



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

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

Cloquet Housing & Redevelopment Authority  
Commissioners Meeting  
Minutes of June 9, 2020

**Roll Call: Carlson, Dunaiski, Harris, 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 May 19, 2020 was made by Carlson and seconded by Dunaiski. Motion Carried.

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

- a. There are a total of 82 public housing applications on file as of May 2020. Thirty-nine have a Carlton County preference. No public housing applications were received. There was one notice of intent to vacate. No units were leased-up. One recertification was completed and no interim recertifications. There was one move out. There are three vacant units.
- b. There are 190 Section 8/HCV applications on file. One hundred and fourteen have a Carlton County preference. Three interim recertifications were completed and five annual recertifications. No inspections were completed (Covid-19). There are 98 vouchers in use. There are six Bridges certificates in use.

**4. Resident Board Member: Harris reported that the benches has been put out for residents enjoyment. Use of the Fireside Room was discussed – agreed that it would not open yet. Grass cutting was discussed – poorly being done and not at all on the east side of the parking lot. Washers and dryers not working in the laundry room.**

**5. ED Report: COVID-19 Response**

- a. Shaff reported that Appliance Connection was not coming out because of COVID to do repairs – but Daugherty Appliance has been called. Shaff has been working with maintenance to develop an action plan on the grass cutting. It should be done once a week. Shaff reported that there had been a domestic assault in the building between two residents that had been dating. The resident was evicted.

**6. Approval of May Financial Report: A motion to approve the PH May Checks #13689-13713, HCV May Checks #7736-7792, Bridges May Checks #10452-10457 and May Management Fee – no checks written, was made by Dunaiski and seconded by Carlson. Motion Carried.**

**7. Unfinished Business:**

- a. Social Distancing, masks, limiting guests and building sanitization three times a day continue. Office staff are reluctant to return to work. Shaff provided the commissioner's

with an outline of the proposed return to work plan that will be used to open the office on July 1, 2020.

- b. Shaff reported that the unit that was tested for the possibility of methamphetamine had tested negative.
- c. Shaff reviewed Carlton County's proposed rehab of 14<sup>th</sup> Street. The plan eliminates the horseshoe driveway in front of Aspen Arms. Aspen Arms traffic would enter at the current south entrance and exit thru the entrance/exit at White Pine Apartments. Construction will begin in 2021 – in front of Aspen Arms in 2022.

**8. New Business:**

- a. A motion was to approve the proposal submitted by Ross Beibl to repair the broken sidewalk concrete in the front and rear of the building for \$3,400 was made by Carlson and seconded by Dunaiski. Motion Carried. The work should be completed in July.
- b. The depreciation schedule was reviewed. There are still items on it that were supposed to have been removed last year. Shaff will review it with the fee accountant.
- c. The proposed 20-21 Operating Budget was reviewed by the board. A motion to approve the Resolution 20-06-302 was made by Carlson and seconded by Dunaiski. Motion Carried. Four Yays – No Nays.

**9. Adjournment**

A motion to adjourn was made by Carlson seconded by Dunaiski at 9:13 am.

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Cynthia Slater, Chair

\_\_\_\_\_  
Date

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Brenda Carlson, Secretary

\_\_\_\_\_  
Date