



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of September 14, 2021

***Meeting was held virtually**

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

Welcome and Introductions:

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

1. Approval of Minutes:

A motion to approve the minutes of August 10, 2021 was made by Bjorklund and seconded by Birnstihl. Motion Carried.

2. Public Housing/Section 8 Voucher Update:

- a. As of August 30, 2021 there were a total of 124 public housing applications on file. Eighty have Carlton County preference. Ninety-seven families are seeking a 1BR unit. Twenty-seven families are seeking a 2 BR unit. Ten applications were received. There were no notices of Intent to Vacate. There were no units leased-up. Seven annual recertification's were completed and no interim recertification's. There were no move-outs. There are no vacant units.
- b. There are 197 Section 8/HCV applications on file. One hundred-seven have a Carlton County preference. Three-interim recertification and three-annual recertification were completed. There were no move-outs and no move-ins. No inspections were completed (Covid-19). There are 105 vouchers in use. There was one port-in and four port-outs. There was one Bridges application received and eleven applications on file. There are four Bridges certificates in use. There were no move-ins and no move- outs.

3. Resident Board Member:

Birnstihl reported that residents were disappointed that the American Flag could not be lowered on 911. The flag pole ropes were not working properly. Residents would like the existing pole replaced so that the flag can be lowered when it's appropriate.

4. ED Report:

- a. Shaff discussed the work being done in apartment 223 (hoarder). The building house keeper and the front desk technician are working on it a few hours each week. It has been overwhelming and disgusting task for them but they are being compensated at \$30 per hour.
- b. The bank signature cards have been prepared for the financial institutions the housing authority utilizes and signatures from board members will be sought over the next couple of weeks.
- c. Shaff reported that two evictions were being sought – one for disturbing the environment and the second one for material damages to the building. Fryberger Buchanan (Rudy, Gassert, Pritchett and Yetka) have been retained to represent the housing authority.

6. **Approval of Financial Reports:** A motion to approve the PH Checks August #14231-14257, HCV Checks #8673-8725, Bridges #10549, Management Fund Checks #5015, was made by Dunaiski and seconded by Carlson. Motion carried.

7. **Unfinished Business:**

- a. Interviews for the S8/HCV program coordinator were held on September 1, 2021. The position was offered to Jeanine Ranney and she has accepted it. She will start on September 20, 2021.
- b. Shaff reported that there were two applications for the maintenance technician's position. The first one did not return the call to schedule an interview. The second applicant will be interviewed.
- c. Shaff reported that the maintenance/painting in the staircase on the north end of the building had been completed.
- d. Shaff discussed the issue with the AFCI - ARC Fault breakers in each unit. It was recommended in 2015 that they be updated to current NEC standards. A breaker was replaced earlier this month – it was smoking. The electrician recommended that the breakers be replace. Shaff will seek a proposal for engineering services from TKDA.
- e. Shaff presented a proposal from TKDA for Storm Water Mitigation. The proposal was for \$8,800. Shaff stated that it would be impossible to get the work done before winter and recommended that it be tabled until January.
- f. Shaff reported the procurement for the refrigerators had been sent out – the deadline for proposals is September 20, 2021.
- g. Shaff discussed the remaining Section 8/HCV CARES funding approximately \$14,000 that must be spent down by December 31, 2021. It was agreed by the board that the remaining funds be put towards wages and benefits.

8. **New Business:**

- a. Shaff discussed the Open Meeting Laws that have gone into effect since COVID. The toughest one for the housing authority to comply with will be the requirement that the addresses of where each board member is attending the meeting from must be published in advance of the meeting so that any individual interested in attending could go to that location to participate – including board member's homes. Shaff will contact the League of MN for more information.
- b. Roger Bruhn – Owner of Victory Apartment has submitted a written request asking the housing authority to (PBV) Project Base units in this building. His intention is to rehabilitate/renovate the entire building into 12 private units. The board stated that Mr. Bruhn's property must first become compliant with the City's building codes. More detailed information regarding the project will also be required before any commitments could be made.

9. **Adjournment**

A motion to adjourn was made by Carlson and seconded by Dunaiski at 8:26 am. Motion Carried.

Cynthia Slater, Chair

Date

Brenda Carlson, Secretary

Date