



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

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

***Meeting was held virtually**

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

1. Welcome and Introductions:

The meeting was called to order by Chairman Slater at 7:34 AM.

2. Approval of Minutes:

A motion to approve the minutes of February 8, 2022 was made by Birnstihl and seconded by Carlson. Motion Carried.

3. Public Housing/Section 8 Voucher Update:

- a. As of February 28, 2022, there were a total of 192 public housing applications on file. One hundred and nineteen have Carlton County preference. One hundred fifty-three families are seeking a 1BR unit. Thirty-nine families are seeking a 2 BR unit. Two of these applications are veterans. Twenty-two applications were received. There were no Notices of Intent to Vacate. There were no units leased-up. Six annual recertification's were completed and no interim recertifications. There were no move-outs. There are five vacant units.
- b. There are 291 Section 8/HCV applications on file. Ten-interim recertifications and six annual recertifications were completed. There was on move-outs and no move-ins. No inspections were completed. There are 99 vouchers in use. There are no port-ins and two port-outs. No Bridges applications were received and there are 15 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 are looking forward to the Fireside Room reopening on Sunday-March 20th and the thrift table being available once a month. Community Fellowship will also resume now that the Fireside Room will be available. Shaff stated that she had met with Arlen Rasmussen regarding fellowship. He and others are would like to "mix it up" a bit – perhaps changing the day of the week, serving meals, providing more activity – in an effort to reach out to new people.

5. ED Report:

- a. Shaff reported that there was a plumbing problem in Unit 133. A plumber was not available for a week. The tenant is being housed at a local lodging facility for seven days.
- b. The generator was smoking during its monthly operational check. Initially it was thought that the water pump needed to be replaced. Thank fully it was only a cooling system hose.

- c. Ten years ago all of the smoke detectors/carbon monoxide alarms were replaced in the building. They are reaching their end of life and replacements are being ordered in bulk quantities. This is a very expensive endeavor.
 - d. Based on the recent decisions taken by Carlton County regarding COVID-19 and mask requirements – Shaff has lifted the requirement at Aspen Arms. Most residents are pleased.
6. **Approval of Financial Reports:** A motion to approve the PH February #14437-14467, HCV Checks #9030-9083, Bridges #10573-10576, Management Fund Checks # none, was made by Bjorklund and seconded by Carlson. Motion carried.
7. **Unfinished Business:**
- a. Shaff announced that the Carlton Housing Authority tabled the proposed Management Agreement until their March meeting.
 - b. A motion to approve the 2020-21 Annual Audit was made by Carlson and seconded by Dunaiski. Motion Carried.
 - c. Shaff announced that the Fireside Room would reopen on Sunday – March 20, 2022 for use by residents.
 - d. A Fair Market Rent Public/Resident Hearing was held on Monday – February 28th, 2022 at 2:00 PM. Two residents were present and there were no objections. A motion was made by Bjorklund and seconded by Carlson to approve the proposed Fair Market Rent. Motion Carried.
8. **New Business:**
- a. A motion was made by Bjorklund and seconded by Dunaiski to approve the proposed 2022 Utility Allowance. Motion Carried. The Utility Allowance will be posted on the housing authority’s web-site.
 - b. A motion was made by Dunaiski and seconded by Birnstihl to approve the expenditure of up to \$5,000 to replace the floor, countertops and cupboard knobs in the Community kitchen. The linoleum flooring has holes in it and the countertops have to be replaced to address the kitchen sink plumbing issue. Motion carried.
9. **Adjournment:**
A motion to adjourn was made by Carlson and seconded by Bjorklund 8:05 am. Motion Carried.

Cynthia Slater, Chair

Date

Brenda Carlson, Secretary

Date