



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA**  
**Community Development Authority**  
**April 24, 2013 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 March 27, 2013
4. Housing Authority
  - a. Presentation of March Activity Report (Pollard)
  - b. Presentation of March Financial Report (Pollard)
  - c. Review and Consideration of Resolution 2013-09, Authorizing the Community Development Authority to Apply for a FY2013 Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinator Grant (Cole)
5. Community Development
  - a. Review and Consideration of Resolution 2013-10, Awarding the Marketability Contract for 615 McKinley Avenue (Downing)
  - b. Review and Consideration of Resolution 2013-11, Awarding the Marketability Contract for 827 Garfield Avenue (Downing)
  - c. Review and Consideration of Resolution 2013-12, Authorizing the Sale of 736 Parker Avenue (Downing)
6. Adjournment

***If you are unable to attend this meeting, notify Ann Purifoy in the Housing Authority Office at 364-8740 no later than 4:00 PM the day before the meeting.***

Notice E-Mailed: April 19, 2013

Approved: Julie Christensen, Ex. 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**  
**March 27, 2013**  
**4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, March 27, 2013, in the Forum of Beloit City Hall, 100 State Street.

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

Meeting was called to order by Commissioner Johnson at 4:31 p.m.

**Present:** Commissioners Adama, Evans, Jacobs, Johnson and Leavy

**Absent:** Commissioner Luebke

**Staff Present:** Cathy Pollard, Julie Christiansen, Clinton Cole, Scott Schneider, Ann Purifoy

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on March 6, 2013.**

Motion was made by Commissioner Leavy and seconded by Commissioner Adama to approve the minutes of the Regular Meeting held on March 6, 2013.

4. **Housing Authority:**

a. **Presentation of February Activity Report**

Cathy Pollard, Beloit Housing Authority Director, gave a brief summary of the report.

Cathy explained the porting process. BHA pays HAP portable vouchers for those who have moved (ported) out of BHA until they are absorbed by the new Housing Authority.

b. **Presentation of February Financial Report**

Cathy Pollard gave a brief summary of the report.

5. **Community Development:**

a. **Review and Consideration of Resolution 2013-08, Awarding the Rehab Contract for 1310 West Grand Avenue**

Scott Schneider presented the staff report and recommendation.

Commissioner Adama asked what was being done to the property. Scott stated that we will be replacing windows along with improvements to the garage, plumbing fixtures, kitchen, insulation and half bath.

Commissioner Adama moved and Commissioner Jacobs seconded a motion to approve Resolution 2013-08. Motion carried unanimously.

6. **Appointment of a CDA member to the Greater Beloit Economic Development Corporation**

Commissioner Leavy nominated Commissioner Jacobs to the Greater Beloit Economic Development Corporation. Commissioner Johnson made a motion to close the nominations. Motion carried unanimously.

7. **Adjournment:**

Motion by Commissioner Leavy and second by Commissioner Adama to adjourn at 4:47p.m. Motion carried.

## **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 was one vacancy in public housing units in March and one upcoming vacancy in April of 2013. Public housing accounts receivable on occupied units totaled \$1,051.15 and vacated units totaled \$4,293.40 at the end of March, 2013 which brings the totaled outstanding public housing accounts receivable to \$5,344.55. Five applicants were pulled from the public housing waiting list in March; No applicants were briefed. Fifteen public housing inspections and seven annual and interim re-certifications were completed in March.

#### Section 8:

586 vouchers were housed by March 31, 2013 with three voucher holders either searching for units or waiting for passed inspections. 9 portable vouchers were paid by BHA in March with another 7 families waiting to Port-Out. 57 Section 8 inspections were completed in March, and the Housing Specialists completed 99 annual or interim re-certifications in March. Nine applicants were notified; eight were briefed.

### **ATTACHMENTS:**

March Activity Report

**Beloit Community Development Authority  
Activity Report to Board for April 2013**

**March Activity Report**

**Public Housing**

**Tenants Accounts Receivable**

<b>Outstanding Receivables – Occupied Units 31/31/13</b>	<b>\$ 1,051.15</b>
<b>Outstanding Receivables – Vacated Units 31/31/13</b>	<b>\$ 4,293.40</b>
<b>Outstanding Receivables – Occupied Units 2/28/13</b>	<b>\$ 2,364.48</b>
<b>Outstanding Receivables – Vacated Units 2/28/13</b>	<b>\$ 4,318.76</b>
<b>Total March 31, 2013 Outstanding Receivables:</b>	<b>\$ 5,344.55</b>
<b>Total February 28, 2013 Outstanding Receivables:</b>	<b>\$ 6,713.24</b>
<b>Decrease of:</b>	<b>\$ 1,368.69</b>

**Vacancies – 03/31/13**

<b><u>Total Public Housing Units</u></b>	131 Units 99% Occupancy
1 Vacancy:	Elderly - 99% Occupancy Family - 100% Occupancy

**Public Housing Inspections**

15 Inspections completed. There were 13 annual inspections; there was 1 move-in inspection. There was 1 move-out inspection. There were no housekeeping inspections and no preventative maintenance inspections.

**Public Housing Activities**

Annual Recerts:	3
Interim Recerts:	4
Notice to Vacate:	1

New Tenants:	1
Transfers:	0
Lease Terminations:	5
Possible Program Violations:	3
Evictions	0

Public Housing Briefings

Number Notified:	5
Number Briefed:	0

**Section 8 Program**

**Total Section 8 Vouchers**

598 Vouchers

March 586 under lease - 98% Occupancy  
 9 Portable Vouchers –9 Not Absorbed (0/Port-In)  
 3 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

57 inspections were completed in August. 45 were annual inspections. 2 were initial inspections, 8 were re-inspections and there were 2 special inspections.

Section 8 Activities

New Participants:	0	
Annual Recerts:	34	
Interim Recerts:	65	
Abatements:	2	
Movers:	7	
Possible Program Violations:	5	program violations
End of Program	5	

Section 8 Briefings

Number Notified:	9
Number Briefed:	8

**APPLICATIONS**

Applications Taken:	22	East	11
		Parker Bluff	2
		West	14
		Sec. 8	22
		Proj. Based	3

Waiting List:	250	Public Housing East
	262	Public Housing West
	89	Parker Bluff
	22	Project-Based
	732	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 31, 2013 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 \$226,075, Project Based Voucher (PBV) program income was \$836 and the Housing Choice Voucher (HCV) program was \$768,524, for a combined income of \$995,435, which is \$149,092 less than budgeted year-to-date.

Through the month of March, the Low Income Public Housing (LIPH) program expenses were \$243,268, Project Based Voucher (PBV) program expenses were \$9,705 and the Housing Choice Voucher (HCV) program expenses were \$821,980. Combined program expenses are \$1,074,953, which is \$6,964 less than the approved budget year to date.

Through the month of March, the Housing Authority shows an overall deficit of (\$79,518) year-to-date. Public Housing deficit is (\$48,009), Redevelopment Phase 1 & 2 surplus is \$30,817, Project Based Voucher deficit is (\$8,869), Section 8 administrative deficit is (\$16,644), and Section 8 HAP deficit is (\$36,813).

Through the month of March, the FSS program has 8 of the 30 enrolled tenants holding escrow accounts totaling \$6,298.34. One participant ended participation in March and forfeited their escrow of \$3,216.62 due to not completing their FSS contract. The Homeownership program has 4 tenants receiving homeownership assistance payments in March totaling \$1,471.

## **ATTACHMENTS:**

Monthly Financial Report



**Cash Flow Statement**  
**Beloit Housing Authority**  
**March 31, 2013**

	BHA YTD	LLC Phase 1 & 2	HCV YTD	YTD Budget	Variance
	Actual	Actual	Actual		Over (Under)
<b>Income</b>					
Dwelling Rent/Utilities	2,546.00	34,113.00	-	60,573.75	(23,914.75)
Interest on Investments	94.93	32.90	49.56	205.00	(27.61)
Other Income	8,369.86	87,353.79	-	56,699.00	39,024.65
HUD Admin Fees	-	-	71,658.00	87,769.75	(16,111.75)
HUD Grants/Subsidies	94,401.00	-	696,816.13	939,279.75	(148,062.62)
<b>Total Income</b>	<b>105,411.79</b>	<b>121,499.69</b>	<b>768,523.69</b>	<b>1,144,527.25</b>	<b>(149,092.08)</b>
<b>Expenses</b>					
<b>Administrative</b>					
Salaries/Benefits	59,173.05	23,776.77	74,268.60	150,338.03	(6,880.40)
Office Expenses	6,504.20	9,048.64	6,651.81	21,998.75	(205.90)
Office Contracted Services	5,778.16	-	6,002.19	5,100.00	(6,680.35)
Oper Sub Transfer/Mgmt Fee Pd	-	1,802.99	-	-	(1,802.99)
Housing Assistance Pmts	-	-	733,629.33	752,427.25	18,797.92
<b>Maintenance</b>					
Salaries/Benefits	21,382.94	30,053.41	-	53,980.73	2,544.38
Materials & Supplies	1,034.14	2,585.07	-	2,277.00	(1,342.21)
Maintenance Contracts	2,379.84	1,024.08	-	7,587.50	4,183.58
Utilities	5,369.56	12,764.99	-	4,625.00	(13,509.55)
<b>Other Operating</b>					
Protective Services	962.50	1,291.15	-	1,700.00	(553.65)
Insurance	1,850.40	3,630.21	1,428.68	5,658.02	(1,251.27)
PILOT	(445.30)	2,130.19	-	7,306.75	5,621.86
Other Operating Expenses	58,300.90	2,574.92	-	68,918.75	8,042.93
<b>Total Expenses</b>	<b>162,290.39</b>	<b>90,682.42</b>	<b>821,980.61</b>	<b>1,081,917.77</b>	<b>6,964.35</b>
Net Admin Income (Loss)	(56,878.60)	30,817.27	(16,643.72)		
Net HAP Income (Loss)			(36,813.20)		
<b>Total YTD Income (Loss)</b>	<b>(56,878.60)</b>	<b>30,817.27</b>	<b>(53,456.92)</b>		

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

**AGENDA ITEM:** 4c.

**TOPIC:** Beloit Community Development Authority's Housing application for HUD's FY 2013 Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinators Grant.

**REQUESTED ACTION:** Recommendation that the Community Development Authority apply for HUD's FY 2013 Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinators Grant on behalf of the Beloit Housing Authority.

**PRESENTER:** Clinton Cole

### **STAFF REPORT:**

The United States Department of Housing and Urban Development (HUD) has allocated funding for the Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinators Grant. This grant allows public housing agencies to provide a Service Coordinator to coordinate supportive services and other activities designed to help public housing residents attain economic and housing self-sufficiency. The Service Coordinator links residents with local social services to ensure that these individuals have the tools necessary to achieve self-sufficiency or remain independent. These services enable residents to increase earned income, reduce or eliminate the need for welfare assistance, make progress toward achieving economic independence and housing self-sufficiency or, in the case of elderly or disabled residents, help improve living conditions and enable residents to age in-place.

### **STAFF RECOMENDATION:**

Staff recommends approval of Resolution 2013-09: Recommendation that the Community Development Authority apply for FY 2013 Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinator Program Grant.

**RESOLUTION NO. 2013-09**

**BELOIT HOUSING AUTHORITY  
RECOMMENDING THAT THE COMMUNITY DEVELOPMENT AUTHORITY  
APPLY FOR FY2013 RESIDENT OPPORTUNITY AND SELF-SUFFICIENCY  
(ROSS) SERVICE COORDINATORS PROGRAM GRANT**

**WHEREAS,** the United States Department of Housing and Urban Development (HUD) has funds available this year to fund the ROSS Service Coordinator Program;

**WHEREAS,** the Beloit Housing Authority (BHA) has identified increasing self-sufficiency as a needed service to enhance the lives of Public Housing residents and BHA wishes to implement the program per its Consolidated Plan;

**THEREFORE BE IT RESOLVED** that the Community Development Authority Board of Commissioners authorize application for the HUD FY2013 ROSS Service Coordinators Program Grant in the amount of \$246,000.

Adopted this 24th day of April, 2013

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Thomas Johnson, Chairman  
Beloit Community Development Authority

ATTEST:

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Julie Christensen, Executive Director  
Beloit Community Development Authority



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## REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

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**AGENDA ITEM:** 5a

**TOPIC:** Resolution 2013-10 Awarding Marketability Contract for 615 McKinley Avenue

**ACTION:** Approve Resolution 2013-10

**PRESENTER:** Teri Downing

### **STAFF REPORT:**

The Neighborhood Stabilization Program (NSP) is authorized under Title III of Division B of the Housing and Economic Recovery Act (HERA), 2008 for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties. The Department of Housing and Urban Development awarded \$38,779,123 in NSP funds to the State of Wisconsin. \$772,111 of these NSP grant funds were awarded to the City of Beloit and will be utilized in Beloit's neighborhoods most affected by foreclosures. These funds will be used to buy foreclosed houses and either rehabilitate and resell them or demolish them.

615 McKinley Avenue was the first house to be rehabbed under NSP. It has been on the market now for about three and a half years without an offer. The NSP program is nearing the end of its five year life cycle. The cities of Beloit and Janesville were monitored by the State of Wisconsin in October of last year. On October 29, 2012, they sent a letter to the City of Beloit expressing concern with the length of time the NSP houses have been for sale (see attached letter). They directed us to bring these houses to a marketable state and actively market the houses. They specifically cited installing energy efficient appliances and improving the curb appeal. Consequently, we have developed a list of items to be completed for each house. For 615 McKinley Avenue, they are the following:

- Provide outdoor carpet on the front porch
- Provide front porch step risers and replace handrail with large knot
- Provide window flower box for front casement windows
- Paint house foundation and treated lumber on front porch
- Remove one huge bush in the back and provide approximately five bushes in front
- Repair the damaged overhead garage door

- Provide an electrical outlet for above range microwave
- Provide central air conditioning.

The property is currently listed for \$49,900. The State is suggesting that we not increase the asking price. The goal of the program is to stabilize neighborhoods and to provide good houses for low- to moderate-income families.

A summary of the bids are below:

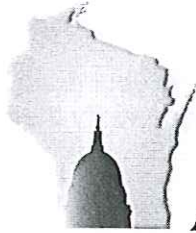
<b>Contractor</b>	<b>Base Bid</b>	<b>Base Bid + C/A</b>
D.B.R. Builders Inc.	\$2,588.00	\$4,583.00
Legendary Construction	\$2,700.00	\$6,340.00
Mark's Construction	\$3,235.00	\$5,235.00

Attached is Resolution 2013-10, Awarding the Marketability Contract for 615 McKinley Avenue. This resolution, if approved, would award the base bid plus Central Air Conditioning to D.B.R. Builders Inc.

**STAFF RECOMENDATION:**

Staff recommends that the Community Development Authority approve Resolution 2013-10.

**ATTACHMENTS:** Resolution 2013-10 and Monitoring Letter



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT WALKER**  
GOVERNOR  
**MIKE HUEBSCH**  
SECRETARY

Division of Housing  
101 E. Wilson Street, Floor 5  
P.O. Box 7970  
Madison, WI 53707-7970

October 29, 2012

**RECEIVED**  
OCT 31 2012

BY: \_\_\_\_\_

Teri Downing  
Director of Community and Housing Services  
City of Beloit  
100 State St.  
Beloit, WI 53511

Re: NSP3 Monitoring Visit Contract NSP 11-04

Dear Teri,

Thanks to you, Josh, Jennifer and Laureen and for taking the time on October 9<sup>th</sup> and 10<sup>th</sup> for the NSP3 site visit with myself and Joanna Balsamo-Lilien.

The most significant concern from our visit concerns the length of time that your NSP3 resale properties have been on the market, and the reluctance of Beloit to improve the houses sufficiently to increase market demand, bolster neighborhood housing prices, and stabilize the neighborhoods. The purpose of these NSP funds is specifically to prevent equity slippage in neighborhoods blighted with foreclosed and abandoned homes. This is accomplished by significantly rehabbing these homes, increasing their curb appeal, and bringing the homes to an energy efficient and marketable state so that these homes can be quickly sold and the properties put back on the tax rolls.

We'll expect to see that those NSP homes that Beloit is currently holding, and has been holding vacant and for sale, in some cases for one to two years, are brought to a marketable state (installation of energy efficient appliances, improving curb appeal, etc.), and that there is active marketing of these properties, including open houses, increases in realtor commissions/bonuses for sale, and potential sales price discounts to enable these homes to be under contract within the next 4-6 months.

We found your program files and also specific property files to be, for the most part, in good order, well organized and with sufficient documentation. There were, however, some items that require additional documentation or modification, or that must be added to the files. Please respond with an outline of how each of these items will be addressed:


PROGRAM FILES:

- No verification of vacancy was included in the file.
4. Beloit – 122 Hackett –
    - Please verify the title insurance was obtained for this property.
    - URA/ voluntary acquisition letter not sent along with offer. Please put note to file as to why this was not done.
  5. Beloit – 745 Vernon –
    - The acquisition checklist was not completed for this property.
    - URA/ voluntary acquisition letter not sent along with offer. Please put note to file as to why this was not done.
  6. Janesville – 270 S. Franklin –
    - No documentation of vacancy was in file. Please put note to file explaining that the winterizing of the home and the inspection of the property both indicated vacancy. For future purchases document vacancy with proof of water/utilities shut-off for minimum of 90 days or other suitable documentation.
    - 275 Rockport – no documentation of vacancy – see above for remedy.
    - Offer to purchase didn't include contingency for ER approval. OTP was executed on 4/26/12, Statutory checklist on 5/2/12. Confirm that all NSP3 project files will have your complete ER packet, which has been signed/dated prior to offer to purchase.
  7. Janesville – 378 Wilson –
    - No documentation of vacancy was in the file.

Thank you again for your time to meet with us, and more importantly for participating in the NSP program.

Please feel free to call if you have any questions (608-264-7838),

Sincerely,



Kate Blood  
NSP Program Manager

Cc: Julie Christensen, Director of CDA, City of Beloit  
Jennifer Petruzello, Director, Janesville Neighborhood Services  
Larry Arft, City Manager, City of Beloit

**RESOLUTION 2013-10**

**AWARDING MARKETABILITY CONTRACT FOR 615 MCKINLEY AVENUE**

**WHEREAS**, the City of Beloit has received \$772,111 for the Neighborhood Stabilization Program under Title III of Division B of the Housing and Economic Recovery Act (HERA), 2008 for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties; and

**WHEREAS**, the City Council approved a resolution designating the Community Development Authority as the oversight agency for Beloit's NSP; and

**WHEREAS**, 615 McKinley is an NSP house that has gone about three and a half years without a single offer, and selling the house is a critical aspect to the NSP program, and

**WHEREAS**, D.B.R. Builders Inc. submitted the low bid of \$4,583.00, and has successfully worked on projects for the City of Beloit Community and Housing Services Division;

**NOW THEREFORE BE IT RESOLVED THAT** the Community Development Authority does hereby complete a contract for rehabilitation with D.B.R. Builders Inc. per the following:

Main body of contract	\$2,588.00
Alt. #1 Central A/C	\$1,995.00
+10% contingency	\$458.00

**CONTRACT AWARD** **\$ 5,041.00**

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the amount of \$5,041.00 be, and hereby is, funded as follows:

**FUNDING:**

73675200-524023-10479 NSP Resale – Beloit	\$ 5,041.00
<b>TOTAL AVAILABLE FUNDING</b>	<b><u>\$ 5,041.00</u></b>

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the CDA Executive Director has the authority to complete all necessary paperwork needed in awarding this contract.



Adopted this 24th day of April, 2013.

**Community Development Authority**

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Thomas Johnson, Chairperson

**ATTEST:**

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Julie Christensen  
Executive Director



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## REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

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**AGENDA ITEM:** 5b

**TOPIC:** Resolution 2013-11 Awarding the Marketability Contract for 827 Garfield Avenue

**ACTION:** Approve Resolution 2013-11

**PRESENTER:** Teri Downing

### **STAFF REPORT:**

The Neighborhood Stabilization Program (NSP) is authorized under Title III of Division B of the Housing and Economic Recovery Act (HERA), 2008 for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties. The Department of Housing and Urban Development awarded \$38,779,123 in NSP funds to the State of Wisconsin. \$772,111 of these NSP grant funds were awarded to the City of Beloit and will be utilized in Beloit's neighborhoods most affected by foreclosures. These funds will be used to buy foreclosed houses and either rehabilitate and resell them or demolish them.

827 Garfield was the last house to be rehabbed under NSP. It has been on the market now for about two years without an offer. The NSP program is nearing the end of its five year life cycle. The cities of Beloit and Janesville were monitored by the State of Wisconsin in October of last year. On October 29, 2012, they sent a letter to the City of Beloit expressing concern with the length of time the NSP houses have been for sale (see attached letter). They directed us to bring these houses to a marketable state and actively market the houses. They specifically cited installing energy efficient appliances and improving the curb appeal. Consequently, we have developed a list of items to be completed for each house. For 827 Garfield Avenue, they are the following:

- Remove and replace concrete driveway
- Remove bushes and stump
- Remove and replace privacy fence
- Remove back porch steps and add new back deck
- Provide screen door on back entrance
- Remove and replace central air conditioning

- Remove and replace flower box on front window
- Remove and replace outdoor carpet on front porch
- Remove and replace front porch cast iron hand rail
- Remove and replace oddball kitchen cabinet doors and paint to match
- Reroof main house
- Paint front door

The property is current listed for \$57,500. The State is suggesting that we not increase the asking price. The goal of the program is to stabilize neighborhoods and to provide good houses for low- to moderate-income families.

A summary of the bids are below:

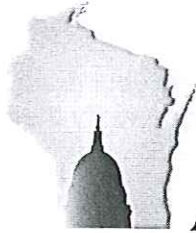
<b>Contractor</b>	<b>Base Bid plus Asphalt Driveway</b>	<b>Base Bid plus Concrete Driveway</b>
Mark's Construction of Beloit, Inc.	\$15,925.00	\$16,925.00
Double D Builders	\$20,775.24	\$21,345.24
D.B.R. Builders Inc.	\$20,793.00	\$21,481.00
Legendary Construction	\$21,653.00	\$22,933.00
Ballou General Construction & Consulting, LLC	\$23,245.00	\$25,945.00
Genesis Construction LTD.	\$23,697.00	\$24,497.00

Attached is Resolution 2013-11, Awarding Marketability Contract for 827 Garfield Avenue. This resolution, if approved, would award the concrete driveway bid to Mark's Construction of Beloit, Inc.

**STAFF RECOMENDATION:**

Staff recommends that the Community Development Authority approve Resolution 2013-11.

**ATTACHMENTS:** Resolution 2013-11 and Monitoring Letter



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT WALKER**  
GOVERNOR  
**MIKE HUEBSCH**  
SECRETARY

Division of Housing  
101 E. Wilson Street, Floor 5  
P.O. Box 7970  
Madison, WI 53707-7970

October 29, 2012

**RECEIVED**  
OCT 31 2012

BY: \_\_\_\_\_

Teri Downing  
Director of Community and Housing Services  
City of Beloit  
100 State St.  
Beloit, WI 53511

Re: NSP3 Monitoring Visit Contract NSP 11-04

Dear Teri,

Thanks to you, Josh, Jennifer and Laureen and for taking the time on October 9<sup>th</sup> and 10<sup>th</sup> for the NSP3 site visit with myself and Joanna Balsamo-Lilien.

The most significant concern from our visit concerns the length of time that your NSP3 resale properties have been on the market, and the reluctance of Beloit to improve the houses sufficiently to increase market demand, bolster neighborhood housing prices, and stabilize the neighborhoods. The purpose of these NSP funds is specifically to prevent equity slippage in neighborhoods blighted with foreclosed and abandoned homes. This is accomplished by significantly rehabbing these homes, increasing their curb appeal, and bringing the homes to an energy efficient and marketable state so that these homes can be quickly sold and the properties put back on the tax rolls.

We'll expect to see that those NSP homes that Beloit is currently holding, and has been holding vacant and for sale, in some cases for one to two years, are brought to a marketable state (installation of energy efficient appliances, improving curb appeal, etc.), and that there is active marketing of these properties, including open houses, increases in realtor commissions/bonuses for sale, and potential sales price discounts to enable these homes to be under contract within the next 4-6 months.

We found your program files and also specific property files to be, for the most part, in good order, well organized and with sufficient documentation. There were, however, some items that require additional documentation or modification, or that must be added to the files. Please respond with an outline of how each of these items will be addressed:

PROGRAM FILES:

- No verification of vacancy was included in the file.
4. Beloit – 122 Hackett –
    - Please verify the title insurance was obtained for this property.
    - URA/ voluntary acquisition letter not sent along with offer. Please put note to file as to why this was not done.
  5. Beloit – 745 Vernon –
    - The acquisition checklist was not completed for this property.
    - URA/ voluntary acquisition letter not sent along with offer. Please put note to file as to why this was not done.
  6. Janesville – 270 S. Franklin –
    - No documentation of vacancy was in file. Please put note to file explaining that the winterizing of the home and the inspection of the property both indicated vacancy. For future purchases document vacancy with proof of water/utilities shut-off for minimum of 90 days or other suitable documentation.
    - 275 Rockport – no documentation of vacancy – see above for remedy.
    - Offer to purchase didn't include contingency for ER approval. OTP was executed on 4/26/12, Statutory checklist on 5/2/12. Confirm that all NSP3 project files will have your complete ER packet, which has been signed/dated prior to offer to purchase.
  7. Janesville – 378 Wilson –
    - No documentation of vacancy was in the file.

Thank you again for your time to meet with us, and more importantly for participating in the NSP program.

Please feel free to call if you have any questions (608-264-7838),

Sincerely,



Kate Blood  
NSP Program Manager

Cc: Julie Christensen, Director of CDA, City of Beloit  
Jennifer Petruzello, Director, Janesville Neighborhood Services  
Larry Arft, City Manager, City of Beloit

**RESOLUTION 2013-11**

**AWARDING MARKETABILITY CONTRACT FOR 827 GARFIELD**

**WHEREAS**, the City of Beloit has received \$772,111 for the Neighborhood Stabilization Program under Title III of Division B of the Housing and Economic Recovery Act (HERA), 2008 for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties; and

**WHEREAS**, the City Council passed a resolution designating the Community Development Authority as the oversight agency for Beloit's NSP; and

**WHEREAS**, 827 Garfield is an NSP house that has gone about two years without a single offer, and selling the house is a critical aspect to the NSP program, and

**WHEREAS**, Mark's Construction of Beloit Inc. submitted the low bid of \$16,925.00, and has successfully worked on projects for the City of Beloit Community and Housing Services Division;

**NOW THEREFORE BE IT RESOLVED THAT** the Community Development Authority does hereby complete a contract for rehabilitation with Mark's Construction of Beloit Inc. per the following:

Main body of contract with asphalt driveway	\$15,925.00
Upgrade to concrete driveway	\$1,000.00
+10% contingency	\$1,692.50

**CONTRACT AWARD** **\$ 18,617.50**

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the amount of \$18,617.50 be, and hereby is, funded as follows:

**FUNDING:**

73675200-524023-10479 NSP Resale – Beloit	\$ 18,617.50
<b>TOTAL AVAILABLE FUNDING</b>	<b><u>\$ 18,617.50</u></b>

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the CDA Executive Director has authority to complete all necessary paperwork needed in awarding this contract.

Adopted this 24h day of April, 2013.

**Community Development Authority**

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Thomas Johnson, Chairperson

**ATTEST:**

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Julie Christensen  
Executive Director



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## REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

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**AGENDA ITEM:** 5c

**TOPIC:** Resolution 2013-12, Authorizing the Sale of 736 Parker Avenue

**REQUESTED ACTION:** Approval of Resolution 2013-12

**PRESENTER:** Teri Downing

### **STAFF REPORT:**

The Neighborhood Stabilization Program (NSP) is authorized under Title III of Division B of the Housing and Economic Recovery Act (HERA), 2008 for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties. The Department of Housing and Urban Development awarded \$38,779,123 in NSP funds to the State of Wisconsin. \$772,111 of these NSP grant funds were awarded to the City of Beloit and will be utilized in Beloit's neighborhoods most affected by foreclosures. These funds will be used to buy foreclosed houses and either rehabilitate and resell them or demolish them.

A blighted 4-unit residential structure at 736 Parker Avenue was purchased by the Community Development Authority for \$10,000 and demolished for \$7,800 using NSP3 funds. Since the goal of the program is to stabilize neighborhoods, the disposition plan after demolition was to sell the resulting vacant lot to an adjacent neighbor. The lot abuts two parcels owned by Our Saviors Lutheran Church at 737 and 749 Bluff and the Church has expressed interest in purchasing the land to use as a green space for church as well as public activities. Based on historical vacant lot sales by the City of Beloit the asking price of the lot is \$500, which is acceptable to the Church.

Attached is Resolution 2013-12, Authorizing the Sale of 736 Parker Avenue to Our Saviors Lutheran Church.

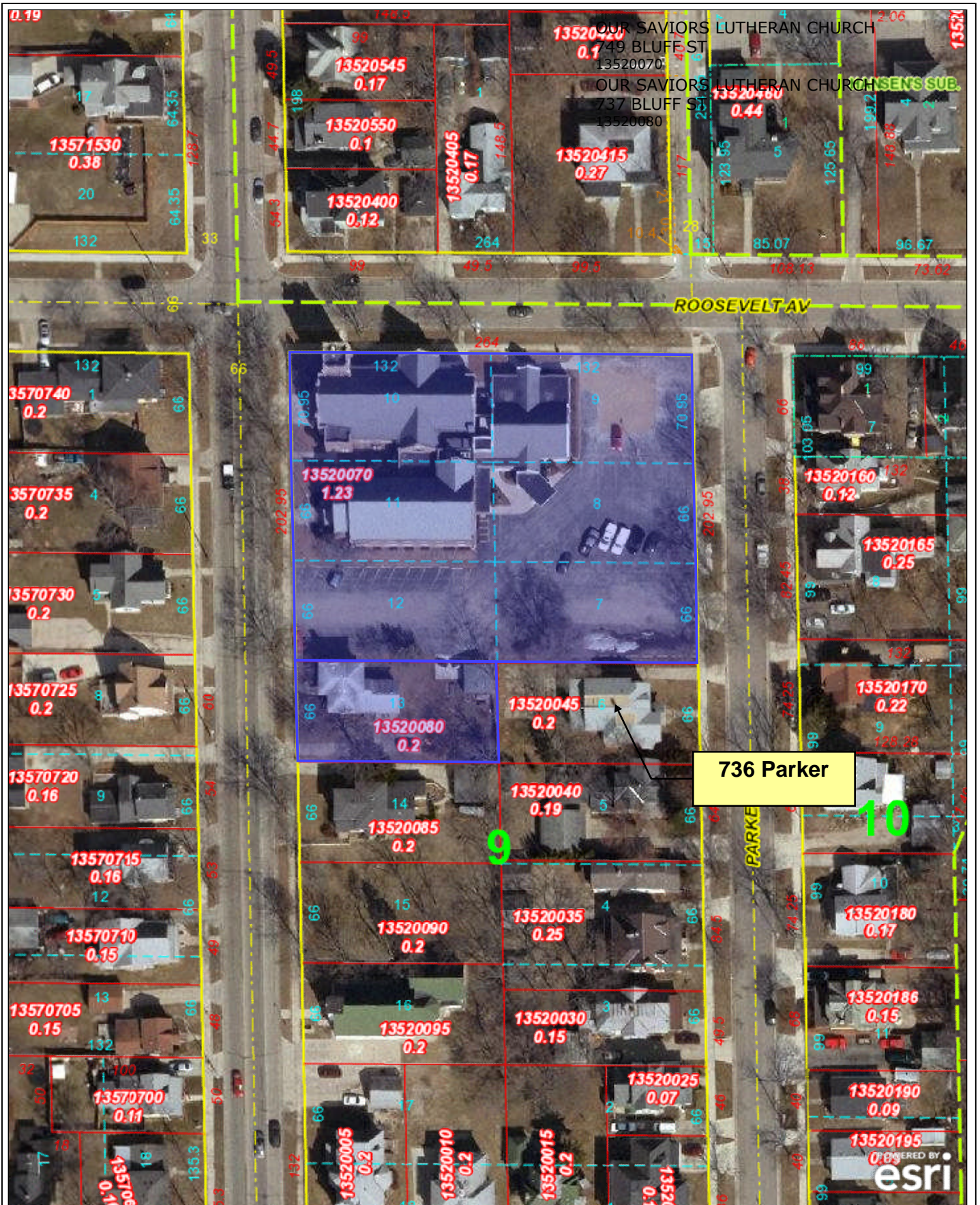
### **STAFF RECOMENDATION:**

Staff recommends that the Community Development Authority approve Resolution 2013-12, Authorizing the Sale of 736 Parker Avenue.



**ATTACHMENTS:**

Resolution 2013-12, Location Map for 736 Parker



736 Parker

City of Beloit WI

Date Printed: 04/19/2013

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**RESOLUTION 2013-12**  
**AUTHORIZING THE SALE OF 736 PARKER AVENUE**

**WHEREAS**, the City of Beloit has received \$655,750 for the Neighborhood Stabilization Program 3 (NSP3) from the Wisconsin Department of Commerce under Title III of Division B of the Housing and Economic Recovery Act (HERA), 2008 for emergency assistance for redevelopment of abandoned and foreclosed homes and residential properties; and

**WHEREAS**, the City Council passed a resolution designating the Community Development Authority as the oversight agency for Beloit's NSP3; and

**WHEREAS**, the property known as 736 Parker Avenue was acquired under the Neighborhood Stabilization Program for demolition, the home was demolished, and the remaining vacant lot is available for sale, and

**WHEREAS**, Our Saviors Lutheran Church desires to purchase 736 Parker and combine it their adjoining parcel to the east;

**NOW THEREFORE BE IT RESOLVED**, that the CDA authorizes the sale of 736 Parker for \$500 to Our Saviors Lutheran Church; and

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the Executive Director of the Community Development Authority is hereby authorized to complete all paperwork in conjunction with this sale; and

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the proceeds from this sale be distributed to the account 73675200-524023-10471 NSP Demo – Beloit.

Adopted this 24th day of April, 2013.

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Thomas Johnson, CDA Chairperson

ATTEST:

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Julie Christensen, Executive Director