



# **CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY**

950 14<sup>th</sup> Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority  
Commissioners Meeting  
Minutes of December 13, 2016

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

**1. Welcome and Introductions:**

Meeting was called to order by Dunaiski at 7:35AM.

**2. Approval of Minutes:**

A motion to approve the minutes of November 8, 2016 was made by Slater and seconded by Barkos. Motion carried.

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

Six Public Housing applications were received in November. There are 42 applications on file – 20 with a Carlton County preference. Seven recertifications were completed and two interim recertification. There was one apartment leased up and there was one move out.

The HCV/Section 8 Program received 10 applications in November. There are 235 applications on file – 207 with Carlton County preference. During this time period two annual recertifications were completed and fourteen interim recertifications. Nine inspections were completed. There are currently 117 vouchers in use. There are nine Bridges certificates in use.

A motion to close the Section 8/HCV program effective December 31, 2016 was made by Slater and seconded by Barkos. Motion carried. Press releases and memos will be sent to our human service partners and the media. The waiting list will be revisited in March to determine how much activity there is and will be purged in May. It is anticipated that the list would reopen in June.

**4. Resident Board Member: - Harris was not present.**

**5. Executive Director:**

Shaff reported that it is projected that employee health insurance will increase by 24.7% in 2017. A ten percent increase was projected in the 2016-17 budget. Shaff also reported that one of the office employees has requested a medical leave of absence for up to six weeks.

**6. Approval of Financial Report:**

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

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**7. Old Business:**

- a. Shaff reported on the progress of PHOP capital improvements. Work continues to move forward. It appears that there are enough funds remaining to replace the ceiling in the fireside room and the walls in the elevator. The estimate to replace the ceiling in the Fireside Room is higher than anticipated. Funds to replace the elevator cab are probably not going to be available. The number two boiler is down and parts are on order to repair it. The State electrical inspector did not approve the new electric panels that were installed in each unit. Arc fault panel breakers are required – this is an additional cost of \$5,282. The cost will be allocated to the POHP grant.
- b. Shaff discussed the “Launch Meeting” that she attended in St. Paul. She met with the developer – Erin Anderson and the department heads at Minnesota Housing. MN Housing is requiring that a professional property manager is hired to manage not only the LIHTC but the property as well.  
The developer also would like to know whether or not White Pine Apartments will allow pets. Shaff informed them that they would not at this time.  
The land survey revealed a higher than anticipated water table at seven feet.
- c. Shaff stated that a public hearing and tenant meeting was held on Monday – December 5<sup>th</sup> to discuss changes to Flat Rent. Five residents attended – three of them will be affected by the changes. Residents were encouraged to provide written comment by January 6, 2017 if there were any objections or concerns.
- d. Discussion was held on the need for increased office space. Apartment 121 will be vacated at the end of the month. The tenant in 124 is willing to vacate her unit and relocate across the hall. This move will allow the offices to expand north on a trial basis. Walls would not be removed at this time to avoid unnecessary expenses. Expenses to relocate phone lines and move furniture will be incurred. The executive director’s office would be relocated, meeting space and storage space will be allocated. A motion was made by Slater and seconded by Fredrickson to send a letter to HUD requesting that this unit be taken off line. Motion carried.

**8. New Business**

- a. Shaff discussed the Ross Service Grant. The Ross Grant is HUD funded. Requests for Proposals will be open in the spring of 2017. Funds are typically awarded for a three year cycle. If awarded these funds would be used to hire a service provider that would assist residents in addressing mental health and daily life issues. The board was in favor of Shaff furthering a proposal for their consideration. NOTE: This is an objective in the HRA’s 2015-18 Strategic Plan.
- b. Shaff discussed the Point in Time – Homeless Count that will be completed on Friday – January 27, 2017. It is a HUD requirement that a homeless count be completed on an annual basis. The information is used by HUD and other entities to determine the demand for homeless service and appropriate funding.

**9. Adjournment**

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

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Chad Dunaiski, Chairman

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Date

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**Cindy Slater, Secretary**

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**Date**