



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

Crosby HRA Board Meeting
Tuesday, February 9th, 2021 at 11:00 a.m.
Remote Meeting via Webex Video/Teleconference

Join from your browser: <https://brainerdhra.my.webex.com/brainerdhra.my/j.php?MTID=mb9db10aac49e64f21b660b8dfe68f487>
Join by phone: 415-655-0001
Meeting number (access code): 182 008 1311
Meeting password: 0209

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Oath of Office:** John Ohlin (*Attachment 1*).....p. [3](#)
4. **Reading and Approval of Minutes** (*Attachment 2*).....p. [7](#)
5. **Bills and Communications**
 - a. Financial Report (*Attachment 3*).....p. [11](#)
 - b. Housing Manager Report (*Attachment 4*).....p. [19](#)
 - c. Executive Director Report (*Attachment 5*).....p. [25](#)
6. **Unfinished Business**
7. **New Business**
 - a. Approval of Budgets (*Attachment 6*).....p. [27](#)
 - b. Approval of Accounts Receivable Write-Off (*Attachment 7*).....p. [35](#)
8. **Adjournment**

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To: Crosby HRA Board Members
From: Eric Charpentier
Date: February 1, 2021
Re: Oath of Office: John Ohlin

At the January 25th council meeting, the Crosby City Council approved the appointment of John Ohlin as resident commissioner of the Crosby HRA Board for a term expiring 8/31/2021. He will take an oath of office at the board meeting ([Attachment 1a](#)).

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Oath

STATE OF MINNESOTA

CITY OF CROSBY

} **SS.**

I, **John Ohlin**, do solemnly affirm that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties as a commissioner of the **HOUSING AND REDEVELOPMENT AUTHORITY in and for the CITY of Crosby**, to which I have been appointed to the best of my knowledge and ability, so help me God.

John Ohlin

Subscribed and sworn to before me this 9th day of February,
2021.

ERIC CHARPENTIER
Executive Director

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Minutes of the January 12th, 2021, Crosby HRA Board Meeting

The regular meeting of the commissioners of the Housing and Redevelopment Authority of Crosby was held at 11:00 a.m., Tuesday, January 12th, 2020, via Webex teleconference.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:01 a.m.
2. **ROLL CALL:** Present: Commissioners Linda Peeples, Julie McGinnis, Renae Marsh, and Buzz Neprud.

Others present: Executive Director Eric Charpentier, Finance Director Karen Young, Housing Manager Shannon Fortune, Housing Specialist Mallory Demel, and Executive Assistant LeAnn Goltz.

3. PUBLIC HEARING

- a. **Adoption of Resolution No. 2021-20 and Approval of the Five-Year and Annual Plans:** Chair Peeples opened the public hearing at 11:02 a.m.

A copy of the Affidavit of Publication along with the Five-Year Plan and Annual Plan was provided to the board. Fortune read a description of the PHA Plan and reviewed the goals of the agency.

Chair Peeples called for comments three times from anyone in favor of, as well as anyone speaking against, the plan. No comments were made.

Commissioner Neprud made a motion to adopt Resolution No. 2021-20 approving the Five-Year and Annual PHA Plan. Commissioner Marsh seconded the motion. A roll call vote was taken with all commissioners voting in favor and nobody opposing. The motion passed and the resolution was adopted.

Chair Peeples closed the public hearing at 11:07 a.m.

4. READING AND APPROVAL OF MINUTES FROM PREVIOUS MEETING:

Moved by Commissioner Marsh and seconded by Commissioner McGinnis to approve the meeting minutes from December 8th, 2020. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

5. BILLS AND COMMUNICATIONS:

- a. Financial Report:** Expenses for both Edgewood and Public Housing through 2020 were under budget.

Baratto Brothers Payment

A check in the amount of \$20,170.69 was processed to Baratto Brothers, which was the final payment to the contractor for the Dellwood Apartment Upgrades.

Moved by Commissioner Neprud and seconded by Commissioner Marsh to approve December checks numbered 117925 through 117974 and December ACH payments numbered 1420 through 1431 and 150 through 156. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

- b. Housing Manager Report:**

Tenant Activities Update

There were 27 participants in the NAPS food delivery program last month. The tenant activities coordinator job posting ad is expected to run later in January.

Caretaker Position Update

Interviews for the caretaker position have been completed and backgrounds are being reviewed.

Monthly Property Performance Report

Fortune reviewed the report from December.

- c. Executive Director Report:**

Crosby Garage Replacement Progress

The electrical work has been completed on the new garages. The electrical inspection was completed the last week of the year and one last punch list item was completed on 1/6/21. Residents should be able to utilize these garages by the end of the week on 1/8/21.

Ongoing COVID-19 Response

There have been no changes in the COVID-19 response in the past month. Staff continues to monitor a number for federal- and state-level sources to ensure that our response is consistent with other PHAs while still being appropriate for the community's needs.

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

7. NEW BUSINESS

- a. Designation of Official Depository:** Pursuant to Minnesota Statute 118A.02, the Crosby HRA Board shall designate as a depository of its funds, one or more financial institutions. At this time, the official depository is Unity Bank.

Commissioner Neprud moved to approve the designation of Unity Bank as the official depository followed by a second from Commissioner McGinnis. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.

- b. Resident Commissioner Election:** Initially, two self-nominations were received for the resident commissioner position; however, one candidate retracted his nomination. With only one candidate remaining, a formal election was not necessary. Chair Peeples said she would reach out to the mayor to request the appointment of the candidate, John Ohlin, to the Crosby HRA Board.

8. NEXT MEETING: Tuesday, February 9th, 2021.

9. ADJOURNMENT:

Moved by Commissioner Marsh and seconded by Commissioner McGinnis to adjourn the meeting at 11:21 a.m.

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PHONE (218) 546-5088
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To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: February 3, 2021
Re: February Financial Report

Please find attached the financial information for January 2021.

Hy-Tec Payment

A check was processed in January for the final payment of \$88,709.44 to Hy-Tec Construction for the kitchen remodel project at Dellwood. These funds were drawn out of the 2019 and 2020 Capital Fund grants.

Lakes Area Professional Services

A check was processed in January to Lakes Area Professional Services in the amount of \$37,800. This was the third payment to the contractor for the reconstruction of the three garages at our family units as a result of the fire on June 13th. Insurance proceeds have been received to cover the cost of the garage reconstruction, less the deductible. This project is complete with the exception of black dirt and seed that will be completed in the spring.

2021 Estimated Funding

January and February Public Housing (PH) Operating Subsidy obligations were funded at an interim proration level of approximately 95.23% of eligibility. The final proration will reflect the difference in the amount of the final approved PHA eligibility and the 2021 Appropriation Act.

Action Requested:

Approval of January [checks](#) numbered 117975 through 118010 and January ACH payments numbered 1432 through 1439 and 157 through 159.

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Crosby Housing & Redevelopment Authority 2021 Ratios

FASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
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
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
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
Total Points	25		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
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
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	0.00	0.00	5.00	2.00	2.00	5.00	5.00	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
Total Points	25		20.00	20.00	25.00	22.00	22.00	25.00	25.00	20.00	20.00	20.00

Total of Above Ratios	50		45	45	50	47	47	50	50	45	45	45
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MASS Ratios	Max Pts	Scoring	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
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
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
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

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PH Operating - Board
Public Housing Operating - Board
January, 2021

	Current Period	Current Year	Year To Date Budget	Variance
Income				
100-000-3110.000 Dwelling Rental	-15,957.00	-165,946.00	-165,075.00	-871.00
100-000-3120.000 Excess Utilities	0.00	-600.00	-458.30	-141.70
100-000-3401.000 Operating Subsidy	-8,264.00	-87,561.00	-75,000.00	-12,561.00
100-000-3402.000 Capital Fund Revenue	-88,494.16	-276,945.52	-10,000.00	-266,945.52
100-000-3610.000 Interest Revenue	-0.39	2.84	0.00	2.84
100-000-3690.000 Other Income	-72.53	-79,637.22	-5,825.00	-73,812.22
100-000-3691.000 Other Tenant Revenue	0.00	-3,673.76	-10,166.70	6,492.94
100-000-3695.000 Laundry Revenue	0.00	-1,782.50	-1,900.00	117.50
100-000-3699.000 POHP Grant Revenue	-20,486.43	-169,805.89	0.00	-169,805.89
Total Income	-133,274.51	-785,949.05	-268,425.00	-517,524.05
Expense				
100-000-4110.000 Administration Salaries	1,448.32	15,879.39	15,691.70	187.69
100-000-4130.000 Legal	0.00	3,381.10	1,875.00	1,506.10
100-000-4140.000 Staff Training	0.00	337.50	333.30	4.20
100-000-4150.000 Travel	0.00	413.08	658.30	-245.22
100-000-4171.000 Auditing Fees	270.37	3,270.37	3,275.00	-4.63
100-000-4190.000 Sundry-Other Admin	42.50	455.00	291.70	163.30
100-000-4191.000 Management Fees	3,000.00	30,000.00	30,000.00	0.00
100-000-4194.000 Office Supplies	449.88	1,559.15	750.00	809.15
100-000-4195.000 Membership Dues	0.00	178.70	258.30	-79.60
100-000-4196.000 Telephone	77.07	707.91	600.00	107.91
100-000-4198.000 Advertising	14.55	1,088.52	404.20	684.32
100-000-4199.000 Postage	8.37	434.87	237.50	197.37
100-000-4210.000 Tenant Svcs Salaries	0.00	2,378.28	3,600.00	-1,221.72
100-000-4230.000 Tenant Services Other	21.40	216.87	1,083.30	-866.43
100-000-4310.000 Water	1,255.74	11,149.64	12,404.20	-1,254.56
100-000-4315.000 Sewer	1,913.13	17,179.76	18,254.20	-1,074.44
100-000-4320.000 Electricity	1,759.40	15,112.91	17,670.80	-2,557.89
100-000-4330.000 Gas	1,144.88	4,592.66	10,070.80	-5,478.14
100-000-4431.000 Garbage & Trash	544.01	5,395.90	7,000.00	-1,604.10
100-000-4410.000 Maintenance Labor	3,000.00	30,224.68	35,058.30	-4,833.62
100-000-4420.000 Materials	1,093.35	9,105.10	10,833.30	-1,728.20
100-000-4430.000 Contracts Costs	752.54	16,266.35	14,166.70	2,099.65
100-000-4432.000 Decorating Contract	121.01	5,015.68	7,500.00	-2,484.32
100-000-4435.000 Grounds Contract	111.49	415.22	833.30	-418.08
100-000-4445.000 Elevator Maintenance	0.00	2,580.41	2,916.70	-336.29
100-000-4450.000 Plumbing/Heating	1,292.45	3,420.38	4,166.70	-746.32
100-000-4455.000 Snow Removal	0.00	189.24	2,000.00	-1,810.76
100-000-4456.000 Exterminating	118.00	302.00	1,033.30	-731.30
100-000-4457.000 Janitor/Cleaning	443.45	4,970.13	5,666.70	-696.57
100-000-4510.000 Insurance	1,856.66	18,566.60	16,983.40	1,583.20
100-000-4520.000 Property Tax	466.99	5,774.19	5,820.80	-46.61
100-000-4540.000 Employee Benefits	1,486.07	17,210.22	27,208.30	-9,998.08
Total Expense	22,691.63	227,771.81	258,645.80	-30,873.99
Net Income(-) or Loss	-110,582.88	-558,177.24	-9,779.20	-548,398.04

**Crosby HRA
 Edgewood Operating Stmt - Board
 January, 2021**

	Current Period	Current Year	Year To Date Budget	Variance
Income				
700-000-3110.000 Dwelling Rental	-17,453.00	-183,888.00	-190,537.50	6,649.50
700-000-3120.000 Excess Utilities	0.00	-1,685.00	-1,600.00	-85.00
700-000-3404.000 Other Government Grant	-9,981.00	-87,912.00	-85,604.20	-2,307.80
700-000-3610.000 Interest Revenue	-2,081.29	-14,499.93	-26,500.00	12,000.07
700-000-3690.000 Other Income	-72.53	-1,231.19	-183.30	-1,047.89
700-000-3691.000 Other Tenant Revenue	-115.00	-5,726.96	-5,441.70	-285.26
700-000-3695.000 Laundry Revenue	0.00	-6,068.75	-6,620.80	552.05
Total Income	-29,702.82	-301,011.83	-316,487.50	15,475.67
Expense				
700-000-4110.000 Administration Salaries	2,372.48	25,669.04	25,825.00	-155.96
700-000-4130.000 Legal	0.00	3,381.10	1,875.00	1,506.10
700-000-4140.000 Staff Training	0.00	337.50	500.00	-162.50
700-000-4150.000 Travel	0.00	341.80	625.00	-283.20
700-000-4171.000 Auditing Fees	270.38	3,270.38	3,275.00	-4.62
700-000-4190.000 Sundry-Other Admin	42.50	459.00	233.30	225.70
700-000-4191.000 Management Fees	4,500.00	45,000.00	45,000.00	0.00
700-000-4194.000 Office Supplies	647.34	1,749.80	750.00	999.80
700-000-4195.000 Membership Dues	0.00	178.70	258.30	-79.60
700-000-4196.000 Telephone	77.08	707.98	600.00	107.98
700-000-4198.000 Advertising	0.00	1,006.41	333.30	673.11
700-000-4199.000 Postage	8.38	434.88	233.30	201.58
700-000-4210.000 Tenant Svcs Salaries	0.00	3,567.37	5,400.00	-1,832.63
700-000-4230.000 Tenant Services Other	21.40	216.90	166.70	50.20
700-000-4310.000 Water	527.14	4,410.90	5,995.80	-1,584.90
700-000-4315.000 Sewer	893.05	7,516.81	9,925.00	-2,408.19
700-000-4320.000 Electricity	2,224.47	19,991.64	23,050.00	-3,058.36
700-000-4330.000 Gas	1,435.20	4,779.08	10,333.30	-5,554.22
700-000-4431.000 Garbage & Trash	148.40	1,517.86	1,833.30	-315.44
700-000-4410.000 Maintenance Labor	3,000.00	30,891.97	36,075.00	-5,183.03
700-000-4420.000 Materials	1,430.63	14,425.27	8,333.30	6,091.97
700-000-4430.000 Contracts Costs	686.62	9,551.44	10,833.30	-1,281.86
700-000-4432.000 Decorating Contract	474.92	7,959.46	9,166.70	-1,207.24
700-000-4435.000 Grounds Contract	95.10	327.16	500.00	-172.84
700-000-4445.000 Elevator Maintenance	0.00	4,413.08	2,916.70	1,496.38
700-000-4450.000 Plumbing/Heating	1,079.60	1,164.60	10,000.00	-8,835.40
700-000-4455.000 Snow Removal	0.00	283.86	2,916.70	-2,632.84
700-000-4456.000 Exterminating	118.00	335.00	1,250.00	-915.00
700-000-4457.000 Janitor/Cleaning	551.42	7,743.51	6,833.30	910.21
700-000-4510.000 Insurance	1,509.16	15,091.60	18,975.10	-3,883.50
700-000-4520.000 Property Tax	611.24	7,219.01	7,062.50	156.51
700-000-4540.000 Employee Benefits	1,718.77	19,782.24	31,483.40	-11,701.16
Total Expense	24,443.28	243,725.35	282,558.30	-38,832.95
Net Income(-) or Loss	-5,259.54	-57,286.48	-33,929.20	-23,357.28

**Housing and Redevelopment Authority of Crosby
Payment Summary Report
January 2021**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
1/14/2021	157	Alex Balster	\$37.95
1/14/2021	158	James Wheeler	\$43.70
1/14/2021	159	Terry Quick	\$113.85
1/14/2021	1432	Lincoln Financial Group	\$262.50
1/14/2021	1433	Minnesota State Retirement System	\$50.00
1/14/2021	1434	Electronic Federal Tax Payment System	\$1,125.92
1/14/2021	1435	Minnesota Dept Of Revenue	\$194.78
1/28/2021	1436	Lincoln Financial Group	\$262.50
1/28/2021	1437	Minnesota State Retirement System	\$50.00
1/28/2021	1438	Electronic Federal Tax Payment System	\$1,237.75
1/28/2021	1439	Minnesota Dept Of Revenue	\$194.78
1/14/2021	117975	Batteries Plus	\$1,152.49
1/14/2021	117976	Bremer Bank Credit Card	\$13.50
1/14/2021	117977	CDW Government	\$115.68
1/14/2021	117978	City Of Crosby	\$5,029.88
1/14/2021	117979	Cliftonlarsenallen	\$540.75
1/14/2021	117980	Climate Makers	\$1,292.45
1/14/2021	117981	Crosby Ace Hardware	\$193.38
1/14/2021	117982	Crosby-Ironton Courier	\$14.55
1/14/2021	117983	Ctcit	\$325.00
1/14/2021	117984	Dearborn National Life Ins Co	\$12.15
1/14/2021	117985	Gravelle Plumbing & Heating	\$1,079.60
1/14/2021	117986	Guardian Pest Control	\$118.00
1/14/2021	117987	Hd Supply Facilities Maint	\$213.90
1/14/2021	117988	Healthpartners	\$2,141.73
1/14/2021	117989	Judy Robinson	\$900.00
1/14/2021	117990	Lakes Area Professional Services	\$37,800.00
1/14/2021	117991	Minnesota Power	\$54.00
1/14/2021	117992	Minnesota Power	\$54.00
1/14/2021	117993	Minnesota Power	\$26.00
1/14/2021	117994	Nisswa Sanitation Inc	\$226.09
1/14/2021	117995	Paper Storm	\$25.50
1/14/2021	117996	Rasinski Total Door Service	\$152.98
1/14/2021	117997	Rental History Reports	\$125.00
1/14/2021	117998	Sherwin-Williams	\$228.28
1/14/2021	117999	The Office Shop	\$48.08
1/14/2021	118000	Tkda	\$617.24
1/14/2021	118001	Verizon Wireless	\$128.78
1/14/2021	118002	Visa--Unity	\$2,761.01
1/28/2021	118003	Void	\$0.00
1/28/2021	118004	Ctc	\$425.19
1/28/2021	118005	Guardian Pest Control	\$118.00
1/28/2021	118006	Hy-Tec Construction Of Brd Inc	\$88,709.44
1/28/2021	118007	Lewis Software Associates LLC	\$34.00
1/28/2021	118008	Minnesota Energy Resources	\$2,580.08

**Housing and Redevelopment Authority of Crosby
Payment Summary Report
January 2021**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
1/28/2021	118009	Minnesota Power	\$3,983.87
1/28/2021	118010	ShofCorp LLC	\$75.48
		Report Total	\$154,889.81



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To: Crosby HRA Board Members
From: Shannon Fortune, Housing Manager
Date: February 2, 2021
Re: Housing Manager Report

Tenant Activities Update

There were 27 participants in the NAPS food delivery program last month. There is currently one volunteer and we hope to add at least one more in the coming months. We are also checking into a possible new resource for frozen meal delivery through Catholic Charities.

Caretaker Position Update

We are pleased to announce that the caretaker position has been filled. Mark Englund started as our new caretaker on February 1st. Mark is an Army veteran with maintenance experience and is familiar with the Crosby area. We are looking forward to his addition to the team and having a nightly physical presence on property.

Late Fee Discussion

With the board's consent, we would like to reinstate late and NSF fees, starting March 1st. While the eviction moratoriums for non-payment are still in effect, both at the state and federal levels, all guidance indicates that it is acceptable to collect fees. We are not required to give a 30-day notice of the reinstatement of fees, but we do have a memo that we'd send out to make sure tenants are notified.

Monthly Property Performance Reports for January 2021

Please see [Attachment 4a](#).

No Action Requested; Discussion Items

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Crosby Housing and Redevelopment Authority

Monthly Property Performance Report
January 2021

1. Property Narrative

2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	59	n/a	n/a	2	97%
Dellwood	39	38	n/a	n/a	1	97%
Family Units	20	20	n/a	n/a	0	100%
TOTAL	120	117	0	0	3	98%

3. Customer Traffic

Applications Requested	3
Applications Placed on PH Wait List	16
Applications Denied on PH Wait List	4

4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	21	9	3	1
2 bdrm	13	20	0	0	0
3 bdrm	6	12	0	0	0
4 bdrm	2	5	0	0	0
TOTAL	120	58	9	3	1

5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	17
Move-Outs	1	20

**Starting 4/1/2020*

6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW#309	1	mid-February	In Process
EW#205	1	03/01/21	Yes
EW#214	1	mid-December	In Process

7. Recertifications

Interim Recertifications	4
Annual Recertifications	6
Completed for this month	10

8. Annual Unit Inspections

Total units to be inspected this year	120
Number completed start of month	5
Number inspected for the month	0
Number completed year-to-date	5
Total left to be inspected this year	115
Have all building system inspections been completed?	In Process
If yes, please enter date	n/a

**Starting 4/1/2020*

9. Lease Enforcements

Lease warnings/violations issued	1
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	2
Received	26
Closed	26
Ending Balance	2
Total Completed Work Orders for Year	289

**Starting 4/1/2020*

12. Emergency Work Orders

	This Month	Year-to-Date
Requested	2	7
Completed within 24 hours	2	7
Percent completed within 24 hours	100%	100%

**Starting 4/1/2020*

**Starting 4/1/2020*

13. Rent Collection

	This Month
Rent Charges	35,310
Other Charges	115
Total New Charges	35,425
Arrears, tenants in possession	65

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	0
Current Rent Charges	35,310
Current Rent Collections	35,310
Accounts Receivable Rate	0%
Collection Rate	100%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	4,384
Prior Rent Charges	427,407
Collection Rate	99%

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300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088
FAX (218) 546-5041
www.crosbyhra.org

To: Crosby HRA Board Members
From: Eric Charpentier, Executive Director
Date: February 9, 2021
Re: Executive Director Report

Lighting Rebates Due to LED Upgrades

Alex and James have been working to convert lighting in the common areas of both Dellwood and Edgewood over to LED lighting for better energy efficiency. This is a great project that they have been working through and comes with a bonus of energy rebates from the electric company. The Dellwood project just qualified for a rebate of \$1,073, which helps to offset the price of upgrading the fixtures. It's a win-win for the facilities. Great job, maintenance staff!

Ongoing COVID-19 Response

There have been no changes in the COVID-19 response in the past month. Staff continues to monitor a number for federal- and state-level sources to ensure that our response is consistent with other PHAs while still being appropriate for our own community's needs.

No Action Requested; Discussion Items

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PHONE (218) 546-5088

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www.crosbyhra.org

To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: February 3, 2021
Re: Approval of Budgets

The 2022 budgets are attached for Public Housing and Edgewood.

Overview

- Most line items were budgeted on a three-year average unless more accurate information was available.
- Vacancy Loss is calculated at 2%.
- Budget reflects a 3% wage increase for all existing employees and a change in caretaker compensation.
- Employee Benefits decreased due to change in staff.
- Legal increased due to planned employee policy manual update.

Public Housing ([Attachment 6a](#))

- Operating Subsidy – estimated with 98% proration.
- Other Tenant Charges – decreased based on three-year average.
- Other Income – decreased as no sales tax refund anticipated (\$6,750 budgeted in 2021).
- Administrative Expenses – remained stable overall other than legal, which increased due to a planned update to the employee policy manual, travel, and telephone, which increased based on averages.
- Maintenance Expenses – consistent with prior year. Garbage increased due to rate increase and increased volume. We plan to go out for bid for services.
- Gas – decreased based on average.
- Tenant Services Expenses – budgeted \$1,300, which is the amount that we will receive from HUD operating subsidy for such expenses.
- Insurance – premiums based on estimate from HAI. Work comp premium is actual premium for 2022.
- Capital Fund – contributions remain consistent.

HUD requires the submission of a board resolution approving the Public Housing Budget prior to year-end. Resolution 2021-21 is included as [Attachment 6b](#).

Edgewood ([Attachment 6c](#))

- Other Tenant Charges – based on three-year average.
- Interest Income – decreased as bank interest rates have decreased.
- Administrative Expenses – remained stable overall other than legal, which is due to a planned update to the employee policy manual.

- Maintenance Expenses – overall level based on averages and change in employee benefits. Garbage increased due to rate increase and increased volume. We plan to go out for bid for services. Plumbing decreased due to isolation valve project that was budgeted for and completed in 2021.
- Water and Gas – decreased based on averages.
- Insurance – premiums based on estimate from HAI. Work comp premium is actual premium for 2022.

Action Requested: Adopt the 2022 Public Housing Budget by approving Resolution 2021-21 PHA Board Resolution Approving Operating Budget. Adopt the 2022 Edgewood Budget.

2022 Public Housing Comparative Operating Budget

FDS Line #	Account Title	2021 Budget	2022 Budget	Difference	% Difference
Operating Income:					
703	Gross Potential Rent	202,133	204,082	1,949	1%
	Less: Vacancy Loss	(4,043)	(4,082)	(39)	1%
	Net Dwelling Rent	198,090	200,000	1,910	1%
706	HUD Operating Grant Income	94,737	90,600	(4,137)	-4%
	Less: Proration Amount	(4,737)	(1,810)	2,927	-62%
	Net Operating Grant Income	90,000	88,790	(1,210)	-1%
704	Other Tenant Charges	12,200	9,000	(3,200)	-26%
704	Excess Utilities	550	570	20	4%
711	Interest Income	0	0	0	
715	Other Income	19,270	13,050	(6,220)	-32%
Total Operating Income		320,110	311,410	(8,700)	-3%

Operating Expenditures:

Administrative					
911	Salaries	18,830	19,400	570	3%
915	Employee Benefits	9,300	8,340	(960)	-10%
916	Travel	790	660	(130)	-16%
916	Staff Training	400	400	0	0%
912	Audit Cost	3,275	3,275	0	0%
916	Legal	2,250	3,000	750	33%
916	Telephone	720	900	180	25%
916	Office Supplies	900	900	0	0%
	Management Fee	36,000	36,000	0	0%
916	Other Administrative Costs	1,430	1,420	(10)	-1%
Total Administrative		73,895	74,295	400	1%
Maintenance					
941	Labor	42,070	44,080	2,010	5%
945	Employee Benefits	23,020	15,760	(7,260)	-32%
942	Maintenance Materials	13,000	13,000	0	0%
943	Maintenance Contract:				
	Contract Costs	17,000	17,000	0	0%
	Snow Removal	2,400	2,400	0	0%
	Grounds	1,000	1,000	0	0%
	Janitor	6,800	6,800	0	0%
943	Garbage	8,400	10,200	1,800	21%
943	Plumbing	5,000	5,000	0	0%
943	Elevator	3,500	3,500	0	0%
943	Decorating	9,000	9,000	0	0%
943	Exterminating	1,240	1,000	(240)	-19%
Total Maintenance		132,430	128,740	(3,690)	-3%

FDS Line #	Account Title	2021 Budget	2022 Budget	Difference	% Difference
Utilities					
931	Water	14,885	14,850	(35)	0%
932	Electricity	21,205	20,100	(1,105)	-5%
933	Gas	12,085	8,900	(3,185)	-26%

936	Sewer	21,905	22,900	995	5%
Total Utilities		70,080	66,750	(3,330)	-5%
Tenant Services					
921	Resident Services Salaries	4,320	4,320	0	0%
923	Employee Benefits	330	330	0	0%
924	Ten Svcs - Con Costs Train, Other 4230	1,300	1,300	0	0%
Total Tenant Services		5,950	5,950	0	0%
General Expenses					
961	Insurance				
961.1	Property	12,420	17,380	4,960	40%
961.2	General Liability	3,030	3,485	455	15%
961.5	Worker's Comp	2,900	2,155	(745)	-26%
961.6	D & O	2,030	1,735	(295)	-15%
963	Payments in Lieu of Taxes	6,985	6,465	(520)	-7%
966	Collection Losses	6,540	4,455	(2,085)	-32%
Total General Expenses		33,905	35,675	1,770	5%
Total Operating Expenditures		316,260	311,410	(4,850)	-2%
Cash Flow from Operations		3,850	0	(3,850)	
Other Financial Items					
Bond Payment					
Transfer of Operations (BLI Acct. 1406)					
706.1	HUD Grants-Capital Contributions	80,000	80,000	0	0%
	Debt Service Payment-CFFP				
	Capital Expenditures	(80,000)	(80,000)	0	0%
Total Other Financial Items		0	0	0	
Net Cash Flow		3,850	0	(3,850)	

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average **10 minutes per response**, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Crosby Housing Authority

PHA Code: MN082

PHA Fiscal Year Beginning: April 1, 2021

Board Resolution Number: 2021-21

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 02/09/2021
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Linda Peebles	Signature:	Date: 02/09/2021
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Previous editions are obsolete

form HUD-52574 (06/2019)

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2022 Edgewood Comparative Operating Budget

FDS Line #	Account Title	2021 Budget	2022 Budget	Difference	% Difference
Operating Income:					
703	Gross Potential Rent	233,311	236,340	3,029	1%
	Less: Vacancy Loss	(4,663)	(4,730)	(67)	1%
	Net Dwelling Rent	228,645	231,610	2,965	1%
	HAP Subsidy	102,725	104,530	1,805	2%
704	Other Tenant Charges	6,530	6,500	(30)	0%
704	Excess Utilities	1,920	1,920	0	0%
711	Interest Income	31,800	16,000	(15,800)	-50%
715	Other Income	8,165	9,200	1,035	13%
Total Operating Income		379,785	369,760	(10,025)	-3%

Operating Expenditures:

Administrative					
911	Salaries	30,990	31,840	850	3%
915	Employee Benefits	14,160	12,720	(1,440)	-10%
916	Travel	750	750	0	0%
916	Staff Training	600	600	0	0%
912	Audit Cost	3,275	3,275	0	0%
916	Legal	2,250	3,000	750	33%
916	Telephone	720	720	0	0%
916	Office Supplies	900	900	0	0%
	Management Fee	54,000	54,000	0	0%
916	Other Administrative Costs	1,270	1,290	20	2%
Total Administrative		108,915	109,095	180	0%
Maintenance					
941	Labor	43,290	46,030	2,740	6%
945	Employee Benefits	23,120	15,900	(7,220)	-31%
942	Maintenance Materials	10,000	12,000	2,000	20%
943	Maintenance Contract:				
	Contract Costs	13,000	15,000	2,000	15%
	Snow Removal	3,500	3,200	(300)	-9%
	Grounds	600	600	0	0%
	Janitor	8,200	8,400	200	2%
943	Garbage	2,200	5,440	3,240	147%
943	Plumbing	12,000	9,000	(3,000)	-25%
943	Elevator	3,500	4,200	700	20%
943	Decorating	11,000	11,000	0	0%
943	Exterminating	1,500	1,200	(300)	-20%
Total Maintenance		131,910	131,970	60	0%

FDS Line #	Account Title	2021 Budget	2022 Budget	Difference	% Difference
Utilities					
931	Water	7,195	6,150	(1,045)	-15%
932	Electricity	27,660	27,800	140	1%
933	Gas	12,400	10,200	(2,200)	-18%
936	Sewer	11,910	11,100	(810)	-7%
Total Utilities		59,165	55,250	(3,915)	-7%
Tenant Services					
921	Resident Services Salaries	6,480	6,480	0	0%
923	Employee Benefits	500	500	0	0%
924	Ten Svcs - Recreation, Pubs, Other 4220	200	200	0	0%
Total Tenant Services		7,180	7,180	0	0%
General Expenses					
961	Insurance				
961.1	Property	15,290	12,630	(2,660)	-17%
961.2	General Liability	2,720	3,335	615	23%
961.5	Worker's Comp	2,900	2,155	(745)	-26%
961.6	D & O	1,860	1,660	(200)	-11%
963	Payments in Lieu of Taxes	8,475	8,575	100	1%
966	Collection Losses	500	500	0	0%
Total General Expenses		31,745	28,855	(2,890)	-9%
Total Operating Expenditures		338,915	332,350	(6,565)	-2%
Cash Flow from Operations		40,870	37,410	(3,460)	
Other Financial Items					
Bond Payment					
Transfer of Operations (BLI Acct. 1406)					
706.1	HUD Grants-Capital Contributions				
Debt Service Payment-CFFP					
Capital Expenditures					
Total Other Financial Items		0	0	0	
Net Cash Flow		40,870	37,410	(3,460)	



300 Third Avenue NE
Crosby, MN 56441-1642

PHONE (218) 546-5088

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www.crosbyhra.org

To: Crosby HRA Board Members
From: Karen Young, Finance Director
Date: February 3, 2021
Re: 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. As such, we are requesting the approval to write off all balances outstanding at 3/31/2021 in Accounts Receivable that remain unpaid 90 days following the tenant's move-out date.

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.

Action Requested: Approve the write-off of uncollectible Accounts Receivable for 2021.

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