



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

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of May 9, 2017

Roll Call: Barkos, Dunaiski, Fredrickson, Harris, Slater & Executive Director Shaff – Resident: Neil Lahti

1. Welcome and Introductions:

The meeting was called to order by Dunaiski at 7:40 AM.

2. Approval of Minutes:

A motion to approve the minutes of April 11, 2017 was made by Slater and seconded by Harris. Motion carried.

3. Public Housing/Section 8 Voucher Update:

- a. Four Public Housing applications were received in April. There are 58 applications on file – 29 with a Carlton County preference. Nine recertifications were completed and two interim recertifications. Two interviews were completed and two apartments were leased up. There was one move out.

The HCV/Section 8 Program received no applications in April. There are 245 applications on file – 213 with Carlton County preference. During this time period six annual recertifications were completed and ten interim recertifications. Six inspections were completed. There are currently 117 vouchers in use. There are twelve Bridges certificates in use and two certificates that have been issued.

- b. Shaff shared a copy of a letter that was sent to all Section 8 clients asking them to voluntarily report any unreported income. HUD Financial Analysts recommended that it be sent out to each tenant.

4. Resident Board Member: - Harris discussed the Smoke Shack –residents would like to know what its status is and when it will reopen. The second Resident Council meeting that was held on May 2, 2017. The Council would like to have its own budget – projected \$60 per month. Harris also thanked the Commissioners that attended the Employee Appreciation luncheon that was held on April 26, 2017. Roughly 40 residents and staff attended.

5. Executive Director: Shaff discussed spraying of the lawn. A tenant has written a grievance expressing concerns about the potential health hazards related to using chemicals to control weeds. Shaff contacted the company about the chemicals used in their products and discussed them with the EPA. The lawn is sprayed to control weeds and has been sprayed annually for the

Phone: 218.879.3353 Fax: 218.879.1437

Email: cloquetcartonhra.org

past 15 years. The invoice for this seasons spraying has already been paid and is non-refundable.

6. Approval of Financial Report:

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

7. Old Business:

- a. Shaff provided an up-date on White Pine Apartments. Minnesota Housing has what they are referring to as a “Lightening Round” for projects that were funded in the last round but now have gaps in their financing because of the diminishing value of a LIHTC. Shaff is working closely with Commonwealth Companies to provide the additional information for their consideration. An application has also been submitted to the FLHB-San Francisco requesting \$650,000. The White Pine gap is now projected at \$900,000.

A pre-bid open house was held on May 4 and 5 in the Fireside Room. Julie Farthing the Senior Estimator and Matt Noordyk the Director of Field Operations were present to answer questions for the sub-contractors that attended. The building plans are available in several plan rooms and the RFP was posted in Duluth, Rochester, and St. Cloud.

- b. Shaff informed the Board that a Public Hearing was held on April 27, 2017 regarding the expenditure of 2017 Capital Funds. There was no one in attendance.

The 5 Year Annual Plan indicates that the exterior painting of Aspen Arms should be painted. Shaff will issue an RFP. This will be an excellent opportunity to up-date the color.

- c. The Middle School Apartments and FDL Housing have requested Project Based Vouchers. The Middle School project withdrew their application last year and the project is now being proposed by another company. Points are awarded on Minnesota Housing applications that provide supportive housing. FDL has inquired in the past but did not submit an application last year. Shaff stated that a RFP would be issued.
- d. Shaff discussed the status of the Smoke Shack. Commissioners were provided with some drawings of a potential shelters. Pete Thompson a contractor from Moose Lake stated that he wanted \$2,000 to rebuild the shelter.
- e. Shaff reported that she has met with Minnesota Housing, the architects and engineers to close out the POHP grant. She is now working on the energy and sales tax rebates. It is projected that the housing authority will receive more than \$15,000 in rebates.

8. New Business

- a. Shaff discussed a Personnel matter with the Commissioners.
- b. A motion was made by Slater and seconded by Barkos to approve the Depreciation report. Four washing machines, 1981 surface parking lot, 2001 boiler, 1981 attic fans, 1981 smoke detectors, 1981 hallway painting, 1981 fluorescent lights and a 1990 reroof, 2002 carpet and paint, 2006 flooring and carpet, were removed. Motion Carried.
- c. Shaff discussed the Pet Policy that was recently approved. A new tenant has move into the building with two cats. She was told during the interview and the lease-up that only one

cat was permitted. She has provided a note from her veterinarian requesting a reasonable accommodation for the second cat. Shaff will investigate this further.

- d. The Maintenance department has recommended that the 2005 MTD Yard Machine could be sold. It is not used very often. Cindy the office manager is interested in purchasing it. A motion was made by Fredrickson and seconded by Slater that the mower be put on Craig's List. Motion Carried.
- e. Carlton County hosted a Community Emergency Discussion meeting with residents in the building on May 4, 2017. Carlton County Human Services received a grant to study the concerns individuals might have for their safety during a community emergency and what they would need help with in the case of an emergency.

Adjournment

A motion to adjourn was made by Slater and seconded by Harris at 8:47 am.

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date