



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of April 9, 2019

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

1. Welcome and Introductions:

The meeting was called to order by Slater at 7:41 AM.

2. Approval of Minutes:

A motion to approve the minutes of March 12, 2019 was made by Randall and seconded by Harris. Motion carried.

3. Public Housing/Section 8 Voucher Update:

- a. There are a total of 114 applications on file as of March 31, 2019. Eighty-one have a Carlton County preference. Nine Public Housing applications were received in March. There were no notices of intent to vacate. There was one unit leased-up. Two recertification's were completed and one interim recertification were completed. There were no move outs.
- b. There are 297 applications on file – 200 with Carlton County preference. During this time period three interim recertification's were completed and four recertifications. Ten inspections were completed. There were 115 active vouchers in March. There are ten Bridges certificates in use.

4. Resident Board Member: Harris reported that a luncheon was held for the contractors working on White Pine Apartments. Lasagna was served to 26 individuals. An Easter Buffet has been planned for April for the residents. The tobacco complaints on second floor continue. The suspected tenant continues to deny smoking in their apartment.

5. Executive Director:

- a. Shaff reported that the tenant involved in the smoking eviction has signed the “Last Chance Agreement”. The agreement states that the tenant will clean the walls and floor.
- b. The boiler chimney sleeve that tore has been replaced.
- c. Shaff reported that the maintenance technician's position was offered to an applicant that had turned the position down. He requested benefits for his entire family. This is outside of the housing authority's budget. The selection committee will regroup and conduct second interviews with the next two most qualified applicants.
- d. State Farm has paid the claim for the damages done to the garage. A new garage door has been ordered.

6. Approval of Financial Report: A motion to approve the March PH Checks #-13203-13235, HCV Checks #6885-6946, Bridges Checks #10317-10327 was made by Harris and seconded by Randall. Motion Carried.

7. Old Business:

- a. **White Pine Apartments.** The windows are going in and the roof is on. Electrical work will begin once the shell of the building is sealed.
- b. **Shaff** reported that she has not requested any ICE's (Independent Cost Estimates) for the potential capital improvements – interior doors, interior elevator cab, windows, exterior siding, 2-bedroom entrances, electrical.

8. New Business:

- A. The housing authority's bylaws were reviewed. A motion to approve the bylaws as presented was made by **Harris** and seconded by **Randall**. Motion carried.

9. Adjournment

A motion to adjourn was made by **Harris** and seconded by **Randall** at 8:35 am.

Cynthia Slater, Chair

Date

Kathy Randall

Date