

300 Third Avenue NE  
Crosby, MN 56441-1642

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[www.crosbyhra.org](http://www.crosbyhra.org)

## **Crosby HRA Board Meeting**

**11:00 a.m. Tuesday September 9<sup>th</sup>, 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 Renae Marsh

**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 August 12<sup>th</sup>, 2025 Meeting Minutes

**7. ANNUAL MEETING** (*Attachment 3 - Pg. 9*)

- a. Slate of Officers
- b. Review of Bylaws

**8. BILLS & COMMUNICATIONS**

- a. Financial Report (*Attachment 4 – Pg. 15*)
- b. Housing Manager Report (*Attachment 5 – Pg. 25*)
- c. Maintenance Director Report (*Attachment 6 – Pg. 27*)

**9. RAB COMMITTEE UPDATE: (Resident Commissioner Lehnhoff)** (*Attachment 7 – Pg. 29*)

**10. UNFINISHED BUSINESS:**

**11. NEW BUSINESS:**

- a. Unity Bank Signatory (*Attachment 8 – Pg. 31*)

**12. COMMISSIONER COMMENTS:**

**13. NEXT MEETING:** October 14<sup>th</sup>, 2025

**14. ADJOURNMENT**

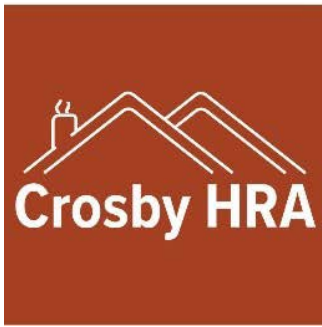
Donald Lehnhoff, Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2030

Vacant, Vice Chair Term Expires: 2027

Marsha Larson, Commissioner Term Expires: 2029

Paula Traylor, Chair Term Expires: 2026



To: Crosby HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: September 9<sup>th</sup>, 2025  
Re: Oath of Office: Renae Marsh

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At the September 8<sup>th</sup>, 2025, City Council meeting, the Crosby City Council is scheduled to approve the re-appointment of Renae Marsh as a Commissioner of the Crosby HRA Board for a term expiring August 31<sup>st</sup>, 2030. Renae 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, Renae Marsh, 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.

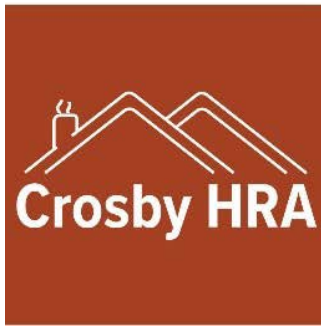
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Renae Marsh

Subscribed and sworn to before me this 9<sup>th</sup> day of September, 2025.

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Hannah Anderson  
Notary Public  
My commission expires  
January 31, 2029



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**Crosby HRA  
BOARD MEETING MINUTES  
Tuesday, August 12<sup>th</sup>, 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, August 12<sup>th</sup>, 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, Rehab and Maintenance Director John Schommer, Housing Manager Hannah Gangl, Housing Specialist Diana Banks, and Tenant Activities Coordinator John Cano.
3. **OATH OF OFFICE:**  
At the August 11<sup>th</sup>, 2025, City Council Meeting, the Crosby City Council approved the appointment of Marsha Larson as a Commissioner of the Crosby HRA Board for a term expiring August 31<sup>st</sup>, 2029. Ms. Larson took the oath of office.
4. **REVIEW AND APPROVE AGENDA:**  
  
Commissioner Lehnhoff made a motion to discuss the RAB and the Dellwood and Edgewood elevators. Seconded by Commissioner Larson. Motion Carried Unanimously. Commissioner Marsh motioned to approve the Agenda for the Tuesday, August 12<sup>th</sup>, 2025, meeting, with the amendment. Seconded by Commissioner Lehnhoff. Motion Carried Unanimously.
5. **OPEN FORUM:**  
An attendant of the meeting inquired about the addition of another outdoor patio.
6. **REVIEW AND APPROVE MINUTES:**
  - a. July 8<sup>th</sup>, 2025, Minutes were presented in the packet for review.  
Commissioner Lehnhoff motioned to approve the meeting minutes from the Tuesday, July 8<sup>th</sup>, 2025, as presented. Seconded by Commissioner Marsh. Motion Carried Unanimously.
7. **BILLS AND COMMUNICATIONS:**

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

*Eric Charpentier presented the Financial Report.*

Commissioner Lehnhoff inquired about the uncollected debt for rent. Charpentier explained that the outstanding debt is written off at the end of year and submitted to revenue recapture. Commissioner Lehnhoff asked why it is not submitted to a debt collection agency. Charpentier explained that revenue recapture has been fruitful for the agency. Commissioner Lehnhoff inquired on what the payment on July 8<sup>th</sup> to Handyman's Inc was for. Schommer explained that it is a maintenance supply store.

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

**b. Housing Manager Report:**

*Diana Banks presented the Housing Manager & Activities Report.*

Commissioner Lehnhoff inquired about the number of terminations by building. Banks explained there were 3 in Edgewood and 1 in Dellwood.

**c. Maintenance Director Report:**

*John Schommer presented the Maintenance Report.*

Commissioner Lehnhoff inquired what the protocol is for elevator outages and when the elevator valve timer was repaired. Schommer explained that when the call button is pushed, it goes to our elevator maintenance contractor, MEI, and then our emergency work order line. The valve timer was repaired around July 19<sup>th</sup> when there was an outage. Schommer added that this can be an ongoing update in the maintenance report. Commissioner Lehnhoff requested the elevator emergency protocol be documented and distributed to residents. Schommer advised that he will work with staff to document the process.

**8. RAB COMMITTEE UPDATE:**

Commissioner Lehnhoff wants the board to be aware of the Resident Advisory Board and that it is an active group of residents. Charpentier added that it will be added to the board packet going forward as an ongoing report.

**9. UNFINISHED BUSINESS: None**

**10. NEW BUSINESS: None**

**11. COMMISSIONER COMMENTS: None**

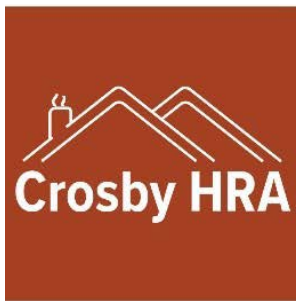
**12. NEXT MEETING:** Tuesday, September 9<sup>th</sup>, 2025

**13. ADJOURNMENT:**

**Commissioner Marsh motioned to adjourn the meeting. Seconded by Commissioner Lehnhoff.  
Motion Carried Unanimously. Meeting adjourned at 11:43 AM.**

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To: Crosby HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: September 3, 2025  
Re: Annual Meeting

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According to the bylaws, the Crosby HRA is required to hold its annual meeting as part of the regular meeting in September each year. Typically, at annual meetings, all new members are given the Oath of Office, the Board elects officers, and the bylaws are reviewed.

**Election of Officers**

Following is a list of the board members and terms. State Statute states that Commissioners continue to serve until either reappointed or replaced. According to the bylaws, the Chair, Vice Chair, and Secretary shall be elected at the annual meeting of the HRA.

Vacant, Commissioner	Term Expires: 2027
Paula Traylor, Chair	Term Expires: 2026
Donald Lehnhoff, Resident Commissioner	Term Expires: 2026
Renae Marsh, Secretary	Term Expires: 2030
Marsha Larson, Commissioner	Term Expires: 2029

*\*All terms expire August 31<sup>st</sup>*

**Review Bylaws**

A copy of the bylaws is attached for your review. (*Attachment 3a*)

**Action Items:** (1) Elect HRA Chair, Vice Chair, and Secretary  
(2) Review Bylaws

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**BYLAWS OF THE HOUSING AND REDEVELOPMENT  
AUTHORITY OF CROSBY, MINNESOTA**  
Amended 3/2020

ARTICLE I. THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "Housing and Redevelopment Authority of Crosby, Minnesota."

Section 2. Seal of the Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of the Authority. The offices of the Authority shall be in the Dellwood Apartments building located at 300 Third Avenue, Northeast, Crosby, Minnesota, but the Authority may hold its meetings at such other place or places as it may designate by resolution.

ARTICLE II. OFFICERS

Section 1. Officers. The officers of the Authority shall be a Chair, Vice Chair, and a Secretary.

Section 2. Chair. The Chair shall preside at all meetings of the Authority. Except as otherwise delegated, the Chair shall sign all contracts, deeds and other instruments made by the Authority. At each meeting the Chair shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice-Chair. The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of the resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Authority shall select a new Chair.

Section 4. Secretary. The Secretary shall perform the duties of a Secretary for the Authority.

Section 5. Executive Director. The Authority shall employ or contract with an Executive Director who shall have general supervision over the administration of its business and affairs, subject to the direction of the Authority. He/she shall be charged with the management of the housing and redevelopment projects of the Authority.

As assistant to the Secretary, the Executive Director in his/her own name and title shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purposes, and shall perform all duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall have the power to affix such seal to all contracts and instruments to be executed by the Authority.

The Executive Director shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. Except as otherwise authorized by resolution of the authority, the Executive Director shall sign all orders and checks for payment of money and shall pay out and disburse such moneys under the

direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be counter-signed by the Chair or other designated official. The Executive Director shall keep regular books of accounts showing receipts and expenditures and shall render to the Authority, at each regular meeting or more often as requested, an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for faithful performance of his/her duties as the Authority may determine.

Except as otherwise authorized by resolution of the Authority, the Executive Director is authorized to sign all contracts, deeds and other instruments made by the Authority.

The Authority shall determine the compensation of the Executive Director.

Section 6. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority or the by-laws or rules and regulations of the Authority.

Section 7. Election or Appointment. The first Chair shall, pursuant to his/her appointment, serve in the capacity of Chair until the expiration of his/her term of office as Commissioner. The Vice-Chair, Secretary and, except in the case of the first Chair, the Chair shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified.

Section 8. Vacancies. Should the office of the Chair, Vice Chair or Secretary become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of the Executive Director becomes vacant, the Authority shall appoint a successor as aforesaid.

Section 9. Additional Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Municipal Housing and Redevelopment Act of Minnesota (Minnesota Statutes 469.001, et. seq.) applicable thereto. The Authority, subject to the laws of the State of Minnesota, shall determine the selection and compensation of such personnel (including the Executive Director).

### ARTICLE III. MEETINGS

Section 1. Annual Meeting. The annual meeting of the Authority shall be held immediately prior to the regular September meeting.

Section 2. Regular Meetings. Monthly meetings shall be held without notice at the regular meeting place of the Authority on the second Tuesday of each month at 11:00 o'clock AM unless the same shall be a legal holiday or other day on which a public meeting cannot be held in Minnesota, in which event the meeting shall be held on the next regular working day or as otherwise established by the Authority at a regular or special meeting.

Section 3. Special Meetings. The Chair, or any two commissioners, may call special meetings of the Authority for the purpose of transacting any business designated in the call. Each commissioner of the Authority must receive the call for a special meeting at least two (2) days prior to the date of such special meeting. At such special meeting no business shall be considered other than as designated in the call, but if all of the commissioners of the Authority are present at a special meeting, any and all business may be transacted at such special meeting.

Section 4. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in

office from time to time. Three Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, the Authority upon a vote of a majority of the Commissioners present may take action.

Section 5. Attendance. Commissioners shall be expected to attend all meetings except with an excused absence. Any Commissioner who misses three consecutive meetings without an excused absence is considered to have resigned from the Board of Commissioners.

Section 6. Order of Business. At the regular meeting of the Authority the following shall be the order of business:

1. Roll Call
2. Reading and approval of the minutes of the previous meeting.
3. Bills and Communications
4. Report of the Executive Director
5. Reports of Committees.
6. Unfinished Business.
7. New Business.
8. Adjournment.

All resolutions shall be in writing and shall be copied in the journal of the proceedings of the Authority.

Section 7. Manner of Voting. The voting on all questions coming before the Authority shall be by voice vote, and yeas and nays shall be entered upon the minutes of such meeting.

#### ARTICLE IV. AMENDMENTS

Section 1. Amendments to Bylaws. The bylaws of the Authority shall be amended only with the approval of at least three of the members of the Authority at a regular or a special meeting.

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: September 3, 2025  
Re: September Financial Report

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Please find attached the financial information for August 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	Aug
Quick Ratio	12	QR <1 =0-, QR >2 =12	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
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug
Occupancy	16	O <90% =0, O >98% =16	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
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00	4.00	4.00	4.00	4.00
Total Points	25		20.00	20.00	20.00	20.00	20.00
Total of Above Ratios	50		45	45	45	45	45

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

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**Crosby HRA**  
**Operating Statement**  
**Five Months Ending 08/31/2025**  
**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
<b>INCOME</b>								
3110.000 Dwelling Rental	21,411.00	21,684.17	(273.17)	110,985.00	108,420.83	2,564.17	260,210.00	(149,225.00)
3120.000 Excess Utilities	280.00	83.33	196.67	840.00	416.67	423.33	1,000.00	(160.00)
3401.000 Operating Subsidy	8,098.92	9,780.00	(1,681.08)	44,762.08	48,900.00	(4,137.92)	117,360.00	(72,597.92)
3402.000 Capital Fund Revenue	0.00	1,666.67	(1,666.67)	4,802.50	8,333.33	(3,530.83)	20,000.00	(15,197.50)
3610.000 Interest Revenue	60.82	41.67	19.15	305.99	208.33	97.66	500.00	(194.01)
3690.000 Other Income	87.30	333.33	(246.03)	679.97	1,666.67	(986.70)	4,000.00	(3,320.03)
3691.000 Other Tenant Revenue	1,899.50	1,500.00	399.50	8,012.95	7,500.00	512.95	18,000.00	(9,987.05)
3695.000 Laundry Revenue	300.00	333.33	(33.33)	1,762.00	1,666.67	95.33	4,000.00	(2,238.00)
<b>TOTAL INCOME</b>	<b>32,137.54</b>	<b>35,422.50</b>	<b>(3,284.96)</b>	<b>172,150.49</b>	<b>177,112.50</b>	<b>(4,962.01)</b>	<b>425,070.00</b>	<b>(252,919.51)</b>
<b>EXPENSES</b>								
<b>ADMINISTRATION</b>								
4110.000 Admin Salaries	2,338.89	2,583.75	244.86	12,588.76	12,918.75	329.99	31,005.00	18,416.24
4130.000 Legal	0.00	500.00	500.00	825.00	2,500.00	1,675.00	6,000.00	5,175.00
4140.000 Staff Training	0.00	33.33	33.33	1,867.60	166.67	(1,700.93)	400.00	(1,467.60)
4150.000 Travel	94.68	60.42	(34.26)	188.09	302.08	113.99	725.00	536.91
4171.000 Auditing Fees	4,458.02	445.00	(4,013.02)	4,458.02	2,225.00	(2,233.02)	5,340.00	881.98
4190.000 Other Admin	7.50	47.92	40.42	42.50	239.58	197.08	575.00	532.50
4191.000 Management Fees	4,766.66	4,766.67	0.01	23,833.32	23,833.33	0.01	57,200.00	33,366.68
4194.000 Office Supplies	480.84	150.00	(330.84)	1,660.75	750.00	(910.75)	1,800.00	139.25
4195.000 Membership Dues	0.00	29.17	29.17	97.20	145.83	48.63	350.00	252.80
4196.000 Telephone	(34.68)	58.33	93.01	96.42	291.67	195.25	700.00	603.58
4198.000 Advertising	0.00	83.33	83.33	0.00	416.67	416.67	1,000.00	1,000.00
4199.000 Postage	0.00	45.83	45.83	365.00	229.17	(135.83)	550.00	185.00
<b>TOTAL ADMINISTRATION</b>	<b>12,111.91</b>	<b>8,803.75</b>	<b>(3,308.16)</b>	<b>46,022.66</b>	<b>44,018.75</b>	<b>(2,003.91)</b>	<b>105,645.00</b>	<b>59,622.34</b>
<b>TENANT SERVICES</b>								
4210.000 Tenant Svcs Salaries	342.09	524.17	182.08	1,088.64	2,620.83	1,532.19	6,290.00	5,201.36
4230.000 Tenant Svcs Other	22.87	108.33	85.46	37.07	541.67	504.60	1,300.00	1,262.93
<b>TOTAL TENANT SERVICES</b>	<b>364.96</b>	<b>632.50</b>	<b>267.54</b>	<b>1,125.71</b>	<b>3,162.50</b>	<b>2,036.79</b>	<b>7,590.00</b>	<b>6,464.29</b>
<b>UTILITIES</b>								
4310.000 Water	1,098.58	1,241.67	143.09	4,842.45	6,208.33	1,365.88	14,900.00	10,057.55
4315.000 Sewer	1,755.39	1,958.33	202.94	7,437.36	9,791.67	2,354.31	23,500.00	16,062.64
4320.000 Electricity	0.00	2,187.50	2,187.50	4,560.35	10,937.50	6,377.15	26,250.00	21,689.65
4330.000 Gas	148.67	1,166.67	1,018.00	1,917.28	5,833.33	3,916.05	14,000.00	12,082.72
<b>TOTAL UTILITIES</b>	<b>3,002.64</b>	<b>6,554.17</b>	<b>3,551.53</b>	<b>18,757.44</b>	<b>32,770.83</b>	<b>14,013.39</b>	<b>78,650.00</b>	<b>59,892.56</b>
<b>MAINTENANCE</b>								
4410.000 Maintenance Labor	4,071.40	4,177.50	106.10	22,018.03	20,887.50	(1,130.53)	50,130.00	28,111.97
4420.000 Materials	2,217.67	1,416.67	(801.00)	7,039.51	7,083.33	43.82	17,000.00	9,960.49
4430.000 Contracts Costs	2,054.27	2,333.33	279.06	7,886.90	11,666.67	3,779.77	28,000.00	20,113.10
4431.000 Garbage and Trash	790.71	875.00	84.29	4,099.75	4,375.00	275.25	10,500.00	6,400.25
4432.000 Decorating Contract	699.78	1,333.33	633.55	9,240.06	6,666.67	(2,573.39)	16,000.00	6,759.94
4435.000 Grounds Contract	200.84	350.00	149.16	344.12	1,750.00	1,405.88	4,200.00	3,855.88
4445.000 Elevator Maintenance	0.00	500.00	500.00	2,652.00	2,500.00	(152.00)	6,000.00	3,348.00
4450.000 Plumbing/Heating	0.00	750.00	750.00	778.77	3,750.00	2,971.23	9,000.00	8,221.23
4455.000 Snow Removal	0.00	416.67	416.67	444.60	2,083.33	1,638.73	5,000.00	4,555.40
4456.000 Exterminating	66.00	166.67	100.67	330.00	833.33	503.33	2,000.00	1,670.00
4457.000 Janitor/Cleaning	353.34	1,125.00	771.66	1,719.14	5,625.00	3,905.86	13,500.00	11,780.86

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>EXPENSES</b>								
<b>TOTAL MAINTENANCE</b>	<b>10,454.01</b>	<b>13,444.17</b>	<b>2,990.16</b>	<b>56,552.88</b>	<b>67,220.83</b>	<b>10,667.95</b>	<b>161,330.00</b>	<b>104,777.12</b>
<b>OTHER</b>								
4510.000 Insurance	2,840.80	3,162.50	321.70	12,005.32	15,812.50	3,807.18	37,950.00	25,944.68
4520.000 Property Taxes	934.42	916.67	(17.75)	4,978.38	4,583.33	(395.05)	11,000.00	6,021.62
4540.000 Employee Benefits	2,373.22	2,400.84	27.62	12,058.80	12,004.16	(54.64)	28,810.00	16,751.20
4570.000 Collection Loses	0.00	500.00	500.00	0.00	2,500.00	2,500.00	6,000.00	6,000.00
4583.001 Lease Interest Exp	0.89	0.83	(0.06)	4.10	4.17	0.07	10.00	5.90
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	2,083.33	2,083.33	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.84	31.25	0.41	154.20	156.25	2.05	375.00	220.80
<b>TOTAL OTHER</b>	<b>6,180.17</b>	<b>7,428.76</b>	<b>1,248.59</b>	<b>29,200.80</b>	<b>37,143.74</b>	<b>7,942.94</b>	<b>89,145.00</b>	<b>59,944.20</b>
<b>TOTAL EXPENSES</b>	<b>32,113.69</b>	<b>36,863.35</b>	<b>4,749.66</b>	<b>151,659.49</b>	<b>184,316.65</b>	<b>32,657.16</b>	<b>442,360.00</b>	<b>290,700.51</b>
<b>SURPLUS</b>	<b>23.85</b>	<b>(1,440.85)</b>	<b>1,464.70</b>	<b>20,491.00</b>	<b>(7,204.15)</b>	<b>27,695.15</b>	<b>(17,290.00)</b>	<b>37,781.00</b>

**Crosby HRA**  
**Operating Statement**  
**Five Months Ending 08/31/2025**  
**Program: C- 700 - HUD Multi-Family      Project: Edgewood**

	<b>Period Amount</b>	<b>Period Budget</b>	<b>Period Variance</b>	<b>YTD Amount</b>	<b>YTD Budget</b>	<b>YTD Variance</b>	<b>Annual Budget</b>	<b>Remaining Budget</b>
<b>INCOME</b>								
3110.000 Dwelling Rental	23,567.00	21,583.33	1,983.67	115,194.00	107,916.67	7,277.33	259,000.00	(143,806.00)
3120.000 Excess Utilities	515.00	162.50	352.50	1,568.00	812.50	755.50	1,950.00	(382.00)
3404.000 HAP Subsidy	11,039.00	12,333.33	(1,294.33)	55,908.00	61,666.67	(5,758.67)	148,000.00	(92,092.00)
3610.000 Interest Revenue	6,410.18	1,250.00	5,160.18	14,519.43	6,250.00	8,269.43	15,000.00	(480.57)
3690.000 Other Income	130.94	250.00	(119.06)	787.41	1,250.00	(462.59)	3,000.00	(2,212.59)
3691.000 Other Tenant Revenue	1,429.02	625.00	804.02	3,898.02	3,125.00	773.02	7,500.00	(3,601.98)
3695.000 Laundry Revenue	732.00	816.67	(84.67)	3,830.00	4,083.33	(253.33)	9,800.00	(5,970.00)
<b>TOTAL INCOME</b>	<b>43,823.14</b>	<b>37,020.83</b>	<b>6,802.31</b>	<b>195,704.86</b>	<b>185,104.17</b>	<b>10,600.69</b>	<b>444,250.00</b>	<b>(248,545.14)</b>
<b>EXPENSES</b>								
<b>ADMINISTRATION</b>								
4110.000 Admin Salaries	2,338.92	2,583.75	244.83	12,588.85	12,918.75	329.90	31,005.00	18,416.15
4130.000 Legal	0.00	250.00	250.00	0.00	1,250.00	1,250.00	3,000.00	3,000.00
4140.000 Staff Training	0.00	41.67	41.67	652.61	208.33	(444.28)	500.00	(152.61)
4150.000 Travel	53.90	62.50	8.60	134.58	312.50	177.92	750.00	615.42
4171.000 Auditing Fees	4,458.02	445.00	(4,013.02)	4,458.02	2,225.00	(2,233.02)	5,340.00	881.98
4190.000 Other Admin	7.50	47.92	40.42	42.50	239.58	197.08	575.00	532.50
4191.000 Management Fees	4,766.67	4,766.67	0.00	23,833.37	23,833.33	(0.04)	57,200.00	33,366.63
4194.000 Office Supplies	480.86	145.83	(335.03)	1,660.80	729.17	(931.63)	1,750.00	89.20
4195.000 Membership Dues	0.00	16.67	16.67	97.20	83.33	(13.87)	200.00	102.80
4196.000 Telephone	(34.68)	62.50	97.18	96.43	312.50	216.07	750.00	653.57
4198.000 Advertising	0.00	83.33	83.33	0.00	416.67	416.67	1,000.00	1,000.00
4199.000 Postage	0.00	37.50	37.50	365.00	187.50	(177.50)	450.00	85.00
<b>TOTAL ADMINISTRATION</b>	<b>12,071.19</b>	<b>8,543.34</b>	<b>(3,527.85)</b>	<b>43,929.36</b>	<b>42,716.66</b>	<b>(1,212.70)</b>	<b>102,520.00</b>	<b>58,590.64</b>
<b>TENANT SERVICES</b>								
4210.000 Tenant Svcs Salaries	513.13	786.25	273.12	1,632.95	3,931.25	2,298.30	9,435.00	7,802.05
4230.000 Tenant Svcs Other	22.87	20.83	(2.04)	37.07	104.17	67.10	250.00	212.93
<b>TOTAL TENANT SERVICES</b>	<b>536.00</b>	<b>807.08</b>	<b>271.08</b>	<b>1,670.02</b>	<b>4,035.42</b>	<b>2,365.40</b>	<b>9,685.00</b>	<b>8,014.98</b>
<b>UTILITIES</b>								
4310.000 Water	678.44	958.33	279.89	3,328.52	4,791.67	1,463.15	11,500.00	8,171.48
4315.000 Sewer	1,241.16	1,583.33	342.17	5,456.47	7,916.67	2,460.20	19,000.00	13,543.53
4320.000 Electricity	0.00	3,166.67	3,166.67	7,866.08	15,833.33	7,967.25	38,000.00	30,133.92
4330.000 Gas	191.94	1,416.67	1,224.73	2,228.11	7,083.33	4,855.22	17,000.00	14,771.89
<b>TOTAL UTILITIES</b>	<b>2,111.54</b>	<b>7,125.00</b>	<b>5,013.46</b>	<b>18,879.18</b>	<b>35,625.00</b>	<b>16,745.82</b>	<b>85,500.00</b>	<b>66,620.82</b>
<b>MAINTENANCE</b>								
4410.000 Maintenance Labor	4,071.41	4,177.50	106.09	22,018.23	20,887.50	(1,130.73)	50,130.00	28,111.77
4420.000 Materials	1,821.06	1,500.00	(321.06)	5,227.66	7,500.00	2,272.34	18,000.00	12,772.34
4430.000 Contracts Costs	1,900.30	1,916.67	16.37	7,359.09	9,583.33	2,224.24	23,000.00	15,640.91
4431.000 Garbage and Trash	401.19	483.33	82.14	1,344.52	2,416.67	1,072.15	5,800.00	4,455.48
4432.000 Decorating Contract	2,905.34	1,250.00	(1,655.34)	11,560.49	6,250.00	(5,310.49)	15,000.00	3,439.51
4435.000 Grounds Contract	11.31	458.33	447.02	226.25	2,291.67	2,065.42	5,500.00	5,273.75
4445.000 Elevator Maintenance	1,848.00	350.00	(1,498.00)	4,500.00	1,750.00	(2,750.00)	4,200.00	(300.00)
4450.000 Plumbing/Heating	0.00	541.67	541.67	0.00	2,708.33	2,708.33	6,500.00	6,500.00
4455.000 Snow Removal	0.00	541.67	541.67	666.90	2,708.33	2,041.43	6,500.00	5,833.10
4456.000 Exterminating	66.00	416.67	350.67	1,029.00	2,083.33	1,054.33	5,000.00	3,971.00
4457.000 Janitor/Cleaning	353.34	1,025.00	671.66	1,846.89	5,125.00	3,278.11	12,300.00	10,453.11
<b>TOTAL MAINTENANCE</b>	<b>13,377.95</b>	<b>12,660.84</b>	<b>(717.11)</b>	<b>55,779.03</b>	<b>63,304.16</b>	<b>7,525.13</b>	<b>151,930.00</b>	<b>96,150.97</b>

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
<b>EXPENSES</b>								
<b>OTHER</b>								
4510.000 Insurance	2,172.83	2,347.50	174.67	10,864.15	11,737.50	873.35	28,170.00	17,305.85
4520.000 Property Taxes	1,098.52	770.00	(328.52)	4,919.14	3,850.00	(1,069.14)	9,240.00	4,320.86
4540.000 Employee Benefits	2,386.34	2,420.84	34.50	12,100.65	12,104.16	3.51	29,050.00	16,949.35
4570.000 Collection Loses	0.00	83.33	83.33	0.00	416.67	416.67	1,000.00	1,000.00
4583.001 Lease Interest Exp	0.90	0.83	(0.07)	4.11	4.17	0.06	10.00	5.89
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	2,083.33	2,083.33	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.83	31.25	0.42	154.15	156.25	2.10	375.00	220.85
<b>TOTAL OTHER</b>	<b>5,689.42</b>	<b>6,070.42</b>	<b>381.00</b>	<b>28,042.20</b>	<b>30,352.08</b>	<b>2,309.88</b>	<b>72,845.00</b>	<b>44,802.80</b>
<b>TOTAL EXPENSES</b>	<b>33,786.10</b>	<b>35,206.68</b>	<b>1,420.58</b>	<b>148,299.79</b>	<b>176,033.32</b>	<b>27,733.53</b>	<b>422,480.00</b>	<b>274,180.21</b>
<b>SURPLUS</b>	<b>10,037.04</b>	<b>1,814.15</b>	<b>8,222.89</b>	<b>47,405.07</b>	<b>9,070.85</b>	<b>38,334.22</b>	<b>21,770.00</b>	<b>25,635.07</b>

**Crosby HRA  
Payment Summary Report  
August 2025**

<b>Doc. Date</b>		<b>Number</b>	<b>Payments</b>
08/01/2025	Delta Dental	ACH	\$126.66
08/01/2025	Reliance Standard Life	ACH	\$320.66
08/07/2025	Security Benefit	ACH	\$884.17
08/07/2025	Minnesota State	ACH	\$62.00
08/07/2025	Harpers Payroll Service	ACH	\$46.98
08/07/2025	Harpers Payroll Service	ACH	\$1,799.36
08/07/2025	Payroll for 08/07/2025	ACH	\$4,862.40
08/11/2025	Payroc LLC	ACH	\$53.17
08/11/2025	Payroc LLC	ACH	\$123.93
08/21/2025	Minnesota State	ACH	\$62.00
08/21/2025	Security Benefit	ACH	\$884.17
08/21/2025	Harpers Payroll Service	ACH	\$53.37
08/21/2025	Harpers Payroll Service	ACH	\$1,841.68
08/21/2025	Payroll for 08/21/2025	ACH	\$5,118.25
08/13/2025	Bartz, Brian	433	\$102.20
08/13/2025	Banks, Diana	434	\$79.98
08/13/2025	Charpentier, Eric	435	\$22.40
08/13/2025	Gangl, Hannah	436	\$46.20
08/13/2025	Schommer, John	437	\$118.30
08/13/2025	Farnum, Steven	438	\$23.17
08/07/2025	Tenant Refund	119928	\$79.48
08/12/2025	Bremer Bank Credit	119929	\$43.50
08/12/2025	Cintas	119930	\$149.13
08/12/2025	City Of Crosby	119931	\$5,170.59
08/12/2025	CliftonLarsonAllen LLP	119932	\$8,916.04
08/12/2025	Crosby Ace Hardware	119933	\$240.06
08/12/2025	Crow Wing County	119934	\$10.00
08/12/2025	Granite Pest Control	119935	\$132.00
08/12/2025	Labor Logic LLC	119936	\$26.00
08/12/2025	Holden Electric Co. Inc.	119937	\$930.50
08/12/2025	Home Depot Supply	119938	\$287.94
08/12/2025	HR Direct	119939	\$97.95
08/12/2025	Integrity Services Inc	119940	\$485.00
08/12/2025	Medica	119941	\$2,463.31
08/12/2025	Minnesota Department	119942	\$170.00
08/12/2025	Minnesota Energy	119943	\$340.61
08/12/2025	MN Elevator, Inc.	119944	\$1,848.00
08/12/2025	MRI Software LLC	119945	\$75.00
08/12/2025	Paper Storm	119946	\$36.40
08/12/2025	Rise and Shine	119947	\$455.00
08/12/2025	Servicemaster Clean of	119948	\$400.00
08/12/2025	Shaw Integrated and	119949	\$7,088.18
08/12/2025	ShofCorp LLC	119950	\$150.96

**Crosby HRA  
Payment Summary Report  
August 2025**

<b>Doc. Date</b>		<b>Number</b>	<b>Payments</b>
08/12/2025	Strike Painting &	119951	\$500.00
08/12/2025	T-Mobile	119952	\$110.80
08/12/2025	Visa--Unity	119953	\$3,287.81
08/12/2025	Waste Partners Inc	119954	\$758.48
08/12/2025	West Central Flooring	119955	\$1,342.50
08/14/2025	Visa--Unity	119956	\$1,552.46
08/14/2025	Alpenglow Technologies	119957	\$540.00
08/21/2025	Ctc-446126	119958	\$464.30
08/21/2025	Medica	119959	\$2,463.31
08/21/2025	Tenant Refund	119960	\$120.40
08/21/2025	Tenant Refund	119961	\$422.69
<b>Total</b>			<b>\$57,789.45</b>





To: Crosby HRA Board Members  
 From: Diana Banks, Certified Housing Specialist  
 Date: September 10, 2025  
 Re: Housing Programs Report

### **Tenant Activities Update**

In August there were 11 Second Harvest Commodity Food Boxes distributed. A representative from Second Harvest hosted an info table, which resulted in two new sign-ups. 280 meals were donated to tenants by Community Table and Emily Care' N Share. Activities (with attendance counts) included: Card games (8); Study with Zed (6); and Oak Street Band (14).

Tenant Council meeting minutes from August are attached. (*Attachment 5a*)

### **Monthly Property Performance Stats for August 2025**

- Occupancy Rate: 100% Dellwood; 100% Edgewood; 100% Scattered Sites
- Move Ins: 3
- Move Outs: 1
- Recertifications (By Type): 14 Annual; 2 Interim
- Termination Notices: 4
- Work Orders Received: 67
- Waiting Lists:

1BR	2BR	3BR	4BR
106	27	8	4

### **Discussion Items**

- **No Additional Actions Requested**

## **Tenant Council summary for the month of August 2025**

No meeting held in July

### **Income and Expenses for the month of August**

Coffee income: \$74.50	Coffee expense: \$50.46
Bingo income: \$83.00	Bingo expense: \$67.16
Potluck income: \$16.00	Potluck expense: \$30.17
	Birdseed expense: \$7.22
	Kitchen expense: \$4.38

Petty Cash for end of August: \$481.43

Checking for end of August: \$940.71

### **OLD BUSINESS:**

Had potluck on August 23rd. There were 15 in attendance.

Oak Street Chapel Band came on August 26th. Was a very good turnout.

Bible Study was also held on August 26th.

### **NEW BUSINESS:**

Activities Coord. has games on Wednesdays, plus games and crafts.

Potluck will be September 20th at 1 p.m.

Bible Study will be held September 23rd and 30th

Church Yard Bluegrass and Gospel Band will be coming September 25th at 6 p.m.

Hope to have a tenant council meeting next month to discuss upcoming Halloween.



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To: Crosby HRA Board Members  
From: John Schommer, Rehab & Maintenance Director  
Date: September 4, 2025  
Re: Maintenance Update

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#### **Elevators**

Staff did confirm that when the emergency button is pressed in either of the elevators, it calls MEI's dispatch line where an operator talks with the person in the car and confirms if it is a medical emergency or not. If it is a medical emergency, they will immediately contact emergency services such as police, fire or ambulance. If it is not an emergency, the operator will contact the on-call technician and join them into the call so the technician can ask questions to help determine the best path forward. If the technician is a long time away, MEI will contact our emergency maintenance number to reach our on-call staff to come and assist in getting the person out.

#### **Entry Door Backup Power**

Maintenance staff did work with our keyless access vendor to test and determine the battery backup power for the doors is in fact working correctly. They disconnected line voltage to the door controllers and tested that the doors did open as intended when operating off battery power.

#### **Emergency Services Building Access**

I was asked to ensure that our emergency services personnel had access to the buildings should there be an emergency, so I reached out to the fire chief, Shane Jacobs, and spoke with him. He did confirm they have FOB's to access the buildings (they are unable to have access to the units because of background check requirements) when needed, I also forwarded to him our maintenance lead's contact information should he ever need anything. Our local law enforcement does have FOB's for each officer and can enter the buildings and units whenever needed.

**No Action Requested; Discussion Items.**

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# RAB MINUTES

## SEPTEMBER 2, 2025

### 10:00 AM

Members: Lynne, Betty, Kerri, Jeff, Margo

Guests: Roxie, Doris, Don, John

Meeting called to order by Lynne.

Minutes were read from last meeting by Betty. Approved by Margo, second by Jeff. Approved.

Last meetings old old business was discussed. Don let us know what the board was doing about the elevators, dog fence, security and power outages. Handicap buttons on back doors was discussed and tabled.

New business:

1 - Mark resigned from RAB. Motion made to accept his resignation by Kerri, second by Margo. Approved.

2 - Key boxes in entry ways was brought up. Suggestion made to put apartment keys back into box for firemen, ambulance drivers and police officers to use. Don was going to bring it up before the board.

3 - Election for a new co-chair. Kerri was nominated and approved.

4 – John talked about the Master Gardeners. Will try to have them at the next meeting.

5 – Phone key pads in entryway are not working again. Don was going to check them out.

6 – Brought up to keep having monthly meetings for a while. Approved. Next meeting is September 30, 2025 at 10:00 in Dellwood.

Meeting adjourned. Motion made by Kerri, second by Jeff. Approved.

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: September 3, 2025  
Re: Addition of Commissioner to Unity Bank Account

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We would like to add our new commissioner, Marsha Larson, 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 Marsha Larson to the Unity Bank account.

**Action Requested: Motion to approve the addition of commissioner Marsha Larson to the Unity Bank account as a signatory.**

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