



300 Third Avenue NE  
Crosby, MN 56441-1642

PHONE (218) 546-5088  
FAX (218) 546-5041  
[www.crosbyhra.org](http://www.crosbyhra.org)

**Crosby HRA Board Meeting**  
**Tuesday, March 9<sup>th</sup>, 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=md32259fbc69abd6d62f0369ad399948b>  
**Join by phone:** 415-655-0001  
**Meeting number (access code):** 182 718 3552  
**Meeting password:** 0309

**AGENDA**

1. **Call to Order**
2. **Roll Call**
3. **Reading and Approval of Minutes (Attachment 1).....[p.3](#)**
4. **Bills and Communications**
  - a. Financial Report (Attachment 2).....[p.7](#)
  - b. Housing Manager Report (Attachment 3).....[p.15](#)
  - c. Executive Director Report (Attachment 4).....[p.21](#)
5. **Unfinished Business**
6. **New Business**
  - a. Approval of Accounts Receivable Write-off (Attachment 5).....[p.23](#)
7. **Adjournment**

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## Minutes of the February 9<sup>th</sup>, 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, February 9<sup>th</sup>, 2021, via Webex teleconference.

1. **CALL TO ORDER:** Chair Peeples called the meeting to order at 11:00 a.m.
2. **ROLL CALL:** Present: Commissioners Linda Peeples, Julie McGinnis, Renae Marsh, John Ohlin, 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. **OATH OF OFFICE FOR JOHN OHLIN:** At the January 25<sup>th</sup> 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.

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

**Moved by Commissioner Marsh and seconded by Commissioner Neprud to approve the meeting minutes from January 12<sup>th</sup>, 2021. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

5. **BILLS AND COMMUNICATIONS:**

- a. **Financial Report:**

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 the family units as a result of the fire on June 13<sup>th</sup>. 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.

**Moved by Commissioner Neprud and seconded by Commissioner McGinnis to approve January checks numbered 117975 through 118010 and January ACH payments numbered 1432 through 1439 and 157 through 159. 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. There is currently one volunteer with a plan to add at least one more in the coming months. Staff is also checking into a possible new resource for frozen meal delivery through Catholic Charities.

##### Caretaker Position Update

The caretaker position was filled with Mark Englund who started as the new caretaker on February 1<sup>st</sup>. Mark is an Army veteran with maintenance experience and is familiar with the Crosby area.

##### Late Fee Discussion

Staff informed the board that they would like to reinstate late and NSF fees, starting March 1<sup>st</sup>. 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. The board had a discussion and agreed that it would be appropriate to reinstate late fee collection.

**Commissioner Marsh moved to reinstate late fees effective March 1, 2021, followed by a second from Commissioner Neprud. Upon roll call, all commissioners voted in favor of the motion and none were opposed. The motion passed.**

The HRA is not required to give a 30-day notice of the reinstatement of fees, but staff will send a memo to tenants so they are notified.

##### Monthly Property Performance Reports

Fortune reviewed the monthly statistics from January.

#### **c. 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.

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 the HRA's 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. Approval of Budgets:** Young reviewed the 2022 budgets for Public Housing and Edgewood.

**Commissioner McGinnis moved to adopt the 2022 Public Housing Budget by adopting Resolution 2021-21 PHA Board Resolution Approving Operating Budget. Commissioner Marsh seconded the motion. Upon roll call vote, all commissioners were in favor of the motion and none were opposed. The motion was approved.**

**Moved by Commissioner Marsh and seconded by Commissioner McGinnis to adopt the 2022 Edgewood Budget. Upon roll call, all commissioners voted in favor of the motion and none were opposed. The motion was approved.**

**b. 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. Young requested 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.

**Commissioner Neprud moved to approve the write-off of uncollectible Accounts Receivable for 2021, followed by a second from Commissioner McGinnis. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

**8. NEXT MEETING:** Tuesday, March 9<sup>th</sup>, 2021.

**9. ADJOURNMENT:**

**Moved by Commissioner Marsh and seconded by Commissioner Neprud to adjourn the meeting at 11:45 a.m.**

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: March 3, 2021  
Re: March Financial Report

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Please find attached the financial information for February 2021.

**2021 Capital Fund Program (CFP) Award**

HUD recently announced our 2021 CFP grant funding in the amount of \$106,850. This is the highest annual amount of funding that we have received in the history of this program. These funds will be primarily used for capital improvements to our Public Housing properties.

**Operating Subsidy Grant Submission**

The Operating Subsidy grant submission is due the beginning of March for our Public Housing properties. This funding is calculated to cover the gap between the estimated tenant rental income that we receive and the annual operating expenses that we incur for our Public Housing units. The unapproved grant calculation was in the amount of \$139,293, which is significantly higher than any prior funding that we have received. This amount has not been approved by HUD and is subject to proration.

**Action Requested:**

**Approval of February checks numbered 118011 through 118050 and February ACH payments numbered 1440 through 1447 and 160 through 164.**

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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          | 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<br>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         |
| <b>Total Points</b>             | <b>25</b> |                           | <b>25.00</b> | <b>25.00</b> | <b>25.00</b> | <b>25.00</b> | <b>25.00</b> | <b>25.00</b> | <b>25.00</b> | <b>25.00</b> | <b>25.00</b> | <b>25.00</b> | <b>25.00</b> |

| MASS Ratios                   | Max Pts   | Scoring                   | Apr          | May          | June         | July         | Aug          | Sept         | Oct          | Nov          | Dec          | Jan          | Feb          |
|-------------------------------|-----------|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 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        | 16.00        |
| Tenant Accounts<br>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         | 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         |
| <b>Total Points</b>           | <b>25</b> |                           | <b>20.00</b> | <b>20.00</b> | <b>25.00</b> | <b>22.00</b> | <b>22.00</b> | <b>25.00</b> | <b>25.00</b> | <b>20.00</b> | <b>20.00</b> | <b>20.00</b> | <b>20.00</b> |

|                              |           |  |           |           |           |           |           |           |           |           |           |           |           |
|------------------------------|-----------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>Total of Above Ratios</b> | <b>50</b> |  | <b>45</b> | <b>45</b> | <b>50</b> | <b>47</b> | <b>47</b> | <b>50</b> | <b>50</b> | <b>45</b> | <b>45</b> | <b>45</b> | <b>45</b> |
|------------------------------|-----------|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

| MASS Ratios                 | Max Pts   | Scoring   | Apr         | May         | June        | July        | Aug         | Sept        | Oct         | Nov         | Dec         | Jan         | Feb         |
|-----------------------------|-----------|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Timeliness of<br>Obligation | 5         | >90% at OED = 5<br><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<br>Must have 5 points or<br>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        |
| <b>Total Points</b>         | <b>10</b> |   | <b>10.0</b> | <b>10.0</b> | <b>10.0</b> | <b>10.0</b> | <b>10.0</b> | <b>10.0</b> | <b>10.0</b> | <b>10.0</b> | <b>10.0</b> | <b>10.0</b> | <b>10.0</b> |

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**PH Operating - Board  
 Public Housing Operating - Board  
 February, 2021**

|  | Current Period    | Current Year       | Year To Date Budget | Variance           |
|--|-------------------|--------------------|---------------------|--------------------|
| <b>Income</b>                            |                   |                    |                     |                    |
| 100-000-3110.000 Dwelling Rental         | -15,800.00        | -181,746.00        | -181,582.50         | -163.50            |
| 100-000-3120.000 Excess Utilities        | -12.00            | -612.00            | -504.13             | -107.87            |
| 100-000-3401.000 Operating Subsidy       | -8,264.00         | -95,825.00         | -82,500.00          | -13,325.00         |
| 100-000-3402.000 Capital Fund Revenue    | -568.00           | -277,513.52        | -10,000.00          | -267,513.52        |
| 100-000-3610.000 Interest Revenue        | -0.16             | 2.68               | 0.00                | 2.68               |
| 100-000-3690.000 Other Income            | -16,419.75        | -96,056.97         | -6,407.50           | -89,649.47         |
| 100-000-3691.000 Other Tenant Revenue    | -787.00           | -4,460.76          | -11,183.37          | 6,722.61           |
| 100-000-3695.000 Laundry Revenue         | -439.00           | -2,221.50          | -2,090.00           | -131.50            |
| 100-000-3699.000 POHP Grant Revenue      | 7,188.03          | -162,617.86        | 0.00                | -162,617.86        |
| <b>Total Income</b>                      | <b>-35,101.88</b> | <b>-821,050.93</b> | <b>-294,267.50</b>  | <b>-526,783.43</b> |
| <b>Expense</b>                           |                   |                    |                     |                    |
| 100-000-4110.000 Administration Salaries | 1,448.32          | 17,327.71          | 17,260.87           | 66.84              |
| 100-000-4130.000 Legal                   | 562.50            | 3,943.60           | 2,062.50            | 1,881.10           |
| 100-000-4140.000 Staff Training          | 0.00              | 337.50             | 366.63              | -29.13             |
| 100-000-4150.000 Travel                  | 27.16             | 440.24             | 724.13              | -283.89            |
| 100-000-4171.000 Auditing Fees           | 0.00              | 3,270.37           | 3,275.00            | -4.63              |
| 100-000-4190.000 Sundry-Other Admin      | 37.50             | 492.50             | 320.87              | 171.63             |
| 100-000-4191.000 Management Fees         | 3,000.00          | 33,000.00          | 33,000.00           | 0.00               |
| 100-000-4194.000 Office Supplies         | 188.40            | 1,747.55           | 825.00              | 922.55             |
| 100-000-4195.000 Membership Dues         | 0.00              | 178.70             | 284.13              | -105.43            |
| 100-000-4196.000 Telephone               | 77.90             | 785.81             | 660.00              | 125.81             |
| 100-000-4198.000 Advertising             | 0.00              | 1,088.52           | 444.62              | 643.90             |
| 100-000-4199.000 Postage                 | 0.00              | 434.87             | 261.25              | 173.62             |
| 100-000-4210.000 Tenant Svcs Salaries    | 0.00              | 2,378.28           | 3,960.00            | -1,581.72          |
| 100-000-4230.000 Tenant Services Other   | 21.87             | 238.74             | 1,191.63            | -952.89            |
| 100-000-4310.000 Water                   | 1,142.32          | 12,291.96          | 13,644.62           | -1,352.66          |
| 100-000-4315.000 Sewer                   | 1,732.57          | 18,912.33          | 20,079.62           | -1,167.29          |
| 100-000-4320.000 Electricity             | 1,790.49          | 16,903.40          | 19,437.88           | -2,534.48          |
| 100-000-4330.000 Gas                     | 0.00              | 4,592.66           | 11,077.88           | -6,485.22          |
| 100-000-4431.000 Garbage & Trash         | 1,124.01          | 6,519.91           | 7,700.00            | -1,180.09          |
| 100-000-4410.000 Maintenance Labor       | 3,065.00          | 33,289.68          | 38,564.13           | -5,274.45          |
| 100-000-4420.000 Materials               | 1,098.07          | 10,203.17          | 11,916.63           | -1,713.46          |
| 100-000-4430.000 Contracts Costs         | 1,330.90          | 17,597.25          | 15,583.37           | 2,013.88           |
| 100-000-4432.000 Decorating Contract     | 2,830.57          | 7,846.25           | 8,250.00            | -403.75            |
| 100-000-4435.000 Grounds Contract        | 45.95             | 461.17             | 916.63              | -455.46            |
| 100-000-4445.000 Elevator Maintenance    | 0.00              | 2,580.41           | 3,208.37            | -627.96            |
| 100-000-4450.000 Plumbing/Heating        | 1,262.68          | 4,683.06           | 4,583.37            | 99.69              |
| 100-000-4455.000 Snow Removal            | 456.88            | 646.12             | 2,200.00            | -1,553.88          |
| 100-000-4456.000 Exterminating           | 59.00             | 361.00             | 1,136.63            | -775.63            |
| 100-000-4457.000 Janitor/Cleaning        | 950.84            | 5,920.97           | 6,233.37            | -312.40            |
| 100-000-4510.000 Insurance               | 1,856.66          | 20,423.26          | 18,681.74           | 1,741.52           |
| 100-000-4520.000 Property Tax            | 501.13            | 6,275.32           | 6,402.88            | -127.56            |
| 100-000-4540.000 Employee Benefits       | 1,498.52          | 18,708.74          | 29,929.13           | -11,220.39         |
| <b>Total Expense</b>                     | <b>26,109.24</b>  | <b>253,881.05</b>  | <b>284,182.88</b>   | <b>-30,301.83</b>  |
| <b>Net Income(-) or Loss</b>             | <b>-8,992.64</b>  | <b>-567,169.88</b> | <b>-10,084.62</b>   | <b>-557,085.26</b> |

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

|  | Current Period    | Current Year       | Year To Date Budget | Variance          |
|--|-------------------|--------------------|---------------------|-------------------|
| <b>Income</b>                            |                   |                    |                     |                   |
| 700-000-3110.000 Dwelling Rental         | -17,682.00        | -201,570.00        | -209,591.25         | 8,021.25          |
| 700-000-3120.000 Excess Utilities        | -53.00            | -1,738.00          | -1,760.00           | 22.00             |
| 700-000-3404.000 Other Government Grant  | -9,653.00         | -97,565.00         | -94,164.62          | -3,400.38         |
| 700-000-3610.000 Interest Revenue        | 299.44            | -14,200.49         | -29,150.00          | 14,949.51         |
| 700-000-3690.000 Other Income            | -171.09           | -1,402.28          | -201.63             | -1,200.65         |
| 700-000-3691.000 Other Tenant Revenue    | -25.00            | -5,751.96          | -5,985.87           | 233.91            |
| 700-000-3695.000 Laundry Revenue         | -1,490.00         | -7,558.75          | -7,282.88           | -275.87           |
| <b>Total Income</b>                      | <b>-28,774.65</b> | <b>-329,786.48</b> | <b>-348,136.25</b>  | <b>18,349.77</b>  |
| <b>Expense</b>                           |                   |                    |                     |                   |
| 700-000-4110.000 Administration Salaries | 2,422.49          | 28,091.53          | 28,407.50           | -315.97           |
| 700-000-4130.000 Legal                   | 562.50            | 3,943.60           | 2,062.50            | 1,881.10          |
| 700-000-4140.000 Staff Training          | 0.00              | 337.50             | 550.00              | -212.50           |
| 700-000-4150.000 Travel                  | 27.16             | 368.96             | 687.50              | -318.54           |
| 700-000-4171.000 Auditing Fees           | 0.00              | 3,270.38           | 3,275.00            | -4.62             |
| 700-000-4190.000 Sundry-Other Admin      | 42.50             | 501.50             | 256.63              | 244.87            |
| 700-000-4191.000 Management Fees         | 4,500.00          | 49,500.00          | 49,500.00           | 0.00              |
| 700-000-4194.000 Office Supplies         | 188.40            | 1,938.20           | 825.00              | 1,113.20          |
| 700-000-4195.000 Membership Dues         | 0.00              | 178.70             | 284.13              | -105.43           |
| 700-000-4196.000 Telephone               | 77.90             | 785.88             | 660.00              | 125.88            |
| 700-000-4198.000 Advertising             | 0.00              | 1,006.41           | 366.63              | 639.78            |
| 700-000-4199.000 Postage                 | 0.00              | 434.88             | 256.63              | 178.25            |
| 700-000-4210.000 Tenant Svcs Salaries    | 0.00              | 3,567.37           | 5,940.00            | -2,372.63         |
| 700-000-4230.000 Tenant Services Other   | 21.87             | 238.77             | 183.37              | 55.40             |
| 700-000-4310.000 Water                   | 483.46            | 4,894.36           | 6,595.38            | -1,701.02         |
| 700-000-4315.000 Sewer                   | 823.49            | 8,340.30           | 10,917.50           | -2,577.20         |
| 700-000-4320.000 Electricity             | 2,365.07          | 22,356.71          | 25,355.00           | -2,998.29         |
| 700-000-4330.000 Gas                     | 0.00              | 4,779.08           | 11,366.63           | -6,587.55         |
| 700-000-4431.000 Garbage & Trash         | 160.40            | 1,678.26           | 2,016.63            | -338.37           |
| 700-000-4410.000 Maintenance Labor       | 3,097.50          | 33,989.47          | 39,682.50           | -5,693.03         |
| 700-000-4420.000 Materials               | 1,052.51          | 15,477.78          | 9,166.63            | 6,311.15          |
| 700-000-4430.000 Contracts Costs         | 960.86            | 10,512.30          | 11,916.63           | -1,404.33         |
| 700-000-4432.000 Decorating Contract     | 6,143.31          | 14,102.77          | 10,083.37           | 4,019.40          |
| 700-000-4435.000 Grounds Contract        | 68.90             | 396.06             | 550.00              | -153.94           |
| 700-000-4445.000 Elevator Maintenance    | 0.00              | 4,413.08           | 3,208.37            | 1,204.71          |
| 700-000-4450.000 Plumbing/Heating        | 4,677.27          | 5,841.87           | 11,000.00           | -5,158.13         |
| 700-000-4455.000 Snow Removal            | 685.32            | 969.18             | 3,208.37            | -2,239.19         |
| 700-000-4456.000 Exterminating           | 59.00             | 394.00             | 1,375.00            | -981.00           |
| 700-000-4457.000 Janitor/Cleaning        | 963.76            | 8,707.27           | 7,516.63            | 1,190.64          |
| 700-000-4510.000 Insurance               | 1,509.16          | 16,600.76          | 20,872.61           | -4,271.85         |
| 700-000-4520.000 Property Tax            | 695.13            | 7,914.14           | 7,768.75            | 145.39            |
| 700-000-4540.000 Employee Benefits       | 1,741.25          | 21,523.49          | 34,631.74           | -13,108.25        |
| <b>Total Expense</b>                     | <b>33,329.21</b>  | <b>277,054.56</b>  | <b>310,486.63</b>   | <b>-33,432.07</b> |
| <b>Net Income(-) or Loss</b>             | <b>4,554.56</b>   | <b>-52,731.92</b>  | <b>-37,649.62</b>   | <b>-15,082.30</b> |

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

| Payment Date | Payment Number | Remit to Vendor                       | Total Check Amt |
|--------------|----------------|---------------------------------------|-----------------|
| 2/12/2021    | 160            | Alex Balster                          | \$178.64        |
| 2/12/2021    | 161            | Eric Charpentier                      | \$17.92         |
| 2/12/2021    | 162            | Erik Warner                           | \$18.48         |
| 2/12/2021    | 163            | James Wheeler                         | \$40.32         |
| 2/12/2021    | 164            | Shannon Fortune                       | \$17.92         |
| 2/11/2021    | 1440           | Lincoln Financial Group               | \$262.50        |
| 2/11/2021    | 1441           | Minnesota State Retirement System     | \$50.00         |
| 2/11/2021    | 1442           | Electronic Federal Tax Payment System | \$1,188.18      |
| 2/11/2021    | 1443           | Minnesota Dept Of Revenue             | \$199.73        |
| 2/25/2021    | 1444           | Lincoln Financial Group               | \$262.50        |
| 2/25/2021    | 1445           | Minnesota State Retirement System     | \$50.00         |
| 2/25/2021    | 1446           | Electronic Federal Tax Payment System | \$1,245.34      |
| 2/25/2021    | 1447           | Minnesota Dept Of Revenue             | \$194.78        |
| 2/11/2021    | 118011         | Bremer Bank Credit Card               | \$27.50         |
| 2/11/2021    | 118012         | Ctcit                                 | \$325.00        |
| 2/11/2021    | 118013         | Hd Supply Facilities Maint            | \$362.63        |
| 2/11/2021    | 118014         | Healthpartners                        | \$2,141.73      |
| 2/11/2021    | 118015         | Holden Electric Co. Inc.              | \$875.00        |
| 2/11/2021    | 118016         | Judy Robinson                         | \$900.00        |
| 2/11/2021    | 118017         | Minnesota Dept Of Commerce            | \$100.83        |
| 2/11/2021    | 118018         | Minnesota Power                       | \$90.00         |
| 2/11/2021    | 118019         | Minnesota Power                       | \$54.00         |
| 2/11/2021    | 118020         | Minnesota Power                       | \$26.00         |
| 2/11/2021    | 118021         | Ratwik Rosak & Maloney P.A.           | \$345.00        |
| 2/11/2021    | 118022         | Rental History Reports                | \$125.00        |
| 2/11/2021    | 118023         | The Office Shop                       | \$4,728.51      |
| 2/18/2021    | 118024         | Tenant Refund                         | \$61.58         |
| 2/25/2021    | 118025         | Voided Check                          | \$0.00          |
| 2/25/2021    | 118026         | Brainerd Glass Comp.                  | \$202.50        |
| 2/25/2021    | 118027         | City Of Crosby                        | \$4,622.66      |
| 2/25/2021    | 118028         | Climate Makers                        | \$5,694.95      |
| 2/25/2021    | 118029         | Crosby Ace Hardware                   | \$162.86        |
| 2/25/2021    | 118030         | Crow Wing County San. Landfill        | \$20.00         |
| 2/25/2021    | 118031         | Ctc                                   | \$427.25        |
| 2/25/2021    | 118032         | Dacotah Paper Co.                     | \$139.60        |
| 2/25/2021    | 118033         | Goble Sewer Service                   | \$245.00        |
| 2/25/2021    | 118034         | Guardian Pest Control                 | \$118.00        |
| 2/25/2021    | 118035         | Hd Supply Facilities Maint            | \$340.18        |
| 2/25/2021    | 118036         | Holiday                               | \$14.86         |
| 2/25/2021    | 118037         | Judy Robinson                         | \$875.00        |
| 2/25/2021    | 118038         | Lakes Printing                        | \$169.65        |
| 2/25/2021    | 118039         | Majestic Creations Landscape          | \$1,142.20      |
| 2/25/2021    | 118040         | Minnesota Power                       | \$4,155.56      |
| 2/25/2021    | 118041         | Nisswa Sanitation Inc                 | \$798.09        |

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

| Payment Date | Payment Number | Remit to Vendor             | Total Check Amt    |
|--------------|----------------|-----------------------------|--------------------|
| 2/25/2021    | 118042         | Paper Storm                 | \$25.50            |
| 2/25/2021    | 118043         | Ratwik Rosak & Maloney P.A. | \$780.00           |
| 2/25/2021    | 118044         | Sherwin-Williams            | \$349.32           |
| 2/25/2021    | 118045         | ShofCorp LLC                | \$75.48            |
| 2/25/2021    | 118046         | Tkda                        | \$882.30           |
| 2/25/2021    | 118047         | Tykes Carpet Sales North    | \$4,972.50         |
| 2/25/2021    | 118048         | Verizon Wireless            | \$129.25           |
| 2/25/2021    | 118049         | Visa-Unity                  | \$2,356.60         |
| 2/25/2021    | 118050         | West Central Flooring       | \$2,725.36         |
|              |                |                             |                    |
|              |                | <b>Report Total</b>         | <b>\$45,313.76</b> |



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

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**Tenant Activities Update**

There were 27 participants in the NAPS food delivery program last month. We are still learning more about the frozen meal delivery program through Catholic Charities that is coming to the area. If we are able to get the Crosby HRA approved to participate in the program, elderly tenants could each potentially receive up to 14 meals per month. The job posting for the tenant activities coordinator position is now active. We have received several questions about the position but no applications as of this date.

**Late Fee Follow-Up**

On February 9<sup>th</sup>, all tenants were given written notice that late fees would resume accruing on delinquent accounts effective March 1<sup>st</sup>. For reference, there were 21 households who would have received a late fee in January and another 26 in February.

**COVID-19 Vaccination Clinic**

HRA staff will be meeting with Public Health staff to discuss the opportunity of hosting a COVID-19 vaccination clinic at the property. Based on the current distribution prioritization criteria, which is focused primarily on age, it appears that 53 of our tenants would be potentially eligible.

**Monthly Property Performance Reports for February 2021**

Please see Attachment 3a.

**No Action Requested; Discussion Items**

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## Crosby Housing and Redevelopment Authority

Monthly Property Performance Report  
February 2021

## 1. Property Narrative

## 2. Physical Occupancy

| Unit Size    | Total Units | Occupied Units | Mod Rehab | Make Ready | Vacant Units | Percent Occupied |
|--------------|-------------|----------------|-----------|------------|--------------|------------------|
| Edgewood     | 61          | 60             | n/a       | n/a        | 1            | 98%              |
| Dellwood     | 39          | 37             | n/a       | n/a        | 2            | 95%              |
| Family Units | 20          | 20             | n/a       | n/a        | 0            | 100%             |
| <b>TOTAL</b> | <b>120</b>  | <b>117</b>     | <b>0</b>  | <b>0</b>   | <b>3</b>     | <b>98%</b>       |

## 3. Customer Traffic

|                                     |    |
|-------------------------------------|----|
| Applications Requested              | 10 |
| Applications Placed on PH Wait List | 9  |
| Applications Denied on PH Wait List | 1  |

## 4. Waiting List

| Unit Size    | # of Units | Total # on Wait List | Notified  | Screening | Denied   |
|--------------|------------|----------------------|-----------|-----------|----------|
| 1 bdrm       | 99         | 22                   | 6         | 2         | 1        |
| 2 bdrm       | 13         | 17                   | 6         | 0         | 0        |
| 3 bdrm       | 6          | 11                   | 0         | 0         | 0        |
| 4 bdrm       | 2          | 4                    | 0         | 0         | 0        |
| <b>TOTAL</b> | <b>120</b> | <b>54</b>            | <b>12</b> | <b>2</b>  | <b>1</b> |

## 5. Move-Ins and Move Outs

|           | This Month | Year-to-Date |
|-----------|------------|--------------|
| Move-Ins  | 1          | 18           |
| Move-Outs | 1          | 21           |

\*Starting 4/1/2020

## 6. Lists of Vacant Units and Unit Status

| Unit   | Unit Size | Anticipated Lease Date | Applicant Approved? |
|--------|-----------|------------------------|---------------------|
| EW#205 | 1BR       | 03/01/21               | Yes                 |
| DW#102 | 1BR       | TBD                    | Caretaker Unit      |
| DW#309 | 1BR       | TBD                    | Notified 5          |

7. Recertifications

|                          |   |
|--------------------------|---|
| Interim Recertifications | 2 |
| Annual Recertifications  | 5 |
| Completed for this month | 7 |

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 | 5 |
| 30-day lease terminations        | 0 |

10. Evictions

| Resident | Reason           | Summons Date | Judgment Action |
|----------|------------------|--------------|-----------------|
| SS#502   | Violent Behavior | 02/26/21     | Trial           |

11. Non-Emergency Work Orders

|                                      |     |
|--------------------------------------|-----|
| Beginning Balance                    | 2   |
| Received                             | 29  |
| Closed                               | 27  |
| Ending Balance                       | 4   |
| Total Completed Work Orders for Year | 316 |

*\*Starting 4/1/2020*

12. Emergency Work Orders

|                                   | This Month | Year-to-Date |
|-----------------------------------|------------|--------------|
| Requested                         | 4          | 11           |
| Completed within 24 hours         | 4          | 11           |
| Percent completed within 24 hours | 100%       | 100%         |

*\*Starting 4/1/2020*

*\*Starting 4/1/2020*

13. Rent Collection

|                                | This Month |
|--------------------------------|------------|
| Rent Charges                   | 34,127     |
| Other Charges                  | 135        |
| <b>Total New Charges</b>       | 34,262     |
| Arrears, tenants in possession | 632        |

Accounts Receivable

|   |        |
|---|--------|
| Current Tenant Accounts Receivable (Rent) | 587    |
| Current Rent Charges                      | 34,127 |
| Current Rent Collections                  | 33,540 |
| Accounts Receivable Rate                  | 2%     |
| Collection Rate                           | 98%    |

Collections - Prior 12 Month Period

|  |         |
|--|---------|
| Prior Tenants Accounts Receivable (Rent) | 5,633   |
| Prior Rent Charges                       | 424,625 |
| Collection Rate                          | 99%     |

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

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### **Crosby Caretaker Position Opening**

Our caretaker position for Edgewood/Dellwood is currently open again. The recently-hired caretaker is no longer employed with us. We are hoping to have this filled ASAP.

### **Maintenance Supervisor Position Open (Brainerd & Crosby)**

Our previous maintenance supervisor, Terry Quick, had his last day with the agency in early January. We have posted this position for hire on multiple websites and with the City of Brainerd. We have started to receive submitted application packets and we will begin reviewing and interviewing qualified candidates as soon as possible. This position does oversee both of the Brainerd and Crosby agency's properties.

### **Crosby Tax Forfeited Property**

Lakes Area Habitat for Humanity (LAHFH) purchased a tax-forfeited lot through the CWC HRA Tax Forfeited Property Hold Policy for a planned build for one of their partner families. That home has been completed and the family is now in the home. As an additional bonus, LAHFH also reached out to an adjacent landowner and was able to negotiate the purchase of a small piece of the adjoining lot to make the tax-forfeited lot that they purchased from the HRA into two buildable lots. They plan on building on the second site in the future. Rather than just one, now there will be two homes on previously tax-forfeited land. This positively impacts the County and the City of Crosby for their tax base. It's a great example of a community partnership to develop/redevelop previously forfeited land.

### **Ongoing COVID-19 Response**

There have been no changes in the COVID-19 response in the past month. Staff continues to monitor a number of 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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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: March 3, 2021  
Re: Approval of Accounts Receivable Write-Off

---

In February, the board took action to write off any tenant account balances remaining unpaid 90 days following the tenant's move-out date with no repayment activity per our Tenant Accounts Receivable Policy. As such, we wrote off all balances outstanding at 3/31/2021 in Accounts Receivable that remain unpaid 90 days following the tenant's move-out date.

Because of the current eviction moratorium that prevents the eviction for non-payment of rent, we currently have a Public Housing tenant with a high accounts receivable balance who refuses to enter into a repayment agreement. Because we are unable to evict, this balance continues to increase causing a reduction in points for our Tenant Accounts Receivable Ratio at year-end.

We are requesting that the board take action to approve the write-off of a current tenant account, in which the tenant has not moved out but remains unpaid. If this tenant does make a payment in March, we would still like to make an exception and write off this balance at year-end due to the inability to evict for non-payment of rent.

This tenant account balance has been 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 unpaid Accounts Receivable for a current Public Housing tenant for 2021 year-end.**

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