



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of April 13, 2021

***Meeting was held virtually**

Roll Call: Bjorklund, Carlson, Dunaiski, Harris, Slater, and Executive Director Shaff.

1. **Welcome and Introductions:**

The meeting was called to order by Chairman Slater at 7:32 AM.

2. **Approval of Minutes:**

A motion to approve the minutes of March 9, 2021 was made by Bjorklund and seconded by Carlson. Motion Carried.

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

- a. As of March 31, 2021 there were a total of 65 public housing applications on file. Thirty-seven have Carlton County Preference. Forty-nine families are seeking a 1BR unit. Five public housing applications were received. There were no notices of intent to vacate. There were no new units leased-up. Three annual recertification's were completed and two interim recertification. There were no move outs. There are no vacant units.
- b. There are 61 Section 8/HCV applications on file. Eight have a Carlton County preference. Four interim recertification were completed and seven annual recertification. There were no move outs and one move-in No inspections were completed (Covid-19). There are 103 vouchers in use. There was one Bridges application received and nine applications on file. There are seven Bridges certificates in use. There was one move in and no move outs.

4. **Resident Board Member:**

Harris reported that residents are pleased that the housing authority provided the COVID vaccine to interested residents. A total of 31 residents were vaccinated in the Fireside Room. Residents seem to be moving around more in the building and getting out. The Housing Authority provided a home delivered Easter Brunch to the residents in the building. The Brunch was catered by B&B Market.

5. **ED Report –**

*Shaff discussed the possibility of re-opening in the office. It was agreed at this time it would remain closed until further notice.

*Shaff reported that Wanda Harris had resigned from the board. Three nominations from public housing or Section 8/HCV residents have been received. Mary Birnstihl, a public housing resident received six nominations. Birnstihl was recommended to Mayor Roger Maki for appointment to the commission.

*Shaff reported that the Section 8/HCV waiting list had reopened on April 1, 2021. Twenty-nine applications were received on the first day.

*A Capital Fund 2021 meeting was held on April 5, 2021. There were no residents or community members in attendance.

*Shaff reported that Jackie Meyer from HDC had resigned. Meyer served as the Bridges originator in Carlton County. Meyer’s successor has not been named.

6. **Approval of Financial Reports:** A motion to approve the March PH Checks #14068-14109, HCV Checks #8373-8433, Bridges Checks #10513-10520 and Management Fee Checks – none was made by Harris and seconded by Dunaiski. Motion Carried.

7. **Unfinished Business:**

- a. The additional CARES funding for Section 8/HCV was discussed. At the March meeting the board asked that improved technology ie: zoom, licenses, kiosks, soft/hardware, the cost to go paperless, as well as a housing study be considered and asked for a comparison of costs. Shaff stated that she received the proposal from Bob Nelson on April 9, 2021 and had not had the opportunity to review it or comment on it.
- b. Shaff discussed the communication she had with Tim Peterson the City Administrator regarding Cooperation Agreement with the City. Sections 3-a,b,c of the agreement states that the housing authority was not responsible for special assessments. That section has been crossed out. It is unknown when, who or why it was crossed out. According to Mr. Peterson the HRA has the same responsibility as other property owners. Mr. Peterson suggested that the HRA property should be appraised to ensure that the assessment being charged is accurate.
- c. Shaff reported that the City would be willing to discuss the HRA’s PILOT in the future but believes the elimination the HRA’s PILOT would increase the city’s levy by about 1% and he is concerned about the impact that will have on Cloquet citizens.

8. **New Business:**

- a. Shaff reported on the drainage issue – water that accumulates in the boiler room following a significant rainfall. Mr. Prusak, has been consulting on this project. To date the sediment in the sewer in the boiler room has been removed and sediment and debris in the sewer line outside of the building has been removed. The check valve in the outside sewer was stuck and closed at about 75%. The check valve was removed.

The City televised the pipe outside of the building. Mr. Prusak believes that the pipe is in average condition, cracked. It appears that the pipe may be too small to handle the demand on it and is recommending that a new pipe be extended to the east of the building that would flow into the swale. The installation of a sump pump is another consideration. It was agreed that no action would be taken at this time and the problem would be evaluated after this summer (rain season) to determine if the problem continues following the clean-up that was completed.

9. **Adjournment**

A motion to adjourn was made by Harris and seconded by Dunaiski at 8:25am. Motion Carried.

Cynthia Slater, Chair

Date

Brenda Carlson, Secretary

Date