



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA  
Community Development Authority  
April 23, 2014 at 4:30 pm  
The Forum  
Beloit City Hall  
100 State Street**

1. Call to Order and Roll Call
2. Citizen Participation
3. Review and Consideration of the Minutes of the Regular Meeting held on April 2, 2014
4. Housing Authority
  - a. Presentation of March Activity Report (Pollard)
  - b. Presentation of March Financial Report (Pollard)
5. Community Development
  - a. Review and Consideration of Resolution 2014-11, Authorizing the CDA to Award the Siding Contract for 1310 W Grand Avenue (Schneider)
6. Adjournment

*If you are unable to attend this meeting, notify the Housing Authority Office at 364-8740 **no later than 4:00 PM the day before the meeting.***

Notice Mailed: April 15, 2014

Approved: Julie Christensen, Exec. Director

\*\* Please note that upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.

**Minutes**  
**Beloit Community Development Authority**  
**100 State Street, Beloit WI 53511**  
**April 2, 2014**  
**4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, April 2, 2014 in the Forum of Beloit City Hall, 100 State Street.

1. **Call to Order and Roll Call:**

Meeting was called to order by Commissioner Johnson at 4:33 p.m.

**Present:** Commissioners Evans, G. Johnson, T. Johnson, Luebke, Van De Bogart

**Absent:** Jacobs

**Staff Present:** Julie Christensen, Cathy Pollard, Clinton Cole, Teri Downing and Ann Purifoy

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on March 4, 2014.**

Motion was made by Commissioner Van De Bogart and seconded by Commissioner Luebke to approve the minutes of the Regular Meeting held March 4, 2014.

Motion carried unanimously.

4. **Housing Authority:**

a. Presentation of February Activity Report

Cathy Pollard, Beloit Housing Authority Director, gave a brief summary of the reports.

b. Presentation of February Financial Report

Cathy Pollard gave a brief summary of the report.

c. Review and Consideration of Resolution 2014-06, Public Hearing, Review and Consideration of Resolution 2014-06, Approval to Accept HUD Funding for the 2014 Capital Fund Program (CFP) Grant, Revise the Public Housing Authority Plan, and Amend the Annual Contributions Contract (ACC) to Include Said 2014 W139-P064-50114 CFP Grant

Public hearing opened and closed with no comments.

Commissioner Luebke moved and Commissioner Evans seconded a motion to approve Resolution 2014-06.

Motion carried unanimously.

5. **Community Development:**

- a. Review and Consideration of Resolution 2014-07, Accepting an Offer to Purchase for 827 Garfield Avenue

Concerns voiced by Commissions Van De Bogart and Luebke regarding the success of these programs in stabilizing neighborhoods. Teri stated that we hope to have hard numbers at the end of the programs (CDBG and NSP) to support spending.

Commissioner Luebke moved and Commissioner Van De Bogart seconded a motion to approve Resolution 2014-07.

Motion carried unanimously.

- b. Review and Consideration of Resolution 2014-08, Recommending Approval of an Amendment to the 2014 Annual Action Plan and Budget

Commissioner Luebke moved and Commissioner G. Johnson seconded a motion to approve Resolution 2014-08.

Motion carried unanimously.

- c. Review and Consideration of Resolution 2014-09, Accepting an Offer to Purchase for 932 Ninth Street

Commissioner Van De Bogart moved and Commissioner Luebke seconded a motion to approve Resolution 2014-09.

Motion carried unanimously.

- d. Review and Consideration of Resolution 2014-10, Accepting an Offer to Purchase for 615 McKinley Avenue

Commissioner Luebke moved and Commissioner Evans seconded a motion to approve Resolution 2014-10.

Motion carried unanimously.

6. **Adjournment:**

Meeting was adjourned by Commissioner Johnson at 4:57 p.m.

## **REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**AGENDA ITEM:** 4a

**TOPIC:** March Activity Report

**REQUESTED ACTION:** Information only- No action required

**PRESENTER:** Cathy Pollard

### **STAFF REPORT:**

#### Public Housing:

There were 3 vacancies in public housing units in March and two upcoming vacancies in April of 2014. Public housing accounts receivable on occupied units totaled \$2,318.14 and vacated units totaled \$2,842.26 at the end of March, 2014 which brings the totaled outstanding public housing accounts receivable to \$5,160.40. Twenty applicants were pulled from the public housing waiting list in March; 0 applicants were briefed. 18 public housing inspections and 19 annual and interim re-certifications were completed in March.

#### Section 8:

576 vouchers were housed by March 31, 2014 with 76 voucher holders either searching for units or waiting for passed inspections. 14 portable vouchers were paid by BHA in March with another 3 families waiting to Port-Out. 62 Section 8 inspections were completed in March, and the Housing Specialists completed 41 annual or interim re-certifications in March. 1 applicant was notified; 3 were briefed.

### **ATTACHMENTS:**

March Activity Report

**Beloit Community Development Authority  
Activity Report to Board for April 2014**

**March Activity Report**

**Public Housing**

**Tenants Accounts Receivable**

<b>Outstanding Receivables – Occupied Units 03/31/14</b>	<b>\$ 2,318.14</b>
<b>Outstanding Receivables – Vacated Units 03/31/14</b>	<b>\$ 2,842.26</b>
<b>Outstanding Receivables – Occupied Units 2/28/14</b>	<b>(\$ 550.82)</b>
<b>Outstanding Receivables – Vacated Units 12/31/13</b>	<b>\$ 1,699.41</b>
<b>Total March 31, 2014 Outstanding Receivables:</b>	<b>\$ 5,160.40</b>
<b>Total February 28, 2014 Outstanding Receivables:</b>	<b>\$ 1,148.59</b>
<b>Increase of:</b>	<b>\$ 4,011.91</b>

**Vacancies – 03/31/14**

**Total Public Housing Units**

131 Units  
98% Occupancy

3 Vacancies:	1	Elderly - 98% Occupancy
	2	Family - 98% Occupancy

**Public Housing Inspections**

18 Inspections completed. There were 13 annual inspections; there were no move-out inspections. There were 3 move-in inspections. There were 2 housekeeping inspections and no preventative maintenance inspections.

**Public Housing Activities**

Annual Recerts:	7
Interim Recerts:	12
Notice to Vacate:	0

New Tenants:	3
Transfers:	0
Lease Terminations:	0
Possible Program Violations:	1
Evictions	1

Public Housing Briefings

Number Notified:	5
Number Briefed:	2

**Section 8 Program**

**Total Section 8 Vouchers**

598 Vouchers

March

576 under lease - 96% Occupancy  
 14 Portable Vouchers – 14 Not Absorbed (1/Port-In)  
 76 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

64 inspections were completed in March. 33 were annual inspections. 18 were initial inspections, 9 were re-inspections, 2 project based inspections and there were 2 special inspections.

Section 8 Activities

New Participants:	8	
Annual Recerts:	23	
Interim Recerts:	28	
Abatements:	3	
Movers:	7	
Possible Program Violations:	4	program violations
End of Program	4	

Section 8 Briefings

Number Notified:	1
Number Briefed:	3

**APPLICATIONS:**

Waiting List:

216 Public Housing East  
232 Public Housing West  
80 Parker Bluff  
103 Project-Based  
512 Sec. 8

0 Tenants removed for Repayment Default  
0 Tenants removed for unreported income  
0 Tenants removed for unauthorized occupants  
0 Applicants removed for debts owed  
Some applicants are on both lists, some are not  
**Section 8 waiting list opened 4/4/11**

## **REPORT TO THE БЕLOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**AGENDA ITEM:** 4b

**TOPIC:** Monthly Reports

**REQUESTED ACTION:** Information only – No action required

**PRESENTER:** Cathy Pollard

### **STAFF REPORT:**

Attached is the Beloit Housing Authority Financial Statement for the month ending March 31, 2014 prepared by the BHA Accountant. Beloit Apartments Redevelopment, LLC activities are included with Public Housing for purposes of this report.

Through the month of March, the Low Income Public Housing (LIPH) program income was \$219,111, Project Based Voucher (PBV) program income was \$15,952 and the Housing Choice Voucher (HCV) program was \$897,460, for a combined income of \$1,132,523, which is \$145,058 more than budgeted year-to-date.

Through the month of March, the Low Income Public Housing (LIPH) program expenses were \$251,963, Project Based Voucher (PBV) program expenses were \$19,116 and the Housing Choice Voucher (HCV) program expenses were \$806,820. Combined program expenses are \$1,077,899, which is \$13,778 less than the approved budget year to date.

Through the month of March, the Housing Authority shows an overall surplus of \$54,624 year-to-date. Public Housing deficit is (\$44,064), Redevelopment Phase 1 & 2 surplus is \$11,213, Project Based Voucher deficit is (\$3,164), Section 8 administrative deficit is (\$22,136), and Section 8 HAP surplus is \$112,775.

Through the month of March, the HCV FSS program has 17 of the 29 enrolled tenants holding escrow accounts totaling \$13,908.34. One participant exited the program this month and forfeited their escrow balance of \$2,012.04; this money will be returned to HUD. The LIPH FSS program has 11 of the 29 enrolled tenants holding escrow account totaling \$3,546.15. The Homeownership program has 2 tenants receiving homeownership assistance payments in March totaling \$518.

### **ATTACHMENTS:**

Monthly Financial Cash Flow Report



**Cash Flow Statement**  
**Beloit Housing Authority**  
**March 31, 2014**

	LLC		HCV YTD Actual	YTD Budget	Variance Over (Under)
	BHA YTD Actual	Phase 1 & 2 Actual			
<b>Income</b>					
Dwelling Rent/Utilities	14,667.00	39,519.25	-	43,935.25	10,251.00
Interest on Investments	58.79	171.32	49.31	385.00	(105.58)
Other Income	8,889.98	79,766.99	2,596.86	17,372.00	73,881.83
HUD Admin Fees	-	-	67,083.00	78,051.75	(10,968.75)
HUD Grants/Subsidies	91,989.93	-	827,730.37	846,308.25	73,412.05
<b>Total Income</b>	<b>115,605.70</b>	<b>119,457.56</b>	<b>897,459.54</b>	<b>986,052.25</b>	<b>146,470.55</b>

	LLC		HCV YTD Actual	YTD Budget	Variance Under (Over)
	BHA YTD Actual	Phase 1 & 2 Actual			
<b>Expenses</b>					
Administrative					
Salaries/Benefits	57,967.67	13,811.98	78,320.68	174,107.75	24,007.42
Office Expenses	5,958.08	29,040.31	6,206.57	33,202.50	(8,002.46)
Office Contracted Services	5,718.72	-	5,951.99	5,600.00	(6,070.71)
Oper Sub Transfer/Mgmt Fee Pd	-	2,538.57	-	-	(2,538.57)
Housing Assistance Pmts	-	-	714,955.16	725,472.25	10,517.09
Maintenance					
Salaries/Benefits	2,406.84	32,538.84	-	35,781.25	835.57
Materials & Supplies	1,255.60	3,908.57	-	3,125.00	(2,039.17)
Maintenance Contracts	8,392.81	4,208.87	-	6,900.00	(5,701.68)
Utilities	4,286.35	13,172.30	-	12,975.00	(4,483.65)
Other Operating					
Protective Services	860.67	1,463.83	-	1,412.50	(912.00)
Insurance	2,600.68	4,927.02	1,386.08	8,356.25	(557.53)
PILOT	1,421.22	2,634.71	-	3,373.25	(682.68)
Other Operating Expenses	71,965.13	-	-	81,371.50	9,406.37
<b>Total Expenses</b>	<b>162,833.77</b>	<b>108,245.00</b>	<b>806,820.48</b>	<b>1,091,677.25</b>	<b>13,778.00</b>

Net Admin Income (Loss)	(47,228.07)	11,212.56	(22,136.15)		
Net HAP Income (Loss)			112,775.21		
<b>Total YTD Income (Loss)</b>	<b>(47,228.07)</b>	<b>11,212.56</b>	<b>90,639.06</b>		



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## **REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

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**AGENDA ITEM:** 5a

**TOPIC:** Resolution 2014-11, Authorizing the CDA to Award the Siding Contract for 1310 W Grand

**ACTION:** Approve Resolution 2014-11

**PRESENTER:** Scott Schneider

### **STAFF REPORT:**

The Wisconsin Neighborhood Stabilization Program 3 (WNSP 3) is authorized under the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010. The Department of Housing and Urban Development awarded \$5,000,000 in NSP 3 funds to the State of Wisconsin Department of Commerce. \$1,293,000 of these NSP3 grant funds were awarded to the Rock County NSP Consortium of which \$655,750 will be utilized in Beloit's Census Tract 16, one of the areas most affected by foreclosures. These funds are used to buy foreclosed houses and either rehabilitate and resell them or demolish them.

The property at 1310 W Grand Avenue was purchased in July 2012 under the NSP3 program. The rehabilitation contract for this project was awarded by the CDA to Legendary Construction for \$72,280 in May, 2013. This contract did not involve re-siding the house, as it was thought that the existing aluminum siding would be sufficient. Since then, it has become apparent that the original siding, installed by others, was failing due to loss of coloring and attachment to the house. Also, the house to the west has been resided by its owner, which further illustrates how deteriorated our siding is. Staff determined that new vinyl siding would help the marketing of 1310 W Grand Avenue.

Eleven requests for bids were mailed out, and the CDA received five bids. The low bidder was Mark's Construction of Beloit Inc. for \$14,000.00. This contractor is a qualified bidder who has satisfactorily performed similar work for the City of Beloit and the CDA in the past.

A summary of the bids are on the following page:

<b>Contractor</b>	<b>Bid</b>
Mark's Construction of Beloit Inc	\$14,000.00
Ed Balliou	\$18,450.00
Ron's Painting & Drywall	\$20,155.00
Genesis Construction LTD	\$21,575.00
DBR Builders	\$40,010.00

Attached is Resolution 2014-11, Authorizing the CDA to Award the Siding Contract for 1310 W Grand. This resolution, if approved, would award the bids to the lowest bidder for the rehab.

**STAFF RECOMENDATION:**

Staff recommends that the Community Development Authority approve Resolution 2014-11.

**ATTACHMENTS:** Resolution 2014-11

**RESOLUTION 2014-11**

**AUTHORIZING THE COMMUNITY DEVELOPMENT AUTHORITY TO  
AWARD THE SIDING CONTRACT FOR 1310 W GRAND**

**WHEREAS**, the City of Beloit has received \$655,750 for the Neighborhood Stabilization Program 3 (NSP3) from the Wisconsin Department of Commerce under Title III of Division B of the Housing and Economic Recovery Act (HERA), 2008 for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties; and

**WHEREAS**, the City Council passed a resolution designating the Community Development Authority as the oversight agency for Beloit's NSP3; and

**WHEREAS**, requests for bids for the re-siding of 1310 W Grand Avenue, an NSP3 property, resulted in five bids being submitted, and

**WHEREAS**, Mark's Construction of Beloit Inc. submitted the lowest bid of \$14,000, and is considered a qualified bidder;

**NOW THEREFORE BE IT RESOLVED THAT** the Community Development Authority does hereby complete a contract for siding with Mark's Construction of Beloit Inc. per the following:

Main body of contract	\$14,000.00
+10% contingency	\$1,400.00

**CONTRACT AWARD** **\$ 15,400.00**

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the amount of \$15,400.00 be, and hereby is, funded as follows:

**FUNDING:**  
73675200-524023-10471 NSP3 Resale – Beloit \$15,400.00

**TOTAL AVAILABLE FUNDING** **\$15,400.00**

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the CDA Executive Director has authority to complete all necessary paperwork needed in awarding this contract.

Adopted this 23rd day of April, 2014.

**Community Development Authority**

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Thomas Johnson, Chairperson

**ATTEST:**

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Julie Christensen  
Executive Director