



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. June 9th, 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 May 12th, 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)
- d. Executive Director Report – Attachment 5 (pg. 25)

7. RAB COMMITTEE UPDATE: (Resident Commissioner Lehnhoff)

8. UNFINISHED BUSINESS:

9. NEW BUSINESS:

10. COMMISSIONER COMMENTS:

11. NEXT MEETING: July 14th, 2026

12. ADJOURNMENT

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**Crosby Housing & Redevelopment Authority
BOARD MEETING MINUTES
Tuesday, May 12, 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 a.m. on Tuesday, May 12, 2026.

1. CALL TO ORDER

The meeting was called to order by Chair Paula Traylor at 11:00 a.m.

2. ROLL CALL

Roll call was conducted and a quorum was established. Commissioners Present: Paula Traylor (Chair), Renae Marsh (Secretary/Treasurer), Marsha Larson (Vice Chair), Donald Lehnhoff (Resident Commissioner), and Terri Larson (Commissioner). Staff Present: Eric Charpentier, Executive Director; John Schommer, Rehabilitation & Maintenance Director; Diana Banks, Housing Specialist; and Hannah Gangl, Housing Manager.

3. REVIEW AND APPROVE AGENDA

The Board reviewed the meeting agenda. **Motion to approve the agenda was made by Marsha Larson and seconded by Terri Larson. Vote: All in favor. Motion carried.**

4. OPEN FORUM

Time was allotted for citizens and tenants to address the Board. Two tenants participated via phone and in person to raise concerns regarding lack of designated outdoor space for non-smoking tenants, strong and persistent marijuana smoke within the building, particularly on weekends, and health impacts reported by tenants, including allergic reactions and headaches.

Time: 11:02 a.m. – 11:21 a.m.

Staff acknowledged the concerns and reported that smoking violations, including marijuana use, are difficult to enforce due to state law and tenant protections. Staff emphasized that documentation of incidents is critical for enforcement and potential legal action, encouraged tenants to log occurrences and report incidents to establish a record, and noted that

maintenance staff will assist with unit-specific issues such as air flow and ventilation concerns. Staff also reported continued research into detection systems; however, the most comprehensive systems are cost-prohibitive at approximately \$5,000 per unit plus annual licensing costs. The Board discussed balancing enforcement limitations with tenant quality-of-life concerns and emphasized continued documentation and policy review.

5. REVIEW AND APPROVE MINUTES

The Board reviewed the April 14, 2026 meeting minutes. **Motion to approve the minutes was made by Donald Lehnhoff and seconded by Marsha Larson. Vote: All in favor. Motion carried.**

6. BILLS & COMMUNICATIONS

a. Financial Report

The April 2026 Financial Report was presented and reviewed. Staff reported that audit fieldwork is scheduled for the week of June 22, 2026, that the Public Housing Capital Fund Program award for 2026 is \$154,898, representing an increase from the prior year, and that capital funds will be applied toward major improvements such as elevator upgrades. Board discussion included the limitations of capital funding relative to large-scale capital needs. **Motion to approve the financial report and April payments as presented was made by Terri Larson and seconded by Renae Marsh. Vote: All in favor. Motion carried.**

b. Housing Manager Report

The Housing Manager Report was reviewed, including 0 move-ins and 2 move-outs for April, 7 annual recertifications completed, 3 termination notices issued, 98 work orders received, and continued programming and food distribution services for tenants. Staff also reported that the Minnesota Housing Management and Occupancy Review (MOR) is scheduled for June 10, 2026, that the review will include tenant file audits and physical inspections of common areas and units, and that policy updates are underway to address compliance gaps identified during preparation. Board discussion included limited participation in tenant activities, the need to fill the activities coordinator position, and clarification on community garden usage and tenant council activities.

c. Maintenance Director Report

The Maintenance Director Report was reviewed. Updates included NSPIRE inspection follow-up work in progress, ongoing issues with refrigerator gasket replacements not fitting manufacturer specifications, potential replacement of refrigerators if compliant gaskets cannot be obtained, and continued elevator modernization planning with quotes requested from 13 vendors and a June 1 deadline. Board discussion included inspection deficiency categories and corrective actions taken.

7. RAB COMMITTEE UPDATE

No RAB Committee meeting was held.

8. UNFINISHED BUSINESS

There was no unfinished business.

9. NEW BUSINESS

a. Updates to Employee Policy Manual – Resolution No. 2027-03

Staff presented updates to the Employee Personnel Policy to reflect changes in Minnesota law and internal policy adjustments, including updated meal and rest break requirements, implementation of Minnesota Paid Leave, addition of Juneteenth as a recognized holiday, updates to drug, alcohol, and cannabis workplace policies, and revisions to work attire policy. Board discussion included sick leave accrual limits and lack of payout for newer employees, as well as potential future options to provide incentives for unused sick leave. **Motion to approve Resolution No. 2027-03 updating the Employee Personnel Policy as presented and direct staff to research options related to sick leave accrual payout was made by Marsha Larson and seconded by Donald Lehnhoff. Roll Call Vote: All in favor. Motion carried.**

b. Updates to Tenant Selection Plan – Resolution No. 2027-01

Staff presented updates required to comply with HUD HOTMA requirements, including asset limitation thresholds, income verification updates and use of Safe Harbor determinations, and policies addressing hardship exemptions and reexaminations. **Motion to approve Resolution No. 2027-01 adopting the updated Tenant Selection Plan was made by Terri Larson and seconded by Renae Marsh. Vote: All in favor. Motion carried.**

c. Updates to EIV Policy – Resolution No. 2027-02

Staff presented updates to the Enterprise Income Verification (EIV) Policy and Procedures including updated reporting requirements, revised frequency of report review, and integration of Safe Harbor determinations. **Motion to approve Resolution No. 2027-02 adopting the updated EIV Policy and Procedures was made by Renae Marsh and seconded by Marsha Larson. Roll Call Vote: All in favor. Motion carried.**

10. COMMISSIONER COMMENTS

Commissioners discussed tenant concerns, policy considerations, and programming needs.

11. NEXT MEETING

The next regular meeting of the Crosby HRA Board is scheduled for June 9, 2026 at 11:00 a.m.

12. ADJOURNMENT

Motion to adjourn was made by Marsha Larson and seconded by Terri Larson. The meeting was adjourned following approval. Time: 12:08 p.m.

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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: June 1, 2026
Re: June Financial Report

Please find attached the financial information for May 2026.

2026 Audit

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

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



Crosby Housing & Redevelopment Authority

2027 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00
Months Expendable Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	0.00	0.00
Total Points	25		23.00	23.00

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

Total of Above Ratios	50		43	43
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MASS Ratios	Max Pts	Scoring	Apr	May
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0

May 2026 Account Balances

Program/Account	Amount
Public Housing - Operating Checking	\$351,455.79
Public Housing - Security Deposit Savings	\$11,589.84
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	\$363,045.63
Edgewood - Operating Checking	\$55,860.47
Edgewood - Investment	\$874,476.95
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	\$930,337.42
Tenant Activity Fund	\$4,287.82

Crosby HRA
Operating Statement
Two Months Ending 05/31/2026
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	22,884.00	24,141.25	(1,257.25)	45,355.00	48,282.50	(2,927.50)	289,695.00	(244,340.00)
3120.000 Excess Utilities	15.00	97.92	(82.92)	30.00	195.83	(165.83)	1,175.00	(1,145.00)
3401.000 Operating Subsidy	0.00	8,189.58	(8,189.58)	0.00	16,379.17	(16,379.17)	98,275.00	(98,275.00)
3402.000 Capital Fund Revenue	0.00	1,666.67	(1,666.67)	839.94	3,333.33	(2,493.39)	20,000.00	(19,160.06)
3610.000 Interest Revenue	70.30	41.67	28.63	142.33	83.33	59.00	500.00	(357.67)
3690.000 Other Income	387.46	333.33	54.13	17.11	666.67	(649.56)	4,000.00	(3,982.89)
3691.000 Other Tenant Revenue	273.00	1,466.67	(1,193.67)	381.00	2,933.33	(2,552.33)	17,600.00	(17,219.00)
3695.000 Laundry Revenue	280.00	337.50	(57.50)	628.00	675.00	(47.00)	4,050.00	(3,422.00)
TOTAL INCOME	23,909.76	36,274.59	(12,364.83)	47,393.38	72,549.16	(25,155.78)	435,295.00	(387,901.62)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,525.08	2,704.17	179.09	6,794.05	5,408.33	(1,385.72)	32,450.00	25,655.95
4130.000 Legal	60.00	343.33	283.33	60.00	686.67	626.67	4,120.00	4,060.00
4140.000 Staff Training	172.50	83.33	(89.17)	172.50	166.67	(5.83)	1,000.00	827.50
4150.000 Travel	36.97	60.42	23.45	36.97	120.83	83.86	725.00	688.03
4171.000 Auditing Fees	0.00	458.33	458.33	0.00	916.67	916.67	5,500.00	5,500.00
4190.000 Other Admin	15.00	20.83	5.83	22.50	41.67	19.17	250.00	227.50
4191.000 Management Fees	5,052.50	5,052.50	0.00	10,105.00	10,105.00	0.00	60,630.00	50,525.00
4194.000 Office Supplies	376.77	150.00	(226.77)	376.77	300.00	(76.77)	1,800.00	1,423.23
4195.000 Membership Dues	0.00	29.17	29.17	0.00	58.33	58.33	350.00	350.00
4196.000 Telephone	60.94	58.33	(2.61)	123.19	116.67	(6.52)	700.00	576.81
4198.000 Advertising	0.00	83.33	83.33	0.00	166.67	166.67	1,000.00	1,000.00
4199.000 Postage	0.00	45.83	45.83	0.00	91.67	91.67	550.00	550.00
TOTAL ADMINISTRATION	8,299.76	9,089.57	789.81	17,690.98	18,179.18	488.20	109,075.00	91,384.02
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	524.17	524.17	0.00	1,048.33	1,048.33	6,290.00	6,290.00
4230.000 Tenant Svcs Other	8.76	108.33	99.57	17.52	216.67	199.15	1,300.00	1,282.48
TOTAL TENANT SERVICES	8.76	632.50	623.74	17.52	1,265.00	1,247.48	7,590.00	7,572.48
UTILITIES								
4310.000 Water	1,245.13	1,166.67	(78.46)	1,245.13	2,333.33	1,088.20	14,000.00	12,754.87
4315.000 Sewer	2,008.67	1,854.17	(154.50)	2,008.67	3,708.33	1,699.66	22,250.00	20,241.33
4320.000 Electricity	1,855.61	2,083.33	227.72	1,855.61	4,166.67	2,311.06	25,000.00	23,144.39
4330.000 Gas	2,210.16	1,083.33	(1,126.83)	864.97	2,166.67	1,301.70	13,000.00	12,135.03
TOTAL UTILITIES	7,319.57	6,187.50	(1,132.07)	5,974.38	12,375.00	6,400.62	74,250.00	68,275.62
MAINTENANCE								
4410.000 Maintenance Labor	4,168.73	4,260.42	91.69	10,769.90	8,520.83	(2,249.07)	51,125.00	40,355.10
4420.000 Materials	2,898.29	1,541.67	(1,356.62)	3,182.26	3,083.33	(98.93)	18,500.00	15,317.74
4430.000 Contracts Costs	1,930.26	2,508.33	578.07	2,064.45	5,016.67	2,952.22	30,100.00	28,035.55
4431.000 Garbage and Trash	787.88	875.00	87.12	787.88	1,750.00	962.12	10,500.00	9,712.12
4432.000 Decorating Contract	2,402.15	1,687.50	(714.65)	2,402.15	3,375.00	972.85	20,250.00	17,847.85
4435.000 Grounds Contract	1,628.22	350.00	(1,278.22)	1,628.22	700.00	(928.22)	4,200.00	2,571.78
4445.000 Elevator Maintenance	0.00	500.00	500.00	2,112.00	1,000.00	(1,112.00)	6,000.00	3,888.00
4450.000 Plumbing/Heating	0.00	750.00	750.00	0.00	1,500.00	1,500.00	9,000.00	9,000.00
4455.000 Snow Removal	743.66	416.67	(326.99)	743.66	833.33	89.67	5,000.00	4,256.34
4456.000 Exterminating	304.00	166.67	(137.33)	372.00	333.33	(38.67)	2,000.00	1,628.00
4457.000 Janitor/Cleaning	1,105.47	1,125.00	19.53	1,105.47	2,250.00	1,144.53	13,500.00	12,394.53

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	15,968.66	14,181.26	(1,787.40)	25,167.99	28,362.49	3,194.50	170,175.00	145,007.01
OTHER								
4510.000 Insurance	2,804.81	3,072.92	268.11	5,609.62	6,145.83	536.21	36,875.00	31,265.38
4520.000 Property Taxes	913.49	1,087.50	174.01	2,295.53	2,175.00	(120.53)	13,050.00	10,754.47
4540.000 Employee Benefits	2,012.02	2,496.68	484.66	4,566.36	4,993.32	426.96	29,960.00	25,393.64
4570.000 Collection Losses	0.00	583.33	583.33	0.00	1,166.67	1,166.67	7,000.00	7,000.00
4583.001 Lease Interest Exp	8.80	0.83	(7.97)	17.77	1.67	(16.10)	10.00	(7.77)
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	833.33	833.33	5,000.00	5,000.00
4595.001 Lease Amort Exp	52.94	31.25	(21.69)	105.88	62.50	(43.38)	375.00	269.12
TOTAL OTHER	5,792.06	7,689.18	1,897.12	12,595.16	15,378.32	2,783.16	92,270.00	79,674.84
TOTAL EXPENSES	37,388.81	37,780.01	391.20	61,446.03	75,559.99	14,113.96	453,360.00	391,913.97
SURPLUS	(13,479.05)	(1,505.42)	(11,973.63)	(14,052.65)	(3,010.83)	(11,041.82)	(18,065.00)	4,012.35

Crosby HRA
Operating Statement
Two Months Ending 05/31/2026
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	23,683.00	23,435.42	247.58	47,295.00	46,870.83	424.17	281,225.00	(233,930.00)
3120.000 Excess Utilities	40.00	169.17	(129.17)	80.00	338.33	(258.33)	2,030.00	(1,950.00)
3404.000 HAP Subsidy	13,467.00	11,722.08	1,744.92	24,860.00	23,444.17	1,415.83	140,665.00	(115,805.00)
3610.000 Interest Revenue	(761.50)	1,250.00	(2,011.50)	(765.56)	2,500.00	(3,265.56)	15,000.00	(15,765.56)
3690.000 Other Income	408.22	225.00	183.22	452.70	450.00	2.70	2,700.00	(2,247.30)
3691.000 Other Tenant Revenue	132.00	616.67	(484.67)	326.50	1,233.33	(906.83)	7,400.00	(7,073.50)
3695.000 Laundry Revenue	642.00	766.67	(124.67)	1,358.00	1,533.33	(175.33)	9,200.00	(7,842.00)
TOTAL INCOME	37,610.72	38,185.01	(574.29)	73,606.64	76,369.99	(2,763.35)	458,220.00	(384,613.36)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,525.12	2,704.17	179.05	6,794.14	5,408.33	(1,385.81)	32,450.00	25,655.86
4130.000 Legal	60.00	250.00	190.00	60.00	500.00	440.00	3,000.00	2,940.00
4140.000 Staff Training	172.50	41.67	(130.83)	172.50	83.33	(89.17)	500.00	327.50
4150.000 Travel	36.26	62.50	26.24	36.26	125.00	88.74	750.00	713.74
4171.000 Auditing Fees	0.00	458.33	458.33	0.00	916.67	916.67	5,500.00	5,500.00
4190.000 Other Admin	15.00	20.83	5.83	22.50	41.67	19.17	250.00	227.50
4191.000 Management Fees	5,052.50	5,052.50	0.00	10,105.00	10,105.00	0.00	60,630.00	50,525.00
4194.000 Office Supplies	376.76	145.83	(230.93)	376.76	291.67	(85.09)	1,750.00	1,373.24
4195.000 Membership Dues	0.00	16.67	16.67	0.00	33.33	33.33	200.00	200.00
4196.000 Telephone	60.94	58.33	(2.61)	123.19	116.67	(6.52)	700.00	576.81
4198.000 Advertising	0.00	83.33	83.33	0.00	166.67	166.67	1,000.00	1,000.00
4199.000 Postage	0.00	37.50	37.50	0.00	75.00	75.00	450.00	450.00
TOTAL ADMINISTRATION	8,299.08	8,931.66	632.58	17,690.35	17,863.34	172.99	107,180.00	89,489.65
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	786.25	786.25	0.00	1,572.50	1,572.50	9,435.00	9,435.00
4230.000 Tenant Svcs Other	8.76	20.83	12.07	17.50	41.67	24.17	250.00	232.50
TOTAL TENANT SERVICES	8.76	807.08	798.32	17.50	1,614.17	1,596.67	9,685.00	9,667.50
UTILITIES								
4310.000 Water	995.96	841.67	(154.29)	995.96	1,683.33	687.37	10,100.00	9,104.04
4315.000 Sewer	1,799.46	1,458.33	(341.13)	1,799.46	2,916.67	1,117.21	17,500.00	15,700.54
4320.000 Electricity	2,660.97	3,000.00	339.03	2,660.97	6,000.00	3,339.03	36,000.00	33,339.03
4330.000 Gas	3,519.11	1,291.67	(2,227.44)	1,353.07	2,583.33	1,230.26	15,500.00	14,146.93
TOTAL UTILITIES	8,975.50	6,591.67	(2,383.83)	6,809.46	13,183.33	6,373.87	79,100.00	72,290.54
MAINTENANCE								
4410.000 Maintenance Labor	4,168.74	4,260.42	91.68	10,769.96	8,520.83	(2,249.13)	51,125.00	40,355.04
4420.000 Materials	1,738.19	1,500.00	(238.19)	1,754.87	3,000.00	1,245.13	18,000.00	16,245.13
4430.000 Contracts Costs	1,543.54	1,916.67	373.13	1,753.21	3,833.33	2,080.12	23,000.00	21,246.79
4431.000 Garbage and Trash	382.83	483.33	100.50	382.83	966.67	583.84	5,800.00	5,417.17
4432.000 Decorating Contract	500.00	1,666.67	1,166.67	500.00	3,333.33	2,833.33	20,000.00	19,500.00
4435.000 Grounds Contract	589.57	458.33	(131.24)	589.57	916.67	327.10	5,500.00	4,910.43
4445.000 Elevator Maintenance	0.00	525.00	525.00	2,112.00	1,050.00	(1,062.00)	6,300.00	4,188.00
4450.000 Plumbing/Heating	0.00	541.67	541.67	0.00	1,083.33	1,083.33	6,500.00	6,500.00
4455.000 Snow Removal	1,115.51	541.67	(573.84)	1,115.51	1,083.33	(32.18)	6,500.00	5,384.49
4456.000 Exterminating	68.00	416.67	348.67	136.00	833.33	697.33	5,000.00	4,864.00
4457.000 Janitor/Cleaning	913.29	1,025.00	111.71	913.29	2,050.00	1,136.71	12,300.00	11,386.71
TOTAL MAINTENANCE	11,019.67	13,335.43	2,315.76	20,027.24	26,670.82	6,643.58	160,025.00	139,997.76

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
OTHER								
4510.000 Insurance	2,113.08	2,398.34	285.26	4,226.16	4,796.66	570.50	28,780.00	24,553.84
4520.000 Property Taxes	953.98	983.33	29.35	2,053.28	1,966.67	(86.61)	11,800.00	9,746.72
4540.000 Employee Benefits	2,012.06	2,517.51	505.45	4,566.45	5,034.99	468.54	30,210.00	25,643.55
4570.000 Collection Losses	0.00	125.00	125.00	0.00	250.00	250.00	1,500.00	1,500.00
4583.001 Lease Interest Exp	8.80	0.83	(7.97)	17.76	1.67	(16.09)	10.00	(7.76)
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	833.33	833.33	5,000.00	5,000.00
4595.001 Lease Amort Exp	52.94	31.25	(21.69)	105.88	62.50	(43.38)	375.00	269.12
TOTAL OTHER	5,140.86	6,472.93	1,332.07	10,969.53	12,945.82	1,976.29	77,675.00	66,705.47
TOTAL EXPENSES	33,443.87	36,138.77	2,694.90	55,514.08	72,277.48	16,763.40	433,665.00	378,150.92
SURPLUS	4,166.85	2,046.24	2,120.61	18,092.56	4,092.51	14,000.05	24,555.00	(6,462.44)

**Crosby HRA
Payment Summary Report
May 2026**

Doc. Date		Number	Payments
05/01/2026	Delta Dental	ACH	\$126.66
05/05/2026	Payroc LLC	ACH	\$53.59
05/05/2026	Payroc LLC	ACH	\$112.63
05/05/2026	Reliance Standard Life	ACH	\$176.98
05/14/2026	Payroll for 05/14/2026	ACH	\$4,874.94
05/14/2026	Security Benefit	ACH	\$574.10
05/14/2026	Minnesota State	ACH	\$62.00
05/14/2026	Harpers Payroll Service	ACH	\$44.85
05/14/2026	Harpers Payroll Service	ACH	\$1,794.47
05/28/2026	Payroll for 05/28/2026	ACH	\$5,193.78
05/28/2026	Security Benefit	ACH	\$574.10
05/28/2026	Minnesota State	ACH	\$62.00
05/28/2026	Harpers Payroll Service	ACH	\$55.50
05/28/2026	Harpers Payroll Service	ACH	\$1,842.63
05/13/2026	Banks, Diana	480	\$2.18
05/13/2026	Charpentier, Eric	481	\$23.20
05/13/2026	Gangl, Hannah	482	\$47.85
05/13/2026	Dummer, Jeffrey	483	\$124.63
05/13/2026	Schommer, John	484	\$119.65
05/13/2026	Farnum, Steven	485	\$102.30
05/12/2026	Minnesota Power	120248	\$24.00
05/12/2026	Aercor Inc	120249	\$940.68
05/12/2026	Carlson Duluth	120250	\$6,360.00
05/12/2026	Cintas	120251	\$140.00
05/12/2026	City Of Crosby	120252	\$6,453.86
05/12/2026	Crosby Ace Hardware	120253	\$519.09
05/12/2026	Crow Wing County	120254	\$9,877.52
05/12/2026	Ctc-446126	120255	\$379.58
05/12/2026	Goodin Company	120256	\$12.08
05/12/2026	Granite Pest Control	120257	\$136.00
05/12/2026	Holden Electric Co. Inc.	120258	\$1,119.50
05/12/2026	Home Depot Supply	120259	\$272.88
05/12/2026	Integrity Services Inc	120260	\$485.00
05/12/2026	Majestic Creations	120261	\$3,484.17
05/12/2026	Medica	120262	\$2,123.41
05/12/2026	Midwest Machinery Co	120263	\$130.96
05/12/2026	Minnesota Power	120264	\$4,516.58
05/12/2026	MRI Software LLC	120265	\$50.00
05/12/2026	Old National Bank	120266	\$52.52
05/12/2026	Gorvin Inc	120267	\$37.10
05/12/2026	Ratwik, Roszak &	120268	\$120.00
05/12/2026	Rise and Shine	120269	\$1,680.00
05/12/2026	Strike Painting &	120270	\$900.00

**Crosby HRA
Payment Summary Report
May 2026**

Doc. Date		Number	Payments
05/12/2026	Timber Building Supply	120271	\$27.39
05/12/2026	T-Mobile	120272	\$110.80
05/12/2026	US Inspection Group	120273	\$345.00
05/12/2026	Visa--Unity	120274	\$4,516.59
05/12/2026	Waste Partners Inc	120275	\$728.97
05/12/2026	West Central Flooring	120276	\$1,128.25
05/12/2026	Alpenglow Technologies	120277	\$582.75
05/12/2026	Granite Pest Control	120278	\$236.00
05/12/2026	Labor Logic LLC	120279	\$9.75
05/12/2026	Servicemaster Clean of	120280	\$200.00
Total			\$63,668.47

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

Tenant Activities Update

Second Harvest Boxes: 9
Cuyuna Range Food Shelf Deliveries: 22
Meals donated by Crosby Community Table: 147
Events: Study with Zed (6); Oak Street Chapel Band (10)

Monthly Property Performance Stats for May 2026

- Occupancy Rate: 97% Dellwood; 98% Edgewood; 100% Scattered Sites
- New Move-Ins: 1
- Move Outs: 1
- Annual Recertifications: 13
- Termination Notices: 4
- Work Orders Received: 76

Waiting Lists as of 5/31/2026

1BR	2BR	3BR	4BR
81	10	5	2

Discussion Items

- No discussion items this month

Tenant Council summary for the month of May 2026

No meeting held in May

Income and Expenses for the month of May

Coffee income: \$72.00

Coffee expense: \$51.79

Bingo income: \$63.00

Bingo expense: \$58.66

Potluck income: \$10.50

Kitchen expense: \$10.16

Bake/Craft Sale income: \$145.50

Petty Cash for end of May: \$477.08

Checking for end of May: \$960.71

OLD BUSINESS:

Had our Bake/Craft Sale on May 9th. Did very good, there were some good bakers and crafters that donated items.

Had our May potluck on May 23rd. 13 people came and as always, lots of good food.

Had the regular activities for the month.

NEW BUSINESS:

Will have June potluck on the 13th. The theme for this will be Summer Salads. The tenant council will be serving sloppy joes.

Regular activities for the month of June.



To: Crosby HRA Board Members
From: John Schommer, Rehab & Maintenance Director
Date: June 2, 2026
Re: Maintenance Update

Edgewood Apartments MOR Inspection

We are scheduled to have our annual MOR (Management and Occupancy Review) Inspection next Wednesday, June 10th. This inspection is being conducted by MN Housing.

Public Housing NSPIRE Inspection

We still have not been able to access our inspection results but director Charpentier did receive a follow-up letter regarding the inspection where HUD wanted to ensure our properties are being maintained in a decent, safe and sanitary manner and know that the deficiencies are not only being addressed but that the source of the deficiencies are also identified and corrected. All of the deficiencies from the inspection have been addressed and the mitigation measures have been submitted and approved. Attached is the response letter.

Elevators

We received 4 quotes for the elevator design services and have requested additional information from the two lowest quotes so we can accurately assess the proposals. The additional information is due Tuesday, June 9th at 3:00 PM.

No Action Requested; Discussion Items.



May 20, 2026

Mr. Eric Charpentier, Executive Director
 Crosby HRA
 324 East River Road
 Brainerd, MN 56401
 eric@brainerdhra.org

Dear Executive Director:

HUD is responsible for ensuring that its assisted properties are decent, safe, sanitary, and in good repair and that its Public Housing Authorities (PHAs) follow relevant regulations. HUD relies on local housing authorities to maintain the properties, address health and safety hazards in a timely manner, and efficiently execute programs that improve housing quality.

The Crosby Housing and Redevelopment Authority (CHRA) had a National Standards for the Physical Inspection of Real Estate (NSPIRE) inspection on March 12, 2026 which resulted in 24 Total Deficiencies deficiencies:

Deficiency Type	Number of Deficiencies
Life-Threatening	4 LTS
Severe	14 of Severe
Moderate	5 of Moderate
Low	1 of Low

The CHRA was provided with advance notice of the NSPIRE inspection from HUD’s Real Estate Assessment Center (REAC). The Minneapolis Field Office provided additional technical assistance with respect to NSPIRE access and various resources for the PHA to use in preparation for the inspection. Despite the resources provided, there were a significant number of deficiencies cited during the inspection.

Physical deficiencies typically result from PHAs who have failed to prioritize capital funding, failed to correct deficiencies identified in previous REAC inspection reports, failed to abide by the PHA’s lease agreement with tenants and/or failed to effectively manage a proper maintenance program. Therefore, the Board of Commissioners of the CHRA should take immediate action to identify the source(s) of the physical deficiencies and to develop and implement productive strategies to ensure that the PHA is providing decent, safe, and sanitary housing to its residents.

The following list of actions is offered as common suggestions to the Board to use in self-diagnosing the source(s) of its physical deficiencies and identifying solutions to recover its performance for long-term sustainability:

- Capital Funding
 - Evaluate current contracts for priority and necessity in relationship to needed capital funding.

- Account for the amount of capital funds received and purchases made to date.
- Evaluate the amount of capital funds that are being used to offset costs of PHA operations
- Verify that capital funds are not being used for non-capital purposes.
- Evaluate the most recent physical needs assessment (PNA) or conduct a new one.
- Evaluate the use of resources for maintenance and modernization needs rather than for development.
- Physical Inspection Deficiencies
 - Verify that required annual inspections by the PHA are being conducted and that generated work orders are being completed timely and accurately.
 - Evaluate maintenance staffing levels, skill levels, and performance as well as how maintenance staff are deployed.
 - Evaluate the PHA's operations to include routine, preventative and routine maintenance as well as the planning efforts for REAC inspections.
 - Evaluate the use of previous REAC inspection reports and the PHA's maintenance requests for capital fund and maintenance planning.
 - Verify whether in-unit life-threatening deficiencies, which are cause for heavily weighted point deductions, are being targeted for immediate repairs. These include missing smoke and/or carbon monoxide detectors, exposed/damaged/non-working electrical, sprinkler head obstructions, and fire/safety hazards.
 - Verify whether in-unit severe deficiencies, which are cause for a magnitude of point deductions, are being targeted for repairs. These include non-working smoke and/or carbon monoxide detectors, unprotected/improper electrical, deteriorating paint, water leaks, and non-functional fire safety systems.
 - Verify whether the most common and frequent deficiencies are being repaired sufficiently. Based on the April 10, 2026 inspection, these are the following:
 - An unprotected outlet is present within six feet of water source
 - Fire Door damage;
 - GFCI outlet inoperable
 - Consider contracting maintenance to another entity or PHA.
 - Review tenant education materials and revise/modify as necessary to ensure tenants understand their lease obligations and how to report maintenance issues.

Please provide our office with a response within 30 days of the receipt of this letter.

If you have any questions, please contact Ryan Raleigh, Portfolio Management Specialist, Office of Public Housing at ryan.raleigh@hud.gov or 612-370-3020.

Sincerely,

X

Lucia M. Clausen
Director, Office of Public Housing

Enclosure: NSPIRE Inspection Report

5KPH: Reader File

5KPH:RER:J:\PHA Portfolio Files\PHA Portfolio Files (MN001-MN049)\MN082

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: June 9, 2026
Re: Executive Director Report

Sick Leave Accrual Payout Discussion

At the May board meeting, we had a detailed discussion about the personnel policy update reflecting the agency's 2015 decision to discontinue payouts of unused sick leave when employees leave the agency. I wanted to provide the board with additional information on why staff is not recommending a return to a payout model for this benefit.

The agency continues to allow employees to accrue up to 960 hours of sick leave, and that portion of the policy has not changed. Effective May 15, 2015, however, employees are no longer eligible to receive a payout of unused sick leave upon separation from employment.

Under a payout model, long-tenured employees (for example, those with 10 or more years of service) could accumulate a substantial unused balance. Paying out that leave upon separation would create a significant financial obligation.

Based on current staffing levels and projected wage growth of 3–5% annually, management estimates if no sick time was utilized:

- 1-year liability (current staff): \$7,302
- Projected 10-year liability (if fully accrued to the maximum): approximately \$91,852

These liabilities would directly affect the operating budgets of the Dellwood and Edgewood public housing programs.

Financial and Operational Considerations

Carrying a liability for potential sick leave payouts presents several challenges:

- **Budgetary Constraints:** Public Housing programs operate with fixed and limited funding sources. A large payout could require service reductions or deferred maintenance.
- **Cash Flow Uncertainty:** Employee departures are unpredictable, making it difficult to plan for large, one-time payouts.
- **Opportunity Cost:** Reserving funds for future payouts reduces the resources available for capital improvements and resident services.

- **Administrative and Audit Impact:** Tracking and reporting accrued liabilities increases administrative burden and may affect financial statements and audits.
- **Inefficient Benefit Structure:** A payout model can unintentionally encourage employees to accumulate leave rather than use it for its intended purpose—health and wellness.

With the implementation of **Minnesota Paid Family and Medical Leave** and **Earned Sick and Safe Time (ESST)**, employees now have more accessible and flexible ways to use leave benefits. The agency encourages employees to use sick leave appropriately rather than view it as a deferred payout.

Recommendation

Management recommends continuing the current policy of not providing sick leave payout upon separation of employment, consistent with agency practice since May 15, 2015. This approach:

- Protects the agency from significant unfunded liabilities
- Supports long-term financial sustainability

No Action Requested; Discussion Item