



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA**  
**Community Development Authority**  
**August 26, 2015 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 July 22, 2015
4. Housing Authority
  - a. Presentation of the March Activity Report (Pollard)
  - b. Presentation of the March Financial Report (Pollard)
  - c. Review and Consideration of Resolution 2015-12, Approval of Ash Tree Removal from Public Housing Properties (Cole)
5. The CDA will adjourn to a workshop to hear presentations from CDBG Applicants for the 2016 Community Development Block Grant funding (Downing)
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: August 21, 2015

Approved: Julie Christensen, CDA Executive  
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**  
**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.

## **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 no vacancies in public housing units in March and no upcoming vacancies in April of 2015. Public housing accounts receivable on occupied units totaled \$4,931.70 and vacated units totaled \$25,327.14 at the end of March, 2015 which brings the totaled outstanding public housing accounts receivable to \$30,258.84. No applicants were pulled from the public housing waiting list in March; No applicants were briefed. 15 public housing inspections and 21 annual and interim re-certifications were completed in March.

#### Section 8:

571 vouchers were housed by March 31, 2015 with 46 voucher holders either searching for units or waiting for passed inspections. 12 portable vouchers were paid by BHA in March with 2 families waiting to Port-Out. 86 Section 8 inspections were completed in March, and the Housing Specialists completed 81 annual or interim re-certifications in March. No applicants were notified: None were briefed.

### **ATTACHMENTS:**

March Activity Report

**Beloit Community Development Authority  
Activity Report to Board for August 2015**

**March (2015) Activity Report**

**Public Housing**

**Tenants Accounts Receivable**

<b>Outstanding Receivables – Occupied Units 03/31/15</b>	<b>\$ 4,931.70</b>
<b>Outstanding Receivables – Vacated Units 03/31/15</b>	<b>\$ 25,327.14</b>
Outstanding Receivables – Occupied Units 2/28/15	\$ 5,927.09
Outstanding Receivables – Vacated Units 2/28/15	\$ 23,232.85
<b>Total March 31, 2015 Outstanding Receivables:</b>	<b>\$ 30,258.84</b>
<b>Total February 28, 2015 Outstanding Receivables:</b>	<b>\$ 29,159.92</b>
<b>Increase of:</b>	<b>\$ 1,098.92</b>

**Vacancies – 03/31/15**

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

**Public Housing Inspections**

15 Inspections completed. There were 11 annual inspections; there were 2 move-out inspections. There were 0 move-in inspections. There were 2 housekeeping inspections, 0 exterior inspections and no re-inspections.

**Public Housing Activities**

Annual Recerts:	13
Interim Recerts:	8
Notice to Vacate:	0

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

Public Housing Briefings

Number Notified:	0
Number Briefed:	0

**Section 8 Program**

**Total Section 8 Vouchers**

598 Vouchers

March

571 under lease - 95% Occupancy  
 12 Portable Vouchers –12 Not Absorbed (1/Port-In)  
 46 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

86 inspections were completed in March. 40 were annual inspections. 11 were initial inspections, 20 were re-inspections, 0 project based inspections, 12 were WHEDA and there were 3 special inspections.

Section 8 Activities

New Participants:	7	
Annual Recerts:	33	
Interim Recerts:	44	
Abatements:	1	
Movers:	6	
Possible Program Violations:	9	program violations
End of Program	2	

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

**APPLICATIONS:**

Waiting List:                    143    Public Housing East  
   149    Public Housing West  
   90     Parker Bluff  
   92     Project-Based  
   475    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**

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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 31st, 2015 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 \$231,958 Project Based Voucher (PBV) program income was \$14,730 and the Housing Choice Voucher (HCV) program was \$795,969 for a combined income of \$1,027,927 which is \$10,573 less than budgeted year-to-date.

Through the month of March, the Low Income Public Housing (LIPH) program expenses were \$225,549 Project Based Voucher (PBV) program expenses were \$11,369 and the Housing Choice Voucher (HCV) program expenses were \$795,825. Combined program expenses are \$1,021,374, which is \$242,359 less than the approved budget year to date.

Through the month of March, the Housing Authority shows an overall surplus of \$6,552 year-to-date. Public Housing deficit is \$18,852 Redevelopment Phase 1 & 2 surplus is \$21,899 Project Based Voucher surplus is \$3,361, Section 8 administrative deficit is \$82,717 and Section 8 HAP surplus is \$82,861.

Through the month of March, the HCV FSS program has 19 of the 25 enrolled tenants holding escrow accounts totaling \$24,614. The LIPH FSS program has 13 of the 25 enrolled tenants holding escrow account totaling \$16,450. The Homeownership program has 3 tenants receiving homeownership assistance payments in March totaling \$998.

**Cash Flow Statement**  
**Beloit Housing Authority**  
**March 31, 2015**

	BHA YTD	LLC Phase 1 & 2	HCV YTD	YTD Budget	Variance
	Actual	Actual	Actual		Over (Under)
<b>Income</b>					
Dwelling Rent/Utilities	14,704.83	48,657.44	-	53,684.50	9,677.77
Interest on Investments	256.94	158.24	53.94	385.00	84.12
Other Income	8,377.76	69,666.33	-	32,955.75	45,088.34
HUD Admin Fees	-	-	95.13	72,803.75	(72,708.62)
HUD Grants/Subsidies	90,136.05	-	795,820.00	878,671.00	7,285.05
<b>Total Income</b>	<b>113,475.58</b>	<b>118,482.01</b>	<b>795,969.07</b>	<b>1,038,500.00</b>	<b>(10,573.34)</b>
<b>Expenses</b>					
<b>Administrative</b>					
Salaries/Benefits	54,168.48	26,136.05	75,676.65	199,183.50	43,202.32
Office Expenses	8,465.98	398.34	3,457.56	27,480.50	15,158.62
Office Contracted Services	1,713.72	-	2,484.66	5,575.00	1,376.62
Oper Sub Transfer/Mgmt Fee Pd	-	3,739.64	-	-	(3,739.64)
Housing Assistance Pmts	-	-	712,959.04	728,357.25	15,398.21
<b>Maintenance</b>					
Salaries/Benefits	7,927.70	35,534.68	-	44,050.25	587.87
Materials & Supplies	771.36	2,614.78	-	5,062.50	1,676.36
Maintenance Contracts	1,444.06	8,276.30	-	8,475.00	(1,245.36)
Utilities	2,667.07	8,134.01	-	12,850.00	2,048.92
<b>Other Operating</b>					
Protective Services	(4,181.60)	-	-	11,412.50	15,594.10
Insurance	2,590.13	5,132.37	1,247.00	11,607.75	2,638.25
PILOT	1,466.95	4,000.94	-	4,418.25	(1,049.64)
Other Operating Expenses	51,932.81	2,615.49	-	76,103.00	21,554.70
<b>Total Expenses</b>	<b>128,966.66</b>	<b>96,582.60</b>	<b>795,824.91</b>	<b>1,134,575.50</b>	<b>113,201.33</b>
Net Admin Income (Loss)	(15,491.08)	21,899.41	(82,716.80)		
Net HAP Income (Loss)			82,860.96		
<b>Total YTD Income (Loss)</b>	<b>(15,491.08)</b>	<b>21,899.41</b>	<b>144.16</b>		

**RESOLUTION NO. 2015-12**

**BELOIT HOUSING AUTHORITY**

**RECOMMENDATION THAT THE BELOIT COMMUNITY DEVELOPMENT  
AUTHORITY AWARD CONTRACT FOR ASH TREE REMOVAL SERVICES  
AT BELOIT HOUSING AUTHORITY'S PUBLIC HOUSING SITES**

**WHEREAS,** Beloit Housing Authority (BHA) staff has determined that many Ash trees are infected with Emerald Ash Borer, and pose a possible danger to its Public Housing sites;

**WHEREAS,** the Beloit Housing Authority (BHA) solicited quotes from City of Beloit-licensed tree trimming contractors to provide the necessary services at its Public Housing sites, and Watkins Tree Service provided the lowest quote at \$5,300.00;

**THEREFORE BE IT RESOLVED** that the Community Development Authority Board of Commissioners award contract for Ash tree removal services at Beloit Housing Authority's Public Housing sites to Watkins Tree Service in the amount of \$5,300.00.

Adopted this 26th day of August, 2015

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Loretta Evans, Chairperson  
Beloit Community Development Authority

ATTEST:

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Julie Christensen, Executive Director  
Beloit Community Development Authority

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

**AGENDA ITEM:** 4c.

**TOPIC:** Resolution No. 2015-12: CDA Award of Ash Tree Removal for BHA Public Housing Sites

**REQUESTED ACTION:** Approval of Resolution No. 2015-12

**PRESENTER:** Clinton Cole

### **STAFF REPORT:**

While inspecting BHA Public Housing sites, staff has determined that many Ash trees are infected by Emerald Ash Borer, are beyond treatment, and pose a possible danger at several Public Housing sites. Staff prepared a list of specific sites where tree removal is recommended, and three City of Beloit-licensed firms were contacted to solicit quotes to complete the necessary work. The BHA received the following quotes:

Dillard's Tree Care - \$9,800.00

Brown's Budget Tree Service - \$6,050.00

Watkins Tree Service - \$5,300.00

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution No. 2015-12

### **ATTACHMENTS:**

Resolution No. 2015-12