



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of April 12, 2016

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

1. **Welcome and Introductions:**

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

2. **Approval of Minutes:**

A motion to approve the minutes of the March 8, 2016 meeting was made by Slater and seconded by Harris. Motion Carried.

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

Four Public Housing Applications were received between March 1 and March 31, 2016. There are 31 applications on file. There are 27 applications with Carlton County one bedroom preference and four with Carlton County two bedroom preference. There are two vacant units. Two recertification's were completed and two interim recertifications.

The HCV/Section 8 Program received 27 applications during this same time period. There are 219 applications on file - 192 with Carlton County Preference. Seven recertifications were completed. Nine interim recertifications and 11 inspections were completed. There are currently 120 vouchers in use. Eight Bridges certificates have been issued. No certificates have been leased up.

4. **Resident Board Member:** Harris –No report

5. **Executive Director:**

- a. Shaff reported that unit number 33 will be completely gutted including the bathroom. The tenant (a low functioning woman has destroyed the entire unit – water damage). Projected cost \$2,500-4,000 dependent on if the shower can be repaired or will need to be replaced. No carpeting is included.
- b. Roof vents are showings signs of aging and some are leaking. Riihilouma has submitted a proposal to replace them. The ones that are leaking will be replaced immediately.
- c. Shaff reported that she had visited the MN Housing Finance Office in St. Paul to review the LIHTC application. It appears that the application will score fairly high.
- d. Shaff reported that George Sherman visited the HRA to discuss the school project and indicated that they would like the HRA to Project Base eight vouchers for the school project.

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6. Approval of Financial Report:

A motion was made by Slater and seconded by Harris to approve payment of Public Housing March Checks #11893 -11934 and HCV/Section 8 Checks #3710-3773. Motion Carried.

7. Old Business:

1 a. Housing Institute – Erin Anderson from Commonwealth Companies was present to discuss the progress that has been made on the new affordable workforce housing project. Anderson discussed the scoring that MN Housing uses to determine the projects that will be funded, ownership and management of the building.

b. Shaff reported that she was working on the disposition of the land to be used in the project. A letter of support is required from the City of Cloquet.

c. Shaff reported that she is working on the amendment to the HRA five year plan

d. The purchase agreement with St. Pauls Lutheran Church was discussed. A motion was made by Harris and seconded by Tribby to withdraw the offer. Motion carried.

2a. POHP – Shaff reported that things appear to be moving forward faster. A technical assistant has been named to the project. MN Housing requested that the By-laws and Borrowing Resolution be updated. The project will go for document review in May, then to the legal department and then to loan closing by the end of May early part of June.

8. New Business:

a. The spring NAHRO conference will be held at Maddens in Brainerd on May 25-27. Board members were invited and encourage to participate.

b. A motion was made by Slater and seconded by Harris authorizing the issuance of an RFP for up to 20 project base vouchers. Motion Carried.

c. A motion was made by Slater and seconded by Tribby to authorize the Restatement of Cloquet HRA Retirement and Deferred Comp Plan Resolution. Motion Carried.

A motion to adjourn was made by Harris and seconded by Slater at 9:05 am.

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date