



300 Third Avenue NE
Crosby, MN 56441-1642

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Crosby HRA Board Meeting
11:00 a.m. Tuesday December 9th, 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 Tuesday October 14th, 2025 Meeting Minutes

6. BILLS & COMMUNICATIONS

- a. Financial Report - (Attachment 2 - Pg. 7)
- b. Housing Manager Report - (Attachment 3 - Pg. 29)
- c. Maintenance Director Report - (Attachment 4 - Pg. 33)
- d. Executive Director Report

7. RAB COMMITTEE UPDATE: (Resident Commissioner Lehnhoff) - (Attachment 5 - Pg. 35)

8. UNFINISHED BUSINESS:

9. NEW BUSINESS: - (Attachment 6 - Pg. 37)

- a. 2026 Meeting Schedule

10. COMMISSIONER COMMENTS:

11. NEXT MEETING: January 13th, 2025

12. ADJOURNMENT

Donald Lehnhoff, Resident Commissioner Term Expires: 2026

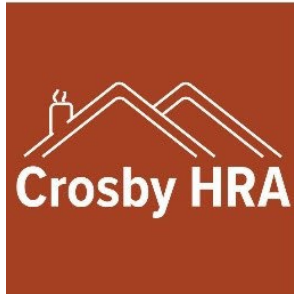
Renae Marsh, Secretary/Treasurer Term Expires: 2030

Vacant, Commissioner Term Expires: 2027

Marsha Larson, Vice Chair Term Expires: 2029

Paula Traylor, Chair Term Expires: 2026

**All terms expire August 31st*



**Crosby HRA
BOARD MEETING MINUTES
Tuesday, October 14th, 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, October 14th, 2025.

1. **CALL TO ORDER:** Chair Traylor called the meeting to order at 11:05 AM.
2. **ROLL CALL:** Commissioners Paula Traylor, Renae Marsh and Donald Lehnhoff.
Absent: Commissioner Marsha Larson.

Others Present: Executive Director Eric Charpentier, Finance Director Karen Young, Maintenance & Rehab Director John Schommer, Housing Manager Hannah Gangl, and Housing Specialist Diana Banks.

3. **PRESENTATION:**
Mary Reedy from Clifton Larson Allen presented the 2025 Crosby audit.

There was discussion from commissioners regarding public housing expenditures, unrestricted net income, and investments.

4. **REVIEW AND APPROVE AGENDA:**

Commissioner Lehnhoff motioned to approve the Agenda for the Tuesday, October 14th, 2025, meeting, as presented. Seconded by Commissioner Marsh. Motion Carried Unanimously.

5. **OPEN FORUM:**
An attendant of the meeting spoke about having a shower door in her unit rather than a shower curtain.

6. **REVIEW AND APPROVE MINUTES:**
 - a. September 9th, 2025, Minutes were presented in the packet for review.

Commissioner Marsh motioned to approve the meeting minutes from Tuesday, September 9th, 2025, as presented. Seconded by Commissioner Lehnhoff. Motion Carried Unanimously.

7. BILLS AND COMMUNICATIONS:

a. Financial Report and Approval Request:

Karen Young presented the Financial Report.

Commissioner Lehnhoff requested clarification regarding the account in which Edgewood security deposits are held. Young confirmed that these deposits are maintained within the Edgewood Investment account.

Commissioner Lehnhoff commended staff for achieving a 2025 audit with no issues or findings.

Commissioner Lehnhoff inquired about the payment to Rise and Shine. Schommer explained that Rise and Shine is the cleaning vendor for Dellwood and Edgewood Apartments.

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

b. Housing Manager Report:

Diana Banks presented the Housing Programs Report.

c. Maintenance Director Report:

John Schommer presented the Maintenance Report.

There was discussion from Commissioner Lehnhoff regarding the elevator projects.

d. Executive Director Report:

Eric Charpentier presented the ED Report.

Commissioner Lehnhoff raised additional concerns regarding the Board's ability to access tenant files. He expressed disagreement with legal counsel's interpretation of the Federal Privacy Act of 1974 and the Minnesota Government Data Practices Act. He indicated that if tenant files cannot be made available publicly, he would like to review them privately.

8. RAB COMMITTEE UPDATE:

Commissioner Lehnhoff reported that there was no RAB Meeting in September, so there is nothing to report. The previously reported concerns have been resolved.

9. UNFINISHED BUSINESS: None

10. NEW BUSINESS: None

11. COMMISSIONER COMMENTS:

12. NEXT MEETING: Tuesday, December 9th, 2025

13. ADJOURNMENT:

**Commissioner Lehnhoff motioned to adjourn the meeting. Seconded by Commissioner Marsh.
Motion Carried Unanimously. Meeting adjourned at 12:00 PM.**

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

Please find attached the financial information for October and November 2025.

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	Sept	Oct	Nov
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expendable Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00

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

MASS Ratios	Max Pts	Scoring								
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

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November 2025 Account Balances

Program/Account	Amount
Public Housing - Operating Checking	\$299,757.90
Public Housing - Security Deposit Savings	\$11,173.16
	\$310,931.06
Edgewood - Operating Checking	\$82,773.76
Edgewood - Investment	\$861,702.31
	\$944,476.07
Tenant Activity Fund	\$4,282.72

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October Financials

Crosby HRA
Operating Statement
Seven Months Ending 10/31/2025
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	21,963.00	21,684.17	278.83	155,105.00	151,789.17	3,315.83	260,210.00	(105,105.00)
3120.000 Excess Utilities	15.00	83.33	(68.33)	870.00	583.33	286.67	1,000.00	(130.00)
3401.000 Operating Subsidy	13,208.97	9,780.00	3,428.97	70,891.02	68,460.00	2,431.02	117,360.00	(46,468.98)
3402.000 Capital Fund Revenue	0.00	1,666.67	(1,666.67)	4,802.50	11,666.67	(6,864.17)	20,000.00	(15,197.50)
3610.000 Interest Revenue	64.59	41.67	22.92	431.02	291.67	139.35	500.00	(68.98)
3690.000 Other Income	41.73	333.33	(291.60)	768.70	2,333.33	(1,564.63)	4,000.00	(3,231.30)
3691.000 Other Tenant Revenue	(7.41)	1,500.00	(1,507.41)	8,397.54	10,500.00	(2,102.46)	18,000.00	(9,602.46)
3695.000 Laundry Revenue	300.00	333.33	(33.33)	2,362.00	2,333.33	28.67	4,000.00	(1,638.00)
TOTAL INCOME	35,585.88	35,422.50	163.38	243,627.78	247,957.50	(4,329.72)	425,070.00	(181,442.22)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	3,452.08	2,583.75	(868.33)	18,454.74	18,086.25	(368.49)	31,005.00	12,550.26
4130.000 Legal	1,175.11	500.00	(675.11)	2,000.11	3,500.00	1,499.89	6,000.00	3,999.89
4140.000 Staff Training	25.00	33.33	8.33	1,964.55	233.33	(1,731.22)	400.00	(1,564.55)
4150.000 Travel	74.20	60.42	(13.78)	299.46	422.92	123.46	725.00	425.54
4171.000 Auditing Fees	0.00	445.00	445.00	4,458.02	3,115.00	(1,343.02)	5,340.00	881.98
4190.000 Other Admin	27.10	47.92	20.82	77.10	335.42	258.32	575.00	497.90
4191.000 Management Fees	4,766.66	4,766.67	0.01	33,366.64	33,366.67	0.03	57,200.00	23,833.36
4194.000 Office Supplies	90.00	150.00	60.00	1,870.35	1,050.00	(820.35)	1,800.00	(70.35)
4195.000 Membership Dues	0.00	29.17	29.17	97.20	204.17	106.97	350.00	252.80
4196.000 Telephone	86.87	58.33	(28.54)	270.55	408.33	137.78	700.00	429.45
4198.000 Advertising	0.00	83.33	83.33	0.00	583.33	583.33	1,000.00	1,000.00
4199.000 Postage	2.37	45.83	43.46	367.37	320.83	(46.54)	550.00	182.63
TOTAL ADMINISTRATION	9,699.39	8,803.75	(895.64)	63,226.09	61,626.25	(1,599.84)	105,645.00	42,418.91
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	524.17	524.17	1,368.36	3,669.17	2,300.81	6,290.00	4,921.64
4230.000 Tenant Svcs Other	8.93	108.33	99.40	56.21	758.33	702.12	1,300.00	1,243.79
TOTAL TENANT SERVICES	8.93	632.50	623.57	1,424.57	4,427.50	3,002.93	7,590.00	6,165.43
UTILITIES								
4310.000 Water	1,102.08	1,241.67	139.59	7,021.69	8,691.67	1,669.98	14,900.00	7,878.31
4315.000 Sewer	1,757.12	1,958.33	201.21	10,901.11	13,708.33	2,807.22	23,500.00	12,598.89
4320.000 Electricity	1,275.32	2,187.50	912.18	10,258.64	15,312.50	5,053.86	26,250.00	15,991.36
4330.000 Gas	475.45	1,166.67	691.22	2,508.85	8,166.67	5,657.82	14,000.00	11,491.15
TOTAL UTILITIES	4,609.97	6,554.17	1,944.20	30,690.29	45,879.17	15,188.88	78,650.00	47,959.71
MAINTENANCE								
4410.000 Maintenance Labor	5,968.06	4,177.50	(1,790.56)	32,057.49	29,242.50	(2,814.99)	50,130.00	18,072.51
4420.000 Materials	2,313.24	1,416.67	(896.57)	11,150.26	9,916.67	(1,233.59)	17,000.00	5,849.74
4430.000 Contracts Costs	2,090.45	2,333.33	242.88	13,456.13	16,333.33	2,877.20	28,000.00	14,543.87
4431.000 Garbage and Trash	749.12	875.00	125.88	5,572.17	6,125.00	552.83	10,500.00	4,927.83
4432.000 Decorating Contract	2,929.70	1,333.33	(1,596.37)	13,108.26	9,333.33	(3,774.93)	16,000.00	2,891.74
4435.000 Grounds Contract	2,221.75	350.00	(1,871.75)	2,736.36	2,450.00	(286.36)	4,200.00	1,463.64
4445.000 Elevator Maintenance	0.00	500.00	500.00	2,652.00	3,500.00	848.00	6,000.00	3,348.00
4450.000 Plumbing/Heating	1,728.97	750.00	(978.97)	3,246.76	5,250.00	2,003.24	9,000.00	5,753.24
4455.000 Snow Removal	0.00	416.67	416.67	444.60	2,916.67	2,472.07	5,000.00	4,555.40
4456.000 Exterminating	132.00	166.67	34.67	462.00	1,166.67	704.67	2,000.00	1,538.00
4457.000 Janitor/Cleaning	2,968.43	1,125.00	(1,843.43)	5,657.18	7,875.00	2,217.82	13,500.00	7,842.82

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	21,101.72	13,444.17	(7,657.55)	90,543.21	94,109.17	3,565.96	161,330.00	70,786.79
OTHER								
4510.000 Insurance	2,840.80	3,162.50	321.70	17,686.92	22,137.50	4,450.58	37,950.00	20,263.08
4520.000 Property Taxes	868.40	916.67	48.27	6,589.24	6,416.67	(172.57)	11,000.00	4,410.76
4540.000 Employee Benefits	2,833.15	2,400.84	(432.31)	17,266.14	16,805.84	(460.30)	28,810.00	11,543.86
4570.000 Collection Losses	0.00	500.00	500.00	0.00	3,500.00	3,500.00	6,000.00	6,000.00
4583.001 Lease Interest Exp	0.72	0.83	0.11	5.63	5.83	0.20	10.00	4.37
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	2,916.67	2,916.67	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.84	31.25	0.41	215.88	218.75	2.87	375.00	159.12
TOTAL OTHER	6,573.91	7,428.76	854.85	41,763.81	52,001.26	10,237.45	89,145.00	47,381.19
TOTAL EXPENSES	41,993.92	36,863.35	(5,130.57)	227,647.97	258,043.35	30,395.38	442,360.00	214,712.03
SURPLUS	(6,408.04)	(1,440.85)	(4,967.19)	15,979.81	(10,085.85)	26,065.66	(17,290.00)	33,269.81

Crosby HRA
Operating Statement
Seven Months Ending 10/31/2025
Program: C- 700 - HUD Multi-Family Project: Edgewood

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3110.000 Dwelling Rental	23,597.00	21,583.33	2,013.67	162,052.00	151,083.33	10,968.67	259,000.00	(96,948.00)
3120.000 Excess Utilities	45.00	162.50	(117.50)	1,658.00	1,137.50	520.50	1,950.00	(292.00)
3404.000 HAP Subsidy	11,712.00	12,333.33	(621.33)	81,190.00	86,333.33	(5,143.33)	148,000.00	(66,810.00)
3610.000 Interest Revenue	1,431.99	1,250.00	181.99	17,525.91	8,750.00	8,775.91	15,000.00	2,525.91
3690.000 Other Income	62.59	250.00	(187.41)	920.51	1,750.00	(829.49)	3,000.00	(2,079.49)
3691.000 Other Tenant Revenue	220.00	625.00	(405.00)	4,758.02	4,375.00	383.02	7,500.00	(2,741.98)
3695.000 Laundry Revenue	746.00	816.67	(70.67)	5,462.00	5,716.67	(254.67)	9,800.00	(4,338.00)
TOTAL INCOME	37,814.58	37,020.83	793.75	273,566.44	259,145.83	14,420.61	444,250.00	(170,683.56)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	3,452.11	2,583.75	(868.36)	18,454.87	18,086.25	(368.62)	31,005.00	12,550.13
4130.000 Legal	1,156.50	250.00	(906.50)	1,156.50	1,750.00	593.50	3,000.00	1,843.50
4140.000 Staff Training	25.00	41.67	16.67	749.57	291.67	(457.90)	500.00	(249.57)
4150.000 Travel	89.60	62.50	(27.10)	259.88	437.50	177.62	750.00	490.12
4171.000 Auditing Fees	0.00	445.00	445.00	4,458.02	3,115.00	(1,343.02)	5,340.00	881.98
4190.000 Other Admin	36.90	47.92	11.02	86.90	335.42	248.52	575.00	488.10
4191.000 Management Fees	4,766.67	4,766.67	0.00	33,366.71	33,366.67	(0.04)	57,200.00	23,833.29
4194.000 Office Supplies	90.00	145.83	55.83	1,870.40	1,020.83	(849.57)	1,750.00	(120.40)
4195.000 Membership Dues	0.00	16.67	16.67	97.20	116.67	19.47	200.00	102.80
4196.000 Telephone	86.87	62.50	(24.37)	270.56	437.50	166.94	750.00	479.44
4198.000 Advertising	0.00	83.33	83.33	0.00	583.33	583.33	1,000.00	1,000.00
4199.000 Postage	2.37	37.50	35.13	368.73	262.50	(106.23)	450.00	81.27
TOTAL ADMINISTRATION	9,706.02	8,543.34	(1,162.68)	61,139.34	59,803.34	(1,336.00)	102,520.00	41,380.66
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	786.25	786.25	2,052.53	5,503.75	3,451.22	9,435.00	7,382.47
4230.000 Tenant Svcs Other	8.93	20.83	11.90	56.21	145.83	89.62	250.00	193.79
TOTAL TENANT SERVICES	8.93	807.08	798.15	2,108.74	5,649.58	3,540.84	9,685.00	7,576.26
UTILITIES								
4310.000 Water	633.92	958.33	324.41	4,594.68	6,708.33	2,113.65	11,500.00	6,905.32
4315.000 Sewer	1,162.88	1,583.33	420.45	7,779.27	11,083.33	3,304.06	19,000.00	11,220.73
4320.000 Electricity	3,056.21	3,166.67	110.46	17,993.43	22,166.67	4,173.24	38,000.00	20,006.57
4330.000 Gas	601.54	1,416.67	815.13	2,998.28	9,916.67	6,918.39	17,000.00	14,001.72
TOTAL UTILITIES	5,454.55	7,125.00	1,670.45	33,365.66	49,875.00	16,509.34	85,500.00	52,134.34
MAINTENANCE								
4410.000 Maintenance Labor	5,968.13	4,177.50	(1,790.63)	32,057.78	29,242.50	(2,815.28)	50,130.00	18,072.22
4420.000 Materials	172.29	1,500.00	1,327.71	7,097.26	10,500.00	3,402.74	18,000.00	10,902.74
4430.000 Contracts Costs	1,084.67	1,916.67	832.00	10,196.39	13,416.67	3,220.28	23,000.00	12,803.61
4431.000 Garbage and Trash	387.97	483.33	95.36	2,052.87	3,383.33	1,330.46	5,800.00	3,747.13
4432.000 Decorating Contract	1,939.28	1,250.00	(689.28)	15,890.69	8,750.00	(7,140.69)	15,000.00	(890.69)
4435.000 Grounds Contract	540.50	458.33	(82.17)	925.87	3,208.33	2,282.46	5,500.00	4,574.13
4445.000 Elevator Maintenance	0.00	350.00	350.00	4,500.00	2,450.00	(2,050.00)	4,200.00	(300.00)
4450.000 Plumbing/Heating	0.00	541.67	541.67	725.00	3,791.67	3,066.67	6,500.00	5,775.00
4455.000 Snow Removal	0.00	541.67	541.67	666.90	3,791.67	3,124.77	6,500.00	5,833.10
4456.000 Exterminating	132.00	416.67	284.67	1,161.00	2,916.67	1,755.67	5,000.00	3,839.00
4457.000 Janitor/Cleaning	1,918.42	1,025.00	(893.42)	4,788.52	7,175.00	2,386.48	12,300.00	7,511.48
TOTAL MAINTENANCE	12,143.26	12,660.84	517.58	80,062.28	88,625.84	8,563.56	151,930.00	71,867.72

	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	15,209.81	16,432.50	1,222.69	28,170.00	12,960.19
4520.000 Property Taxes	909.37	770.00	(139.37)	6,542.21	5,390.00	(1,152.21)	9,240.00	2,697.79
4540.000 Employee Benefits	2,833.19	2,420.84	(412.35)	17,318.76	16,945.84	(372.92)	29,050.00	11,731.24
4570.000 Collection Losses	0.00	83.33	83.33	0.00	583.33	583.33	1,000.00	1,000.00
4583.001 Lease Interest Exp	0.72	0.83	0.11	5.63	5.83	0.20	10.00	4.37
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	2,916.67	2,916.67	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.83	31.25	0.42	215.81	218.75	2.94	375.00	159.19
TOTAL OTHER	5,946.94	6,070.42	123.48	39,292.22	42,492.92	3,200.70	72,845.00	33,552.78
TOTAL EXPENSES	33,259.70	35,206.68	1,946.98	215,968.24	246,446.68	30,478.44	422,480.00	206,511.76
SURPLUS	4,554.88	1,814.15	2,740.73	57,598.20	12,699.15	44,899.05	21,770.00	35,828.20

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November Financials

Crosby HRA
Operating Statement
Eight Months Ending 11/30/2025
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	22,393.00	21,684.17	708.83	177,498.00	173,473.33	4,024.67	260,210.00	(82,712.00)
3120.000 Excess Utilities	134.32	83.33	50.99	1,004.32	666.67	337.65	1,000.00	4.32
3401.000 Operating Subsidy	0.00	9,780.00	(9,780.00)	70,891.02	78,240.00	(7,348.98)	117,360.00	(46,468.98)
3402.000 Capital Fund Revenue	0.00	1,666.67	(1,666.67)	4,802.50	13,333.33	(8,530.83)	20,000.00	(15,197.50)
3610.000 Interest Revenue	62.49	41.67	20.82	493.51	333.33	160.18	500.00	(6.49)
3690.000 Other Income	40.62	333.33	(292.71)	809.32	2,666.67	(1,857.35)	4,000.00	(3,190.68)
3691.000 Other Tenant Revenue	434.00	1,500.00	(1,066.00)	8,831.54	12,000.00	(3,168.46)	18,000.00	(9,168.46)
3695.000 Laundry Revenue	268.00	333.33	(65.33)	2,630.00	2,666.67	(36.67)	4,000.00	(1,370.00)
TOTAL INCOME	23,332.43	35,422.50	(12,090.07)	266,960.21	283,380.00	(16,419.79)	425,070.00	(158,109.79)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,226.39	2,583.75	357.36	20,681.13	20,670.00	(11.13)	31,005.00	10,323.87
4130.000 Legal	524.75	500.00	(24.75)	2,524.86	4,000.00	1,475.14	6,000.00	3,475.14
4140.000 Staff Training	0.00	33.33	33.33	1,964.55	266.67	(1,697.88)	400.00	(1,564.55)
4150.000 Travel	98.38	60.42	(37.96)	397.84	483.33	85.49	725.00	327.16
4171.000 Auditing Fees	656.25	445.00	(211.25)	5,114.27	3,560.00	(1,554.27)	5,340.00	225.73
4190.000 Other Admin	7.50	47.92	40.42	84.60	383.33	298.73	575.00	490.40
4191.000 Management Fees	0.00	4,766.67	4,766.67	33,366.64	38,133.33	4,766.69	57,200.00	23,833.36
4194.000 Office Supplies	0.00	150.00	150.00	1,870.35	1,200.00	(670.35)	1,800.00	(70.35)
4195.000 Membership Dues	0.00	29.17	29.17	97.20	233.33	136.13	350.00	252.80
4196.000 Telephone	0.00	58.33	58.33	270.55	466.67	196.12	700.00	429.45
4198.000 Advertising	0.00	83.33	83.33	0.00	666.67	666.67	1,000.00	1,000.00
4199.000 Postage	5.38	45.83	40.45	372.75	366.67	(6.08)	550.00	177.25
TOTAL ADMINISTRATION	3,518.65	8,803.75	5,285.10	66,744.74	70,430.00	3,685.26	105,645.00	38,900.26
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	524.17	524.17	1,368.36	4,193.33	2,824.97	6,290.00	4,921.64
4230.000 Tenant Svcs Other	0.00	108.33	108.33	56.21	866.67	810.46	1,300.00	1,243.79
TOTAL TENANT SERVICES	0.00	632.50	632.50	1,424.57	5,060.00	3,635.43	7,590.00	6,165.43
UTILITIES								
4310.000 Water	1,037.56	1,241.67	204.11	8,059.25	9,933.33	1,874.08	14,900.00	6,840.75
4315.000 Sewer	1,643.72	1,958.33	314.61	12,544.83	15,666.67	3,121.84	23,500.00	10,955.17
4320.000 Electricity	0.00	2,187.50	2,187.50	10,258.64	17,500.00	7,241.36	26,250.00	15,991.36
4330.000 Gas	0.00	1,166.67	1,166.67	2,508.85	9,333.33	6,824.48	14,000.00	11,491.15
TOTAL UTILITIES	2,681.28	6,554.17	3,872.89	33,371.57	52,433.33	19,061.76	78,650.00	45,278.43
MAINTENANCE								
4410.000 Maintenance Labor	3,262.18	4,177.50	915.32	35,319.67	33,420.00	(1,899.67)	50,130.00	14,810.33
4420.000 Materials	1,526.80	1,416.67	(110.13)	12,677.06	11,333.33	(1,343.73)	17,000.00	4,322.94
4430.000 Contracts Costs	6,468.59	2,333.33	(4,135.26)	19,924.72	18,666.67	(1,258.05)	28,000.00	8,075.28
4431.000 Garbage and Trash	711.92	875.00	163.08	6,284.09	7,000.00	715.91	10,500.00	4,215.91
4432.000 Decorating Contract	3,348.93	1,333.33	(2,015.60)	16,457.19	10,666.67	(5,790.52)	16,000.00	(457.19)
4435.000 Grounds Contract	1,153.99	350.00	(803.99)	3,890.35	2,800.00	(1,090.35)	4,200.00	309.65
4445.000 Elevator Maintenance	0.00	500.00	500.00	2,652.00	4,000.00	1,348.00	6,000.00	3,348.00
4450.000 Plumbing/Heating	751.24	750.00	(1.24)	3,998.00	6,000.00	2,002.00	9,000.00	5,002.00
4455.000 Snow Removal	0.00	416.67	416.67	444.60	3,333.33	2,888.73	5,000.00	4,555.40
4456.000 Exterminating	66.00	166.67	100.67	528.00	1,333.33	805.33	2,000.00	1,472.00
4457.000 Janitor/Cleaning	70.56	1,125.00	1,054.44	5,727.74	9,000.00	3,272.26	13,500.00	7,772.26

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	17,360.21	13,444.17	(3,916.04)	107,903.42	107,553.33	(350.09)	161,330.00	53,426.58
OTHER								
4510.000 Insurance	2,840.80	3,162.50	321.70	20,527.72	25,300.00	4,772.28	37,950.00	17,422.28
4520.000 Property Taxes	992.30	916.67	(75.63)	7,581.54	7,333.33	(248.21)	11,000.00	3,418.46
4540.000 Employee Benefits	1,368.10	2,400.84	1,032.74	18,634.24	19,206.66	572.42	28,810.00	10,175.76
4570.000 Collection Losses	0.00	500.00	500.00	0.00	4,000.00	4,000.00	6,000.00	6,000.00
4583.001 Lease Interest Exp	0.00	0.83	0.83	5.63	6.67	1.04	10.00	4.37
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	3,333.33	3,333.33	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.84	31.25	0.41	246.72	250.00	3.28	375.00	128.28
TOTAL OTHER	5,232.04	7,428.76	2,196.72	46,995.85	59,429.99	12,434.14	89,145.00	42,149.15
TOTAL EXPENSES	28,792.18	36,863.35	8,071.17	256,440.15	294,906.65	38,466.50	442,360.00	185,919.85
SURPLUS	(5,459.75)	(1,440.85)	(4,018.90)	10,520.06	(11,526.65)	22,046.71	(17,290.00)	27,810.06

Crosby HRA
Operating Statement
Eight Months Ending 11/30/2025
Program: C- 700 - HUD Multi-Family Project: Edgewood

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
INCOME								
3110.000 Dwelling Rental	23,338.00	21,583.33	1,754.67	185,390.00	172,666.67	12,723.33	259,000.00	(73,610.00)
3120.000 Excess Utilities	45.00	162.50	(117.50)	1,703.00	1,300.00	403.00	1,950.00	(247.00)
3404.000 HAP Subsidy	10,936.00	12,333.33	(1,397.33)	92,126.00	98,666.67	(6,540.67)	148,000.00	(55,874.00)
3610.000 Interest Revenue	1,852.40	1,250.00	602.40	19,378.31	10,000.00	9,378.31	15,000.00	4,378.31
3690.000 Other Income	60.94	250.00	(189.06)	981.45	2,000.00	(1,018.55)	3,000.00	(2,018.55)
3691.000 Other Tenant Revenue	187.00	625.00	(438.00)	4,945.02	5,000.00	(54.98)	7,500.00	(2,554.98)
3695.000 Laundry Revenue	686.00	816.67	(130.67)	6,148.00	6,533.33	(385.33)	9,800.00	(3,652.00)
TOTAL INCOME	37,105.34	37,020.83	84.51	310,671.78	296,166.67	14,505.11	444,250.00	(133,578.22)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,226.42	2,583.75	357.33	20,681.29	20,670.00	(11.29)	31,005.00	10,323.71
4130.000 Legal	279.00	250.00	(29.00)	1,435.50	2,000.00	564.50	3,000.00	1,564.50
4140.000 Staff Training	0.00	41.67	41.67	749.57	333.33	(416.24)	500.00	(249.57)
4150.000 Travel	68.29	62.50	(5.79)	328.17	500.00	171.83	750.00	421.83
4171.000 Auditing Fees	656.25	445.00	(211.25)	5,114.27	3,560.00	(1,554.27)	5,340.00	225.73
4190.000 Other Admin	15.00	47.92	32.92	101.90	383.33	281.43	575.00	473.10
4191.000 Management Fees	0.00	4,766.67	4,766.67	33,366.71	38,133.33	4,766.62	57,200.00	23,833.29
4194.000 Office Supplies	0.00	145.83	145.83	1,870.40	1,166.67	(703.73)	1,750.00	(120.40)
4195.000 Membership Dues	0.00	16.67	16.67	97.20	133.33	36.13	200.00	102.80
4196.000 Telephone	0.00	62.50	62.50	270.56	500.00	229.44	750.00	479.44
4198.000 Advertising	0.00	83.33	83.33	0.00	666.67	666.67	1,000.00	1,000.00
4199.000 Postage	5.39	37.50	32.11	374.12	300.00	(74.12)	450.00	75.88
TOTAL ADMINISTRATION	3,250.35	8,543.34	5,292.99	64,389.69	68,346.66	3,956.97	102,520.00	38,130.31
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	786.25	786.25	2,052.53	6,290.00	4,237.47	9,435.00	7,382.47
4230.000 Tenant Svcs Other	0.00	20.83	20.83	56.21	166.67	110.46	250.00	193.79
TOTAL TENANT SERVICES	0.00	807.08	807.08	2,108.74	6,456.67	4,347.93	9,685.00	7,576.26
UTILITIES								
4310.000 Water	614.60	958.33	343.73	5,209.28	7,666.67	2,457.39	11,500.00	6,290.72
4315.000 Sewer	1,128.91	1,583.33	454.42	8,908.18	12,666.67	3,758.49	19,000.00	10,091.82
4320.000 Electricity	0.00	3,166.67	3,166.67	17,993.43	25,333.33	7,339.90	38,000.00	20,006.57
4330.000 Gas	0.00	1,416.67	1,416.67	2,998.28	11,333.33	8,335.05	17,000.00	14,001.72
TOTAL UTILITIES	1,743.51	7,125.00	5,381.49	35,109.17	57,000.00	21,890.83	85,500.00	50,390.83
MAINTENANCE								
4410.000 Maintenance Labor	3,262.22	4,177.50	915.28	35,320.00	33,420.00	(1,900.00)	50,130.00	14,810.00
4420.000 Materials	679.26	1,500.00	820.74	7,776.52	12,000.00	4,223.48	18,000.00	10,223.48
4430.000 Contracts Costs	4,271.60	1,916.67	(2,354.93)	14,467.99	15,333.33	865.34	23,000.00	8,532.01
4431.000 Garbage and Trash	361.33	483.33	122.00	2,414.20	3,866.67	1,452.47	5,800.00	3,385.80
4432.000 Decorating Contract	3,326.69	1,250.00	(2,076.69)	19,217.38	10,000.00	(9,217.38)	15,000.00	(4,217.38)
4435.000 Grounds Contract	115.00	458.33	343.33	1,040.87	3,666.67	2,625.80	5,500.00	4,459.13
4445.000 Elevator Maintenance	0.00	350.00	350.00	4,500.00	2,800.00	(1,700.00)	4,200.00	(300.00)
4450.000 Plumbing/Heating	0.00	541.67	541.67	725.00	4,333.33	3,608.33	6,500.00	5,775.00
4455.000 Snow Removal	0.00	541.67	541.67	666.90	4,333.33	3,666.43	6,500.00	5,833.10
4456.000 Exterminating	1,067.00	416.67	(650.33)	2,228.00	3,333.33	1,105.33	5,000.00	2,772.00
4457.000 Janitor/Cleaning	72.37	1,025.00	952.63	4,860.89	8,200.00	3,339.11	12,300.00	7,439.11
TOTAL MAINTENANCE	13,155.47	12,660.84	(494.63)	93,217.75	101,286.66	8,068.91	151,930.00	58,712.25

	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	17,382.64	18,780.00	1,397.36	28,170.00	10,787.36
4520.000 Property Taxes	1,081.97	770.00	(311.97)	7,624.18	6,160.00	(1,464.18)	9,240.00	1,615.82
4540.000 Employee Benefits	1,368.17	2,420.84	1,052.67	18,686.93	19,366.66	679.73	29,050.00	10,363.07
4570.000 Collection Losses	0.00	83.33	83.33	0.00	666.67	666.67	1,000.00	1,000.00
4583.001 Lease Interest Exp	0.00	0.83	0.83	5.63	6.67	1.04	10.00	4.37
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	3,333.33	3,333.33	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.83	31.25	0.42	246.64	250.00	3.36	375.00	128.36
TOTAL OTHER	4,653.80	6,070.42	1,416.62	43,946.02	48,563.33	4,617.31	72,845.00	28,898.98
TOTAL EXPENSES	22,803.13	35,206.68	12,403.55	238,771.37	281,653.32	42,881.95	422,480.00	183,708.63
SURPLUS	14,302.21	1,814.15	12,488.06	71,900.41	14,513.35	57,387.06	21,770.00	50,130.41

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**Crosby HRA
Payment Summary Report
October 2025**

Doc. Date		Number	Payments
10/01/2025	Delta Dental	ACH	\$126.66
10/01/2025	Reliance Standard Life	ACH	\$320.66
10/02/2025	Payroll for 10/02/2025	ACH	\$4,491.52
10/02/2025	Security Benefit	ACH	\$884.17
10/02/2025	Minnesota State	ACH	\$62.00
10/02/2025	Harpers Payroll Service	ACH	\$44.85
10/02/2025	Harpers Payroll Service	ACH	\$1,737.90
10/13/2025	Payroc LLC	ACH	\$44.55
10/13/2025	Payroc LLC	ACH	\$119.54
10/16/2025	Payroll for 10/16/2025	ACH	\$4,491.53
10/16/2025	Security Benefit	ACH	\$884.17
10/16/2025	Minnesota State	ACH	\$62.00
10/16/2025	Harpers Payroll Service	ACH	\$44.85
10/16/2025	Harpers Payroll Service	ACH	\$1,737.89
10/30/2025	Payroll for 10/30/2025	ACH	\$4,599.04
10/30/2025	Harpers Payroll Service	ACH	\$1,700.27
10/30/2025	Security Benefit	ACH	\$872.86
10/30/2025	Minnesota State	ACH	\$62.00
10/30/2025	Harpers Payroll Service	ACH	\$51.24
10/15/2025	Bartz, Brian	444	\$73.50
10/15/2025	Thompson, Brit	445	\$47.60
10/15/2025	Banks, Diana	446	\$24.50
10/15/2025	Charpentier, Eric	447	\$22.40
10/15/2025	Gangl, Hannah	448	\$69.30
10/15/2025	Schommer, John	449	\$92.40
10/15/2025	Farnum, Steven	450	\$79.80
10/06/2025	St Cloud Sewing Center	119988	\$24.90
10/07/2025	Dearborn National	119989	\$32.20
10/07/2025	Minnesota Energy	119990	\$410.95
10/07/2025	T-Mobile	119991	\$110.80
10/14/2025	Borden Steinbauer	119992	\$2,331.61
10/14/2025	Brainerd Glass	119993	\$189.82
10/14/2025	Carlson Duluth	119994	\$1,728.97
10/14/2025	Cintas	119995	\$205.25
10/14/2025	City Of Crosby	119996	\$5,060.64
10/14/2025	Crosby-Ironton Courier	119997	\$49.00
10/14/2025	Crow Wing County	119998	\$8,724.57
10/14/2025	Granite Pest Control	119999	\$264.00
10/14/2025	Handyman's, Inc.	120000	\$458.00
10/14/2025	Holden Electric Co. Inc.	120001	\$460.00
10/14/2025	Home Depot Supply	120002	\$1,877.56
10/14/2025	Integrity Services Inc	120003	\$802.50
10/14/2025	Keeping It Clean LLC	120004	\$2,206.00

**Crosby HRA
Payment Summary Report
October 2025**

Doc. Date		Number	Payments
10/14/2025	Majestic Creations	120005	\$2,659.00
10/14/2025	Management Computer	120006	\$50.00
10/14/2025	Medica	120007	\$2,463.31
10/14/2025	Minnesota Department	120008	\$25.00
10/14/2025	MRI Software LLC	120009	\$75.00
10/14/2025	Old National Bank	120010	\$43.50
10/14/2025	Paper Storm	120011	\$36.40
10/14/2025	Rise and Shine	120012	\$1,575.00
10/14/2025	Servicemaster Clean of	120013	\$1,050.00
10/14/2025	Sherwin Williams	120014	\$297.72
10/14/2025	ShofCorp LLC	120015	\$75.48
10/14/2025	Strike Painting &	120016	\$1,600.00
10/14/2025	Visa--Unity	120017	\$213.80
10/14/2025	Waste Partners Inc	120018	\$696.05
10/14/2025	Alpenglow Technologies	120019	\$446.50
10/14/2025	Crosby Ace Hardware	120020	\$192.81
10/14/2025	Labor Logic LLC	120021	\$13.00
10/14/2025	Unity Bank	120022	\$180.00
10/28/2025	Ctc-446126	120023	\$435.14
10/28/2025	Minnesota Energy	120024	\$666.04
10/28/2025	Minnesota Power	120025	\$4,331.53
Total			\$64,809.25

**Crosby HRA
Payment Summary Report
November 2025**

Doc. Date		Number	Payments
11/10/2015	Payroc LLC	ACH	\$111.71
11/01/2025	Delta Dental	ACH	\$126.66
11/05/2025	Security Benefit	ACH	\$0.01
11/10/2025	Reliance Standard Life	ACH	\$320.66
11/10/2025	Payroc LLC	ACH	\$46.20
11/13/2025	Payroll for 11/13/2025	ACH	\$3,091.52
11/13/2025	Security Benefit	ACH	\$604.82
11/13/2025	Minnesota State	ACH	\$62.00
11/13/2025	Harpers Payroll Service	ACH	\$42.72
11/13/2025	Harpers Payroll Service	ACH	\$1,231.98
11/26/2025	Payroll for 11/26/2025	ACH	\$4,916.99
11/18/2025	Bartz, Brian	451	\$9.80
11/18/2025	Thompson, Brit	452	\$22.40
11/18/2025	Banks, Diana	453	\$31.15
11/18/2025	Charpentier, Eric	454	\$66.92
11/18/2025	Young, Karen	455	\$46.20
11/17/2025	Amazon Capital	120026	\$14.69
11/17/2025	Borden Steinbauer	120027	\$723.75
11/17/2025	Brainerd Glass	120028	\$37.01
11/17/2025	Cintas	120029	\$164.20
11/17/2025	City Of Crosby	120030	\$4,829.43
11/17/2025	CliftonLarsonAllen LLP	120031	\$1,312.50
11/17/2025	Crosby Ace Hardware	120032	\$278.19
11/17/2025	Crow Wing County	120033	\$80.00
11/17/2025	Goodin Company	120034	\$751.24
11/17/2025	Granite Pest Control	120035	\$1,133.00
11/17/2025	Labor Logic LLC	120036	\$9.75
11/17/2025	Holden Electric Co. Inc.	120037	\$711.25
11/17/2025	Home Depot Supply	120038	\$619.42
11/17/2025	Integrity Services Inc	120039	\$971.00
11/17/2025	Majestic Creations	120040	\$1,039.00
11/17/2025	MRI Software LLC	120041	\$25.00
11/17/2025	Old National Bank	120042	\$1,089.31
11/17/2025	Servicemaster Clean of	120043	\$6,792.09
11/17/2025	Shaw Integrated and	120044	\$7,013.18
11/17/2025	ShofCorp LLC	120045	\$75.48
11/17/2025	Strike Painting &	120046	\$400.00
11/17/2025	T-Mobile	120047	\$110.82
11/17/2025	Visa--Unity	120048	\$1,889.29
11/17/2025	Waste Partners Inc	120049	\$668.61
11/17/2025	West Central Flooring	120050	\$3,981.50
11/17/2025	Alpenglow Technologies	120051	\$499.00
Total			\$45,950.45

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

Tenant Activities Update

Second Harvest Boxes: October (12); November (10).
Community Meals (Crosby Community Table and Emily Care’N Share): October (308); November (330);
Thanksgiving Meal (provided by Brainerd Legion, VFW, Eagles & Elks Club (77).
Events: Study with Zed: October (6); November (4); Oak Street Chapel Band (12);
Cuyuna Lakes Ukelele Group (12).
Tenant Council meeting minutes from September are attached.

Monthly Property Performance Stats for October 2025

- Occupancy Rate: 100% Dellwood; 98% Edgewood; 100% Scattered Sites
- New Move-Ins: 1
- Move Outs: 1
- Recertifications (By Type): 7 Annual
- Termination Notices: 2
- Work Orders Received: 28

Monthly Property Performance Stats for November 2025

- Occupancy Rate: 100% Dellwood; 100% Edgewood; 100% Scattered Sites
- New Move-Ins: 2
- Move Outs: 2
- Recertifications (By Type): 8 Annual
- Termination Notices: 2
- Work Orders Received: 26

Waiting Lists as of 11/30/2025

1BR	2BR	3BR	4BR
121	33	14	7

Public Hearing for Annual Plan & 5-Year Action Plan

The public hearing for the Annual and 5-Year Action Plans is scheduled for Tuesday, 1/13/2026 at 11:00AM. A notice was published in the Brainerd Dispatch and the Crosby-Ironton Courier. Staff met with the Resident Advisory Board on November 13th to collect their feedback.

Discussion Items

- No Additional Actions Requested

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Tenant Council meeting held October 6, 2025

Members present: Roxy, Doris, Robin, Sharilyn

Income and Expenses for the month of October

Coffee income: \$72.00	Coffee expense: \$24.58
Bingo income: \$82.00	Bingo expense: \$96.43
Potluck income: \$30.00	Potluck expense: \$7.38
	Birdseed expense: \$12.41
	Kitchen expense: \$10.00

Petty Cash for end of October: \$433.29

Checking for end of October: \$940.71

OLD BUSINESS:

Had potluck on October 18th, there were 20 in attendance.

Had the usual activities for the month.

Bagged candy on the 30th for the trick n' treaters. Had 7 people come help.

We held Halloween in the DCR and approximately 40-50 kids came for candy and about 20 of the tenants came to see the kids in costumes. Also had refreshments. We collected \$80.00 and candy for the kids.

NEW BUSINESS:

I talked about events that will be coming up the next few months, so there will not be a meeting held till after the first of the year.

Will have a Bake/Craft Sale on November 8th from 8:30 - 11:00.

Will have our Thanksgiving Potluck on the 22nd of November. Tenant Council will provide turkey & ham. Roxy will put up signs for what we would like to have as side dishes.

Will have our Christmas potluck on December 20th and New Year's Eve Appetizer potluck on December 31st.

Will be doing the Christmas Door Decorating Contest again this year.

At the New Year's Eve potluck will be playing a few games and doing a Secret Santa. Mark will be in charge of the Secret Santa. Will be putting up a sign up sheet the day before Thanksgiving for those that are interested.

Tenant Council summary for the month of Nov. 2025

No meeting held in November

Income and Expenses for the month of November

Coffee income: \$55.00	Coffee expense: \$21.22
Bingo income: \$66.00	Bingo expense: \$19.59
Bake/Craft Sale income: \$285.00	Kitchen expense: \$54.56
	Potluck expense: \$122.89
	Birdseed expense: \$17.13
	Misc. expense: \$109.33

Petty Cash for end of November: \$325.29

Checking for end of November: \$940.71

OLD BUSINESS:

Had bake/craft sale on Nov. 8th, did very well. Most everything sold.

Had Thanksgiving potluck on November 22nd, there were 41 in attendance. Tenant Council provided the turkey and ham. Had a great time.

Had the usual activities this month.

The Legions in Brainerd brought turkey meals for those tenants that signed up, there were approx. 75 meals delivered.

NEW BUSINESS:

Will have our Christmas potluck on the 20th of December.

New Year's Eve appetizer potluck on the 31st of Dec.

Will be doing the door decorating contest again. Signs have been put up.



To: Crosby HRA Board Members
From: John Schommer, Rehab & Maintenance Director
Date: December 3, 2025
Re: Maintenance Update

Maintenance Engineer

Please join me in welcoming Jeff Dummer as our new Maintenance Engineer! Jeff has years of experience in the maintenance field and has been acclimating himself to the properties as well as all of our policies and procedures.

Water Issue

On November 22nd, we had a water issue that resulted in having to close the Dellwood community room until we could ensure there were no hazards to our tenants. Maintenance staff came in that night. They extracted water from a small area of carpeting in the hallway on first floor and the community room and set up fans to dry things out.

No Action Requested; Discussion Items.

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RAB MINUTES
Special Meeting – 5 Year Capital Plan
November 13, 2025 – called to order 1:12pm

Members: Lynne, Carrie, Margo
Brainerd HRA: John S., Hannah G.
Guests: Don, Roxie

PLAN TIMELINE

- Nov. 25 – Public Notice published in the Crosby-Ironton Courier
- Dec. 17 – RAB input submitted to John
- Jan. 13 – draft plan submitted to HRA Board

DISCUSSION

Plan Line Items

The plan should include anything and everything you might imagine would be needed or wanted. Anything that is not in the plan cannot be done. Even unseen potential emergency contingencies should be imagined and included. The accuracy of line item cost estimates is irrelevant — the total of all projected costs must add up to the total capital budget.

Kitchen Vents

Proximity of smoke detector to stove in Dellwood is a problem. Smoke or steam from any cooking activity sets it off. Most strategies to avoid false alarms violate the lease. Adding venting to Dellwood kitchens is needed to correct this problem.

Ceiling Fans

It seems that most, if not all, Edgewood units have ceiling fans. Maintenance of tenant-installed items is that tenant's responsibility,

but if the fan is original equipment, or pre-existing upon move-in, it is HRA responsibility. John to explore fan history: were the fans original construction, capital improvement, or multiple tenant installs; other history of the fans.

Building Crosswalk

The Idea of a “skywalk” between the buildings on 2nd & 3rd floor was discussed. All agreed it would be a major backup for safety and security, especially for residents in both buildings who have mobility issues. All agreed to the benefit; the assumption is that it would be cost-prohibitive.

Funky Water

There is what appears to be an alkaline build up from the water in toilet bowls, causing a mold-like buildup. Residents in attendance confirmed experiencing this. John is meeting with the Crosby water dept. today and will discuss this. Would a water softener or water treatment system of some sort resolve the problem?

Adjourned 2:16pm

RAB/dfi



To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: December 9th, 2025
Re: 2026 Meeting Calendar

Meeting Schedule

Attached is the 2026 meeting schedule that reflects our upcoming meetings. These meeting dates are all on the 2nd Tuesday of the month. Staff is not planning to have a meeting in November of 2026 due to the limited business days due to two holidays during the month. If there is action that the board needs to take between our October and December meetings, I will work with the board chair to schedule a November date that will work for the board.

No Action Requested; Approve the 2026 Meeting Schedule

Crosby HRA Board Meeting Schedule for 2026

Board meetings are typically held on the second Tuesday of each month at 11:00 a.m. located in the community room at Dellwood Apartments, 300 Third Avenue NE in Crosby, Minnesota.

MONTH	DAY	DATE
January	13	1-13-26
February	10	2-10-26
March	10	3-10-26
April	14	4-14-26
May	12	5-12-26
June	09	6-09-26
July	14	7-14-26
August	11	8-11-26
September	08	9-08-26
October	13	10-13-26
November	No Meeting	No Meeting
December	08	12-08-26