

Minutes
Beloit Community Development Authority
100 State Street, Beloit WI 53511
October 25, 2017
4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, October 25, 2017 in the Forum of Beloit City Hall, 100 State Street.

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

Meeting was called to order by Commissioner Baker at 4:46 p.m.

Present: Commissioners Baker, Ellison, Forbeck, Kenitzer and Leavy

Absent: Commissioner DeBrock and Evans

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

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Special Meeting held on October 17, 2017**

A motion was made by Commissioner Baker and seconded by Commissioner Forbeck to approve the minutes of the Special Meeting held on October 17, 2017. Motion carried unanimously.

4. **Housing Authority:**

a. **Presentation of August Activity Report**

Clinton Cole, Programs Manager, gave a brief summary of the report.

When we have Section 8 tenants port-in to our housing authority, we have the option to either absorb them or bill the porting housing authority. Currently, we have between 10 and 15 vouchers that we are billing. If 2018 funding allows, we will absorb these vouchers into our program.

Councilor Leavy questioned the large amount of outstanding receivables for vacated units in public housing. Clint explained that the majority of these charges are incurred when tenants move out of the units and includes only a small number of tenants. Every unit is inspected at least yearly in addition to occasional maintenance contact for repairs. A breakdown of these charges along with the amount recovered by the HA will be prepared and included in the next financial report.

b. **Presentation of August Financial Report**

Clinton Cole gave a brief summary of the report.

- c. Review and Consideration of Resolution 2017-30, Authorizing the Write-off of Beloit Housing Authority Third Quarter Public Housing Accounts Receivable
Clinton Cole presented the staff report and recommendation.

Write offs include unpaid charges incurred by tenants who have vacated our units and not communicated with us by the end of each quarter. Tenants have 30 days to contact us after receiving these charges.

Commissioner Forbeck moved and Commissioner Kenitzer seconded a motion to approve Resolution 2017-30. Motion carried unanimously.

5. **Community and Housing Services:**

- a. Review and Consideration of Resolution 2017-31, Authorizing the Division and Sale of 206 Eighth Street

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

Commissioner Forbeck moved and Commissioner Leavy seconded a motion to approve Resolution 2017-31. Motion carried unanimously.

6. **Adjournment:**

The meeting was adjourned by Commissioner Baker at 5:24 p.m.