



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of November 8, 2016

Roll Call: Barkos, Fredrickson, Harris, Slater & Executive Director Shaff

1. Welcome and Introductions:

Meeting was called to order by Frederickson at 7:34 AM.

2. Approval of Minutes:

A motion to approve the minutes of September 13, and October 11, 2016 was made by Slater and seconded by Barkos. Motion carried.

3. Public Housing/Section 8 Voucher Update:

Two Public Housing applications were received in October. There are 36 applications on file – 15 with a Carlton County preference. Seven recertifications were completed and 1 interim recertification. There was one apartment leased up and there was one move out.

The HCV/Section 8 Program received 21 applications in October. There are 223 applications on file – 196 with Carlton County preference. During this time period eight annual recertifications were completed and three interim recertifications. Fifteen inspections were completed. There are currently 116 vouchers in use. There are nine Bridges certificates in use.

The Section 8 program scored very high on SEMAP and was designated a “high performer”. The board also discussed closing the Section 8 waiting list in the near future. The number of individuals on the waiting list has surpassed 200 names. This means that future numbers may wait over two years to receive a voucher.

4. Resident Board Member: Harris reported that the construction went well and the residents were resilient. The construction workers had Ted going in multiple directions at the same time – he worked hard to keep up with it. Thanksgiving dinner will be held for all of the residents on November 17th. About eight tenants attended the fall play at the County Seat Theatre. Residents will be going caroling in the building sometime in December.

5. Executive Director:

- a. Shaff /Barkos reported that the Project Base Voucher task force had met and reviewed the applications that had been received. – White Pine Apartments, Cloquet Middle School and Outreach Apartments. The developer of the Middle School project has requested that their application be withdrawn because they were not awarded funding from MN Housing & Finance Agency. The other two applications will move forward to HUD for subsidy layering review.

Phone: 218.879.3353 Fax: 218.879.1437

Email: cloquetcartonhra.org

- b. Shaff reported she has received two verbal reports of attempted suicide by tenants in the building in the last 30 days. This is alarming – nothing like this has ever been reported in the past.
- c. The Cloquet Housing Authority has been providing support and guidance to the Ely Housing Authority. The director resigned and there was no one there to assist their new staff. Ely staff came to Cloquet for software training.
- d. The Cloquet staff went “trick or treating” in the building in October delivering Halloween Candy to each of the residents.

6. Approval of Financial Report:

A motion was made by Slater and seconded by Barkos to approve the October Public Housing, Section 8 and Bridges financial reports. Motion Carried.

7. Old Business:

- a. Shaff reported on the progress PHOP capital improvements. Work continues to move along. It appears that there are enough funds remaining to replace the ceiling in the fireside room and the walls in the elevator. The contractor is seeking estimates. Parts are on order for the hot water tank that is currently out of service.
- b. Shaff discussed the “Launch Meeting” that will be held in St. Paul on November 22, with MN Housing Staff department heads to review the award for White Pine Apartments. Shaff is also meeting with Bill Helwig of Rudy, Gassert, Yetka, Pritchett & Helwig to review and protect the Housing Authority’s interests. Legal expenses will be incurred.

8. New Business

Shaff reported that the signature cards for all of the Housing Authority’s bank accounts need to be updated. A motion to provide check signing privileges to all commissioners was made by Slater and seconded by Barkos, Motion carried.

A motion to adjourn was made by Slater and seconded by Barkos at 8:45am.

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date