



300 Third Avenue NE
Crosby, MN 56441-1642

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

Crosby HRA Board Meeting
11:00 a.m. April 14th, 2026
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 March 10th, 2026 Meeting Minutes

6. BILLS & COMMUNICATIONS

- a. Financial Report – Attachment 2 (pg. 7)
- b. Housing Manager Report – Attachment 3 (pg.17)
- c. Maintenance Director Report – Attachment 4 (pg. 19)

7. RAB COMMITTEE UPDATE: (Resident Commissioner Lehnhoff) - Attachment 5 (pg. 21)

8. UNFINISHED BUSINESS:

9. NEW BUSINESS:

- a. Updates to Employee Policy Manual

10. COMMISSIONER COMMENTS:

11. NEXT MEETING: May 12th, 2026

12. ADJOURNMENT

Donald Lehnhoff, Resident Commissioner Term Expires: 2026

Renae Marsh, Secretary/Treasurer Term Expires: 2030

Terri Larson, Commissioner Term Expires: 2027

Marsha Larson, Vice Chair Term Expires: 2029

Paula Traylor, Chair Term Expires: 2026

**All terms expire August 31st*



Crosby Housing & Redevelopment Authority

BOARD MEETING MINUTES

Tuesday, March 10, 2026

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 in the Community Room, 300 Third Avenue NE, Crosby, MN, at 11:00 AM on Tuesday, March 10, 2026.

1. CALL TO ORDER

The meeting was called to order by Vice Chair Marsha Larson at 11:03 AM.

2. ROLL CALL

Roll call was conducted and all Commissioners were present, establishing a quorum.

Commissioners Present:

Paula Traylor (Chair), Renae Marsh (Secretary/Treasurer), Marsha Larson (Vice Chair), Donald Lehnhoff (Resident Commissioner), and Terry Larson (Commissioner).

Staff Present:

Eric Charpentier, Executive Director; John Schommer, Maintenance Director; Diana Banks, Housing Specialist.

3. REVIEW AND APPROVE AGENDA

The Board reviewed the meeting agenda.

Motion to approve the agenda was made by Marsha Larson and seconded by Donald Lehnhoff.

Vote: All in favor.

Motion carried.

4. OPEN FORUM

Time was allotted for citizens and tenants to address the Board.
No public comments were offered.

5. REVIEW AND APPROVE MINUTES

The Board reviewed the February 10, 2026 meeting minutes.

Motion to approve the minutes was made by Terry Larson and seconded by Marsha Larson.

Vote: All in favor.

Motion carried.

6. BILLS & COMMUNICATIONS

a. Financial Report

The Financial Report was presented by Executive Director Eric Charpentier. The Board reviewed financial activity and expenditures.

Motion to approve the Financial Report was made by Donald Lehnhoff and seconded by Marsha Larson.

Vote: All in favor.

Motion carried.

b. Housing Manager Report

The Housing Manager Report was presented by Diana Banks, including tenant activity and food shelf participation.

c. Maintenance Director Report

The Maintenance Director Report was presented by John Schommer, including information on the Edgewood INSPIRE inspection and fire-protection reminders regarding door modifications.

7. RAB COMMITTEE UPDATE

Resident Commissioner Donald Lehnhoff reported that no RAB meeting was held.

8. UNFINISHED BUSINESS

There was no unfinished business.

9. NEW BUSINESS

a. Accounts Receivable Write-Off Request

The Board considered the request to write off outstanding account balances by March 31, 2026.

Motion to approve the Accounts Receivable Write-Off was made by Donald Lehnhoff and seconded by Renae Marsh.

Vote: All in favor.

Motion carried.

b. Shared Services Agreement with Brainerd HRA

Staff presented an update on the Shared Services Agreement with the Brainerd HRA and requested Board action.

Motion to approve and authorize execution of the Shared Services Agreement (Resolution 2026-04) was made by Donald Lehnhoff and seconded by Marsha Larson.
Roll Call Vote: All Commissioners voted yes.
Motion carried.

10. COMMISSIONER COMMENTS

Commissioner Donald Lehnhoff requested that the meeting room be closed off during meetings. Executive Director Eric Charpentier shared information regarding charges for publishing meeting notices in the Courier and noted general feedback supporting publication.

11. NEXT MEETING

The next regular meeting of the Crosby HRA Board is scheduled for April 14, 2026.

12. ADJOURNMENT

Motion to adjourn was made by Terry Larson and seconded by Marsha Larson.
The meeting was adjourned at 11:45 PM.

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Attachment 2
300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: April 7, 2026
Re: April Financial Report

Please find attached the financial information for March 2026.

2026 Audit

The 2026 audit fieldwork has been scheduled with CliftonLarsonAllen (CLA) during the week of June 22nd.

Year-end Financial Statements and Ratios

The March ratios and financial statements do not fully reflect all yearend entries and adjustments. The final year-end entries and adjustments will be recorded prior to the audit and REAC submission. Therefore, the financial information is subject to change due to necessary year-end adjustments.

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



Crosby Housing & Redevelopment Authority

2026 Ratios

Includes only a few YE JEs

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2025
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	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	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	2.00	0.00	0.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	23.00	23.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2025
Occupancy	16	O <90% =0, O >98% =16	16.00	16.00	16.00	16.00	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	0.00	0.00	0.00	5.00
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	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	20.00	20.00	20.00	25.00

Total of Above Ratios	50		45	45	45	45	45	45	45	45	45	43	43	50
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MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar 2025
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	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	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	10.0	10.0	10.0	10.0

March 2026 Account Balances

Program/Account	Amount
Public Housing - Operating Checking	\$402,514.25
Public Housing - Security Deposit Savings	\$11,589.84
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	\$414,104.09
Edgewood - Operating Checking	\$64,121.07
Edgewood - Investment	\$873,555.29
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	\$937,676.36
Tenant Activity Fund	\$3,886.12

Crosby HRA
Operating Statement
Twelve Months Ending 03/31/2026
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	21,906.00	21,684.17	221.83	268,877.00	260,210.00	8,667.00	260,210.00	8,667.00
3120.000 Excess Utilities	15.00	83.33	(68.33)	1,106.60	1,000.00	106.60	1,000.00	106.60
3401.000 Operating Subsidy	21,664.90	9,780.00	11,884.90	115,712.90	117,360.00	(1,647.10)	117,360.00	(1,647.10)
3402.000 Capital Fund Revenue	127,731.00	1,666.67	126,064.33	132,533.50	20,000.00	112,533.50	20,000.00	112,533.50
3610.000 Interest Revenue	65.51	41.67	23.84	737.82	500.00	237.82	500.00	237.82
3690.000 Other Income	445.16	333.33	111.83	1,425.35	4,000.00	(2,574.65)	4,000.00	(2,574.65)
3691.000 Other Tenant Revenue	3,373.44	1,500.00	1,873.44	14,822.31	18,000.00	(3,177.69)	18,000.00	(3,177.69)
3695.000 Laundry Revenue	350.00	333.33	16.67	4,020.00	4,000.00	20.00	4,000.00	20.00
TOTAL INCOME	175,551.01	35,422.50	140,128.51	539,235.48	425,070.00	114,165.48	425,070.00	114,165.48
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	4,227.34	2,583.75	(1,643.59)	32,112.63	31,005.00	(1,107.63)	31,005.00	(1,107.63)
4130.000 Legal	0.00	500.00	500.00	2,593.36	6,000.00	3,406.64	6,000.00	3,406.64
4140.000 Staff Training	0.00	33.33	33.33	2,089.48	400.00	(1,689.48)	400.00	(1,689.48)
4150.000 Travel	55.03	60.42	5.39	571.51	725.00	153.49	725.00	153.49
4171.000 Auditing Fees	0.00	445.00	445.00	5,114.27	5,340.00	225.73	5,340.00	225.73
4190.000 Other Admin	40.00	47.92	7.92	164.60	575.00	410.40	575.00	410.40
4191.000 Management Fees	4,766.66	4,766.67	0.01	57,199.98	57,200.00	0.02	57,200.00	0.02
4194.000 Office Supplies	11.60	150.00	138.40	2,747.67	1,800.00	(947.67)	1,800.00	(947.67)
4195.000 Membership Dues	0.00	29.17	29.17	297.20	350.00	52.80	350.00	52.80
4196.000 Telephone	88.36	58.33	(30.03)	669.12	700.00	30.88	700.00	30.88
4198.000 Advertising	0.00	83.33	83.33	358.20	1,000.00	641.80	1,000.00	641.80
4199.000 Postage	117.00	45.83	(71.17)	489.75	550.00	60.25	550.00	60.25
TOTAL ADMINISTRATION	9,305.99	8,803.75	(502.24)	104,407.77	105,645.00	1,237.23	105,645.00	1,237.23
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	524.17	524.17	1,368.36	6,290.00	4,921.64	6,290.00	4,921.64
4230.000 Tenant Svcs Other	8.84	108.33	99.49	100.07	1,300.00	1,199.93	1,300.00	1,199.93
TOTAL TENANT SERVICES	8.84	632.50	623.66	1,468.43	7,590.00	6,121.57	7,590.00	6,121.57
UTILITIES								
4310.000 Water	2,247.44	1,241.67	(1,005.77)	13,555.48	14,900.00	1,344.52	14,900.00	1,344.52
4315.000 Sewer	3,590.29	1,958.33	(1,631.96)	21,305.45	23,500.00	2,194.55	23,500.00	2,194.55
4320.000 Electricity	1,625.39	2,187.50	562.11	20,020.52	26,250.00	6,229.48	26,250.00	6,229.48
4330.000 Gas	3,284.14	1,166.67	(2,117.47)	10,118.27	14,000.00	3,881.73	14,000.00	3,881.73
TOTAL UTILITIES	10,747.26	6,554.17	(4,193.09)	64,999.72	78,650.00	13,650.28	78,650.00	13,650.28
MAINTENANCE								
4410.000 Maintenance Labor	2,776.87	4,177.50	1,400.63	50,003.51	50,130.00	126.49	50,130.00	126.49
4410.001 Accr'd Compensated Abs Maint	1,589.82	0.00	(1,589.82)	1,589.82	0.00	(1,589.82)	0.00	(1,589.82)
4420.000 Materials	7,311.78	1,416.67	(5,895.11)	24,213.25	17,000.00	(7,213.25)	17,000.00	(7,213.25)
4430.000 Contracts Costs	15,524.80	2,333.33	(13,191.47)	47,589.09	28,000.00	(19,589.09)	28,000.00	(19,589.09)
4431.000 Garbage and Trash	1,110.16	875.00	(235.16)	9,574.07	10,500.00	925.93	10,500.00	925.93
4432.000 Decorating Contract	6,021.06	1,333.33	(4,687.73)	28,512.09	16,000.00	(12,512.09)	16,000.00	(12,512.09)
4435.000 Grounds Contract	240.00	350.00	110.00	4,485.82	4,200.00	(285.82)	4,200.00	(285.82)
4445.000 Elevator Maintenance	0.00	500.00	500.00	2,652.00	6,000.00	3,348.00	6,000.00	3,348.00
4450.000 Plumbing/Heating	6,741.63	750.00	(5,991.63)	17,388.71	9,000.00	(8,388.71)	9,000.00	(8,388.71)
4455.000 Snow Removal	2,534.95	416.67	(2,118.28)	6,985.57	5,000.00	(1,985.57)	5,000.00	(1,985.57)

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
MAINTENANCE								
4456.000 Exterminating	68.00	166.67	98.67	798.00	2,000.00	1,202.00	2,000.00	1,202.00
4457.000 Janitor/Cleaning	3,832.34	1,125.00	(2,707.34)	14,035.57	13,500.00	(535.57)	13,500.00	(535.57)
TOTAL MAINTENANCE	47,751.41	13,444.17	(34,307.24)	207,827.50	161,330.00	(46,497.50)	161,330.00	(46,497.50)
OTHER								
4510.000 Insurance	5,039.54	3,162.50	(1,877.04)	34,089.66	37,950.00	3,860.34	37,950.00	3,860.34
4520.000 Property Taxes	558.69	916.67	357.98	10,574.20	11,000.00	425.80	11,000.00	425.80
4540.000 Employee Benefits	1,855.98	2,400.84	544.86	25,966.46	28,810.00	2,843.54	28,810.00	2,843.54
4570.000 Collection Losses	7,132.01	500.00	(6,632.01)	7,132.01	6,000.00	(1,132.01)	6,000.00	(1,132.01)
4583.001 Lease Interest Exp	0.18	0.83	0.65	8.06	10.00	1.94	10.00	1.94
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	5,000.00	5,000.00	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.84	31.25	0.41	370.08	375.00	4.92	375.00	4.92
4800.000 Depreciation Expense	147,999.35	0.00	(147,999.35)	147,999.35	0.00	(147,999.35)	0.00	(147,999.35)
TOTAL OTHER	162,616.59	7,428.76	(155,187.83)	226,139.82	89,145.00	(136,994.82)	89,145.00	(136,994.82)
TOTAL EXPENSES	230,430.09	36,863.35	(193,566.74)	604,843.24	442,360.00	(162,483.24)	442,360.00	(162,483.24)
SURPLUS	(54,879.08)	(1,440.85)	(53,438.23)	(65,607.76)	(17,290.00)	(48,317.76)	(17,290.00)	(48,317.76)

Crosby HRA
Operating Statement
Twelve Months Ending 03/31/2026
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	277,827.00	259,000.00	18,827.00	259,000.00	18,827.00
3120.000 Excess Utilities	40.00	162.50	(122.50)	1,868.00	1,950.00	(82.00)	1,950.00	(82.00)
3404.000 HAP Subsidy	10,237.00	12,333.33	(2,096.33)	135,501.00	148,000.00	(12,499.00)	148,000.00	(12,499.00)
3610.000 Interest Revenue	1,369.91	1,250.00	119.91	32,913.00	15,000.00	17,913.00	15,000.00	17,913.00
3690.000 Other Income	980.73	250.00	730.73	2,208.48	3,000.00	(791.52)	3,000.00	(791.52)
3691.000 Other Tenant Revenue	647.23	625.00	22.23	12,943.99	7,500.00	5,443.99	7,500.00	5,443.99
3695.000 Laundry Revenue	820.00	816.67	3.33	9,270.00	9,800.00	(530.00)	9,800.00	(530.00)
TOTAL INCOME	37,432.87	37,020.83	412.04	472,531.47	444,250.00	28,281.47	444,250.00	28,281.47
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	4,227.35	2,583.75	(1,643.60)	32,112.92	31,005.00	(1,107.92)	31,005.00	(1,107.92)
4130.000 Legal	67.00	250.00	183.00	1,865.00	3,000.00	1,135.00	3,000.00	1,135.00
4140.000 Staff Training	0.00	41.67	41.67	874.50	500.00	(374.50)	500.00	(374.50)
4150.000 Travel	49.96	62.50	12.54	493.70	750.00	256.30	750.00	256.30
4171.000 Auditing Fees	0.00	445.00	445.00	5,114.27	5,340.00	225.73	5,340.00	225.73
4190.000 Other Admin	10.00	47.92	37.92	200.44	575.00	374.56	575.00	374.56
4191.000 Management Fees	4,766.67	4,766.67	0.00	57,200.02	57,200.00	(0.02)	57,200.00	(0.02)
4194.000 Office Supplies	11.61	145.83	134.22	2,747.76	1,750.00	(997.76)	1,750.00	(997.76)
4195.000 Membership Dues	0.00	16.67	16.67	97.20	200.00	102.80	200.00	102.80
4196.000 Telephone	88.36	62.50	(25.86)	669.13	750.00	80.87	750.00	80.87
4198.000 Advertising	0.00	83.33	83.33	337.50	1,000.00	662.50	1,000.00	662.50
4199.000 Postage	117.00	37.50	(79.50)	491.12	450.00	(41.12)	450.00	(41.12)
TOTAL ADMINISTRATION	9,337.95	8,543.34	(794.61)	102,203.56	102,520.00	316.44	102,520.00	316.44
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	786.25	786.25	2,052.53	9,435.00	7,382.47	9,435.00	7,382.47
4230.000 Tenant Svcs Other	8.83	20.83	12.00	100.05	250.00	149.95	250.00	149.95
TOTAL TENANT SERVICES	8.83	807.08	798.25	2,152.58	9,685.00	7,532.42	9,685.00	7,532.42
UTILITIES								
4310.000 Water	1,455.16	958.33	(496.83)	8,723.28	11,500.00	2,776.72	11,500.00	2,776.72
4315.000 Sewer	2,655.13	1,583.33	(1,071.80)	15,328.14	19,000.00	3,671.86	19,000.00	3,671.86
4320.000 Electricity	2,480.26	3,166.67	686.41	31,482.44	38,000.00	6,517.56	38,000.00	6,517.56
4330.000 Gas	4,934.62	1,416.67	(3,517.95)	14,017.58	17,000.00	2,982.42	17,000.00	2,982.42
TOTAL UTILITIES	11,525.17	7,125.00	(4,400.17)	69,551.44	85,500.00	15,948.56	85,500.00	15,948.56
MAINTENANCE								
4410.000 Maintenance Labor	4,223.40	4,177.50	(45.90)	51,450.48	50,130.00	(1,320.48)	50,130.00	(1,320.48)
4410.001 Accr'd Compensated Absences Maint	143.38	0.00	(143.38)	143.38	0.00	(143.38)	0.00	(143.38)
4420.000 Materials	4,393.40	1,500.00	(2,893.40)	17,151.49	18,000.00	848.51	18,000.00	848.51
4430.000 Contracts Costs	11,258.74	1,916.67	(9,342.07)	35,407.65	23,000.00	(12,407.65)	23,000.00	(12,407.65)
4431.000 Garbage and Trash	316.33	483.33	167.00	3,813.57	5,800.00	1,986.43	5,800.00	1,986.43
4432.000 Decorating Contract	1,851.30	1,250.00	(601.30)	29,246.67	15,000.00	(14,246.67)	15,000.00	(14,246.67)
4435.000 Grounds Contract	240.00	458.33	218.33	1,814.67	5,500.00	3,685.33	5,500.00	3,685.33
4445.000 Elevator Maintenance	0.00	350.00	350.00	4,500.00	4,200.00	(300.00)	4,200.00	(300.00)
4450.000 Plumbing/Heating	2,862.31	541.67	(2,320.64)	5,164.91	6,500.00	1,335.09	6,500.00	1,335.09
4455.000 Snow Removal	3,802.45	541.67	(3,260.78)	10,478.39	6,500.00	(3,978.39)	6,500.00	(3,978.39)
4456.000 Exterminating	2,523.50	416.67	(2,106.83)	6,553.00	5,000.00	(1,553.00)	5,000.00	(1,553.00)

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
MAINTENANCE								
4457.000 Janitor/Cleaning	3,442.92	1,025.00	(2,417.92)	12,804.41	12,300.00	(504.41)	12,300.00	(504.41)
TOTAL MAINTENANCE	35,057.73	12,660.84	(22,396.89)	178,528.62	151,930.00	(26,598.62)	151,930.00	(26,598.62)
OTHER								
4510.000 Insurance	2,172.87	2,347.50	174.63	26,074.00	28,170.00	2,096.00	28,170.00	2,096.00
4520.000 Property Taxes	592.64	770.00	177.36	10,532.16	9,240.00	(1,292.16)	9,240.00	(1,292.16)
4540.000 Employee Benefits	1,856.00	2,420.84	564.84	26,019.27	29,050.00	3,030.73	29,050.00	3,030.73
4570.000 Collection Losses	8,858.84	83.33	(8,775.51)	8,858.84	1,000.00	(7,858.84)	1,000.00	(7,858.84)
4583.001 Lease Interest Exp	0.18	0.83	0.65	8.06	10.00	1.94	10.00	1.94
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	5,000.00	5,000.00	5,000.00	5,000.00
4595.001 Lease Amort Exp	30.83	31.25	0.42	369.96	375.00	5.04	375.00	5.04
4800.000 Depreciation Expense	34,969.80	0.00	(34,969.80)	34,969.80	0.00	(34,969.80)	0.00	(34,969.80)
TOTAL OTHER	48,481.16	6,070.42	(42,410.74)	106,832.09	72,845.00	(33,987.09)	72,845.00	(33,987.09)
TOTAL EXPENSES	104,410.84	35,206.68	(69,204.16)	459,268.29	422,480.00	(36,788.29)	422,480.00	(36,788.29)
SURPLUS	(66,977.97)	1,814.15	(68,792.12)	13,263.18	21,770.00	(8,506.82)	21,770.00	(8,506.82)

**Crosby HRA
Payment Summary Report
March 2026**

Doc. Date		Number	Payments
03/01/2026	Delta Dental	ACH	\$126.66
03/05/2026	Payroll for 03/05/2026	ACH	\$4,644.32
03/05/2026	Payroc LLC	ACH	\$53.09
03/05/2026	Payroc LLC	ACH	\$121.70
03/05/2026	Reliance Standard Life	ACH	\$176.98
03/05/2026	Security Benefit	ACH	\$547.43
03/05/2026	Minnesota State	ACH	\$62.00
03/05/2026	Harpers Payroll Service	ACH	\$44.85
03/05/2026	Harpers Payroll Service	ACH	\$1,682.00
03/19/2026	Payroll for 03/19/2026	ACH	\$4,988.97
03/19/2026	Security Benefit	ACH	\$547.43
03/19/2026	Minnesota State	ACH	\$62.00
03/19/2026	Harpers Payroll Service	ACH	\$55.50
03/19/2026	Harpers Payroll Service	ACH	\$1,741.82
03/31/2026	FY2026 Management	ACH	\$9,533.33
03/31/2026	To Record Bank Fees	ACH	\$50.00
03/10/2026	Banks, Diana	470	\$7.98
03/10/2026	Charpentier, Eric	471	\$23.20
03/10/2026	Wedan, Janet	472	\$95.70
03/10/2026	Dummer, Jeffrey	473	\$74.68
03/10/2026	Schommer, John	474	\$126.18
03/31/2026	Banks, Diana	475	\$3.77
03/31/2026	Charpentier, Eric	476	\$46.40
03/31/2026	Dummer, Jeffrey	477	\$127.31
03/31/2026	Schommer, John	478	\$215.37
03/31/2026	Farnum, Steven	479	\$27.12
03/10/2026	Cintas	120163	\$140.00
03/10/2026	City Of Crosby	120164	\$5,552.77
03/10/2026	Climate Makers	120165	\$375.00
03/10/2026	Crescent Electric Supply	120166	\$450.68
03/10/2026	Crosby Ace Hardware	120167	\$232.23
03/10/2026	Cuyuna Regional	120168	\$388.50
03/10/2026	Granite Pest Control	120169	\$2,173.00
03/10/2026	Labor Logic LLC	120170	\$9.75
03/10/2026	Holden Electric Co. Inc.	120171	\$588.13
03/10/2026	Integrity Services Inc	120172	\$388.00
03/10/2026	Lakes Printing	120173	\$464.60
03/10/2026	Majestic Creations	120174	\$2,711.13
03/10/2026	Minnesota Energy	120175	\$4,707.53
03/10/2026	MRI Software LLC	120176	\$125.00
03/10/2026	Office Shop	120177	\$23.21
03/10/2026	Old National Bank	120178	\$52.52
03/10/2026	Gorvin Inc	120179	\$36.40

**Crosby HRA
Payment Summary Report
March 2026**

Doc. Date		Number	Payments
03/10/2026	Rise and Shine	120180	\$1,680.00
03/10/2026	RM Cotton Company	120181	\$4,970.00
03/10/2026	Rob Mueller Electric	120182	\$480.00
03/10/2026	Safeguard Security Inc.	120183	\$367.50
03/10/2026	Servicemaster Clean of	120184	\$150.00
03/10/2026	Stonehenge Properties	120185	\$1,730.00
03/10/2026	Strike Painting &	120186	\$900.00
03/10/2026	Advanced Business	120187	\$351.28
03/10/2026	T-Mobile	120188	\$110.82
03/10/2026	Visa--Unity	120189	\$934.57
03/10/2026	Waste Partners Inc	120190	\$580.81
03/10/2026	Alpenglow Technologies	120191	\$582.75
03/10/2026	Kenneth James Yde	120192	\$249.95
03/10/2026	Borden Steinbauer	120193	\$67.00
03/10/2026	Minnesota Power	120194	\$55.00
03/16/2026	Ctc-446126	120195	\$383.73
03/16/2026	Visa--Unity	120196	\$4,512.37
03/19/2026	Tenant Refund	120197	\$392.90
03/31/2026	Absolute Electric of	120198	\$491.40
03/31/2026	Thompson, Brit	120199	\$23.64
03/31/2026	Carlson Duluth	120200	\$5,023.04
03/31/2026	Cintas	120201	\$140.00
03/31/2026	City Of Crosby	120202	\$5,204.53
03/31/2026	Crescent Electric Supply	120203	\$845.82
03/31/2026	Crosby Ace Hardware	120204	\$234.73
03/31/2026	Deerwood True Value	120205	\$5.49
03/31/2026	DM Carpet LLC	120206	\$4,225.00
03/31/2026	Goodin Company	120207	\$810.55
03/31/2026	Granite Pest Control	120208	\$418.50
03/31/2026	Labor Logic LLC	120209	\$9.75
03/31/2026	Holden Electric Co. Inc.	120210	\$5,101.25
03/31/2026	Home Depot Supply	120211	\$615.00
03/31/2026	Integrity Services Inc	120212	\$388.00
03/31/2026	Majestic Creations	120213	\$3,626.27
03/31/2026	Management Computer	120214	\$108.50
03/31/2026	Minnesota Cleaning	120215	\$1,280.00
03/31/2026	Minnesota Energy	120216	\$3,511.23
03/31/2026	Minnesota Power	120217	\$4,105.65
03/31/2026	Old National Bank	120218	\$52.52
03/31/2026	Quick Construction Inc.	120219	\$9,606.54
03/31/2026	Rasinski Total Door	120220	\$1,766.63
03/31/2026	Rise and Shine	120221	\$1,890.00
03/31/2026	Rob Mueller Electric	120222	\$2,680.94

**Crosby HRA
Payment Summary Report
March 2026**

Doc. Date		Number	Payments
03/31/2026	Servicemaster Clean of	120223	\$150.00
03/31/2026	ShofCorp LLC	120224	\$75.48
03/31/2026	Strike Painting &	120225	\$650.00
03/31/2026	T-Mobile	120226	\$110.82
03/31/2026	Visa--Unity	120227	\$7,666.34
03/31/2026	Alpenglow Technologies	120228	\$582.75
03/31/2026	Kenneth James Yde	120229	\$170.00
03/31/2026	Tenant Refund	120230	\$217.02
03/31/2026	Tenant Refund	120231	\$136.15
Total			\$70,908.57



300 Third Avenue NE
Crosby, MN 56441-1642

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

To: Crosby HRA Board Members
From: Diana Banks, Certified Housing Specialist
Date: April 1, 2026
Re: Housing Programs Report

Tenant Activities Update

Second Harvest Boxes: 10
Cuyuna Range Food Shelf Deliveries: 29
Community Meals from Crosby Community Table and Emily Care’N Share: 356
Events: Study with Zed (7); Oak Street Chapel Band (12)

Monthly Property Performance Stats for March 2026

- Occupancy Rate: 100% Dellwood; 100% Edgewood; 100% Scattered Sites
- New Move-Ins: 3
- Move Outs: 0
- Annual Recertifications: 4
- Termination Notices: 4
- Work Orders Received: 140

Waiting Lists as of 2/28/2026

1BR	2BR	3BR	4BR
91	34	17	7

Discussion Items

- No discussion items this month

Tenant Council summary for the month of March 2026

No meeting held in March

Income and Expenses for the month of March

Coffee income: \$75.95

Coffee expense: \$44.12

Bingo income: \$85.00

Bingo expense: \$106.85

Potluck income: \$9.00

Potluck expense: \$6.74

Petty Cash for end of March: \$278.16

Checking for end of March: \$940.71

OLD BUSINESS:

Had March potluck on the 14th, had 22 in attendance.

Had other usual activities for the month.

NEW BUSINESS:

Will have Easter potluck on the 11th of April. Tenant Council will provide ham. Others to bring dish to share, there is no charge for holiday potlucks.

Tenant Council will raise the price of morning coffee from \$1.00 to \$1.50. Will also be raising the price for potlucks from \$4.00 to \$5.00 starting in May.



To: Crosby HRA Board Members
From: John Schommer, Rehab & Maintenance Director
Date: April 8, 2026
Re: Maintenance Update

Edgewood Apartments NSPIRE Inspection

On March 5th we had our NSPIRE inspection for Edgewood Apartments. A total of 22 units were inspected in addition to all of the common areas. There were 18 24-hour repairs cited, of those 18 deficiencies, 14 were holes in a fire rated door. Two fire rated doors didn't close and latch, one GFCI didn't test and one smoke detector was removed. We haven't been able to access the NSPIRE website to obtain our overall score and additional deficiencies, director Charpentier has been working diligently to try to gain access.

Public Housing NSPIRE Inspection

We had our inspection on March 12th and were cited for a total of 24 deficiencies, the majority in Dellwood were because of the outlets in the vanity lights that didn't have GFCI protection, there were two where a fire door didn't close and latch, four refrigerator gaskets with small tears and one where the GFCI didn't function. The four deficiencies that we were cited for at Scattered Sites were because of improper material on dryer venting. All of the 24-hour repairs have been mitigated and uploaded to the NSPIRE system even though we do not have full access to the NSPIRE website to obtain our final score. The only repairs left to complete are replacing the refrigerator gaskets as we have not received them yet.

Elevators

Our representative at Omnia Partners informed me their Cooperative Purchasing Vice President of UC Supplier Strategy has been in contact with the VP of National Sales at VDA. They are currently working on updates to their OMNIA Partners pricing and plan to post the revised information to their microsite which is one of the pieces we need to establish a contract for A&E services with VDA to get the design work completed.

No Action Requested; Discussion Items.

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RAB MINUTES
April 7, 2025 – called to order 10:07am

Members: Lynne, Kerri, Jeff
Scribe: Kerri
Guests: Roxy, Doris, Darlene, Joan, Don

ITEMS

Read minutes from last meeting and accepted.

DISCUSSION

Leaks at doors on work order list. Edgewood door still a hazard.

Washing machine in Edgewood is fixed. Cleaning is still an issue. We pay so should be cleaned.

NEW BUSINESS

SECRETARY: Jeff nominated Kerri. Unanimously approved.

POT SMELL has not improved. Something needs to be done to correct this problem.

Garbage rooms need to be cleaned. They smell terrible like rotten food.

Next meeting is June 2, 2026 at 10:00am

Meeting adjourned at 10:40am