



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th 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, 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 96 public housing applications on file. Forty-seven have Carlton County preference. Seventy-four families are seeking a 1BR unit. Twenty-two families are seeking a 2 BR unit.

Eleven applications were received. There were no notices of Intent to Vacate. There were no new units leased-up. Six annual recertification's were completed and no interim recertification. There were no move-outs. There are no vacant units.

- b. There are 145 Section 8/HCV applications on file. Seventy have a Carlton County preference. No interim recertification or annual recertification were completed. There were two move outs and no move-ins. No inspections were completed (Covid-19). There are 107 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 14th 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 #14146-14176, 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. Twenty-one application were received for the Section 8/HCV position.
- b. Shaff reported that Bob Nelson, the Section 8/HCV Coordinator had resigned effective May 14th. Bob will be on vacation May 10-14th. 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 28th.

8. **New Business:**

A motion to approve the 2021-22 Operating Budget was made by Bjorklund and seconded by Carlson. Motion Carried – See Resolution #21-05-305

9. **Adjournment**

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

Cynthia Slater, Chair

Date

Brenda Carlson, Secretary

Date