

## Minutes

### Beloit Community Development Authority

100 State Street, Beloit WI 53511

May 22, 2019

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, May 22, 2019 in the Forum of Beloit City Hall, 100 State Street.

#### 1. Call to Order and Roll Call

Meeting was called to order by Commissioner Ellison at 4:30p.m.

**Present:** Commissioners Ellison, Forbeck, Kenitzer, Leavy and Murray

**Absent:** Commissioner Baker

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

#### 2. Public Comment

None

#### 3. Consideration of the Minutes of the Regular Meeting held on April 24, 2019 and the Special Meeting held on May 9, 2019

A motion was made by Commissioner Forbeck and seconded by Commissioner Murray to approve the minutes of the Regular Meeting held on April 24, 2019 and the Special Meeting held on May 9, 2019. Motion carried unanimously.

#### 4. Housing Authority:

##### a. Presentation of the April Activity Report

Clinton Cole, Beloit Housing Authority Director, gave a brief summary of the report.

The Beloit Housing Authority completed the Section 8 Management Assessment Program (SEMAP) certification process and received notification of a performance rating of High for 2018. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program.

The Beloit Housing Authority also received a follow-up letter regarding the HUD On-Site Monitoring review of April 24, 2018. All findings are considered closed out except for three which were recently submitted for HUD's review.

##### b. Presentation of the First Quarter 2019 Financial Report

Clinton Cole presented the staff report and recommendation.

Councilor Leavy inquired about the first quarter deficit balance in Low Income Public Housing (LIPH). Clint explained that maintenance supplies for Phase 1 and 2 are charged to the Public Housing account when ordered; they are then billed to the

appropriate account when used. We recently started ordering and charging maintenance supplies for each Phase separately in order to reflect an accurate balance.

c. Consideration of Resolution 2019-13 Awarding Contract for Tree Removal at Public Housing Sites

Clinton Cole presented the staff report and recommendation.

Clint stated that the majority of the trees being removed have an infestation of the emerald ash borer.

Commissioner Forbeck moved and Commissioner Murray seconded a motion to approve Resolution 2019-13. Motion carried unanimously.

5. **Community and Housing Services**

a. Consideration of Resolution 2019-14 Approving the 2019 Community Development Block Grant (CDBG) Substantial Amendment to the 2019 Annual Action Plan and CDBG Budget, and Appropriating the Funds Necessary for the Operation and Administration of the 2019 CDBG Program

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

Teri explained that the City had been allocated additional CDBG funds from HUD which requires a substantial amendment to the Annual Action Plan that had been approved in November, 2018. Additionally, we have unspent funds from prior years and additional program income that should be allocated to eligible projects. She went on to describe the activities where the additional funds in the 2019 CDBG Budget will be allocated.

Commissioner Forbeck moved and Commissioner Murray seconded a motion to approve Resolution 2019-14. Motion carried unanimously.

6. **Adjournment**

Motion by Commissioner Forbeck and seconded by Commissioner Murray to adjourn at 5 p.m. Motion carried.

Respectfully submitted,  
Ann Purifoy