



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

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

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

**1. Welcome and Introductions:**

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

**2. Approval of Minutes:**

A motion to approve the minutes of September 12, 2017 meeting was made by Slater and seconded by Harris. Motion carried.

A motion to approve the minutes of the Special Meeting held on October 3, 2017 to discuss the progress of White Pine Apartments was made by Slater and seconded by Harris. Motion carried.

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

- a. Five Public Housing applications were received in September. There are 87 applications on file – 54 with a Carlton County preference. Two recertification were completed and three interim recertifications. No interviews were completed and two apartments were leased up. There was one move out.

The HCV/Section 8 Program received no applications in September. There are 163 applications on file – 142 with Carlton County preference. During this time period 10 annual recertification's were completed and four interim recertification's. Nineteen inspections were completed. There are currently 106 vouchers in use. There are ten Bridges certificates in use.

- 4. Resident Board Member:** - Harris reported on the fall bus tour the residents took visiting Jay Cooke State Park. The housing authority provided bag lunches. The transportation was provided by FDL and the driver was very good sharing wonderful stories about the history of the park.

- 5. Executive Director:** Shaff reported that a lunch meeting with Aaron Reese the new City Administrator had been scheduled for noon today at the North East BBQ. It was agreed that the objective of the lunch was to get to know Mr. Reese and tell him about the Cloquet Housing Authority.

**6. Approval of Financial Report:**

A motion to approve the September financial reports: PH Checks #12582-12619 HCV Checks #5865-5918, Bridges Checks #10137-10148 was made by Slater and seconded by Barkos. Motion Carried.

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**7. Old Business:**

- a. Shaff discussed the Development Agreement with Commonwealth and the entities that have been contacted regarding the necessary Carryover Agreement. These entities believe that it is the developer's duty to provide the carryover. So far, none of the agencies are willing to consider a grant. Some would consider a loan that would be repaid.**
- b. The Ross Service Grant is due in October with an award announcement in December. A motion to commit the required 25% match was made by Slater and seconded by Harris. Motion Carried.**
- c. Shaff discussed the VASH vouchers that are currently available. The HRA is seeking five of them but is having difficulty securing a letter of support from the Veteran's Administration. The deadline is October 31, 2017.**
- d. The Annual Audit was held on October 2-4. There was one finding – the POHP grant was not recorded correctly. The Audit Engagement Letter was signed by Chairman Dunaiski.**

**8. New Business**

- a. A motion was made by Slater and seconded by Barkos to allow Shaff to carry over the vacation time she has accrued until the end of the year – 64 hours. Motion carried.**

**Adjournment**

**A motion to adjourn was made by Slater and seconded by Barkos at 8:32 am.**

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**Chad Dunaiski, Chairman**

\_\_\_\_\_  
**Date**

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**Cindy Slater, Secretary**

\_\_\_\_\_  
**Date**