



Minutes

Beloit Community Development Authority

100 State Street, Beloit WI 53511

May 23, 2018

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, May 23, 2018 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 4:31 p.m.

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

Absent: Commissioners DeBrock and Forbeck

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

2. Public Comments

None

3. Review and Consideration of the Minutes of the Regular Meeting held on April 25, 2018 and the Special Meeting held on May 3, 2018

A motion was made by Commissioner Ellison and seconded by Commissioner Kenitzer to approve the minutes of the Regular Meeting held on April 25, 2018 and the Special Meeting held on May 3, 2018. Motion carried unanimously.

4. Housing Authority

a. Presentation of March/April Activity Reports

Clinton Cole, Interim Director, gave a brief summary of the reports.

Since the Section 8 funding we received in April was more than anticipated, we plan to issue vouchers in June, August and October until our lease-up numbers are up.

b. Presentation of December 2017 Financial Report

Clinton Cole gave a brief summary of the report.

c. Presentation of First Quarter 2018 Financial Report

Clinton Cole gave a brief summary of the report.

Clint stated that the first quarter of 2018 was unusual because we operated without an approved Federal budget and did not know how much funding we would receive.

d. Review and Consideration of Resolution 2018-07, Approval of 2018 Beloit Housing Authority First Quarter Write-offs

Clinton Cole presented the staff report and recommendation.

Councilor Leavy expressed concern with the amount of the write-offs and asked a number of questions about maintenance expenses, rent owed, and the general process for termination from the program. He also expressed concerns about the amount we were actually received from past debts owed to the Housing Authority.

Commissioner Kenitzer requested a report showing the amounts collected from write-offs. It was agreed that the amount recovered by BHA through repayment agreements and the tax return intercept program will be included in the monthly Financial Reports moving forward.

Commissioner Kenitzer moved and Commissioner Ellison seconded a motion to approve Resolution 2018-07. Motion carried unanimously.

5. **Community and Housing Services**

a. Review and consideration of Resolution 2018-08, Recommending Approval of a Substantial Amendment to the 2018 Annual Action Plan

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

Julie stated that the purpose of the workshop later on the agenda is to improve understanding of the CDBG application process. Our funding of agency applications based on funding priorities must be justified to HUD.

Commissioner Murray moved and Commissioner Ellison seconded a motion to approve Resolution 2018-08. Motion carried unanimously.

b. The CDA will adjourn to a workshop to hear a presentation on the Community Development Block Grant (CDBG) program guidelines and budget and plan approval process.

Commissioner Murray moved and Commissioner Ellison seconded a motion to adjourn to the workshop. Motion carried unanimously.

6. **Adjournment**

Motion by Commissioner Kenitzer and seconded by Commissioner Baker to adjourn at 6:22 p.m. Motion carried.