



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of February 12, 2019

Roll Call: Collier, Harris, Randall, Slater, and Executive Director Shaff.

1. Welcome and Introductions:

The meeting was called to order by Collier at 7:33 AM.

2. Approval of Minutes:

A motion to approve the minutes of January 12, 2019 was made by Slater and seconded by Harris. Motion carried.

3. Public Housing/Section 8 Voucher Update:

- a. There are a total of 106 applications on file as of January 31, 2019. Seventy-one have a Carlton County preference. The Public Housing Program received a total of eight applications in January. One applicant was interviewed. There were two notices of intent to vacate. There were no units leased-up. Two recertification's were completed and one interim recertification. There were no move outs.
- b. The S8/HCV program closed on December 31, 2018. No applications have been accepted. There are 298 applications on file – 199 with Carlton County preference. During this time period thirteen annual recertification's were completed and one seven recertification. Twenty-three inspections were completed. There are currently 119 vouchers in use. There are ten Bridges certificates in use.

4. Resident Board Member: Harris reported that residents would like the snow removed from the dumpsters.

5. Executive Director:

- a. Shaff reported that a public hearing would be held in March to receive comments on Flat Rent. Flat Rent must not be more than 80% less than Fair Market Rent. There are approximately 13 Aspen Arms residents that pay flat rent and will be affected by the proposed increase.
- b. Shaff reported that an informal hearing was held regarding the eviction of tenant that smokes in their apartment. The hearing officer has 14 days to respond.
- c. Slater reported on the Strategic Planning review completed by Dunaiski and Slater.
Future Objectives Include: Review and update bylaws, Evaluate Board Members, Attend City Council meetings on a regular basis, Work with City and County to secure a levy for the housing authority, Improve Marketing of the Housing Authority, Complete Performance Review of Executive Director

6. Approval of Financial Report: A motion to approve the December PH Checks #-13128-13173, HCV Checks #6766-6825, Bridges Checks #10296-10305 A motion to approve the Financial Report was made by Slater and seconded by Harris. Motion Carried.

7. Old Business:

- a. **White Pine Apartments.** Minnesota Housing has approved as additional \$1.82 mil to pay prevailing wages to all contractors. The electrical contractor has refused to pay the prevailing wage or forfeit his contract. The company will be picketed when they start working.
- b. **Shaff reviewed the stakeholders meeting that was held to discuss the looming government shut-down and the actions that the housing authority would be taking to limit the amount of fall-out that potentially could incur if housing assistance payments were not made.**
- c. **Strategic Plan Review – see above 5c.**
- d. **Shaff reported that the Cloquet Police Department had not filed the laundry room vandalism incident with the County Attorney. The PD has not been able to locate the second individual involved in the incident.**
- e. **Shaff reported that the service man that has been working on the generator reported that he thought that he could keep the generator running for 2-3 more years. Shaff will seek a baseline quote.**

8. New Business:

- A. **Revenue Recapture is a tool used by the Housing Authority to obtain funds owed to the Housing Authority by tenants that have moved. This year the State of MN is requesting that each housing authority provide their Statue of Limitations on debts owed. A motion to set the Cloquet Housing Authority’s Statue of Limitations at 10 years was made by Randall and seconded by Slater. Motion Carried.**
- B. **Shaff reported that Barb Perttu, the Public Housing Specialist had been offered a position at FDL working with veterans. The salary was more than double and had full benefits. Perttu reluctantly resigned from the Cloquet Housing Authority. The Public Housing Specialist position was funded through a State of MN work program that currently has a hiring freeze. It is unknown if and when this position could be filled. Chris Simmons, Maintenance also resigned – last day February 15th. This position will be posted – applications will be accepted through March 1, 2019.**

C. Adjournment

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

Chad Dunaiski, Chairman

Date

Cindy Slater, Secretary

Date

***THE ANNUAL MEETING WAS NOT HELD. THE BOARD CONCURRED THAT ALL BOARD MEMBERS SHOULD BE PRESENT. The meeting will be held in March.**