



**CLOQUET/CARLTON HOUSING &
REDEVELOPMENT AUTHORITY
950 14th Street - Cloquet, MN 55720**

**Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of July 14, 2015**

Roll Call: Dunaiski, Harris, Raun, Slater, Tribby & Executive Director Shaff

1. Welcome and Introductions:

Meeting was called to order by Dunaiski at 7:35 AM.

2. Approval of Minutes:

A motion to approve the minutes of the June 9, 2015 meeting was made by Slater and seconded by Harris. Motion Carried.

3. Public Housing/Section 8 Voucher Update:

One Public Housing Applications was received between June 1 and June 30, 2015. There are 44 applications on file. There are 29 applications with Carlton County one bedroom preference and four with Carlton County two bedroom preference. There are no vacant units. Three recertification's were completed and one interim recertification.

The HCV/Section 8 program received 21 applications during this same time period. There are 122 applications on file. Seven recertifications were completed. Thirteen interim recertifications and sixteen inspections were completed. There are currently 16 vouchers in use.

4. Resident Board Member: Harris reported that the response to the fire drill was positive.

Persons with disabilities that are unable to use the stairs should congregate in the stairwells. All others should exit the building. Harris reported that residents are would like to know when the elevator will go down. Harris suggested that a community meeting be held to update residents on the status of the capital improvements being made and when the elevator will be out of service. There are a number of ACCRA employee vehicles parked in the front of building. Harris asked if they could be asked to park on the street or in the back of the building.

5. Executive Director: Shaff announced fourteen applications for the Office Assistant's position had been received. Three candidates were interviewed for the position. Jenny Larsen has been hired to work 14 hours a week.

6. Approval of Financial Report: A motion was made by Slater and seconded by Harris to approve payment of Public Housing June Checks #11564-11594 and HCV/Section 8 Checks #3113- 3178. Motion Carried.

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7. Old Business

- a. Shaff reported that three members of the Cloquet Housing Institute team met in Brainerd. The workshop was "Selecting a Developer". The team plans to post Requests for Proposals in October. Members of the Team are preparing presentations about the project and plan to present them this fall to local clubs and organizations. Shaff is contacting City Council persons and the City Administration to discuss the Team's goals and secure the Housing Authority's power to levy. The team has established a Facebook page and encouraged Board Members to "like" the page. The page is designed to provide citizens with the opportunity to provide input on the housing needs and their experiences finding housing in in Cloquet.
- b. Shaff reminded commissioners that some of them have not returned their Conflict of Interest – Confidentiality Agreements. (Agreements have been received from Dunaiski, Harris & Slater, & Tribby).
- c. Discussions about the future ownership of the HDC building continue to progress. There was nothing new to report.

8. New Business

- a. Several pieces of sidewalk need to be ground off. Shaff received a proposal from Precision Concrete. Shaff recommended that four areas be shaved. Cost \$484.
- b. The horseshoe driveway in the front of the building needs to be patched and sealed. Three proposals were received. Shaff recommended that KTM be awarded the job for \$777.
- c. The washers in the laundry room back-up when all of the washers are being used at the same time. This has been an on-going problem for years. Maintenance recommended that the drains be dug up to fix the problem. A bid was received for \$1,999. to correct the problem.
- d. The roof top antenna is old and missing several receptors. Shaff recommended that the antenna be replaced in order to enhance the television signal tenants receive. A proposal was received from Audio Systems for \$562.

A motion to adjourn was made by Slater and seconded by Harris at 8:20 am.

Chad Dunaiski
Chad Dunaiski, Chairman

8/11/15
Date

Cindy Slater
Cindy Slater, Secretary

8/11/15
Date