



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA
Community Development Authority
November 17, 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 October 15, 2014
4. Housing and Economic Development
 - a. Review and Consideration of Resolution 2014-30 Authorizing the Community Development Authority to Exchange Land with Hendricks Commercial Properties, LLC (Christensen)
5. Housing Authority
 - a. Presentation of September Activity Report (Pollard)
 - b. Presentation of September Financial Report (Pollard)
6. Adjournment

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

Notice Mailed: November 12, 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
October 15, 2014
4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, October 15, 2014 in the third floor conference room of Beloit City Hall, 100 State Street.

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

Meeting was called to order by Commissioner Kincaid at 4:35 p.m.

Present: Commissioners Casares, G. Johnson, Kelly, Kincaid

Absent: Commissioners Evans, T. Johnson

Staff Present: Julie Christensen, Cathy Pollard, Clinton Cole, Andrew Janke, and Ann Purifoy

2. **Citizen Participation:**

None

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

Motion was made by Commissioner Kelly and seconded by Commissioner G. Johnson to approve the minutes of the Regular Meeting held October 3, 2014.

Motion carried unanimously.

4. **Housing Authority:**

a. **Presentation of August Activity Report**

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

b. **Presentation of August Financial Report**

Cathy Pollard gave a brief summary of the report.

The Beloit Housing Authority and Section 8 are in very good position at this time.

c. **Review and Consideration of Resolution 2014-24, Approval of the 2015 Beloit Housing Authority Public Housing, Section 8, and Administrative Budgets**

Cathy Pollard presented the staff report and recommendation.

We could see a substantial change in 2015 liability insurance cost for Phase 1 & 2 projects. To avoid this, Cathy has applied with the investors for a waiver of their rating and deductible requirements.

Commissioner Kelly moved and Commissioner Casares seconded a motion to approve Resolution 2014-24.

Motion carried unanimously.

- d. Review and Consideration of Resolution 2014-26, Awarding the Contract for Tree Trimming Services at the Beloit Housing Authority's Public Housing Sites
Clinton Cole presented the staff report and recommendation.

Commissioner Casares moved and Commissioner Kelly seconded a motion to approve Resolution 2014-26.

Motion carried unanimously.

- e. Review and Consideration of Resolution 2014-27, Authorizing the Write-off of Public Housing Tenants Accounts Receivable for Vacated Residents
Cathy Pollard presented the staff report and recommendation.

Cathy explained to new members that we do not actually write-off debts. We take debts off our ledger and pursue through Happy Software, TRIP and repayment agreements.

Commissioner Kelly moved and Commissioner Casares seconded a motion to approve Resolution 2014-27.

Motion carried unanimously.

- f. Review and Consideration of Resolution 2014-25, Approval of the Beloit Housing Authority 2015 Annual Public Housing Plan and the Five Year Plan
Cathy Pollard presented the staff report and recommendation.

Long-range plans include replacement of refrigerators and other non-dwelling equipment.

Commissioner Kelly moved and Commissioner G. Johnson seconded a motion to approve Resolution 2014-25.

Motion carried unanimously.

5. **CDBG, HOME and NSP Programs:**

- a. Review and Consideration of Resolution 2014-28, Approving a Lease Agreement Between the Community Development Authority and the William T. Mansfield, Jr. Revocable Trust
Andrew Janke, Economic Development Director, presented the staff report and recommendation.

Commissioner Casares moved and Commissioner Kelly seconded a motion to approve Resolution 2014-28.

Motion carried unanimously.

- b. Review and Consideration of Resolution 2014-29, Recommending an Amendment to the HOME Proposed Activities for Prior Year Funds and Program Income

Julie Christensen, Community Development Director, presented the staff report and recommendation.

Julie explained that we want to get funds committed to this community using City resources to rehab what private-sector investors are not willing to invest in.

Commissioner Kelly moved and Commissioner G. Johnson seconded a motion to approve Resolution 2014-29. Commissions G. Johnson, Kelly and Kincaid voted in favor; Commissioner Casares opposed.

Motion carried.

6. **Adjournment:**

Commissioner Kelly moved and Commissioner Casares seconded a motion to adjourn. Meeting was adjourned at 5:30 p.m.



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4a

TOPIC: Resolution recommending an exchange of land with Hendricks Commercial Properties LLC

ACTION: Consideration of Resolution 2014-30, Authorizing the CDA to Exchange Land with Hendricks Commercial Properties, LLC

PRESENTER: Julie Christensen

STAFF REPORT:

Hendricks Commercial Properties LLC (HCP) has constructed the Phoenix building. The land they own includes a small parcel (identified as Parcel A on attached Plat of Survey). This small parcel is completely surrounded by the Broad Street Parking Lot. HCP had planned to locate their dumpster on this parcel. However, the planned dumpster does not fit on this parcel. They would like to exchange property with the CDA. They would like to deed Parcel A to the Community Development Authority and have Parcel B deeded to them.

In September 2013, the CDA took action on this transfer of land and agreed to transfer the land subject to a Certified Survey Map being prepared prior to the land transfer. State law and the City's Subdivision Ordinance allow the sale of land between adjoining owners through a Plat of Survey. Therefore, we are proposing to amend the original resolution to remove the Certified Survey Map requirement.

STAFF RECOMMENDATION:

Staff recommends that the Resolution 2014-30 be approved.

ATTACHMENTS:

Resolution 2014-30, Resolution 2013-33, and Plat of Survey

RESOLUTION 2014-30
AUTHORIZING THE COMMUNITY DEVELOPMENT AUTHORITY TO EXCHANGE LAND
WITH HENDRICKS COMMERCIAL PROPERTIES, LLC

WHEREAS, the Community Development Authority is the owner of the Broad Street Parking Lot located at 425 Broad Street; and

WHEREAS, a prior CDA resolution, Resolution 2013-33, authorized the exchange of land conditioned upon a Certified Survey Map being completed to create the new Parcel B; and

WHEREAS, Hendricks Commercial Properties, LLC, has, instead, created the new Parcel B by creating the attached Plat of Survey;

WHEREAS, a Plat of Survey is a legal and acceptable procedure to accomplish this transfer of property.

NOW THEREFORE BE IT RESOLVED, that the CDA authorizes the removal of the condition of a Certified Survey Map contained in Resolution 2013-33 prior to the exchange of land as illustrated on the attached Plat of Survey.

BE IT FURTHER RESOLVED, that the CDA reaffirms the remainder of Resolution 2013-33 and hereby authorizes the exchange of Parcels A and B with Hendricks Commercial Properties, LLC as outlined in the attached Plat of Survey.

BE IT FURTHER RESOLVED, that the Executive Director of the Community Development Authority is hereby authorized to execute any necessary deed and to do such other and further things necessary to fully implement the exchange of property the subject of this resolution.

Adopted this 17th day of November, 2014.

Thomas Johnson, CDA Chairperson

ATTEST:

Julie Christensen, Executive Director



RESOLUTION 2013-33
AUTHORIZING THE COMMUNITY DEVELOPMENT AUTHORITY TO EXCHANGE LAND
WITH HENDRICKS COMMERCIAL PROPERTIES, LLC

WHEREAS, the Community Development Authority is the owner of the Broad Street Parking Lot located at 425 Broad Street; and

WHEREAS, a parcel of land owned by Hendricks Commercial Properties, LLC, is contained within and completely surrounded by the Broad Street Parking Lot, and

WHEREAS, as part of the Phoenix Project, Hendricks Commercial Properties, LLC, desires to locate their dumpster, compactor and dumpster enclosure within the Broad Street Parking Lot, and

WHEREAS, the parcel owned by Hendricks Commercial Properties, LLC, is not the appropriate size and is not located in the best location for the dumpster, compactor and dumpster enclosure, and

WHEREAS, Hendricks Commercial Properties, LLC, desires to exchange its parcel with a new parcel located within the Broad Street Parking Lot as illustrated in the attached Plat of Survey.

NOW THEREFORE BE IT RESOLVED, that the CDA authorizes the exchange of land as illustrated on the attached Plat of Survey as long as a Certified Survey Map is completed to create Parcel B, and

NOW THEREFORE BE IT FURTHER RESOLVED, that the CDA authorizes the Executive Director of the Community Development Authority to complete all paperwork in conjunction with this exchange, including the execution of a deed conveying the CDA parcel being transferred.

Adopted this 25th day of September, 2013.

Thomas Johnson, CDA Chairperson

ATTEST:

Julie Christensen, Executive Director



Plat Of Survey

2011306

Document Number

Document Title

RANDAL LEYES
REGISTER OF DEEDS
ROCK COUNTY, WI
RECORDED ON
09/11/2014 08:46:57AM

REC FEE: 30.00
EXEMPT. #:
EXCLUSION CODE:
PAGES: 2

Recording Area

Name and Return Address

Brabazon Title

2
30

Parcel Identification Number (PIN)

THIS PAGE IS PART OF THIS LEGAL DOCUMENT – DO NOT REMOVE.

This information must be completed by submitter: document title, name & return address, and PIN (if required). Other information such as the granting clause, legal description, etc., may be placed on this first page of the document or may be placed on additional pages of the document.
WRDA Rev. 12/22/2010

PLAT OF SURVEY OF

PART OF LOTS 5 AND 6 OF BLOCK 48 OF THE ORIGINAL PLAT,
CITY OF BELLOIT, ROCK COUNTY, WISCONSIN

PARCEL A, BEING A PART OF LOT 6, BLOCK 48 OF THE ORIGINAL PLAT,
CITY OF BELLOIT, ROCK COUNTY, WISCONSIN

DESCRIBED AS FOLLOWS:

Commencing at the Northwest corner of said Lot 6, thence South 0°16'31" East 28.46 feet along the West line of said Lot 6 to the place of beginning; thence South 89°28'30" East 22.00 feet; thence South 0°16'31" East 15.33 feet; thence South 89°28'32" West 22.00 feet to said West line; thence North 0°16'31" West 15.54 feet to the place of beginning.

PARCEL B, BEING A PART OF LOT 5, BLOCK 48 OF THE ORIGINAL PLAT,
CITY OF BELLOIT, ROCK COUNTY, WISCONSIN

DESCRIBED AS FOLLOWS:

Commencing at the Northeast corner of said Lot 5, thence South 0°16'31" East 6.46 feet along the East line of said Lot 5 to the place of beginning; thence continuing South 0°16'31" East 22.00 feet; thence North 89°28'30" West 32.00 feet; thence North 0°16'31" West 22.00 feet; thence South 89°28'30" East 32.00 feet to the place of beginning.

NOTES:

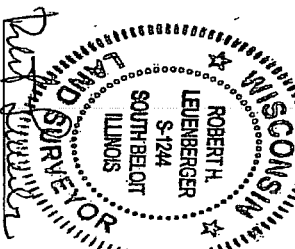
THE PLAT OF SURVEY SHOWN HEREON IS FOR THE SALE OR EXCHANGE OF LAND, SPECIFICALLY, THE INTENT IS FOR (PARCEL A) TO BE CONVEYED WITH LAND OWNED BY THE COMMUNITY DEVELOPMENT AUTHORITY AND (PARCEL B) TO BE CONVEYED WITH LAND OWNED BY HENDRICKS COMMERCIAL PROPERTIES.

IT IS NOT THE INTENT OF THIS SURVEY TO CREATE ANY SEPARATE BUILDABLE LOT. PARCELS "A" AND "B" CANNOT BE SOLD AS A SEPARATE BUILDABLE SITE.

NOTE: THE PLAT OF SURVEY SHOWN HEREON IS FOR THE SALE OR EXCHANGE OF LAND BETWEEN ALLOWING OWNERS, CITY OF BELLOIT, WISCONSIN (2011) (A) (B) APPROVED THIS 27th DAY OF August 2014

BY THE CITY OF BELLOIT, PLANNING AND BUILDING SERVICES

Deanna Pennington
DIRECTOR OF PLANNING AND BUILDING SERVICES



Robert H. Leuenberger, R.L.S.
Wisconsin Land Surveyor S-1244
State of Wisconsin } ss
County of Rock }

If the surveyor's signature is not red in color, the plot is a copy that should be assumed to contain unauthorized alterations. The certification contained on this document shall not apply to any copies.

I hereby certify that I have supervised the survey of the property described above and to the best of my knowledge and belief, the plot drawn hereon correctly represents said survey and its location.
Given under my hand and seal this 20th day of August, 2014 at Beloit, Wisconsin.

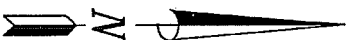
ORDER NO. 31420

BOOK 542 PAGE 66 AND BOOK 559 PAGE 39
FOR HENDRICKS COMMERCIAL PROPERTIES

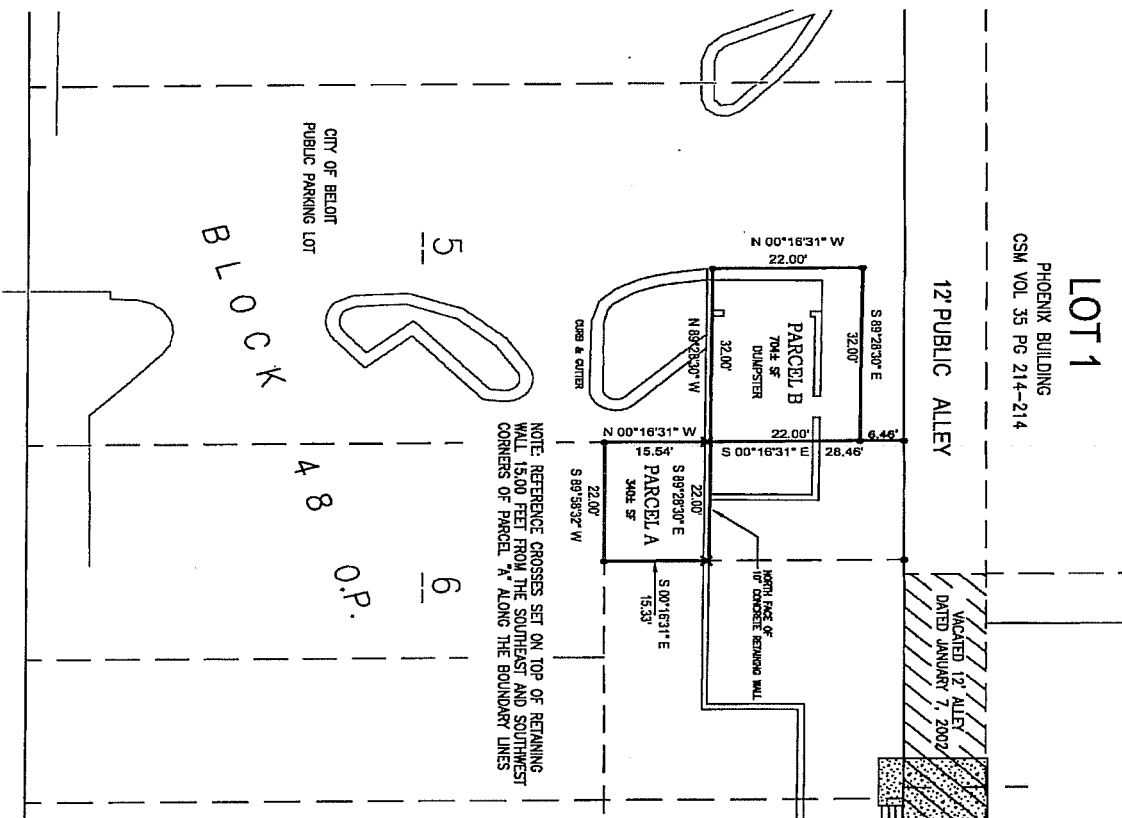
File Name: J:\31420-314509\31420\POS.dwg



BEARINGS REFERENCED TO THE EAST LINE OF THE S.E. 1/4 SECTION 35-1-12 AS NOTED ON WISCONSIN COUNTY COORDINATE SYSTEM, ROCK COUNTY DATUM



LOT 1
PHOENIX BUILDING
CSM VOL. 35 PG. 214-214



NOTE: REFERENCE CROSSERS SET ON TOP OF RETAINING WALL 15.00 FEET FROM THE SOUTHEAST AND SOUTHWEST CORNERS OF PARCEL "A" ALONG THE BOUNDARY LINES

BROAD STREET

BLOCK 48

Batterman
engineers surveyors planners

2857 Gardelle Drive Beloit, Wisconsin 53511
608.355.4464 www.batterman.com



REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 5a

TOPIC: September Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There were no vacancies in public housing units in September and one upcoming vacancy in October of 2014. Public housing accounts receivable on occupied units totaled \$2,574.60 and vacated units totaled \$6,472.04 at the end of September, 2014 which brings the totaled outstanding public housing accounts receivable to \$9,046.64. Five applicants were pulled from the public housing waiting list in September; 1 applicant was briefed. 56 public housing inspections and 27 annual and interim re-certifications were completed in September.

Section 8:

575 vouchers were housed by September 30, 2014 with 11 voucher holders either searching for units or waiting for passed inspections. 12 portable vouchers were paid by BHA in September with 1 family waiting to Port-Out. 78 Section 8 inspections were completed in September, and the Housing Specialists completed 101 annual or interim re-certifications in September. 20 applicants were notified; 18 were briefed.

ATTACHMENTS:

September Activity Report

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

September Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 09/30/14	\$ 2,574.60
Outstanding Receivables – Vacated Units 09/30/14	\$ 6,472.04
Outstanding Receivables – Occupied Units 08/31/14	\$ 2,938.89
Outstanding Receivables – Vacated Units 08/31/14	\$ 6,530.13
Total September 30, 2014 Outstanding Receivables:	\$ 9,046.64
Total August 31, 2014 Outstanding Receivables:	\$ 9,469.02
Decrease of:	\$ 422.38

Vacancies – 09/30/14

<u>Total Public Housing Units</u>	131 Units
	100% Occupancy
0 Vacancy:	0 Elderly - 100% Occupancy
	0 Family - 100% Occupancy

Public Housing Inspections

56 Inspections completed. There were 7 annual inspections; there were no move-out inspections. There were no move-in inspections. There were 0 housekeeping inspections, 8 exterior inspections, 41 REAC inspections and no re-inspections.

Public Housing Activities

Annual Recerts:	3
Interim Recerts:	24
Notice to Vacate:	0

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

Public Housing Briefings

Number Notified:	5
Number Briefed:	1

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

September 575 under lease - 96% Occupancy
 12 Portable Vouchers –12 Not Absorbed (2/Port-In)
 (4/Port-Out)
 6 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

78 inspections were completed in September. 35 were annual inspections. 9 were initial inspections, 20 were re-inspections, 0 project based inspections, 12 were WHEDA and there were 2 special inspections.

Section 8 Activities

New Participants:	2	
Annual Recerts:	38	
Interim Recerts:	63	
Abatements:	3	
Movers:	11	
Possible Program Violations:	9	program violations
End of Program	1	

Section 8 Briefings

Number Notified:	20
Number Briefed:	15

APPLICATIONS:

Waiting List: 159 Public Housing East
 159 Public Housing West
 71 Parker Bluff
 71 Project-Based
 412 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 BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4d

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 September 30, 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 September, the Low Income Public Housing (LIPH) program income was \$686,919, Project Based Voucher (PBV) program income was \$51,952 and the Housing Choice Voucher (HCV) program was \$2,216,361, for a combined income of \$2,955,232, which is \$7,163 less than budgeted year-to-date.

Through the month of September, the Low Income Public Housing (LIPH) program expenses were \$759,535, Project Based Voucher (PBV) program expenses were \$43,958 and the Housing Choice Voucher (HCV) program expenses were \$2,462,760. Combined program expenses are \$3,266,253, which is \$66,444 less than the approved budget year to date.

Through the month of September, the Housing Authority shows an overall deficit of (\$311,022) year-to-date. Public Housing deficit is (\$126,553), Redevelopment Phase 1 & 2 surplus is \$53,936, Project Based Voucher surplus is \$7,994, Section 8 administrative deficit is (\$48,618), and Section 8 HAP deficit is (\$197,781).

Through the month of September, the HCV FSS program has 17 of the 27 enrolled tenants holding escrow accounts totaling \$13,416.28. The LIPH FSS program has 10 of the 28 enrolled tenants holding escrow account totaling \$9,038.79. One participant graduated this month and received their escrow balance of \$2,551.17. One participant gave notice to vacate their unit this month and since they have not completed their goals, they forfeit their escrow balance of \$805.09. The Homeownership program has 3 tenants receiving homeownership assistance payments in September totaling \$721.

ATTACHMENTS:

Monthly Financial Cash Flow Report

Cash Flow Statement
Beloit Housing Authority
September 30, 2014

	LLC		HCV YTD Actual	YTD Budget	Variance Over (Under)
	BHA YTD Actual	Phase 1 & 2 Actual			
Income					
Dwelling Rent/Utilities	46,672.00	121,298.12	-	131,805.75	36,164.37
Interest on Investments	160.07	508.49	128.61	1,155.00	(357.83)
Other Income	38,734.64	237,474.38	4,971.30	52,116.00	229,064.32
HUD Admin Fees	-	-	222,699.00	234,155.25	(11,456.25)
HUD Grants/Subsidies	294,023.27	-	1,988,561.84	2,538,924.75	(256,339.64)
Total Income	379,589.98	359,280.99	2,216,360.75	2,958,156.75	(2,925.03)

	LLC		HCV YTD Actual	YTD Budget	Variance Under (Over)
	BHA YTD Actual	Phase 1 & 2 Actual			
Expenses					
Administrative					
Salaries/Benefits	184,438.74	60,246.44	233,607.00	577,239.00	98,946.82
Office Expenses	24,801.33	33,259.86	28,916.86	99,607.50	12,629.45
Office Contracted Services	9,534.40	-	9,000.23	19,550.00	1,015.37
Oper Sub Transfer/Mgmt Fee Pd	-	15,483.96	-	-	(15,483.96)
Housing Assistance Pmts	-	-	2,186,342.91	2,176,416.75	(9,926.16)
Maintenance					
Salaries/Benefits	20,477.88	98,080.43	-	107,343.75	(11,214.56)
Materials & Supplies	2,481.94	19,844.53	-	9,375.00	(12,951.47)
Maintenance Contracts	16,134.27	19,344.49	-	20,700.00	(14,778.76)
Utilities	9,435.63	28,747.69	-	38,925.00	741.68
Other Operating					
Protective Services	21,092.87	3,622.54	-	4,237.50	(20,477.91)
Insurance	9,419.56	14,781.06	4,892.72	25,068.75	(4,024.59)
PILOT	4,588.09	9,255.04	-	10,119.75	(3,723.38)
Other Operating Expenses	195,744.27	2,678.60	-	244,114.50	45,691.63
Total Expenses	498,148.98	305,344.64	2,462,759.72	3,332,697.50	66,444.16
Net Admin Income (Loss)	(118,559.00)	53,936.35	(48,617.90)		
Net HAP Income (Loss)			(197,781.07)		
Total YTD Income (Loss)	(118,559.00)	53,936.35	(246,398.97)		