



Crosby HRA Commissioners Meeting

11:00 a.m.

Tuesday, March 12, 2019

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, April 12, 2019

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Minutes of the February 12, 2019, 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 12th, 2019, 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, and Buzz Neprud; Finance Director Karen Young, Housing Manager Teresa Hettver, Assistant Director Deanna Heglund, and Executive Assistant LeAnn Goltz. Absent: Renae Marsh.

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

Commissioner Neprud made a motion to approve the minutes from the January 8th, 2019, board meeting. Commissioner McGinnis 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 January 2019 were provided to the Board.

Commissioner McGinnis made a motion to approve January checks numbered 117097 through 117128. 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 reported that the the REAC inspection at Edgewood will be conducted on February 14th, 2019. She also reported that the cameras at Edgewood are fully operational.

For January, there was one vacancy at Edgewood, one at the family units, and none at Dellwood.

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

6. **NEW BUSINESS:**

- a. **Approval of Budgets:** The 2020 budgets for Public Housing and Edgewood were provided to the Board.

Commissioner Neprud moved to adopt the 2020 Public Housing Budget by approving Resolution No. 2019-08 PHA Board Resolution Approving Operating Budget. Commissioner Small seconded the motion. Via roll call vote, all commissioners voted in favor of the motion and none were opposed. The motion was approved.

Commissioner Neprud made a motion to adopt the 2020 Edgewood Budget. Commissioner McGinnis seconded the motion. All commissioners were in favor of the motion and none were opposed. The motion was approved.

- b. 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.

Young estimated that the balance for Public Housing is approximately \$4,600 and the balance for Edgewood is approximately \$2,500.

Commissioner McGinnis made a motion to approve the write-off of uncollectible Accounts Receivable for 2019. Commissioner Neprud seconded the motion. All commissioners voted in favor and none were opposed. The motion passed.

7. ADJOURNMENT:

Commissioner McGinnis 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 11:27 a.m.



To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: March 5, 2019
Re: March Financial Report

Please find attached the financial information for February 2019.

Sales Tax Refund

In February, we received a sales tax refund for Public Housing of \$7,144. This was primarily related to sales tax that was paid on the POHP family units project. Since the POHP construction costs occurred in 2018, this was reflected as a receivable for 2018 year-end and most of the income was recorded at that time related to the refund.

Action Requested: Approval of February Checks numbered 117129 through 117165.

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Crosby Housing & Redevelopment Authority 2019 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
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
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
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
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

MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
Occupancy	16	O <90% =0, O >98% =16	12.00	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
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	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

Total of Above Ratios	50		41	45	45	45	45	45	45	45	45	45	45
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MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
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
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	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	10.0	10.0	10.0

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**PH Operating - Board
 Public Housing Operating - Board
 February, 2019**

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-16,565.00	-181,152.00	-180,675.00	-477.00
100-000-3120.000 Excess Utilities	0.00	-528.00	-660.00	132.00
100-000-3401.000 Operating Subsidy	-4,823.00	-65,118.00	-61,407.50	-3,710.50
100-000-3402.000 Capital Fund Revenue	-10,000.00	-10,000.00	0.00	-10,000.00
100-000-3610.000 Interest Revenue	-1.65	20.97	0.00	20.97
100-000-3690.000 Other Income	-82.11	-176.27	-1,833.37	1,657.10
100-000-3691.000 Other Tenant Revenue	-734.72	-8,384.07	-8,845.87	461.80
100-000-3695.000 Laundry Revenue	-209.75	-2,346.00	-2,108.37	-237.63
100-000-3699.000 POHP Grant Revenue	0.00	-12,735.00	0.00	-12,735.00
Total Income	-32,416.23	-280,418.37	-255,530.11	-24,888.26
Expense				
100-000-4110.000 Administration Salaries	1,805.76	21,651.40	22,229.13	-577.73
100-000-4130.000 Legal	0.00	0.00	2,291.63	-2,291.63
100-000-4140.000 Staff Training	0.00	183.47	550.00	-366.53
100-000-4150.000 Travel	38.48	468.55	797.50	-328.95
100-000-4171.000 Auditing Fees	0.00	3,125.00	3,250.00	-125.00
100-000-4190.000 Sundry-Other Admin	12.50	181.50	238.37	-56.87
100-000-4191.000 Management Fees	2,167.00	23,837.00	23,833.37	3.63
100-000-4194.000 Office Supplies	349.63	541.47	779.13	-237.66
100-000-4195.000 Membership Dues	0.00	167.10	174.13	-7.03
100-000-4196.000 Telephone	81.64	900.04	907.50	-7.46
100-000-4198.000 Advertising	0.00	430.43	284.13	146.30
100-000-4199.000 Postage	75.00	196.30	229.13	-32.83
100-000-4210.000 Tenant Svcs Salaries	495.20	5,233.54	7,186.63	-1,953.09
100-000-4230.000 Tenant Services Other	16.15	177.12	178.75	-1.63
100-000-4310.000 Water	1,522.24	10,402.03	10,495.87	-93.84
100-000-4315.000 Sewer	2,643.62	17,557.41	16,500.00	1,057.41
100-000-4320.000 Electricity	1,828.51	18,191.10	20,001.63	-1,810.53
100-000-4330.000 Gas	2,663.28	7,622.16	8,598.37	-976.21
100-000-4431.000 Garbage & Trash	571.84	5,648.56	7,241.63	-1,593.07
100-000-4410.000 Maintenance Labor	3,255.20	31,191.67	27,889.40	3,302.27
100-000-4420.000 Materials	430.92	9,945.68	8,800.00	1,145.68
100-000-4430.000 Contracts Costs	837.98	8,095.87	15,583.37	-7,487.50
100-000-4432.000 Decorating Contract	289.16	2,639.38	6,691.63	-4,052.25
100-000-4435.000 Grounds Contract	253.79	2,060.76	458.37	1,602.39
100-000-4440.000 Repairs Contract	0.00	0.00	229.13	-229.13
100-000-4445.000 Elevator Maintenance	0.00	2,253.06	2,695.00	-441.94
100-000-4450.000 Plumbing/Heating	1,510.58	2,771.05	4,583.37	-1,812.32
100-000-4455.000 Snow Removal	524.90	774.92	1,287.00	-512.08
100-000-4456.000 Exterminating	20.00	200.00	1,136.63	-936.63
100-000-4457.000 Janitor/Cleaning	656.04	5,770.08	6,233.37	-463.29
100-000-4510.000 Insurance	1,509.13	16,600.43	16,802.61	-202.18
100-000-4520.000 Property Tax	366.78	6,058.17	6,125.13	-66.96
100-000-4540.000 Employee Benefits	2,107.36	22,594.52	25,662.01	-3,067.49
Total Expense	26,032.69	227,469.77	249,943.92	-22,474.15
Net Income(-) or Loss	-6,383.54	-52,948.60	-5,586.19	-47,362.41

Crosby HRA
Edgewood Operating Stmt - Board
February, 2019

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-18,400.00	-203,035.00	-195,341.63	-7,693.37
700-000-3120.000 Excess Utilities	-15.00	-1,732.00	-1,613.37	-118.63
700-000-3404.000 Other Government Grant	-8,114.00	-87,009.00	-93,820.87	6,811.87
700-000-3610.000 Interest Revenue	-1,322.39	-13,091.03	0.00	-13,091.03
700-000-3690.000 Other Income	-61.73	-155.88	-100.87	-55.01
700-000-3691.000 Other Tenant Revenue	-5.00	-6,098.78	-6,416.63	317.85
700-000-3695.000 Laundry Revenue	-662.50	-7,684.75	-7,791.63	106.88
Total Income	-28,580.62	-318,806.44	-305,085.00	-13,721.44
Expense				
700-000-4110.000 Administration Salaries	2,908.64	34,627.00	35,864.62	-1,237.62
700-000-4130.000 Legal	0.00	599.00	458.37	140.63
700-000-4140.000 Staff Training	0.00	183.47	825.00	-641.53
700-000-4150.000 Travel	38.48	410.29	742.50	-332.21
700-000-4171.000 Auditing Fees	0.00	3,125.00	3,250.00	-125.00
700-000-4190.000 Sundry-Other Admin	17.50	162.50	385.00	-222.50
700-000-4191.000 Management Fees	5,333.00	58,663.00	58,666.63	-3.63
700-000-4194.000 Office Supplies	349.64	541.51	802.12	-260.61
700-000-4195.000 Membership Dues	0.00	167.10	174.13	-7.03
700-000-4196.000 Telephone	81.66	900.15	907.50	-7.35
700-000-4198.000 Advertising	0.00	418.55	403.37	15.18
700-000-4199.000 Postage	75.00	196.30	229.13	-32.83
700-000-4210.000 Tenant Svcs Salaries	742.80	7,850.31	10,780.00	-2,929.69
700-000-4230.000 Tenant Services Other	16.16	177.20	178.75	-1.55
700-000-4310.000 Water	829.57	5,390.91	5,710.87	-319.96
700-000-4315.000 Sewer	1,519.57	9,971.89	11,572.88	-1,600.99
700-000-4320.000 Electricity	2,127.86	24,158.74	25,758.37	-1,599.63
700-000-4330.000 Gas	3,106.01	9,152.06	10,101.63	-949.57
700-000-4431.000 Garbage & Trash	135.65	2,167.80	1,833.37	334.43
700-000-4410.000 Maintenance Labor	3,255.20	31,945.52	27,889.40	4,056.12
700-000-4420.000 Materials	1,589.89	7,863.44	7,883.37	-19.93
700-000-4430.000 Contracts Costs	824.69	12,014.02	11,916.63	97.39
700-000-4432.000 Decorating Contract	255.70	4,523.75	8,800.00	-4,276.25
700-000-4435.000 Grounds Contract	380.68	817.15	550.00	267.15
700-000-4440.000 Repairs Contract	0.00	90.00	137.50	-47.50
700-000-4445.000 Elevator Maintenance	0.00	3,258.06	2,695.00	563.06
700-000-4450.000 Plumbing/Heating	1,401.00	5,986.47	4,583.37	1,403.10
700-000-4455.000 Snow Removal	787.35	1,162.38	1,903.00	-740.62
700-000-4456.000 Exterminating	30.00	300.00	1,375.00	-1,075.00
700-000-4457.000 Janitor/Cleaning	604.34	6,113.15	7,516.63	-1,403.48
700-000-4510.000 Insurance	1,643.71	18,080.81	17,604.51	476.30
700-000-4520.000 Property Tax	534.82	7,480.55	7,194.00	286.55
700-000-4540.000 Employee Benefits	2,368.43	30,087.06	29,241.63	845.43
Total Expense	30,957.35	288,585.14	297,934.28	-9,349.14
Net Income(-) or Loss	2,376.73	-30,221.30	-7,150.72	-23,070.58

**Housing and Redevelopment Authority of Crosby
Payment Summary Report
February 2019**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/13/2019	80	LeAnn Goltz	\$19.02
1/31/2019	1263	Void	\$0.00
1/31/2019	1264	Minnesota Dept Of Revenue	\$211.01
2/14/2019	1265	Lincoln Financial Group	\$50.00
2/14/2019	1266	Lincoln Financial Group	\$798.54
2/14/2019	1267	Electronic Federal Tax Payment System	\$1,470.04
2/14/2019	1268	Minnesota Dept Of Revenue	\$214.97
2/28/2019	1269	Lincoln Financial Group	\$50.00
2/28/2019	1270	Lincoln Financial Group	\$798.54
2/28/2019	1271	Minnesota Dept Of Revenue	\$218.31
2/28/2019	1272	Electronic Federal Tax Payment System	\$1,399.09
2/12/2019	117129	Adams Pest Control	\$50.00
2/12/2019	117130	Batteries Plus	\$116.93
2/12/2019	117131	CDW Government	\$699.27
2/12/2019	117132	City Of Crosby	\$6,943.40
2/12/2019	117133	Climate Makers	\$2,802.00
2/12/2019	117134	Crow Wing County San. Landfill	\$53.00
2/12/2019	117135	Ctcit	\$437.50
2/12/2019	117136	Dacotah Paper Co.	\$465.50
2/12/2019	117137	Deerwood True Value Hardware	\$33.25
2/12/2019	117138	Gravelle Plumbing & Heating	\$109.58
2/12/2019	117139	HDS	\$120.00
2/12/2019	117140	Hd Supply Facilities Maint	\$223.67
2/12/2019	117141	Holden Electric Co. Inc.	\$101.70
2/12/2019	117142	Hudrlik Carpet Service	\$24.00
2/12/2019	117143	Judy Robinson	\$1,100.00
2/12/2019	117144	Majestic Creations Landscape	\$1,312.25
2/12/2019	117145	Midwest Machinery Co	\$168.97
2/12/2019	117146	Minnesota Energy Resources	\$5,769.29
2/12/2019	117147	Nisswa Sanitation Inc	\$226.09
2/12/2019	117148	Rental History Reports	\$150.00
2/12/2019	117149	Servicemaster Clean of Brainerd	\$150.00
2/12/2019	117150	Sherwin-Williams	\$463.40
2/12/2019	117151	ShofCorp LLC	\$75.48
2/12/2019	117152	Teresa Hettver	\$57.94
2/12/2019	117153	Terry Quick	\$140.94
2/12/2019	117154	The Office Shop	\$199.99
2/12/2019	117155	Timber Building Supply	\$2.59
2/12/2019	117156	Verizon Wireless	\$130.78
2/12/2019	117157	Village Electric Motor	\$149.00
2/12/2019	117158	Visa-Unity	\$1,713.21
2/27/2019	117160	Ctc	\$426.41
2/27/2019	117161	Void	\$0.00

**Housing and Redevelopment Authority of Crosby
 Payment Summary Report
 February 2019**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
2/27/2019	117162	Healthpartners	\$2,913.33
2/27/2019	117163	Lincoln Financial Group	\$31.21
2/27/2019	117164	Minnesota Power	\$3,956.37
2/27/2019	117165	ShofCorp LLC	\$75.48
		Report Total	\$36,622.05



To: Crosby HRA Board Members
From: Teresa Hettver, Housing Manager
Date: March 5, 2019
Re: Housing Manager Report

Edgewood received a score of 84c from the REAC inspection conducted on February 14th, 2019 (see Attachment 3a).

I have accepted the position as executive director of the Aitkin County Housing and Redevelopment Authority. I will be leaving the Brainerd HRA at the end of March. It has been a pleasure working with you for the past five years.

February Vacancies

Edgewood - 1
Dellwood - 0
Family Units - 2

POHP - Dellwood Apartments

TKDA has completed the project drawings and specs. Terry is in the process of reviewing them and will work with TKDA to get a final version that can be submitted to MHFA. Once approved, we will go out for bids, select a contractor, and move toward the loan closing. We will keep you posted on the progress.

No Action Requested; Discussion Items

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Inspection Summary Report (POA) for Inspection #640207

Inspection Snapshot

Inspection ID:	640207	Inspection Time:	09:48 AM - 01:55 PM
Inspection Start Date:	02/14/2019	Inspection End Date:	02/14/2019
Property ID:	800010895	Property Type:	Multifamily
Property Name:	EDGEWOOD APARTMENTS		
Inspection State:	Successful	Score:	84c*

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