



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of May 17, 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 7:37 AM.

2. Approval of Minutes:

A motion to approve the minutes of April 26, 2022, was made by Bjorklund and seconded by Birnstihl. Motion Carried.

3. Public Housing/Section 8 Voucher Update:

- a. As of April 30, 2022, there were a total of 213 public housing applications on file. 171 have Carlton County preference. 103 families are seeking a 1BR unit. 42 families are seeking a 2 BR unit. Seven of these applications are veterans. Sixteen applications were received. There were no Notices of Intent to Vacate. There were four units leased-up. Four annual recertifications were completed and one interim recertifications. There were two move-outs. There is one vacant unit.
- b. There are 320 Section 8/HCV applications on file. Eleven applications were received, three interim recertifications and four annual recertifications were completed. There was one move-out and no move-ins. Three inspections were completed. There are 99 vouchers in use. There are no port-ins and one port-out. No Bridges applications were received and there are 13 applications on file. There are four Bridges certificates in use. There were no move-ins and no move-outs.

4. Resident Board Member: Mary Birnstihl – Birnstihl discussed the resident concerns about the 14th Street road construction and what was being done to address them.

5. ED Report:

- a. Shaff discussed concerns about parking lot safety. Five mph signs and speed bumps were installed by the County.
- b. Shaff announced that annual building inspections were held the week of April 26-28th. A REAC inspection will be held on Thursday, May 26th.
- c. Both the public housing and Section 8 waiting lists are currently being purged. One hundred and ninety-eight letters were sent to applications that were not local or were more than six months old.
- d. Shaff discussed the development of the 2022-23 budget. Shaff asked the commissioners for their input regarding employee raises this year. COLA (social security) was 5.9% and inflation is soaring. Commissioners were across the board on this and suggested that nearby housing authorities be contacted to determine

how they may be addressing this matter. The operating fund award will also be considered.

6. **Approval of Financial Reports:** A motion to approve the PH April #14507-14545, HCV Checks #9135-9178, Bridges #10582-10587, Management Fund Checks #5019 none, was made by Carlson and seconded by Dunaiski. Motion carried.
7. **Unfinished Business:**
 - a. A Capital Fund Public Hearing was held on May 10th. There was no one in attendance.
8. **New Business:**
 - a. Proposals for replacement of all interior doors including office, storage, maintenance shops, staircases were reviewed. The low bid was submitted by Amendola Construction for \$140,730. A motion to approve was made by Carlson and seconded by Dunaiski. Motion carried. Capital funds will be used.
 - b. Proposals for replacement of the elevator interior were reviewed. The low bid was submitted by Larsen Elevator for \$34,830.10. A motion to approve was made by Dunaiski and seconded Bjorklund. Motion carried. Capital funds will be used.
 - c. Judy Leatherwood from Mn Housing Finance Agency will complete a POHP inspection on Thursday – June 9, 2022. The housing authority has previously received POHP funding but has never had a physical inspection before.
 - d. Shaff discussed the City of Cloquet’s priorities. Housing is number two on their list but does not focus on affordable or low-income housing.
9. **Adjournment:**
A motion to adjourn was made by Birnstihl seconded by Carlson at 8:15 am. Motion Carried.

Cynthia Slater, Chair

Date

Brenda Carlson, Secretary

Date