



**CLOQUET/CARLTON HOUSING &
REDEVELOPMENT AUTHORITY**
950 14th Street - Cloquet, MN 55720

**Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of February 20, 2018**

Roll Call: Barkos, Collier, Dunaiski, & Executive Director Shaff

1. Welcome and Introductions:

The meeting was called to order by Dunaiski at 7:45 AM.

2. Approval of Minutes:

A motion to approve the minutes of January 9, 2018 was made by Barkos and seconded by Collier. Motion carried.

3. Public Housing/Section 8 Voucher Update:

- a. Five Public Housing applications were received in January. There are 75 applications on file – 61 with a Carlton County preference. Three recertifications were completed and one interim recertification. There were two move outs.

The HCV/Section 8 Program received 63 applications in January. There are 181 applications on file – 146 with Carlton County preference. During this time period eight annual recertification's were completed and two interim recertification's. Eighteen inspections were completed. There are currently 105 vouchers in use. There are eleven Bridges certificates in use.

4. Resident Board Member: - No report (absent)

5. Executive Director: Shaff reported that two twenty year old dryers broke down in January. There were replaced by Daugherty Hardware for \$2,000.

6. Approval of Financial Report:

A motion to approve the December financial reports: PH Checks #12708-12750, HCV Checks #6183 - 6137, Bridges Checks #10180-10191 was made by Collier and seconded by Barkos. Motion Carried.

7. Old Business:

A. Ross Service Grant –An announcement has not been made. No notice when it may be awarded.

B1. Shaff reported that a conference call was held with MHFA regarding the additional tax credits for White Pine Apartments. The response from MHFA was not encouraging because the additional tax credit dollars would not be utilized to pay for critical pieces of the project. Prevailing wages and facades are not essential to the completion of the project.

B2. In an effort to continue to move forward, and remain on schedule bi-weekly meetings have been scheduled with MHFA and the developer.

B3. The Special Applications Center has approved the disposition of the 1.1 acre of land.

B4. The PBV application has been submitted and the first phase has been approved. It is critical that this approval be completed by May.

B5. Pritchett and Helwig have been working on the Equity Letters.

8. New Business

- a. Shaff reported that her name had been submitted for consideration of a scholarship to the annual NCRC meeting to be held in Fort Wayne, IN in May. The scholarship would pay for the registration, meals and two nights lodging. The HRA would be required to pay for the transportation, one nights lodging and any incidentals. A motion to approve the additional expenses was made by Barkos and seconded by Collier. Motion carried.**
- b. Shaff discussed the continuing issues with the boilers not being regulated properly by the controller. Gausman & Moore has submitted a proposal for \$2,500 to replace the controller. A motion was made to spend up to \$2,500 to replace the controller by Barkos and seconded by Collier. Motion Carried.**
- c. Shaff discussed C. Naber - the Housing Authority's Fee Accountant and the concerns she has about not receiving monthly reports in a timely manner. C. Naber has experienced some management problems and staff turnover. Monthly financial reports have not been received since December (Novembers report). The board agreed that if reports are not received in February a RFP should be done seeking a new fee accountant.**
- d. Shaff discussed a residents demand that a warning letter (re: smoking) be rescinded from the tenants file because the Housing Authority could not prove that they were smoking in their apartment. The tenant has sought an attorney. Shaff placed a memo in the file acknowledging that there was not proof that the tenant was smoking in their unit.**
- e. Shaff presented Chapters 1-6 of the Section 8 Admin plan. A motion to approve chapters 1-6 was made by Collier and seconded by Barkos. Motion Carried.**
- f. Shaff reported that the Housing Authority was seeking proposals from carpet venders for the purchase and installation of carpeting for the units at the time of turnover. Carpet Connection has provided the carpeting for years but are closing effective March 1, 2018.**

9. Adjournment

A motion to adjourn was made by Collier and seconded by Barkos at 8:40 am.

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date