



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, May 11<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=mfccb6d0f56c7a9a10cc8ec0715427142>  
**Join by phone:** 415-655-0001  
**Meeting number (access code):** 182 394 6892  
**Meeting password:** 0511

**AGENDA**

- 1. Call to Order**
- 2. Roll Call**
- 3. Reading and Approval of Minutes (Attachment 1).....[p. 1](#)**
- 4. Bills and Communications**
  - a. Financial Report (Attachment 2).....[p. 5](#)
  - b. Housing Manager Report (Attachment 3).....[p. 13](#)
  - c. Executive Director Report (Attachment 4).....[p. 19](#)
- 5. Unfinished Business**
- 6. New Business**
- 7. Adjournment**

Next meeting date: June 8, 2021

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## Minutes of the April 13<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, April 13<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:** Commissioners Linda Peeples, John Ohlin, and Buzz Neprud. Absent: Julie McGinnis and Renae Marsh.

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

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

**Moved by Commissioner Neprud and seconded by Commissioner Ohlin to approve the meeting minutes from March 9<sup>th</sup>, 2021. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

4. **BILLS AND COMMUNICATIONS:**

- a. **Financial Report:**

2021 Audit

The 2021 audit fieldwork has been scheduled with CliftonLarsonAllen (CLA) during the week of June 21<sup>st</sup>.

Sales Tax Refund

A sales tax refund of \$15,693.46 was received in February. This was primarily for the Dellwood POHP project with Baratto Brothers and the kitchen remodel project with Hy-Tec Construction.

**Moved by Commissioner Neprud and seconded by Commissioner Ohlin to approve March checks numbered 118051 through 118098 and March ACH payments numbered 1448 through 1455 and 165 through 173. Through a roll call vote, all commissioners were in favor and none were opposed. The motion passed.**

**b. Housing Manager Report:**

Tenant Activities Update

One candidate was interviewed for the position of tenant activities coordinator in March. The candidate comes with a wealth of experience and had some insightful and novel suggestions as to opportunities for tenant engagement, including how to offer remote/socially-distanced options. References will be checked and then hopefully conversations with this candidate will be continued in the coming weeks. There were 26 participants in the NAPS food delivery program last month.

Public Housing Lease Project Update

All Public Housing tenants are being provided with updated lease packets after it was discovered that an incorrect HUD model lease had been mistakenly used in all but the most recent move-ins. Also, many tenant files were found to be missing vital attachments or contain pages left blank or unsigned. Tenants have a 30-day window in which they can review the lease packet and return it. The alternative to signing the lease is to provide a proper move-out notice, as the proper lease is required by HUD regulations. Now that staff is aware of the problem, correction is required. All files will be noted with an explanation as to why this occurred.

Edgewood OCAF Rent Increase

All Edgewood tenants have received a proper notice regarding the annual HAP contract OCAF rent increase (approved by HUD in Dec-2020), which will go into effect on 5/1/2021. This year the HAP contract rent has increased \$11.00/month for a 1-bedroom and \$12.00/month for a 2-bedroom.

COVID-19 Vaccination Clinic

A vaccine clinic was not possible on-site due to the relatively small numbers of tenants that were still struggling with locating a provider. CRMC has been wonderful in providing resources and even worked with some tenants prior to admin staff approaching them to provide for in-home vaccination. Information on how to locate a vaccine was posted on the bulletin boards and anyone that is struggling can connect with Mallory or Shannon for help in that process.

**c. Executive Director Report:**

Maintenance Supervisor Position Update

Candidates have been interviewed and a job offer will be made within the next few days.

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. Vaccinations are now open to all adults in the state of Minnesota.

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

6. **NEW BUSINESS:** Nothing to report.
7. **NEXT MEETING:** Tuesday, May 11<sup>th</sup>, 2021.
8. **ADJOURNMENT:**

**Moved by Commissioner Neprud and seconded by Commissioner Ohlin to adjourn the meeting at 11:13 a.m.**

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To: Crosby HRA Board Members  
From: Karen Young, Finance Director  
Date: May 5, 2021  
Re: May Financial Report

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Please find attached the financial information for April 2021.

**2021 Audit**

The 2021 audit fieldwork has been scheduled with CliftonLarsonAllen (CLA) during the week of June 21<sup>st</sup>.

**Boiler Tune-Up and LED Lighting Rebates**

Reflected in the April financial statements is \$750 boiler tune-up rebates from MN Energy for Edgewood. Also reflected is \$1,073.74 LED lighting rebates from MN Power for Public Housing.

**Dellwood POHP Closeout**

In April we processed the final draw with Minnesota Housing for the POHP Dellwood project. We received \$450.85, which was the final payment to the Architect/Engineering firm TKDA. The development costs for the entire project totaled \$583,342, with \$452,836 coming from the POHP grant and \$130,506 coming from HRA leverage funds. The primary scope of work for this project was life safety system upgrades, roof replacement and weatherization. We are very pleased to have this project completed.

**Action Requested:**

**Approval of April checks numbered 118099 through 118127 and April ACH payments numbered 1456 through 1463.**

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# Crosby Housing & Redevelopment Authority

## 2022 Ratios

FASS Ratios	Max Pts	Scoring	Apr
Quick Ratio	12	QR <1 =0, QR >2 =12	12.00
Months Expendable Net Assets	11	MENA <1.0= 0, ME >4 =11	11.00
Debt Svc Coverage	2	DSC < 1 = 0, DSC >1.25 =2	2.00
<b>Total Points</b>	<b>25</b>		<b>25.00</b>

MASS Ratios	Max Pts	Scoring	Apr
Occupancy	16	O <90% =0, O >98% =16	8.00
Tenant Accounts Receivable	5	TAR <1.5%=5, TAR >2.5% =0	0.00
Accounts Payable	4	AP < .75 = 4, AP >1.5 =0	4.00
<b>Total Points</b>	<b>25</b>		<b>12.00</b>

<b>Total of Above Ratios</b>	<b>50</b>		<b>37</b>
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MASS Ratios	Max Pts	Scoring	Apr
Timeliness of Obligation	5	>90% at OED = 5 <90% at OED = 0	5.00
Occupancy Rate	5	OR <93% = 0, OR >96% =5 Must have 5 points or	5.00
<b>Total Points</b>	<b>10</b>	Capital Fund Troubled	<b>10.0</b>

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

	<b>Current Period</b>	<b>Current Year</b>	<b>Year To Date Budget</b>	<b>Variance</b>
<b>Income</b>				
100-000-3110.000 Dwelling Rental	-16,193.00	-16,193.00	-16,666.67	473.67
100-000-3120.000 Excess Utilities	0.00	0.00	-47.50	47.50
100-000-3401.000 Operating Subsidy	-5,884.00	-5,884.00	-7,399.17	1,515.17
100-000-3402.000 Capital Fund Revenue	0.00	0.00	-10,000.00	10,000.00
100-000-3610.000 Interest Revenue	3.04	3.04	0.00	3.04
100-000-3690.000 Other Income	-1,114.17	-1,114.17	-50.00	-1,064.17
100-000-3691.000 Other Tenant Revenue	-1,136.84	-1,136.84	-750.00	-386.84
100-000-3695.000 Laundry Revenue	-272.75	-272.75	-204.17	-68.58
100-000-3699.000 POHP Grant Revenue	-450.85	-450.85	0.00	-450.85
<b>Total Income</b>	<b>-25,048.57</b>	<b>-25,048.57</b>	<b>-35,117.51</b>	<b>10,068.94</b>
<b>Expense</b>				
100-000-4110.000 Administration Salaries	1,470.08	1,470.08	1,616.67	-146.59
100-000-4130.000 Legal	0.00	0.00	250.00	-250.00
100-000-4140.000 Staff Training	0.00	0.00	33.33	-33.33
100-000-4150.000 Travel	0.00	0.00	55.00	-55.00
100-000-4190.000 Sundry-Other Admin	42.50	42.50	27.08	15.42
100-000-4191.000 Management Fees	3,000.00	3,000.00	3,000.00	0.00
100-000-4194.000 Office Supplies	65.00	65.00	75.00	-10.00
100-000-4195.000 Membership Dues	0.00	0.00	25.83	-25.83
100-000-4196.000 Telephone	77.84	77.84	75.00	2.84
100-000-4198.000 Advertising	0.00	0.00	40.42	-40.42
100-000-4199.000 Postage	0.00	0.00	25.00	-25.00
100-000-4210.000 Tenant Svcs Salaries	0.00	0.00	360.00	-360.00
100-000-4230.000 Tenant Services Other	21.45	21.45	108.33	-86.88
100-000-4310.000 Water	0.00	0.00	1,237.50	-1,237.50
100-000-4315.000 Sewer	0.00	0.00	1,908.33	-1,908.33
100-000-4320.000 Electricity	0.00	0.00	1,675.00	-1,675.00
100-000-4330.000 Gas	0.00	0.00	741.67	-741.67
100-000-4431.000 Garbage & Trash	12.75	12.75	850.00	-837.25
100-000-4410.000 Maintenance Labor	3,045.00	3,045.00	3,673.33	-628.33
100-000-4420.000 Materials	0.00	0.00	1,083.33	-1,083.33
100-000-4430.000 Contracts Costs	318.52	318.52	1,416.67	-1,098.15
100-000-4432.000 Decorating Contract	0.00	0.00	750.00	-750.00
100-000-4435.000 Grounds Contract	14.65	14.65	83.33	-68.68
100-000-4445.000 Elevator Maintenance	0.00	0.00	291.67	-291.67
100-000-4450.000 Plumbing/Heating	0.00	0.00	416.67	-416.67
100-000-4455.000 Snow Removal	0.00	0.00	200.00	-200.00
100-000-4456.000 Exterminating	55.00	55.00	83.33	-28.33
100-000-4457.000 Janitor/Cleaning	0.00	0.00	566.67	-566.67
100-000-4510.000 Insurance	2,102.87	2,102.87	2,062.91	39.96
100-000-4520.000 Property Tax	804.19	804.19	538.75	265.44
100-000-4540.000 Employee Benefits	1,646.03	1,646.03	2,035.84	-389.81
<b>Total Expense</b>	<b>12,675.88</b>	<b>12,675.88</b>	<b>25,306.66</b>	<b>-12,630.78</b>
<b>Net Income(-) or Loss</b>	<b>-12,372.69</b>	<b>-12,372.69</b>	<b>-9,810.85</b>	<b>-2,561.84</b>

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

	Current Period	Current Year	Year To Date Budget	Variance
<b>Income</b>				
700-000-3110.000 Dwelling Rental	-18,078.00	-18,078.00	-19,300.83	1,222.83
700-000-3120.000 Excess Utilities	-35.00	-35.00	-160.00	125.00
700-000-3404.000 Other Government Grant	-9,810.00	-9,810.00	-8,710.83	-1,099.17
700-000-3610.000 Interest Revenue	12.29	12.29	-1,333.33	1,345.62
700-000-3690.000 Other Income	-790.43	-790.43	-66.67	-723.76
700-000-3691.000 Other Tenant Revenue	-49.00	-49.00	-541.67	492.67
700-000-3695.000 Laundry Revenue	-936.00	-936.00	-700.00	-236.00
<b>Total Income</b>	<b>-29,686.14</b>	<b>-29,686.14</b>	<b>-30,813.33</b>	<b>1,127.19</b>
<b>Expense</b>				
700-000-4110.000 Administration Salaries	2,355.12	2,355.12	2,653.33	-298.21
700-000-4130.000 Legal	0.00	0.00	250.00	-250.00
700-000-4140.000 Staff Training	0.00	0.00	50.00	-50.00
700-000-4150.000 Travel	0.00	0.00	62.50	-62.50
700-000-4190.000 Sundry-Other Admin	42.50	42.50	23.33	19.17
700-000-4191.000 Management Fees	4,500.00	4,500.00	4,500.00	0.00
700-000-4194.000 Office Supplies	65.00	65.00	75.00	-10.00
700-000-4195.000 Membership Dues	0.00	0.00	25.83	-25.83
700-000-4196.000 Telephone	77.85	77.85	60.00	17.85
700-000-4198.000 Advertising	0.00	0.00	33.33	-33.33
700-000-4199.000 Postage	0.00	0.00	25.00	-25.00
700-000-4210.000 Tenant Svcs Salaries	0.00	0.00	540.00	-540.00
700-000-4230.000 Tenant Services Other	21.45	21.45	16.67	4.78
700-000-4310.000 Water	0.00	0.00	512.50	-512.50
700-000-4315.000 Sewer	0.00	0.00	925.00	-925.00
700-000-4320.000 Electricity	0.00	0.00	2,316.67	-2,316.67
700-000-4330.000 Gas	0.00	0.00	850.00	-850.00
700-000-4431.000 Garbage & Trash	12.75	12.75	453.33	-440.58
700-000-4410.000 Maintenance Labor	3,045.00	3,045.00	3,835.83	-790.83
700-000-4420.000 Materials	0.00	0.00	1,000.00	-1,000.00
700-000-4430.000 Contracts Costs	249.50	249.50	1,250.00	-1,000.50
700-000-4432.000 Decorating Contract	0.00	0.00	916.67	-916.67
700-000-4435.000 Grounds Contract	21.96	21.96	50.00	-28.04
700-000-4445.000 Elevator Maintenance	0.00	0.00	350.00	-350.00
700-000-4450.000 Plumbing/Heating	961.55	961.55	750.00	211.55
700-000-4455.000 Snow Removal	0.00	0.00	266.67	-266.67
700-000-4456.000 Exterminating	55.00	55.00	100.00	-45.00
700-000-4457.000 Janitor/Cleaning	75.00	75.00	700.00	-625.00
700-000-4510.000 Insurance	1,649.95	1,649.95	1,648.33	1.62
700-000-4520.000 Property Tax	879.69	879.69	714.58	165.11
700-000-4540.000 Employee Benefits	1,879.99	1,879.99	2,426.67	-546.68
<b>Total Expense</b>	<b>15,892.31</b>	<b>15,892.31</b>	<b>27,381.24</b>	<b>-11,488.93</b>
<b>Net Income(-) or Loss</b>	<b>-13,793.83</b>	<b>-13,793.83</b>	<b>-3,432.09</b>	<b>-10,361.74</b>

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

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
4/8/2021	1456	Lincoln Financial Group	\$419.10
4/8/2021	1457	Minnesota State Retirement System	\$50.00
4/8/2021	1458	Electronic Federal Tax Payment System	\$1,111.57
4/8/2021	1459	Minnesota Dept Of Revenue	\$189.44
4/22/2021	1460	Lincoln Financial Group	\$431.69
4/22/2021	1461	Minnesota State Retirement System	\$50.00
4/22/2021	1462	Electronic Federal Tax Payment System	\$1,207.40
4/22/2021	1463	Minnesota Dept Of Revenue	\$193.93
4/1/2021	118099	Birchdale Fire & Security LLP	\$240.00
4/1/2021	118100	Dearborn National Life Ins Co	\$28.15
4/1/2021	118101	Healthpartners	\$2,273.30
4/1/2021	118102	IP Networks	\$130.00
4/1/2021	118103	Void	\$0.00
4/1/2021	118104	League of MN Cities Insurance Trust	\$4,309.00
4/8/2021	118105	City Of Crosby	\$100.00
4/8/2021	118106	Housing Insurance Services Inc.	\$30,514.83
4/8/2021	118107	Minnesota Power	\$26.00
4/8/2021	118108	Minnesota Power	\$90.00
4/8/2021	118109	Minnesota Power	\$54.00
4/8/2021	118110	Minnesota Power	\$84.00
4/8/2021	118111	Paper Storm	\$91.56
4/8/2021	118112	Rental History Reports	\$25.00
4/8/2021	118113	Tkda	\$450.85
4/22/2021	118114	Void	\$0.00
4/21/2021	118115	Tenant Refund	\$474.14
4/22/2021	118116	Climate Makers	\$961.55
4/22/2021	118117	Crow Wing County San. Landfill	\$30.00
4/22/2021	118118	Ctc	\$426.61
4/22/2021	118119	Ctcit	\$325.00
4/22/2021	118120	Goble Sewer Service	\$215.00
4/22/2021	118121	Granite Pest Control	\$110.00
4/22/2021	118122	Healthpartners	\$3,332.38
4/22/2021	118123	Holiday	\$36.61
4/22/2021	118124	Judy Robinson	\$75.00
4/22/2021	118125	Minnesota Power	\$30.00
4/22/2021	118126	Nisswa Sanitation Inc	\$496.00
4/22/2021	118127	Paper Storm	\$25.50
		<b>Report Total</b>	<b>\$48,607.61</b>

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To: Crosby HRA Board Members  
From: Shannon Fortune, Housing Manager  
Date: May 3, 2021  
Re: Housing Manager Report

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### **Tenant Activities Update**

Erin Kunzman has been hired to fill the tenant activities coordinator position and will start on June 7<sup>th</sup>. There were 26 participants in the NAPS food delivery program last month.

### **Caretaker Position**

The caretaker position is currently being advertised in the Crosby-Ironton Courier (print), the Aitkin Independent Age (print and online), the Brainerd Dispatch (online), and is also posted online at the Department of Employment and Economic Development (DEED). The ad is also posted on the Crosby HRA's website, the Brainerd HRA's website, and has been included in Facebook posts on the respective Facebook pages for each agency. One of the currently vacant units at Dellwood is being held for the caretaker, once one has been hired.

### **Edgewood MOR**

We were notified by Minnesota Housing that Edgewood has been scheduled for its Management & Occupancy Review (MOR) on Monday, June 7<sup>th</sup>. This is an in-depth review of management policies and practices as well a file audit and a physical inspection of the property. In addition to a staff interview focused on HUD requirements and housing management best practices, the auditor will review up to six current tenant files, review the waiting list, examine our application screening process and review statistics from the previous year period. This year the process will a blend of phone interview, scanned file/document review, and on-stie inspection of unoccupied areas only. Any deficiencies or findings noted during the review process will be formally presented for correction via letter, which requires a formal written response and verification of corrections made or processes updated.

### **Monthly Property Performance Reports for April 2021**

Please see Attachment 3a.

### **No Action Requested; Discussion Items**

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**Crosby Housing and Redevelopment Authority**  
**Monthly Property Performance Report**  
**April 2021**

## 1. Property Narrative

## 2. Physical Occupancy

Unit Size	Total Units	Occupied Units	Mod Rehab	Make Ready	Vacant Units	Percent Occupied
Edgewood	61	61	n/a	n/a	0	100%
Dellwood	39	37	n/a	n/a	2	95%
Family Units	20	19	n/a	n/a	1	95%
<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	16
Applications Placed on PH Wait List	5
Applications Denied	5

## 4. Waiting List

Unit Size	# of Units	Total # on Wait List	Notified	Screening	Denied
1 bdrm	99	49	3	2	2
2 bdrm	13	5	6	3	1
3 bdrm	6	9	0	0	0
4 bdrm	2	4	0	0	0
<b>TOTAL</b>	<b>120</b>	<b>67</b>	<b>9</b>	<b>5</b>	<b>3</b>

## 5. Move-Ins and Move Outs

	This Month	Year-to-Date
Move-Ins	2	2
Move-Outs	0	0

\*Starting 4/1/2021

## 6. Lists of Vacant Units and Unit Status

Unit	Unit Size	Anticipated Lease Date	Applicant Approved?
DW#102	1BR	TBD	Caretaker Unit
DW#309	1BR	05/01/2021	Yes
SS#505	2BR	mid May-2021	Screening

7. Recertifications

Interim Recertifications	3
Annual Recertifications	7
Completed for this month	10

8. Annual Unit Inspections

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

*\*Starting 4/1/2021*

9. Lease Enforcements

Lease warnings/violations issued	3
30-day lease terminations	0

10. Evictions

Resident	Reason	Summons Date	Judgment Action
None			

11. Non-Emergency Work Orders

Beginning Balance	1
Received	32
Closed	32
Ending Balance	1
Total Completed Work Orders for Year	32

*\*Starting 4/1/2021*

12. Emergency Work Orders

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

*\*Starting 4/1/2021*

13. Rent Collection

	This Month
Rent Charges	35,038
Other Charges	320
<b>Total New Charges</b>	<b>35,358</b>
Arrears, tenants in possession	726

Accounts Receivable

Current Tenant Accounts Receivable (Rent)	507
Current Rent Charges	35,038
Current Rent Collections	34,531
Accounts Receivable Rate	1%
Collection Rate	99%

Collections - Prior 12 Month Period

Prior Tenants Accounts Receivable (Rent)	557
Prior Rent Charges	419,197
Collection Rate	100%

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To: Crosby HRA Board Members  
From: Eric Charpentier, Executive Director  
Date: May 11, 2021  
Re: Executive Director Report

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### **Maintenance Supervisor Position Update**

We have offered the maintenance supervisor position to Michael Foote, pending our normal background hiring procedures. Mike did accept our conditional job offer and is scheduled to start on June 1<sup>st</sup>. Mike has a background in carpentry and general building. He also has a wealth of experience in general maintenance and spent approximately nine years in the Alaskan oil fields as a foreman and maintenance lead at an oil workers encampment. Mike is originally from Crosby and is excited to join the team. He will be finishing up a project in the next few weeks before he starts. I anticipate introducing him to the board at our regular board meeting in June.

### **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. Vaccinations are open to all adults in the State of Minnesota and we encourage any and all tenants and staff to schedule an appointment if they so choose. The governor will be making another reopening announcement prior to the board meeting and I will present any new information at the meeting.

### **No Action Requested; Discussion Items**

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