



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. August 11th, 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 July 14th, 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. 21)

7. UNFINISHED BUSINESS:

8. NEW BUSINESS: – Attachment 6 (pg. 23)

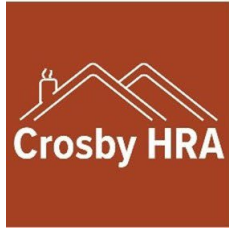
- a. HUD Initiative – Work and Dignity Coalition

9. COMMISSIONER COMMENTS:

10. NEXT MEETING: September 8th, 2026

11. ADJOURNMENT

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Crosby Housing & Redevelopment Authority

BOARD MEETING MINUTES

Tuesday, July 14, 2026 @ 11:00 a.m.

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 56441, at 11:00 a.m. on Tuesday, July 14, 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 were Chair Paula Traylor, Vice Chair Marsha Larson, Commissioners Renae Marsh and Terri Larson, and Resident Commissioner Donald Lehnhoff. Staff present included Eric Charpentier, Executive Director; John Schommer, Rehab & Maintenance Director; Diana Banks, Housing Specialist; and staff support for recording the meeting. No formal public speaker list was included in the packet; tenant and resident comments were addressed during Open Forum and Unfinished Business discussion.

3. REVIEW AND APPROVE AGENDA

Presented by: Chair Paula Traylor. The Board reviewed the July 14, 2026 agenda, which included review and approval of the June 9, 2026 meeting minutes, June financial report and payments, Housing Manager Report, Maintenance Director Report, RAB Committee Update, Unfinished Business, New Business, Commissioner Comments, the next meeting date, and adjournment. No agenda amendments were recorded before the Board proceeded with the posted order of business.

Motion to approve the July 14, 2026 agenda as presented was made by Donald Lehnhoff and seconded by Terri Larson. Vote: All in favor. Motion carried.

4. OPEN FORUM

Open Forum included tenant concerns regarding pet policy compliance, use and location of the grill area, access to the Community Room exterior door, seating needs, and the status of gazebo repairs. Staff stated that lease enforcement matters would be handled by staff, that grill and seating options would be reviewed, that Community Room FOB access appeared feasible, and that gazebo screening repairs were pending receipt of proper materials and vendor follow-up.

5. REVIEW AND APPROVE MINUTES

a. Approval of Tuesday, June 9, 2026 Meeting Minutes

Presented by: Chair Paula Traylor. The Board reviewed the June 9, 2026 meeting minutes. Chair Traylor asked whether there were any additions or corrections. No additions or corrections were recorded.

Motion to approve the June 9, 2026 meeting minutes was made by Marsha Larson and seconded by Renae Marsh. Vote: All in favor. Motion carried.

6. BILLS & COMMUNICATIONS

a. Financial Report

Presented by: Eric Charpentier, Executive Director, on behalf of Karen Young, Finance Director. Mr. Charpentier reviewed the June 2026 financial report and noted that audit fieldwork by CliftonLarsonAllen was completed during the week of June 22, 2026, with no concerns or findings reported at that point. Mary Reedy from CliftonLarsonAllen is scheduled to present the audit exit meeting in October.

The Board reviewed the June financial materials, including ratio information, account balances, operating statements, and the June payment summary totaling \$46,629.42.

Board questions addressed payments to Ratwik, Roszak & Maloney for employment law services and Jensen Properties for flooring work completed when pool vendors were unavailable within the needed timeframe.

Motion to approve the June 2026 financial report and payments as presented was made by Marsha Larson and seconded by Donald Lehnhoff. Vote: All in favor. Motion carried.

b. Housing Manager Report

Presented by: Diana Banks, Housing Specialist. Ms. Banks reviewed June tenant services and activity levels, including food box deliveries, donated meals, and tenant activity attendance.

She reported June occupancy of 100% at Dellwood, 97% at Edgewood, and 95% for scattered sites, along with 1 move-in, 0 move-outs, 16 annual recertifications, 4 termination notices, and 97 work orders. The waiting list as of June 30, 2026 included 68 one-bedroom, 7 two-bedroom, 5 three-bedroom, and 2 four-bedroom applicants.

Board discussion addressed work order backlog and waiting list changes. Staff noted that incomplete work order counts had not been rerun that day and explained that the one-bedroom waiting list decreased after nonresponsive applicants were removed following top-of-list letters.

The Board received the Housing Manager Report as presented. No separate action was requested.

c. Maintenance Director Report

Presented by: John Schommer, Rehab & Maintenance Director. Mr. Schommer reported that the elevator architectural and engineering services contract was executed with Discovery Horizontal Solutions as the lowest responsible bidder in the amount of \$21,500, with the onsite assessment scheduled for July 23, 2026.

He summarized recent elevator reliability concerns, including weekend interruptions, tenant entrapment incidents, vendor response, and ongoing troubleshooting of intermittent control or power issues. Staff noted that modernization remains a priority and that mitigation efforts are continuing while the consultant process moves forward.

The Board also discussed elevator emergency phone procedures, fire department access, technician response, and the difficulty of diagnosing intermittent elevator issues unless the condition occurs while a technician is onsite.

Mr. Schommer reported that the Maintenance Engineer is scheduled to attend Mental Health First Aid training on July 22, 2026 to strengthen staff response to tenant needs involving mental health or substance use concerns.

Staff reviewed maintenance staffing limitations and vendor support being used for lawn mowing, door and window replacements, electrical work, and backlog items. The Board acknowledged workload concerns and staff indicated vendor support would continue where appropriate.

Mr. Schommer also reported ongoing communication with the fire chief regarding elevator concerns, emergency access, and updated Knox boxes for building entrances.

The Board received the Maintenance Director Report as presented. No formal action was requested.

7. RAB COMMITTEE UPDATE

Presented by: Resident Commissioner Donald Lehnhoff. Commissioner Lehnhoff stated that the Resident Advisory Board item may be removed from future agendas unless the group becomes active again or has an update to report.

8. UNFINISHED BUSINESS

Commissioner Lehnhoff reviewed unresolved tenant and building items, including gazebo use, the future activities coordinator position, Community Room FOB access, and grill placement. Staff stated that the Crosby activities position is expected to be posted after transition work with the Brainerd ROSS Coordinator progresses and that practical options for grill access and Community Room entry would be reviewed.

The Board also discussed the prior employee handbook topic regarding leave payout. Mr. Charpentier stated that the matter would be reviewed during the next budget cycle because any policy change would have budget implications.

Commissioner Lehnhoff asked about the potential need for a water softener at Dellwood. Mr. Schommer stated that he would look into water testing, possible equipment needs, and space limitations before any cost estimate is prepared.

Smoke odor infiltration and smoke-free policy enforcement were also discussed. Staff stated that ventilation and airflow concerns would continue to be reviewed and that friendly tenant communication may help reinforce smoking rules and other building updates.

9. NEW BUSINESS

No new business items were listed on the agenda or formally introduced during the meeting.

10. COMMISSIONER COMMENTS

No additional commissioner comments requiring separate action were recorded after the unfinished business discussion.

11. NEXT MEETING

The next regular meeting of the Crosby HRA Board is scheduled for Tuesday, August 11, 2026.

12. ADJOURNMENT

Motion to adjourn was made by Donald Lehnhoff and seconded by Renae Marsh. Vote: All in favor.

Motion carried.

The meeting adjourned at 11:49 a.m.



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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: August 4, 2026
Re: August Financial Report

Please find attached the financial information for July 2026.

2026 Audit Presentation

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

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

Crosby Housing & Redevelopment Authority

2027 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July
Quick Ratio	12	QR <1 =0-, QR >2 =12	12.00	12.00	12.00	12.00
Months Expendable Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	0.00	0.00	2.00	0.00
Total Points	25		23.00	23.00	25.00	23.00

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

Total of Above Ratios	50		43	43	45	43
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MASS Ratios	Max Pts	Scoring	Apr	May	June	July
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0

July 2026 Account Balances

Program/Account	Amount
Public Housing - Operating Checking	\$357,487.10
Public Housing - Security Deposit Savings	\$11,602.84
	\$369,089.94
Edgewood - Operating Checking	\$75,652.34
Edgewood - Investment	\$877,856.81
	\$953,509.15
Tenant Activity Fund	\$4,288.67

Crosby HRA
Operating Statement
Four Months Ending 07/31/2026
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	23,354.00	24,141.25	(787.25)	91,249.00	96,565.00	(5,316.00)	289,695.00	(198,446.00)
3120.000 Excess Utilities	327.00	97.92	229.08	627.00	391.67	235.33	1,175.00	(548.00)
3401.000 Operating Subsidy	0.00	8,189.58	(8,189.58)	23,245.10	32,758.33	(9,513.23)	98,275.00	(75,029.90)
3402.000 Capital Fund Revenue	0.00	1,666.67	(1,666.67)	839.94	6,666.67	(5,826.73)	20,000.00	(19,160.06)
3610.000 Interest Revenue	70.77	41.67	29.10	295.81	166.67	129.14	500.00	(204.19)
3690.000 Other Income	69.03	333.33	(264.30)	3,405.46	1,333.33	2,072.13	4,000.00	(594.54)
3691.000 Other Tenant Revenue	2,295.09	1,466.67	828.42	3,163.09	5,866.67	(2,703.58)	17,600.00	(14,436.91)
3695.000 Laundry Revenue	298.00	337.50	(39.50)	1,234.00	1,350.00	(116.00)	4,050.00	(2,816.00)
TOTAL INCOME	26,413.89	36,274.59	(9,860.70)	124,059.40	145,098.34	(21,038.94)	435,295.00	(311,235.60)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,525.09	2,704.17	179.08	11,844.22	10,816.67	(1,027.55)	32,450.00	20,605.78
4130.000 Legal	1,280.44	343.33	(937.11)	1,840.44	1,373.33	(467.11)	4,120.00	2,279.56
4140.000 Staff Training	46.72	83.33	36.61	503.11	333.33	(169.78)	1,000.00	496.89
4150.000 Travel	94.84	60.42	(34.42)	180.93	241.67	60.74	725.00	544.07
4171.000 Auditing Fees	262.50	458.33	195.83	262.50	1,833.33	1,570.83	5,500.00	5,237.50
4190.000 Other Admin	7.50	20.83	13.33	37.50	83.33	45.83	250.00	212.50
4191.000 Management Fees	5,052.50	5,052.50	0.00	20,210.00	20,210.00	0.00	60,630.00	40,420.00
4194.000 Office Supplies	0.00	150.00	150.00	498.70	600.00	101.30	1,800.00	1,301.30
4195.000 Membership Dues	0.00	29.17	29.17	98.40	116.67	18.27	350.00	251.60
4196.000 Telephone	63.87	58.33	(5.54)	249.10	233.33	(15.77)	700.00	450.90
4198.000 Advertising	0.00	83.33	83.33	0.00	333.33	333.33	1,000.00	1,000.00
4199.000 Postage	0.00	45.83	45.83	443.50	183.33	(260.17)	550.00	106.50
TOTAL ADMINISTRATION	9,333.46	9,089.57	(243.89)	36,168.40	36,358.32	189.92	109,075.00	72,906.60
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	524.17	524.17	0.00	2,096.67	2,096.67	6,290.00	6,290.00
4230.000 Tenant Svcs Other	8.76	108.33	99.57	35.12	433.33	398.21	1,300.00	1,264.88
TOTAL TENANT SERVICES	8.76	632.50	623.74	35.12	2,530.00	2,494.88	7,590.00	7,554.88
UTILITIES								
4310.000 Water	1,458.72	1,166.67	(292.05)	3,801.21	4,666.67	865.46	14,000.00	10,198.79
4315.000 Sewer	2,126.89	1,854.17	(272.72)	5,980.44	7,416.67	1,436.23	22,250.00	16,269.56
4320.000 Electricity	2,045.95	2,083.33	37.38	7,652.17	8,333.33	681.16	25,000.00	17,347.83
4330.000 Gas	190.29	1,083.33	893.04	1,518.90	4,333.33	2,814.43	13,000.00	11,481.10
TOTAL UTILITIES	5,821.85	6,187.50	365.65	18,952.72	24,750.00	5,797.28	74,250.00	55,297.28
MAINTENANCE								
4410.000 Maintenance Labor	3,325.49	4,260.42	934.93	17,159.47	17,041.67	(117.80)	51,125.00	33,965.53
4420.000 Materials	2,573.06	1,541.67	(1,031.39)	6,771.53	6,166.67	(604.86)	18,500.00	11,728.47
4430.000 Contracts Costs	6,269.20	2,508.33	(3,760.87)	11,022.71	10,033.33	(989.38)	30,100.00	19,077.29
4431.000 Garbage and Trash	727.52	875.00	147.48	2,281.52	3,500.00	1,218.48	10,500.00	8,218.48
4432.000 Decorating Contract	5,294.33	1,687.50	(3,606.83)	9,036.46	6,750.00	(2,286.46)	20,250.00	11,213.54
4435.000 Grounds Contract	7.99	350.00	342.01	1,804.80	1,400.00	(404.80)	4,200.00	2,395.20
4445.000 Elevator Maintenance	0.00	500.00	500.00	2,112.00	2,000.00	(112.00)	6,000.00	3,888.00
4450.000 Plumbing/Heating	552.09	750.00	197.91	702.09	3,000.00	2,297.91	9,000.00	8,297.91
4455.000 Snow Removal	0.00	416.67	416.67	743.66	1,666.67	923.01	5,000.00	4,256.34
4456.000 Exterminating	427.50	166.67	(260.83)	1,016.50	666.67	(349.83)	2,000.00	983.50
4457.000 Janitor/Cleaning	1,512.11	1,125.00	(387.11)	3,562.58	4,500.00	937.42	13,500.00	9,937.42

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	20,689.29	14,181.26	(6,508.03)	56,213.32	56,725.01	511.69	170,175.00	113,961.68
OTHER								
4510.000 Insurance	2,804.81	3,072.92	268.11	11,219.24	12,291.67	1,072.43	36,875.00	25,655.76
4520.000 Property Taxes	892.96	1,087.50	194.54	3,971.17	4,350.00	378.83	13,050.00	9,078.83
4540.000 Employee Benefits	2,074.83	2,496.68	421.85	8,673.53	9,986.68	1,313.15	29,960.00	21,286.47
4570.000 Collection Losses	0.00	583.33	583.33	0.00	2,333.33	2,333.33	7,000.00	7,000.00
4583.001 Lease Interest Exp	8.47	0.83	(7.64)	34.87	3.33	(31.54)	10.00	(24.87)
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	1,666.67	1,666.67	5,000.00	5,000.00
4595.001 Lease Amort Exp	52.94	31.25	(21.69)	211.76	125.00	(86.76)	375.00	163.24
TOTAL OTHER	5,834.01	7,689.18	1,855.17	24,110.57	30,756.68	6,646.11	92,270.00	68,159.43
TOTAL EXPENSES	41,687.37	37,780.01	(3,907.36)	135,480.13	151,120.01	15,639.88	453,360.00	317,879.87
SURPLUS	(15,273.48)	(1,505.42)	(13,768.06)	(11,420.73)	(6,021.67)	(5,399.06)	(18,065.00)	6,644.27

Crosby HRA
Operating Statement
Four Months Ending 07/31/2026
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	23,850.00	23,435.42	414.58	94,677.00	93,741.67	935.33	281,225.00	(186,548.00)
3120.000 Excess Utilities	529.00	169.17	359.83	965.00	676.67	288.33	2,030.00	(1,065.00)
3404.000 HAP Subsidy	12,066.00	11,722.08	343.92	49,970.00	46,888.33	3,081.67	140,665.00	(90,695.00)
3610.000 Interest Revenue	3,672.78	1,250.00	2,422.78	2,607.82	5,000.00	(2,392.18)	15,000.00	(12,392.18)
3690.000 Other Income	103.53	225.00	(121.47)	1,892.33	900.00	992.33	2,700.00	(807.67)
3691.000 Other Tenant Revenue	737.00	616.67	120.33	2,847.50	2,466.67	380.83	7,400.00	(4,552.50)
3695.000 Laundry Revenue	718.00	766.67	(48.67)	2,806.00	3,066.67	(260.67)	9,200.00	(6,394.00)
TOTAL INCOME	41,676.31	38,185.01	3,491.30	155,765.65	152,740.01	3,025.64	458,220.00	(302,454.35)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,525.11	2,704.17	179.06	11,844.36	10,816.67	(1,027.69)	32,450.00	20,605.64
4130.000 Legal	334.22	250.00	(84.22)	784.22	1,000.00	215.78	3,000.00	2,215.78
4140.000 Staff Training	46.72	41.67	(5.05)	253.12	166.67	(86.45)	500.00	246.88
4150.000 Travel	61.29	62.50	1.21	136.16	250.00	113.84	750.00	613.84
4171.000 Auditing Fees	262.50	458.33	195.83	262.50	1,833.33	1,570.83	5,500.00	5,237.50
4190.000 Other Admin	7.50	20.83	13.33	37.50	83.33	45.83	250.00	212.50
4191.000 Management Fees	5,052.50	5,052.50	0.00	20,210.00	20,210.00	0.00	60,630.00	40,420.00
4194.000 Office Supplies	0.00	145.83	145.83	498.70	583.33	84.63	1,750.00	1,251.30
4195.000 Membership Dues	0.00	16.67	16.67	98.40	66.67	(31.73)	200.00	101.60
4196.000 Telephone	63.88	58.33	(5.55)	249.11	233.33	(15.78)	700.00	450.89
4198.000 Advertising	0.00	83.33	83.33	0.00	333.33	333.33	1,000.00	1,000.00
4199.000 Postage	0.00	37.50	37.50	443.50	150.00	(293.50)	450.00	6.50
TOTAL ADMINISTRATION	8,353.72	8,931.66	577.94	34,817.57	35,726.66	909.09	107,180.00	72,362.43
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	786.25	786.25	0.00	3,145.00	3,145.00	9,435.00	9,435.00
4230.000 Tenant Svcs Other	8.76	20.83	12.07	35.10	83.33	48.23	250.00	214.90
TOTAL TENANT SERVICES	8.76	807.08	798.32	35.10	3,228.33	3,193.23	9,685.00	9,649.90
UTILITIES								
4310.000 Water	731.29	841.67	110.38	2,357.13	3,366.67	1,009.54	10,100.00	7,742.87
4315.000 Sewer	1,344.82	1,458.33	113.51	4,324.69	5,833.33	1,508.64	17,500.00	13,175.31
4320.000 Electricity	3,419.40	3,000.00	(419.40)	12,150.75	12,000.00	(150.75)	36,000.00	23,849.25
4330.000 Gas	284.01	1,291.67	1,007.66	2,380.44	5,166.67	2,786.23	15,500.00	13,119.56
TOTAL UTILITIES	5,779.52	6,591.67	812.15	21,213.01	26,366.67	5,153.66	79,100.00	57,886.99
MAINTENANCE								
4410.000 Maintenance Labor	3,325.54	4,260.42	934.88	17,159.62	17,041.67	(117.95)	51,125.00	33,965.38
4420.000 Materials	483.22	1,500.00	1,016.78	3,361.84	6,000.00	2,638.16	18,000.00	14,638.16
4430.000 Contracts Costs	2,926.61	1,916.67	(1,009.94)	6,120.72	7,666.67	1,545.95	23,000.00	16,879.28
4431.000 Garbage and Trash	360.88	483.33	122.45	1,057.45	1,933.33	875.88	5,800.00	4,742.55
4432.000 Decorating Contract	1,729.74	1,666.67	(63.07)	4,645.38	6,666.67	2,021.29	20,000.00	15,354.62
4435.000 Grounds Contract	0.00	458.33	458.33	811.57	1,833.33	1,021.76	5,500.00	4,688.43
4445.000 Elevator Maintenance	0.00	525.00	525.00	2,112.00	2,100.00	(12.00)	6,300.00	4,188.00
4450.000 Plumbing/Heating	0.00	541.67	541.67	0.00	2,166.67	2,166.67	6,500.00	6,500.00
4455.000 Snow Removal	0.00	541.67	541.67	1,115.51	2,166.67	1,051.16	6,500.00	5,384.49
4456.000 Exterminating	68.00	416.67	348.67	272.00	1,666.67	1,394.67	5,000.00	4,728.00
4457.000 Janitor/Cleaning	1,482.68	1,025.00	(457.68)	3,340.97	4,100.00	759.03	12,300.00	8,959.03
TOTAL MAINTENANCE	10,376.67	13,335.43	2,958.76	39,997.06	53,341.68	13,344.62	160,025.00	120,027.94

	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	8,452.32	9,593.34	1,141.02	28,780.00	20,327.68
4520.000 Property Taxes	929.97	983.33	53.36	3,746.45	3,933.33	186.88	11,800.00	8,053.55
4540.000 Employee Benefits	2,074.95	2,517.51	442.56	8,673.84	10,070.01	1,396.17	30,210.00	21,536.16
4570.000 Collection Losses	0.00	125.00	125.00	0.00	500.00	500.00	1,500.00	1,500.00
4583.001 Lease Interest Exp	8.47	0.83	(7.64)	34.86	3.33	(31.53)	10.00	(24.86)
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	1,666.67	1,666.67	5,000.00	5,000.00
4595.001 Lease Amort Exp	52.94	31.25	(21.69)	211.76	125.00	(86.76)	375.00	163.24
TOTAL OTHER	5,179.41	6,472.93	1,293.52	21,119.23	25,891.68	4,772.45	77,675.00	56,555.77
TOTAL EXPENSES	29,698.08	36,138.77	6,440.69	117,181.97	144,555.02	27,373.05	433,665.00	316,483.03
SURPLUS	11,978.23	2,046.24	9,931.99	38,583.68	8,184.99	30,398.69	24,555.00	14,028.68

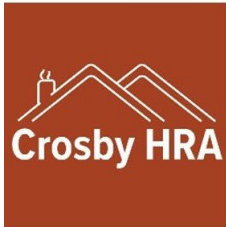
Crosby HRA
Payment Summary Report
July 2026

Doc. Date		Number	Payments
07/01/2026	Delta Dental	ACH	\$135.54
07/08/2026	Reliance Standard Life	ACH	\$176.98
07/08/2026	Payroc LLC	ACH	\$42.61
07/08/2026	Payroc LLC	ACH	\$104.72
07/09/2026	Payroll for 07/09/2026	ACH	\$4,037.93
07/09/2026	Security Benefit	ACH	\$768.45
07/09/2026	Minnesota State	ACH	\$62.00
07/09/2026	Harpers Payroll Service	ACH	\$44.85
07/09/2026	Harpers Payroll Service	ACH	\$1,441.57
07/23/2026	Ctc-446126	ACH	\$385.68
07/23/2026	Payroll for 07/23/2026	ACH	\$4,605.68
07/23/2026	Harpers Payroll Service	ACH	\$1,611.45
07/23/2026	Security Benefit	ACH	\$815.87
07/23/2026	Minnesota State	ACH	\$62.00
07/23/2026	Harpers Payroll Service	ACH	\$55.50
07/31/2026	FY2027 Management	ACH	\$10,105.00
07/31/2026	To Record Bank Fees	ACH	\$15.00
07/14/2026	Thompson, Brit	493	\$23.64
07/14/2026	Banks, Diana	494	\$67.66
07/14/2026	Charpentier, Eric	495	\$23.20
07/14/2026	Gangl, Hannah	496	\$95.72
07/14/2026	Dummer, Jeffrey	497	\$43.87
07/14/2026	Schommer, John	498	\$119.65
07/08/2026	Minnesota Energy	120315	\$3,921.38
07/08/2026	Minnesota Power	120316	\$5,465.35
07/08/2026	The Nelrod Company	120317	\$43.00
07/14/2026	Borden Steinbauer	120318	\$1,614.66
07/14/2026	Cintas	120319	\$175.00
07/14/2026	City Of Crosby	120320	\$6,066.36
07/14/2026	CliftonLarsonAllen LLP	120321	\$525.00
07/14/2026	Crosby Ace Hardware	120322	\$110.51
07/14/2026	Dearborn National	120323	\$30.38
07/14/2026	Granite Pest Control	120324	\$495.50
07/14/2026	Labor Logic LLC	120325	\$9.75
07/14/2026	Home Depot Supply	120326	\$564.00
07/14/2026	Integrity Services Inc	120327	\$388.00
07/14/2026	Keystone Compliance	120328	\$75.48
07/14/2026	Master Trade Service	120329	\$2,747.90
07/14/2026	MN Multi Housing	120330	\$19.99
07/14/2026	MRI Software LLC	120331	\$150.00
07/14/2026	Northland Fire	120332	\$1,277.00
07/14/2026	Old National Bank	120333	\$52.52
07/14/2026	Gorvin Inc	120334	\$37.10

**Crosby HRA
Payment Summary Report
July 2026**

Doc. Date		Number	Payments
07/14/2026	Randy's Plumbing &	120335	\$552.09
07/14/2026	Rise and Shine	120336	\$2,790.00
07/14/2026	Safeguard Security Inc.	120337	\$3,000.00
07/14/2026	Shaw Integrated and	120338	\$10,764.85
07/14/2026	Strike Painting &	120339	\$1,000.00
07/14/2026	T-Mobile	120340	\$110.80
07/14/2026	Visa--Unity	120341	\$2,690.55
07/14/2026	Waste Partners Inc	120342	\$646.66
07/14/2026	West Central Flooring	120343	\$3,299.10
07/14/2026	Alpenglow Technologies	120344	\$578.75
07/14/2026	Tenant Refund	120345	\$82.59
07/14/2026	Minnesota Power	120346	\$24.00
Total			\$74,152.84

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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: August 1, 2026
Re: Housing Programs Report

Tenant Activities Update

Second Harvest Boxes: 11

Cuyuna Range Food Shelf Deliveries: 20

Meals donated by Crosby Community Table: 147

Events: Study with Zed (8); Oak Street Chapel Band (12)

Monthly Property Performance Stats for July 2026

- Occupancy Rate: 100% Dellwood; 100% Edgewood; 100% Scattered Sites
- New Move-Ins: 2
- Move Outs: 0
- Annual Recertifications: 12
- Termination Notices: 3
- Work Orders Received: 126

Waiting Lists as of 7/31/2026

1BR	2BR	3BR	4BR
79	10	5	2

Management & Occupancy Review

Staff completed the Management and Occupancy Review (MOR) for Edgewood Apartments with Minnesota Housing on June 10th, 2026. We received an overall Satisfactory rating, with a limited number of findings identified during the review. Corrective actions have been completed and submitted to Minnesota Housing staff. We are waiting for final confirmation of compliance and closure of the findings.

Staffing Update

Staff are actively working to fill the vacant Activities Coordinator position. A job advertisement will be posted in the Crosby-Ironton Courier in the coming weeks and promoted through our social media channels to attract qualified candidates.

Discussion Items

- No discussion items this month

Tenant Council summary for the month of July 2026

No meeting held in July

Income and Expenses for the month of July

Coffee income: \$81.75	Coffee expense: \$78.74
Bingo income: \$91.00	Bingo expense: \$97.95
Potluck income: \$25.00	Potluck expense: \$34.16
	Kitchen expense: \$5.00
	Birdseed expense: \$19.54
	Bird Feeder Pole: \$28.00

Petty Cash for end of July: \$373.03

Checking for end of July: \$960.71

OLD BUSINESS:

Had July potluck on the 11th, grilled hot dogs, brats and hamburgers. Had 24 in attendance. Good food as always, lots of fellowship.

Regular activities during the month. Was a very hot month, but people still came out to activities.

NEW BUSINESS:

The tenant council purchased a bird feeder pole since the other one was kind of destroyed by a bear. Hopefully this one will last. This is the third pole we've had.

The next potluck will be on the 15th of this month.

We started a free bingo day last month. The players said they would like to have one each month till winter time, then maybe doing it a couple times during the month. Had two new people come for the free bingo day. Hope to get more people interested in playing.



To: Crosby HRA Board Members
From: John Schommer, Rehab & Maintenance Director
Date: August 6, 2026
Re: Maintenance Update

Elevators

Jeff Akre with Discovery Horizontal Solutions was onsite and conducted the preliminary design study on Thursday, July 23rd. This is the first step in generating the plans and specifications to bid out the modernization of both elevators. He anticipates having the first draft ready for staff review within 6 weeks.

Temporary staffing

We have hired Jamie Olson to help manage the workload for the maintenance department while one of our maintenance staff is out for an extended time. Jamie works in the maintenance department at Brainerd HRA and has a completed Kari Koskinen background check which allows us to give him employee access to enter units.

AED

Staff recently applied for and received funding to purchase an AED (automated external defibrillator) for Dellwood Apartments. An AED is an easy to use, medical device that can analyze the heart's rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm. Because the average response time for first responders once 911 is called is six minutes, and for each minute defibrillation is delayed, the odds of survival are reduced by approximately 10%, having access to and AED and knowing how to use one, is critical. The device is mounted to the right of the elevator doors on first floor in the lobby.

EAP and Fire Department

Staff have been working on updating the EAP (Emergency Action Plan), as part of that process and to ensure the AED was mounted in the best location, staff reached out to Crosby Fire Department Chief Shane Jacobs. Chief Jacobs met staff onsite and walked through the properties to help identify deficiencies or concerns and provide guidance on the best location for the AED. Chief Jacobs requested we provide and mount KNOX boxes at the entrance to each of the buildings, which have been ordered and will be installed when they arrive. He also agreed to work with staff to offer training for residents on use of the AED, it will likely be sometime in October which is fire prevention safety month, and be paired with education on proper fire extinguisher use.

No Action Requested; Discussion Items.

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: August 11th, 2026
Re: Executive Director Report

Commissioner Terms and Resident Commissioner Voting

Commissioner Traylor and Commissioner Lehnhoff both have terms that are scheduled to expire at the end of August. As one of these positions is a resident commissioner position, staff will be conducting a resident/participant election for that position. Staff will work with the City to process reappointments from the Mayor and Council. Per State statute, commissioners may continue to serve in their positions after a term expires until they are either reappointed or another individual has been appointed by the City Council.

Temporary Employee for Maintenance

We have hired a temporary maintenance employee to work up to 10 hours per week for the agency. This hire was made to help ease the workload of our maintenance team as we have a staff member out on extended leave.

Grill Placement

As a follow-up to the discussion at the meeting in July staff is going to keep the grill positioned out front at this time. The access to the cafeteria room has been updated so that residents will be able to access the building through that doorway. We also anticipate that the screening will be fixed in the near term to allow better use of the gazebo. We will keep monitoring this but we would appreciate tenant feedback to our staff.

Walk Around with Commissioner Lehnhoff

I joined Commissioner Lehnhoff on a walk around the property where he was able to share some insights and ideas on potential improvements and enhancements to our grounds. Staff has met to discuss these ideas and are looking into the feasibility and costs associated with these improvements. I appreciate the time and feedback from Commissioner Lehnhoff and the ability to discuss ideas on maximizing our property within our budget constraints.

No Action Requested; Discussion Item

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: August 11th, 2026
Re: HUD Work and Dignity Coalition

HUD Work and Dignity Coalition

I was invited to participate in a regional roundtable discussion regarding the Work and Dignity Initiative, a partnership network launched by HUD in February. The meeting was hosted by HUD Region V Administrator Duey Stroebel and included representatives from nine Public Housing Authorities (PHAs) across Northern Minnesota and Wisconsin. HUD utilized the roundtable to gather feedback regarding the initiative, discuss how housing authorities are already supporting resident self-sufficiency, and encourage PHAs to join the emerging Work and Dignity Coalition.

The Work and Dignity Initiative is a HUD priority focused on helping assisted households increase economic mobility, improve self-sufficiency, and connect with resources that can lead to greater independence. HUD emphasized that the initiative is intended to support residents through employment, education, financial capability, and supportive services rather than creating additional regulatory requirements.

Key Points Discussed by HUD

- Participation in the coalition is voluntary.
- There are currently no funding requirements associated with participation.
- There are no new mandates attached to the initiative.
- Agencies already aligned with the goals may not need to make significant operational changes.
- HUD described the initiative as “more of a mindset than a mandate.”
- Implementation will look different at every housing authority based on local needs and existing resources.
- The end goal is to help residents enrich their lives and move toward greater independence.
- The initiative is not intended to harm elderly households, persons with disabilities, or families with children, and HUD stated protections remain in place for those populations.

Benefits of Participation

- The opportunity to provide direct feedback to HUD as the initiative evolves.
- Early awareness of future policy and program discussions.
- Collaboration with peer agencies throughout the region.
- The ability to help shape practical implementation approaches based on local experience.

As discussed during the roundtable, it is generally advantageous to be involved in the conversation when new initiatives are being developed rather than observing from the sidelines.

Based on the information presented by HUD and discussed during the July 15, 2026 roundtable, I support participating in the Work and Dignity Coalition. Participation would not require additional funding commitments and, based on HUD guidance, should not require significant additional time or resources from staff. Participation would allow the agency to remain engaged with HUD and help influence any future programs or policies that may emerge from this effort.

Action Requested; Authorize staff to participate in the Work and Dignity Coalition