



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting

Minutes of September 13, 2022 *Meeting held at Member's Cooperative Credit Union

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

1. Welcome and Introductions:

Chairman Slater called the meeting to order at 7:33AM.

2. Approval of Minutes:

A motion to approve the minutes of August 9, 2022, was made by Bjorklund and seconded by Bird. Motion Carried.

3. Public Housing/Section 8 Voucher Update:

- a. As of August 31, 2022, there were a total of 186 public housing applications on file. One hundred-seven have Carlton County preference. 149 families are seeking a 1BR unit. Four of these are veterans. Thirty-seven families are seeking a 2 BR unit. Twenty-eight have a Carlton County preference. One of these applications is a veteran. Twelve applications received. There were no Notices of Intent to Vacate. There were one unit leased-up. Four annual recertifications were completed and one interim recertifications. There was one Flat Rent update. There were no move-outs. There is one vacant unit.
- b. There are 310 Section 8/HCV applications on file. Sixteen applications received, no interim recertification and eight annual recertifications completed. There was two move-out and no move-ins. Fourteen inspections completed. There are ninety-six vouchers in use. There were no port-ins and no port-outs. Two Bridges applications received and there are thirteen applications on file. There are four Bridges certificates in use. There were no move-ins and no move- outs.

4. Resident Board Member – Bird shared two walls of the smoke shack had been removed. Bird indicated that as a result smokers were spending less time there.

5. ED Report:

- a. Shaff reported that the 14th Street project is ready for paving in front of Aspen Arms. Hopefully it will be completed by October 1, 2022.
- b. Shaff discussed the concerns that she had regarding a tenant that is currently out of the building receiving medical care. The tenant has issues with chemical dependency and physical health. His entire unit is trashed and not habitable. The hospital says they are going to discharge him. The County says he does not qualify for supportive housing but would qualify for assisted living if a provider could be secured for him. Shaff believes that it is unreasonable for this individual to live in these conditions. The tenant does not have any local family to clean the unit. He is a veteran and MACV have been contacted but have indicated that this is not their responsibility.

- c. Shaff also discussed a tenant on the second floor that turned on his shower and fell asleep on the toilet. His unit and two others were flooded. Go-Clean was called in to dry out the floors and walls. Assessment of the damages are still being determined and have not been repaired.
- 6. **Approval of Financial Reports:** A motion to approve the PH August Checks #14659-14699 HCV Checks #9322-9376, Bridges Checks #10603-10608, Management Fund Checks - 5021, Motion was made by Carlson and seconded by Dunaiski. Motion carried.
- 7. **Unfinished Business:**
A meeting to discuss the feasibility of streamlining the HRA's in Carlton County was held in August. The Moose Lake city administrator, Carlton and Cloquet HRA chairpersons, the County Economic Development Director and Shaff were present. The discussion was enlightening, and the group will meet again on September 15, 2022.
- 8. **New Business**
 - a. The Consolidated Appropriations Act – 2022 provided four New Vouchers valued at \$25,210.39 to the Cloquet Housing Authority HCV program with an additional one-time \$3,000 HAP fee. Preferences for Homeless and VAWA are encouraged but not required.
 - b. Shaff invited commissioners to attend the City Council meeting on September 20, 2022. Shaff will be requesting that the City reduce the housing authority's PILOT from 10% to 5%. The Housing Authority would utilize the savings to improve its electronic technology.
 - c. Two proposals for a Utility Allowance Study were presented. The Housing Authority has only completed internal studies based on previous years and proposed utility rate increases. A motion to hire Nelrod to complete a utility allowance study was made by Dunaiski and seconded by Bird. Motion carried.
 - d. A motion to approve the proposed Section 8/HCV 2023 FMR was made by Carlson and seconded by Dunaiski. Motion carried. Beginning January 1, 2023 -Studio, 1- and 2-bedroom unit rents will be at 110% of FMR. Three- and four-bedroom units will remain at 105% of FMR.

Special Session: Personnel matters were discussed.

- 9. **Adjournment:**
A motion was made by Carlson to adjourn and seconded by Bjorklund at 8:55 am. Motion Carried.

Cynthia Slater, Chair

Date

Brenda Carlson, Secretary

Date