



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of August 10, 2021

***Meeting was held virtually**

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

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 July 13, 2021 was made by Carlson and seconded by Dunaiski. Motion Carried.

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

- a. As of July 31, 2021 there were a total of 114 public housing applications on file. Seventy-four have Carlton County preference. Eighty-eight families are seeking a 1BR unit. Twenty-six families are seeking a 2 BR unit. Fourteen applications were received. There were notices of Intent to Vacate. There was one unit leased-up. Seven annual recertification's were completed and two interim recertification. There were no move-outs. There are no vacant units.
- b. There are 183 Section 8/HCV applications on file. One hundred have a Carlton County preference. Two interim recertification and six annual recertification were completed. There was one move out and no move-ins. No inspections were completed (Covid-19). There are 102 vouchers in use. There was one port-in and four port-outs. 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:**

No report.

5. **ED Report –**

- a. Shaff reported that a letter had been sent to the Emergency Contact listed for unit 321 asking them to sign off on what they wanted to do with the belongings in the unit. There has been no reply.
- b. Shaff reported that procurement letters had been sent out to purchase refrigerators. No proposals have been received yet.
- c. Shaff reported that she and M. Birnstihl had set up the signature cards at Frandsen and Members Cooperative Credit Union. Shaff will make arrangements to have each board member sign the cards when they are ready.
- d. Shaff discussed the steps that had been taken to cure a hoarding matter and the initial steps that will be taken leading to eviction.

e. COVID-19 numbers are increasing in Carlton County. Shaff stated at this time masks would not be required by recommended that they be worn by staff and residents. The housing authority will continue to follow recommendations made by Carlton County Public Health and CDC guidelines.

6. **Approval of Financial Reports:** A motion to approve the PH Checks July #14204-14230, HCV Checks #8618-8672 Bridges #10541-10545 Management Fund Checks #none was made by Dunaiski and seconded by Carlson. Motion carried.

7. **Unfinished Business:**

- a. Shaff reported that the new Section 8/HCV Coordinator had resigned stating she would not be able to accept the position due to her on-going health issues. She was on-boarded and worked 12 hours. The position will be reposted.
- b. Shaff reported that there was minimal interest in the maintenance position. Ten applications and complete job description had been mailed out – No applications have been returned.
- c. Shaff reported that the Cloquet Housing Authority was not selected to receive a POHP award.

8. **New Business:**

- a. Shaff discussed the necessary maintenance on the north end staircase. Two proposals were submitted. The first one was from Swanson & Youngdale and the second one was from Northland Painting. The proposal from Swanson and Youngdale for \$7,795 was selected.
- b. Shaff reported on an electrical problem in a breaker box in a tenants apartment. The fire department was called and the next day an electrician corrected the problem. It was suggested that the housing authority seek proposals to update the panels with AFCI breakers.
- c. Shaff reported that she would be attending the MN NAHRO conference in Duluth on September 8-10 at the DECC.
- d. A motion to approve Resolution 21-08-306 to dismiss bad debt was made by Carlson and seconded by Bjorklund. Motion Carried.

9. **Adjournment**

A motion to adjourn was made by Bjorklund and seconded by Carlson at 8:16 am. Motion Carried.

Cynthia Slater, Chair

Date

Brenda Carlson, Secretary

Date