



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of August 13, 2019

Roll Call: Bjorklund, Dunaiski, Harris, Randall, Slater, and Executive Director Shaff. Residents – Neal Lahti.

1. Welcome and Introductions:

The meeting was called to order by Chairman Slater at 7:32 AM.

2. Approval of Minutes:

A motion to approve the minutes of July 9, 2019 was made by Bjorklund and seconded by Randall. The word “repositioning” was misspelled.

3. Public Housing/Section 8 Voucher Update:

- a. There are a total of 102 applications on file as of July 30, 2019. Seventy-one have a Carlton County preference. Four Public Housing applications were received in July. There were no notices of intent to vacate. There were no units leased-up. Five recertification’s were completed and three no recertifications. There were no move outs. There is one vacant unit.
- b. There are 231 applications on file – 157 with Carlton County preference. During this time two interim recertifications were completed and eleven annual recertifications. Twenty inspections were completed. There were 103 active vouchers in July. There are ten Bridges certificates in use.

4. Resident Board Member: Harris reported that there have been some problems in the public restroom and suggested that the doors be locked. In addition there are concerns about residents using the laundry room at all hours of the day. Ms. Harris also inquired about the lighting on the front of the building and the flag pole.

Shaff stated that she would investigate the lighting issues and determine how the locks on doors can be managed differently to discourage the problems that have been encountered recently. Harris also reported that the Annual Unit Inspections had been completed. There was nothing unusual to report.

5. Executive Director:

a. White Pine Apartment Update

A1. Shaff reported that continued delays have prevented a private tour of White Pines from occurring.

A2. The Bushey’s have contacted Sheila Lamb regarding the fence issue and the City has requested that the HRA attend the next council meeting to discuss the fence matter. Ms. Lamb has suggested that Shaff write a grant to the Shakopee Tribe for potential funding.

b. Shaff reported that the parking lot light in the rear of the building has been repaired by

Bakken construction – the contractor working on White Pine Apartments.

- 6. Approval of Financial Report: A motion to approve the July PH Checks #13334-13362 HCV Checks #7132 – 7189 and Bridges Checks #10358-10368 was made by Harris and seconded by Randall. Motion Carried.**
- 7. Unfinished Business:**
 - a. Shaff reported the she is currently working on an RFQ for snow removal and is seeking an architect to complete architecture and engineering proposals for the siding and flashing on the building. A matrix was provided to the board that outline the 5-year Capital Fund Plan and where excess reserve could potentially be used.**
- 8. New Business:**
 - a. The Section 8/HCV was reviewed by the board. A motion to approve the reports was made by Bjorklund and seconded by Dunaiski. Motion Carried.**
 - b. Bridges Repayment – There appears to be a discrepancy in the Bridges Account. MN Housing & Finance annually requests that the initial \$6,000 seed money be returned at the end of the grant cycle. This year the program only had \$5,000 plus to return. The question has been turned over Loucks and Schwartz for review. Louks & Schwartz believes that it is a timing issue. The programs financial statements have been turned over to MN Housing & Finance for their review.**
 - c. Shaff reported that the MN NAHRO Annual Meeting will be held in Duluth on September 11-14. The Maintenance Technician, S8/HCV Coordinator and herself will be attending.**

Adjournment

A motion to adjourn was made by Bjorklund and seconded by Harris at 8:48 am.

Cynthia Slater, Chair

Date

Kathy Randall, Secretary

Date