



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of February 16, 2016

Roll Call: Dunaiski, Harris, Slater, Tribby & Executive Director Shaff

1. Welcome and Introductions:

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

2. Approval of Minutes:

A motion to approve the minutes of the January 12, 2016 meeting was made by Slater and seconded by Harris. Motion Carried.

3. Public Housing/Section 8 Voucher Update:

Seven Public Housing Applications were received between January 1 and January 31, 2016. There are 33 applications on file. There are 20 applications with Carlton County one bedroom preference and three with Carlton County two bedroom preference. There are no vacant units. Three recertification's were completed and there were no interim recertifications.

The HCV/Section 8 program received 12 applications during this same time period. There are 183 applications on file. Ten recertifications were completed. Five interim recertifications and 12 inspections were completed. There are currently 121 vouchers in use.

4. Resident Board Member: Harris – Reported that she had attended the Housing Institute Team meeting when the RFP for a developer was reviewed. She also reported that Cindy the Office Manager had completed the Certificate of Rent Paid and required residents to come into the office to pick them up. When residents picked up their CRP they were asked to acknowledge the new Tobacco Policy by signing a copy of it. The signed policy was placed in their tenant file and a copy of the policy was then given to them.

5. Executive Director:

- a. Shaff reported that the City of Cloquet has been advertising the board vacancy in the paper. The City has not yet appointed anyone to fill the seat vacated by Rick Raun.
- b. Shaff discussed a metal bathroom doorframe that had to be replaced in one of the units. The bottom of the frame had rusted away more than an inch. Riihilouma was hired to do the work so that the unit could be leased up quickly.
- c. Hoarding was discussed. It appears that the housing authority needs to take a critical look at the problem and address how we will deal with it. Do these units meet the “safe, sanitary and decent” test or are we qualifying them based on mental illness and the lack of quality housing available?

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- d. Shaff discussed the possibility of hiring a consultant to manage the prevailing wage documentation required as part of the POHP award. A consultant would charge approximately .5 -1% of the construction costs. Shaff will look into the need further and report back to board.

6. Approval of Financial Report:

A motion was made by Harris and seconded by Tribby to approve payment of Public Housing January Checks #118256-11859 and HCV/Section 8 Checks #3576-3542. Motion Carried.

7. Old Business

a. Housing Institute

- i. Shaff updated the board on the purchase agreement offered to St. Paul's Lutheran Church. The Church is asking for an additional \$8,500 more than what the County has it valued at. Shaff recommended that the board take no further action until a developer is secured.
 - ii. Shaff reported that the HI team plans to interview two of the three developers on March 14th at City Hall beginning at 1:00pm. Board members asked Shaff to compile a list of potential questions.
 - iii. Shaff reported that the Housing Authority's five year plan will need to be updated to include development and construction of new units. HUD has suggested that we work with our local attorney and seek guidance from SAC.
- b. Shaff reported that she had met with Architecture Advantage on Monday – February 15th to discuss the punch list of items that need to be completed before the loan can be closed. Shaff projects that everything will be submitted by the end of the month.
 - c. A motion was made by Tribby and seconded by Slater to open a separate bank account for the Bridges program. Shaff recommended that all of the HCV/S8 and the Bridges account be set up at Members Cooperative Credit Union. Motion carried. See Resolution #16-02-278. Signature Cards were distributed and signed.
 - d. A motion was made by Tribby and seconded by Slater to approve the new policy on re-issuing checks that vendors (specifically landlords) report that they did receive or cannot find. Proposed policy was reviewed at the January board meeting. Motion carried.
 - e. Shaff updated the board on the transition and departure plans of ACCRA. One of their clients is currently in a nursing home for rehab – plans are uncertain. Another client is moving to an Assisted Living facility in Wrenshall. Their remaining clients have been matched up with independent care providers. The unit occupied by ACCRA will be put back on line and has been rented.

8. New Business

There was no new business brought to the floor.

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

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date