



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

**Cloquet/Carlton Housing & Redevelopment Authority
Commissioner's Meeting Minutes on Tuesday, June 11, 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 Public Housing Specialist – Sally Pearson

Cloquet/Carlton HRA Executive Director: Trisha O. – Present on phone

HRA Staff Absent

Cloquet/Carlton HRA Office Manager – Cindy Flinginger

Others in attendance

Community Members/Residents: Albert Earls, Gloria Enger, Kathy Rogers, Wayne Phelps, Joe Peterson, Jean Larson, Cynthia Clark.

Proceedings: Meeting was called to order by Chair, Olson, at 7:32 a.m.

Agenda

Welcome & Introductions

No new staff started this month.

Open Discussion: Comments/Questions from tenants/landlords/community members

- No comments this meeting

Approval of May 14, 2024, Meeting Minutes

- Discussion of the approval of the May's Meeting minutes were okay to get voted on after change was made from saying Trish was out on sick leave to saying she was absent for the May meeting.
- Slater made a motion to approve May's meeting minutes after the change was made.
- Dunaiski made the second motion to approve the May Meeting Minutes after the change was made.
- All Agreed, No one opposed the motion.
- Motion carried.

May's meeting minutes were approved.

Public Housing Update: Sally Pearson

As of May 31st, 2024, there were 8 new applications received this month for Aspen Arms, a total of 326 public housing applications on file. 273 households/families are

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seeking a 1BR unit, 156 of those have Carlton County status, including 7 veterans. 53 households/ families are seeking a 2 BR unit, 31 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 five vacant units: 31, 111,223, 238, 326, and 336. There were no move-in this month. 4 annual recertification's were completed and 1 interim recertifications. There were no move-outs. 0 Flat-rent Updates were completed. 0 transfers to a new unit. No evictions.

Section 8 / Housing Choice Voucher Update: Charity Okon

1. As of May 31st, 2024, there were 8 new applications received this month. 361 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 104 vouchers in use. HAP total is \$55,406.00. There are 3 pending port-ins. 0 port-out. There were 2 Move-In. 3 Move-Outs. 1 transfer. 9 Annual Recertifications completed. 4 Interim recertifications were completed. 3 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.

Resident Board Member: JoAnna Vanderjagt

1. Vanderjagt shared that there have been complaints of someone picking up the puzzle that residents are working on the table upstairs on 2nd floor.
2. Event committee - only three people showed up to help plan events
3. Follow-up on plants for the Aspen Arms building – Osborn stated she will get hanging plants and planters to follow the seasons for the front and back entry ways.

Executive Director's (ED) Report: Trisha Osborn

1. Carlton's construction work needs to be completed before the work in Cloquet will get started.
2. Publicly Owned Housing Program (POHP) Update: The Inter-Faith Care Center said no to allowing the easement to change and a ditch being dug to address the water issues over there between the two buildings. We owe 20-25% of the total cost of the project in Carlton. But once all is completed the city will take it over and we won't have to cover it anymore.

Financials

1. Discussion was had about employee phone allowance. The outcome of that discussion was that pricing on Teams will be investigated, so that staff may also be able to call using the iPads that were already purchased instead of giving phone allowance.
2. Financials for May were accepted and approved as they were submitted.
-Dunaiski made a motion to approve the financials.

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- Bjorklund made the second motion to approve the financials.
 - All approved. No one opposed the motion.
 - Motion carried.
3. The next discussion that took place was how to get Bridges reinstated.
 - We need to reapply.
 - We need to find out when the next opening to apply is.
 4. Bringing it home – Enabling Energy Efficiency. Is another HUD program that was discussed that we may be able to apply for.
 5. New Lease based on HUD’s recommendations

Unfinished Business

1. Lindsey is now in the cloud and training now needs to be set up.
2. The Cloquet HRA website was discussed next and Wafisherman was looked at as a website provider to use as they also provided the website for the Virginia HRA.
3. Bamboo – was canceled in January after only one payment was made in December. We now need to completely restart with setting it up again.
4. Banking – Franzen FDI insurance- we do qualify.
 - Discussion was had about only using one bank instead of two banks.
 - Slater made a motion to only use MCCU from now on.
 - Vanderjagt made the second motion to use MCCU exclusively.
 - All agreed. No one opposed.
 - Motion passed.
5. Five Year Plan Update – Osborn stated she has the draft done but is struggling to get it entered in. Stated she got an error message and needs help from Dana.
6. June 30, 2023, Audit was looked over and discussed again.

New Business

1. The operating budget was discussed and there seems to be some deficits. This was a concern to the board members.
2. New Lease based on HUD’s recommendations. Osborn and Pearson will look at changes to include and add to the new lease.

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.
- Bjorklund made the second motion to adjourn the meeting.
- Meeting adjourned at 9:16 a.m.

Chair: Cynthia Slater

Secretary: Chad Dunauki

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