



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of June 11, 2019

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

1. Welcome and Introductions:

The meeting was called to order by Chairman Slater at 7:40 AM.

2. Approval of Minutes:

A motion to approve the minutes of May 21, 2019 was made by Randall and seconded by Collier. Motion carried.

3. Public Housing/Section 8 Voucher Update:

- a. There are a total of 111 applications on file as of May 31, 2019. Seventy-one have a Carlton County preference. Eleven Public Housing applications were received in May. There were no notices of intent to vacate. There were no units leased-up. Ten recertification's were completed and no interim recertifications. There was one move out. There are three vacant units.
- b. There are 290 applications on file – 193 with Carlton County preference. During this time period five interim recertification's were completed and five recertifications. Fourteen inspections were completed. There were 108 active vouchers in May. There are eleven Bridges certificates in use.

4. Resident Board Member: No report from Harris. Shaff reported that the Rotary Club hosted a Pancake Breakfast. About 30 residents participated.

5. Executive Director:

- A1. Shaff reported that a date had not yet been set for a tour of White Pine Apartments. The contractor would like to mock up a unit for the leasing agent.
- A2. The local unions organized and “Informational Banner”. They are concerned that workers are not being paid prevailing wages and are upset that the majority of the sub-contractors are not local.
- A3. Transitional meeting conference calls are being held every Friday between the MetroPlains, the housing authority, the developer and the contractor..

6. Approval of Financial Report: A motion to approve the PH May Checks #13276-13304 HCV Checks #7014-7073, Bridges Checks #10339-10347 was made by Collier and seconded by Dunaiski. Motion Carried.

7. Unfinished Business:

- a. A resolution #19-06-295 to approve the 2019-20 Capital Fund award was made by Dunaiski and seconded by Collier. Motion carried.

- b. A resolution #19-06-296 to approve the Bridges award was made by Randall and seconded by Collier. Motion Carried
- c. Shaff state that she had not pursued the use excess revenue. Shaff was encouraged to get this done.

8. New Business:

- A. The 2019-20 Budget was reviewed. The board sought additional information about its preparation and the excess income shown. Shaff will follow-up with the fee accountant and get back to the board at a special meeting to be held before the end of June.
- B. Shaff reported that three Certificates of Deposit were maturing this month. She discussed not reinvesting one into a CD but placing it in to a money market in order to have it available for capital improvements that would be completed within the next 12 months. A motion was made to not reinvest the \$101,123 CD by Dunaiski and seconded by Collier. Motion carried.
- C. Shaff discussed the Repositioning tracks she attended at the Minnesota NAHRO conference held in May and the technical assistance grant that MN NAHRO is offering. All Commissioners are encouraged to attend the fall conference in September to be held at the DECC to learn more. Board members received a power point about what Repositioning may mean to the Cloquet Housing Authority.
- D. The 2019-20 Section 8 Utility Allowance was presented. A 10% increase in water, sewer and oil heat allowances were recommended. A motion to approve the recommendations was made by Randall and seconded by Collier. Motion carried.

9. Adjournment

A motion to adjourn was made by Collier and seconded by Dunaiski at 8:42 am.

Cynthia Slater, Chair

Date

Kathy Randall, Secretary

Date