

## **Minutes**

### **Beloit Community Development Authority**

**100 State Street, Beloit WI 53511**

**February 22, 2012**

**4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, February 22, 2012 in the Forum at City Hall, 100 State Street.

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

Meeting was called to order by Commissioner Jacobs at 4:33 p.m.

**Present:** Commissioners Adama, Jacobs, Luebke, Nee, Simpkins, and Van De Bogart

**Absent:** Commissioner Johnson

**Staff Present:** Julie Christensen, Cathy Pollard, Teri Downing, and Scott Schneider

#### **2. Citizen Participation**

None.

#### **3. Community and Economic Development**

- a. Review and Consideration of Resolution 2012-08, Authorizing the Community Development Authority to Acquire 747 Eleventh Street for a Price Not to Exceed \$23,000

Scott Schneider, Project Manager, summarized the staff report and staff recommendation. Commissioner Dave Luebke questioned the \$23,000 purchase price. Mr. Schneider explained that the \$23,000 was a not to exceed amount. Commissioner Van De Bogart suggested starting as low as possible, suggesting one dollar above what the bank has in the property. Commissioners Luebke and Van De Bogart indicated that they didn't want to pay any more for the house than we have to.

Motion by Commissioner Van De Bogart and second by Commissioner Luebke to approve Resolution 2012-08. Motion carried.

#### **4. Housing Authority**

- a. Presentation of December Activity Report

Cathy Pollard, Director of the Beloit Housing Authority, went over the highlights of the activity report. She updated the board on the progress of Phase 1 of the Public Housing Redevelopment Project. She noted that all that was left were warranty items, reconstructing sidewalks, and addressing drainage issues at Sunshine.

Cathy also updated the board on Phase 2. She indicated that she has been taking pictures during construction and that consideration progress had been made. She mentioned that the roofs are being put on the nine townhouse units, that the elevator and east wall are up on the 41-unit building, and that eight of the single family houses are completed. Commissioner Van De Bogart asked about the use of

local contractors on Phase 2. Ms. Pollard indicated that there were a considerable number of local contractors on the site, and that the contractors who weren't local were hiring local sub-contractors as well.

b. Presentation of December Financial Report

Cathy Pollard presented the highlights of the financial report. She indicated that the Beloit Housing Authority is in a good financial state and that staff is putting together a total financial portfolio. Cathy indicated that there was approximately \$800,000 in total reserves which are HUD monies and mentioned that she is planning on paying down some of the debt service from the Public Housing Redevelopment Projects with these funds.

c. Review and Consideration of Resolution 2012-07, Approving the 2011 Section 8 Management Assessment Program (SEMAP) Submission

Cathy Pollard explained that the SEMAP is an annual assessment by HUD of our Section 8 program. Staff fills out the two page evaluation form and submits it to HUD. It includes a number of factors including the waiting list, rent reasonableness, and utility allowances. The Beloit Housing Authority has scored 100 percent on it since Ms. Pollard has been the Director.

Motion by Commissioner Van De Bogart and second by Commissioner Nee to approve Resolution 2012-07. Motion carried.

d. Review and Consideration of Resolution 2012-03, Authorizing the Beloit Housing Authority to Dispose of Non-Operating Appliances and Equipment

Cathy Pollard explained that the Beloit Housing Authority takes this action on a semi-annual basis as needed to replace non-operating appliances. This action allows staff to remove the appliances for the inventory and dispose of them.

Commissioner Nee asked how many old appliances we have left given that we have purchased many new appliances as part of the Public Housing Redevelopment Project. Cathy explained that we don't have a lot of older appliances but not all appliances were replaced as part of the project.

Commissioner Luebke asked if we keep some appliances in storage. Cathy indicated that the BHA does but that a lot of the appliances which were pulled out of the units under the redevelopment project were sold at auction.

Motion by Commissioner Luebke and second by Commissioner Nee to approve Resolution 2012-03. Motion carried.

e. Review and Consideration of Resolution 2012-04, Authorizing the Beloit Housing Authority to Award Furnace Replacement Contract to Fleming Heating & Air

Cathy Pollard explained that the Beloit Housing Authority is replacing the furnaces in the nine units that we will ultimately be selling and the units that didn't get furnaces in Phase 1 or 2. We are using 2008 Capital Fund Program (CFP) funds.

Ms. Pollard indicated that the BHA will also be putting insulation and new windows in the nine units to be sold.

Commissioner Van De Bogart asked when this would occur. Cathy indicated that she intended this project be completed by May. She explained that the nine units will come out of the Public Housing Portfolio when Phase 2 is complete. She anticipates that the units will be Project-Based Section 8 for about a year and then we will try to sell them. She said that the Beloit Housing Authority (BHA) is not adding new Section 8 to the housing mix. BHA will use some of the existing Section 8 vouchers for these nine houses.

Commissioner Luebke asked if we sell the used furnaces. Cathy Pollard explained that we do not for liability reasons.

Commissioner Van De Bogart asked if the price was \$8,600 per furnace, and Cathy answered that we are just paying for the labor.

Motion by Commissioner Luebke and second by Commissioner Jacobs to approve Resolution 2012-04. Motion carried.

f. Review and Consideration of Resolution 2012-05, Authorizing the Beloit Housing Authority to Award Water Heater Replacement Contract to Ryan Heating

Cathy Pollard explained that the Beloit Housing Authority is also replacing the water heaters in the nine units that we will ultimately be selling and the units that didn't get them in Phase 1 or 2.

Commissioner Van De Bogart asked if we were also just paying for labor for the water heaters. Ms. Pollard answered yes to this question.

Motion by Commissioner Jacobs and second by Commissioner Adama to approve Resolution 2012-05. Motion carried.

5. **Adjournment**

Motion by Commissioner Jacobs and second by Commissioner Adama to adjourn at 5:10 p.m. Motion carried.