



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of September 15, 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 7:35 AM.

2. Approval of Minutes:

A motion to approve the minutes of July 14, 2020 was made by Carlson and seconded by Harris. Motion Carried.

3. Public Housing/Section 8 Voucher Update:

- a. As of August 30th there were a total of 72 public housing applications on file; forty-two have a Carlton County preference. Four public housing applications were received. There was one notice of intent to vacate. There were two units leased-up. Four recertification's were completed and two interim recertifications. There were two move outs. There are three vacant units.
- b. There are 175 Section 8/HCV applications on file. Ninety-nine have a Carlton County preference. One interim recertification's was completed and nine annual recertification's. No inspections were completed (Covid-19). There are 96 vouchers in use. There are seven Bridges certificates in use.

4. Resident Board Member: Harris asked if the ventilation in each units bathroom could be cleaned Residents have expressed some concern because of COVID-19. What about the hear registers in the bedroom and living rooms – can they be cleaned. Shaff reported that bathroom vent cleaning had been scheduled to coincide with the annual smoke detector battery replacement scheduled to begin on September 28th. The patio canopy on the southwest side of the building needs to be repaired. Shaff reported that it would be taken to Proctor Canvas for repairs. Harris also noted that the carpeting in the front entrance needs to be cleaned. Shaff stated that she had hired Go Clean to clean the carpeting at Woodland Pines and she would ask them to clean the front entrance carpeting at Aspen Arms at the same time. The building continues to be sanitized three times a day by two residents that are sharing the responsibility.

5. ED Report:

Shaff reported that the landscaping that was approved in July had been completed by Hammerlund Nursery. Requests for the removal of snow will be sent out later this week. 3D Construction did the plowing last year. 3D has decided not to provide snow removal services this year.

6. Approval of June Financial Report: A motion to approve the PH July & August Checks #13753-13829, HCV July & August Checks #7855-7964, Bridges July & August Checks #10465- and

10474, Management Fee July & August Check #5010 was made by Carlson and seconded by Harris. Motion Carried.

7. **Unfinished Business:**

- a. Shaff reported that the Section 8/HCV Coordinator is working full-time until October 5th. This employee accepted a part time temporary position on the dinner train in Duluth. Other staff member felt that their health could be potentially at risk and asked for a compromise.
- b. Shaff reiterated that the building continues to be sanitized three times each day. The good news is that so far there has not been a confirmed case of COVID in the building.
- c. Shaff reported that the final closing on White Pine Apartments had occurred and a check in the amount of \$19,346 had been deposited in the Management Account.

8. **New Business:**

- a. The front and rear parking lots will be re-striped weather permitting on September 24, 2020.
- b. The proposed 2020-21 Utility Allowance was presented for review and approval. A motion was made by Carlson and seconded by Dunaiski. Motion Carried.
- c. The \$14,308 CARES funding awarded to HCV/Section 8 program was discussed. A Landlord Incentive program was introduced to the board. Beginning October 1st any landlord that leased an apartment to a Section 8/HCV participant will receive a check in the amount of \$500. The incentive is not limited to one per landlord. A marketing plan promoting the incentive will also be utilized. The remainder of the funds will be utilized to upgrade and improve technology. A motion to approve the plan was made by Carlson and seconded by Harris. 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