



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

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

Cloquet Housing & Redevelopment Authority  
Commissioners Meeting  
Minutes of January 10, 2017

Roll Call: Barkos, Dunaiski, Fredrickson, Slater & Executive Director Shaff

1. Welcome and Introductions:

Meeting was called to order by Dunaiski at 7:35AM.

2. Approval of Minutes:

A motion to approve the minutes of December 13, 2016 was made by Slater and seconded by Fredrickson. Motion carried.

3. Public Housing/Section 8 Voucher Update:

Three Public Housing applications were received in December. There are 44 applications on file – 22 with a Carlton County preference. Four recertifications were completed and one interim recertification. There were no apartments leased up and there were three move outs.

The HCV/Section 8 Program received 22 applications in December. There are 250 applications on file – 217 with Carlton County preference. During this time period five annual recertifications were completed and eight interim recertifications. Thirteen inspections were completed. There are currently 118 vouchers in use. There are nine Bridges certificates in use.

4. Resident Board Member: - Harris reported that the residents went caroling in December and participated in a Christmas potluck hosted by the Housing Authority. Residents will be encouraged to sign up to attend “The Mad Tea Party” at the County Seat theatre in February. Harris is also looking into a possible bus trip to ride a paddleboat this summer.

5. Executive Director:

Shaff reported that there was an inoperable vehicle blocking two parking spaces in the front of the building for a couple of days. The vehicle was owned by a tenant’s now deceased boyfriend. The tenant could not afford to have it towed so it was reported as abandoned and Carr’s towing hauled it away. Another tenant reported that she had bed bugs. An exterminator was called and reported that they were unable to identify anything that resembled a bed bug – crisis averted!

6. Approval of Financial Report:

A motion to approve the December Public Housing, Section 8 and Bridges financial reports was made by Slater and seconded by Harris. Motion Carried.

7. Old Business:

- a. Shaff reported on the progress of PHOP capital improvements. The demolition of the ceiling in the Fireside Room will begin the week of February 6, 2017. It appears that after the update of the ARC fault panel breakers in each apartment and the ceiling replacement there will be no funds remaining for the elevator interior.

Phone: 218.879.3353 Fax: 218.879.1437

Email: [cloquetcartonhra.org](http://cloquetcartonhra.org)

- B1. White Pine Apartments – The value of low income housing tax credits is declining. There is currently a gap of \$450,000 in the project. The developer is pursuing all other avenues for funding. MN Housing is assisting in this pursuit but has yet to come forward with any suggestions. At this time it does not appear that the project will break ground in May.
- B2. Shaff is currently working on a Resolution for Disposition of the land and Easement that White Pine Apartments will be built on. HUD says that it would be best to approach the City. The City says it would be easier to get it from HUD Special Applications (SAC).
- B3. Two companies responded to the RFP for a Property Management Company. No recommendation is available yet they have not been vetted .
- C. Shaff distributed financial institution signature cards for commissioners to sign. All Commissioner’s will have authorization to sign checks.
- D. Shaff reported that the Flat Rent Commentary period had expired. No comments were received and the new rents will go into effect on February 1, 2017.
- E. Shaff reported that a “Reasonable Accommodation” had been made requesting a move to Apartment 121. Verified Reasonable Accommodations take precedence and must be granted unless it presents a financial hardship on the housing authority. Plans to expand the footprint of the office have been put on hold.
- F. Shaff reported that a Point in Time (PIT) count will be conducted on Friday – January 27<sup>th</sup>. The count is mandated by HUD. The count has been organized by the Housing Authority. The response by donors has been tremendous. Incentive bags will be provided to individuals that report that they were homeless on the evening of January 26<sup>th</sup>. There are roughly 15-20 persons representing Carlton County sheriff’s department, Cloquet police department, HDC, Salvation Army, United Way, Lakes and Pines on this year’s task force.

**8. New Business**

- a. Shaff reported that the tenant on the third floor that was creating multiple issues moved to Larsen Commons. She moved peacefully and there were no further issues The eviction was withdrawn – unfortunately the court did not return the fees.
- b. A pension refund was received in the amount of \$213. The previous pension company filed bankruptcy and the court determined the distribution of its assets. The refund should have been added to a previous employees pension plan – but the housing authority cannot make a contribution to a non-employee. The refund was deposited in the housing authority’s operating account.
- c. Shaff recommended that a task force be created to review and determine the process that will be used to fill positions that will be vacated due to retirement in the future. Frederickson, Slater and Barkos volunteered to participate on the task force.
- d. Shaff discussed the Regional Housing Action Plan that the East Central Housing Organization (ECHO) is working to develop for Central Minnesota. The meeting will be held in Hinckley on January 19<sup>th</sup> at 5:30 PM.

**9. Adjournment**

- a. A motion to adjourn was made by Fredrickson seconded by Barkos at 8:50am

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Chad Dunaiski, Chairman

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Date

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Cindy Slater, Secretary

\_\_\_\_\_  
Date