



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

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of March 14, 2017

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

1. Welcome and Introductions:

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

2. Approval of Minutes:

A motion to approve the minutes of February 14, 2017 was made by Slater and seconded by Fredrickson. Motion carried.

3. Public Housing/Section 8 Voucher Update:

Three Public Housing applications were received in February. There are 45 applications on file – 24 with a Carlton County preference. Five recertifications were completed and two interim recertification. There were no apartments leased up and two move outs.

The HCV/Section 8 Program received no applications in February. There are 248 applications on file – 216 with Carlton County preference. During this time period eleven annual recertifications were completed and sixteen interim recertifications. Fourteen inspections were completed. There are currently 118 vouchers in use. There are ten Bridges certificates in use and four more certificates issued.

4. Resident Board Member: - Harris discussed the up-coming Resident Council meeting that will be held on March 14th. An employee appreciation potluck for the staff will be held on Wednesday – April 26th in the Fireside Room. Residents have expressed concern that the dryer closest to the wall was not working properly. Harris also is working on resident activities for the summer and fall – they include a MN Twins game in June, a PowWow in July, a paddleboat ride in September in Stillwater and three Encore Theatre plays (summer and fall).

5. Executive Director:

The RFP for the Bridges program is now being solicited by Minnesota Housing Finance Agency. The Housing Authority has been working on a new application with support from the Human Development Center and Carlton County Human Services. The application is requesting 15 certificates for two years. Shaff also reported that there continues to be a problem with the second boiler and the water heater (regulator).

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6. Approval of Financial Report:

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

7. Old Business:

a. Shaff reported on the progress of PHOP capital improvements. The Fireside Room Ceiling is now complete minus some lighting that is on back order.

b. 1. Shaff discussed the SAC (HUD's Special Application Center) application that she has completed. The application requires a board resolution. The application seeks to remove 1.1 acres of land from the Housing Authority's Declaration of Trust. A motion was made by Slater and seconded by Barkos. Resolution approve by oral vote. See Resolution #17-03-284.

2. Shaff also reported that the Housing Authority with support from the developer Commonwealth Companies and Erin Anderson has submitted an application to FHLB-SF (Federal Home Loan Bank-San Francisco) requesting \$650,000. These funds if awarded will be utilized to fill the gap in funding for White Pine Apartments.

3. Slater and Fredrickson discussed the interviews that were conducted on Thursday – March 2, 2017 to secure a Property Manager for White Pine Apartments. DW Jones and MetroPlains submitted applications. Two very different management styles were presented. The committee felt that MetroPlains best represented the interests of the Housing Authority and recommended that this company be secured to manage the new building.

c. There were some signatures missing on the bank signature card. The documents were distributed soliciting the ones that were missing.

8. New Business

a. The 2016 Audit was reviewed. There were no findings. A motion to approve the audit was made by Fredrickson and seconded by Slater.

b. A public comment period is now open and a public hearing will be held on March 27, 2017 regarding amendments to the Housing Authority's five year plan.

9. Adjournment

a. A motion to adjourn was made by Slater and seconded by Barkos at 8:20 am

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date