



**CLOQUET/CARLTON HOUSING &
REDEVELOPMENT AUTHORITY**
950 14th Street - Cloquet, MN 55720

**Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of October 13, 2015**

Roll Call: Dunaiski, Harris, Raun, 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 September 8, 2015 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 September 1 and September 30, 2015. There are 54 applications on file. There are 39 applications with Carlton County one bedroom preference and three with Carlton County two bedroom preference. There is one vacant unit. Four recertification's were completed and no interim recertifications.

The HCV/Section 8 program received 22 applications during this same time period. There are 159 applications on file. Six recertifications were completed. Six interim recertifications and 16 inspections were completed. There are currently 117 vouchers in use.

4. Resident Board Member: Harris – No Report

5. Executive Director:

Shaff reported on the meeting with the Cloquet Economic Development Authority. Overall the meeting went well. Shaff reported on the housing initiatives that the Housing Authority is presently working on. Shaff discussed the progress the Housing Institute has made and its plans to solicit an RFQ for a developer to build a 36 unit affordable housing building with six units of supportive housing on the land adjacent to the Aspen Arms building.

Shaff announced that she had hired a new Office Assistant to replace Jenny L. Her name is Sally P. and she will be working on Wednesdays and Fridays opposite of Cindy F.

Shaff reported that an Informal Hearing was conducted in the Section 8/HCV program. A tenant was dropped from the program in April 2015 for non-payment of rent.

In August 2015 the Housing Authority was contacted by her attorney requesting that she be reinstated into the program stating that the client was suffering from mental illness and was not notified of her rights to request a hearing within 10 days.

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The Hearing Officer was Diane Larson, Executive Director for the Itasca County HRA. Ms. Larson agreed that the Cloquet Housing Authority was correct in dropping her from the program but found in favor of the tenant on 10 day notice technicality. The Section 8/HCV program was directed to pay the landlord unpaid rent beginning in May through September. The tenant was also directed to pay the landlord her portion of the rent - \$2,619/341.

Shaff reported that an Aspen Arms tenant had damaged the asphalt in the rear parking lot and had been billed \$100 for the damages.

NOTE: RICK RAUN DEPARTED THE MEETING AT THIS POINT.

6. Approval of Financial Report:

A motion was made by Slater and seconded by Harris to approve payment of Public Housing September Checks #11667-11703 and HCV/Section 8 Checks #3311-3376. Motion Carried.

7. Old Business

a. Karen Tribby and Shaff discussed the proposed Bridges application. The Housing Authority will seek Bridges funding for 10 housing certificates from Minnesota Housing Finance Agency. These certificates will be used to assist individuals and families with mental illness and are at risk of being homeless. The certificate will remain in place until the client is able to receive a Section 8/HCV. Carlton County Human Services and the Human Development Authority will provide the referrals and the necessary supportive services to these clients. If funded the certificates will be available for a 15 month period and are renewable. A motion to support the application was made by Slater and seconded by Tribby. Motion Carried.

b. Shaff reported that things were moving along with the POHP grant. A meeting had been scheduled with Mike Thomas – architect for Minnesota Housing Finance Agency to review the documents that will be issued requesting bids. Mr. Thomas is required to sign-off on the documents when they are 50% prepared and again at 100%. It is projected that a loan closing will occur in December.

c. Housing Institute – Shaff discussed the Institutes progress and its plans to request an RFQ for a developer. The HI team feels that it is necessary to secure a purchase agreement with St. Paul’s Lutheran Church for the land adjacent to the Housing Authority’s property. Shaff has discussed this with St. Paul’s and they are interested in selling it to the Housing Authority. Shaff is negotiating the terms. A motion to provide up to \$10,000 refundable for the purchase agreement plus legal fees from reserves was made by Slater and seconded by Harris. Motion Carried.

8. New Business

a. Shaff discussed the 2014 Appropriations Act that states that flat rent must be 80% of FMR. The 2015 FMR has increased thus requiring that flat rents also be increased. 2015 FMR in Carlton County for a one bed room unit is \$574, a two bedroom is \$755. Shaff proposed that Flat Rents at Aspen Arms be increased as follows:

1 Bedroom	\$460
1 Bedroom Large Unit	\$480
ADA Unit	\$490
2 Bedroom Unit	\$604

A motion was made by Slater and seconded by Harris to approve the recommendation. Motion carried. Notice of a public hearing will be published in the Pine Journal.

- 9. Shaff discussed the possibility of having an Open House this fall. The public would be invited. Success in the past has been limited; it is however in our Strategic Plan. The goal is to increase the housing authority's visibility and awareness in the community. The board responded favorably and Shaff will determine a future date.**
- 10. Shaff also discussed the feasibility of a follow-up meeting in the new year of "Housing for All – II". Probably not a full day, but an opportunity to let others know of the progress and efforts being made to increase the availability of housing in Cloquet. The board was supportive. Shaff will work on the details and present them at and upcoming board meeting.**

A motion to adjourn was made by Slater and seconded by Harris at 9:00 am.

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date