



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of November 15, 2022

Roll Call: Commissioners: Bjorklund, Carlson, Dunaiski, Slater, Executive Director Shaff.
Special guests: Penny Selen, Kathy Tuttle, Laura Snyder

1. **Welcome and Introductions:**

Chairman Slater called the meeting to order at 7:42AM.

2. **Approval of Minutes:**

A motion to approve the minutes of November 15, 2022, was made by Bjorklund and seconded by Carlson. Motion Carried.

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

- a. As of October 31, 2022, there were a total of 231 public housing applications on file. One hundred-twenty-eight have Carlton County preference. 186 families are seeking a 1BR unit. Five of these are veterans. Forty-five families are seeking a 2 BR unit. Thirty-one have a Carlton County preference. One of these applications is a veteran. Sixteen applications were received. There were two Notices of Intent to Vacate. There were no move-ins. Eleven annual recertifications were completed and two interim recertifications. There was three Flat Rent updates. There were two move-outs. There is one vacant unit.
- b. There are 252 Section 8/HCV applications on file. Twenty-two applications were received, five interim recertifications and seven annual recertifications were completed. There were no move-outs and no move-ins. Nine inspections were completed. There are ninety-five vouchers in use. There were no port-ins and no port-outs. There were two Bridges applications received and there are twelve applications on file. There are three Bridges certificates in use. There were no move-ins and no move- outs.

4. **Resident Board Member** – position is vacant

5. **ED Report:**

- a. Shaff reported that she had been absent from the office for an extended period of time – COVID.
- b. Shaff reported that the 14th Street project is complete and everyone seems to be satisfied. The front entrance to Aspen Arms is narrow. One additional visitor parking space was created.
- c. Shaff reported that she had followed up with the applications that were received for the Maintenance Technicians position. Two did not know why they had applied and were not qualified, one already accepted a better position and the last one did not have a drivers license (lived in Cotton, MN). Efforts will be renewed.

6. **Approval of Financial Reports:** A motion to approve the PH October Checks #14729 14755, HCV Checks #9424- 9468, Bridges Checks #10615-10617, Management Fund Checks - none, Motion was made by Dunaiski and Carlson. Motion carried.
7. **Unfinished Business:**
- a. A motion was made by Bjorklund and seconded by Carlson to approve the proposed 2023 flat rent increases. Motion carried.
 - b. Shaff reported that the Interior Door Installation will begin after Thanksgiving and will take about one week to complete. CFP -2018.
 - c. Shaff reported that she had signed snow plow contracts with the same vendors as last year – Tim Balow – sidewalks after hours and weekends and NUW Transport for driveways and salt.
8. **New Business**
- a. The possibility of closing the public housing waiting list on January 1, 2023 was discussed because of the increasing wait time. A motion was made by Bjorklund and seconded by Carlson to not close the wait list at this time. Motion Carried
9. **Other – Residents**
- Selen expressed concern about the smoke shack. She said that the floor was slippery now that it was exposed to the elements. She requested that it be turned 45 degrees and that mats be placed on the floor. Tuttle expressed concern about the traffic barricade between White Pine and Aspen Arms. They are difficult to maintain especially in the winter and vendors move them out of there way and don't put them back.
10. **Adjournment:**
- A motion to adjourn was made by Carlson and seconded by Bjorklund at 8:31 am. Motion Carried.

Cynthia Slater, Chair

Date

Brenda Carlson, Secretary

Date