



CLOQUET/CARLTON HOUSING & REDEVELOPMENT AUTHORITY

950 14th Street - Cloquet, MN 55720

Cloquet Housing & Redevelopment Authority
Commissioners Meeting
Minutes of December 13, 2022

Roll Call: Commissioners: Carlson, Dunaiski, Slater, Executive Director Shaff. Resident guest – Wayne Phelps.

1. **Welcome and Introductions:**

Chairman Slater called the meeting to order at 7:34AM.

2. **Approval of Minutes:**

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

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

- a. As of November 30, 2022, there were a total of 243 public housing applications on file. One hundred-thirty-eight have Carlton County preference. 197 families are seeking a 1BR unit. Five of these are veterans. Forty-six families are seeking a 2 BR unit. Thirty-four have a Carlton County preference. One of these applications is a veteran. Twelve applications were received. There were no Notices of Intent to Vacate. There was one move-in. Three annual recertifications were completed and one interim recertifications. There were two Flat Rent updates. There were no move-outs. There is one vacant unit.
- b. There are 272 Section 8/HCV applications on file. Twenty applications were received, one interim recertifications and 13 annual recertifications were completed. There was one move-outs and no move-ins. Fourteen inspections were completed. There are ninety-five vouchers in use. There were no port-ins and no port-outs. There were four Bridges applications received and there are 16 applications on file. There are three Bridges certificates in use. There were no move-ins and one move- out.

4. **Resident Board Member** – position remains is vacant. Six nominations were received – five residents expressed interest. A questionnaire will be sent to each one asking about their interest in the board of directors. A Thanksgiving meal was catered by “Holy Smokes” for about 40 residents.

5. **ED Report:**

- a. The Maintenance Tech position remains open.
- b. The HUD field office approved the request to take unit 124 offline so that the administrative offices could expand its square footage. Contractors are being sought to complete the project.
- c. The auditors from Niewedde & Weins – will be at Aspen Arms on January 24, 2023.
- d. Residents have been asked to plan the holiday festivities, food, decorations etc. The housing authority will provide the ham.

- e. There is one abandoned apartment. The tenant passed and the family is not interested in claiming any of the property. Shaff contacted “Go Clean” to initiate the turnover and remove the belongings. The tenant lived in the unit for 22 years.
- f.
- 6. **Approval of Financial Reports:** A motion to approve the PH November Checks #14755-14786, HCV Checks #9424-9648, Bridges Checks #10618-10622, Management Fund Checks - 5023, Motion was made by Carlson and seconded by Dunaiski. Motion carried.
- 7. **Unfinished Business:**
 - a. Shaff reported that the interior door installation has begun and will be completed before Christmas. For the purpose of safety and security, the doors in the stairways have windows. The laundry room and multi-purpose room do also.
- 8. **New Business**
 - a. Shaff presented a worksheet on the purchase of 35 new refrigerators. Proposals were received from Daugherty Appliance, Ferguson Enterprise, and Home Depot. Daugherty Appliance has the lowest bid. A motion was made by Carlson and seconded by Dunaiski to award the purchase to the lowest bid Daugherty Appliance. Daugherty agreed to deliver in stages.
- 9. **Adjournment:**

A motion to adjourn was made by Carlson and seconded by Dunaiski at 8:16 am. Motion Carried.

Cynthia Slater, Chair

Date

Brenda Carlson, Secretary

Date