



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

**Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of September 13, 2016**

Roll Call: Barkos, Dunaiski, Fredrickson Harris, Executive Director Shaff

1. Welcome and Introductions:

Meeting was called to order by Dunaiski at 7:37 AM.

2. Approval of Minutes:

A motion to approve the minutes of June 14, 2016 was made by Harris and seconded by Fredrickson. Motion carried. A motion to approve the minutes of August 9, 2016 was made by Barkos and seconded by Harris. Motion carried.

3. Public Housing/Section 8 Voucher Update:

Two Public Housing applications were received in August. There are 35 applications on file – 19 with a Carlton County preference. Two recertifications were completed and 1 interim recertification. Two apartments were leased up and there was one move out.

The HCV/Section 8 Program received 28 applications in August. There are 208 applications on file - 185 with Carlton County preference. During this time period 13 annual recertifications were completed and six 13 interim recertifications. Twenty-two inspections were completed. There are currently 111 vouchers in use. There are six Bridges certificates in use and six Bridges certificates outstanding.

4. Resident Board Member: Harris – Harris reviewed the annual picnic held in August. About 40 residents participated. Mr. Foster did the cooking. Everyone enjoyed themselves.

The new common area furniture was installed and it is beautiful.

The NAP's (Nutrition Assistance Program) truck will deliver to the front of the building in October.

5. Executive Director:

- a. Shaff reported that she had approved the bid for the gutters on the building – it was \$1,680. Annual Inspections have been completed. No major issues were uncovered – nothing unusual. Some warnings were given and a follow-up inspection was conducted. One tenant has been hoarding and has been warned repeatedly about the problem – she may be evicted.
- b. New furniture has been installed on the second and third floors. New tables and chairs have been added in the fireside room. Shaff indicated that two additional sets are needed to complete the building.

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6. Approval of Financial Report:

A motion was made by Harris and seconded by Barkos to approve the June, July and August financial reports. Motion Carried.

7. Old Business:

- a. Shaff reported on the ceiling lights on the third floor. It appears that insulation was installed on top of the electrical wiring in the past with no vapor barrier. A recommendation from the architect will need to address the situation.

The elevator is down and is scheduled to be out of service until October 17th. All of the tenants have been notified. The Board directed Shaff to send a letter to the disabled tenant on the third floor informing her that if she decides to remain in the building while the elevator is out – she is doing so at her own risk.

Shaff discussed the condition of the ceiling sheet rock in the Fireside Room. It appears that it has been wet in the past – is brittle and potentially at risk of falling if not replaced in the future. Shaff will meet with the architect about this and get a proposal.

- b. Shaff presented the proposed new Animal Policy. The policy was discussed and will be voted upon at the October board meeting.
- c. A motion was made by Harris and seconded by Fredrickson that the concrete estimate provided by Kaski be awarded in the amount of \$3,850. Motion Carried.
- d. Shaff discussed the plans for Coordinated Entry. A requirement by HUD. Homeless individuals will be directed The Cloquet Housing Authority for initial assessment. A VISPADT will then be scheduled with a partner agency if the individual qualifies as homeless. The partners doing VISPADT's are Salvation Army, HDC, Lakes and Pines and the Housing Authority.

8. New Business

- a. Announcements pertaining to the financing of White Pine Apartments will be made on October 19th. A first cut has already been made-White Pine Apartments was not included.

A motion to adjourn was made by Harris and seconded by Barkos at 8:45am.

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date