



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

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

***Meeting was held virtually**

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

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 June 8, 2021 was made by Carlson and seconded by Dunaiski. Motion Carried.

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

- a. As of June 30, 2021 there were a total of 105 public housing applications on file. Sixty-eight have Carlton County preference. Eighty-one families are seeking a 1BR unit. Twenty-four families are seeking a 2 BR unit. Thirteen applications were received. There was one notice of Intent to Vacate. There were no new units leased-up. Seven 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. One interim recertification and seven 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 reported that the residents were thrilled that the Fireside Room had reopened before the Fourth of July. An ice cream social was held on July 3rd. Church services will return on Mondays. Residents are also thankful that Tom M. – the office support staff is temporarily doing maintenance and doing a good job

5. **ED Report –**

- a. Shaff reported that a tenant had passed away in their unit on the 4th of July. So far no member of the family has stepped forward to claim the estate. Shaff has contacted Rudy Gassert, Yetka and Pritchitt for a legal opinion on how this matter should be handled.
- b. Shaff reported that both of the housing authority's certificated of deposit were rolled over at Members Cooperative Credit Union at 1.10%.

6. **Approval of Financial Reports:** A motion to approve the June PH Checks #14177-14203, June HCV Checks #8559-5617, June Bridges Checks #10535-10540, June Management Fund Checks # none - was made by Dunaiski and seconded by Birnstihl. Motion Carried.

7. **Unfinished Business:**

a. Shaff reported that the Section 8 position was offered to a woman from Grand Rapids, MN - she was originally from Cloquet. She accepted the position and then withdrew herself stating some unanticipated things had come up. The position was then offered to the second candidate who accepted the position but is not able to start because of unforeseen medical problems and pending surgery. The board recommended that the position be reposted if this candidate is unable to begin employment in a reasonable amount of time.

8. **New Business:**

a. Shaff reported that the Maintenance Technician has separated from the housing authority effective June 22, 2021. The maintenance position has been posted on In-Deed and the local newspapers and JobsHQ.

b. **Liability Coverage - A motion to not waive the monetary limits on the housing authority's municipal tort liability: was made by Carlson and seconded by Birnstihl. Motion carried.**

9. **Adjournment**

A motion to adjourn was made by Carlson and seconded by Birnstihl at 8:10 am. Motion Carried.

Cynthia Slater, Chair

Date

Brenda Carlson, Secretary

Date