



CLOQUET/CARLTON HOUSING & REDEVELOPMENT

AUTHORITY

950 14TH STREET, CLOQUET MN 55720

Cloquet/Carlton Housing & Redevelopment Authority Commissioner's Cloquet Meeting Minutes on Tuesday, July 9, 2024 @ 7:30 a.m.

HRA Cloquet Board of Commissioners

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

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

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

HRA Staff Present

Cloquet/Carlton HRA Housing Choice Voucher Coordinator: Charity Okon

Cloquet/Carlton HRA Public Housing Specialist - Sally Pearson

Cloquet/Carlton HRA Office Manager - Cindy Flinginger

Cloquet/Carlton HRA Maintenance Man - Jesse Higbee

Cloquet/Carlton HRA Executive Director: Trisha O. - Present by phone through last portion of the meeting

HRA Staff Absent - None

Others in Attendance

Community Members/Residents: Wayne Phelps - Resident, Jodi Johnson - Carlton Board Member

Proceedings: Meeting was called to order by Chair, Olson, at 7:33 a.m.

Agenda

Welcome & Introductions

No new HRA staff or Board Members started this month.

Open Discussion: Comments/Questions from Residents /Tenants /Landlords /Community members

- No comments this meeting

Approval of June 11, 2024, Meeting Minutes

- Slater made a motion to approve June's meeting minutes.
- Dunaiski made the second motion to approve the June Meeting Minutes.
- All Agreed, No one opposed the motion.
- Motion carried.

June's Meeting Minutes were Approved.

Public Housing Update: Sally Pearson - Pearson spoke on wanting to merge the Carlton & Cloquet's programs and waiting list to make to faster for her to fill vacant apartments.

As of June 30th, 2024, there were 6 new applications received this month for Aspen Arms, a total of 333 public housing applications on file. 278 households/families are seeking a 1BR unit, 159 of those have Carlton County status, including 7 veterans. 55

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.





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households/ families are seeking a 2 BR unit, 33 of those have Carlton County status, none of them are veterans. There were three interviewed. There were no notices of Intent to Vacate. There are six vacant units: 31, 111, 131, 238, 326, and 336. There were no move-ins this month. 1 scheduled move-in for next month. 6 annual recertification's were completed and 0 interim recertifications. There was 1 move-out. 1 Flat-rent Updates were completed. 1 transfer to a new unit, 131. No evictions.

Section 8 / Housing Choice Voucher Update: Charity Okon

1. As of June 30th, 2024, there were 14 new applications received this month. 375 Section 8 / HCV applications on file. 0 vouchers were issued this month. 0 vouchers expired this month. There were 8 outstanding vouchers not in use. There are 103 vouchers in use. HAP total is \$54,705.00. There are 2 pending port-ins. 1 port-out. There were 0 Move-In. 1 Move-Outs. 0 transfers. 5 Annual Recertifications completed. 0 Interim recertifications were completed. 9 Inspections were completed.

Maintenance Update: Jesse Higbee

1. Higbee gave an update on boiler room status and pipes that need to be updated. He's waiting for approval to be signed off so that the work can begin on it.

Resident Board Member: JoAnna Vanderjagt

1. Vanderjagt shared that there have been complaints of speeding traffic coming from the White Pine Apartments into the Aspen Arms parking lot in the back. Sally reached out to Linnea regarding this issue already. Slater will reach out to Tim to get our signs back that address speeding through the parking lot.

Executive Director's (ED) Report: Trisha Osborn

1. Publicly Owned Housing Program (POHP) Update for Cloquet: Cloquet's application for funding was denied for this year.

Financials

1. May 2024 / Audited – Approved by the Board
2. Financials for June 2024 Accounts Payable (AP) and Accounts Receivable (AR) were reviewed, discussed, accepted, voted on, and approved as they were submitted.
 - Dunaiski made a motion to approve the financials.
 - Slater made the second motion to approve the financials.
 - All approved. No one opposed the motion.
 - Motion carried. June Financial Reports were approved.

Unfinished Business

1. Lindsey software update – the HRA has 20 hours of training approved with 2 hours of individual training afterward available if needed to address anything that still needs addressing. Point of contact established, James Kingsbury. On 7/22 he will reach out to the HRA to set up the training schedule.

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2. VC3 / Website – Wafishermn – 2 more websites and bids have been collected. Jodi Johnson also stated she would be willing to do the website. She currently does Carlton's website.
3. Banking – after talking with Cindy F who handles the HRA financials the idea of keeping the banks separate to prevent more work for HRA staff is still being discussed.
4. June 30, 2023, Audit has been completed and the corrective active plan needs to be reviewed. Copies of the corrective action plan were given to Cindy.

New Business

1. Operating Budget – It was discussed that Carlton's points just dropped two points so now the HRA will not qualify for the same amount of funding as last year. This impacts the decision to possibly merge the Carlton and Cloquet Programs together.
2. Cloquet's Operating Budget was reviewed, discussed, and voted on.
 - Dunaiski made a motion to approve the operating budget.
 - Slater made the second motion to approve the operating budget.
 - All approved. No one opposed.
 - Motion carried.
3. Five Year Plan Update – This has now been submitted by Osborn.
4. New Public Housing Lease – Lease was approved.
 - Slater made the first motion to approve the Lease.
 - Dunaiski made the second motion to approve the Lease.
 - All Approved. No one opposed.
 - Motion Carried.

Adjournment of open meeting

- Olson stated everything on the agenda had been discussed and that the meeting could now adjourn.
- Slater made a motion to adjourn the meeting.
- Dunaiski made the second motion to adjourn the meeting.
- Meeting adjourned at 9:07 a.m.

Chair: _____

Cynthia Slater

Secretary: _____

Chad Dunaiski

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