



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

**Cloquet Housing & Redevelopment Authority  
Commissioners Meeting  
Minutes of December 2017**

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

**1. Welcome and Introductions:**

The meeting was called to order by Dunaiski at 7:37 AM.

**2. Approval of Minutes:**

A motion to approve the minutes of October 10, 2017 meeting was made by Slater and seconded by Collier. Motion carried.

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

- a. Five Public Housing applications were received in October. There are 92 applications on file – 60 with a Carlton County preference. Eleven recertifications were completed and two interim recertifications. There was one move out.

The HCV/Section 8 Program received no applications in October. There are 146 applications on file – 124 with Carlton County preference. During this time period six annual recertification's were completed and seven interim recertification's. Twenty-four inspections were completed. There are currently 104 vouchers in use. There are ten Bridges certificates in use.

4. **Resident Board Member:** - Harris reported that veterans in the building were recognized with cake and coffee and program provided by Joe Peterson - 30 residents were in attendance. A Thanksgiving Dinner hosted by the Housing Authority will be held on November 20<sup>th</sup>. Upcoming activities in the building for the month of December include a trip to the Encore Theatre, Christmas Cookie baking, Christmas Caroling on December 21<sup>st</sup>, and a Christmas Potluck – date to be determined. Chile/soup will replace Root Beer Wednesday's beginning in January. Saturday movies and crafts continue to be scheduled monthly.
5. **Executive Director:** Shaff reported that one resident was threatening legal action because of the housing authority's enforcement of the no smoking policy. Shaff referred her to legal aid and provided her with activities she could consider in place of smoking. Shaff also discussed a concern about suicide and resident depression/anxiety. An ambulance was called this month for a resident that appeared despondent.
6. **Approval of Financial Report:**  
A motion to approve the September financial reports: PH Checks #12620-12656, HCV Checks #5919-5972, Bridges Checks #10149-10188 was made by Slater and seconded by Barkos. Motion Carried.
7. **Old Business:**
  - a. Shaff reported on the lunch meeting that was held with the Aaron Reeves the new City Administrator. The purpose of the meeting was to familiarize him with the workings of the housing authority and current projects. White Pine Apartments was discussed as well as the involvement of the City in the project. Reeves inquired about the use of TIF in the project. Reeves also asked about the housing authority's tax levy. The needed \$20,000 carryover was discussed and Reeves encouraged the housing authority to request financial

support from the City. Note: a letter was submitted to the City requesting financial support of \$20,000 for the Carryover. Reeves did not submit the letter to the City Council for consideration after discussing the issue with city staff persons. Instead he suggested that a meeting be held with the developer to discuss what other financial alternatives were available. A meeting was held on November 7<sup>th</sup>.

- b. Shaff reported that she had personally delivered a carryover check from Commonwealth Companies to Minnesota Housing Finance Agency. A meeting was held with Ted Tulashie, Erin Anderson and Mike Thomas to discuss the project and how it was going to move forward.
- c. The Ross Service Grant was submitted in October. If awarded the grant will fund a fulltime tenant service coordinator for three years. The total request is \$197,619. The housing authority would contribute a 25% match or \$46,904 over a three year period.
- d. Shaff discussed the VASH vouchers that are currently available. A conference call was held with the Veteran's Administration regarding VASH vouchers. Shaff was informed that VASH vouchers are tied to the data collected during the annual Point in Time count. The PIT count data collected for Carlton County did not indicate that there were homeless veterans in Carlton County. The second issue is that a VA Social Worker must be assigned to each VASH voucher. Increased funding for Social Workers is not available to support VASH vouchers in this area.

8. New Business

- a. A motion was made by Slater and seconded by Barkos to increase the Section 8 FMR to 105% beginning January 1, 2018. Motion Carried.
- b. A motion was made by Slater and seconded by Collier to reopen the Section 8 waiting list on January 1, 2018. The required public notification policy will be followed.
- c. The City of Cloquet notified Shaff that it was changing their health insurance provider to Minnesota Public Employees Insurance Program. The new policy will save the housing authority money and will also reduce each employee's contribution. The Housing Authority's VEBA contribution of \$75 will be eliminated and the savings split \$35-\$40 between housing authority and employee. A motion was made by Barkos and seconded by Collier to support the proposed changes. Motion Carried.
- d. Shaff discussed the proposed Tax Levy. The City has asked how the Housing Authority would utilize the tax levy. Suggestions included support of the Section 8/HCV program, increased administrative expenses and develop or enhance housing programs ie: first time homebuyers programs, home owner fix-up programs or land trust.
- e. Shaff discussed the upcoming POHP #2 grant due on December 20<sup>th</sup>. The Housing Authority will apply for funds to install ARC fault breakers, LED lighting in units, interior door replacements and replacement of the exterior entrances to the three two bedroom units.
- f. Shaff reported that the current unit painters will retire effective at the end of the year. A new painter is currently being sought. Aspen Arms turns over approximately 14 units a year.

Adjournment

A motion to adjourn was made by Barkos and seconded by Collier at 9:02 am.

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Chad Dunaiski, Chairman

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Date

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Cindy Slater, Secretary

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Date