



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088

FAX (218) 546-5041

www.crosbyhra.org

Crosby HRA Board Meeting

11:00 a.m. September 8th, 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 August 11th, 2026 Meeting Minutes

6. ANNUAL MEETING – Attachment 2 (pg. 7)

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

7. BILLS & COMMUNICATIONS

- a. Financial Report – Attachment 3 (pg. 11)
- b. Housing Manager Report – Attachment 4 (pg. 21)
- c. Maintenance Director Report – Attachment 5 (pg. 23)

8. UNFINISHED BUSINESS:

- a. Discussion on HRA Owned Grill(s) – Attachment 6 (pg. 25)

9. NEW BUSINESS:

10. COMMISSIONER COMMENTS:

11. NEXT MEETING: October 13th, 2026

12. ADJOURNMENT

Donald Lehnhoff, Resident Commissioner Term Expires: 2026

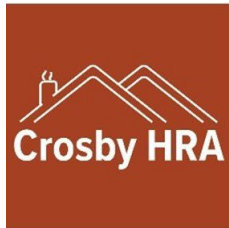
Renae Marsh, Secretary/Treasurer Term Expires: 2030

Terri Larson, Commissioner Term Expires: 2027

Marsha Larson, Vice Chair Term Expires: 2029

Paula Traylor, Chair Term Expires: 2026

**All terms expire August 31st*



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Crosby Housing & Redevelopment Authority

BOARD MEETING MINUTES

Tuesday, August 11, 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, August 11, 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; Hannah Gangl, Housing Manager; and staff support for recording the meeting. Four guests were present.

3. REVIEW AND APPROVE AGENDA

Presented by: Chair Paula Traylor. The Board reviewed the August 11, 2026 agenda, which included review and approval of the July 14, 2026 meeting minutes, July financial report and payments, Housing Manager Report, Maintenance Director Report, Executive Director Report, 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 August 11, 2026 agenda as presented was made by Terri Larson and seconded by Renae Marsh. Vote: All in favor. Motion carried.

4. OPEN FORUM

Director Charpentier reminded everyone that open forum is not meant to discuss specific tenant issues. No formal public comments requiring Board action were recorded.

5. REVIEW AND APPROVE MINUTES

a. Approval of Tuesday, July 14, 2026 Meeting Minutes

Presented by: Chair Paula Traylor. The Board reviewed the July 14, 2026 meeting minutes. A correction was noted to revise the elevator consultant name from Discovery Horizontal Solutions to Discovery Vertical Solutions.

Motion to approve the July 14, 2026 meeting minutes with the correction noted was made by Donald Lehnhoff and seconded by Marsha Larson. 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 July 2026 financial report and noted that Mary Reedy from CliftonLarsonAllen is scheduled to present the audited financial statements at the October board meeting. He stated that no audit findings had been reported following fieldwork.

The Board reviewed the July financial materials, including ratio information, account balances, operating statements, and the July payment summary totaling \$74,152.84.

Board questions addressed the debt service coverage ratio, tenant accounts receivable, bad debt write-offs and revenue recapture, legal costs, annual access control licensing, flooring purchases and installation, and the use of flooring inventory for unit turns. Staff explained that the public housing ratio issue was timing-related because operating subsidy and capital fund draws had not yet been completed, and that tenant accounts receivable are typically reviewed for write-off at fiscal year end while recovery efforts may include revenue recapture.

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

b. Housing Manager Report

Presented by: Diana Banks, Housing Specialist, and Eric Charpentier, Executive Director. Staff summarized July tenant services, occupancy, waiting list activity, work orders, and resident programming.

Staff reported full occupancy for Dellwood, Edgewood, and scattered sites, reviewed routine move-in and recertification activity, and noted that work order volume and backlog information would continue to be monitored in future reports.

Mr. Charpentier also reported that the Edgewood Apartments Management and Occupancy Review received an overall satisfactory rating, with corrective action confirmation still pending from Minnesota Housing. Staff noted that the Activities Coordinator position was being advertised.

Motion to approve the Housing Manager Report was made by Marsha Larson and seconded by Terri Larson. Vote: All in favor. Motion carried.

c. Maintenance Director Report

Presented by: John Schommer, Rehab & Maintenance Director. Mr. Schommer provided updates on the elevator modernization planning process, including preliminary design work by Discovery Vertical Solutions and anticipated preparation of plans and specifications for future Board consideration.

The Board discussed elevator reliability, project timing, and the importance of pursuing a durable long-term repair. Staff also reported temporary maintenance support while an employee is on extended leave.

Staff reported that Sourcewell grant funding was received for an automated external defibrillator (AED) at Dellwood Apartments, with additional safety coordination underway with the Crosby Fire Department regarding emergency planning, Knox boxes, access needs, and possible resident safety training.

Additional maintenance discussion included building access, fire department feedback, Community Room access, and preliminary review of a potential Dellwood water softener.

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

7. EXECUTIVE DIRECTOR REPORT

Presented by: Eric Charpentier, Executive Director. Mr. Charpentier reported that Chair Paula Traylor and Resident Commissioner Donald Lehnhoff have terms scheduled to expire at the end of August. State statute allows commissioners to continue serving until they are reappointed or a successor is appointed. Staff will work with the City on the reappointment process for Chair Traylor and will conduct the required resident/participant election for the resident commissioner position. Commissioner Lehnhoff indicated interest in running for the resident commissioner seat.

8. UNFINISHED BUSINESS

Mr. Charpentier reviewed updates on the temporary maintenance employee and grill placement. Staff plan to keep the grill in its current front location for the time being, continue working on Community Room access, and prioritize replacement of gazebo screens so the area can be used more effectively. He stated that staff will continue to monitor tenant feedback regarding the grill location.

Mr. Charpentier also reported that he completed a walk-around of the property with Commissioner Lehnhoff to review possible improvements and enhancements. Discussion items included bike rack options, possible additional smoking areas, security lighting behind Edgewood, gazebo repairs, grill placement, and other grounds-related ideas. Staff will review the feasibility and cost of potential improvements within budget constraints.

No additional unfinished business items requiring formal Board action were recorded.

9. NEW BUSINESS

a. HUD Work and Dignity Coalition

Presented by: Eric Charpentier, Executive Director. Mr. Charpentier reported that he participated in a regional roundtable regarding HUD's Work and Dignity Initiative, a voluntary coalition focused on helping assisted households increase economic mobility, improve self-sufficiency, and connect with employment, education, financial capability, and supportive service resources. He stated that HUD emphasized participation is voluntary, does not currently include funding requirements or new mandates, and is intended to be more of a mindset than a mandate.

Mr. Charpentier explained that Brainerd HRA has already joined the coalition and that existing programs such as Family Self-Sufficiency and future activities coordination align with the coalition's goals. He stated that participation would provide the agency a seat at the table as HUD develops the initiative and would not be expected to create a significant time or funding commitment.

Motion to authorize staff to participate in the HUD Work and Dignity Coalition was made by Donald Lehnhoff and seconded by Terri Larson. Vote: All in favor. Motion carried.

10. COMMISSIONER COMMENTS

Commissioner comments included discussion of the Tenant Council report regarding replacement of a bird feeder pole after prior poles were damaged by a bear. It was noted that bird feed may be put out during the day and removed at night to reduce the likelihood of additional bear damage. No formal action was requested.

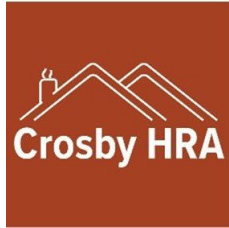
11. NEXT MEETING

The next regular meeting of the Crosby HRA Board is scheduled for Tuesday, September 8, 2026.

12. ADJOURNMENT

Motion to adjourn was made by Marsha Larson and seconded by Renae Marsh. Vote: All in favor. Motion carried.

The meeting adjourned at 11:57 a.m.



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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: September 3, 2026
Re: Annual Meeting

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

Election of Officers

Following is a list of the board members and terms. State Statute states that Commissioners continue to serve until they are either reappointed or replaced. Ms. Traylor has indicated that she is interested in serving another term. The Mayor and City Council have this reappointment on their agenda for their September 14th regular meeting. I would anticipate that we will be able to administer the Oath of Office to Commissioner Traylor at our regular October meeting. As mentioned at our August meeting, staff is working through the process for the resident commissioner election and Commissioner Lehnhoff will continue in his commissioner role while that process continues. According to the bylaws, the Chair, Vice Chair, and Secretary shall be elected at the annual meeting of the HRA.

Paula Traylor, Chair
Donald Lehnhoff, Resident Commissioner
Renaë Marsh, Secretary
Marsha Larson, Vice Chair
Therese (Terri) Larson

Term Expires: 2026
Term Expires: 2026
Term Expires: 2030
Term Expires: 2029
Term Expires: 2027

**All terms expire August 31st*

Review Bylaws

A copy of the bylaws is attached for your review.

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

**BYLAWS OF THE HOUSING AND REDEVELOPMENT
AUTHORITY OF CROSBY, MINNESOTA**

Amended 3/2020

ARTICLE I. THE AUTHORITY

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

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

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

ARTICLE II. OFFICERS

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

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

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

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

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

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

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

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

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

The Authority shall determine the compensation of the Executive Director.

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

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

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

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

ARTICLE III. MEETINGS

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

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

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

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

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

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

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

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

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

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

ARTICLE IV. AMENDMENTS

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



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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: September 2, 2026
Re: September Financial Report

Please find attached the financial information for August 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 August payments as presented.

Crosby Housing & Redevelopment Authority

2027 Ratios

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

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

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

August 2026 Account Balances

Program/Account	Amount
Public Housing - Operating Checking	\$348,551.31
Public Housing - Security Deposit Savings	\$11,602.84
	\$360,154.15
Edgewood - Operating Checking	\$79,050.80
Edgewood - Investment (Balance as of 7/31)	\$877,856.81
	\$956,907.61
Tenant Activity Fund	\$4,290.41

Crosby HRA
Operating Statement
Five Months Ending 08/31/2026
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	23,984.00	24,141.25	(157.25)	115,233.00	120,706.25	(5,473.25)	289,695.00	(174,462.00)
3120.000 Excess Utilities	258.00	97.92	160.08	885.00	489.58	395.42	1,175.00	(290.00)
3401.000 Operating Subsidy	0.00	8,189.58	(8,189.58)	23,245.10	40,947.92	(17,702.82)	98,275.00	(75,029.90)
3402.000 Capital Fund Revenue	0.00	1,666.67	(1,666.67)	839.94	8,333.33	(7,493.39)	20,000.00	(19,160.06)
3610.000 Interest Revenue	65.16	41.67	23.49	360.97	208.33	152.64	500.00	(139.03)
3690.000 Other Income	24.06	333.33	(309.27)	3,429.52	1,666.67	1,762.85	4,000.00	(570.48)
3691.000 Other Tenant Revenue	805.00	1,466.67	(661.67)	3,968.09	7,333.33	(3,365.24)	17,600.00	(13,631.91)
3695.000 Laundry Revenue	382.00	337.50	44.50	1,616.00	1,687.50	(71.50)	4,050.00	(2,434.00)
TOTAL INCOME	25,518.22	36,274.59	(10,756.37)	149,577.62	181,372.91	(31,795.29)	435,295.00	(285,717.38)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,525.08	2,704.17	179.09	14,369.30	13,520.83	(848.47)	32,450.00	18,080.70
4130.000 Legal	0.00	343.33	343.33	1,840.44	1,716.67	(123.77)	4,120.00	2,279.56
4140.000 Staff Training	237.01	83.33	(153.68)	740.12	416.67	(323.45)	1,000.00	259.88
4150.000 Travel	77.24	60.42	(16.82)	258.17	302.08	43.91	725.00	466.83
4171.000 Auditing Fees	4,305.00	458.33	(3,846.67)	4,567.50	2,291.67	(2,275.83)	5,500.00	932.50
4190.000 Other Admin	25.00	20.83	(4.17)	62.50	104.17	41.67	250.00	187.50
4191.000 Management Fees	5,052.50	5,052.50	0.00	25,262.50	25,262.50	0.00	60,630.00	35,367.50
4194.000 Office Supplies	205.55	150.00	(55.55)	704.25	750.00	45.75	1,800.00	1,095.75
4195.000 Membership Dues	0.00	29.17	29.17	98.40	145.83	47.43	350.00	251.60
4196.000 Telephone	62.28	58.33	(3.95)	311.38	291.67	(19.71)	700.00	388.62
4198.000 Advertising	0.00	83.33	83.33	0.00	416.67	416.67	1,000.00	1,000.00
4199.000 Postage	0.00	45.83	45.83	443.50	229.17	(214.33)	550.00	106.50
TOTAL ADMINISTRATION	12,489.66	9,089.57	(3,400.09)	48,658.06	45,447.93	(3,210.13)	109,075.00	60,416.94
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	524.17	524.17	0.00	2,620.83	2,620.83	6,290.00	6,290.00
4230.000 Tenant Svcs Other	8.75	108.33	99.58	43.87	541.67	497.80	1,300.00	1,256.13
TOTAL TENANT SERVICES	8.75	632.50	623.75	43.87	3,162.50	3,118.63	7,590.00	7,546.13
UTILITIES								
4310.000 Water	1,307.87	1,166.67	(141.20)	5,109.08	5,833.33	724.25	14,000.00	8,890.92
4315.000 Sewer	2,222.42	1,854.17	(368.25)	8,202.86	9,270.83	1,067.97	22,250.00	14,047.14
4320.000 Electricity	3,203.21	2,083.33	(1,119.88)	10,855.38	10,416.67	(438.71)	25,000.00	14,144.62
4330.000 Gas	144.50	1,083.33	938.83	1,663.40	5,416.67	3,753.27	13,000.00	11,336.60
TOTAL UTILITIES	6,878.00	6,187.50	(690.50)	25,830.72	30,937.50	5,106.78	74,250.00	48,419.28
MAINTENANCE								
4410.000 Maintenance Labor	4,307.00	4,260.42	(46.58)	21,466.47	21,302.08	(164.39)	51,125.00	29,658.53
4420.000 Materials	1,590.37	1,541.67	(48.70)	8,361.90	7,708.33	(653.57)	18,500.00	10,138.10
4430.000 Contracts Costs	2,797.73	2,508.33	(289.40)	13,820.44	12,541.67	(1,278.77)	30,100.00	16,279.56
4431.000 Garbage and Trash	733.59	875.00	141.41	3,015.11	4,375.00	1,359.89	10,500.00	7,484.89
4432.000 Decorating Contract	0.00	1,687.50	1,687.50	9,036.46	8,437.50	(598.96)	20,250.00	11,213.54
4435.000 Grounds Contract	327.53	350.00	22.47	2,132.33	1,750.00	(382.33)	4,200.00	2,067.67
4445.000 Elevator Maintenance	1,047.00	500.00	(547.00)	3,159.00	2,500.00	(659.00)	6,000.00	2,841.00
4450.000 Plumbing/Heating	0.00	750.00	750.00	702.09	3,750.00	3,047.91	9,000.00	8,297.91
4455.000 Snow Removal	0.00	416.67	416.67	743.66	2,083.33	1,339.67	5,000.00	4,256.34
4456.000 Exterminating	237.00	166.67	(70.33)	1,253.50	833.33	(420.17)	2,000.00	746.50
4457.000 Janitor/Cleaning	972.84	1,125.00	152.16	4,535.42	5,625.00	1,089.58	13,500.00	8,964.58

	Period Amount	Period Budget	Period Variance	YTD Amount	YTD Budget	YTD Variance	Annual Budget	Remaining Budget
EXPENSES								
TOTAL MAINTENANCE	12,013.06	14,181.26	2,168.20	68,226.38	70,906.24	2,679.86	170,175.00	101,948.62
OTHER								
4510.000 Insurance	2,804.81	3,072.92	268.11	14,024.05	15,364.58	1,340.53	36,875.00	22,850.95
4520.000 Property Taxes	868.20	1,087.50	219.30	4,839.37	5,437.50	598.13	13,050.00	8,210.63
4540.000 Employee Benefits	2,189.32	2,496.68	307.36	10,862.85	12,483.32	1,620.47	29,960.00	19,097.15
4570.000 Collection Losses	0.00	583.33	583.33	0.00	2,916.67	2,916.67	7,000.00	7,000.00
4583.001 Lease Interest Exp	8.30	0.83	(7.47)	43.17	4.17	(39.00)	10.00	(33.17)
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	2,083.33	2,083.33	5,000.00	5,000.00
4595.001 Lease Amort Exp	52.94	31.25	(21.69)	264.70	156.25	(108.45)	375.00	110.30
TOTAL OTHER	5,923.57	7,689.18	1,765.61	30,034.14	38,445.82	8,411.68	92,270.00	62,235.86
TOTAL EXPENSES	37,313.04	37,780.01	466.97	172,793.17	188,899.99	16,106.82	453,360.00	280,566.83
SURPLUS	(11,794.82)	(1,505.42)	(10,289.40)	(23,215.55)	(7,527.08)	(15,688.47)	(18,065.00)	(5,150.55)

Crosby HRA
Operating Statement
Five Months Ending 08/31/2026
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	23,952.00	23,435.42	516.58	118,629.00	117,177.08	1,451.92	281,225.00	(162,596.00)
3120.000 Excess Utilities	490.00	169.17	320.83	1,455.00	845.83	609.17	2,030.00	(575.00)
3404.000 HAP Subsidy	12,677.00	11,722.08	954.92	62,647.00	58,610.42	4,036.58	140,665.00	(78,018.00)
3610.000 Interest Revenue	(1.47)	1,250.00	(1,251.47)	2,606.35	6,250.00	(3,643.65)	15,000.00	(12,393.65)
3690.000 Other Income	36.08	225.00	(188.92)	1,928.41	1,125.00	803.41	2,700.00	(771.59)
3691.000 Other Tenant Revenue	957.00	616.67	340.33	3,804.50	3,083.33	721.17	7,400.00	(3,595.50)
3695.000 Laundry Revenue	670.00	766.67	(96.67)	3,476.00	3,833.33	(357.33)	9,200.00	(5,724.00)
TOTAL INCOME	38,780.61	38,185.01	595.60	194,546.26	190,924.99	3,621.27	458,220.00	(263,673.74)
EXPENSES								
ADMINISTRATION								
4110.000 Admin Salaries	2,525.11	2,704.17	179.06	14,369.47	13,520.83	(848.64)	32,450.00	18,080.53
4130.000 Legal	0.00	250.00	250.00	784.22	1,250.00	465.78	3,000.00	2,215.78
4140.000 Staff Training	237.02	41.67	(195.35)	490.14	208.33	(281.81)	500.00	9.86
4150.000 Travel	60.55	62.50	1.95	196.71	312.50	115.79	750.00	553.29
4171.000 Auditing Fees	4,305.00	458.33	(3,846.67)	4,567.50	2,291.67	(2,275.83)	5,500.00	932.50
4190.000 Other Admin	25.00	20.83	(4.17)	62.50	104.17	41.67	250.00	187.50
4191.000 Management Fees	5,052.50	5,052.50	0.00	25,262.50	25,262.50	0.00	60,630.00	35,367.50
4194.000 Office Supplies	205.58	145.83	(59.75)	704.28	729.17	24.89	1,750.00	1,045.72
4195.000 Membership Dues	0.00	16.67	16.67	98.40	83.33	(15.07)	200.00	101.60
4196.000 Telephone	62.29	58.33	(3.96)	311.40	291.67	(19.73)	700.00	388.60
4198.000 Advertising	0.00	83.33	83.33	0.00	416.67	416.67	1,000.00	1,000.00
4199.000 Postage	0.00	37.50	37.50	443.50	187.50	(256.00)	450.00	6.50
TOTAL ADMINISTRATION	12,473.05	8,931.66	(3,541.39)	47,290.62	44,658.34	(2,632.28)	107,180.00	59,889.38
TENANT SERVICES								
4210.000 Tenant Svcs Salaries	0.00	786.25	786.25	0.00	3,931.25	3,931.25	9,435.00	9,435.00
4230.000 Tenant Svcs Other	8.75	20.83	12.08	43.85	104.17	60.32	250.00	206.15
TOTAL TENANT SERVICES	8.75	807.08	798.33	43.85	4,035.42	3,991.57	9,685.00	9,641.15
UTILITIES								
4310.000 Water	750.98	841.67	90.69	3,108.11	4,208.33	1,100.22	10,100.00	6,991.89
4315.000 Sewer	1,397.55	1,458.33	60.78	5,722.24	7,291.67	1,569.43	17,500.00	11,777.76
4320.000 Electricity	4,611.55	3,000.00	(1,611.55)	16,762.30	15,000.00	(1,762.30)	36,000.00	19,237.70
4330.000 Gas	201.85	1,291.67	1,089.82	2,582.29	6,458.33	3,876.04	15,500.00	12,917.71
TOTAL UTILITIES	6,961.93	6,591.67	(370.26)	28,174.94	32,958.33	4,783.39	79,100.00	50,925.06
MAINTENANCE								
4410.000 Maintenance Labor	4,307.07	4,260.42	(46.65)	21,466.69	21,302.08	(164.61)	51,125.00	29,658.31
4420.000 Materials	1,373.82	1,500.00	126.18	4,735.66	7,500.00	2,764.34	18,000.00	13,264.34
4430.000 Contracts Costs	2,658.77	1,916.67	(742.10)	8,779.49	9,583.33	803.84	23,000.00	14,220.51
4431.000 Garbage and Trash	301.25	483.33	182.08	1,358.70	2,416.67	1,057.97	5,800.00	4,441.30
4432.000 Decorating Contract	0.00	1,666.67	1,666.67	4,645.38	8,333.33	3,687.95	20,000.00	15,354.62
4435.000 Grounds Contract	1,218.80	458.33	(760.47)	2,030.37	2,291.67	261.30	5,500.00	3,469.63
4445.000 Elevator Maintenance	0.00	525.00	525.00	2,112.00	2,625.00	513.00	6,300.00	4,188.00
4450.000 Plumbing/Heating	0.00	541.67	541.67	0.00	2,708.33	2,708.33	6,500.00	6,500.00
4455.000 Snow Removal	0.00	541.67	541.67	1,115.51	2,708.33	1,592.82	6,500.00	5,384.49
4456.000 Exterminating	68.00	416.67	348.67	340.00	2,083.33	1,743.33	5,000.00	4,660.00
4457.000 Janitor/Cleaning	1,486.77	1,025.00	(461.77)	4,827.74	5,125.00	297.26	12,300.00	7,472.26
TOTAL MAINTENANCE	11,414.48	13,335.43	1,920.95	51,411.54	66,677.07	15,265.53	160,025.00	108,613.46

	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	10,565.40	11,991.66	1,426.26	28,780.00	18,214.60
4520.000 Property Taxes	874.00	983.33	109.33	4,620.45	4,916.67	296.22	11,800.00	7,179.55
4540.000 Employee Benefits	2,189.45	2,517.51	328.06	10,863.29	12,587.49	1,724.20	30,210.00	19,346.71
4570.000 Collection Losses	0.00	125.00	125.00	0.00	625.00	625.00	1,500.00	1,500.00
4583.001 Lease Interest Exp	8.30	0.83	(7.47)	43.16	4.17	(38.99)	10.00	(33.16)
4590.000 Other Gen Exp	0.00	416.67	416.67	0.00	2,083.33	2,083.33	5,000.00	5,000.00
4595.001 Lease Amort Exp	52.94	31.25	(21.69)	264.70	156.25	(108.45)	375.00	110.30
TOTAL OTHER	5,237.77	6,472.93	1,235.16	26,357.00	32,364.57	6,007.57	77,675.00	51,318.00
TOTAL EXPENSES	36,095.98	36,138.77	42.79	153,277.95	180,693.73	27,415.78	433,665.00	280,387.05
SURPLUS	2,684.63	2,046.24	638.39	41,268.31	10,231.26	31,037.05	24,555.00	16,713.31

Crosby HRA
Payment Summary Report
August 2026

Doc. Date	Name	Number	Payments
07/16/2026	Reliance Standard Life Insurance Company	ACH	\$176.98
08/03/2026	Delta Dental	ACH	\$135.54
08/06/2026	Payroll for 08/06/2026	ACH	\$5,009.41
08/06/2026	Security Benefit	ACH	\$891.53
08/06/2026	Harpers Payroll Service	ACH	\$46.98
08/06/2026	Harpers Payroll Service	ACH	\$1,912.22
08/11/2026	Payroc LLC	ACH	\$45.47
08/11/2026	Payroc LLC	ACH	\$116.12
08/20/2026	Payroll for 08/20/2026	ACH	\$5,030.86
08/20/2026	Security Benefit	ACH	\$819.90
08/20/2026	Harpers Payroll Service	ACH	\$57.63
08/20/2026	Harpers Payroll Service	ACH	\$1,809.05
08/20/2026	Minnesota State Retirement System	ACH	\$62.00
08/31/2026	FY2027 Management Fees	ACH	\$10,105.00
08/31/2026	To Record Bank Fees 0608	ACH	\$50.00
09/06/2026	Minnesota State Retirement System	ACH	\$62.00
08/12/2026	Thompson, Brit	499	\$47.86
08/12/2026	Banks, Diana	500	\$243.63
08/12/2026	Charpentier, Eric	501	\$46.40
08/12/2026	Gangl, Hannah	502	\$23.93
08/12/2026	Olson, Jamie	503	\$17.33
08/12/2026	Dummer, Jeffrey	504	\$83.52
08/12/2026	Schommer, John	505	\$119.65
07/23/2026	Ctc-446126	120347	\$385.68
08/11/2026	Minnesota Power	120348	\$24.00
08/11/2026	Aercor Inc	120349	\$15.73
08/11/2026	Cintas	120350	\$126.57
08/11/2026	City Of Crosby	120351	\$6,083.46
08/11/2026	CliftonLarsonAllen LLP	120352	\$8,610.00
08/11/2026	Crosby Ace Hardware	120353	\$338.00
08/11/2026	Cuyuna Regional Medical Center	120354	\$217.00
08/11/2026	Discovery Vertical Solutions LLC	120355	\$2,000.00
08/11/2026	Granite Pest Control LLC	120356	\$305.00
08/11/2026	Labor Logic LLC	120357	\$13.00
08/11/2026	Holden Electric Co. Inc.	120358	\$2,811.25
08/11/2026	Home Depot Supply	120359	\$721.06
08/11/2026	HR Direct	120360	\$98.95
08/11/2026	Integrity Services Inc	120361	\$641.00
08/11/2026	Knox Company	120362	\$1,757.00
08/11/2026	Medica	120363	\$2,123.41
08/11/2026	Mike's Tree Company LLC	120364	\$750.00
08/11/2026	Minnesota Cleaning Solutions	120365	\$500.00
08/11/2026	Minnesota Department of Labor & Industry	120366	\$170.00
08/11/2026	Minnesota Energy	120367	\$346.35
08/11/2026	Minnesota Power	120368	\$5,533.70
08/11/2026	MN Elevator, Inc. Lockbox 446080	120369	\$1,047.00
08/11/2026	MN Multi Housing Association	120370	\$250.00
08/11/2026	Office Shop	120371	\$296.45
08/11/2026	Old National Bank Credit Card	120372	\$52.52
08/11/2026	Rise and Shine Cleaners LLC	120373	\$1,890.00
08/11/2026	ShofCorp LLC- USE KEYSTONE INSTEAD	120374	\$75.48
08/11/2026	T & J Services LLC	120375	\$750.00
08/11/2026	T-Mobile	120376	\$110.82

**Crosby HRA
Payment Summary Report
August 2026**

Doc. Date	Name	Number	Payments
08/11/2026	Visa--Unity	120377	\$316.24
08/11/2026	Waste Partners Inc	120378	\$630.20
08/11/2026	Alpenglow Technologies	120379	\$578.75
08/11/2026	Waste Partners Inc	120380	\$646.66
08/20/2026	Ctc-446126	120381	\$382.48
08/20/2026	Medica	120382	\$2,123.41
08/20/2026	Minnesota Power	120383	\$7,746.41
Total			\$77,380.59

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

Tenant Activities Update

Second Harvest Boxes: 10
 Cuyuna Range Food Shelf Deliveries: 19
 Meals donated by Crosby Community Table: 245
 Events: Study with Zed (9); Oak Street Chapel Band (14)
 AARP Brainerd Tax Aide Certificate of Rent Paid Assistance: 4

Monthly Property Performance Stats for July 2026

- Occupancy Rate: 100% Dellwood; 100% Edgewood; 100% Scattered Sites
- New Move-Ins: 0
- Move Outs: 1
- Annual Recertifications: 14
- Termination Notices: 9

Waiting Lists as of 8/30/2026

1BR	2BR	3BR	4BR
87	11	5	2

Management & Occupancy Review

We received final confirmation of compliance and closure of the findings on 8/27/2026. Please see the attached Close Out Letter from Minnesota Housing.

Resident Commissioner Board Position

Staff posted/mailed memos and candidate questionnaires to all Public Housing tenants 8/25/2026, with initial responses due 9/13/2026.

Staffing Update

The Tenant Activities Coordinator position has been posted and will remain open until it is filled.

Discussion Items

No discussion items this month



400 Wabasha Street North, Suite 400
St. Paul, MN 55102

P: 800.657.3769

F: 651.296.8139 | TTY: 651.297.2361

www.mnhousing.gov

August 27, 2026

Eric Charpentier
Housing and Redevelopment Authority of Crosby
324 East River Road
Brainerd, MN 56401

**RE: Edgewood Apartments, Crosby, MN
800010895 MN460003031**

Dear Eric Charpentier:

The Minnesota Housing Finance Agency (Minnesota Housing) received your response to the June 30, 2026 Management and Occupancy Review that was performed on the above-named development. The response is complete, and no further action is required.

We appreciate your cooperation and thank you for your assistance in successfully completing this Management and Occupancy Review.

If you have any questions, please contact me at 651-539-9936 or 1-800-657-3647.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tori Plaisance'.

Tori Plaisance
Housing Management Officer

cc: Eric Charpentier – Brainerd HRA



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

Elevators

Staff meet with Discovery Vertical Solutions to review the first documents for the elevator modernization on August 20th and anticipate having the documents revised by the end of this week. Provided there are no significant changes, we are on schedule to release the project for bidding in October.

Edgewood Camera Addition

We recently had a camera added on the north side of Edgewood Apartments. The camera has 360-degree field of view that allows staff to not only see in the recessed area of the building where the bike trailer storage is but also directly under it and along the back side and yard of the building.

Work Orders

Non-Emergency

Received	94
Closed	84
Total Completed Work Orders for Year	845

Emergency

	This Month	Year-to-Date
Requested	1	72
Completed within 24 hours	1	72
Percent completed within 24 hours	100%	100%

No Action Requested; Discussion Items.

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To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: September 8th, 2026
Re: Discussion on HRA Owned Grill(s)

Commissioner Lehnhoff asked that the board engage in a discussion to generally discuss the grill that is provided for the community and if there is a need for an additional grill. At the August meeting staff had reported that we were going to keep the grill positioned out front as the gazebo screens were scheduled to be fixed which would provide a sheltered place for tenants to eat after grilling. Staff also adjusted the cafeteria/dining room doorway to allow access for tenants which would also allow for more direct access to the grill. Per Commissioner Lehnhoff, this has been a discussion item at the tenant council meetings and can provide better context for those conversations at the board meeting.

No Action Requested; Discussion Item