



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of December 15, 2015

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

1. **Welcome and Introductions:**

Meeting was called to order by Dunaiski at 7:37 AM.

2. **Approval of Minutes:**

A motion to approve the minutes of the November 10, 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 November 1 and November 30, 2015. There are 43 applications on file. There are 40 applications with Carlton County one bedroom preference and three with Carlton County two bedroom preference. There are no vacant units. Five recertification's were completed and there were no interim recertifications.

The HCV/Section 8 program received 11 applications during this same time period. There are 173 applications on file. One recertification was completed. Ten interim recertifications and 4 inspections were completed. There are currently 119 vouchers in use.

4. **Resident Board Member:** Harris –discussed the large number of residents attending the catered Thanksgiving Luncheon in November. Harris reported that a busload of residents attended the Encore Theatre's Christmas performance of "*In-Laws, Outlaws and Other People (That Should Be Shot)*". Harris also reported that she had attended the November Housing Institute meeting and learned a lot and thought that they would accomplish their goals.

5. **Executive Director:**

a. Shaff reported that a meeting was held with residents to discuss the proposed Flat Rent increases. There have been no written comments submitted. A Public Hearing will be held on December 28th at 5:00pm. The new policy will go into effect in January 2016.

6. **Approval of Financial Report:**

A motion was made by Slater and seconded by Harris to approve payment of Public Housing November Checks #11740-11775 and HCV/Section 8 Checks #3341-3509. Motion Carried.

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7. Old Business

- a. Shaff updated the board on the Purchase Agreement offered to St. Paul’s Lutheran Church. The church is not interested selling the lot with the garage and playground on it. They would accept \$5,000 in escrow, and would like the Housing Authority to pay the 2016 property taxes on the remaining eight lots. Following discussion with Chairman Dunaiski Shaff agreed to their counter offer. The church’s land committee does not meet again until January 12, 2016.**
- b. The proposed RFP seeking a developer for a 36 unit affordable multi-family housing development was reviewed and discussed. A motion to approve was made by Slater and seconded by Tribby. Motion carried.**
- c. A motion was made by Raun and seconded by Harris to hold over the replacement of the exterior doors on the three two bedroom units due to asbestos until capital funds become available. Motion carried.**

8. New Business

- a. Shaff presented a proposed policy for those who violate the Housing Authority’s Policy on Tobacco usage on Housing Authority property. It outlines the 4 steps that will be taken to enforce the No Smoking policy. Residents will be asked in January to sign an acknowledgement and lease addendum.**
- b. Shaff reported on the bid opening for a general contractor to complete the Capital Improvements awarded in the GO Bond. Three proposals were received (Amendola, Kaske and Rihilouma). The low bid was Kaske. References are being checked and record of suspension or debarment. The contract should be awarded in January. A motion was made by Raun and seconded by Harris to award the contract contingent upon the successful completion of due diligence in accordance with the budget and funds available. Motion carried.**
- c. Discussion about the potential ownership of the proposed 36 unit affordable multi-family housing development was discussed. The board agreed that the Housing Authority is interested in owning the building. There were concerns expressed about fiscal management of the property. The Housing Authority does not presently have the capacity or expertise to conduct the fiscal management.**
- d. The Board regrettfully accepted the resignation of Rick Raun from the Board. Mr. Raun has sold his business and is retiring effective December 31, 2015. The board thanked him for his many years of dedicated service and commitment and wished him the very best. Suggestions for Raun’s replacement are welcomed.**

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

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date