

Minutes
Beloit Community Development Authority
100 State Street, Beloit WI 53511
February 24, 2016
4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, February 24, 2016, in the Forum of Beloit City Hall, 100 State Street.

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

Meeting was called to order by Commissioner Evans at 4:36 p.m.

Present: Commissioners Baker, Ellison, Evans, Kelly

Absent: Commissioners Casares and Kincaid

Staff Present: Julie Christensen, Cathy Pollard and Clinton Cole

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on November 23, 2015.**

Motion was made by Commissioner Baker and seconded by Commissioner Kelly to approve the minutes of the Regular Meeting held on November 23, 2015.

4. **Housing Authority:**

a. **Presentation of October Activity Report**

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

We have had a few turnovers at our Parker Bluff units. These include a death, evictions, and incidents involving drugs which were handled by BHA staff and BPD.

b. **Presentation of November Activity Report**

Cathy Pollard gave a brief summary of the report.

c. **Presentation of December Activity Report**

Cathy Pollard gave a brief summary of the report.

Majority of our tenants AR on occupied and unoccupied units is for damages and unreported income.

We housed five (5) portable HUD-Veterans Affairs Supportive Housing (VASH) vouchers in December. We “host” VASH vouchers and cannot “absorb” them because they are permanent vouchers. Rockford Housing Authority pays us the rent for this area, along with an administrative fee for housing these vouchers.

Cathy explained the inspection process. We complete two (2) preventative maintenance and one (1) HQS and Code Enforcement annual inspection per year for each property. Special inspections are performed when tenants report a problem with the unit.

d. Presentation of Fourth Quarter Financial Report

Cathy Pollard gave a brief summary of the report.

We interviewed last week for the Accountant position and have hired a very qualified candidate who will start after we hear from references.

e. Review and Consideration of Resolution 2016-01, Approval of 2015 Fourth Quarter Write-offs.

Clinton Cole, Programs Manager, presented the staff report and recommendation.

Commissioner Kelly moved and Commissioner Baker seconded a motion to approve Resolution 2016-01.

Motion carried unanimously.

f. Review and Consideration of Resolution 2016-02, Approval of Gutter Installation Bid.

Clinton Cole presented the staff report and recommendation.

While we are usually required to accept the lowest qualified bid, lack of clarification on one bid and the huge discrepancy in the cost of materials resulted in the contract being awarded to the higher bidder.

Commissioner Baker moved and Commissioner Kelly seconded a motion to approve Resolution 2016-02.

Motion carried unanimously.

g. Review and Consideration of Resolution 2016-03, Approval of the 2016 Operating Budget

Cathy Pollard presented the staff report and recommendation.

Commissioner Kelly moved and Commissioner Baker seconded a motion to approve Resolution 2016-03.

Motion carried unanimously.

h. Review and Consideration of Resolution 2016-04, Approval and Acceptance of the 2016 Capital Fund ACC

Cathy Pollard presented the staff report and recommendation.

Commissioner Baker moved and Commissioner Kelly seconded a motion to approve Resolution 2016-04.

Motion carried unanimously.

5. **Adjournment:**

Motion by Commissioner Baker and second by Commissioner Kelly to adjourn at 5:11 p.m. Motion carried.