



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of March 12, 2019

Roll Call: Collier, Dunaiski, Harris, Randall, 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 March 12, 2019 was made by Harris and seconded by Randall. Motion carried.

3. Public Housing/Section 8 Voucher Update:

- a. There are a total of 105 applications on file as of February 28, 2019. Seventy have a Carlton County preference. Two Public Housing applications were received in February. There were two notices of intent to vacate. There was one unit leased-up. Two recertification's were completed and one interim recertification were completed. There were two move outs.
- b. There are 297 applications on file – 200 with Carlton County preference. During this time period twelve annual recertification's were completed and seven recertifications. Sixteen inspections were completed. There were 117 active vouchers in March. There are ten Bridges certificates in use.

4. Resident Board Member: Harris reported that the residents have been helping out when and where ever they can picking up litter, removing the snow from the sidewalks etc.

5. Executive Director:

- a. Shaff reported that a public hearing would be held on March 25 to receive comments on Flat Rent. Flat Rent must not be more than 80% less than Fair Market Rent. There are approximately 13 Aspen Arms residents that pay flat rent and will be affected by the proposed increase.
- b. Shaff reported that a hearing officer had overturned the housing authority's decision to evict a tenant for violation of the Tobacco Policy stating that the tenant should be provided with a "last chance to cure the violation". A Last Chance Agreement has been provided to the tenant. Future violation will lead to court.
- c. The Cloquet Police Department has turned over the laundry room robbery to the County Attorney for possible prosecution.
- d. Shaff reported that Bob N and herself visited the appellate court in St. Paul on February 14th regarding the Section 8/HCV fraud case. The court has 90 days to respond.
- e. Shaff provided the Commissioners with a baseline for a generator replacement. The baseline was provided by Cummins - \$24,763.34 plus electrical installation and fencing projected at an additional \$10,000.
- f. Shaff discussed the snow removal off of the high roof, low roofs, sidewalks, driveways.

- g. Shaff announced that a temporary housekeeper had been hired to maintain the interior of the building until the maintenance technician position was filled. Seven applications have been received for the maintenance position. Four individuals will be interviewed on Wednesday – March 13th.
 - h. Shaff reported that housekeeping has reported that a unit that was being prepared for a turnover had bugs. An exterminator was hired and found only dead bugs – no risk.
 - i. Shaff reported that a tenant had backed into the garage door. A claim has been filed with the tenant’s insurance company.
 - j. Shaff reported that she had purchased a \$75 gas card for a member of her family that had helped remove the excessive snow away from the emergency exits. A motion to approve the expenditure was made by Slater and seconded by Collier. Motion Carried.
6. **Approval of Financial Report:** A motion to approve the February PH Checks #-13174-13203, HCV Checks #6811-6884, Bridges Checks #10306-10316 was made by Slater and seconded by Randall. Motion Carried.

7. **Old Business:**

- a. **White Pine Apartments.** – There was nothing new to report on its progress.
- b. **Personnel** – Shaff proposed that the Maintenance Technicians position become a 32 hour a week position with an additional 8 hours committed to the Carlton Housing Authority. The Cloquet Housing Authority would contribute the health/dental insurance as well as the pension. The Carlton Housing Authority would not contribute to these benefits. In addition the Cloquet Housing Authority would hire a 15 hour per week housekeeper. The total savings to the housing authority would be \$2,557. A motion to approve was made by Slater and seconded by Collier. Motion Carried.
- c. Shaff discussed the letter she had received from the HUD Field Office denying the Cloquet Middle School request for Project Base Vouchers.

8. **New Business:**

- A. A motion was made by Harris and seconded by Randall to approve the 2017-18 Audit. Motion Carried.
- B. Shaff reported that the sleeve on the chimney was blowing in the wind earlier this month. It was rusted and it appears that the wind had torn it. Chip Jacobs from Obermiller Nelson Engineering inspected the chimney for damages and AG O’Brien was hired to replace the sleeve on the chimney.
- C. Four candidates will be interviewed on March 13th for the Maintenance Technicians position.
- D. Shaff informed the Commissioners that she had ordered four – \$50 gift cards from Wells Fargo utilizing the points earned from use of the housing authority’s credit card. Shaff requested permission to distribute them to the staff in appreciation. A motion to approve was made by Slater and seconded by Collier. Motion Carried.
- E. Shaff discussed capital improvements that should be considered in the future utilizing excess revenues that have accumulated. Shaff suggested that these items be prioritized and baseline estimates be obtained. Shaff will obtain estimates for interior doors, exterior siding, elevator cab up-date, electrical and three two bedroom entrances.

9. **Adjournment**

A motion to adjourn was made by Slater and seconded by Randall at 8:52 am.

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date