

Crosby HRA Board Meeting

11:00 a.m. Tuesday August 12th, 2025

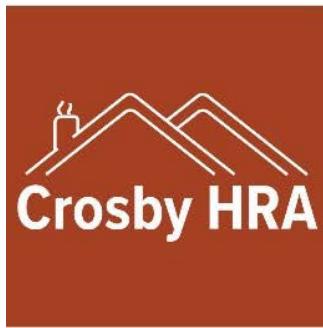
Community Room, 300 Third Avenue NE, Crosby MN 56441

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. OATH OF OFFICE (Attachment 1 – Pg. 3)**
 - a. Administer Oath of Office for Marsha Larson
- 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, July 8th, 2025 Meeting Minutes
- 7. BILLS & COMMUNICATIONS**
 - a. Financial Report (Attachment 3 – Pg. 7)
 - b. Housing Manager Report (Attachment 4 – Pg. 17)
 - c. Maintenance Director Report (Attachment 5 – Pg. 21)
- 8. UNFINISHED BUSINESS:**
- 9. NEW BUSINESS:**
- 10. COMMISSIONER COMMENTS:**
- 11. NEXT MEETING:** September 9th, 2025
- 12. ADJOURNMENT**

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: August 12th, 2025
Re: Oath of Office: Marsha Larson

At the August 11th, 2025, City Council meeting, the Crosby City Council is scheduled to approve the appointment of Marsha Larson as a Commissioner of the Crosby HRA Board for a term expiring August 31st, 2029. Marsha will take the 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, Marsha Larson, 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.

Marsha Larson

Subscribed and sworn to before me this 12th day of August, 2025.

Hannah Anderson
Notary Public
My commission expires
January 31, 2029



Crosby HRA
BOARD MEETING MINUTES
Tuesday, July 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, July 8th, 2025.

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

Others Present: Executive Director Eric Charpentier.

3. **REVIEW AND APPROVE AGENDA:**

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

4. **OPEN FORUM:**

An attendant of the meeting inquired about the elevator outage in Dellwood and what the agency's protocol is on outages.

5. **REVIEW AND APPROVE MINUTES:**

- a. June 10th, 2025, Minutes were presented in the packet for review.

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

6. **BILLS AND COMMUNICATIONS:**

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

Eric Charpentier presented the July Financial Report.

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

- b. **Housing Manager Report:**

Eric Charpentier presented the Housing Manager & Activities Report.

c. Maintenance Director Report:

Eric Charpentier presented the July 2025 Maintenance Report.

7. UNFINISHED BUSINESS: None

8. NEW BUSINESS:

a. Update to Bank Signatory Card

Commissioner Marsh motioned to approve the addition of commissioner Donald Lehnhoff to the Unity Bank account as a signatory. Seconded by Commissioner Lehnhoff. Motion Carried Unanimously.

9. COMMISSIONER COMMENTS: None

10. NEXT MEETING: Tuesday, August 12th, 2025

11. ADJOURNMENT:

Commissioner Marsh motioned to adjourn the meeting. Seconded by Commissioner Lehnhoff. Motion Carried Unanimously. Meeting adjourned at 11:40 AM.



To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: August 6, 2025
Re: August Financial Report

Please find attached the financial information for July 2025.

2025 Audit Presentation

Mary Reedy from CliftonLarsonAllen (CLA) will present the audited financial statements to the board at the October meeting.

Action Requested: Motion for approval of payments as presented.



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Crosby Housing & Redevelopment Authority

2026 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July
Quick Ratio	12	QR <1 =-0-, QR >2 =12	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
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July
Occupancy	16	O <90% =0, O >98% =16	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
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00
Total Points	25		20.00	20.00	20.00	20.00

Total of Above Ratios	50		45	45	45	45
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MASS Ratios	Max Pts	Scoring	Apr	May	June	July
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	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
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0

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Crosby HRA
Operating Statement
Four Months Ending 07/31/2025
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	22,351.00	21,684.17	666.83	89,574.00	86,736.67	2,837.33	260,210.00	(170,636.00)
3120.000 Excess Utilities	280.00	83.33	196.67	560.00	333.33	226.67	1,000.00	(440.00)
3401.000 Operating Subsidy	6,074.16	9,780.00	(3,705.84)	36,663.16	39,120.00	(2,456.84)	117,360.00	(80,696.84)
3402.000 Capital Fund Revenue	0.00	1,666.67	(1,666.67)	4,802.50	6,666.67	(1,864.17)	20,000.00	(15,197.50)
3610.000 Interest Revenue	60.58	41.67	18.91	245.17	166.67	78.50	500.00	(254.83)
3690.000 Other Income	41.09	333.33	(292.24)	592.67	1,333.33	(740.66)	4,000.00	(3,407.33)
3691.000 Other Tenant Revenue	1,138.76	1,500.00	(361.24)	6,113.45	6,000.00	113.45	18,000.00	(11,886.55)
3695.000 Laundry Revenue	372.00	333.33	38.67	1,462.00	1,333.33	128.67	4,000.00	(2,538.00)
TOTAL INCOME	30,317.59	35,422.50	(5,104.91)	140,012.95	141,690.00	(1,677.05)	425,070.00	(285,057.05)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,338.90	2,583.75	244.85	10,249.87	10,335.00	85.13	31,005.00	20,755.13
4130.000 Legal	220.00	500.00	280.00	825.00	2,000.00	1,175.00	6,000.00	5,175.00
4140.000 Staff Training	48.72	33.33	(15.39)	1,867.60	133.33	(1,734.27)	400.00	(1,467.60)
4150.000 Travel	37.27	60.42	23.15	93.41	241.67	148.26	725.00	631.59
4171.000 Auditing Fees	0.00	445.00	445.00	0.00	1,780.00	1,780.00	5,340.00	5,340.00
4190.000 Other Admin	12.50	47.92	35.42	35.00	191.67	156.67	575.00	540.00
4191.000 Management Fees	4,766.66	4,766.67	0.01	19,066.66	19,066.67	0.01	57,200.00	38,133.34
4194.000 Office Supplies	920.42	150.00	(770.42)	1,179.91	600.00	(579.91)	1,800.00	620.09
4195.000 Membership Dues	97.20	29.17	(68.03)	97.20	116.67	19.47	350.00	252.80
4196.000 Telephone	39.75	58.33	18.58	131.10	233.33	102.23	700.00	568.90
4198.000 Advertising	0.00	83.33	83.33	0.00	333.33	333.33	1,000.00	1,000.00
4199.000 Postage	0.00	45.83	45.83	365.00	183.33	(181.67)	550.00	185.00
TOTAL ADMINISTRATION	8,481.42	8,803.75	322.33	33,910.75	35,215.00	1,304.25	105,645.00	71,734.25
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	385.56	524.17	138.61	746.55	2,096.67	1,350.12	6,290.00	5,543.45
4230.000 Tenant Svcs Other	4.91	108.33	103.42	14.20	433.33	419.13	1,300.00	1,285.80
TOTAL TENANT SERVICES	390.47	632.50	242.03	760.75	2,530.00	1,769.25	7,590.00	6,829.25
UTILITIES								
4310.000 Water	1,270.34	1,241.67	(28.67)	3,743.87	4,966.67	1,222.80	14,900.00	11,156.13
4315.000 Sewer	1,694.05	1,958.33	264.28	5,681.97	7,833.33	2,151.36	23,500.00	17,818.03
4320.000 Electricity	2,949.32	2,187.50	(761.82)	4,560.35	8,750.00	4,189.65	26,250.00	21,689.65
4330.000 Gas	302.45	1,166.67	864.22	1,768.61	4,666.67	2,898.06	14,000.00	12,231.39
TOTAL UTILITIES	6,216.16	6,554.17	338.01	15,754.80	26,216.67	10,461.87	78,650.00	62,895.20
MAINTENANCE								
4410.000 Maintenance Labor	4,071.39	4,177.50	106.11	17,946.63	16,710.00	(1,236.63)	50,130.00	32,183.37
4420.000 Materials	3,040.76	1,416.67	(1,624.09)	4,821.84	5,666.67	844.83	17,000.00	12,178.16
4430.000 Contracts Costs	3,874.51	2,333.33	(1,541.18)	5,832.63	9,333.33	3,500.70	28,000.00	22,167.37
4431.000 Garbage and Trash	774.54	875.00	100.46	3,309.04	3,500.00	190.96	10,500.00	7,190.96
4432.000 Decorating Contract	0.00	1,333.33	1,333.33	8,540.28	5,333.33	(3,206.95)	16,000.00	7,459.72
4435.000 Grounds Contract	29.94	350.00	320.06	143.28	1,400.00	1,256.72	4,200.00	4,056.72
4445.000 Elevator Maintenance	0.00	500.00	500.00	2,652.00	2,000.00	(652.00)	6,000.00	3,348.00
4450.000 Plumbing/Heating	150.00	750.00	600.00	778.77	3,000.00	2,221.23	9,000.00	8,221.23
4455.000 Snow Removal	0.00	416.67	416.67	444.60	1,666.67	1,222.07	5,000.00	4,555.40
4456.000 Exterminating	132.00	166.67	34.67	264.00	666.67	402.67	2,000.00	1,736.00
4457.000 Janitor/Cleaning	232.03	1,125.00	892.97	1,365.80	4,500.00	3,134.20	13,500.00	12,134.20

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	12,305.17	13,444.17	1,139.00	46,098.87	53,776.67	7,677.80	161,330.00	115,231.13
OTHER								
4510.000 Insurance	2,840.80	3,162.50	321.70	9,164.52	12,650.00	3,485.48	37,950.00	28,785.48
4520.000 Property Taxes	947.47	916.67	(30.80)	4,043.96	3,666.67	(377.29)	11,000.00	6,956.04
4540.000 Employee Benefits	2,376.54	2,400.84	24.30	9,685.58	9,603.34	(82.24)	28,810.00	19,124.42
4570.000 Collection Loses	0.00	500.00	500.00	0.00	2,000.00	2,000.00	6,000.00	6,000.00
4583.001 Lease Interest Exp	0.98	0.83	(0.15)	3.21	3.33	0.12	10.00	6.79
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	1,666.67	1,666.67	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.84	31.25	0.41	123.36	125.00	1.64	375.00	251.64
TOTAL OTHER	6,196.63	7,428.76	1,232.13	23,020.63	29,715.01	6,694.38	89,145.00	66,124.37
TOTAL EXPENSES	33,589.85	36,863.35	3,273.50	119,545.80	147,453.35	27,907.55	442,360.00	322,814.20
SURPLUS	(3,272.26)	(1,440.85)	(1,831.41)	20,467.15	(5,763.35)	26,230.50	(17,290.00)	37,757.15

Crosby HRA
Operating Statement
Four Months Ending 07/31/2025
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	23,329.00	21,583.33	1,745.67	91,627.00	86,333.33	5,293.67	259,000.00	(167,373.00)
3120.000 Excess Utilities	463.00	162.50	300.50	1,053.00	650.00	403.00	1,950.00	(897.00)
3404.000 HAP Subsidy	11,048.00	12,333.33	(1,285.33)	44,869.00	49,333.33	(4,464.33)	148,000.00	(103,131.00)
3610.000 Interest Revenue	7,786.53	1,250.00	6,536.53	8,109.25	5,000.00	3,109.25	15,000.00	(6,890.75)
3690.000 Other Income	61.64	250.00	(188.36)	656.47	1,000.00	(343.53)	3,000.00	(2,343.53)
3691.000 Other Tenant Revenue	1,291.00	625.00	666.00	2,469.00	2,500.00	(31.00)	7,500.00	(5,031.00)
3695.000 Laundry Revenue	810.00	816.67	(6.67)	3,098.00	3,266.67	(168.67)	9,800.00	(6,702.00)
TOTAL INCOME	44,789.17	37,020.83	7,768.34	151,881.72	148,083.33	3,798.39	444,250.00	(292,368.28)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,338.90	2,583.75	244.85	10,249.93	10,335.00	85.07	31,005.00	20,755.07
4130.000 Legal	0.00	250.00	250.00	0.00	1,000.00	1,000.00	3,000.00	3,000.00
4140.000 Staff Training	48.72	41.67	(7.05)	652.61	166.67	(485.94)	500.00	(152.61)
4150.000 Travel	34.13	62.50	28.37	80.68	250.00	169.32	750.00	669.32
4171.000 Auditing Fees	0.00	445.00	445.00	0.00	1,780.00	1,780.00	5,340.00	5,340.00
4190.000 Other Admin	12.50	47.92	35.42	35.00	191.67	156.67	575.00	540.00
4191.000 Management Fees	4,766.67	4,766.67	0.00	19,066.70	19,066.67	(0.03)	57,200.00	38,133.30
4194.000 Office Supplies	920.43	145.83	(774.60)	1,179.94	583.33	(596.61)	1,750.00	570.06
4195.000 Membership Dues	97.20	16.67	(80.53)	97.20	66.67	(30.53)	200.00	102.80
4196.000 Telephone	39.76	62.50	22.74	131.11	250.00	118.89	750.00	618.89
4198.000 Advertising	0.00	83.33	83.33	0.00	333.33	333.33	1,000.00	1,000.00
4199.000 Postage	0.00	37.50	37.50	365.00	150.00	(215.00)	450.00	85.00
TOTAL ADMINISTRATION	8,258.31	8,543.34	285.03	31,858.17	34,173.34	2,315.17	102,520.00	70,661.83
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	578.34	786.25	207.91	1,119.82	3,145.00	2,025.18	9,435.00	8,315.18
4230.000 Tenant Svcs Other	4.91	20.83	15.92	14.20	83.33	69.13	250.00	235.80
TOTAL TENANT SERVICES	583.25	807.08	223.83	1,134.02	3,228.33	2,094.31	9,685.00	8,550.98
UTILITIES								
4310.000 Water	986.60	958.33	(28.27)	2,650.08	3,833.33	1,183.25	11,500.00	8,849.92
4315.000 Sewer	1,193.89	1,583.33	389.44	4,215.31	6,333.33	2,118.02	19,000.00	14,784.69
4320.000 Electricity	5,350.07	3,166.67	(2,183.40)	7,866.08	12,666.67	4,800.59	38,000.00	30,133.92
4330.000 Gas	0.00	1,416.67	1,416.67	2,036.17	5,666.67	3,630.50	17,000.00	14,963.83
TOTAL UTILITIES	7,530.56	7,125.00	(405.56)	16,767.64	28,500.00	11,732.36	85,500.00	68,732.36
MAINTENANCE								
4410.000 Maintenance Labor	4,071.43	4,177.50	106.07	17,946.82	16,710.00	(1,236.82)	50,130.00	32,183.18
4420.000 Materials	256.14	1,500.00	1,243.86	3,406.60	6,000.00	2,593.40	18,000.00	14,593.40
4430.000 Contracts Costs	3,188.94	1,916.67	(1,272.27)	5,458.79	7,666.67	2,207.88	23,000.00	17,541.21
4431.000 Garbage and Trash	280.11	483.33	203.22	943.33	1,933.33	990.00	5,800.00	4,856.67
4432.000 Decorating Contract	3,166.62	1,250.00	(1,916.62)	8,655.15	5,000.00	(3,655.15)	15,000.00	6,344.85
4435.000 Grounds Contract	44.92	458.33	413.41	214.94	1,833.33	1,618.39	5,500.00	5,285.06
4445.000 Elevator Maintenance	0.00	350.00	350.00	2,652.00	1,400.00	(1,252.00)	4,200.00	1,548.00
4450.000 Plumbing/Heating	0.00	541.67	541.67	0.00	2,166.67	2,166.67	6,500.00	6,500.00
4455.000 Snow Removal	0.00	541.67	541.67	666.90	2,166.67	1,499.77	6,500.00	5,833.10
4456.000 Exterminating	132.00	416.67	284.67	963.00	1,666.67	703.67	5,000.00	4,037.00
4457.000 Janitor/Cleaning	333.40	1,025.00	691.60	1,493.55	4,100.00	2,606.45	12,300.00	10,806.45
TOTAL MAINTENANCE	11,473.56	12,660.84	1,187.28	42,401.08	50,643.34	8,242.26	151,930.00	109,528.92

	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	8,691.32	9,390.00	698.68	28,170.00	19,478.68
4520.000 Property Taxes	846.24	770.00	(76.24)	3,820.62	3,080.00	(740.62)	9,240.00	5,419.38
4540.000 Employee Benefits	2,391.34	2,420.84	29.50	9,714.31	9,683.34	(30.97)	29,050.00	19,335.69
4570.000 Collection Loses	0.00	83.33	83.33	0.00	333.33	333.33	1,000.00	1,000.00
4583.001 Lease Interest Exp	0.98	0.83	(0.15)	3.21	3.33	0.12	10.00	6.79
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	1,666.67	1,666.67	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.83	31.25	0.42	123.32	125.00	1.68	375.00	251.68
TOTAL OTHER	5,442.22	6,070.42	628.20	22,352.78	24,281.67	1,928.89	72,845.00	50,492.22
TOTAL EXPENSES	33,287.90	35,206.68	1,918.78	114,513.69	140,826.68	26,312.99	422,480.00	307,966.31
SURPLUS	11,501.27	1,814.15	9,687.12	37,368.03	7,256.65	30,111.38	21,770.00	15,598.03

Crosby HRA
Payment Summary Report
July 2025

Doc. Date		Number	Payments
07/01/2025	Reliance Standard Life	ACH	\$320.66
07/01/2025	Delta Dental	ACH	\$126.66
07/07/2025	Minnesota State	ACH	\$62.00
07/08/2025	Payroc LLC	ACH	\$54.82
07/08/2025	Payroc LLC	ACH	\$112.33
07/08/2025	Minnesota State	ACH	\$62.00
07/10/2025	Payroll for 07/10/2025	ACH	\$4,906.08
07/10/2025	Security Benefit	ACH	\$884.17
07/10/2025	Minnesota State	ACH	\$62.00
07/10/2025	Harpers Payroll Service	ACH	\$46.98
07/10/2025	Harpers Payroll Service	ACH	\$1,806.56
07/24/2025	Payroll for 07/24/2025	ACH	\$5,174.93
07/24/2025	Security Benefit	ACH	\$884.17
07/24/2025	Minnesota State	ACH	\$62.00
07/24/2025	Harpers Payroll Service	ACH	\$53.37
07/24/2025	Harpers Payroll Service	ACH	\$1,851.12
07/09/2025	Banks, Diana	427	\$3.50
07/09/2025	Charpentier, Eric	428	\$44.80
07/09/2025	Anderson, Hannah	429	\$23.10
07/09/2025	Schommer, John	430	\$23.10
07/09/2025	Farnum, Steven	431	\$97.44
07/09/2025	Bartz, Brian	432	\$123.20
07/01/2025	Ctc-446126	119897	\$299.87
07/01/2025	Medica	119898	\$2,463.31
07/01/2025	Minnesota Energy	119899	\$627.77
07/01/2025	Minnesota Power	119900	\$4,606.09
07/01/2025	MRI Software LLC	119901	\$125.00
07/08/2025	Borden Steinbauer	119902	\$220.00
07/08/2025	Brainerd Glass	119903	\$232.76
07/08/2025	Bremer Bank Credit	119904	\$43.50
07/08/2025	Voided Check	119905	\$0.00
07/08/2025	Cintas	119906	\$227.60
07/08/2025	City Of Crosby	119907	\$5,216.58
07/08/2025	Dearborn National	119908	\$32.20
07/08/2025	Granite Pest Control	119909	\$264.00
07/08/2025	Handyman's, Inc.	119910	\$721.18
07/08/2025	Holden Electric Co. Inc.	119911	\$645.25
07/08/2025	Home Depot Supply	119912	\$413.89
07/08/2025	Integrity Services Inc	119913	\$318.72
07/08/2025	MRI Software LLC	119914	\$100.00
07/08/2025	Nahro	119915	\$194.40
07/08/2025	Northland Fire	119916	\$1,237.00
07/08/2025	Office Shop	119917	\$338.42

Crosby HRA
Payment Summary Report
July 2025

Doc. Date		Number	Payments
07/08/2025	Safeguard Security Inc.	119918	\$3,000.00
07/08/2025	Strike Painting &	119919	\$450.00
07/08/2025	T-Mobile	119920	\$110.78
07/08/2025	Waste Partners Inc	119921	\$657.63
07/08/2025	West Central Flooring	119922	\$2,017.50
07/08/2025	Wicks Advanced Drain	119923	\$150.00
07/08/2025	Alpenglow Technologies	119924	\$368.50
07/21/2025	Crosby Ace Hardware	119925	\$327.29
07/21/2025	Minnesota Power	119926	\$5,592.35
07/21/2025	Visa--Unity	119927	\$4,338.39
<hr/> Total			\$52,124.97



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

Tenant Activities Update

In July 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 & July are attached.

Monthly Property Performance Stats for July 2025

- Occupancy Rate: 100% Dellwood; 100% Edgewood; 100% Scattered Sites
- New Move-Ins: 1
- Move Outs: 3
- Recertifications (By Type): 5 Annual; 4 Interim
- Termination Notices: 4
- Work Orders Received: 143 (number includes the annual inspection of Edgewood units)
- Waiting Lists:

1BR	2BR	3BR	4BR
76	22	10	6

Discussion Items

- **No Additional Actions Requested**

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Tenant Council summary for the month of July 2025

There was no meeting held in June.

Income and Expenses for the month of June.

Coffee income: \$86.50	Coffee expense: \$51.92
Bingo income: \$103.75	Bingo expense: \$69.72
Potluck income: \$18.00	Birdseed purchase: \$7.73
Progressive Bingo expense: \$25.00	

Petty Cash for end of June: \$522.97

Checking for end of June: \$940.71

OLD BUSINESS:

Had potluck on June 14th, there were 13 in attendance.

Oak Street Chapel Band came on June 24th and played.

NEW BUSINESS:

Will have a picnic style potluck on July 12th. Will be grilling hot dogs and hamburgers on the new grill office purchased.

Will have a tenant council meeting on July 8th at 11 a.m.

We have a new activities coordinator, John C., so hope to have lots of new ideas from him for us tenants to participate in.

The Oak Street Chapel Band will be coming on July 22nd.

The elevator on Dellwood side broke down on July 4th. So will be out the whole weekend. Lots of people are upset about this and this should not be happening, because there are people that are not able to get downstairs without the elevator. Really a bad problem!

Will wait and see when the next tenant council will be held.

Tenant Council summary for the month of July 2025

There was no meeting held in July.

Income and Expenses for the month of July

Coffee income: \$81.50	Coffee expense: \$75.60
Bingo income: \$94.04	Bingo expense: \$87.68
Potluck income: \$35.00	Potluck expense: \$55.51
	Birdseed expense: \$11.40
	Misc. expense: \$11.00
	Bingo Progressive expense: \$25.00

Petty Cash for end of July: \$467.32

Checking for end of July: \$940.71

OLD BUSINESS:

Had our July picnic potluck on July 26th. Mark grilled the hot dogs and hamburgers.

There were 20 people attending.

Did not have a meeting in July.

Oak Street Chapel Band came on July 22nd.

NEW BUSINESS:

Will have next potluck on Saturday, August 23rd.

Oak Street Chapel Band will be Tuesday, August 26th.

Morning coffee and bingo days are going well.

The new activities coordinator has games on Wed. afternoons in the Edgewood Rec.

Room. Hope to have more tenants participate.

No tenant council meeting till October.



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

Elevators

We recently have had some issues with the elevators in both Dellwood and Edgewood Apartments. Unfortunately, the timing of the recent issues for each building both happened during weekends when our maintenance staff is not on duty. Having maintenance issues with the elevators is never ideal and even less when it is during the weekend. Our elevator maintenance contractor, MEI, was contacted and did come and check the elevators. By the time they were on site the elevators were functioning correctly. MEI was eventually able to replicate the failure, and this was traced back to a valve timer fault. MEI was able to resolve the malfunction by replacing relays in the control cabinet and it has been operating correctly since. We are still working to modernize both elevators as we have been advised that the control boards for each elevator are on borrowed time. Our elevator consultant VDA, estimated the cost to update each elevator to be between \$175,000 - \$225,000. Addressing the long-term updates to the elevators are a high priority for staff and we will continue to look for grant funding opportunities to leverage our capital funding for the Dellwood elevator and to minimize the impact to our Edgewood savings.

Cleaning

We have recently had some concerns with our cleaning vendor and had to exercise our right to utilize the next vendor from our pool. The new vendor is Rise and Shine and things have improved.

No Action Requested; Discussion Items.

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