

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, April 10, 2018

- 1. Call to Order**
- 2. Roll Call**
- 3. Reading and Approval of Minutes** (*Attachment 1*)
- 4. Bills and Communications**
 - a. Financial Report (*Attachment 2*)
 - b. Housing Manager Report (*Attachment 3*)
- 5. Unfinished Business**
- 6. New Business**
 - a. Adopt Criminal, Drug Treatment, and Registered Sex Offender Records Management Policy (*Attachment 4*)
- 7. Adjournment**
Next Meeting: Tuesday, May 8, 2018

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Minutes of the February 13, 2018, 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, February 13th, 2018, at 300 3rd Avenue NE in Crosby, Minnesota.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:00 a.m.
2. **ROLL CALL:** Present at the meeting were Commissioners Renae Marsh, William Small, Buzz Neprud, Julie McGinnis, and Linda Peeples; Housing Manager Teresa Hettver, Finance Director Karen Young, Executive Assistant LeAnn Goltz, and Assistant Director Deanna Heglund.

3. **READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Commissioner Neprud made a motion to approve the minutes from the January 9th, 2018, board meeting. Commissioner Marsh seconded the motion. All commissioners voted in favor of the motion and none were opposed. The minutes were approved.

4. **BILLS AND COMMUNICATIONS:**

- a. **Financial Report:**

Commissioner Neprud made a motion to approve January checks numbered 116685 through 116710. Commissioner Small seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

- b. **Housing Manager Report:** For January, there were three vacancies at Dellwood, one at Edgewood, and zero at the family units.

Hettver informed the Board that commissioners from the Brainerd HRA Board attended commissioner training at the NAHRO conference in May. At the training, they were provided with a list of policies that every housing authority is required to have in place. Brainerd is in the process of updating policies and as they do, she will also be drafting them to fit the Crosby HRA. The policies will then be presented to the Board for approval.

5. **UNFINISHED BUSINESS:** Nothing to report.

6. **NEW BUSINESS:**

- a. **Approval of Budgets:** The 2019 budgets for Public Housing and Edgewood were provided to the Board.

Commissioner Neprud made a motion to adopt the 2019 Public Housing Budget by approving Resolution 2018-03 PHA Board Resolution Approving Operating Budget. Commissioner Marsh seconded the motion. All commissioners voted in favor and none were opposed. The motion passed.

Commissioner Neprud made a motion to adopt the 2019 Edgewood Budget. Commissioner Small seconded the motion. All commissioners voted in favor and none were opposed. The motion passed.

- b. Approval of Accounts Receivable Write-Off:** Per Crosby HRA policy, when an account remains unpaid for 90 days following the tenant's move-out date with no repayment activity, the finance director shall obtain approval from the board of commissioners to write off those accounts.

When feasible, these balances will be filed with the State of Minnesota for collection through the Revenue Recapture process. This process allows housing authorities to collect outstanding balances through any state return that the tenant is entitled.

Commissioner Neprud made a motion to approve the write-off of uncollectible Accounts Receivable for 2018. Commissioner Marsh seconded the motion. All commissioners voted in favor and none were opposed. The motion passed.

7. ADJOURNMENT:

Commissioner Neprud 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 11:23 a.m.

Crosby Housing & Redevelopment Authority

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CROSBY, MINNESOTA 56441-1642

Telephone (218) 546-5088
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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: April 4, 2018
Re: April Financial Report

Please find attached the financial information for February and March 2018.

Year-end Financial Statements and Ratios

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

Action Requested: Approval of February Checks numbered 116711 through 116745 and March Checks numbered 116746 through 116804.

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Crosby Housing & Redevelopment Authority 2018 Ratios

FASS Ratios	Max Pts	Scoring	Includes Most YE AJEs													
			Mar 2018	Jan	Feb	Mar 2018	Jan	Feb	Mar 2018	Jan	Feb	Mar 2018	Jan	Feb	Mar 2018	
Quick Ratio	12	QR <1 = 0, QR >2 = 12	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00	12.00
Months Expendable Net Assets	11	MENA <1.0 = 0, ME >4 = 11	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Debt Svc Coverage	2	DSC <1 = 0, DSC >1.25 = 2	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
MASS Ratios																
Occupancy	16	O <90% = 0, O >98% = 16	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	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	0.00	0.00	0.00	0.00	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	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Total Points	25		16.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	25.00
Total of Above Ratios	50		41	45	22	45	45	45	45	45	45	45	45	45	45	50
MASS Ratios																
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% = 5 Must have 5 points or	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Points	10	Capital Fund Troubled	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

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**February 2018
Financial Statements**

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**Crosby HRA
 Public Housing Operating
 February, 2018**

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-15,856.00	-177,555.00	-170,591.63	-6,963.37
100-000-3120.000 Excess Utilities	-29.00	-582.00	-715.00	133.00
100-000-3401.000 Operating Subsidy	-5,038.00	-68,989.00	-61,994.13	-6,994.87
100-000-3610.000 Interest Revenue	1.41	37.75	-50.38	88.13
100-000-3690.000 Other Income	-386.43	-423.43	-2,007.50	1,584.07
100-000-3691.000 Other Tenant Revenue	-1,975.96	-11,827.15	-6,077.50	-5,749.65
100-000-3695.000 Laundry Revenue	-178.50	-1,844.25	-2,200.00	355.75
100-000-3699.000 POHP Grant Revenue	-16,058.79	-326,632.70	0.00	-326,632.70
Total Income	-39,521.27	-587,815.78	-243,636.14	-344,179.64
Expense				
100-000-4110.000 Administration Salaries	1,770.24	20,335.30	21,097.12	-761.82
100-000-4130.000 Legal	0.00	1,775.92	1,375.00	400.92
100-000-4140.000 Staff Training	0.00	0.00	458.37	-458.37
100-000-4150.000 Travel	109.28	508.66	586.63	-77.97
100-000-4171.000 Auditing Fees	0.00	3,000.00	3,250.00	-250.00
100-000-4190.000 Sundry-Other Admin	12.50	305.27	183.37	121.90
100-000-4191.000 Management Fees	1,262.00	13,882.00	13,882.00	0.00
100-000-4194.000 Office Supplies	33.15	439.00	407.88	31.12
100-000-4195.000 Membership Dues	0.00	267.10	91.63	175.47
100-000-4196.000 Telephone	110.50	932.16	806.63	125.53
100-000-4198.000 Advertising	0.00	46.18	458.37	-412.19
100-000-4199.000 Postage	63.00	294.75	293.37	1.38
100-000-4210.000 Tenant Svcs Salaries	310.08	3,668.86	3,694.13	-25.27
100-000-4230.000 Tenant Services Other	52.87	411.61	375.87	35.74
100-000-4310.000 Water	1,033.56	9,567.13	11,715.00	-2,147.87
100-000-4315.000 Sewer	1,767.75	16,071.19	13,585.00	2,486.19
100-000-4320.000 Electricity	1,688.46	14,858.92	22,137.50	-7,278.58
100-000-4330.000 Gas	1,449.84	4,947.30	12,127.50	-7,180.20
100-000-4431.000 Garbage & Trash	491.64	6,102.37	6,416.63	-314.26
100-000-4410.000 Maintenance Labor	2,294.40	26,363.03	27,344.13	-981.10
100-000-4420.000 Materials	1,589.21	8,883.28	10,720.38	-1,837.10
100-000-4430.000 Contracts Costs	789.01	11,115.73	17,416.63	-6,300.90
100-000-4432.000 Decorating Contract	2,359.21	8,904.04	9,166.63	-262.59
100-000-4435.000 Grounds Contract	33.11	422.05	550.00	-127.95
100-000-4440.000 Repairs Contract	0.00	177.84	641.63	-463.79
100-000-4445.000 Elevator Maintenance	0.00	2,167.44	3,025.00	-857.56
100-000-4450.000 Plumbing/Heating	151.03	3,724.47	5,500.00	-1,775.53
100-000-4455.000 Snow Removal	768.78	873.58	600.00	273.58
100-000-4456.000 Exterminating	1,095.00	1,464.00	3,345.87	-1,881.87
100-000-4457.000 Janitor/Cleaning	512.62	6,033.87	5,958.37	75.50
100-000-4510.000 Insurance	1,480.41	16,309.51	13,406.25	2,903.26
100-000-4520.000 Property Tax	472.69	6,432.63	6,031.63	401.00
100-000-4540.000 Employee Benefits	1,965.24	24,482.37	25,657.50	-1,175.13
100-000-4800.000 Depreciation Expense	9,983.42	109,974.86	0.00	109,974.86
Total Expense	33,649.00	324,742.42	242,306.02	82,436.40
Net Income(-) or Loss	-5,872.27	-263,073.36	-1,330.12	-261,743.24

Crosby HRA
Edgewood Operating Stmt
February, 2018

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-17,790.00	-192,142.00	-198,458.37	6,316.37
700-000-3120.000 Excess Utilities	-66.76	-1,862.21	-1,659.13	-203.08
700-000-3404.000 Other Government Grant	-8,564.00	-94,269.00	-92,812.50	-1,456.50
700-000-3610.000 Interest Revenue	-177.19	-196.29	-765.38	569.09
700-000-3690.000 Other Income	0.00	-37.00	-91.63	54.63
700-000-3691.000 Other Tenant Revenue	-349.00	-5,810.09	-6,430.38	620.29
700-000-3695.000 Laundry Revenue	-501.25	-6,972.50	-8,305.00	1,332.50
Total Income	-27,448.20	-301,289.09	-308,522.39	7,233.30
Expense				
700-000-4110.000 Administration Salaries	2,655.36	32,515.90	33,935.00	-1,419.10
700-000-4130.000 Legal	0.00	225.00	1,375.00	-1,150.00
700-000-4140.000 Staff Training	0.00	0.00	458.37	-458.37
700-000-4150.000 Travel	109.28	456.52	550.00	-93.48
700-000-4171.000 Auditing Fees	0.00	3,000.00	3,250.00	-250.00
700-000-4190.000 Sundry-Other Admin	12.50	357.28	183.37	173.91
700-000-4191.000 Management Fees	6,238.00	68,618.00	68,618.00	0.00
700-000-4194.000 Office Supplies	33.15	514.19	430.87	83.32
700-000-4195.000 Membership Dues	0.00	267.10	91.63	175.47
700-000-4196.000 Telephone	110.52	932.31	806.63	125.68
700-000-4198.000 Advertising	0.00	0.00	458.37	-458.37
700-000-4199.000 Postage	63.00	294.75	293.37	1.38
700-000-4210.000 Tenant Svcs Salaries	465.12	5,503.28	6,664.13	-1,160.85
700-000-4230.000 Tenant Services Other	52.87	411.60	375.87	35.73
700-000-4310.000 Water	651.47	5,346.06	6,939.13	-1,593.07
700-000-4315.000 Sewer	1,200.38	9,891.17	8,580.00	1,311.17
700-000-4320.000 Electricity	2,310.34	20,764.17	27,830.00	-7,065.83
700-000-4330.000 Gas	1,493.36	5,088.17	12,375.00	-7,286.83
700-000-4431.000 Garbage & Trash	148.36	1,551.59	3,666.63	-2,115.04
700-000-4410.000 Maintenance Labor	2,294.40	26,362.97	27,344.13	-981.16
700-000-4420.000 Materials	615.50	5,696.57	9,029.13	-3,332.56
700-000-4430.000 Contracts Costs	678.20	10,993.81	10,083.37	910.44
700-000-4432.000 Decorating Contract	155.01	8,423.31	10,541.63	-2,118.32
700-000-4435.000 Grounds Contract	33.12	566.58	550.00	16.58
700-000-4440.000 Repairs Contract	0.00	0.00	641.63	-641.63
700-000-4445.000 Elevator Maintenance	0.00	2,167.44	3,025.00	-857.56
700-000-4450.000 Plumbing/Heating	0.00	1,657.59	4,583.37	-2,925.78
700-000-4455.000 Snow Removal	1,153.17	1,310.37	645.00	665.37
700-000-4456.000 Exterminating	30.00	1,440.00	3,208.37	-1,768.37
700-000-4457.000 Janitor/Cleaning	715.57	6,701.42	6,875.00	-173.58
700-000-4510.000 Insurance	1,540.67	16,972.37	16,417.50	554.87
700-000-4520.000 Property Tax	602.64	7,338.62	7,379.13	-40.51
700-000-4540.000 Employee Benefits	2,197.57	28,487.97	30,277.39	-1,789.42
700-000-4800.000 Depreciation Expense	3,747.52	43,169.82	0.00	43,169.82
Total Expense	29,307.08	317,025.93	307,482.02	9,543.91
Net Income(-) or Loss	1,858.88	15,736.84	-1,040.37	16,777.21

Housing and Redevelopment Authority of Crosby

Payment Summary Report

February 2018

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/1/2018	1156	Lincoln Financial Group	\$653.54
2/1/2018	1157	Lincoln Financial Group	\$300.00
2/1/2018	1158	Electronic Federal Tax Payment System	\$1,052.60
2/1/2018	1159	Minnesota Dept Of Revenue	\$152.91
2/15/2018	1160	Lincoln Financial Group	\$653.54
2/15/2018	1161	Lincoln Financial Group	\$300.00
2/15/2018	1162	Electronic Federal Tax Payment System	\$1,052.62
2/15/2018	1163	Minnesota Dept Of Revenue	\$152.91
2/1/2018	116711	Ctc	\$160.65
2/1/2018	116712	Gravelle Plumbing & Heating	\$151.03
2/1/2018	116713	Healthpartners	\$2,603.06
2/1/2018	116714	Holiday	\$66.23
2/1/2018	116715	Minnesota Energy Resources	\$2,943.20
2/1/2018	116716	Minnesota Power	\$3,998.80
2/13/2018	116717	Adams Pest Control	\$1,125.00
2/13/2018	116718	City Of Crosby	\$5,041.56
2/13/2018	116719	Ctc	\$478.99
2/13/2018	116720	Ctcit	\$200.00
2/13/2018	116721	DVS of Brainerd	\$16.00
2/13/2018	116722	Dacotah Paper Co.	\$129.37
2/13/2018	116723	Deerwood True Value Hardware	\$21.76
2/13/2018	116724	Electronic Installations, Inc.	\$165.00
2/13/2018	116725	Hd Supply Facilities Maint	\$1,001.21
2/13/2018	116726	Holden Electric Co. Inc.	\$248.75
2/13/2018	116727	Housing Data Systems	\$120.00
2/13/2018	116728	Hudrlik Carpet Service	\$1,318.56
2/13/2018	116729	Jeff Banick	\$71.94
2/13/2018	116730	Judy Robinson	\$900.00
2/13/2018	116731	Majestic Creations Landscape	\$1,921.95
2/13/2018	116732	Nisswa Sanitation Inc	\$225.60
2/13/2018	116733	Paper Storm	\$26.00
2/13/2018	116734	Park Supply Inc.	\$196.53
2/13/2018	116735	Rental History Reports	\$50.00
2/13/2018	116736	Servpro	\$112.93
2/13/2018	116737	Sherwin-Williams	\$310.02
2/13/2018	116738	ShofCorp LLC	\$148.00
2/13/2018	116739	Teresa Hettver	\$218.56
2/13/2018	116740	The Office Shop	\$252.08
2/13/2018	116741	Timber Building Supply	\$273.27
2/13/2018	116742	Verizon Wireless	\$79.64
2/13/2018	116743	Visa--Unity	\$793.05
2/28/2018	116745	Minnesota Power	\$83.00
		Report Total	\$29,769.86

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March 2018
Financial Statements

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**Crosby HRA
 Public Housing Operating
 March, 2018**

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-16,112.00	-193,667.00	-186,100.00	-7,567.00
100-000-3120.000 Excess Utilities	5.00	-577.00	-780.00	203.00
100-000-3401.000 Operating Subsidy	-5,039.00	-74,028.00	-67,630.00	-6,398.00
100-000-3610.000 Interest Revenue	1.76	39.51	-55.00	94.51
100-000-3690.000 Other Income	-13.55	-436.98	-2,190.00	1,753.02
100-000-3691.000 Other Tenant Revenue	-2,181.00	-14,008.15	-6,630.00	-7,378.15
100-000-3695.000 Laundry Revenue	-206.75	-2,051.00	-2,400.00	349.00
100-000-3699.000 POHP Grant Revenue	-14,607.65	-341,240.35	0.00	-341,240.35
Total Income	-38,153.19	-625,968.97	-265,785.00	-360,183.97
Expense				
100-000-4110.000 Administration Salaries	2,655.35	22,990.65	23,015.00	-24.35
100-000-4130.000 Legal	0.00	1,775.92	1,500.00	275.92
100-000-4140.000 Staff Training	0.00	0.00	500.00	-500.00
100-000-4150.000 Travel	79.91	588.57	640.00	-51.43
100-000-4171.000 Auditing Fees	0.00	3,000.00	3,250.00	-250.00
100-000-4190.000 Sundry-Other Admin	15.00	320.27	200.00	120.27
100-000-4191.000 Management Fees	1,262.00	15,144.00	15,145.00	-1.00
100-000-4194.000 Office Supplies	19.12	458.12	445.00	13.12
100-000-4195.000 Membership Dues	0.00	267.10	100.00	167.10
100-000-4196.000 Telephone	81.48	1,013.64	880.00	133.64
100-000-4198.000 Advertising	29.20	75.38	500.00	-424.62
100-000-4199.000 Postage	0.00	294.75	320.00	-25.25
100-000-4210.000 Tenant Svcs Salaries	448.80	4,117.66	4,030.00	87.66
100-000-4230.000 Tenant Services Other	9.85	421.46	410.00	11.46
100-000-4310.000 Water	853.92	10,421.05	12,780.00	-2,358.95
100-000-4315.000 Sewer	1,445.83	17,517.02	14,820.00	2,697.02
100-000-4320.000 Electricity	3,011.07	17,869.99	24,150.00	-6,280.01
100-000-4330.000 Gas	3,016.40	7,963.70	13,230.00	-5,266.30
100-000-4431.000 Garbage & Trash	1,237.04	7,339.41	7,000.00	339.41
100-000-4410.000 Maintenance Labor	3,441.61	29,804.64	29,830.00	-25.36
100-000-4420.000 Materials	4,031.60	12,914.88	11,695.00	1,219.88
100-000-4430.000 Contracts Costs	4,180.69	15,296.42	19,000.00	-3,703.58
100-000-4432.000 Decorating Contract	5,014.46	13,918.50	10,000.00	3,918.50
100-000-4435.000 Grounds Contract	15.99	438.04	600.00	-161.96
100-000-4440.000 Repairs Contract	0.00	177.84	700.00	-522.16
100-000-4445.000 Elevator Maintenance	0.00	2,167.44	3,300.00	-1,132.56
100-000-4450.000 Plumbing/Heating	398.00	4,122.47	6,000.00	-1,877.53
100-000-4455.000 Snow Removal	740.30	1,613.88	800.00	813.88
100-000-4456.000 Exterminating	40.00	1,504.00	3,650.00	-2,146.00
100-000-4457.000 Janitor/Cleaning	1,764.89	7,798.76	6,500.00	1,298.76
100-000-4510.000 Insurance	1,480.49	17,790.00	14,625.00	3,165.00
100-000-4520.000 Property Tax	327.14	6,759.77	6,580.00	179.77
100-000-4540.000 Employee Benefits	2,304.10	26,786.47	27,990.00	-1,203.53
100-000-4570.000 Collection Losses Tenan	8,887.18	8,887.18	1,600.00	7,287.18
100-000-4800.000 Depreciation Expense	9,983.41	119,958.27	0.00	119,958.27
Total Expense	56,774.83	381,517.25	265,785.00	115,732.25
Net Income(-) or Loss	18,621.64	-244,451.72	0.00	-244,451.72

**Crosby HRA
 Edgewood Operating Stmt
 March, 2018**

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-18,946.00	-211,088.00	-216,500.00	5,412.00
700-000-3120.000 Excess Utilities	-2.47	-1,864.68	-1,810.00	-54.68
700-000-3404.000 Other Government Grant	-8,485.00	-102,754.00	-101,250.00	-1,504.00
700-000-3610.000 Interest Revenue	-340.42	-536.71	-835.00	298.29
700-000-3690.000 Other Income	-13.50	-50.50	-100.00	49.50
700-000-3691.000 Other Tenant Revenue	-87.50	-5,897.59	-7,015.00	1,117.41
700-000-3695.000 Laundry Revenue	-648.75	-7,621.25	-9,060.00	1,438.75
Total Income	-28,523.64	-329,812.73	-336,570.00	6,757.27
Expense				
700-000-4110.000 Administration Salaries	4,233.05	36,748.95	37,020.00	-271.05
700-000-4130.000 Legal	0.00	225.00	1,500.00	-1,275.00
700-000-4140.000 Staff Training	0.00	0.00	500.00	-500.00
700-000-4150.000 Travel	79.93	536.45	600.00	-63.55
700-000-4171.000 Auditing Fees	0.00	3,000.00	3,250.00	-250.00
700-000-4190.000 Sundry-Other Admin	15.00	372.28	200.00	172.28
700-000-4191.000 Management Fees	6,238.00	74,856.00	74,855.00	1.00
700-000-4194.000 Office Supplies	44.94	559.13	470.00	89.13
700-000-4195.000 Membership Dues	0.00	267.10	100.00	167.10
700-000-4196.000 Telephone	81.50	1,013.81	880.00	133.81
700-000-4198.000 Advertising	43.80	43.80	500.00	-456.20
700-000-4199.000 Postage	0.00	294.75	320.00	-25.25
700-000-4210.000 Tenant Svcs Salaries	673.20	6,176.48	7,270.00	-1,093.52
700-000-4230.000 Tenant Services Other	9.86	421.46	410.00	11.46
700-000-4310.000 Water	548.21	5,894.27	7,570.00	-1,675.73
700-000-4315.000 Sewer	1,015.32	10,906.49	9,360.00	1,546.49
700-000-4320.000 Electricity	4,208.25	24,972.42	30,360.00	-5,387.58
700-000-4330.000 Gas	2,942.89	8,031.06	13,500.00	-5,468.94
700-000-4431.000 Garbage & Trash	293.56	1,845.15	4,000.00	-2,154.85
700-000-4410.000 Maintenance Labor	3,441.60	29,804.57	29,830.00	-25.43
700-000-4420.000 Materials	4,474.12	10,170.69	9,850.00	320.69
700-000-4430.000 Contracts Costs	2,654.23	13,648.04	11,000.00	2,648.04
700-000-4432.000 Decorating Contract	6,644.57	15,067.88	11,500.00	3,567.88
700-000-4435.000 Grounds Contract	23.98	590.56	600.00	-9.44
700-000-4440.000 Repairs Contract	264.45	264.45	700.00	-435.55
700-000-4445.000 Elevator Maintenance	0.00	2,167.44	3,300.00	-1,132.56
700-000-4450.000 Plumbing/Heating	2,510.87	4,168.46	5,000.00	-831.54
700-000-4455.000 Snow Removal	1,110.45	2,420.82	860.00	1,560.82
700-000-4456.000 Exterminating	60.00	1,500.00	3,500.00	-2,000.00
700-000-4457.000 Janitor/Cleaning	2,078.47	8,779.89	7,500.00	1,279.89
700-000-4510.000 Insurance	1,540.63	18,513.00	17,910.00	603.00
700-000-4520.000 Property Tax	497.01	7,835.63	8,050.00	-214.37
700-000-4540.000 Employee Benefits	2,632.26	31,120.23	33,030.00	-1,909.77
700-000-4570.000 Collection Losses Tenan	154.60	154.60	1,275.00	-1,120.40
700-000-4800.000 Depreciation Expense	3,747.51	46,917.33	0.00	46,917.33
Total Expense	52,262.26	369,288.19	336,570.00	32,718.19
Net Income(-) or Loss	23,738.62	39,475.46	0.00	39,475.46

Housing and Redevelopment Authority of Crosby

Payment Summary Report

March 2018

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/30/2018	65	LeAnn Goltz	\$32.80
3/1/2018	1164	Electronic Federal Tax Payment System	\$1,166.86
3/1/2018	1165	Minnesota Dept Of Revenue	\$151.82
3/1/2018	1166	Lincoln Financial Group	\$653.54
3/1/2018	1167	Lincoln Financial Group	\$300.00
3/15/2018	1168	Lincoln Financial Group	\$653.54
3/15/2018	1169	Lincoln Financial Group	\$300.00
3/15/2018	1170	Electronic Federal Tax Payment System	\$1,047.46
3/15/2018	1171	Minnesota Dept Of Revenue	\$151.82
3/29/2018	1172	Lincoln Financial Group	\$653.54
3/29/2018	1173	Lincoln Financial Group	\$300.00
3/29/2018	1174	Electronic Federal Tax Payment System	\$1,026.52
3/29/2018	1175	Minnesota Dept Of Revenue	\$150.65
3/1/2018	116744	Voided Payroll Check	\$0.00
3/1/2018	116746	All Inc.	\$6,105.00
3/1/2018	116747	Healthpartners	\$2,603.06
3/1/2018	116748	Lincoln Financial Group	\$52.33
3/1/2018	116749	Minnesota Energy Resources	\$3,031.67
3/1/2018	116750	Minnesota Power	\$3,864.69
3/13/2018	116751	Adams Pest Control	\$50.00
3/13/2018	116752	CDW Government	\$37.42
3/13/2018	116753	City Of Crosby	\$4,251.68
3/13/2018	116754	Crosby-Ironton Courier	\$66.00
3/13/2018	116755	Crow Wing County San. Landfill	\$107.00
3/13/2018	116756	Ctc	\$413.05
3/13/2018	116757	Ctcit	\$200.00
3/13/2018	116758	Gull Lake Glass	\$149.50
3/13/2018	116759	Handyman's Inc.	\$168.49
3/13/2018	116760	Hd Supply Facilities Maint	\$582.98
3/13/2018	116761	Hudrlik Carpet Service	\$2,043.37
3/13/2018	116762	Jeff Banick	\$87.20
3/13/2018	116763	Judy Robinson	\$900.00
3/13/2018	116764	Nisswa Sanitation Inc	\$225.60
3/13/2018	116765	Park Supply Inc.	\$39.36
3/13/2018	116766	Tenant Refund	\$333.48
3/13/2018	116767	Rental History Reports	\$75.00
3/13/2018	116768	Roto-Rooter	\$398.00
3/13/2018	116769	Sander Bros. Builders Co.	\$1,756.52
3/13/2018	116770	Sherwin-Williams	\$206.68
3/13/2018	116771	ShofCorp LLC	\$74.00
3/13/2018	116772	Teresa Hettver	\$54.45
3/13/2018	116773	Timber Building Supply	\$418.42
3/13/2018	116774	Verizon Wireless	\$79.64
3/13/2018	116775	Visa--Unity	\$767.57

Housing and Redevelopment Authority of Crosby
Payment Summary Report
March 2018

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
3/13/2018	116776	Yde's Major Appliance	\$124.95
3/13/2018	116777	Voided Check	\$0.00
3/29/2018	116778	Adams Pest Control	\$50.00
3/29/2018	116779	Baratto Brothers Construction, Inc.	\$32,236.22
3/29/2018	116780	Climate Makers	\$2,205.80
3/29/2018	116781	Ctcit	\$200.00
3/29/2018	116782	Dacotah Paper Co.	\$2,054.40
3/29/2018	116783	Gravelle Plumbing & Heating	\$305.07
3/29/2018	116784	Hd Supply Facilities Maint	\$62.33
3/29/2018	116785	Holden Electric Co. Inc.	\$3,860.00
3/29/2018	116786	Holiday	\$83.29
3/29/2018	116787	Hudrlik Carpet Service	\$4,209.26
3/29/2018	116788	Jeff Banick	\$35.97
3/29/2018	116789	Judy Robinson	\$1,000.00
3/29/2018	116790	Majestic Creations Landscape	\$1,850.75
3/29/2018	116791	Minnesota Energy Resources	\$2,927.62
3/29/2018	116792	Minnesota Power	\$3,437.63
3/29/2018	116793	Nisswa Sanitation Inc	\$783.60
3/29/2018	116794	Paper Storm	\$26.00
3/29/2018	116795	Rental History Reports	\$25.00
3/29/2018	116796	Sherwin-Williams	\$24.56
3/29/2018	116797	ShofCorp LLC	\$74.00
3/29/2018	116798	Strike Painting & Finishing	\$1,525.00
3/29/2018	116799	Teresa Hettver	\$72.59
3/29/2018	116800	Timber Building Supply	\$147.35
3/29/2018	116801	Verizon Wireless	\$79.64
3/29/2018	116802	Visa--Unity	\$31.14
3/29/2018	116803	Yde's Major Appliance	\$114.95
3/29/2018	116804	Voided Check	\$0.00
		Report Total	\$93,277.83

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: April 3, 2018
Re: Housing Manager Report

We are still in the process of seeking out a new caretaker for Edgewood/Dellwood. We advertised the position in the Courier and on Craigslist and only received two applications. Neither of the applicants were suitable for the position. We will be posting the position again in the Courier and the Brainerd Dispatch.

March Vacancies

Edgewood – 0
Dellwood – 2
Family Units – 1

No Action Requested; Discussion Items

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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: April 4, 2018
Re: Criminal Records Policy

In the course of our regular operations, we come into possession of criminal records, records of drug treatment or registered sex offender status of both residents and applicants. These records are necessary to accomplish HRA business, and these records must be maintained securely and kept from improper use. The policy outlines the acquisition, maintenance and disposition of such records.

Action Requested: Approve Resolution No. 2018-04 adopting the Criminal Records Policy

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HOUSING AND REDEVELOPMENT AUTHORITY of CROSBY
CRIMINAL, DRUG TREATMENT, AND REGISTERED SEX OFFENDER
RECORDS MANAGEMENT POLICY

Adopted: 4/10/2018

Resolution No.: 2018-04

1.0 PURPOSE

In the course of its regular operations, the Crosby Housing and Redevelopment Authority (HRA) comes into possession of criminal records, records of drug treatment or registered sex offender status of both residents and applicants. While necessary to accomplish HRA business, these records must be maintained securely and kept from improper use.

2.0 ACQUISITION

All adult applicants and residents shall complete the HRA Authorization for Release of Information when they apply for housing. The HRA may request from local law enforcement agencies a check of local records for a criminal history of any applicant. This check is done for the purpose of screening applicants for housing and for the enforcement of public housing leases.

3.0 MAINTENANCE

The HRA may only disclose the criminal conviction records which are received from law enforcement agencies to officers or employees of the HRA, or to authorized representatives of the HRA who have a job-related need to have access to the information.

The HRA will keep all criminal records, records of drug treatment or sex offender status that are received from a law enforcement agency confidential. These records will be used only to screen applicants for housing or to pursue evictions. The records will not be disclosed to any person or other entity except for official use in the application process or in court proceedings. No copies will be made of the records except as required for official or court proceedings.

4.0 DISPOSITION

The records received from any law enforcement agency shall be destroyed once action is taken on the application for housing and any grievance hearing or court proceeding has been completed and the action is finalized. This requirement does not apply to information that is public information.

HOUSING AND REDEVELOPMENT AUTHORITY
IN AND FOR THE CITY OF CROSBY
RESOLUTION NO. 2018-04

CRIMINAL, DRUG TREATMENT, AND REGISTERED SEX OFFENDER
RECORDS MANAGEMENT POLICY

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby is required to have in place a Criminal, Drug Treatment, and Registered Sex Offender Records Management Policy in compliance with all local, state and federal laws; and

WHEREAS, the Housing and Redevelopment Authority in and for the City of Crosby has reviewed and updated its previously established Criminal, Drug Treatment, and Registered Sex Offender Records Management Policy; and

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the PHA as follows:

1. The Criminal, Drug Treatment, and Registered Sex Offender Records Management Policy is hereby approved.

I CERTIFY THAT the above resolution was adopted by the Housing and Redevelopment Authority in and for the City of Brainerd.

Dated: _____
Linda Peoples, Chair

Dated: _____
Jennifer Bergman, Executive Director