



## **CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY**

950 14<sup>th</sup> Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority  
Commissioners Meeting  
Minutes of May 21, 2019

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

**1. Welcome and Introductions:**

The meeting was called to order by Chairman Slater at 7:40 AM.

**2. Approval of Minutes:**

A motion to approve the minutes of April 9, 2019 was made by Collier and seconded by Dunaiski. Motion carried.

**3. Public Housing/Section 8 Voucher Update:**

- a. There are a total of 118 applications on file as of April 30, 2019. Eighty-one have a Carlton County preference. Three Public Housing applications were received in April. There were three notices of intent to vacate. There were no units leased-up. Nine recertification's were completed and three interim recertifications were completed. There were three move outs.
- b. There are 295 applications on file – 198 with Carlton County preference. During this time period six interim recertification's were completed and seven recertifications. Sixteen inspections were completed. There were 111 active vouchers in April. There are eleven Bridges certificates in use.

**4. Resident Board Member: No report.**

**5. Executive Director:**

Fire Alarm – Shaff reported that there was a unplanned fire drill earlier this month. A resident put eggs on to boil and left the building. There were no injuries and no damages.

- a. Shared Apartment Update/ Smoking issue identified. Shaff reported that two separate plumbing companies had identified that the overheating problem in a second floor unit was being caused by the next door neighbor opening their window (likely smoking) in their unit, without turning down their thermostat. The system was calling for heat and it is ghosting through the adjacent pipes. Insulating the pipes should correct the problem.
- b. Reasonable Accommodation Request – Shaff discussed the two separate requests that had been received and how they were addressed.
- c. Boiler Chimney – AG O'Brien – completed.
- d. Garage Door replacement – completed.
- e. White Pine Apartments Update – 60% completed as of April 24.
- f. Continued Discussion - excess revenue – doors, elevator cab, exterior siding, 2 bedroom entrances, electrical – no updates available.
- g. 2019/20 Budget Planning – has not yet been returned from the fee accountant.
- h. Apt 316 turnover – Shaff discussed how the turnover of this unit was addressed. The tenant had passed away. No family members came forward to claim the belongings. The tenant's

brother signed an agreement on behalf of the family stating that the tenants belongings could be disposed of by the housing authority. A dumpster was rented and the entire staff helped dispose of all of the belongings.

- i. Shaff discussed a physical assault by one of the tenants on another tenant. The tenant was evicted.
- j. Shaff informed the commissioners that 21 households residing at the Driftwood Motel had been evicted without proper 30 day notice – but had were offered \$1,000 to disperse by noon on May 31<sup>st</sup>. There are no children residing there. There are three veterans. The veterans will be given preference points if they apply for public housing. Shaff is encouraging them to contact the office so that a Coordinated Entry can be completed for them.

6. **Approval of Financial Report:** A motion to approve the PH April Checks #13236- 13273 HCV Checks #6950-7013, Bridges Checks #10328-10338 was made by Collier and seconded by Dunaiski. Motion Carried.

7. **Old Business:**

- a. Shaff reported that the State Appellate court ruled in favor of the Section 8/HVC program regarding misuse of programs funds. The Office of Investigator General (OIG) must determine whether or not it will present the case to the County Attorney for prosecution.

8. **New Business:**

- A. The Section 8/HCV Administrative Plan was reviewed. A motion to approve the plan was made by Dunaiski and seconded by Collier. Motion Carried.
- B. A motion to approve the Procurement Policy as amended was made by Collier and seconded by Collier. Motion carried.
- C. A motion to approve the Capitalization Policy from \$500 to \$2,500 dollars was made by Dunaiski and seconded by Collier. Motion carried.
- D. Shaff reported that Minnesota Housing – Bridges program had awarded the housing Authority a bridges grant for two years in the amount of \$120,000.
- E. A motion to approve the suggested drops on the depreciation report was made by Dunaiski and seconded by Collier. It was also recommended that the descriptions used to describe the capital improvements be better identified on the report. Motion carried.
- F. Shaff reported that the housing authority has been awarded \$120, 960 in Capital Funds for CFP2019/20. The five year plan will need to be updated to reflect this in EPIC.
- G. The 2018-19 budget was reviewed. There were no revisions made.

9. **Adjournment**

A motion to adjourn was made by Collier and seconded by Dunaiski at 8:40 am.

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Cynthia Slater, Chair

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Date

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Kathy Randall, Secretary

\_\_\_\_\_  
Date