40	5,000.00	4,555.40
4456.000 Exterminating	0.00	166.67	166.67	132.00	500.00	368.00	2,000.00	1,868.00
4457.000 Janitor/Cleaning	58.30	1,125.00	1,066.70	1,133.77	3,375.00	2,241.23	13,500.00	12,366.23

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	12,477.12	13,444.17	967.05	33,793.70	40,332.50	6,538.80	161,330.00	127,536.30
OTHER								
4510.000 Insurance	2,840.80	3,162.50	321.70	6,323.72	9,487.50	3,163.78	37,950.00	31,626.28
4520.000 Property Taxes	937.11	916.67	(20.44)	3,096.49	2,750.00	(346.49)	11,000.00	7,903.51
4540.000 Employee Benefits	2,374.65	2,400.84	26.19	7,309.04	7,202.50	(106.54)	28,810.00	21,500.96
4570.000 Collection Loses	0.00	500.00	500.00	0.00	1,500.00	1,500.00	6,000.00	6,000.00
4583.001 Lease Interest Exp	0.00	0.83	0.83	2.23	2.50	0.27	10.00	7.77
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	1,250.00	1,250.00	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.84	31.25	0.41	92.52	93.75	1.23	375.00	282.48
TOTAL OTHER	6,183.40	7,428.76	1,245.36	16,824.00	22,286.25	5,462.25	89,145.00	72,321.00
TOTAL EXPENSES	30,068.46	36,863.35	6,794.89	85,955.95	110,590.00	24,634.05	442,360.00	356,404.05
SURPLUS	4,436.50	(1,440.85)	5,877.35	23,739.41	(4,322.50)	28,061.91	(17,290.00)	41,029.41

Crosby HRA
Operating Statement
Three Months Ending 06/30/2025
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	23,260.00	21,583.33	1,676.67	68,298.00	64,750.00	3,548.00	259,000.00	(190,702.00)
3120.000 Excess Utilities	505.00	162.50	342.50	590.00	487.50	102.50	1,950.00	(1,360.00)
3404.000 HAP Subsidy	10,171.00	12,333.33	(2,162.33)	33,821.00	37,000.00	(3,179.00)	148,000.00	(114,179.00)
3610.000 Interest Revenue	(9.40)	1,250.00	(1,259.40)	322.72	3,750.00	(3,427.28)	15,000.00	(14,677.28)
3690.000 Other Income	524.66	250.00	274.66	594.83	750.00	(155.17)	3,000.00	(2,405.17)
3691.000 Other Tenant Revenue	956.00	625.00	331.00	1,178.00	1,875.00	(697.00)	7,500.00	(6,322.00)
3695.000 Laundry Revenue	800.00	816.67	(16.67)	2,288.00	2,450.00	(162.00)	9,800.00	(7,512.00)
TOTAL INCOME	36,207.26	37,020.83	(813.57)	107,092.55	111,062.50	(3,969.95)	444,250.00	(337,157.45)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,338.91	2,583.75	244.84	7,911.03	7,751.25	(159.78)	31,005.00	23,093.97
4130.000 Legal	0.00	250.00	250.00	0.00	750.00	750.00	3,000.00	3,000.00
4140.000 Staff Training	0.00	41.67	41.67	603.89	125.00	(478.89)	500.00	(103.89)
4150.000 Travel	22.47	62.50	40.03	46.55	187.50	140.95	750.00	703.45
4171.000 Auditing Fees	0.00	445.00	445.00	0.00	1,335.00	1,335.00	5,340.00	5,340.00
4190.000 Other Admin	7.50	47.92	40.42	22.50	143.75	121.25	575.00	552.50
4191.000 Management Fees	4,766.67	4,766.67	0.00	14,300.03	14,300.00	(0.03)	57,200.00	42,899.97
4194.000 Office Supplies	27.52	145.83	118.31	259.51	437.50	177.99	1,750.00	1,490.49
4195.000 Membership Dues	0.00	16.67	16.67	0.00	50.00	50.00	200.00	200.00
4196.000 Telephone	0.00	62.50	62.50	91.35	187.50	96.15	750.00	658.65
4198.000 Advertising	0.00	83.33	83.33	0.00	250.00	250.00	1,000.00	1,000.00
4199.000 Postage	0.00	37.50	37.50	365.00	112.50	(252.50)	450.00	85.00
TOTAL ADMINISTRATION	7,163.07	8,543.34	1,380.27	23,599.86	25,630.00	2,030.14	102,520.00	78,920.14
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	541.48	786.25	244.77	541.48	2,358.75	1,817.27	9,435.00	8,893.52
4230.000 Tenant Svcs Other	0.00	20.83	20.83	9.29	62.50	53.21	250.00	240.71
TOTAL TENANT SERVICES	541.48	807.08	265.60	550.77	2,421.25	1,870.48	9,685.00	9,134.23
UTILITIES								
4310.000 Water	726.32	958.33	232.01	1,663.48	2,875.00	1,211.52	11,500.00	9,836.52
4315.000 Sewer	1,325.35	1,583.33	257.98	3,021.42	4,750.00	1,728.58	19,000.00	15,978.58
4320.000 Electricity	0.00	3,166.67	3,166.67	2,516.01	9,500.00	6,983.99	38,000.00	35,483.99
4330.000 Gas	0.00	1,416.67	1,416.67	2,036.17	4,250.00	2,213.83	17,000.00	14,963.83
TOTAL UTILITIES	2,051.67	7,125.00	5,073.33	9,237.08	21,375.00	12,137.92	85,500.00	76,262.92
MAINTENANCE								
4410.000 Maintenance Labor	4,071.44	4,177.50	106.06	13,875.39	12,532.50	(1,342.89)	50,130.00	36,254.61
4420.000 Materials	732.50	1,500.00	767.50	3,150.46	4,500.00	1,349.54	18,000.00	14,849.54
4430.000 Contracts Costs	944.34	1,916.67	972.33	2,269.85	5,750.00	3,480.15	23,000.00	20,730.15
4431.000 Garbage and Trash	342.84	483.33	140.49	663.22	1,450.00	786.78	5,800.00	5,136.78
4432.000 Decorating Contract	1,548.02	1,250.00	(298.02)	5,488.53	3,750.00	(1,738.53)	15,000.00	9,511.47
4435.000 Grounds Contract	98.63	458.33	359.70	170.02	1,375.00	1,204.98	5,500.00	5,329.98
4445.000 Elevator Maintenance	0.00	350.00	350.00	2,652.00	1,050.00	(1,602.00)	4,200.00	1,548.00
4450.000 Plumbing/Heating	0.00	541.67	541.67	0.00	1,625.00	1,625.00	6,500.00	6,500.00
4455.000 Snow Removal	0.00	541.67	541.67	666.90	1,625.00	958.10	6,500.00	5,833.10
4456.000 Exterminating	0.00	416.67	416.67	831.00	1,250.00	419.00	5,000.00	4,169.00
4457.000 Janitor/Cleaning	74.49	1,025.00	950.51	1,160.15	3,075.00	1,914.85	12,300.00	11,139.85
TOTAL MAINTENANCE	7,812.26	12,660.84	4,848.58	30,927.52	37,982.50	7,054.98	151,930.00	121,002.48

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
OTHER								
4510.000 Insurance	2,172.83	2,347.50	174.67	6,518.49	7,042.50	524.01	28,170.00	21,651.51
4520.000 Property Taxes	1,068.52	770.00	(298.52)	2,974.38	2,310.00	(664.38)	9,240.00	6,265.62
4540.000 Employee Benefits	2,388.53	2,420.84	32.31	7,322.97	7,262.50	(60.47)	29,050.00	21,727.03
4570.000 Collection Loses	0.00	83.33	83.33	0.00	250.00	250.00	1,000.00	1,000.00
4583.001 Lease Interest Exp	0.00	0.83	0.83	2.23	2.50	0.27	10.00	7.77
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	1,250.00	1,250.00	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.83	31.25	0.42	92.49	93.75	1.26	375.00	282.51
TOTAL OTHER	5,660.71	6,070.42	409.71	16,910.56	18,211.25	1,300.69	72,845.00	55,934.44
TOTAL EXPENSES	23,229.19	35,206.68	11,977.49	81,225.79	105,620.00	24,394.21	422,480.00	341,254.21
SURPLUS	12,978.07	1,814.15	11,163.92	25,866.76	5,442.50	20,424.26	21,770.00	4,096.76

Crosby HRA
Payment Summary Report
May-25

Doc. Date		Number	Payments
05/15/2025	Bartz, Brian	417	\$102.90
05/15/2025	Banks, Diana	418	\$120.82
05/15/2025	Anderson, Hannah	419	\$23.10
05/15/2025	Schommer, John	420	\$92.40
05/15/2025	Farnum, Steven	421	\$36.47
05/01/2025	Reliance Standard Life	ACH	\$347.85
05/01/2025	Delta Dental	ACH	\$123.45
05/10/2025	Payroc LLC	ACH	\$51.13
05/10/2025	Payroc LLC	ACH	\$111.97
05/15/2025	Payroll for 05/15/2025	ACH	\$4,492.80
05/15/2025	Harpers Payroll Service	ACH	\$44.85
05/15/2025	Lincoln Financial Group	ACH	\$884.17
05/15/2025	Minnesota State	ACH	\$62.00
05/15/2025	Harpers Payroll Service	ACH	\$1,738.32
05/29/2025	Payroll for 05/29/2025	ACH	\$4,306.70
05/29/2025	Lincoln Financial Group	ACH	\$855.17
05/29/2025	Minnesota State	ACH	\$62.00
05/29/2025	Harpers Payroll Service	ACH	\$44.85
05/29/2025	Harpers Payroll Service	ACH	\$1,626.42
05/14/2025	Ammark Corporation	119829	\$1,371.68
05/14/2025	Borden Steinbauer	119830	\$55.00
05/14/2025	Bremer Bank Credit	119831	\$55.50
05/14/2025	Cintas	119832	\$164.20
05/14/2025	Alpenglow Technologies	119833	\$368.50
05/01/2025	Bremer Bank Credit	119834	\$179.17
05/01/2025	Crosby Ace Hardware	119835	\$5.00
05/01/2025	Ctc-446126	119836	\$323.25
05/01/2025	Housing Auth Risk	119837	\$12,764.00
05/01/2025	Housing Insurance	119838	\$41,290.66
05/01/2025	Minnesota Energy	119839	\$2,558.95
05/01/2025	Minnesota Power	119840	\$4,169.78
05/12/2025	League of MN Cities	119841	\$6,109.00
05/12/2025	Medica	119842	\$2,463.31
05/14/2025	City Of Crosby	119843	\$6,161.22
05/14/2025	Crosby Ace Hardware	119844	\$151.86
05/14/2025	Crow Wing County	119845	\$8,724.58
05/14/2025	Ctc-446126	119846	\$325.80
05/14/2025	Dacotah Paper Co	119847	\$37.26
05/14/2025	DM Carpet LLC	119848	\$2,211.75
05/14/2025	Goodin Company	119849	\$81.00
05/14/2025	Granite Pest Control	119850	\$963.00
05/14/2025	Grinning Bear Roll-Off	119851	\$977.50
05/14/2025	Handyman's, Inc.	119852	\$653.09

**Crosby HRA
Payment Summary Report
May-25**

Doc. Date		Number	Payments
05/14/2025	Labor Logic LLC	119853	\$9.75
05/14/2025	Home Depot Supply	119854	\$428.38
05/14/2025	Hytec Construction	119855	\$4,802.50
05/14/2025	Integrity Services Inc	119856	\$485.00
05/14/2025	Keeping It Clean LLC	119857	\$1,820.00
05/14/2025	Majestic Creations	119858	\$1,111.50
05/14/2025	Mercury Technologies	119859	\$121.53
05/14/2025	MRI Software LLC	119860	\$75.00
05/14/2025	Nan Mckay &	119861	\$1,215.00
05/14/2025	Office Shop	119862	\$238.50
05/14/2025	Sherwin Williams	119863	\$477.16
05/14/2025	St Cloud Sewing Center	119864	\$71.00
05/14/2025	Strike Painting &	119865	\$1,500.00
05/14/2025	The Print Shop Ink	119866	\$225.47
05/14/2025	T-Mobile	119867	\$110.78
05/14/2025	US Inspection Group	119868	\$590.00
05/14/2025	Visa--Unity	119869	\$1,586.30
05/14/2025	Waste Partners Inc	119870	\$707.02
05/14/2025	West Central Flooring	119871	\$760.25
05/14/2025	Wicks Advanced Drain	119872	\$150.00
05/20/2025	Medica	119873	\$2,463.31
05/21/2025	Robinson, Jennifer	119874	\$102.88
05/29/2025	Minnesota Energy	119875	\$943.38
05/29/2025	Minnesota Power	119876	\$4,127.04
Total			\$131,414.18

**Crosby HRA
Payment Summary Report
Jun-25**

Doc. Date		Number	Payments
06/01/2025	Delta Dental	ACH	\$126.66
06/05/2025	Reliance Standard Life	ACH	\$320.66
06/06/2025	Minnesota State	ACH	\$62.00
06/12/2025	Payroll for 06/12/2025	ACH	\$4,910.44
06/12/2025	Lincoln Financial Group	ACH	\$884.17
06/12/2025	Harpers Payroll Service	ACH	\$46.98
06/12/2025	Harpers Payroll Service	ACH	\$1,807.29
06/26/2025	Payroll for 06/26/2025	ACH	\$5,113.82
06/26/2025	Lincoln Financial Group	ACH	\$884.17
06/26/2025	Harpers Payroll Service	ACH	\$53.37
06/26/2025	Harpers Payroll Service	ACH	\$1,841.02
06/11/2025	Bartz, Brian	422	\$64.40
06/11/2025	Banks, Diana	423	\$3.43
06/11/2025	Charpentier, Eric	424	\$22.54
06/11/2025	Schommer, John	425	\$115.50
06/11/2025	Young, Karen	426	\$22.40
06/10/2025	Borden Steinbauer	119877	\$550.00
06/10/2025	Bremer Bank Credit	119878	\$43.50
06/10/2025	Cintas	119879	\$164.20
06/10/2025	City Of Crosby	119880	\$5,779.17
06/10/2025	Crosby Ace Hardware	119881	\$216.54
06/10/2025	Crow Wing County	119882	\$80.00
06/10/2025	Labor Logic LLC	119883	\$9.75
06/10/2025	Integrity Services Inc	119884	\$388.00
06/10/2025	Office Shop	119885	\$7.89
06/10/2025	Paper Storm	119886	\$36.40
06/10/2025	Sherwin Williams	119887	\$198.68
06/10/2025	ShofCorp LLC	119888	\$150.96
06/10/2025	Strike Painting &	119889	\$400.00
06/10/2025	T-Mobile	119890	\$110.78
06/10/2025	Waste Partners Inc	119891	\$602.76
06/10/2025	Alpenglow Technologies	119892	\$361.25
06/10/2025	Vivid Color Painting	119893	\$5,818.00
06/16/2025	Visa--Unity	119894	\$1,720.67
06/18/2025	Tenant Refund	119895	\$100.80
06/18/2025	Tenant Refund	119896	\$250.89
Total			\$33,269.09



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

Tenant Activities Update

In June there were 10 Second Harvest Commodity Food Boxes distributed. 332 meals were donated to tenants by Community Table and Emily Care' N Share. There were 3 scheduled activities: Bluegrass Band/Cuyuna Range Pickers (20), Study with Zed held twice (6), and Oak Street Band (11).

Tenant Council meeting minutes from June are attached.

Monthly Property Performance Stats for June 2025

- Occupancy Rate: 100% Dellwood; 100% Edgewood; 100% Scattered Sites
- New Move-Ins: 2
- Move Outs: 1
- Recertifications (By Type): 16 Annual; 2 Interim
- Termination Notices: 4
- Work Orders Received: 64
- Waiting Lists:

1BR	2BR	3BR	4BR
66	21	10	6

Discussion Items

- **No Additional Actions Requested**

Tenant Council summary for the month of May:

There was no meeting held in May. Been having poor attendance the last few months, so I am thinking of just having a meeting every other month or so. I will continue to give an outline of what we have been spending and taking in for the month.

Income and Expenses for the month of May

Coffee income: \$79.96	Bingo income: \$107.00
Coffee expense: \$85.96	Bingo expense: \$99.70
Potluck income: \$4.00	Potluck expense: \$3.49
Bake/Craft Sale: \$278.50	Birdseed purchased: \$6.39

Petty Cash for the end of May: \$469.09

Checking for the end of May: \$940.71

OLD BUSINESS:

We had our Bake/Craft Sale on May 10th. We did very well. The next one will be in Nov. Had potluck on May 17th. There was 20 people attending.

Purchased 2 new birdfeeders for in the back area. Now we can watch the birds (and squirrels) again.

Oak Street Chapel Band came on May 27th. Always nice to have them come and entertain.

NEW BUSINESS:

Will have a potluck on June 14th at 1:00

Oak Street Chapel Band will come on June 24th at 2:00.

Will have a tenant council meeting in July. Will let you know the date later.



To: Crosby HRA Board Members
From: John Schommer, Rehab & Maintenance Director
Date: July 1, 2025
Re: Maintenance Update

NSPIRE Training

On Tuesday, June 24, 2025 maintenance staff attended an 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 the old standard with a more living unit focused perspective.

No Action Requested; Discussion Items.

This page intentionally left blank.



To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: July 2, 2025
Re: Addition of Commissioner to Unity Bank Account

We would like to add our new commissioner, Donald Lehnhoff, to the Unity Bank account as a signatory. Unity Bank requires action by the board approving this addition. As such, we are asking for a motion from the board to add Donald Lehnhoff to the Unity Bank account.

Action Requested: Motion to approve the addition of commissioner Donald Lehnhoff to the Unity Bank account as a signatory.

This page intentionally left blank.