



Crosby HRA Commissioners Meeting

11:00 a.m.

Tuesday, December 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, January 8, 2019

This page intentionally left blank.



Minutes of the November 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, November 13th, 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, Julie McGinnis, William Small, Renae Marsh and Buzz Neprud; Housing Manager Teresa Hettver, Assistant Director Deanna Heglund, and Executive Assistant LeAnn Goltz.

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

Commissioner Neprud made a motion to approve the minutes from the August 14th, 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:** The financial reports for September and October 2018 were provided to the Board.

Scattered Sites POHP Project

Final payments were processed in October to Baratto Brothers Construction and Widseth Smith Nolting (WSN) for the Scattered Sites POHP Project. Costs for the project totaled \$686,348 paid for from the following sources:

Capital Fund Program (CFP)	\$ 156,301
POHP Funding	\$ 449,500
Tax Increment Financing (TIF)	\$ 80,547

Commissioner Neprud made a motion to approve September checks numbered 116944 through 116983 and October Checks numbered 116984 through 117017. 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:** Minnesota Housing gave a deadline of October 8th to finalize the items for the POHP grant. Terry and Tony went through each unit and put together a comprehensive punch list for Baratto Brothers and made sure the deadline was met. The project is now complete.

For October, there were two vacancies at Edgewood and none at Dellwood or the family units. Hettver informed the Board that there have been several issues with tenants not caring for their units and therefor not passing inspections. They have been given warnings and it has gotten to the point where enforcement and ultimately lease termination have been necessary. Hettver wanted

to let the Board know that this will increase vacancies but staff will continue working hard to fill the units. The Board expressed support for the needed enforcement and felt it is important the family units remain in good condition and abuse will not be tolerated.

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

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

7. **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 **11:16 a.m.**



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

Please find attached the financial information for November 2018.

Action Requested: Approval of November Checks numbered 117018 through 117057.

This page intentionally left blank.

Crosby Housing & Redevelopment Authority

2019 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov
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
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
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
Total Points	25		25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov
Occupancy	16	O <90% =0, O >98% =16	12.00	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
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	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

Total of Above Ratios	50		41	45	45	45	45	45	45	45
------------------------------	-----------	--	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov
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
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	5.00	5.00	5.00
Total Points	10		10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0

This page intentionally left blank.

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

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-16,070.00	-132,856.00	-131,400.00	-1,456.00
100-000-3120.000 Excess Utilities	0.00	-485.00	-480.00	-5.00
100-000-3401.000 Operating Subsidy	-5,884.00	-48,878.00	-44,660.00	-4,218.00
100-000-3610.000 Interest Revenue	0.05	22.95	0.00	22.95
100-000-3690.000 Other Income	0.00	-94.16	-1,333.36	1,239.20
100-000-3691.000 Other Tenant Revenue	-5.00	-6,100.36	-6,433.36	333.00
100-000-3695.000 Laundry Revenue	-173.50	-1,749.50	-1,533.36	-216.14
100-000-3699.000 POHP Grant Revenue	0.00	-12,735.00	0.00	-12,735.00
Total Income	-22,132.45	-202,875.07	-185,840.08	-17,034.99
Expense				
100-000-4110.000 Administration Salaries	1,805.76	15,331.21	16,166.64	-835.43
100-000-4130.000 Legal	0.00	0.00	1,666.64	-1,666.64
100-000-4140.000 Staff Training	0.00	145.47	400.00	-254.53
100-000-4150.000 Travel	77.71	366.03	580.00	-213.97
100-000-4171.000 Auditing Fees	625.00	3,125.00	3,250.00	-125.00
100-000-4190.000 Sundry-Other Admin	12.50	139.00	173.36	-34.36
100-000-4191.000 Management Fees	2,167.00	17,336.00	17,333.36	2.64
100-000-4194.000 Office Supplies	0.00	99.40	566.64	-467.24
100-000-4195.000 Membership Dues	0.00	84.60	126.64	-42.04
100-000-4196.000 Telephone	81.33	655.67	660.00	-4.33
100-000-4198.000 Advertising	0.00	418.55	206.64	211.91
100-000-4199.000 Postage	0.00	39.20	166.64	-127.44
100-000-4210.000 Tenant Svcs Salaries	520.16	3,606.50	5,226.64	-1,620.14
100-000-4230.000 Tenant Services Other	16.15	128.67	130.00	-1.33
100-000-4310.000 Water	948.51	6,894.39	7,633.36	-738.97
100-000-4315.000 Sewer	1,615.35	11,524.67	12,000.00	-475.33
100-000-4320.000 Electricity	1,645.47	12,885.43	14,546.64	-1,661.21
100-000-4330.000 Gas	267.60	1,834.91	6,253.36	-4,418.45
100-000-4431.000 Garbage & Trash	610.64	3,934.56	5,266.64	-1,332.08
100-000-4410.000 Maintenance Labor	3,255.21	19,798.45	20,283.20	-484.75
100-000-4420.000 Materials	1,159.70	8,308.64	6,400.00	1,908.64
100-000-4430.000 Contracts Costs	-692.92	6,367.76	11,333.36	-4,965.60
100-000-4432.000 Decorating Contract	207.49	1,381.15	4,866.64	-3,485.49
100-000-4435.000 Grounds Contract	943.30	1,789.73	333.36	1,456.37
100-000-4440.000 Repairs Contract	0.00	0.00	166.64	-166.64
100-000-4445.000 Elevator Maintenance	0.00	2,253.06	1,960.00	293.06
100-000-4450.000 Plumbing/Heating	396.04	396.04	3,333.36	-2,937.32
100-000-4455.000 Snow Removal	0.00	80.34	936.00	-855.66
100-000-4456.000 Exterminating	20.00	140.00	826.64	-686.64
100-000-4457.000 Janitor/Cleaning	406.30	3,578.67	4,533.36	-954.69
100-000-4510.000 Insurance	1,509.13	12,073.04	12,220.08	-147.04
100-000-4520.000 Property Tax	549.12	4,758.58	4,454.64	303.94
100-000-4540.000 Employee Benefits	2,109.30	15,924.10	18,663.28	-2,739.18
Total Expense	20,255.85	155,398.82	182,663.76	-27,264.94
Net Income(-) or Loss	-1,876.60	-47,476.25	-3,176.32	-44,299.93

**Crosby HRA
 Edgewood Operating Stmt - Board
 November, 2018**

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-19,028.00	-147,389.00	-142,066.64	-5,322.36
700-000-3120.000 Excess Utilities	-15.00	-1,615.00	-1,173.36	-441.64
700-000-3404.000 Other Government Grant	-7,316.00	-63,336.00	-68,233.36	4,897.36
700-000-3610.000 Interest Revenue	178.59	-901.93	0.00	-901.93
700-000-3690.000 Other Income	0.00	-94.15	-73.36	-20.79
700-000-3691.000 Other Tenant Revenue	-28.00	-4,632.29	-4,666.64	34.35
700-000-3695.000 Laundry Revenue	-655.75	-5,557.00	-5,666.64	109.64
Total Income	-26,864.16	-223,525.37	-221,880.00	-1,645.37
Expense				
700-000-4110.000 Administration Salaries	2,908.64	24,496.79	26,083.36	-1,586.57
700-000-4130.000 Legal	0.00	599.00	333.36	265.64
700-000-4140.000 Staff Training	0.00	145.47	600.00	-454.53
700-000-4150.000 Travel	72.60	307.76	540.00	-232.24
700-000-4171.000 Auditing Fees	625.00	3,125.00	3,250.00	-125.00
700-000-4190.000 Sundry-Other Admin	17.50	120.00	280.00	-160.00
700-000-4191.000 Management Fees	5,333.00	42,664.00	42,666.64	-2.64
700-000-4194.000 Office Supplies	0.00	99.42	583.36	-483.94
700-000-4195.000 Membership Dues	0.00	84.60	126.64	-42.04
700-000-4196.000 Telephone	81.33	655.75	660.00	-4.25
700-000-4198.000 Advertising	0.00	418.55	293.36	125.19
700-000-4199.000 Postage	0.00	39.20	166.64	-127.44
700-000-4210.000 Tenant Svcs Salaries	780.24	5,409.75	7,840.00	-2,430.25
700-000-4230.000 Tenant Services Other	16.16	128.72	130.00	-1.28
700-000-4310.000 Water	474.06	3,706.07	4,153.36	-447.29
700-000-4315.000 Sewer	882.43	6,853.89	8,416.64	-1,562.75
700-000-4320.000 Electricity	2,125.69	17,596.59	18,733.36	-1,136.77
700-000-4330.000 Gas	714.20	2,290.89	7,346.64	-5,055.75
700-000-4431.000 Garbage & Trash	772.36	1,735.55	1,333.36	402.19
700-000-4410.000 Maintenance Labor	3,255.19	20,552.34	20,283.20	269.14
700-000-4420.000 Materials	169.66	5,564.00	5,733.36	-169.36
700-000-4430.000 Contracts Costs	2,654.72	10,320.27	8,666.64	1,653.63
700-000-4432.000 Decorating Contract	1,247.33	3,979.93	6,400.00	-2,420.07
700-000-4435.000 Grounds Contract	127.45	410.62	400.00	10.62
700-000-4440.000 Repairs Contract	90.00	90.00	100.00	-10.00
700-000-4445.000 Elevator Maintenance	1,005.00	3,258.06	1,960.00	1,298.06
700-000-4450.000 Plumbing/Heating	1,594.94	3,734.91	3,333.36	401.55
700-000-4455.000 Snow Removal	0.00	120.51	1,384.00	-1,263.49
700-000-4456.000 Exterminating	30.00	210.00	1,000.00	-790.00
700-000-4457.000 Janitor/Cleaning	596.31	4,391.74	5,466.64	-1,074.90
700-000-4510.000 Insurance	1,643.71	13,149.68	12,803.28	346.40
700-000-4520.000 Property Tax	703.71	5,625.32	5,232.00	393.32
700-000-4540.000 Employee Benefits	2,371.31	22,547.83	21,266.64	1,281.19
Total Expense	30,292.54	204,432.21	217,565.84	-13,133.63
Net Income(-) or Loss	3,428.38	-19,093.16	-4,314.16	-14,779.00

Housing and Redevelopment Authority of Crosby

Payment Summary Report

November 2018

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
11/8/2018	1236	Lincoln Financial Group	\$50.00
11/8/2018	1237	Lincoln Financial Group	\$798.54
11/8/2018	1238	Electronic Federal Tax Payment System	\$1,405.83
11/8/2018	1239	Minnesota Dept Of Revenue	\$219.46
11/21/2018	1240	Lincoln Financial Group	\$50.00
11/21/2018	1241	Lincoln Financial Group	\$798.54
11/21/2018	1242	Electronic Federal Tax Payment System	\$1,517.70
11/21/2018	1243	Minnesota Dept Of Revenue	\$219.46
11/8/2018	117018	Capital One Commercial (Menards)	\$54.37
11/8/2018	117019	Holiday	\$81.74
11/8/2018	117020	Minnesota Energy Resources	\$941.06
11/8/2018	117021	Minnesota Power	\$18.03
11/8/2018	117022	Verizon Wireless	\$30.60
11/15/2018	117023	Adams Pest Control	\$50.00
11/15/2018	117024	City Of Crosby	\$4,348.75
11/15/2018	117025	Cliftonlarsenallen	\$1,250.00
11/15/2018	117026	Climate Makers	\$965.26
11/15/2018	117027	Crow Wing County San. Landfill	\$67.00
11/15/2018	117028	Crow Wing Recycling	\$75.00
11/15/2018	117029	Ctc	\$425.68
11/15/2018	117030	Ctcit	\$200.00
11/15/2018	117031	Dacotah Paper Co.	\$2.61
11/15/2018	117032	Deerwood True Value Hardware	\$73.42
11/15/2018	117033	Gravelle Plumbing & Heating	\$1,025.72
11/15/2018	117034	Hd Supply Facilities Maint	\$190.06
11/15/2018	117035	Healthpartners	\$2,913.33
11/15/2018	117036	Holden Electric Co. Inc.	\$101.70
11/15/2018	117037	Housing Data Systems	\$120.00
11/15/2018	117038	Hudrlik Carpet Service	\$75.88
11/15/2018	117039	Judy Robinson	\$1,000.00
11/15/2018	117040	Mei Elevator Solutions	\$1,005.00
11/15/2018	117041	Midwest Machinery Co	\$204.91
11/15/2018	117042	Mike Kneeland	\$210.00
11/15/2018	117043	Minnesota Energy Resources	\$40.74
11/15/2018	117044	Nisswa Sanitation Inc	\$812.60
11/15/2018	117045	Northland Fire Protection	\$168.50
11/15/2018	117046	Patnode S Custom Cabinets	\$1,986.00
11/15/2018	117047	Rental History Reports	\$50.00
11/15/2018	117048	Teresa Hettver	\$150.31
11/15/2018	117049	Terry Quick	\$209.29
11/15/2018	117050	Timber Building Supply	\$363.82
11/15/2018	117051	Village Electric Motor	\$149.00
11/15/2018	117052	Visa--Unity	\$1,379.54
11/15/2018	117053	West Central Flooring	\$1,282.19

Housing and Redevelopment Authority of Crosby Payment Summary Report November 2018

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
11/15/2018	117054	Yde's Major Appliance	\$90.00
11/21/2018	117055	Void-Payroll Ck	\$0.00
11/21/2018	117056	Lincoln Financial Group	\$31.21
11/21/2018	117057	Minnesota Power	\$3,753.13
		Report Total	\$30,955.98



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

We have been notified by HUD that the Edgewood property inspection will be conducted on February 14th, 2019.

November Vacancies

Edgewood – 0
Dellwood – 0
Family Units – 0

No Action Requested; Discussion Items

This page intentionally left blank.