



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of August 9, 2016

Roll Call: Barkos, Harris, Slater & Executive Director Shaff

1. Welcome and Introductions:

Meeting was called to order by Slater at 7:33 AM.

2. Approval of Minutes:

Minutes of June 14, 2016 meeting were tabled – for lack of proper quorum. (Barkos was not a board member at the time of this meeting)

3. Public Housing/Section 8 Voucher Update:

A Public Housing Report was not filed for June or July.

The HCV/Section 8 Program received 23 applications in June and 18 applications in July. There are 193 applications on file - 175 with Carlton County preference. During this time period 15 annual recertifications were completed. 13 interim recertifications and 21 inspections were completed. There are currently 110 vouchers in use. There are five Bridges certificates in use and six Bridges certificates outstanding.

4. Resident Board Member: Harris – Harris reported that there would be no “Back to School” bin this year. Sadly, some residents have helped themselves to the bin in the past and donated items are not getting to the children that they items are intended for.

Annual unit inspections have begun. They are scheduled over a four day period.

Capital improvements have begun in the building – ceiling lights in the common areas will be replaced, new boilers, elevator mechanicals, electrical panels in units, smoke detectors and security system upgrade.

5. Executive Director:

- a. Shaff reported that the storm on the morning of July 14th created some havoc in the building – but no damages. Residents were calling Shaff at home reporting power outages and water coming in the building. The power was restored, the emergency security alarms were reset and a small amount of water that was found on the floor in the Fireside Room was wiped up. The emergency security alarms system continues to go off without cause. This may be related to power outages in the community. The system will be replaced next month as part of the scheduled capital improvements. A former public housing client and current Section 8 tenant continues to be a problem. The Duluth police department contacted Shaff at home at 3:30 am because she was trespassing at a Duluth hospital. A week later the Cloquet Police Department called because they were receiving complaints from Aspen Arms tenants about her trespassing in the building.

Phone: 218.879.3353 Fax: 218.879.1437

Email: cloquethra2@qwestoffice.net

6. Approval of Financial Report:

The financial report for the months of June and July were table for lace of a quorum.

7. Old Business:

- a. Shaff reported on the progress of the POHP funds. See the update provided under Resident Board Report.
- b. A motion was made by Barkos and seconded by Harris to approve the proposal submitted by Kaske to replace the siding on the north east side third floor that is damaged and is hanging. It appears that the damages may have occurred as a result of an ice dam. Total cost \$5,340. Motion Carried.
- c. The proposed Pet Policy was tabled until the next meeting.
- d. Shaff reported that there were no proposals submitted for repairing the concrete.
- e. The Smoke Shack is out of compliance per state Statute requiring that the structure be a minimum of 50% open. The American Lung Association pointed this out in October 2015 when they delivered a smoking program to the residents. Commissioners discussed the matter at length including the law, potential new designs, the effect on tenants that smoke and the potential cost to renovate the spoke shack. The board chose to table the matter.

8. New Business

- a. Shaff presented the SEMAP report for board approval. (Section 8 Management Assessment Plan). A motion was made by Harris and seconded by Barkos to approve the report as prepared. Motion Carried.
- b. Shaff reminded the Board of the upcoming NAHRO Annual Meeting and Fall Conference to be held at the DECC on September 14-16. Interested board members were encouraged to contact the office if they were interested in attending. The Housing Authority will pay the registration fee if necessary.
- c. Annual Inspections will be held on August 9, 11, 16 and 18th.
- d. Three applications were received for Project Base Vouchers. Shaff asked for a task force to score them and make recommendations. The meeting will be scheduled after she returns from Medical Leave to review them.

A motion to adjourn was made by Harris and seconded by Barkos at 8:40am.

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date