



Crosby HRA Commissioners Meeting

11:00 a.m.

Tuesday, April 9, 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, May 14, 2019

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Minutes of the March 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, March 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 Chair Peeples and Commissioners McGinnis, Marsh, and Small. Also present were Housing Manager Teresa Hettver, Executive Director Jennifer Bergman, and Assistant Director Deanna Heglund., and Finance Assistant Roberta Piekarski. Absent: Buzz Neprud.
3. **READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:**

Commissioner Marsh made a motion to approve the minutes from the February 12, 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:** Financial information for February 2019 was provided to the Board. In February, the Crosby HRA received a sales tax refund of \$7,144 for Public Housing. 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.

Commissioner McGinnis made a motion to approve February checks numbered 117129 through 117165. Commissioner Marsh seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved.

- b. **Housing Manager Report:** Edgewood received a score of 84c from the REAC inspection conducted on February 14th, 2019. For February, there was one vacancy at Edgewood, none at Dellwood, and two at the family units.

TKDA has completed the project drawings and specs for the POHP - Dellwood Apartments project. 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.

Hettver informed the Board that she has accepted the position as executive director with the Aitkin County Housing and Redevelopment Authority. She will be leaving the Brainerd HRA at the end of March.

Bergman added that the MN NAHRO Spring NAHRO Conference is coming up May 22-24. There is an excellent workshop for commissioners that she encouraged the Board to attend.

She also reported that the Crow Wing County (CWC) HRA is soliciting a consultant to perform a workforce housing study for each city within Crow Wing County. In addition, the CWC HRA approved a TIF loan in the amount of \$75,000 for PaulSquared, LLC, Victual – Rave Cream Works. This specialty business will be located in downtown Crosby.

Chair Peoples added that Rafferty's Pizza is also coming to Crosby. They will be occupying the old SuperValu and plan to be open before May 15th. She also shared that Crosby will be getting a hotel and hostile.

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

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

7. **NEXT MEETING:** Tuesday, April 9th, 2019

8. **ADJOURNMENT:**

Commissioner Small made a motion to adjourn the meeting. Commissioner McGinnis seconded the motion. All commissioners voted in favor of the motion and none were opposed. The motion was approved and meeting was adjourned at 11:28 a.m.



To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: April 3, 2019
Re: April Financial Report

Please find attached the financial information for March 2019.

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 March checks numbered 117166 through 117228.

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Crosby Housing & Redevelopment Authority

2019 Ratios

Includes
Most
YE AJEs

| FASS Ratios | Max Pts | Scoring | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar 2019 |
|------------------------------|-----------|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 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 |
| 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 |
| 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 |
| 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 |

| MASS Ratios | Max Pts | Scoring | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar 2019 |
|----------------------------|-----------|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 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 | 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 | 5.00 |
| 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 | 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 | 25.00 |

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

| MASS Ratios | Max Pts | Scoring | Apr | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar 2019 |
|--------------------------|-----------|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 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 |
| 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 | 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 | 10.0 |

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

| | Current Period | Current Year | Year To Date Budget | Variance |
|--|-------------------|--------------------|---------------------|-------------------|
| Income | | | | |
| 100-000-3110.000 Dwelling Rental | -15,137.00 | -196,289.00 | -197,100.00 | 811.00 |
| 100-000-3120.000 Excess Utilities | 0.00 | -528.00 | -720.00 | 192.00 |
| 100-000-3401.000 Operating Subsidy | -4,707.00 | -69,825.00 | -66,990.00 | -2,835.00 |
| 100-000-3402.000 Capital Fund Revenue | -13,942.00 | -23,942.00 | 0.00 | -23,942.00 |
| 100-000-3610.000 Interest Revenue | -1.60 | 19.37 | 0.00 | 19.37 |
| 100-000-3690.000 Other Income | -15.10 | -191.37 | -2,000.00 | 1,808.63 |
| 100-000-3691.000 Other Tenant Revenue | -653.00 | -9,037.07 | -9,650.00 | 612.93 |
| 100-000-3695.000 Laundry Revenue | -185.00 | -2,531.00 | -2,300.00 | -231.00 |
| 100-000-3699.000 POHP Grant Revenue | -7,826.11 | -20,561.11 | 0.00 | -20,561.11 |
| Total Income | -42,466.81 | -322,885.18 | -278,760.00 | -44,125.18 |
| Expense | | | | |
| 100-000-4110.000 Administration Salaries | 1,805.76 | 23,457.16 | 24,250.00 | -792.84 |
| 100-000-4130.000 Legal | 0.00 | 0.00 | 2,500.00 | -2,500.00 |
| 100-000-4140.000 Staff Training | 0.00 | 183.47 | 600.00 | -416.53 |
| 100-000-4150.000 Travel | 87.75 | 556.30 | 870.00 | -313.70 |
| 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 | 194.00 | 260.00 | -66.00 |
| 100-000-4191.000 Management Fees | 2,163.00 | 26,000.00 | 26,000.00 | 0.00 |
| 100-000-4194.000 Office Supplies | 368.57 | 910.04 | 850.00 | 60.04 |
| 100-000-4195.000 Membership Dues | 0.00 | 167.10 | 190.00 | -22.90 |
| 100-000-4196.000 Telephone | 80.79 | 980.83 | 990.00 | -9.17 |
| 100-000-4198.000 Advertising | 0.00 | 430.43 | 310.00 | 120.43 |
| 100-000-4199.000 Postage | 42.00 | 238.30 | 250.00 | -11.70 |
| 100-000-4210.000 Tenant Svcs Salaries | 520.16 | 5,753.70 | 7,840.00 | -2,086.30 |
| 100-000-4230.000 Tenant Services Other | 16.15 | 193.27 | 195.00 | -1.73 |
| 100-000-4310.000 Water | 1,164.95 | 11,566.98 | 11,450.00 | 116.98 |
| 100-000-4315.000 Sewer | 2,003.24 | 19,560.65 | 18,000.00 | 1,560.65 |
| 100-000-4320.000 Electricity | 1,224.94 | 19,416.04 | 21,820.00 | -2,403.96 |
| 100-000-4330.000 Gas | 3,228.09 | 10,850.25 | 9,380.00 | 1,470.25 |
| 100-000-4431.000 Garbage & Trash | 674.60 | 6,323.16 | 7,900.00 | -1,576.84 |
| 100-000-4410.000 Maintenance Labor | 3,255.22 | 34,446.89 | 30,425.00 | 4,021.89 |
| 100-000-4420.000 Materials | 1,135.86 | 11,081.54 | 9,600.00 | 1,481.54 |
| 100-000-4430.000 Contracts Costs | 1,125.71 | 9,221.58 | 17,000.00 | -7,778.42 |
| 100-000-4432.000 Decorating Contract | 2,215.43 | 4,854.81 | 7,300.00 | -2,445.19 |
| 100-000-4435.000 Grounds Contract | 33.57 | 2,094.33 | 500.00 | 1,594.33 |
| 100-000-4440.000 Repairs Contract | 0.00 | 0.00 | 250.00 | -250.00 |
| 100-000-4445.000 Elevator Maintenance | 0.00 | 2,253.06 | 2,940.00 | -686.94 |
| 100-000-4450.000 Plumbing/Heating | 295.34 | 3,066.39 | 5,000.00 | -1,933.61 |
| 100-000-4455.000 Snow Removal | 1,130.14 | 1,905.06 | 1,400.00 | 505.06 |
| 100-000-4456.000 Exterminating | 40.00 | 240.00 | 1,240.00 | -1,000.00 |
| 100-000-4457.000 Janitor/Cleaning | 889.27 | 6,659.35 | 6,800.00 | -140.65 |
| 100-000-4510.000 Insurance | 1,509.07 | 18,109.50 | 18,330.00 | -220.50 |
| 100-000-4520.000 Property Tax | 342.04 | 6,400.21 | 6,682.00 | -281.79 |
| 100-000-4540.000 Employee Benefits | 2,109.27 | 24,703.79 | 27,995.00 | -3,291.21 |
| 100-000-4570.000 Collection Losses Tenan | 5,228.57 | 5,228.57 | 6,000.00 | -771.43 |
| Total Expense | 32,701.99 | 260,171.76 | 278,367.00 | -18,195.24 |
| Net Income(-) or Loss | -9,764.82 | -62,713.42 | -393.00 | -62,320.42 |

Crosby HRA
Edgewood Operating Stmt - Board
March, 2019

| | Current Period | Current Year | Year To Date Budget | Variance |
|--|-------------------|--------------------|---------------------|-------------------|
| Income | | | | |
| 700-000-3110.000 Dwelling Rental | -18,650.00 | -221,685.00 | -213,100.00 | -8,585.00 |
| 700-000-3120.000 Excess Utilities | -15.00 | -1,747.00 | -1,760.00 | 13.00 |
| 700-000-3404.000 Other Government Grant | -7,817.00 | -94,826.00 | -102,350.00 | 7,524.00 |
| 700-000-3610.000 Interest Revenue | -2,191.85 | -15,282.88 | 0.00 | -15,282.88 |
| 700-000-3690.000 Other Income | -15.10 | -170.98 | -110.00 | -60.98 |
| 700-000-3691.000 Other Tenant Revenue | -25.00 | -6,123.78 | -7,000.00 | 876.22 |
| 700-000-3695.000 Laundry Revenue | -746.25 | -8,431.00 | -8,500.00 | 69.00 |
| Total Income | -29,460.20 | -348,266.64 | -332,820.00 | -15,446.64 |
| Expense | | | | |
| 700-000-4110.000 Administration Salaries | 2,908.64 | 37,535.64 | 39,125.00 | -1,589.36 |
| 700-000-4130.000 Legal | 0.00 | 599.00 | 500.00 | 99.00 |
| 700-000-4140.000 Staff Training | 0.00 | 183.47 | 900.00 | -716.53 |
| 700-000-4150.000 Travel | 87.76 | 498.05 | 810.00 | -311.95 |
| 700-000-4171.000 Auditing Fees | 0.00 | 3,125.00 | 3,250.00 | -125.00 |
| 700-000-4190.000 Sundry-Other Admin | 12.50 | 175.00 | 420.00 | -245.00 |
| 700-000-4191.000 Management Fees | 5,337.00 | 64,000.00 | 64,000.00 | 0.00 |
| 700-000-4194.000 Office Supplies | 368.57 | 910.08 | 875.00 | 35.08 |
| 700-000-4195.000 Membership Dues | 0.00 | 167.10 | 190.00 | -22.90 |
| 700-000-4196.000 Telephone | 80.80 | 980.95 | 990.00 | -9.05 |
| 700-000-4198.000 Advertising | 0.00 | 418.55 | 440.00 | -21.45 |
| 700-000-4199.000 Postage | 42.00 | 238.30 | 250.00 | -11.70 |
| 700-000-4210.000 Tenant Svcs Salaries | 780.24 | 8,630.55 | 11,760.00 | -3,129.45 |
| 700-000-4230.000 Tenant Services Other | 16.16 | 193.36 | 195.00 | -1.64 |
| 700-000-4310.000 Water | 417.93 | 5,808.84 | 6,230.00 | -421.16 |
| 700-000-4315.000 Sewer | 781.83 | 10,753.72 | 12,625.00 | -1,871.28 |
| 700-000-4320.000 Electricity | 1,549.61 | 25,708.35 | 28,100.00 | -2,391.65 |
| 700-000-4330.000 Gas | 3,799.86 | 12,951.92 | 11,020.00 | 1,931.92 |
| 700-000-4431.000 Garbage & Trash | 336.62 | 2,504.42 | 2,000.00 | 504.42 |
| 700-000-4410.000 Maintenance Labor | 3,255.18 | 35,200.70 | 30,425.00 | 4,775.70 |
| 700-000-4420.000 Materials | 5,012.36 | 12,875.80 | 8,600.00 | 4,275.80 |
| 700-000-4430.000 Contracts Costs | 6,163.43 | 18,177.45 | 13,000.00 | 5,177.45 |
| 700-000-4432.000 Decorating Contract | 1,744.46 | 6,268.21 | 9,600.00 | -3,331.79 |
| 700-000-4435.000 Grounds Contract | 50.36 | 867.51 | 600.00 | 267.51 |
| 700-000-4440.000 Repairs Contract | 0.00 | 90.00 | 150.00 | -60.00 |
| 700-000-4445.000 Elevator Maintenance | 0.00 | 3,258.06 | 2,940.00 | 318.06 |
| 700-000-4450.000 Plumbing/Heating | 5,000.32 | 10,986.79 | 5,000.00 | 5,986.79 |
| 700-000-4455.000 Snow Removal | 1,695.21 | 2,857.59 | 2,070.00 | 787.59 |
| 700-000-4456.000 Exterminating | 60.00 | 360.00 | 1,500.00 | -1,140.00 |
| 700-000-4457.000 Janitor/Cleaning | 1,035.67 | 7,148.82 | 8,200.00 | -1,051.18 |
| 700-000-4510.000 Insurance | 1,643.69 | 19,724.50 | 19,205.00 | 519.50 |
| 700-000-4520.000 Property Tax | 588.94 | 8,069.49 | 7,848.00 | 221.49 |
| 700-000-4540.000 Employee Benefits | 2,371.32 | 32,458.38 | 31,900.00 | 558.38 |
| 700-000-4570.000 Collection Losses Tenan | 2,475.69 | 2,475.69 | 200.00 | 2,275.69 |
| Total Expense | 47,616.15 | 336,201.29 | 324,918.00 | 11,283.29 |
| Net Income(-) or Loss | 18,155.95 | -12,065.35 | -7,902.00 | -4,163.35 |

Housing and Redevelopment Authority of Crosby
Payment Summary Report
March 2019

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|----------------|---------------------------------------|-----------------|
| 3/28/2019 | 81 | LeAnn Goltz | \$19.02 |
| 3/28/2019 | 82 | Roberta Piekarski | \$19.14 |
| 3/14/2019 | 1273 | Electronic Federal Tax Payment System | \$1,464.71 |
| 3/14/2019 | 1274 | Minnesota Dept Of Revenue | \$218.31 |
| 3/14/2019 | 1275 | Lincoln Financial Group | \$798.54 |
| 3/14/2019 | 1276 | Lincoln Financial Group | \$50.00 |
| 3/28/2019 | 1277 | Lincoln Financial Group | \$798.54 |
| 3/28/2019 | 1278 | Lincoln Financial Group | \$50.00 |
| 3/28/2019 | 1279 | Electronic Federal Tax Payment System | \$1,399.09 |
| 3/28/2019 | 1280 | Minnesota Dept Of Revenue | \$218.31 |
| 3/12/2019 | 117166 | Adams Pest Control | \$50.00 |
| 3/12/2019 | 117167 | City Of Crosby | \$4,796.35 |
| 3/12/2019 | 117168 | Climate Makers | \$4,747.27 |
| 3/12/2019 | 117169 | Ctcit | \$200.00 |
| 3/12/2019 | 117170 | Dacotah Paper Co. | \$2.73 |
| 3/12/2019 | 117171 | Deerwood True Value Hardware | \$10.89 |
| 3/12/2019 | 117172 | Tenant Refund | \$381.74 |
| 3/12/2019 | 117173 | Gravelle Plumbing & Heating | \$295.34 |
| 3/12/2019 | 117174 | Handyman's Inc. | \$536.43 |
| 3/12/2019 | 117175 | Holden Electric Co. Inc. | \$406.80 |
| 3/12/2019 | 117176 | Holiday | \$79.65 |
| 3/12/2019 | 117177 | Hudrlik Carpet Service | \$1,958.57 |
| 3/12/2019 | 117178 | Judy Robinson | \$1,025.00 |
| 3/12/2019 | 117179 | Majestic Creations Landscape | \$1,777.55 |
| 3/12/2019 | 117180 | Midwest Machinery Co | \$15.68 |
| 3/12/2019 | 117181 | Minnesota Energy Resources | \$3,390.45 |
| 3/12/2019 | 117182 | Minnesota Power | \$26.13 |
| 3/12/2019 | 117183 | Nisswa Sanitation Inc | \$226.09 |
| 3/12/2019 | 117184 | Patnode S Custom Cabinets | \$60.00 |
| 3/12/2019 | 117185 | Precision Electrical LLC | \$3,339.98 |
| 3/12/2019 | 117186 | Rental History Reports | \$25.00 |
| 3/12/2019 | 117187 | Teresa Hettver | \$60.09 |
| 3/12/2019 | 117188 | The Office Shop | \$74.98 |
| 3/12/2019 | 117189 | Tkda | \$4,737.82 |
| 3/12/2019 | 117190 | Verizon Wireless | \$130.77 |
| 3/12/2019 | 117191 | Visa--Unity | \$4,291.09 |
| 3/12/2019 | 117192 | Wells Fargo Credit Card | \$546.19 |
| 3/12/2019 | 117193 | Ace Hardware | \$13.46 |
| 3/12/2019 | 117194 | Batteries Plus | \$59.96 |
| 3/12/2019 | 117195 | Hd Supply Facilities Maint | \$323.06 |
| 3/12/2019 | 117196 | Timber Building Supply | \$74.14 |
| 3/28/2019 | 117197 | Adams Pest Control | \$50.00 |
| 3/28/2019 | 117198 | Crosby Ace Hardware | \$6.80 |

Housing and Redevelopment Authority of Crosby

Payment Summary Report

March 2019

| Payment Date | Payment Number | Remit to Vendor | Total Check Amt |
|--------------|----------------|------------------------------|--------------------|
| 3/28/2019 | 117199 | Ctc | \$424.91 |
| 3/28/2019 | 117200 | Ctcit | \$462.50 |
| 3/28/2019 | 117201 | Frank Olson Drywall Repair | \$1,124.32 |
| 3/28/2019 | 117202 | Green Lights Recycling Inc. | \$130.64 |
| 3/28/2019 | 117203 | Handyman's Inc. | \$100.98 |
| 3/28/2019 | 117204 | Hd Supply Facilities Maint | \$123.16 |
| 3/28/2019 | 117205 | Holden Electric Co. Inc. | \$610.20 |
| 3/28/2019 | 117206 | Holiday | \$68.54 |
| 3/28/2019 | 117207 | Hudrlik Carpet Service | \$1,524.58 |
| 3/28/2019 | 117208 | Judy Robinson | \$800.00 |
| 3/28/2019 | 117209 | Majestic Creations Landscape | \$1,047.80 |
| 3/28/2019 | 117210 | Marco, Inc. | \$737.14 |
| 3/28/2019 | 117211 | Minnesota Power | \$2,774.55 |
| 3/28/2019 | 117212 | Nisswa Sanitation Inc | \$226.09 |
| 3/28/2019 | 117213 | Northland Fire Protection | \$151.40 |
| 3/28/2019 | 117214 | Park Supply Inc. | \$219.24 |
| 3/28/2019 | 117215 | Sherwin-Williams | \$439.76 |
| 3/28/2019 | 117216 | ShofCorp LLC | \$75.48 |
| 3/28/2019 | 117217 | Teresa Hettver | \$77.26 |
| 3/28/2019 | 117218 | Terry Quick | \$164.72 |
| 3/28/2019 | 117219 | The Office Shop | \$30.05 |
| 3/28/2019 | 117220 | Tkda | \$4,555.35 |
| 3/28/2019 | 117221 | Verizon Wireless | \$130.77 |
| 3/28/2019 | 117222 | Village Electric Motor | \$253.05 |
| 3/28/2019 | 117223 | Visa-Unity | \$12.23 |
| 3/28/2019 | 117224 | Wells Fargo Credit Card | \$15.00 |
| 3/28/2019 | 117225 | Void | \$0.00 |
| 3/28/2019 | 117226 | Void | \$0.00 |
| 3/28/2019 | 117227 | Minnesota Energy Resources | \$3,611.37 |
| 3/28/2019 | 117228 | Rental History Reports | \$25.00 |
| | | | |
| | | Report Total | \$58,671.76 |



To: Crosby HRA Board Members
From: Shannon Fortune, Housing Manager
Date: April 2, 2019
Re: Housing Manager Report

I started in the housing manager position on March 25th, 2019. Although new to this position, I have been with the Brainerd HRA for two years, and prior to that have worked in the field of housing since 2006. I'm looking forward to the challenge of transitioning into a new job and appreciate everyone's patience as I learn.

Interviews for the housing specialist position took place April 3rd, 2019. We selected three candidates for interviews and anticipate making a decision in the next week. Our goal is to allow for several weeks of cross-training with DD before she retires at the end of May.

March Vacancies

Edgewood – 2
Dellwood – 0
Family Units – 0

POHP - Dellwood Apartments

TKDA advertised for bids on March 19th and the bid opening is scheduled for April 23rd, 2019.

No Action Requested; Discussion Items

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