



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

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

Cloquet Housing & Redevelopment Authority  
Commissioners Meeting  
Minutes of January 17, 2020 (rescheduled from January 14, 2020)

**Roll Call:** Carlson, Dunaiski, Harris, Slater, and Executive Director Shaff. Excused: Bjorklund

**1. Welcome and Introductions:**

The meeting was called to order by Chairman Slater at 7:41 AM. Commissioner B. Carlson appointed by the City of Cloquet was welcomed to the board to replace the term vacated by K. Randall.

**2. Approval of Minutes:**

A motion to approve the minutes of November 12, 2019 was made by Harris and seconded by Dunaiski. Motion Carried.

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

- a. There are a total of 103 applications on file as of December 31st. Sixty-nine has a Carlton County preference. One public housing application was received. There were two notices of intent to vacate. There were two units leased-up. Four recertification were completed and no interim recertification. There was one move out. There is one vacant unit.
- b. There are 222 applications on file – 146 with Carlton County preference. During this time eleven interim recertification were completed and seven annual recertification. Sixteen inspections were completed. There were 95 active vouchers in use. There are ten Bridges certificates in use.

**4. Resident Board Member:** Harris reported on the catered Thanksgiving Dinner that was provided by the Housing Authority and the potluck holiday party held in December. The Housing Authority provided the ham. Residents attended and enjoyed the Encore Christmas Show “Sorry Wrong Chimney”.

**5. Executive Director:**

- a. Shaff announced that Pat Johnson’s family has contributed a \$200 memorial gift from Sappi Fine Paper to the Housing Authority’s tenant recreation fund.
- b. Shaff discussed the progress being made in Unit 228. The custom made window should be installed next week and the siding primed, painted and installed immediately following. The goal is to have the unit back on line by January 31, 2020.
- c. Shaff announced that White Pine Apartments was fully occupied on December 27, 2019. The property manager resigned the first week of January and has not yet been replaced. A Metro Plains property manager from a Duluth property will fill-in temporarily two days a week until another manager is hired. Metro Plains is also seeking a maintenance person and a housekeeper for the property.

- d. Shaff discussed the comments Representative Mike Sundin made at a recent City Council meeting regarding the construction of White Pine Apartments implying that there was shoddy workmanship that could have been avoided if union labor had been secured for the project. Shaff spoke to the Pine Knot about the inaccuracy of the comments that were published in the paper and they agreed to write an “update”. Shaff also contacted Sundin about the remarks – he was argumentative and defensive asking Shaff to provide each contractors wage detail. Shaff referred him to the Minnesota Department of Labor to obtain this information.
- e. Beginning this month Shaff will turn her focus to capital funds and the rehabilitation of the elevator, kitchen floor, furnishings, etc.

6. **Approval of Financial Report:** A motion to approve the November/December PH Checks # 13461-13534, HCV Checks # 7406-7514 and Bridges Checks #10408-10427 was made by Dunaiski and seconded by Harris. Motion Carried.

7. **Unfinished Business:**  
 Shaff reported that there have not been any complaints about snow removal. 3D Construction has done a good job keeping up with the driveways and Ace Solutions and the maintenance department has kept up the sidewalks. The ice dams and the snow tongues hanging from the building are the next concerns being addressed.

8. **New Business:**  
 Harris stated that the Fire Department responded to a false alarm. It seemed to the residents that it took them 15 minutes to arrive. Shaff will look into the matter.

9. **Adjournment**  
 A motion to adjourn was made by Dunaiski and seconded at 8:24 am.

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 Cynthia Slater, Chair

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 Date

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 XXXXXXXXXXXXX, Secretary

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 Date

**\*\*The regularly scheduled annual meeting did not occur. The entire board was not present. The meeting will be held on February 11, 2020.**