



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of June 14, 2016

Roll Call: Dunaiski, Frederickson, 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 May 10, 2016 meeting was made by Slater and seconded by Harris. Motion Carried.

3. Public Housing/Section 8 Voucher Update:

One Public Housing Application was received between May 1 and May 31, 2016. There are 30 applications on file. There are 26 applications with Carlton County one bedroom preference and three with Carlton County two bedroom preference. Three annual recertification's were completed and one interim recertification.

The HCV/Section 8 Program received 10 applications during this same time period. There are 232 applications on file - 198 with Carlton County Preference. Eight annual recertifications were completed. Seven interim recertifications and 8 inspections were completed. There are currently 120 vouchers in use. There are two Bridges certificates in use and eight Bridges certificates outstanding. The Section 8/HCV waiting list was purge in May. Sixty-two applications were removed.

4. Resident Board Member: Harris – No report

5. Executive Director:

- a. Shaff reported that Evergreen Knolls had invited her to attend an informational meeting on Wednesday - June 22, 2016 regarding their plans to build new affordable senior housing beginning in the fall of 2016.
- b. Shaff reported that Dianne Barkos, Carlton County Human Services had been appointed by the City of Cloquet to replace Karen Tribby on the HRA board. Ms. Tribby is retiring from the County on June 30, 2016. Dianne will begin her 5 year term beginning on July 2, 2016. There is a retirement party for Tribby at the Human Services building on July 23rd.
- c. Shaff discussed her concerns about Carol's Garden in the rear of the building. It appears that tenants have been making themselves comfortable beyond the garden in the woods. It is evident that residents are smoking back there. Board members recommended that tenants should be reminded that smoking is permitted in the smoke shack and their personal vehicles only.

Phone: 218.879.3353 Fax: 218.879.1437

Email: cloquethra2@qwestoffice.net

- d. Shaff has been working with the County to relocate the belongings of the tenant in apartment 136. This tenant has been absent from the unit for nearly 5 months. She has been hospitalized. The County is having difficulty securing storage space, volunteers and a moving truck. Board member Tribby reported that the County has figured it out and will be able to successfully move the tenant by June 22nd.

6. Approval of Financial Report:

A motion was made by Slater and seconded by Tribby to approve payment of Public Housing May Checks #11978 - 12011 and HCV/Section 8 Checks #3838-3901. Motion Carried.

7. Old Business:

- a. Shaff reported on the progress of the POHP funds. Minnesota Housing is seeking an increase in the housing authority's liability insurance from \$1.5 million to \$3 million. The Housing Authority's premium will increase by \$850. Shaff asked MN Housing if this cost would be covered in the grant. MN Housing retracted the request. The loan will close by the end of June.
- b. **White Pine Apartments**
 - i. Shaff reported that the application would be submitted to MN Housing on June 16th. The Planning Commission, EDA and City Council have each provided an affirmative nod in support of the project.
 - ii. HUD has provided its initial approval of 19 project base vouchers. The RFP has been announced in the Pine Journal. Applications will be accepted through July 15th.
 - iii. Shaff discussed the necessary PBV additions to the Section 8/HC Admin Plan. A motion to approve the PBV addition was made by Slater and seconded by Tribby. Motion Carried.
 - iv. Shaff discussed that she had met with Representative Mike Sundin to make him award of this project and ask him for his support at the state level.

8. New Business

- a. Shaff presented the 2016/17 Operating Budget. The budget was approved with a 2% increase in wages. A motion to approve the proposed budget was made by Fredrickson and seconded by Slater. Motion Carried. See Resolution #
- b. Shaff presented the proposed new Section 8/HCV payment standards. The standards are within 105-110% of the required payment standards. A motion to approve the new payment standards was made by Slater and seconded by Tribby. Motion Carried. The new payment standards are effective July 1, 2016.
- c. The Utility Allowances were reviewed by the board. A survey of all of the areas utility providers was completed and there were no changes to the utility allowances recommended.
- d. Shaff discussed the damage to the siding on the north east side of the building – third floor. It appears that it may have been caused by an ice dam. One proposal has been received thus far – projected cost to repair is \$6,117.
- e. The generator appears to be leaking fluid. Onan has been called to inspect. The technician added a colored dye to determine what area it is leaking from. The generator will have to run a couple of times before anything can be determined.
- f. Per the board's recommendation Shaff sought independent bids from elevator companies to renovate the interior of the elevator cab. Minnesota Elevator is the only proposal that has been received so far– projected minimum cost \$12,000.

- g. Shaff indicated that she has been considering the necessary renovations to the smoke shack and has contacted a local contractor to discuss the possibilities and provide a cost estimate. Per state statute the structure must be 50% open.**
- h. Shaff discussed the sidewalk repairs that are needed. One proposal has been received so far – estimated cost \$3,298.**
- i. Shaff discussed the need for additional gutters on the east side of the building. One proposal has been received so far – estimated cost \$3,280.**

A motion to adjourn was made by Tribby and seconded by Fredrickson 9:15 am.

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date