



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

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

Cloquet Housing & Redevelopment Authority  
Commissioners Meeting  
Minutes of January 13, 2022 (Note change in meeting date)

**\*Meeting was held virtually**

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

1. **Welcome and Introductions:**

The meeting was called to order by Chairman Slater at 7:36 AM.

2. **Approval of Minutes:**

A motion to approve the minutes of December 21, 2021 was made by Birnstihl and seconded by Dunaiski. Motion Carried.

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

- a. As of December 31, 2021, there were a total of 168 public housing applications on file. One hundred and five have Carlton County preference. One hundred-thirty-five families are seeking a 1BR unit. Thirty-three families are seeking a 2 BR unit – three of these households are represented by veterans. Fourteen applications were received. There were three Notices of Intent to Vacate. There were no units leased-up. Five annual recertification's were completed and no interim recertifications. There was one move-out. There are two vacant units.
- b. There are 259 Section 8/HCV applications on file. One hundred-thirty have a Carlton County preference. Five-interim recertifications and one-annual recertification was completed. There were four move-outs and no move-ins. No inspections were completed (COVID-19). There are 97 vouchers in use. There are no port-ins and two port-outs. There were no Bridges applications received and 16 applications on file. There are three Bridges certificates in use. There were no move-ins and no move- outs.

4. **Resident Board Member:**

Birnstihl reported that the building has been quiet. A COVID-19 style Christmas luncheon catered by B&B market was held. Residents were encouraged to participate in the annual door decorating contest. First, second and third place prizes were awarded. Two residents unexpectedly passed away during the month.

5. **ED Report:**

- a Shaff reported that the community kitchen sink is leaking and dripping on the electrical wiring above the generator in the boiler room. The cupboards in the kitchen will need to be removed and the floor torn up to get to the plumbing. Nistler Plumbing has been asked to provide an estimate to correct the problem and prevent future damages.

Materials have been ordered to replace and rehabilitate units 233 & 234. It is anticipated that the units will not be ready to lease until March due to supply issues.

Shaff informed the board that she was hospitalized for six days (Christmas Eve Day) as a result of a lower abdominal issue. (Per doctor's orders) she will not officially return to work for 4-6 weeks as a result of the necessary surgery.

6. **Approval of Financial Reports:** A motion to approve the PH December #14357-14376, HCV Checks #8885-8936, Bridges #10564-10567, Management Fund Checks # none, was made by Dunaiski and seconded by Birnstihl. Motion carried.
7. **Unfinished Business:**
  - a. None
8. **New Business:**
  - a. A motion to approve the 2022 Section 8 Fair Market Rent Payment Standards proposal was made by Birnstihl and seconded by Dunaiski. Motion carried.
  - b. Shaff discussed the Management Agreement with the Carlton Housing Authority. The agreement expires this year and will need to be reviewed and approved at the March board meeting.
  - c. The Public Housing Specialist has asked for an increase in her wages. She is currently budgeted to work up to three days a week – generally works Wednesday and Fridays – 7 hours per day. Shaff reported that she would consider the budget and increase her wage by up to \$1.00 if it fit within the current budget.
9. **Adjournment**

A motion to adjourn was made by Dunaiski and seconded by Bjorklund at 8:04 am. Motion Carried.

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Cynthia Slater, Chair

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Date

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Brenda Carlson, Secretary

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Date