



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

Cloquet Housing & Redevelopment Authority  
Commissioners Meeting  
Minutes of April 11, 2017

**Roll Call:** Dunaiski, 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 March 14, 2017 was made by Slater and seconded by Harris. Motion carried.

**3. Public Housing/Section 8 Voucher Update:**

Five Public Housing applications were received in March. There are 59 applications on file – 29 with a Carlton County preference. Five recertifications were completed and one interim recertification. Three apartments leased up and there was one move out.

The HCV/Section 8 Program received no applications in March. There are 244 applications on file – 212 with Carlton County preference. During this time period nine annual recertifications were completed and nine interim recertifications. Thirteen inspections were completed. There are currently 118 vouchers in use. There are ten Bridges certificates in use and four certificates that have been issued.

- a. Shaff discussed the potential Section 8 Shortfall and the actions that were being taken to prevent it from happening.
- b. Shaff distributed the quarterly flyer for the Section 8 Roundtable that the Cloquet Housing Authority hosts each quarter. Housing Authority's with Section 8 programs from the northeast region meet at the Cloquet HRA to review and discuss matters pertinent to the delivery of the Section 8 program.
- c. Shaff distributed the flyer that was sent to all of the landlords listed on the Carlton County Apartment Listing guide inviting them to attend the annual Landlord Informational Workshop. This year's topics are mold, proper use of smoke/fire/radon detectors and the city's rental property registration and building codes. This activity is a SEMAP requirement.

**4. Resident Board Member:** - Harris discussed the Resident Council meeting that was held on April 4, 2017. Two representatives from first, second and third floor were elected. One representative from ground floor plus an alternate were also elected. Gloria Enger is the council facilitator. The purpose of the council is to plan special events and hear concerns that residents may have. The council will meet on the first Tuesday of each month.

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Harris also reported that she had attended the Public Hearing that was held on March 27, 2017 regarding amendments to the Five Year Capital Plan.

5. **Executive Director:**

No report

6. **Approval of Financial Report:**

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

7. **Old Business:**

- a. A motion was made by Slater and seconded by Harris to approve the Amendment to the 5-Year plan. Motion Carried. See Resolution #17-04-285.
- b. Shaff reported that a pre-application was submitted to the Des Moines Federal Loan Home Bank for consideration of additional financing for White Pine Apartments. If accepted a complete application will be submitted at the end of June.
- c. Shaff informed the Board that a Public Hearing will be held on April 27, 2017 to discuss the expenditure of 2017 Capital Funds.

8. **New Business**

- a. Shaff discussed a potential error that (she) was made during the selection process. Shaff suggested that the process may have to begin over. The Middle School Project is now asking for consideration of seven vouchers and FDL Housing has requested 10. HUD approved the use of 19 last year – the total number of units requested with the addition of these two would be 29.
- b. A motion to approve *Chapter 17 – Project Base Vouchers* of the S8/ HCV Admin plan was made by Harris and seconded by Slater. Motion carried.
- c. The Smoke Shack is currently closed. The floor has rotted thru and there is nothing left to repair. Safety of our residents is a major concern. Several different designs were reviewed. Shaff will seek cost estimates to replace the floor before any other decisions are made.
- d. Shaff discussed that she is working on an RFQ for architectural and engineering services. HUD requires that it be completed every five years. It has been quite a while since and RFQ for these services has been done. There was no date provided indicating when this would be completed.
- e. Shaff announced that there is a City Planning Commission meeting on April 11<sup>th</sup> and a City Council meeting on April 18<sup>th</sup>. White Pine Apartments zoning request will be reviewed, discussed and approved.

9. **Adjournment**

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

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Chad Dunaiski, Chairman

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Date

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Cindy Slater, Secretary

\_\_\_\_\_  
Date