



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

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

Cloquet Housing & Redevelopment Authority  
Commissioners Meeting

Minutes of August 16, 2022 \*Meeting was at the MN Career Force Center

**Roll Call:** Commissioners: Bird, Bjorklund, Carlson, Slater, Executive Director Shaff.

1. **Welcome and Introductions:**

The meeting was called to order by Chairman Slater at 7:36AM. CJ Bird was welcomed as the new resident board member.

2. **Approval of Minutes:**

A motion to approve the minutes of July 12, 2022, was made by Bjorklund and seconded by Bird. Motion Carried.

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

- a. As of July 30, 2022, there were a total of 179 public housing applications on file. One hundred-five have Carlton County preference. 145 families are seeking a 1BR unit. Thirty-four families are seeking a 2 BR unit. One of these applications is a veteran. Ten applications were received. There were one Notices of Intent to Vacate. There were one unit leased-up. Four annual recertifications were completed and one interim recertifications. There were one move-out. There is two vacant units.
- b. There are 344 Section 8/HCV applications on file. Sixteen applications were received, two interim recertification and four annual recertifications were completed. There was one move-out and one move-in. Four inspections were completed. There are ninety-eight vouchers in use. There are no port-ins and one port-out. No was one Bridges applications received and there are eleven applications on file. There are three Bridges certificates in use. There were no move-ins and no move- outs.

4. **Resident Board Member** – Bird discussed her passion for housing, concerns about the smoke shack and issues brought to her by residents.

5. **ED Report:**

- a. Shaff reported that there have been no updates on the 14<sup>th</sup> Street project.
- b. Shaff reported that she had researched anti-theft training but had not secured any training yet.
- c. Shaff reported that the entire staff have been registered to participate in on-line Fair Housing training.
- d. Shaff reported that she had reached out to each City Council member by e-mail and phone to discuss the possibility of reducing the PILOT from 10% to 5%. Three of the five currently seated concurred – the other two have not been eached. The topic will be addressed at a future council meeting.

The current status and future of the Section 8/HCV program will be discussed at an upcoming work session after the new council is seated in January.

- e. A newer tenant that has not paid his rent for the past 3 months has asked for a trial. Eviction actions were initiated by the housing authority. He is countering that the Housing Authority owes him money and stole his air conditioning. Trial has been set for August 31<sup>st</sup>. The Housing Authority is represented by Tom Witt of Fryberger Buchanan.
  - f. Shaff reviewed the Liability Coverage Waiver form provided by the League of Minnesota with the Commissioners.
6. **Approval of Financial Reports:** A motion to approve the PH July #14619-14658 HCV Checks #9273-9321, Bridges #10597-10600, Management Fund Checks - none, was made by Dunaiski and seconded by Bird. Motion carried.
7. **Unfinished Business:**
- a. A motion to approve the revised CFP Significant Amendment was made by Bjorklund and seconded by Dunaiski. Motion carried.
8. **New Business**
- a. Chairman Slater discussed the proposed HRA Streamlining meeting. Moose Lake, Carlton and the Carlton have agreed to participate in the initial conversation.
  - b. A motion to dismiss bad debt effective June 30, 2022 - Resolution #22-08-312, 313, & 314 – was mad by Dunaiski and seconded by Bjorklund. Motion Carried.
  - c. A motion to add CJ Bird as an authorized signer on all public housing checks was made by Dunaiski and seconded by Bjorklund. Motion Carried.
  - d. The MN NAHRO – Annual Meeting will be held in Brainerd on October 12-14. Interested board members should check with Shaff if they are interested in attend
9. **Adjournment:**  
A motion to adjourn was made by Bjorklund and seconded by Bird at 8:45 am. Motion Carried.

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Cynthia Slater, Chair

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Date

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Brenda Carlson, Secretary

\_\_\_\_\_  
Date