



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of February 8, 2022

***Meeting was held virtually**

Roll Call: Commissioners: Birnstihl, Carlson, Dunaiski, Slater, Executive Director Shaff. Bjorklund 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 January 13, 2022 was made by Birnstihl and seconded by Carlson. Motion Carried.

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

- a. As of January 31, 2022, there were a total of 178 public housing applications on file. One hundred and ten have Carlton County preference. One hundred forty-four families are seeking a 1BR unit. Thirty-four families are seeking a 2 BR unit. Two of these applications are veterans. Fifteen applications were received. There were no Notices of Intent to Vacate. There was one unit leased-up. Four annual recertification's were completed and one interim recertifications. There was one move-out. There are five vacant units.
- b. There are 275 Section 8/HCV applications on file. One hundred-thirty have a Carlton County preference. Nine-interim recertifications and twenty-two annual recertifications were completed. There were no move-outs and two move-ins. No inspections were completed (COVID-19). There are 99 vouchers in use. There are no port-ins and two port-outs. No Bridges applications received and there are 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 residents would like to have the Fireside Room and kitchen reopened for socials, private parties and church. The board referred the question to Carlson who reported that at this time the COVID numbers are not dropping in Carlton County. The matter will be addressed again at the March board meeting.

5. **ED Report:**

- a Shaff reported that an office window is leaking into the office, the floor is wet and the window sill is rotting. Melting ice dams appear to be the problem. The window will need to be replaced. The siding is also rotting and will also need to be replaced. Snow has been removed from the area and ice pucks have been placed in the area that the ice/water is forming. An insurance claim has been filed.

b. Carlton County Public Health & Human Services have donated COVID-19 “At Home” tests.

6. **Approval of Financial Reports:** A motion to approve the PH January #14377, HCV Checks #8937-9029, Bridges #10568-10572, Management Fund Checks # none, was made by Dunaiski and seconded by Carlson. Motion carried.

7. **Unfinished Business:**

- a. Shaff announced that a Fair Market Rent Public Hearing would be held on Monday – February 28th, 2022 at 2:00 PM.
- b. Shaff discussed the Carlton Management Agreement that will be considered by the Carlton HRA on January 13, 2022.
- c. The 2020-21 Audit was discussed. A motion to sign the Engagement Letter and Agreed upon Procedure Letter was made by Dunaiski and seconded by Carlson. Motion carried.

8. **New Business:**

There was no new business.

9. **Adjournment**

A motion to adjourn was made by Dunaiski and seconded by Birnstihl 8:14 am. Motion Carried.

Cynthia Slater, Chair

Date

Brenda Carlson, Secretary

Date