



**CLOQUET/CARLTON HOUSING &
REDEVELOPMENT AUTHORITY**
950 14TH STREET, CLOQUET MN 55720

**Cloquet/Carlton Housing & Redevelopment Authority
Commissioner's Meeting Minutes on Tuesday, May 14, 2024 @ 7:30 a.m.**

HRA Board of Commissioners

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

Commissioners Absent: No one, all commissioners were present today.

Quorum present? Yes, all current five members were present today.

HRA Staff Present

Cloquet/Carlton HRA Housing Choice Voucher Coordinator: Charity Okon.

Cloquet/Carlton HRA Staff Members Cindy F. - Office Manager and Jesse H. – Maintenance arrived at the meeting at 8:30 a.m.

HRA Staff Absent

Cloquet/Carlton HRA Executive Director: Trisha O. – absent

Others in attendance

Community Members/Residents: Wayne Phelps, Jason RisingSon, CJ Bird.

Proceedings: Meeting was called to order by Chair, Olson at 7:31 a.m.

Agenda

Welcome & Introductions

No new staff started this month.

Approval of April 16, 2024 Meeting Minutes

Slater made a motion to approve April's meeting minutes.

Bjorklund made the second motion to approve the April Meeting Minutes.

All Agreed, No one opposed the motion.

*Motion carried.

April's meeting minutes were approved.

Resident Board Member: JoAnna Vanderjagt

1. Vanderjagt shared that they would like to have a Flag Ceremony before Memorial Day and would like to invite the Honor Guard to lead the ceremony.
2. It was also decided that the management fund would cover the cost of coffee/cookies for the ceremony that day.

Public Housing Update

As of April 30th, 2024, there were 17 new applications received this month for Aspen Arms, a total of 320 public housing applications on file. 268 households/families are seeking a 1BR unit, 154 have Carlton County status, including 3 veterans. 52 households/ families are seeking a 2 BR unit, 30 have Carlton County status, 0 of them are veterans. There were three interviewed. There were no notices of Intent to Vacate.

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

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.



**CLOQUET/CARLTON HOUSING &
REDEVELOPMENT AUTHORITY**
950 14TH STREET, CLOQUET MN 55720

**Cloquet/Carlton Housing & Redevelopment Authority
Commissioner's Meeting Minutes on Tuesday, May 14, 2024 @ 7:30 a.m.**

HRA Board of Commissioners

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

Commissioners Absent: No one, all commissioners were present today.

Quorum present? Yes, all current five members were present today.

HRA Staff Present

Cloquet/Carlton HRA Housing Choice Voucher Coordinator: Charity Okon.

Cloquet/Carlton HRA Staff Members Cindy F. - Office Manager and Jesse H. – Maintenance arrived at the meeting at 8:30 a.m.

HRA Staff Absent

Cloquet/Carlton HRA Executive Director: Trisha O. ^{absent} ~~out on sick leave~~

Others in attendance

Community Members/Residents: Wayne Phelps, Jason RisingSon, CJ Bird.

Proceedings: Meeting was called to order by Chair, Olson at 7:31 a.m.

Agenda

Welcome & Introductions

No new staff started this month.

Approval of April 16, 2024 Meeting Minutes

Slater made a motion to approve April's meeting minutes.

Bjorklund made the second motion to approve the April Meeting Minutes.

All Agreed, No one opposed the motion.

*Motion carried.

April's meeting minutes were approved.

Resident Board Member: JoAnna Vanderjagt

1. Vanderjagt shared that they would like to have a Flag Ceremony before Memorial Day and would like to invite the Honor Guard to lead the ceremony.
2. It was also decided that the management fund would cover the cost of coffee/cookies for the ceremony that day.

Public Housing Update

As of April 30th, 2024, there were 17 new applications received this month for Aspen Arms, a total of 320 public housing applications on file. 268 households/families are seeking a 1BR unit, 154 have Carlton County status, including 3 veterans. 52 households/ families are seeking a 2 BR unit, 30 have Carlton County status, 0 of them are veterans. There were three interviewed. There were no notices of Intent to Vacate.

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

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.



**CLOQUET/CARLTON HOUSING &
REDEVELOPMENT AUTHORITY
950 14TH STREET, CLOQUET MN 55720**

There are five vacant units: 31, 223, 238, 326, and 336. Someone moved into unit 215. 8 annual recertification's were completed and 0 interim recertifications. There were no move-outs. 2 Flat-rent Updates were completed. One transfer to a new unit, 326 to 327. No evictions.

Section 8 / Housing Choice Voucher Update: Charity Okon

1. As of April 30th, 2024, there were 5 new applications received this month. 353 Section 8/HCV applications on file. 10 vouchers were issued this month. 0 vouchers expired this month. There were 7 outstanding vouchers not in use. There are 104 vouchers in use. HAP total is \$53,898.00. There was 1 port-in. 1 port-out. There was 1 Move-In. 2 Move-Outs. 1 transfer. 2 Annual Recertifications completed. 4 Interim recertifications were completed. 0 Inspections were completed.
2. Okon presented the annual 2024 Fair Market Rent and 2024 Payment Standards Proposal for review to the Board. It was proposed again this year that the Recommended Payment Standard be 105% of the Fair Market Rent proposed for Carlton County to be able to compete with the current housing market and provide adequate housing opportunities to our families that apply to the Section 8 Housing Assistance Program / Housing Choice Voucher Program. Slater made a motion to approve the 2024 Payment Standards. Dunaiski made the second motion to approve the 2024 Payment Standards. All approved, no one opposed.
3. Okon proposed we look at the point system for the wait list since we are supposed to house 75% of extremely low-income families and homeless families, yet those two areas do not get any points. Currently the Admission Process does address only being able to take in Extremely low-income families to the Housing Choice Voucher Program. Areas that currently receive points are Carlton County residents -75 points, Veterans – 25 points, VAWA – 25 points. New/Other proposed points groups: Extremely Low-Income families - 15 points, Homeless – 15 points, Hard to House Families - 15 points. Currently those three areas do not get any points.
4. Request to have a locked dropped box put into the wall by the entry way for after hours and weekends so that applications and other important papers can get to HRA staff in confidence. The board approved this decision.

Executive Director's (ED) Report: Trisha Osborn

Trish Osborne - out on sick leave – so no ED report today

Approval of Financial Reports

1. March and a little bit of April 2024 – Financials were provided, reviewed, and discussed by all the board commissioners - A/R Transaction Detail by tenant for Public Housing for April. AP Check Registers for April. Accounts Payable Invoice Listing for April. Cloquet HRA Management Fund – General Ledger. Cloquet HRA – Management Fund Board Summary Report.
-Slater made a motion to approve the financials provided today.
-Dunaiski made a second motion to approve the financials.
-Motion was approved

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

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.



**CLOQUET/CARLTON HOUSING &
REDEVELOPMENT AUTHORITY**
950 14TH STREET, CLOQUET MN 55720

Unfinished Business

1. Annual Meeting Minutes were talked about.
 - Slater made a motion to approve the annual meeting minutes.
 - Bjorklund made a second motion to approve the annual meeting minutes.
 - All approved, no one opposed.
 - Motion carried.
2. April 15-17, Lindsey Software update will be happening, and the program will be getting moved into the cloud. Next up will be Lindsey training for staff.
 - Slater made a motion to approve this change and approve training for staff.
 - Bjorklund made a second motion to approve the update and training.

New Business

1. 5-year Plan was due on May 11th, 2024, and it was not turned in on time, one month of funding was lost due to untimeliness.
2. Discussion of switching bank accounts or maybe keeping both current accounts for now.
 - Motion to remove Bjorklund and add new signer Olson to bank accounts. Bjorklund is resigning her Board position as of June 2024.
 - new signing sheets are needed for both banks.
 - Slater made a motion to approve the change.
 - Dunaiski made the second motion to approve the change.
 - Bjorklund abstained from the vote.
 - Motion Carried
3. Discussion of when the White Pine Apartments contract ends.
 - Cindy stated she would investigate the date of when the contract was up.
4. Review of Cloquet HRA audit June 30, 2023.
 - Trisha did corrective actions. The board wanted more information on how corrective actions were going to be carried out.
 - Cindy F. reconciles the credit cards.
 - The board commissioners will review the audit plan with Trisha when she returns to work.

Open Discussion: Comments/Questions from Residents

1. Jason RisingSon asked for a porta-potty to be placed back by the smoke shack for the smokers to use so that they don't have to come into the apartment building and go up to their apartments after hours or use the public restroom on the main floor.
2. Jason also asked for flower gardens to be planted around the complex to make the place look nicer. Staff did tell Jason they do get hanging baskets and other pots of flowers for the entrance and in back by the back entrance each year.

Adjournment of open meeting

- Bjorklund made a motion to adjourn the meeting.
- Slater made the second motion to adjourn the meeting.
- Meeting adjourned at 9:30 a.m.

Chai Olson
Chair Date
Chad Dunaiski 6/11/24
Secretary Date

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

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.