



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14TH STREET, CLOQUET MN 55720

Meeting will be held at Aspen Arms

April 16, 2024 @ 7:30 am

Agenda

1. Welcome & Introductions

2. Approval of March 12, 2024, minutes. Motion made to approve the minutes as submitted by Steph B, 2nd by Joanne V. **Motion Carries**

3. Public Housing/Section 8 Voucher update

Total applications on file 349 Bridges 23 outstanding 106 in Use.

Cloquet 10 New Applications, 306 on file 147 Carlton County Residents 2 Veterans in one bedroom 28 Carlton County residents and 0 Veterans for 2 Bedroom. 5 Vacant Apartments 3 Notices to Vacate. No Evictions. Pushing for 15-day turnover.

4. Resident Board Member: Joanne Vanderjagt Residents are skeptical to put into writing complaints. Sensitivity to procedure. Ready to schedule a meeting to Resident Council to discuss changes of name to Resident Planning Event Committee.

5. ED Report

Carlton Bid came in under budget. Engineer report also included a surprise back wall having same issues of bowing having a 3-foot overhang. Waiting for more information

Cloquet in application submitted and waiting for approval.

Admin & Acop review with Nan McKay now in compliance. Motion made by Steph B. to accept the Updates and changes by Chad D. **Motion Carries,**

6. Approval of Financial Reports

March 2024 Reviewed, A/R, A/P, Check Registers for March 2024, Financial Report for February 2024 From Loucks & Schwartz which includes Board Summary Report, Statement of Net Position, Budget Progress report, Statement of Operating Receipts and Expenditures, Capital Fund Cost Statement Also includes bookkeeping Reports. Discussion. Motion to approve financials submitted by Steph B 2nd made by Chad D. **Motion Carries.**

Audit Letter from Niewedde & Wiens June 2023 was received by Cindy. Chad explained this was an informational letter and we need to receive the actual Audit and review and address the findings, A copy was sent to for each Board Member to the Executive Director at the Authority's office. Will track them down and review at our next board meeting,

Phone: 218-879-3353 Fax 218-879-1437

www.cloquetcarltonhra.org



If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Housing Authority.



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7. Unfinished Business

On Call Policy to be written in policy to be written into the handbook. Time for on call is Recorded from the time you leave to the time you get home, Automatic 1 hour.

Shared responsibility whoever is awarded the phone.

Employee Parking Tags are being created for each rental unit 1 per unit. 3 employee parking spots In back. Not enough for all of staff 5 Staff.

Flagpole- Trish reported the Flagpole was ordered and lights ready to go.

Bench Trish reported Bench is on site and have ordered plates.

Timesheets/Payroll (how will medical, pension and life insurance work into Bamboo. All information Is entered into Bamboo.

8. New Business

Lindsay software update and training has been extended to the following week due to our. Internet capacity. Data will be loaded to the Cloud May 15-17th. Training after the completion Of the upload

Complaint - Apt 123 Excessive Dust being blown into apartments; Jessie is checking the apartment. Daily and unable to find the source of the debris. Will continue to investigate.

Complaint - Bed Bugs communication in 2 locations Trish explained the protocol to advising the Surrounding units if Bed bugs have been found at a unit, next to, across the hall, and floor above.

9. ADJOURNMENT

Motion made by Chad D.at 9am 2nd by Steph B Motion Carried.

Chair _____ Date _____

Secretary _____ Date _____

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