

Minutes

Beloit Community Development Authority

100 State Street, Beloit WI 53511

April 24, 2019

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, April 24, 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 Baker at 4:31 p.m.

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

Absent: Commissioner Kenitzer

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

2. Public Comment

None

3. Consideration of the Minutes of the Regular Meeting held on March 27, 2019

A motion was made by Commissioner Forbeck and seconded by Commissioner Ellison to approve the minutes of the Regular Meeting held on March 27, 2019. Motion carried unanimously.

4. Housing Authority:

a. Presentation of the March Activity Report

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

Councilor Forbeck asked if BHA has spoken with the School District of Beloit regarding the housing needs of students' families. Clint stated that Jeff Hoyt, Special Program Administrator, recently attended an open house at the Kolak Center and distributed information regarding our services.

b. Consideration of Resolution 2019-06 Approving First Quarter 2019 Write-Offs

Clinton Cole presented the staff report and recommendation.

Councilor Leavy inquired about the low amount of the write-off compared to the normal quarterly amount. Clint stated that our procedure for handling vacated tenant accounts receivable (TAR) has been changed in an effort to increase our chances of collecting these debts. We will be sending these debts to TRIP (Tax Return Intercept Program) before we write-off the balance from our active books each quarter.

Commissioner Forbeck moved and Commissioner Ellison seconded a motion to approve Resolution 2019-06. Motion carried unanimously.

c. Consideration of Resolution 2019-07 Approving the Capitalization Policy

Clinton Cole presented the staff report and recommendation.

This policy is a way to monitor use of Federal funds and make sure there is no misuse of funds.

Commissioner Ellison moved and Commissioner Murray seconded a motion to approve Resolution 2019-07. Motion carried unanimously.

d. Consideration of Resolution 2019-08 Awarding Contract for Gutter Installation at Public Housing Sites

Clinton Cole presented the staff report and recommendation.

The independent cost estimate was \$46,000. The bid received was below the cost estimate.

Commissioner Forbeck moved and Commissioner Ellison seconded a motion to approve Resolution 2019-08. Motion carried unanimously.

e. Consideration of Resolution 2019-09 Approving the Sale of Eight Project-Based Section 8 Units

Clinton Cole presented the staff report and recommendation.

The sale of these units was previously approved by HUD. However, HUD is requiring this to be approved again because of a change in the use of the proceeds of the sale. The proceeds from the sale will be used to maintain and improve Public Housing units.

Commissioner Ellison moved and Commissioner Forbeck seconded a motion to approve Resolution 2019-09. Motion carried unanimously.

f. The Community Development Authority will adjourn into closed session pursuant to §19.85(1)(e), Wis. Stats., for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular to discuss the potential sale of 1238 Elm Street. The Community Development Authority may reconvene and take action on an item discussed in closed session, but will reconvene to discuss the next item on the agenda.

Commissioner Forbeck moved and Commissioner Ellison seconded a motion to adjourn into closed session at 4:57 p.m.

Commissioner Leavy moved and Commissioner Murray seconded a motion to reconvene into open session at 5:07 p.m.

Julie Christensen, CDA Executive Director, presented the staff report and recommendation.

Commissioner Forbeck moved and Commissioner Murray seconded a motion to approve Resolution 2019-11. Motion carried unanimously.

g. Consideration of Resolution 2019-10 Establishing Standards for the Sale of Project-Based Section 8 Units

Julie Christensen, CDA Executive Director, presented the staff report and recommendation. She explained that staff recommends a five-year owner-occupied deed restriction for the sale of the Project-Based Section 8 units and the ability for the Executive Director to negotiate the sales of the properties, with final action being taken by the CDA.

Commissioner Forbeck moved and Commissioner Ellison seconded a motion to approve Resolution 2019-10. Motion carried unanimously.

5. **Adjournment**

Motion by Commissioner Forbeck and seconded by Commissioner Ellison to adjourn at 5:11 p.m. Motion carried.

Respectfully submitted,
Ann Purifoy