

Crosby Housing & Redevelopment Authority

300 Third Avenue N.E.
CROSBY, MINNESOTA 56441-1642

Telephone (218) 546-5088
FAX (218) 546-5041

Agenda

Crosby HRA Commissioners Meeting

11:00 a.m.

Tuesday, September 12, 2017

- 1. Call to Order**
 - 2. Roll Call**
 - 3. Reading and Approval of Minutes** (Attachment 1)
 - 4. Annual Meeting** (Attachment 2)
 - a. Election of Officers
 - b. Review of By-Laws
 - 5. Bills and Communications**
 - a. Financial Report (*Attachment 3*)
 - b. Housing Manager Report (*Attachment 4*)
 - 6. Unfinished Business**
 - 7. New Business**
 - 8. Adjournment**
Next Meeting: Tuesday, October 10, 2017
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Crosby Housing & Redevelopment Authority

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Minutes of the August 8th, 2017, Board of Commissioners Meeting

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, August 8th, 2017, at 300 3rd Ave NE in Crosby, Minnesota.

1. **CALL TO ORDER:** Chair Johnson called the meeting to order at 11:00 a.m.
2. **ROLL CALL:** Present at the meeting were Commissioners Mary Johnson, Buzz Neprud, Renae Marsh, William Small, and Linda Peeples; Finance Director Karen Young, Executive Assistant LeAnn Goltz, and Assistant Director Deanna Heglund; and Mary Reedy with CliftonLarsonAllen.
3. **PRESENTATION OF THE AUDIT:** Mary Reedy from CliftonLarsonAllen presented the 2017 audit and informed the Board that it was a clean audit. She stated that there were no corrected adjustments or disagreements with management and no compliance issues.
4. **READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Commissioner Neprud made a motion to approve the minutes from the July 11th, 2017, board meeting. Commissioner Marsh seconded the motion. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.
5. **BILLS AND COMMUNICATIONS:**
 - a. **Financial Report:** Financial information was provided for July 2017.

Commissioner Peeples made a motion to approve June checks numbered 116476 through 116507. Commissioner Neprud seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.
 - b. **Housing Manager Report:** Hettver provided a copy of the HUD Public Housing Assessment System (PHAS) Score Report, which indicates our designation status is listed as Standard Performer due to the loss of points for occupancy under Capital Fund. She also attached a copy of the letter that Bergman sent to HUD to appeal the score.

POHP

Baratto Brothers have not been onsite for a few weeks as they were working through the water infiltration issues at the existing foundations and waiting for approval of the change order. Now that it has been approved, they are working through their scheduling and trying to determine when they can be back out to re-excavate that foundation around the existing stoops (4 locations on

this structure), tie-in/complete the foundation waterproofing/drain tile, backfill/compact, restore the grade around the structures and install the new entry steps. Baratto Brothers tentatively plan on a mid-to-late August start for this remaining work and hope to have the project completed in October.

July Vacancies

Edgewood had one vacancy and Dellwood and the family units had zero.

State-Funded Project Tour

The date of the tour has been moved to September 20th. To date Reps. Heintzeman and Lueck will be attending as well as Congressman Nolan's representative.

6. **UNFINISHED BUSINESS:** Nothing to report.
7. **NEW BUSINESS:** Nothing to report.
8. **ADJOURNMENT:**

Commissioner Marsh made a motion to adjourn the meeting. Commissioner Small seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 11:20 a.m.

Crosby Housing & Redevelopment Authority

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Telephone (218) 546-5088
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To: Crosby HRA Board Members
From: Teresa Hettver, Housing Manager
Date: September 5, 2017
Re: Annual Meeting

According to the bylaws, the Crosby HRA is required to hold its annual meeting at the regular meeting in September each year.

Typically at annual meetings, all new or reappointed members are given the Oath of Office, the Board elects officers, and 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 either reappointed or replaced. According to the bylaws, the chairman, vice chairman, and secretary shall be elected at the annual meeting of the HRA.

- Buzz Neprud, Commissioner, 2013–2017
- Mary Johnson, Chairman, 2014–2019
- Renae Marsh, Secretary/Treasurer, 2015–2020
- Linda Peeples, Vice Chairman, 2016–2021
- William Small, Commissioner, 2016–2021

*All terms expire August 31st.

Review Bylaws

A copy of the bylaws are attached for your review and approval.

**Action Items: (1) Elect HRA Chairman, Vice Chairman and Secretary
(2) Approve Bylaws**

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BYLAWS OF THE HOUSING AND REDEVELOPMENT

AUTHORITY OF CROSBY, MINNESOTA

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 Chairman, Vice-Chairman, and a Secretary.

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

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

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 Chairman 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 Chairman shall, pursuant to his/her appointment, serve in the capacity of Chairman until the expiration of his/her term of office as Commissioner. The Vice-Chairman, Secretary and, except in the case of the first Chairman, the Chairman 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 Chairman, Vice-Chairman 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 Chairman, 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. 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 6. Manner of Voting. The voting on all questions coming before the Authority shall be by roll call, 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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300 Third Avenue N.E.
CROSBY, MINNESOTA 56441-1642

Telephone (218) 546-5088
FAX (218) 546-5041

To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: September 6, 2017
Re: September Financial Report

Please find attached the financial information for August 2017.

Action Requested: Approval of August checks numbered 116508 through 116551.

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Crosby Housing & Redevelopment Authority

2018 Ratios

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

MASS Ratios	Max Pts	Scoring					
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%=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	0.00	4.00	4.00	4.00	4.00
Total Points	25		16.00	20.00	20.00	20.00	20.00

Total of Above Ratios	50		41	45	22	45	45
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MASS Ratios	Max Pts	Scoring					
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or Capital Fund Troubled	5.00	5.00	5.00	5.00	5.00
Total Points	10		10.0	10.0	10.0	10.0	10.0

**Crosby HRA
 Public Housing Operating
 August, 2017**

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-16,287.00	-78,572.00	-77,541.65	-1,030.35
100-000-3120.000 Excess Utilities	-110.00	-460.00	-325.00	-135.00
100-000-3401.000 Operating Subsidy	-6,048.00	-34,749.00	-28,179.15	-6,569.85
100-000-3610.000 Interest Revenue	2.92	27.15	-22.90	50.05
100-000-3690.000 Other Income	0.00	-36.50	-912.50	876.00
100-000-3691.000 Other Tenant Revenue	-2,053.29	-5,721.54	-2,762.50	-2,959.04
100-000-3695.000 Laundry Revenue	-222.50	-976.00	-1,000.00	24.00
100-000-3699.000 POHP Grant Revenue	-2,437.50	-108,922.15	0.00	-108,922.15
Total Income	-27,155.37	-229,410.04	-110,743.70	-118,666.34
Expense				
100-000-4110.000 Administration Salaries	2,733.69	10,023.54	9,589.60	433.94
100-000-4130.000 Legal	625.92	1,427.92	625.00	802.92
100-000-4140.000 Staff Training	0.00	0.00	208.35	-208.35
100-000-4150.000 Travel	73.24	170.95	266.65	-95.70
100-000-4171.000 Auditing Fees	500.00	2,500.00	3,250.00	-750.00
100-000-4190.000 Sundry-Other Admin	12.50	90.00	83.35	6.65
100-000-4191.000 Management Fees	1,262.00	6,310.00	6,310.00	0.00
100-000-4194.000 Office Supplies	153.84	192.96	185.40	7.56
100-000-4195.000 Membership Dues	109.60	187.10	41.65	145.45
100-000-4196.000 Telephone	82.65	410.07	366.65	43.42
100-000-4198.000 Advertising	0.00	0.00	208.35	-208.35
100-000-4199.000 Postage	0.00	200.25	133.35	66.90
100-000-4210.000 Tenant Svcs Salaries	461.20	1,816.40	1,679.15	137.25
100-000-4230.000 Tenant Services Other	33.22	176.41	170.85	5.56
100-000-4310.000 Water	991.17	3,607.72	5,325.00	-1,717.28
100-000-4315.000 Sewer	1,691.82	5,888.14	6,175.00	-286.86
100-000-4320.000 Electricity	3,175.96	6,322.01	10,062.50	-3,740.49
100-000-4330.000 Gas	423.13	1,118.53	5,512.50	-4,393.97
100-000-4431.000 Garbage & Trash	812.36	2,455.97	2,916.65	-460.68
100-000-4410.000 Maintenance Labor	3,373.80	12,370.61	12,429.15	-58.54
100-000-4420.000 Materials	1,361.74	3,685.78	4,872.90	-1,187.12
100-000-4430.000 Contracts Costs	594.72	5,225.62	7,916.65	-2,691.03
100-000-4432.000 Decorating Contract	2,607.19	4,644.15	4,166.65	477.50
100-000-4435.000 Grounds Contract	13.91	52.40	250.00	-197.60
100-000-4440.000 Repairs Contract	177.84	177.84	291.65	-113.81
100-000-4445.000 Elevator Maintenance	0.00	2,167.44	1,375.00	792.44
100-000-4450.000 Plumbing/Heating	0.00	1,755.53	2,500.00	-744.47
100-000-4456.000 Exterminating	0.00	100.00	1,520.85	-1,420.85
100-000-4457.000 Janitor/Cleaning	577.64	2,276.54	2,708.35	-431.81
100-000-4510.000 Insurance	1,505.41	7,427.05	6,093.75	1,333.30
100-000-4520.000 Property Tax	465.13	3,085.10	2,741.65	343.45
100-000-4540.000 Employee Benefits	2,646.63	11,828.53	11,662.50	166.03
100-000-4800.000 Depreciation Expense	9,997.62	50,003.34	0.00	50,003.34
Total Expense	36,463.93	147,697.90	111,639.10	36,058.80
Net Income(-) or Loss	9,308.56	-81,712.14	895.40	-82,607.54

**Crosby HRA
 Edgewood Operating Stmt
 August, 2017**

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-17,276.00	-85,616.00	-90,208.35	4,592.35
700-000-3120.000 Excess Utilities	-515.00	-1,575.00	-754.15	-820.85
700-000-3404.000 Other Government Grant	-8,626.00	-43,506.00	-42,187.50	-1,318.50
700-000-3610.000 Interest Revenue	-2.33	12.46	-347.90	360.36
700-000-3690.000 Other Income	0.00	-36.50	-41.65	5.15
700-000-3691.000 Other Tenant Revenue	-1,226.00	-4,405.50	-2,922.90	-1,482.60
700-000-3695.000 Laundry Revenue	-728.00	-3,611.00	-3,775.00	164.00
Total Income	-28,373.33	-138,737.54	-140,237.45	1,499.91
Expense				
700-000-4110.000 Administration Salaries	4,025.11	14,992.06	15,425.00	-432.94
700-000-4130.000 Legal	0.00	0.00	625.00	-625.00
700-000-4140.000 Staff Training	0.00	0.00	208.35	-208.35
700-000-4150.000 Travel	73.26	170.99	250.00	-79.01
700-000-4171.000 Auditing Fees	500.00	2,500.00	3,250.00	-750.00
700-000-4190.000 Sundry-Other Admin	12.50	127.00	83.35	43.65
700-000-4191.000 Management Fees	6,238.00	31,190.00	31,190.00	0.00
700-000-4194.000 Office Supplies	153.87	192.99	195.85	-2.86
700-000-4195.000 Membership Dues	109.60	187.10	41.65	145.45
700-000-4196.000 Telephone	82.67	410.11	366.65	43.46
700-000-4198.000 Advertising	0.00	0.00	208.35	-208.35
700-000-4199.000 Postage	0.00	200.25	133.35	66.90
700-000-4210.000 Tenant Svcs Salaries	691.80	2,724.60	3,029.15	-304.55
700-000-4230.000 Tenant Services Other	33.22	176.40	170.85	5.55
700-000-4310.000 Water	553.89	1,987.35	3,154.15	-1,166.80
700-000-4315.000 Sewer	1,022.77	3,676.27	3,900.00	-223.73
700-000-4320.000 Electricity	5,143.22	9,226.85	12,650.00	-3,423.15
700-000-4330.000 Gas	359.23	1,315.87	5,625.00	-4,309.13
700-000-4431.000 Garbage & Trash	271.30	823.08	1,666.65	-843.57
700-000-4410.000 Maintenance Labor	3,373.80	12,370.59	12,429.15	-58.56
700-000-4420.000 Materials	777.32	2,855.81	4,104.15	-1,248.34
700-000-4430.000 Contracts Costs	768.48	4,692.47	4,583.35	109.12
700-000-4432.000 Decorating Contract	0.00	3,362.38	4,791.65	-1,429.27
700-000-4435.000 Grounds Contract	20.86	65.19	250.00	-184.81
700-000-4440.000 Repairs Contract	0.00	0.00	291.65	-291.65
700-000-4445.000 Elevator Maintenance	0.00	2,167.44	1,375.00	792.44
700-000-4450.000 Plumbing/Heating	0.00	82.59	2,083.35	-2,000.76
700-000-4456.000 Exterminating	0.00	1,260.00	1,458.35	-198.35
700-000-4457.000 Janitor/Cleaning	567.65	2,911.12	3,125.00	-213.88
700-000-4510.000 Insurance	1,565.67	7,728.35	7,462.50	265.85
700-000-4520.000 Property Tax	522.03	3,278.54	3,354.15	-75.61
700-000-4540.000 Employee Benefits	3,039.03	13,530.36	13,762.45	-232.09
700-000-4800.000 Depreciation Expense	4,106.09	20,553.29	0.00	20,553.29
Total Expense	34,011.37	144,759.05	141,244.10	3,514.95
Net Income(-) or Loss	5,638.04	6,021.51	1,006.65	5,014.86

Housing and Redevelopment Authority of Crosby Payment Summary Report August 2017

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/9/2017	54	LeAnn Goltz	\$17.55
8/3/2017	1104	Lincoln Financial Group	\$640.73
8/3/2017	1105	Lincoln Financial Group	\$300.00
8/3/2017	1106	Electronic Federal Tax Payment System	\$1,140.97
8/3/2017	1107	Minnesota Dept Of Revenue	\$149.84
8/17/2017	1108	Lincoln Financial Group	\$640.73
8/17/2017	1109	Lincoln Financial Group	\$300.00
8/17/2017	1110	Electronic Federal Tax Payment System	\$1,200.04
8/17/2017	1111	Minnesota Dept Of Revenue	\$138.70
8/31/2017	1112	Lincoln Financial Group	\$300.00
8/31/2017	1113	Lincoln Financial Group	\$640.73
8/31/2017	1114	Electronic Federal Tax Payment System	\$1,079.09
8/31/2017	1115	Minnesota Dept Of Revenue	\$146.56
8/3/2017	116508	Dearborn National Life Ins Co	\$36.45
8/3/2017	116509	Holiday	\$61.07
8/3/2017	116510	Minnesota Energy Resources	\$333.68
8/3/2017	116511	Minnesota Power	\$4,000.44
8/8/2017	116512	Borden Steinbauer And Kruger	\$625.92
8/8/2017	116513	Business Forms Plus	\$133.97
8/8/2017	116514	City Of Crosby	\$4,629.13
8/8/2017	116515	Cliftonlarsonallen	\$1,000.00
8/8/2017	116516	Crow Wing County San. Landfill	\$262.00
8/8/2017	116517	Ctc	\$461.03
8/8/2017	116518	Ctcit	\$200.00
8/8/2017	116519	Faster Solutions Inc.	\$240.00
8/8/2017	116520	HRdirect	\$74.99
8/8/2017	116521	Hd Supply Facilities Maint	\$1,368.63
8/8/2017	116522	Hudrlik Carpet Service	\$1,193.09
8/8/2017	116523	Jeff Banick	\$70.62
8/8/2017	116524	Judy Robinson	\$1,000.00
8/8/2017	116525	Minnesota Dept Of Labor & Ind	\$100.00
8/8/2017	116526	Minnesota Energy Resources	\$157.09
8/8/2017	116527	Minnesota T's	\$192.15
8/8/2017	116528	Nahro National	\$219.20
8/8/2017	116529	Rental History Reports	\$150.00
8/8/2017	116530	ShofCorp LLC	\$74.00
8/8/2017	116531	Strike Painting & Finishing	\$525.00
8/8/2017	116532	Teresa Hettver	\$128.95
8/8/2017	116533	Timber Building Supply	\$43.22
8/8/2017	116534	Verizon Wireless	\$79.31
8/8/2017	116535	Visa--Unity	\$744.65
8/8/2017	116536	Widseth Smith Nolting & Assoc	\$585.00
8/8/2017	116537	Brainerd Glass Comp.	\$177.84
8/8/2017	116538	Ctcit	\$200.00

**Housing and Redevelopment Authority of Crosby
Payment Summary Report
August 2017**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/8/2017	116539	Dacotah Paper Co.	\$40.36
8/8/2017	116540	Nisswa Sanitation Inc	\$226.09
8/21/2017	116542	League of MN Cities Insurance Trust	\$50.00
8/21/2017	116541	Voided Check	\$0.00
8/21/2017	116543	Minnesota Energy Resources	\$9.50
8/21/2017	116544	Tenant Refund	\$337.50
8/31/2017	116545	Healthpartners	\$3,628.70
8/31/2017	116546	Lincoln Financial Group	\$69.12
8/31/2017	116547	Minnesota Dept Of Labor & Ind	\$20.00
8/31/2017	116548	Minnesota Energy Resources	\$282.09
8/31/2017	116549	Minnesota Power	\$4,318.74
8/31/2017	116550	Nisswa Sanitation Inc	\$226.09
8/31/2017	116551	Minnesota Power	\$175.00
		Report Total	\$35,145.56

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Crosby Housing & Redevelopment Authority

300 Third Avenue N.E.
CROSBY, MINNESOTA 56441-1642

Telephone (218) 546-5088
FAX (218) 546-5041

To: Crosby HRA Board Members
From: Teresa Hettver, Housing Manager
Date: September 5, 2017
Re: Housing Manager Report

PHAS Score Report Appeal

Executive Director Bergman received a response from HUD denying our letter of appeal. Please see Attachment 4a.

POHP

Baratto Brothers will be back onsite to begin construction the week of September 11th. Interior work has been completed and they will be finishing up any remaining punch list items. The project is slated to be complete by the end of October.

August Vacancies

Edgewood – 0
Dellwood – 1
Family Units – 0

State-Funded Project Tour

September 20th is fast approaching! In addition to Reps. Lueck and Heintzeman, we have invited the Crosby City Council to join us as we visit one of the family units that was rehabilitated using TIF increment and POHP funding (see attached invitation that was sent to the City Council). The Board is invited to attend the full tour. We hope you are able to join us.

No Action Requested; Discussion Items

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Washington, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING
REAL ESTATE ASSESSMENT CENTER

August 21, 2017

Ms. Jennifer Bergman
Executive Director
Crosby Housing & Redevelopment Authority
300 Third Avenue N.E.
Crosby, Minnesota 56441-1642

Dear Ms. Bergman:

The Office of Public and Indian Housing Real Estate Assessment Center (PIH-REAC) has received and reviewed the Public Housing Assessment System (PHAS) appeal from the Crosby Housing and Redevelopment Authority (MN082), dated July 21, 2017. The Housing Authority (HA) is appealing the score received from the Capital Fund for fiscal year ending (FYE) March 31, 2017.

The HA contends that the deduction of three (3) points received for the Capital Fund indicator is inaccurate. This deduction has resulted in a designation change from a High Performer HA to a Standard Performer.

In accordance with 24 CFR Part 902.69, your appeal is denied. The reason given by your HA does not meet the Department's criteria for approving an appeal. The Capital Fund calculation of the Occupancy Rate was based on the total occupied units (56) divided by total units available for occupancy (59), for a total of 94.92%, which is not rounded for 03/31/2017. MN082 had one (1) unit Vacant HUD Approved for 2017. The Occupancy score of two (2), Timeliness of Fund Obligation score of five (5), Capital Fund score of seven (7), the PHAS score of 88 and the designation of Standard Performer remains unchanged.

If you have any questions regarding this appeal, please contact me at (202) 475-7908.

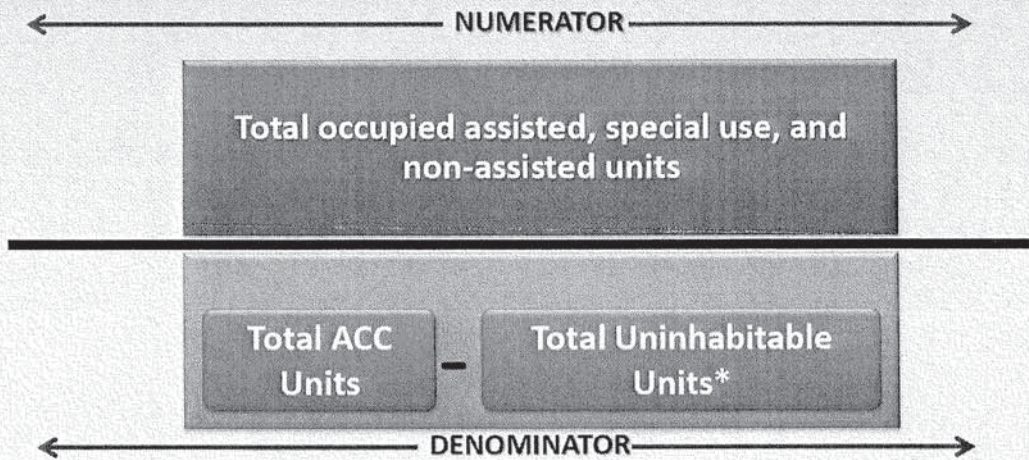
Sincerely,

A handwritten signature in blue ink, appearing to read "Dee Ann R. Walker".

Dee Ann R. Walker
Program Manager
Integrated Assessment Subsystem



Occupancy Rate Computation



* As reflected in IMS/PIC - Demo Dispo (Approved and Vacant)

Please join us...

PROJECT TOUR

using
State & Federal Funds

**WEDNESDAY,
SEPTEMBER 20, 2017**

10:45 AM

Dellwood Apartments
300 Third Ave. NE ■ Crosby, MN 56441

Crosby HRA ■ Brainerd HRA ■ Crow Wing County HRA

On behalf of the Crosby HRA, Brainerd HRA, and the Crow Wing County HRA, you are invited to join us as we give our state and federal lawmakers a tour of Dellwood Apartments and other public housing properties.

The State of Minnesota invested \$449,500 and the City of Crosby authorized an additional \$60,000 from the Crosby HRA's TIF District for our scattered sites and public housing. We'd like to show our elected officials, first-hand, what we have done with city, state and federal dollars. We hope to see you then!

*For planning purposes, we respectfully request an **RSVP** to LeAnn Goltz, Executive Assistant: **(218) 824-3420** or leann@brainerdhra.org. Thank you!*

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