



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of March 10, 2020

Roll Call: Bjorkulund, Carlson, Harris, Slater, and Executive Director Shaff. Excused: Dunaiski,
Guests: N. Lahti,

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 February 11, 2020 was made by Bjorklund and seconded by Harris. Motion Carried.

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

- a. There are a total of 89 public housing applications on file as of February 29, 2020. Sixty-six have a Carlton County preference. Six public housing applications were received. There were two notices of intent to vacate. There were four units leased-up. Nine recertifications were completed and one interim recertification. There were two move outs. There are four vacant units.
- b. There are 204 Section 8/HCV applications on file. One hundred and twenty-eight have Carlton County preference. Eight interim recertifications were completed and three annual recertifications. Eighteen inspections were completed. There are 95 vouchers in use. There are seven Bridges certificates in use.

4. **Resident Board Member:** Harris reported that a St. Patrick's Day Party was being planned by the residents. Residents are also planning on attending the Boys Next Door at the Encore Performing Arts Center.

5. **ED Report:** Shaff reported on White Pine Apartments. The building is fully occupied and operating smoothly. Metro Plains has hired a part time housekeeper from Duluth and a two day a week manager. There is a maintenance person there once a week – he is also on call.

An Aspen Arms tenant was evicted for using illegal drugs in the building. He appealed in the courts and to avoid any excessive legal expenses Shaff agreed to a mutual termination. The tenant must vacate the building by March 31, 2020.

Shaff reported that the lighting in the rear of the building has been replaced.

Shaff reported on the extensive plumbing cleanout that was required in Unit 132 shower. Midway was not able to get to it with an auger. Nistler Plumbing was called to fix the problem and install a trap. The hallway wall and the ceiling below had to be broken into to reach the problem. Wm. K construction replaced the sheetrock and a taper/painter will be brought in to finish the repairs.

6. **Approval of Financial Report:** A motion to approve the PH January/February Checks # 13535-13621, HCV January/February Checks # 7515-7625 and Bridges January/February Checks #10428-10441 was made by Carlson and seconded by Collier. Motion Carried.

7. **Unfinished Business:**

- a. Shaff discussed conversations with retired City Engineer Jim Prusak. At this time there is not a solid plan to address the water accumulation in the boiler room. There may be a band-aid that can be applied if necessary but it doesn't make sense to do much more when the City has a street project planned for 2022.
- b. Shaff discussed the 14th Street Reconstruction project and the public hearings that have been held. The housing authority will have a utility assessment but will not have a street assessment.
- c. A motion to approve the 2018-19 Audit was made by Bjorklund and seconded by Carlson. Motion Carried.

8. **New Business:**

A motion was made by Carlson and seconded by Harris to prepare an RFQ for architectural/engineering design services. Motion Carried.

Shaff discussed the ice dam that fell from the west side of the building and damaged the lower roof, ventilation cover near the gas meters. An insurance claim was filed to repair the cover – estimated damages - \$6,000.

The White Pine project is schedule for final loan closing in the next 30 days. The following documents will need to be approved. HRA Incumbency – Secretary's Certificate, HRA Resolution – End Loan Document, Written Action – End Loan. These documents were sent to Dave Pritchett for review and comments. A separate board meeting will be scheduled to approve them.

9. **Adjournment**

A motion to adjourn was made by Carlson and seconded by Collier seconded at 8:15 am.

Cynthia Slater, Chair

Date

XXXXXXXXXXXXX, Secretary

Date

****The re-scheduled annual meeting did not take place. The meeting will be held on April 14, 2020.**