



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of January 8, 2019

Roll Call: Collier, Dunaiski, Harris, Slater, and Executive Director Shaff.

1. Welcome and Introductions:

The meeting was called to order by Dunaiski at 7:33 AM.

2. Approval of Minutes:

A motion to approve the minutes of December 11, 2018 was made by Collier and seconded by Harris. Motion carried.

3. Public Housing/Section 8 Voucher Update:

- a. There are a total of 97 applications on file as of December 31, 2018. Sixty-nine have a Carlton County preference. The Public Housing Program received a total of four applications in December. No applicants were interviewed. There were no notices of intent to vacate. There were no units leased-up. Three recertification's were completed and one interim recertification. There were no move outs.
- b. The HCV/Section 8 Program received 21 applications in November. There are 298 applications on file – 198 with Carlton County preference. During this time period twelve annual recertification's were completed and one interim recertification. Twenty-two inspections were completed. There are currently 116 vouchers in use. There are ten Bridges certificates in use.

4. Resident Board Member: Harris discussed the concerns that she has received in the last few months. Ninety percent of them have come from resident's that have lived at Aspen Arms more than six months. Harris discussed snow removal including sidewalks, driveway, parking lot as well as the top of the dumpsters. Residents have also expressed concerns about vacuuming and mopping. Lastly, there are spider webs in the window sills.

5. Executive Director:

- a. Shaff reported that 3D Contracting has been hired to remove the parking lot snow. They have been doing a good job. They are willing to work with the residents to do clean-up on both sides of the lot after the initial snow removal.
- b. Shaff expressed concerns about the government shutdown and how it could affect the Section 8/HCV and public housing program if it carries on beyond February.
- c. The Section 8/HCV program was remotely audited. There were a couple of concerns presented. A letter outlining the issues will be sent out but has not yet been received.
- d. The current Cloquet Housing Authority Strategic Plan is now a year out of date. Shaff asked for volunteers from the board to review the plan as the first steps in updating it for the next three years. Dunaiski and Slater volunteered. Shaff will schedule at meeting to review the plan.

6. **Approval of Financial Report:** A motion to approve the December PH Checks #-13104-13127, HCV Checks #6706-6765, Bridges Checks #10285-10295 was made by Slater and seconded by Harris. Motion Carried.
7. **Old Business:**
- a. **White Pine Apartments.** Commonwealth Companies have worked with BC Contracting, the general contractor to analyze each of the trades and the wages that have been paid or is projected to be paid for each occupation. The Department of Labor has determined what the prevailing wage should be and has determined that the labor costs will increase by a projected \$1.7 million. This information has been turned over to MHFA for consideration and recommendation. MHFA believes that this number is staggering and has requested documentation to back these numbers up.
 - b. **There are no up-dates from Frandsen Bank regarding the bank fraud.** Frandsen has stated that it is unlikely that there will be any updates made available to the Housing Authority.
 - c. **The state appellate court has agreed to hear the Section 8/HCV Fraud Case on Thursday, February 14th in St. Paul.**
 - d. **The Section 8/HCV program has converted to ACH.** All but one landlord agreed to participate. There have been some technical issues and the process has not gone as smoothly as anticipated but these issues are being resolved and the next check run should go smoothly.

8. **New Business:**

- A. **Shaff reported on the vandalism that occurred in the laundry room on Friday – December 22nd.** It is projected that \$400-600 was removed from the appliances. Damage to the equipment is over \$2,000 dollars. Cloquet police have identified both individuals and questioned one. No arrests have been made.
- B. **Dave Frandsen from Riilhlouma Inc. has looked at the reoccurring water problem in the building.** It appears that water from the sloped roof is getting into the wall, behind the siding. The leak may have done considerable damage to the siding, sheathing and structural frame on that portion of the wall. There is also concern about the potential hazardous growth on the back of the drywall in those areas. The fix will not be simple. The projected baseline for the repairs is \$15,000-\$20,000.
- C. **The generator has been acting up.** A service man has been called and will be fixing the problem. He believes that he can keep it operational for a couple more years. Shaff will seek a baseline to get an idea of what it will cost to replace.

D. Adjournment

A motion to adjourn was made by Slater and seconded by Collier at 8:53 am.

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date

***THE ANNUAL MEETING WAS NOT HELD. THE BOARD CONCURRED THAT ALL BOARD MEMBERS SHOULD BE PRESENT.**