

**Minutes**  
**Beloit Community Development Authority**  
**100 State Street, Beloit WI 53511**  
**July 22, 2015**  
**4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, July 22, 2015 in the Forum of Beloit City Hall, 100 State Street.

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

Meeting was called to order by Commissioner Casares at 4:34 p.m.

**Present:** Commissioners Baker, Casares, Ellison, Kelly, Kincaid

**Absent:** Commissioners Evans

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

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on June 24, 2015.**

Motion was made by Commissioner Kincaid and seconded by Commissioner Kelly to approve the minutes of the Regular Meeting held June 24, 2015.

Motion carried unanimously.

4. **Housing Authority:**

a. **Presentation of the January Activity Report**

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

Cathy explained that BHA Section 8 has consistently paid 94% of market rate rent for the past five (5) years.

b. **Presentation of the January Financial Report**

Cathy Pollard gave a brief summary of the report.

We are currently without an Accountant due to her resignation. Our Fee Accountant, with Hawkins Ash CPAs, is handling most of our accounting through a remote computer. We currently have a monthly contract with Hawkins Ash CPAs and will be hiring an Accounting Assistant.

We recently completed our Baker Tilly audit and received our usual finding of not having enough separation of duties because we do not have a large enough staff.

- c. Presentation of the February Activity Report  
Cathy Pollard gave a brief summary of the report.

The two damaged units at Parker Bluff are still offline because our contractor, Servpro, has walked out on the contract. Since they have only completed one-fourth of the work, HUD has been advised that Servpro is now on our “No Work” list. We will be accepting bids from contractors to complete the job correctly.

- d. Presentation of the February Financial Report  
Cathy Pollard gave a brief summary of the report.

- e. Review and Consideration of Resolution 2015-08, Award of Sidewalk Bid  
Cathy Pollard presented the staff report and recommendation.

We have a concern as to whether HUD capital funds can be used for this project. Cathy will look at the wording in the Pilot with the City to determine who is responsible for sidewalk repairs.

Commissioner Baker moved and Commissioner Kincaid seconded a motion to table Resolution 2015-08.

Motion carried unanimously.

5. **Housing Development:**

- a. Review and Consideration of Resolution 2015-11, Amending Resolution 2015-06 to Increase the Amount for the Acquisition of 340 Highland Avenue with NSP3 Funds

Teri Downing, Housing Services Director, presented the staff report and recommendation.

Commissioner Kelly moved and Commissioner Kincaid seconded a motion to approve Resolution 2015-11.

Motion carried unanimously.

- 6. The CDA will adjourn into closed session pursuant to Wis. Stats. 19.85(1)(e) to discuss a potential real estate transaction related to 1117 Highland Avenue.

Commissioner Baker moved and Commissioner Kincaid seconded a motion to adjourn into closed session.

Motion carried unanimously.

7. CDA to reconvene and possibly take action on the matter discussed in closed session.

Consideration of Resolution 2015-10, Sale of 1117 Highland Avenue

Commissioner Baker moved and Commissioner Kelly seconded a motion to reject Resolution 2015-10. Commissioners Baker, Ellison, Kelly and Kincaid voted in favor; Commissioner Casares opposed.

Motion carried.

8. **Adjournment:**  
Meeting was adjourned by Commissioner Casares at 5:30 p.m.