



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of September 10, 2019

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

1. Welcome and Introductions:

The meeting was called to order by Chairman Slater at 7:37 AM.

2. Approval of Minutes:

A motion to approve the minutes of August 13, 2019 was made by Harris and seconded by Randall.

3. Public Housing/Section 8 Voucher Update:

- a. There are a total of 105 applications on file as of August 30, 2019. Seventy-three have a Carlton County preference. Five Public Housing applications were received. There were no notices of intent to vacate. There was one unit leased-up. Six recertification's were completed and five interim recertifications. There were no move outs. There are no vacant units.
- b. There are 231 applications on file – 156 with Carlton County preference. During this time four interim recertifications were completed and fourteen annual recertifications. Twenty-one inspections were completed. There were 103 active vouchers in use. There are ten Bridges certificates in use.

4. Resident Board Member: Harris updated the board on the planned resident activities for this fall-they include: monthly birthday recognition, movies and popcorn, fitness, bingo on Tuesdays, a Veteran's Day function, Thanksgiving lunch, Christmas Tree decorating, Christmas Potluck, New Year's Eve party, Encore Theatre trips. Harris also discussed the poor lighting in the front of the building and inquired if it could be improved?

5. Executive Director:

a. White Pine Apartment Update:

A1. Shaff reported that she had attended a city council meeting to discuss the fence issue. The Sather's (a neighbor) had disclosed meeting minutes from the City that implied that a fence would be built between White Pines and the Sather and Bushey residences.

A2. The soil around the exterior of White Pines will need to be removed and replaced with better soil. The existing soils are not acceptable (poor drainage) and three feet of the existing soil will be removed and placed before asphalt and concrete can be poured.

A3. An Open House will be held on Tuesday – September 10, from 4-7 pm at White Pines. A private tour will be held at 2:30 for the Housing Authority board, elected officials, etc.

A4. White Pine Apartment Grand Opening will be held on Thursday – October 24, beginning at 11:00 am. MN Housing Commissioner Jennifer Ho will be the guest speaker.

- b. **Shaff discussed the concerns expressed from a neighbor at 1003 14th Street about Aspen Arms and White Pine Apartments and the recommendations she suggested:**
- **Tenants should be provided a location to smoke – not on the corner in front of her home**
 - **Residents should each be provided a parking space and not allowed to park on the street – parking on the street causes visual impairment for traffic.**
 - **The City should not have allowed White Pine Apartments to be built on that site – “there is plenty of other buildable property” in Cloquet.**
 - **The neighbor implied that the neighborhood is disturbed by the development and are disappointed that the City Council allowed it.**

6. **Approval of Financial Report: A motion to approve the August PH Checks #13363-13397 HCV Checks #7190-7245 and Bridges Checks #10369-10378 was made by Harris and seconded by Randall. Motion Carried.**

7. **Unfinished Business:**

- a. **It appears that there may be an accounting error with the Bridges Program. MN Housing (program provider) annually requests that the \$6,000 start-up funds be returned at the end of the contract cycle. This year the S8/HCV program was only able to return \$5,000. Shaff and Nelson are investigating where the problem may be and have turned the matter over to Loukes and Schwartz the fee accountant for their opinion. Loukes and Schwartz believe that it is a “timing” issue.**
- b. **Annual unit inspections were held in August. There was nothing unusual uncovered – mostly lightbulb replacement, etc.**

8. **New Business:**

- A. **Randal Niewedde – of Niewedde and Wiens will be conducting the housing authority’s annual audit on September 30 – October 2, 2019.**
- B. **A motion was made by Randall and seconded by Bjorklund to take unit 228 off-line for modernization. The living room window must be replaced – it is rotting. Exterior siding will also need to be replaced. Motion carried.**
- C. **A motion was made by Bjorklund and seconded by Harris to provide a Wells Fargo credit card with a \$1,000 limit to the S8/HCV program. Motion carried.**

Adjournment

A motion to adjourn was made by Bjorklund and seconded by Harris at 8:30 am.

Cynthia Slater, Chair

Date

Kathy Randall, Secretary

Date