

Crosby HRA Commissioners Meeting

11:00 a.m.

Tuesday, September 11, 2018

AGENDA

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**
7. **Adjournment**
Next Meeting: Tuesday, October 9, 2018

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Minutes of the August 14, 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, August 14th, 2018, at 300 3rd Ave. 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 Linda Peeples, Renae Marsh, William Small, and Buzz Neprud; Finance Director Karen Young, Housing Manager Teresa Hettver, Assistant Director Deanna Heglund, and Executive Assistant LeAnn Goltz; and Mary Reedy. Absent: Commissioner Julie McGinnis.
3. **PRESENTATION OF THE 2018 CROSBY HRA AUDIT:** Mary Reedy from CliftonLarsonAllen presented the 2018 Audit to the Board and informed them that it was a clean audit. She stated that there were no adjustments or disagreements with management and no compliance issues.

Commissioner Peeples thanked staff for their hard work and stated that the Board appreciates all they have done to get the Crosby HRA to this point.

Commissioner Neprud made a motion to accept the Crosby HRA 2018 Audit as presented. Commissioner Marsh seconded the motion. All commissioners voted in favor and none were opposed. The motion was approved.

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

Commissioner Marsh made a motion to approve the minutes from the July 10th, 2018, board meeting. Commissioner Small 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:** Young reviewed the financial reports with the Board.

Commissioner Neprud made a motion to approve July checks numbered 116887 through 116914. Commissioner Small seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

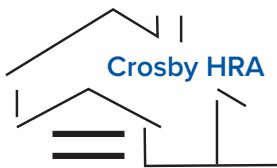
- b. **Housing Manager Report:** Hettver provided a copy of the Management Review Summary Report issued by Minnesota Housing from the on-site review on June 11th, 2018. The overall rating for the management review was 79, up from 72 last year, and there were no findings. For July, there were no vacancies at Edgewood, Dellwood, or the family units.

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

7. **NEW BUSINESS:** Nothing to report.

8. **ADJOURNMENT:**

Commissioner Neprud made a motion to adjourn the meeting. Commissioner Marsh seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 11:13 a.m.



To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: September 5, 2018
Re: September Financial Report

Please find attached the financial information for August 2018.

Action Requested: Approval of August Checks numbered 116915 through 116943.

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Crosby Housing & Redevelopment Authority

2019 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	2.00	2.00	2.00	2.00	2.00
Total Points	25		25.00	25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug
Occupancy	16	O <90% =0, O >98% =16	12.00	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	4.00	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	45	45	45
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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

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PH Operating - Board
Public Housing Operating - Board
August, 2018

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-16,305.00	-83,136.00	-82,125.00	-1,011.00
100-000-3120.000 Excess Utilities	-150.00	-450.00	-300.00	-150.00
100-000-3401.000 Operating Subsidy	-5,797.00	-31,260.00	-27,912.50	-3,347.50
100-000-3610.000 Interest Revenue	1.70	18.11	0.00	18.11
100-000-3690.000 Other Income	-16.50	-94.16	-833.35	739.19
100-000-3691.000 Other Tenant Revenue	-480.00	-5,489.46	-4,020.85	-1,468.61
100-000-3695.000 Laundry Revenue	0.00	-885.00	-958.35	73.35
100-000-3699.000 POHP Grant Revenue	-9,690.00	-9,690.00	0.00	-9,690.00
Total Income	-32,436.80	-130,986.51	-116,150.05	-14,836.46
Expense				
100-000-4110.000 Administration Salaries	2,708.64	9,913.93	10,104.15	-190.22
100-000-4130.000 Legal	0.00	0.00	1,041.65	-1,041.65
100-000-4140.000 Staff Training	0.00	145.47	250.00	-104.53
100-000-4150.000 Travel	45.01	216.27	362.50	-146.23
100-000-4171.000 Auditing Fees	500.00	2,500.00	3,250.00	-750.00
100-000-4190.000 Sundry-Other Admin	10.00	70.00	108.35	-38.35
100-000-4191.000 Management Fees	2,167.00	10,835.00	10,833.35	1.65
100-000-4194.000 Office Supplies	39.49	82.99	354.15	-271.16
100-000-4195.000 Membership Dues	0.00	0.00	79.15	-79.15
100-000-4196.000 Telephone	82.38	410.80	412.50	-1.70
100-000-4198.000 Advertising	57.75	418.55	129.15	289.40
100-000-4199.000 Postage	39.20	39.20	104.15	-64.95
100-000-4210.000 Tenant Svcs Salaries	741.84	2,095.94	1,712.50	383.44
100-000-4230.000 Tenant Services Other	16.05	80.31	81.25	-0.94
100-000-4310.000 Water	973.67	4,118.51	4,770.85	-652.34
100-000-4315.000 Sewer	1,660.46	6,803.53	7,500.00	-696.47
100-000-4320.000 Electricity	4,047.38	7,394.09	9,091.65	-1,697.56
100-000-4330.000 Gas	130.46	1,117.22	3,908.35	-2,791.13
100-000-4431.000 Garbage & Trash	531.64	2,211.29	3,291.65	-1,080.36
100-000-4410.000 Maintenance Labor	2,122.80	10,998.83	14,231.25	-3,232.42
100-000-4420.000 Materials	29.77	3,806.35	4,000.00	-193.65
100-000-4430.000 Contracts Costs	671.29	4,859.73	7,083.35	-2,223.62
100-000-4432.000 Decorating Contract	0.00	211.91	3,041.65	-2,829.74
100-000-4435.000 Grounds Contract	0.00	214.57	208.35	6.22
100-000-4440.000 Repairs Contract	0.00	0.00	104.15	-104.15
100-000-4445.000 Elevator Maintenance	0.00	2,253.06	1,225.00	1,028.06
100-000-4450.000 Plumbing/Heating	0.00	0.00	2,083.35	-2,083.35
100-000-4455.000 Snow Removal	0.00	80.34	0.00	80.34
100-000-4456.000 Exterminating	20.00	80.00	516.65	-436.65
100-000-4457.000 Janitor/Cleaning	405.00	2,073.69	2,833.35	-759.66
100-000-4510.000 Insurance	1,509.13	7,545.65	7,637.55	-91.90
100-000-4520.000 Property Tax	455.57	3,042.29	2,784.15	258.14
100-000-4540.000 Employee Benefits	1,769.61	9,667.67	11,664.55	-1,996.88
Total Expense	20,734.14	93,287.19	114,798.70	-21,511.51
Net Income(-) or Loss	-11,702.66	-37,699.32	-1,351.35	-36,347.97

Crosby HRA
Edgewood Operating Stmt - Board
August, 2018

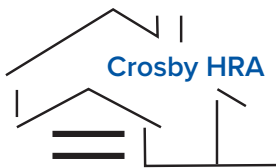
	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-18,768.00	-91,622.00	-88,791.65	-2,830.35
700-000-3120.000 Excess Utilities	-535.00	-1,570.00	-733.35	-836.65
700-000-3404.000 Other Government Grant	-8,248.00	-40,315.00	-42,645.85	2,330.85
700-000-3610.000 Interest Revenue	-436.94	-2,039.04	0.00	-2,039.04
700-000-3690.000 Other Income	-16.50	-94.15	-45.85	-48.30
700-000-3691.000 Other Tenant Revenue	-1,295.29	-3,961.29	-2,916.65	-1,044.64
700-000-3695.000 Laundry Revenue	0.00	-2,985.00	-3,541.65	556.65
Total Income	-29,299.73	-142,586.48	-138,675.00	-3,911.48
Expense				
700-000-4110.000 Administration Salaries	4,262.96	15,970.87	16,302.10	-331.23
700-000-4130.000 Legal	0.00	0.00	208.35	-208.35
700-000-4140.000 Staff Training	0.00	145.47	375.00	-229.53
700-000-4150.000 Travel	45.02	180.98	337.50	-156.52
700-000-4171.000 Auditing Fees	500.00	2,500.00	3,250.00	-750.00
700-000-4190.000 Sundry-Other Admin	15.00	75.00	175.00	-100.00
700-000-4191.000 Management Fees	5,333.00	26,665.00	26,666.65	-1.65
700-000-4194.000 Office Supplies	39.50	83.00	364.60	-281.60
700-000-4195.000 Membership Dues	0.00	0.00	79.15	-79.15
700-000-4196.000 Telephone	82.38	410.85	412.50	-1.65
700-000-4198.000 Advertising	57.75	418.55	183.35	235.20
700-000-4199.000 Postage	39.20	39.20	104.15	-64.95
700-000-4210.000 Tenant Svcs Salaries	1,112.76	3,143.91	2,568.75	575.16
700-000-4230.000 Tenant Services Other	16.05	80.34	81.25	-0.91
700-000-4310.000 Water	453.82	2,195.12	2,595.85	-400.73
700-000-4315.000 Sewer	845.17	4,048.87	5,260.40	-1,211.53
700-000-4320.000 Electricity	5,807.48	10,363.38	11,708.35	-1,344.97
700-000-4330.000 Gas	163.56	988.80	4,591.65	-3,602.85
700-000-4431.000 Garbage & Trash	148.36	657.44	833.35	-175.91
700-000-4410.000 Maintenance Labor	2,122.80	11,752.75	15,008.35	-3,255.60
700-000-4420.000 Materials	35.26	2,927.48	3,583.35	-655.87
700-000-4430.000 Contracts Costs	970.31	5,490.43	5,416.65	73.78
700-000-4432.000 Decorating Contract	0.00	2,680.85	4,000.00	-1,319.15
700-000-4435.000 Grounds Contract	0.00	232.08	250.00	-17.92
700-000-4440.000 Repairs Contract	0.00	0.00	62.50	-62.50
700-000-4445.000 Elevator Maintenance	0.00	2,253.06	1,225.00	1,028.06
700-000-4450.000 Plumbing/Heating	0.00	2,139.97	2,083.35	56.62
700-000-4455.000 Snow Removal	0.00	120.51	0.00	120.51
700-000-4456.000 Exterminating	30.00	120.00	625.00	-505.00
700-000-4457.000 Janitor/Cleaning	495.00	2,701.75	3,416.65	-714.90
700-000-4510.000 Insurance	1,643.71	8,218.55	8,002.05	216.50
700-000-4520.000 Property Tax	594.23	3,531.19	3,270.00	261.19
700-000-4540.000 Employee Benefits	2,110.57	15,522.57	13,291.65	2,230.92
Total Expense	26,923.89	125,657.97	136,332.50	-10,674.53
Net Income(-) or Loss	-2,375.84	-16,928.51	-2,342.50	-14,586.01

Housing and Redevelopment Authority of Crosby
Payment Summary Report
August 2018

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/7/2018	71	Tenant Refund	\$479.00
8/15/2018	72	Karen Young	\$17.44
8/15/2018	73	LeAnn Goltz	\$99.00
8/2/2018	1208	Electronic Federal Tax Payment System	\$990.71
8/2/2018	1209	Minnesota Dept Of Revenue	\$147.77
8/2/2018	1210	Lincoln Financial Group	\$753.98
8/2/2018	1211	Lincoln Financial Group	\$50.00
8/16/2018	1212	Lincoln Financial Group	\$753.98
8/16/2018	1213	Lincoln Financial Group	\$50.00
8/10/2018	1214	Electronic Federal Tax Payment System	\$1,102.44
8/16/2018	1215	Minnesota Dept Of Revenue	\$147.77
8/30/2018	1216	Lincoln Financial Group	\$753.98
8/30/2018	1217	Lincoln Financial Group	\$50.00
8/30/2018	1218	Electronic Federal Tax Payment System	\$908.78
8/30/2018	1219	Minnesota Dept Of Revenue	\$140.79
8/2/2018	116915	Ctcit	\$200.00
8/2/2018	116916	Verizon Wireless	\$79.34
8/7/2018	116917	Baratto Brothers Construction, Inc.	\$9,690.00
8/14/2018	116918	Adams Pest Control	\$50.00
8/14/2018	116919	Tenant Refund	\$7.25
8/14/2018	116920	City Of Crosby	\$4,361.52
8/14/2018	116921	CliftonLarsonAllen	\$1,000.00
8/14/2018	116922	Crosby-Ironton Courier	\$115.50
8/14/2018	116923	Ctc	\$426.12
8/14/2018	116924	Ctcit	\$200.00
8/14/2018	116925	HRdirect	\$78.99
8/14/2018	116926	Healthpartners	\$1,971.09
8/14/2018	116927	Housing Data Systems	\$120.00
8/14/2018	116928	Judy Robinson	\$900.00
8/14/2018	116929	Minnesota Dept Of Labor & Ind	\$120.00
8/14/2018	116930	Minnesota Energy Resources	\$294.02
8/14/2018	116931	Minnesota Power	\$4,897.36
8/14/2018	116932	Paper Storm	\$26.00
8/14/2018	116933	Rental History Reports	\$75.00
8/14/2018	116934	Robinson Repair	\$445.00
8/14/2018	116935	ShofCorp LLC	\$74.00
8/14/2018	116936	Timber Building Supply	\$65.03
8/14/2018	116937	Visa-Unity	\$78.40
8/14/2018	116938	Void	\$0.00
8/14/2018	116939	Teresa Hettver	\$72.59
8/16/2018	116940	Void	\$0.00
8/30/2018	116941	Lincoln Financial Group	\$31.21
8/30/2018	116942	Minnesota Power	\$5,040.50

**Housing and Redevelopment Authority of Crosby
Payment Summary Report
August 2018**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
8/30/2018	116943	Nisswa Sanitation Inc	\$225.60
		Report Total	\$37,090.16



To: Crosby HRA Board Members
 From: Teresa Hettver, Housing Manager
 Date: September 5, 2018
 Re: Housing Manager Report

Maintenance Supervisor

Jeff Banick, maintenance supervisor, will be retiring on September 7th, 2018. The Brainerd HRA has hired Terry Quick as the new maintenance supervisor. Terry began working part time on August 10th shadowing Jeff and he will begin working full-time on September 10th.

Maintenance Engineer

As you know, Rod ended his employment as a maintenance laborer and began working as caretaker in July. Prior to Devon's hire, we employed a 40-hour maintenance engineer and a 30-hour laborer. When Devon was hired, we changed to a 40-hour maintenance specialist and a 30-hour laborer. Since the laborer position was vacated, we felt it was a good time to go back to a work dynamic that is more beneficial for the HRA.

We posted an opening for a maintenance engineer and after interviewing all of the eligible applicants, I am pleased to inform you that we have hired Tony Novotny as a 40-hour maintenance engineer, effective September 10th. We are keeping the maintenance specialist position, but the hours will be reduced from 40 to 30 effective October 1st.

Between Tony's construction knowledge and his familiarity with our properties, we believe he will be an excellent addition to our staff. Tony and Terry will attend the September board meeting to introduce themselves.

August Vacancies

Edgewood – 0
 Dellwood – 0
 Family Units – 0

No Action Requested; Discussion Items

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