



## CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14<sup>th</sup> Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority  
Commissioners Meeting  
Minutes of June 8, 2021

**\*Meeting was held virtually**

Roll Call: Commissioners Birnstihl, Bjorklund, Carlson, Dunaiski, Slater, Excused: Carlson, Executive Director Shaff.

1. Welcome and Introductions:

The meeting was called to order by Chairman Slater at 7:35 AM.

2. Approval of Minutes:

A motion to approve the minutes of May 11, 2021 was made by Bjorklund and seconded by Carlson. Motion Carried.

3. Public Housing/Section 8 Voucher Update:

- a. **As of May 31, 2021 there were a total of 105 public housing applications on file. Fifty-one have Carlton County preference. Sixty-six families are seeking a 1BR unit. Twenty families are seeking a 2 BR unit.**

**Twenty-three applications were received. There were no notices of Intent to Vacate. There were no new units leased-up. Five annual recertification's were completed and one interim recertification. There were no move-outs. There are no vacant units.**

- b. **There are 151 Section 8/HCV applications on file. Eighty-three have a Carlton County preference. No interim recertification or annual recertification were completed. There were no move outs and no move-ins. No inspections were completed (Covid-19). There are 108 vouchers in use. There were no Bridges applications received and ten applications on file. There are four Bridges certificates in use. There were no move-ins and no move- outs.**

4. Resident Board Member:

Birnstihl inquired about the status of the Fireside Room. Wanda Harris and Kathy Tuttle would like to host an ice cream social at the beginning of July. The decorative rock around the exterior of the building needs to be replaced – is it possible that potted plants could be placed on the gravel to add color. Birnstihl also suggested that decorative bird houses be added. Residents would also like to see the “Free Table” come back on a trial basis once a month. Shaff stated that new decorative rock and potted plants would not be considered until the 14<sup>th</sup> Street rehabilitation project was completed in 2022. The project will be removing trees and other landscaping. Bird houses are not allowed because they invite four legged animals, rodents and bears to the area.

5. ED Report –

- a. Shaff discussed and recommended reopening of the building. The building will continue to be sanitized once a day by the housekeeper. The Fireside Room will be open upon request. Residents using the room will be responsible for sanitizing the space before and after each

use. The office will remain closed. A motion to approve the recommendation was made by Bjorklund and seconded by Birnstihl. Motion carried.

6. **Approval of Financial Reports:** A motion to approve the May PH Checks #14145-14176, May HCV Checks #8493-8558, May Bridges Checks #10529-10534, April Management Fee Checks # none - was made by Dunaiski and seconded by Bjorklund. Motion Carried.

7. **Unfinished Business:**

- a. Shaff reported that a POHP application had been submitted to MN Housing requesting funding in the amount of \$1,328,224.12 to be matched by the housing authority utilizing 2017, 2018, 2019 and 2020 capital funds in the amount of \$442,741.37. If awarded these funds will be utilized to replace the generator, add AFCI breakers to each units, remove three vestibules attached to the two bedroom units and replace all of the windows and siding on the exterior of the building. If selected the announcement will be made on July 22, 2021.
- b. Shaff reported that Bob Nelson, the Section 8/HCV Coordinator had resigned effective May 14th. Bob will be on vacation May 10-14<sup>th</sup>. An exit interview was completed with Bob – he indicated that he suffered from COVID-Fatigue, believed he did not receive enough support or training and was burned out.  
Shaff reported that ads were placed with In-Deed, Pine Journal, Pine Knot, MN Works and flyers were sent out to eleven different locations to be posted. Interviews will be held the week of May 31. The objective is to have a qualified individual secured and seated by June 28<sup>th</sup>.

8. **New Business:**

- a. Shaff reported that MN Housing had awarded the Cloquet Housing Authority with a \$111, 114 grant for the continuation of the Bridges program. These funds will be utilized to fund nine Bridges Certificates over 24 months beginning on July 1, 2021. Resolution Number 21-05-304 was made by Dunaiski and seconded by Birnstihl. A hand vote was taken – Motion carried.

9. **Adjournment**

A motion to adjourn was made by Bjorklund and seconded by Dunaiski at 8:02am. Motion Carried.

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Cynthia Slater, Chair

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Date

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Brenda Carlson, Secretary

\_\_\_\_\_  
Date