



**CLOQUET/CARLTON HOUSING &  
REDEVELOPMENT AUTHORITY**

950 14<sup>TH</sup> STREET, CLOQUET MN 55720



**Cloquet/Carlton Housing & Redevelopment Authority  
Commissioner's Meeting Minutes on Tuesday, February 13, 2024. 7:30 a.m.**

**HRA Board of Commissioners**

**Commissioners Present: Chair - Slater, Vice Chair – Bjorklund, Dunaiski, Vanderjagt.**

**Commissioners Absent: No one**

**Quorum present? Yes, all current four members were present today.**

**Staff Present**

**Cloquet/Carlton HRA Executive Director: Trisha O**

**Cloquet/Carlton HRA Housing Choice Voucher Coordinator: Charity O**

**Others in attendance**

**Community Members/Residents: Linda Johnson, Joe Peterson, Wayne Phelps, Cynthia Clark**

**Proceedings: Meeting was called to order by Chair, Slater at 7:35 a.m.**

**Agenda**

**Welcome & Introductions**

**The commissioner's board welcomed new employee Cloquet/Carlton HRA HCV Coordinator Charity O.**

**Approval of January 2024 minutes**

**Osborn shared that a lot of work has been done to the boilers and they are now being taken out of the Publicly Owned Housing Program (POHP) grant.**

**Dunaiski made a motion to approve the January minutes based on him wanting to see more detail in them from now on.**

**Bjorklund made the second motion.**

**\*The Motion is carried.**

**January's meeting minutes were amended and approved.**

**Public Housing/Section 8 Voucher update**

- 1. As of January 31<sup>st</sup>, 2024, there were a total of 296 public housing applications on file. 6 new applications were received this month. 170 have Carlton County preference. 250 households/families are seeking a 1BR unit. 46 households/ families are seeking a 2 BR unit. There were no notices of Intent to Vacate. There was one interviewed, but she declined apartment stating it was too small. There were no new units leased-up. Four annual recertification's were completed and no interim recertifications. There were no move-outs. There are two vacant units.**
- 2. There are 330 Section 8/HCV applications on file. 12 new applications received this month. 210 have a Carlton County preference. There are 105 vouchers in use. 24 outstanding vouchers. 2 interim recertifications were completed. 6 annual recertifications were completed. There were two move outs. 1 move-in. 6 inspections were completed. No ports in and no ports out.**

**Phone: 218-879-3353 Fax 218-879-1437**

**[www.cloquetcarltonhra.org](http://www.cloquetcarltonhra.org)**

*If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Housing Authority.*



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### Resident Board Member

1. Vanderjadt presented information that the smoke shack lighting is bad and asked that an additional light be placed out there.  
-ED Osborn stated she would go to Walmart and purchase a solar light to be added out there.
2. Vanderjagt presented that residents would also like a wall added to the smoke shack for when it snows and rains to help keep them dry.  
-Possibilities of adding a tarp for now were discussed until the maintenance man, Jes starts on 2/20/24 and has a chance to look at it and see what he is able to do with it.  
-It was discussed that maybe a ply-wood wall could be put up or some other kind of wood wall built.  
-It was also discussed that maybe asking the Cloquet High School shop class to help build a new smoke shack may also be a possibility.
3. Vanderjagt presented the idea of a pet area be put on the premises.  
-It was discussed that there is already a designated pet area across the parking lot that residents should be using for their pets. Commissioners did not feel it was a priority right now to create a new fenced in area where pets could run around unleashed.

### Executive Director's (ED) Report

1. Section 8 / HCV New Hire Charity has started her position.
2. POHP update weekly meetings Carlton going into bid process Cloquet in application process.
3. Jes - Maintenance hired and will begin on 2/20/24. He has his boiler's license.
4. Administration Plan (Admin Plan) & Admissions and Continued Occupancy Policy (ACOP) Toolkit review with Nan McKay now in compliance and needs board approval.
5. Osborn presented what they Cloquet HRA office hours and employee work hours have been over the past 16 years. (See attached sheets).

### Approval of Financial Reports

January 2024 – these were not ready and included in the material today. Cindy will make them available and they will be sent out as soon as possible.

### Unfinished Business

-Pet area – should be the grass area in the back on the opposite side of the parking lot furthest away from the building. Residents should not be letting their pets urinate or defecate on the plants or grassy areas close to the building. No fenced in area has been approved for animals to run about unleashed. All animals should always remain leashed.

-Antenna – residents are stating that it is the facilities responsibility to provide a working antenna for them to use. It was presented that we wait until the new maintenance man Jes starts on 2/20/24 and see what he has to say about getting a new antenna on the roof, or if that one can be fixed before we start to see about getting quotes for a new one.

-Pay wage study and proper pay for employee with back pay to start date. Comparable wages were presented from Duluth and surrounding areas. It was discussed that the Clouet/Carlton HRA does not have the same amount of funding as the Duluth office.

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Dunaiski asked that wages for Cloquet/Carlton HRA be comparable to the Virginia HRA office since the two offices have the same amount of funding. So this discussion was tabled for now until more data could be included and it was said that this discussion would continue via email since time for this meeting had now run out.

-Discuss pay increase housekeeping in Carlton – Proposal to increase pay to \$15/hr.

-PTO Policy (in folder) – Osborn discussed that the Paid Time Off policy that is currently in place as of June 2022 states that employees have 48 hours of PTO a year and for new employees that amount would be prorated.

-On Call Policy (nothing in employee handbook or job description) – Osborn will check with other housing authorities and see what they have for policies in place.

-Bamboo (HR) – still not up and running yet, even though we're currently paying for the service.

New Business

-VC3 IT - Onboarding is now 98% complete – waiting for Lindsey to be put into the cloud so they can finish the rest of the setup.

-Lindsey software - update and training in process – waiting for Lindsey to be finished moving into the cloud.

-Proposal for Aspen Arms and Woodland Pines Residents Fair Market Rent (FMR) Public Hearing – This was presented and discussed. Proposed rent increase for the regular size one bedroom will be from \$610 to new FMR of \$762 and proposed rent increase for the two bedroom will be from \$890 to \$1,113. (see attached page for all of the details).

-Bjorklund made the motion to post the notice

-Dunaiski made a motion to second it.

\*The Motion is carried.

-Annual Meeting – still needs to be scheduled and held for 2024.

--New possible HRA Board Member – Shari Olson. She will be attending the next City Council Meeting on Tuesday, February 20<sup>th</sup>, 2024 where they will discuss her approval.

-Wage Study – Osborn (ED) presented the median pay wages for Executive or Chief Directives in Minnesota and the wage amount for the Northeast region is \$65.17/hr. The Duluth/Superior area pay was \$68.51/hr, and the median is \$82.15/hr across the state. The median pay in Minnesota for Housing Authority Section 8 / HCV Specialist, and Public Housing Specialist employees is \$30.13/hr. For the Duluth/Superior area the pay wage is \$28.16/hr. Northeast Minnesota pay wage is \$29.46/hr, Northwest Minnesota it is 27.54/hr. (See attached pay wage data sheets).

Other

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**Resolution 24-01-1 was presented. ED Osborn read through the resolution. The commissioners were asked to vote yea or nay to writing off the amount of \$706.17 of unpaid rent from a tenant who passed away.**

**Slater – yea**

**Bjorklund – yea**

**Dunaiski – yea**

**Vanderjadt – yea**

**The motion was moved by commissioner Vanderjagt**

**Commissioner Dunaiski seconded the adoption of the resolution.**

**\*The Motion was carried.**

**-There was concern about the public bathroom by the front door being locked throughout the day and people not being allowed to use it without having to come and get a key from the office. Residents were expressing concerns with having challenges with making it up to their apartments in time to use their bathroom and it being a struggle to get down to the office to get the key and go back after being out on a longer outing and needing to use the restroom right away. Several felt it was policy that the bathroom needed to stay unlocked.**

**ADJOURNMENT**

**-Bjorklund made the motion to adjourn the meeting at 9:10 a.m.**

**-Vanderjagt seconded the motion.**

**-\*Motion Carried.**

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