



## **CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY**

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

Cloquet Housing & Redevelopment Authority  
Commissioners Meeting  
Minutes of October 12, 2021

**\*Meeting was held virtually**

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

Excused: Bjorklund

**Welcome and Introductions:**

The meeting was called to order by Chairman Slater at 7:31 AM.

**1. Approval of Minutes:**

A motion to approve the minutes of September 14, 2021 was made by Birnstihl and seconded by Carlson. Motion Carried.

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

- a. As of September 30, 2021, there were a total of 138 public housing applications on file. Eighty-six have Carlton County preference. One hundred-seven families are seeking a 1BR unit. Thirty-one families are seeking a 2 BR unit – two of these households are represented by veterans. Fourteen applications were received. There were no Notices of Intent to Vacate. There were no units leased-up. Four annual recertification's were completed and one interim recertification. There were no move-outs. There are no vacant units.
- b. There are 221 Section 8/HCV applications on file. One hundred-twenty-three have a Carlton County preference. Two-interim recertifications and seven-annual recertifications were completed. There were no move-outs and no move-ins. No inspections were completed (Covid-19). There are 103 vouchers in use. There was one port-in and two port-outs. There were no Bridges applications 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 had repaired the flag pole and replaced the flag. Debra stated that the flag pole would be replaced after the construction work on 14<sup>th</sup> Street was completed next year.

**4. ED Report:**

- a. Shaff reported that she had temporarily dropped the refrigerator procurement. Managing the Section 8/HCV program has been overwhelming. The procurement will start over in January 2022.
- b. Shaff will be seeking signatures from board members for the bank signature cards.
- c. A virtual court hearing will be held on October 18<sup>th</sup> regarding the eviction of two tenants one for disturbing the environment and the second one for material damages to the building. . Sarah Helwig of Fryberger will be representing the housing authority.

**6. Approval of Financial Reports:** A motion to approve the PH Checks September # 14257-14271, HCV Checks #8726-8778, Bridges #10550-10553, Management Fund Checks # no checks issued, was made by Dunaiski and seconded by Carlson. Motion carried.

**7. Unfinished Business:**

- a. Jeanine Ranney the S8/HCV program coordinator hired in September quit five days later – she worked a total of 24 hours. Ms. Ranney was informed in advanced of her wages and benefits, signed the employment offer and quit the day after her benefit interview. She was upset that the housing authority did not offer her family health insurance coverage.**
- b. Michael Osborn has been hired as the new Maintenance Tech. He started on October 5, 2021.**
- c. A motion to approve the proposal submitted by TKDA for architectural/engineering services for ARC Fault breakers in the amount of \$9,800 was made by Carlton and seconded by Dunaiski. Motion Carried.**
- d. Shaff asked the board to reconsider the proposal from TKDA for architectural/engineering services to correct the water problem/drainage issue occurring in the boiler room in the amount of \$8,800. A motion was made by Dunaiski and seconded by Carlson. Motion Carried.**
- e. The new public meeting laws were briefly discussed. Shaff will post board member business addresses on the bulletin board in the Aspen Arms lobby.**

**8. New Business:**

- a. The housing authority annual audit will be completed by Niewedde and Weins on November 16 & 17.**
- b. A Fire Safety dialogue will be held with residents on Thursday – October 28, 2021 at noon. Pizza will be served.**

**9. Adjournment**

**A motion to adjourn was made by Birnstihl and seconded by Dunaiski at 8:20 am. Motion Carried.**

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**Cynthia Slater, Chair**

\_\_\_\_\_  
**Date**

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**Brenda Carlson, Secretary**

\_\_\_\_\_  
**Date**