



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

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

Cloquet Housing & Redevelopment Authority  
Commissioners Meeting  
Minutes of October 13, 2020

Roll Call: Bjorklund, Carlson, Dunaiski, Slater, and Executive Director Shaff. Absent: Harris

1. **Welcome and Introductions:**

The meeting was called to order by Chairman Slater at 7:40 AM.

2. **Approval of Minutes:**

A motion to approve the minutes of September 15, 2020 was made by Carlson and seconded by Dunaiski. Motion Carried.

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

- a. As of September 30<sup>th</sup> there were a total of 62 public housing applications on file; forty-eight have a Carlton County preference. Four public housing applications were received. There were no notices of intent to vacate. There were no units leased-up. Two annual recertification's were completed and two interim recertifications. There were no move outs. There are three vacant units.
- b. There are 159 Section 8/HCV applications on file. Eighty-three have a Carlton County preference. Two interim recertification's were completed and four annual recertification's. No inspections were completed (Covid-19). There are 95 vouchers in use. Seven Bridges applications were received and thirteen applications on file. There are five Bridges certificates in use.

4. **Resident Board Member:** Absent

5. **ED Report:**

Shaff reported that there has been one confirmed case of the Corona Virus in the building. The tenant identified themselves and contact tracing in the building was done. The individual self-quarantined for 14 days. The entire building continues to be sanitized three times a day.

The Parking Lot was striped and the carpet in the front entry has been professionally cleaned. The front and back entrances to the building have been decorated for fall with scarecrows and pumpkins.

6. **Approval of September Financial Reports:** A motion to approve the September PH Checks # 13830-13870, September HCV Checks # 7965-8017, September Bridges Checks # 10475-10479, September Management Fee Checks # no checks issued, was made by Carlson and seconded by Bjorklund. Motion Carried

**7. Unfinished Business:**

- a. **Mainstream Vouchers were discussed. Up to 40 Mainstream Vouchers are available to the Cloquet Housing Authority. These vouchers would be in addition to the existing original vouchers. Shaff reported that current voucher holders are already having difficulty finding affordable housing in Cloquet and Carlton County. Mainstream vouchers would increase the number of individuals competing for already limited housing. It is projected that the current S8/HCV voucher waiting list will reopen soon. In addition, the housing authority must show a need for the vouchers and how they relate to preparing, preventing or responding to the coronavirus. The board concurred that the housing authority would not apply for Mainstream Vouchers.**
- b. **The Landlord Incentive Program was discussed. Two hundred forty-five letters were mailed to landlords informing them about the incentive program. There has only been one response – from a landlord that stated that he would never lease any of his units to a S8/HCV applicant. \*Note: this landlord controls or manages over 150 units in Cloquet.**
- c. **Wanda Harris’s term as Resident Advisory Board member has expired. She has agreed to renew her term. Shaff will submit the application to the City of Cloquet for appointment.**
- d. **Shaff discussed the most recent 14<sup>th</sup> Street Improvement Public Hearing held virtually on October 6<sup>th</sup>. The projected assessment is \$98.27 per linear foot. Aspen Arms was assessed \$36,067 with 367 feet or property.**

**8. New Business:**

- a. **Shaff discussed the FY Fair Market Rents for 2021. The value of a one bedroom is \$671. A two bedroom is \$622. The Cloquet Housing Authority guidelines state the Flat Rents must not be less than 80% of the Fair Market Rent. The current flat rent for a one bedroom is \$560 or 83%. The flat rent for a two bedroom is \$735 or 83%. No changes to the flat rent was proposed.**
- b. **Two proposals for parking lot snow removal were considered. A motion to approve the NUW proposal was made by Dunaiski and seconded by Carlson. Motion Carried. The second application was from Snowmen Inc. NUW is female owned and operated (Section 3).**
- c. **Opening the Section 8/HCV waiting list was discussed. There are currently 133 names on the waiting list with 78 from Carlton County. A motion to revisit reopening the waiting list again before the end of the year was made by Bjorklund and seconded by Carlson. Motion Carried.**

**9. Adjournment**

**A motion to adjourn was made by Bjorklund and seconded by Carlson at 8:57 am.**

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**Cynthia Slater, Chair**

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**Date**

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**Brenda Carlson, Secretary**

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