



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of July 14, 2020

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

1. **Welcome and Introductions:**

The meeting was called to order by Chairman Slater at 7:35 AM.

2. **Approval of Minutes:**

A motion to approve the minutes of June 9, 2020 was made by Harris and seconded by Carlson. Motion Carried.

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

- a. There are a total of 84 public housing applications on file as of June 2020. Thirty-six have a Carlton County preference. Eight public housing applications were received. There were two notices of intent to vacate. There was one unit were leased-up. Ten recertification's were completed and one interim recertification. There were two move outs. There are two vacant units.
- b. There are 182 Section 8/HCV applications on file. One hundred and six have a Carlton County preference. Six interim recertification's were completed and seven annual recertification's. No inspections were completed (Covid-19). There are 99 vouchers in use. There are seven Bridges certificates in use.

4. **Resident Board Member:** Harris inquired about the striping of the parking lot and if it was going to get completed this year. Harris also asked about maintenance of the washers and dryers. Three of them are out of order – are they going to be repaired? Residents would like the picnic tables put out. Management is concerned about how “Social distancing” can be imposed at the picnic table.

5. **ED Report:**

Shaff reported that the HUD waivers that had been previously provided by HUD and approved by the Cloquet Housing Authority have been extended until December 31, 2020.

6. **Approval of June Financial Report:** A motion to approve the PH June Checks #13714-13751, HCV June Checks #7793-7854, Bridges June Checks #10458-10464 and Management Fee June Check #5009 was made by Bjorklund and seconded by Dunaiski. Motion Carried.

7. **Unfinished Business:**

- a. Most staff returned to work normal business hours on July 1st, with the exception of the S8/HCV Coordinator. He has expressed a desire to continue to work from home two days a week. The building housekeeper has indicated that she is no longer interested in sanitizing the building three times a day. She is feeling overwhelmed by the task. Shaff has

discussed this with outside companies that have expressed fees of \$25 per hour and have a limited capacity to sanitize three times each day. Shaff reported that securing an individual willing to sanitize the building on a daily basis may be difficult. There may be residents that are willing to do it. Shaff has posted a flyer seeking help.

- b. Shaff reported that a tenant had been evicted for putting glue in another tenant's peep hole and door lock. The tenant said that he did it because the other tenant owed him \$40 and would not give it back.

8. New Business:

- a. A motion to approve a proposal from Hammerlund Nurserty to remove a deceased tree in the rear of the building, replace bushes on the south end of the building and trimming the remainder of the trees was made by Bjorklund and seconded by Carlson. Motion carried.

9. **Adjournment**

A motion to adjourn was made by Carlson seconded by Harris at 9:11 am.

Cynthia Slater, Chair

Date

Brenda Carlson, Secretary

Date