



**PUBLIC NOTICE & AGENDA  
COMMUNITY DEVELOPMENT AUTHORITY  
Parker Bluff - 220 Portland Avenue, Beloit, WI 53511  
4:30 PM  
Wednesday, July 24, 2019**

1. CALL TO ORDER AND ROLL CALL
2. PUBLIC COMMENT
3. MINUTES
  - 3.a. Consideration of the minutes of the June 26 Community Development Authority meeting  
[Attachment](#)
4. BELOIT HOUSING AUTHORITY
  - 4.a. Presentation of the June Activity Report (Cole)  
[Attachment](#)
  - 4.b. Presentation of the May Financial Report (Cole)  
[Attachment](#)
  - 4.c. Consideration of Resolution 2019-16 Approving Revision to the 2017 Capital Fund Budget (Cole)  
[Attachments](#)
5. ECONOMIC DEVELOPMENT
  - 5.a. Resolution 2019-17 approving a lease agreement between the Community Development Authority and the William T. Mansfield, Jr. Revocable Trust related to parking stalls in the Broad Street parking lot (Christensen)  
[Attachment](#)
6. ADJOURNMENT

\*\* 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 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

June 26, 2019

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, June 26, 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 4:32 p.m.

**Present:** Commissioners Baker, Kenitzer, Leavy and Murray

**Absent:** Commissioner Ellison and Forbeck

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

#### 2. Public Comment

None

#### 3. Consideration of the Minutes of the Regular Meeting held on May 22, 2019

A motion was made by Commissioner Leavy and seconded by Commissioner Kenitzer to approve the minutes of the Regular Meeting held on May 22, 2019. Motion carried unanimously.

#### 4. Housing Authority:

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

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

We issued 19 Section 8 vouchers in June and plan to issue 20 vouchers every other month until the end of the year in order to maintain our numbers.

##### b. Presentation of the April Financial Report

Clinton Cole presented the staff report and recommendation.

The Low Income Public Housing (LIPH) deficit is due in part to a number of vacancies during this first part of 2019. As of July 1, all Public Housing units will be fully leased. Also, the Phase 1 and Phase 2 deficit is due to the FSS Coordinator position not being funded in 2019. We received HUD's "FSS Get Ready Letter", which currently lists 33 participants enrolled in the FSS program. Should the number of participants remain above 25 we will be eligible to apply for full-time position funding for 2020.

#### 5. Community and Housing Services

##### a. Consideration of Resolution 2019-15, Recommending 2020 Community Development Block Grant (CDBG) Local funding Priorities

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

Staff recommends the following 2020 CDBG local funding priorities:

1. Public Service Programs that provide comprehensive case management services, with priority given to supportive housing programs, resource navigation, substance abuse services, mental health services, advocacy, education in life skills, job training, transportation, and activities which meet one of the NRSA objectives.
2. Code Enforcement
3. Housing Rehabilitation
4. Public Facility Improvements
5. Fair Housing

Commissioner Leavy moved and Commissioner Murray seconded a motion to approve Resolution 2019-15. Motion carried unanimously.

6. **Adjournment**

Motion by Commissioner Leavy and seconded by Commissioner Murray to adjourn at 4:58 p.m. Motion carried.

Respectfully submitted,  
Ann Purifoy

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



|                       |                           |                  |                          |
|-----------------------|---------------------------|------------------|--------------------------|
| <b>Agenda Number:</b> | 4a                        |                  |                          |
| <b>Topic:</b>         | June 2019 Activity Report |                  |                          |
| <b>Date:</b>          | July 24, 2019             |                  |                          |
| <b>Presenter:</b>     | Clinton Cole              | <b>Division:</b> | Beloit Housing Authority |

## Overview/Background Information

Each month, the Housing Authority provides an activity report to the Community Development Authority. This report is for information only.

## Key Issues

**Public Housing:**  
 At the end of this reporting period there were zero public housing vacancies. 10 applicants were pulled from the public housing waiting list; seven applicants were briefed. Seven annual, six interim, and seven new admission certifications were completed. Seven initial public housing inspections were completed.

**Section 8:**  
 523 vouchers were housed on June 30, 2019, with 10 voucher holders either searching for units or waiting for passed inspections. 14 portable vouchers were paid by BHA, and seven port-in vouchers were administered. 73 Section 8 inspections were completed during this reporting period, and the Housing Specialists completed 60 annual and 35 interim recertifications. 19 applicants were briefed and issued vouchers.

## Conformance with Strategic Plan

Approval of this action would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

## Sustainability

(If applicable, briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment. Consider whether the policy or program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. **Write N/A if not applicable**)  
 N/A

## Action Required/Recommendation

No action required. Information only.

## Fiscal Note/Budget Impact

All fiscal/budget impacts are noted in the report.

## Attachments

June 2019 Activity Report



Section 8 Inspections

73 inspections were completed during this reporting period. 41 were annual inspections, 15 were initial inspections, 16 were reinspections, and there was one special inspection.

Section 8 Activities

|                              |    |
|------------------------------|----|
| New Participants:            | 5  |
| Annual Recerts:              | 60 |
| Interim Recerts:             | 35 |
| Abatements:                  | 1  |
| Unit transfers:              | 4  |
| Possible Program Violations: | 2  |
| End of Program               | 3  |
| Port outs:                   | 1  |

Section 8 Briefings

|                  |    |
|------------------|----|
| Number Notified: | 0  |
| Number Briefed:  | 19 |

**APPLICATIONS:**

|               |     |                     |
|---------------|-----|---------------------|
| Waiting List: | 91  | Public Housing East |
|               | 86  | Public Housing West |
|               | 167 | Parker Bluff        |
|               | 82  | Project-Based       |
|               | 260 | 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**

# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



|                       |                           |                  |                          |
|-----------------------|---------------------------|------------------|--------------------------|
| <b>Agenda Number:</b> | 4b                        |                  |                          |
| <b>Topic:</b>         | May 2019 Financial Report |                  |                          |
| <b>Date:</b>          | July 24, 2019             |                  |                          |
| <b>Presenter:</b>     | Clinton Cole              | <b>Division:</b> | Beloit Housing Authority |

### Overview/Background Information

Each month, the Housing Authority provides a financial report to the Community Development Authority. This report is for information only.

### Key Issues

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Financial Assistant for the month ending May 31, 2019.

Through the month of May, the Low Income Public Housing (LIPH) program income was \$268,133.57 and the LIPH expenses were \$292,946.44. There was a deficit of \$(24,812.87) in LIPH. The Operating Reserve for LIPH at 2019 Period End is \$5,261,868.13.

Through the month of May, Inflows of revenue from LIPH Grants total \$42,460.73 and related grant expenses total \$42,460.73.

Through the month of May, the Project Based Voucher (PBV) program income was \$22,937.63 and the expenses were \$20,981.38. The PBV had a surplus of \$1,956.25. The PBV Operating Reserve at this Period End is \$79,802.25.

Through the month of May, Phase 1 and Phase 2 program income was \$333,473.55 and the expenses were \$333,104.77. Phase 1 and Phase 2 had a surplus of \$368.78. The Operating Reserve for these programs at this Period End is \$270,513.78.

Through the month of May, the Housing Choice Voucher (HCV) program income was \$1,409,412.58 and expenses were \$1,373,776.50. The HCV program had a surplus of \$10,901.13. The HCV Operating Reserve at this Period End is \$307,091.13.

Debts owed BHA collected to date in 2019: \$15,155.09  
TRIP Program: \$12,580.66 Repayments: \$2,574.43

### Conformance with Strategic Plan

Approval of this agreement would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

**Sustainability**

(If applicable, briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment. Consider whether the policy of program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. **Write N/A if not applicable**)

N/A

**Action Required/Recommendation**

No action required. Information only.

**Fiscal Note/Budget Impact**

All fiscal/budget impacts are noted in the report.

**Attachments**

N/A



## Consolidated 2019 Budget Report for Beloit Housing Authority - May 2019

|   | YTD Actual          |                   |                  |                  |                   |                     |                     | Annual Board Approved Budget |                     |                     |              |
|---|---------------------|-------------------|------------------|------------------|-------------------|---------------------|---------------------|------------------------------|---------------------|---------------------|--------------|
|   | Income              | Approved YTD      | LIPH             | LIPH Grants      | PBV               | Phase 1 & 2         | HCV                 | Agency Total                 | LIPH/LLC/PBV        | HCV                 | Total        |
| 1 Dwelling Rental                           | 128,488.75          |                   |                  |                  | 22,651.00         | 98,147.00           |                     | 120,798.00                   | 308,373.00          |                     | 308,373.00   |
| 2 Excess Utilities                          | -                   |                   |                  |                  |                   |                     |                     | -                            |                     |                     | -            |
| 3 Interest on Unrestricted Fund Investments | 501.25              | 30.01             |                  |                  |                   | 323.99              | 948.74              | 1,302.74                     | 770.00              | 433.00              | 1,203.00     |
| 4 Income - Transfer In from Other Funds     | -                   | 90,842.21         |                  |                  |                   | 74,579.14           | 44.65               | 165,466.00                   |                     |                     | -            |
| 5 Other Income - Tenants                    | 3,094.17            |                   |                  |                  | 286.63            | 17,274.98           | 1,350.00            | 18,911.61                    | 7,426.00            |                     | 7,426.00     |
| 6 HAP Fraud Recovery & FSS Forfeitures      | -                   | 29.00             |                  |                  |                   |                     | 7,825.30            | 7,854.30                     |                     |                     | -            |
| 7 Other Income - Bad Debt Collections       | -                   | 11,459.75         |                  |                  |                   |                     |                     | 11,459.75                    |                     |                     | -            |
| 8 Other Income - Laundry/Copy Fees/Misc     | 19,882.50           | 7,493.60          |                  |                  |                   | 43.32               | 15,363.89           | 22,900.81                    | 47,718.00           |                     | 47,718.00    |
| 9 Other Income - CFP Operation Money        | 25,000.00           |                   |                  |                  |                   |                     |                     | -                            | 60,000.00           |                     | 60,000.00    |
| 10 Other Income - Sale of Asset Gain/Loss   | -                   |                   |                  |                  |                   |                     |                     | -                            |                     |                     | -            |
| 11 Admin Fees Earned - HUD                  | 131,463.75          |                   |                  |                  |                   |                     | 126,818.00          | 126,818.00                   |                     | 315,513.00          | 315,513.00   |
| 12 Incoming Billable Admin Fees/Oper Sub    | 114,583.33          |                   |                  |                  |                   | 143,105.12          |                     | 143,105.12                   | 275,000.00          |                     | 275,000.00   |
| 13 ROSS/CFP Grant                           | -                   |                   | 42,460.73        |                  |                   |                     |                     |                              |                     |                     |              |
| 14 HAP Subsidy                              | 1,164,181.25        |                   |                  |                  |                   |                     | 1,257,062.00        | 1,257,062.00                 |                     | 2,794,035.00        | 2,794,035.00 |
| 15 Operating Subsidy                        | 167,738.75          | 158,279.00        |                  |                  |                   |                     |                     | 158,279.00                   | 402,573.00          |                     | 402,573.00   |
| <b>Total Income</b>                         | <b>1,754,933.75</b> | <b>268,133.57</b> | <b>42,460.73</b> | <b>22,937.63</b> | <b>333,473.55</b> | <b>1,409,412.58</b> | <b>2,033,957.33</b> | <b>1,101,860.00</b>          | <b>3,109,981.00</b> | <b>4,211,841.00</b> |              |
|   |                     |                   |                  |                  |                   |                     |                     |                              |                     |                     |              |
| Expenses                                    | Approved YTD        | LIPH              | LIPH Grant       | PBV              | Phase 1 & 2       | HCV                 | Agency Total        | LIPH/LLC/PBV                 | HCV                 | Total               |              |
| <b>Administrative Expenses</b>              |                     |                   |                  |                  |                   |                     |                     |                              |                     |                     |              |
| 16 Admin Salaries                           | 169,258.33          | 24,182.06         | 5,715.00         | 6,181.30         | 55,072.12         | 81,144.97           | 172,295.45          | 209,528.00                   | 196,692.00          | 406,220.00          |              |
| 17 FSS Coordinator Admin Salaries           | -                   |                   | 10,623.91        |                  |                   |                     | 10,623.91           |                              |                     | -                   |              |
| 18 Admin Employee Benefits                  | 72,827.92           | 12,555.69         |                  | 2,693.27         |                   | 32,902.69           | 48,151.65           | 96,915.00                    | 77,872.00           | 174,787.00          |              |
| 19 FSS Coordinator Admin Benefits           | -                   |                   | 3,981.98         |                  |                   |                     | 3,981.98            |                              |                     | -                   |              |
| 20 Advertising & Marketing                  | 958.33              |                   |                  |                  | 52.52             |                     | 52.52               | 1,300.00                     | 1,000.00            | 2,300.00            |              |
| 21 Legal                                    | 1,458.33            |                   |                  |                  | 577.50            |                     | 577.50              | 3,250.00                     | 250.00              | 3,500.00            |              |
| 22 Staff Training                           | 2,083.33            |                   | 7,569.96         |                  |                   |                     | 7,569.96            | 2,500.00                     | 2,500.00            | 5,000.00            |              |
| 23 Travel                                   | 208.33              |                   |                  |                  |                   | 41.69               | 41.69               | 250.00                       | 250.00              | 500.00              |              |
| 24 Accounting Consultants                   | 14,045.83           | 2,940.00          |                  | 550.00           | 4,972.00          | 3,110.00            | 11,572.00           | 26,460.00                    | 7,250.00            | 33,710.00           |              |
| 25 Audit Fee                                | 15,833.33           | 2,404.50          |                  |                  | 21,765.00         | 2,404.50            | 26,574.00           | 29,000.00                    | 9,000.00            | 38,000.00           |              |
| 26 Telephone                                | 5,085.00            | 537.80            |                  |                  |                   | 517.54              | 1,055.34            | 5,472.00                     | 6,732.00            | 12,204.00           |              |
| 27 Postage                                  | 2,708.33            | 964.04            |                  |                  |                   |                     | 964.04              | 2,145.00                     | 4,355.00            | 6,500.00            |              |
| 28 Office Supplies                          | 2,291.67            | 313.63            |                  |                  |                   | 368.18              | 681.81              | 3,420.00                     | 2,080.00            | 5,500.00            |              |
| 29 Memberships & Publications               | 1,091.67            | 294.15            |                  |                  |                   | 224.16              | 518.31              | 685.00                       | 1,935.00            | 2,620.00            |              |
| 30 Bank Fees                                | 1,333.33            |                   |                  |                  | 48.66             | 1,309.39            | 1,358.05            | -                            | 3,200.00            | 3,200.00            |              |
| 31 Computer Maintenance                     | -                   |                   |                  |                  |                   |                     | -                   |                              |                     | -                   |              |
| 32 Copier Expenses                          | 2,500.00            | 1,055.73          |                  |                  |                   | 1,055.73            | 2,111.46            | 2,815.00                     | 3,185.00            | 6,000.00            |              |
| 33 Office Equipment Maintenance             | -                   |                   |                  |                  |                   |                     | -                   | -                            | -                   | -                   |              |
| 34 Postage Machine                          | -                   |                   |                  |                  |                   | 1,579.28            | 1,579.28            |                              |                     | -                   |              |
| 35 Software Maintenance                     | 5,208.33            | 2,128.70          |                  |                  |                   | 3,080.55            | 5,209.25            | 6,250.00                     | 6,250.00            | 12,500.00           |              |
| 36 Outgoing Portable Admin Fees             | -                   |                   |                  |                  |                   |                     | -                   |                              |                     | -                   |              |
| 37 Sundry Administration/Compliance Fees    | 3,958.33            | 992.50            |                  | 1,719.44         | 10,093.06         | 25.00               | 12,830.00           | 9,500.00                     | -                   | 9,500.00            |              |
| 38 Management Improvements                  | -                   |                   |                  |                  |                   |                     | -                   |                              |                     | -                   |              |
| 39 Management Fees                          | 7,500.00            |                   |                  |                  | 7,493.60          |                     | 7,493.60            | 18,000.00                    |                     | 18,000.00           |              |
| 40 Eviction & Collection Agent Fees         | -                   |                   |                  |                  |                   | 1,714.81            | 1,714.81            | -                            | -                   | -                   |              |
| 41 HAP Expense (net fraud recovery to HUD)  | -                   |                   |                  |                  |                   | 1,240,197.00        | 1,240,197.00        | -                            | -                   | -                   |              |
| HAP Overfunding (Underfunding)              | -                   |                   |                  |                  |                   | 24,734.95           |                     |                              |                     | -                   |              |
| <b>Maintenance Expenses</b>                 |                     |                   |                  |                  |                   |                     |                     |                              |                     |                     |              |
| 42 Maintenance Salaries                     | 66,308.75           | 2,932.32          |                  | 3,011.49         | 65,283.16         |                     | 71,226.97           | 159,141.00                   |                     | 159,141.00          |              |
| 43 Casual Labor - Maintenance               | -                   |                   |                  |                  |                   |                     | -                   |                              |                     | -                   |              |
| 44 Maintenance Benefits                     | 23,112.92           | 223.37            |                  | 1,190.99         |                   |                     | 1,414.36            | 55,471.00                    |                     | 55,471.00           |              |
| 45 Maintenance Materials & Supplies         | 9,270.83            | 50.74             |                  | 251.31           | 10,931.97         |                     | 11,234.02           | 22,250.00                    |                     | 22,250.00           |              |
| 46 Plumbing Supplies                        | -                   |                   |                  |                  |                   |                     | -                   |                              |                     | -                   |              |
| 47 Locks, Locksets & Keys                   | -                   |                   |                  |                  |                   |                     | -                   |                              |                     | -                   |              |
| 48 Electrical Supplies                      | -                   |                   |                  | 5.00             |                   |                     | 5.00                |                              |                     | -                   |              |
| 49 Painting Supplies                        | -                   |                   |                  |                  |                   |                     | -                   |                              |                     | -                   |              |
| 50 Cleaning Supplies                        | -                   | 500.42            |                  |                  |                   |                     | 500.42              |                              |                     | -                   |              |



# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



|                       |  |                  |                          |
|-----------------------|--|------------------|--------------------------|
| <b>Agenda Number:</b> | 4c                                       |                  |                          |
| <b>Topic:</b>         | 2017 Capital Fund Program Grant Revision |                  |                          |
| <b>Date:</b>          | July 24, 2019                            |                  |                          |
| <b>Presenter:</b>     | Clinton Cole                             | <b>Division:</b> | Beloit Housing Authority |

## Overview/Background Information

The HUD Capital Fund Program provides funds annually to Public Housing Agencies for the development, financing, and modernization of public housing developments; as well as for management improvements including staff training.

## Key Issues

1. The Beloit Housing Authority is proposing to revise the 2017 HUD Capital Fund Grant budget in order to fund LIPH Phase 1 and Phase 2 Replacement Reserves.
2. The Low-Income Public Housing Operating Agreements for Beloit Apartments Redevelopment Phase 1 and Phase 2 dictate that the Beloit Housing Authority annually must fund the Replacement Reserve account for each Phase for the purpose of replacing capital assets and providing capital improvements in connection with the Project. The amount that must be funded is approximately \$26,000 per Phase per year.
3. HUD has now placed a limit on the percentage of Capital funds that may be used to fund Replacement Reserve accounts each budget year.
4. A budget revision has been prepared to enable the BHA to utilize 2017 Capital Funds to fund the Replacement Reserve accounts in accordance with the Operating Agreement. We have moved \$56,836 from line items 1410-Administration, 1450-Site Improvement, and 1475-Non-Dwelling Equipment. This will not have a negative budgetary impact, as there are funds available in the 2018 Capital Fund Grant for these line items.

## Conformance with Strategic Plan

Approval of this agreement would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

## Sustainability

(If applicable, briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment. Consider whether the policy of program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. Write N/A if not applicable)

N/A

## Action Required/Recommendation

Staff recommends approval of the attached resolution.

## Fiscal Note/Budget Impact

Revision of 2017 Capital Fund Program Grant Budget

## Attachments

Resolution 2019-16

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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2019-16**

**APPROVING THE BUDGET REVISION TO THE BELOIT HOUSING AUTHORITY’S HUD 2017  
CAPITAL FUND PROGRAM (CFP) GRANT**

**WHEREAS**, the Beloit Housing Authority had prepared a 2017 Annual Statement and budget after receiving a \$252,344 Capital Fund Program (CFP) Grant from the U.S. Department of Housing and Urban Development;

**WHEREAS**, the Beloit Housing Authority must annually fund the LIPH Phase 1 and Phase 2 Replacement Reserve accounts annually; and

**WHEREAS**, the Beloit Housing Authority has prepared and will submit a revised 2017 Annual Statement and budget in order to move funds to be used for the funding of the LIPH Phase 1 and Phase 2 Replacement Reserve accounts to remain in compliance with the Phase 1 and Phase 2 Operating Agreements.

**NOW, THEREFORE BE IT RESOLVED**, that the Beloit Community Development Authority Board of Commissioners approve the revised 2017 Capital Fund Program Grant Annual Statement and budget as presented.

Adopted this 24th day of July 2019

**Community Development Authority**

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David Baker, Chairman

**Attest:**

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Julie Christensen, Executive Director

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 06/30/2017

|   |   |   |
|---|---|---|
| <b>Part I: Summary</b>                              |   |   |
| <b>PHA Name: Beloit Housing Authority<br/>WI064</b> | <b>Grant Type and Number</b><br>Capital Fund Program Grant No: WI39-P064-50117<br>Replacement Housing Factor Grant No:<br>Date of CFFP: | <b>FFY of Grant: 2017<br/>FFY of Grant Approval: 2017</b> |

**Type of Grant**  
 Original Annual Statement       Reserve for Disasters/Emergencies       Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 09/30/2017       Final Performance and Evaluation Report

| Line | Summary by Development Account                               | Total Estimated Cost |                      | Total Actual Cost <sup>1</sup> |            |
|------|--|----------------------|----------------------|--------------------------------|------------|
|      |  | Original             | Revised <sup>2</sup> | Obligated                      | Expended   |
| 1    | Total non-CFP Funds  |                      |                      |                                |            |
| 2    | 1406 Operations (may not exceed 20% of line 21) <sup>3</sup> | 30,000.              |                      | 30,000.                        | 30,000     |
| 3    | 1408 Management Improvements                                 |                      |                      |                                |            |
| 4    | 1410 Administration (may not exceed 10% of line 21)          | 15,000.              | 0                    |                                |            |
| 5    | 1411 Audit   |                      |                      |                                |            |
| 6    | 1415 Liquidated Damages                                      |                      |                      |                                |            |
| 7    | 1430 Fees and Costs  |                      |                      |                                |            |
| 8    | 1440 Site Acquisition  |                      |                      |                                |            |
| 9    | 1450 Site Improvement  | 52,000.              | 51,163.              | 51,163.                        | 51,163.    |
| 10   | 1460 Dwelling Structures                                     |                      |                      |                                |            |
| 11   | 1465.1 Dwelling Equipment—Nonexpendable                      |                      |                      |                                |            |
| 12   | 1470 Non-dwelling Structures                                 |                      |                      |                                |            |
| 13   | 1475 Non-dwelling Equipment                                  | 45,344.              | 4,345.               | 4,345.                         | 4,345.     |
| 14   | 1485 Demolition  |                      |                      |                                |            |
| 15   | 1490 Replacement Reserves                                    | 50,000.              | 106,836              | 46,926.24.                     | 46,926.24. |
| 16   | 1495.1 Relocation Costs                                      |                      |                      |                                |            |
| 17   | 1499 Development Activities <sup>4</sup>                     |                      |                      |                                |            |

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
**Expires 06/30/2017**

| <b>Part I: Summary</b>   |  |   |                      |   |  |  |
|--|--|---|----------------------|---|--|--|
| <b>PHA Name:</b><br>Beloit Housing Authority WI064   |  | <b>Grant Type and Number</b><br>Capital Fund Program Grant No: WI39-P064-50117<br>Replacement Housing Factor Grant No:<br>Date of CFFP: |                      |   | <b>FFY of Grant:2017</b><br><b>FFY of Grant Approval: 2017</b> |  |
| <b>Type of Grant</b><br><input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:                      )<br><input type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/30/2017 <input type="checkbox"/> Final Performance and Evaluation Report |  |   |                      |   |  |  |
| Line   | Summary by Development Account   | Total Estimated Cost  |                      | Total Actual Cost <sup>1</sup>              |  |  |
|  |  | Original  | Revised <sup>2</sup> | Obligated                                   | Expended   |  |
| 18a  | 1501 Collateralization or Debt Service paid by the PHA                   | 60,000  |                      | 60,000                                      | 60,000   |  |
| 18ba   | 9000 Collateralization or Debt Service paid Via System of Direct Payment |   |                      |   |  |  |
| 19   | 1502 Contingency (may not exceed 8% of line 20)                          |   |                      |   |  |  |
| 20   | Amount of Annual Grant:: (sum of lines 2 - 19)                           |   |                      |   |  |  |
| 21   | Amount of line 20 Related to LBP Activities                              |   |                      |   |  |  |
| 22   | Amount of line 20 Related to Section 504 Activities                      |   |                      |   |  |  |
| 23   | Amount of line 20 Related to Security - Soft Costs                       |   |                      |   |  |  |
| 24   | Amount of line 20 Related to Security - Hard Costs                       |   |                      |   |  |  |
| 25   | Amount of line 20 Related to Energy Conservation Measures                |   |                      |   |  |  |
| <b>Signature of Executive Director</b>   |  | <b>Date</b>   |                      | <b>Signature of Public Housing Director</b> |  |  |
|  |  |   |                      | <b>Date</b>                                 |  |  |

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

| <b>Part II: Supporting Pages</b>                  |   |                            |   |                      |                      |                                   |                                |                |
|---|---|----------------------------|---|----------------------|----------------------|-----------------------------------|--------------------------------|----------------|
| PHA Name: Beloit Housing Authority WI064          |   |                            | <b>Grant Type and Number</b><br>Capital Fund Program Grant No: WI39-P064-50117<br>CFFP (Yes/ No):<br>Replacement Housing Factor Grant No: |                      |                      | <b>Federal FFY of Grant: 2017</b> |                                |                |
| Development Number<br>Name/PHA-Wide<br>Activities | General Description of Major Work<br>Categories | Development<br>Account No. | Quantity  | Total Estimated Cost |                      | Total Actual Cost                 |                                | Status of Work |
|   |   |                            |   | Original             | Revised <sup>1</sup> | Funds<br>Obligated <sup>2</sup>   | Funds<br>Expended <sup>2</sup> |                |
| 17-01 A 64-2                                      | Operations                                      | 1406                       |   | 15,000.              |                      | 15,000.                           | 15,000                         |                |
| 17-01 B 64-3                                      | Operations                                      | 1406                       |   | 15,000.              |                      | 15,000.                           | 15,000                         |                |
|   | Total:  |                            |   | 30,000.              |                      | 30,000.                           | 30,000                         |                |
| 17-02 A 64-1                                      | Administration                                  | 1410                       |   | 4,800.               | 0                    |                                   |                                |                |
| 17-02 B 64-2                                      | Administration                                  | 1410                       |   | 6,450.               | 0                    |                                   |                                |                |
| 17-02 C 64-3                                      | Administration                                  | 1410                       |   | 3,750.               | 0                    |                                   |                                |                |
|   | Total:  |                            |   | 15,000.              | 0                    |                                   |                                |                |
| 17-03 A 64-2                                      | Site Improvement                                | 1450                       |   | 26,000.              | 25,581.50            | 25,581.50                         | 25,581.50                      |                |
| 17-03 B 64-3                                      | Site Improvement                                | 1450                       |   | 26,000.              | 25,581.50            | 25,581.50                         | 25,581.50                      |                |
|   | Total:  |                            |   | 52,000.              | 51,163               | 51,163                            | 51,163                         |                |
| 17-04 A 64-2                                      | Non Dwelling Equipment                          | 1475                       |   | 22,672.              | 2,172.50             | 2,172.50                          | 2,172.50                       |                |
| 17-04 B 64-3                                      | Non Dwelling Equipment                          | 1475                       |   | 22,672.              | 2,172.50             | 2,172.50                          | 2,172.50                       |                |
|   | Total:  |                            |   | 45,344.              | 4,345.               | 4,345.                            | 4,345                          |                |
|   |   |                            |   |                      |                      |                                   |                                |                |
|   |   |                            |   |                      |                      |                                   |                                |                |

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.









# REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



|                       |  |                    |                      |
|-----------------------|--|--------------------|----------------------|
| <b>Agenda Number:</b> | 5a   |                    |                      |
| <b>Topic:</b>         | Lease Agreement for parking spaces at the Broad Street Parking Lot between CDA and William T. Mansfield, Jr. Revocable Trust |                    |                      |
| <b>Date:</b>          | July 24, 2019  |                    |                      |
| <b>Presenter:</b>     | Julie Christensen/Andrew Janke   | <b>Department:</b> | Economic Development |

## Overview/Background Information

In 1998, the City of Beloit and William T. Mansfield Jr. entered into a lease agreement for the sole and exclusive use of several parking spaces in the Broad Street Parking Lot. The redesign of the parking lot and public walkway necessitated removing certain parking spaces from Mansfield's property. Mr. Mansfield allowed the City of Beloit to construct a public walkway on his property in exchange for the City agreeing to designate certain parking stalls for his tenants' parking. The lease called for an initial term of 10 years, with the ability to extend the terms of the lease for 2 additional 10-year periods. Mansfield neglected to renew the lease agreement after the first ten years had expired.

## Key Issues

1. In 2014, the CDA approved a new lease for this property with similar terms and conditions to the 1998 lease described above, which required Mansfield to give the CDA written notice to renew 30 days prior to the September 30, 2018 expiration date. This notice was not given. Therefore, the agreement has expired.
2. The City Attorney has drafted a new lease with terms and conditions that were previously approved by the CDA.
3. Exhibit A of the proposed lease depicts the spaces that are the subject of the proposed lease agreement. The lease allows for 7 parking spaces to be utilized by the tenants of Mansfield.
4. The lease shall begin on August 1, 2019 and shall terminate on September 30, 2030. Mansfield has the option to renew the lease for an additional ten-year term provided that he is not in default in his obligations under the lease at the expiration of any term and has given the CDA 30 day's prior written notice of his option to renew the lease.
5. Mansfield is required to provide signs for the seven parking stalls that read "Reserved Tenant Parking, Permit Required. Wis. Stats. 346.55(4). Mansfield will then provide his tenants with a sticker, placard or other evidences that they can use the parking stalls.
6. Mansfield may not assign or sublet his interest in in this lease without CDA consent.

## Conformance with Strategic Plan

Approval of this agreement would conform with the stated purpose of the following strategic goal:

- Goal #1 - Create and Sustain Safe and Healthy Neighborhoods
- Goal #2 - Create and Sustain a High Performing Organization
- Goal #3 - Create and Sustain Economic and Residential Growth
- Goal #4 - Create and Sustain a High Quality of Life
- Goal #5 - Create and Sustain High Quality Infrastructure and Connectivity
- Goal #6 - Create and Sustain a Positive Image, Enhance Communications and Engage the Community

## Sustainability

(If applicable, briefly comment on the sustainable long term impact of this policy or program related to how it will impact both the built and natural environment. Consider whether the policy of program will reduce dependence upon fossil fuels, reduce dependence on chemicals and other manufacturing substances that accumulate in nature, reduce dependence on activities that harm life sustaining eco-systems, and/or meet the hierarchy of present and future human needs fairly and efficiently. Write N/A if not applicable)

N/A

## Action Required/Recommendation

The lease is consistent with the original purpose and intent of the City Council in 1998. Therefore, staff recommends approval of the proposed lease agreement.

## Fiscal Note/Budget Impact

The rent is \$1.00 per year.

## Attachments

Lease and Resolution 2019-17

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COMMUNITY DEVELOPMENT AUTHORITY

**RESOLUTION 2019-17  
APPROVING LEASE AGREEMENT BETWEEN THE COMMUNITY DEVELOPMENT  
AUTHORITY AND THE WILLIAM T. MANSFIELD, JR. REVOCABLE TRUST**

The Community Development Authority of the City of Beloit does hereby resolve that the attached Lease Agreement between the Community Development Authority and the William T. Mansfield, Jr. Revocable Trust, be, and the same is hereby, approved.

BE IT FURTHER RESOLVED that David Baker be, and is hereby, authorized to execute the attached Lease Agreement.

Adopted this 24th day of July, 2019.

**Community Development Authority**

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David Baker, Chairman

**Attest:**

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Julie Christensen, Executive Director

## LEASE AGREEMENT

**WHEREAS**, the **Community Development Authority** (hereinafter referred to as "**CDA**") owns a public parking lot which is located at 425 Broad Street in the City of Beloit; and

**WHEREAS**, the **William T. Mansfield, Jr. Revocable Trust** (hereinafter referred to as "**Mansfield**") owns land and commercial buildings on the west side of the public parking lot; and

**WHEREAS**, the City of Beloit reconstructed the public parking lot during the summer of 1995; and

**WHEREAS**, the City of Beloit, prior to reconstruction, asked **Mansfield** to relinquish eight (8) private parking stalls located on the west side of the public parking lot and to convert those parking stalls to a public sidewalk for use by pedestrians going to and from the public parking lot; and

**WHEREAS**, **Mansfield** agreed to convert his private parking stalls to a public sidewalk on the condition that the City of Beloit lease seven (7) parking stalls in the public parking lot to **Mansfield** for use of his tenants and on the condition that the City of Beloit construct the sidewalk on the **Mansfield** property; and

**WHEREAS**, the City of Beloit agreed to construct the sidewalk and to lease seven (7) parking stalls in the public parking lot to **Mansfield**; and

**WHEREAS**, the City of Beloit and **Mansfield** entered into a 10-year lease in 1998 that permitted the parties to renew for two additional 10-year terms; and

**WHEREAS, Mansfield** neglected to renew the lease as required by the terms of the initial lease; and

**WHEREAS,** the City of Beloit has since deeded the parking lot to the **CDA** in June of 2012; and

**WHEREAS,** the **CDA** entered into a 4-year lease in October 2014 with the option to extend the lease for an additional 10-year term; and

**WHEREAS, Mansfield** neglected to renew the lease as required by the terms of the 2014 lease; and

**WHEREAS,** the **CDA** is amenable to renewing the lease upon terms and conditions that were previously approved by the City Council in 1998 and the **CDA** in 2014.

**NOW, THEREFORE,** the **CDA** and **Mansfield** agree as follows:

1. **Leased Property.** The **CDA** hereby leases to **Mansfield**, for use by his tenants, seven parking stalls in the public parking lot at 425 Broad Street. Those seven (7) parking stalls are shown on Exhibit A attached hereto and are numbered 1, 2, 3, 4, 8, 9 and 10. The parties understand and agree that these seven (7) parking stalls will be used by **Mansfield's** tenants for vehicular parking.

2. **Term of Lease.** This lease shall commence on the 1<sup>st</sup> day of August, 2019, and shall terminate on the 30<sup>th</sup> day of September, 2030. **Mansfield** shall have the option to renew this lease for an additional 10-year term provided that **Mansfield** is not in default in his obligations under this lease at the expiration of any term. **Mansfield** shall give the **CDA** written notice of his intent to exercise his option to renew this lease at lease thirty (30) days prior to the expiration of the term.

3. **Rent.** **Mansfield** shall pay the **CDA** One Dollar (\$1.00) per year as rent. The rent shall be paid to the City Treasurer at 100 State Street, Beloit, Wisconsin. The first year's rent shall be made on or before the 1<sup>st</sup> day of August, 2019. Subsequent rent payments shall be paid annually on or before the 1<sup>st</sup> day of August. **Mansfield** may prepay rent at his convenience. If this agreement is terminated for any reason prior to the expiration of the term, any rents that were prepaid shall not be refunded.

4. **Signage for Parking Stalls.** **Mansfield** shall provide signs for the seven parking stalls which shall be kept in good condition. The signs shall read: "Reserved Tenant Parking, Permit Required. Wis. Stats. 346.55(4)." **Mansfield** shall provide his tenants with a sticker, placard or other evidence that they are permitted to use the leased parking spaces. The permit shall be conspicuously displayed on each tenant's vehicle while the vehicle is in the leased parking stall. **Mansfield** shall provide the **CDA** and the Beloit Police Department with a copy of the permit which authorizes use of the leased parking spaces.

5. **Maintenance.** The **CDA** shall maintain the structural elements of the leased parking stalls and shall maintain pavement markings associated with those stalls. If, for any reason, the **CDA**, in its sole discretion, determines that it is necessary to temporarily close the parking lot for maintenance or construction, the **CDA** shall not be obligated to provide alternative parking arrangements for **Mansfield** or his tenants. **Mansfield** shall be responsible to keep the parking stalls in a neat and clean condition.

6. **Assignment.** **Mansfield** may not assign or sublet his interest in this lease to any other person or organization without the consent of the **CDA**. This paragraph is not intended to

require that **Mansfield** obtain prior **CDA** approval for the issuance of parking permits to his tenants.

7. **Indemnification.** **Mansfield** agrees to hold the **CDA** harmless and to indemnify the **CDA** for any liability arising from **Mansfield's** use of the premises during the term of this Lease.

8. **Default and Notice of Default.** In the event that either party to this agreement is in default on any of its obligations under this agreement, the non-defaulting party shall notify the defaulting party, in writing, of such default. The notice shall clearly identify the alleged default and the action necessary to cure the same. The notice shall give the defaulting party thirty (30) days in which to cure the default. In the event that the defaulting party fails to cure the default, the non-defaulting party may pursue any remedy available under the law, including the right to terminate this lease.

9. **Amendments.** This lease may be amended only by written mutual agreement of the **CDA** and **Mansfield**.

10. **Notices.** Notices to the parties to this Lease shall be as follows:

**City:** **Community Development Authority**  
Attn: Julie Christensen, Executive Director  
100 State Street  
Beloit, WI 53511  
(608) 364-6703

**Mansfield:** **William T. Mansfield, Jr. Revocable Trust**  
Attn: Bill Mansfield  
1509 Oak Opening Drive  
Stoughton, WI 53589  
(608) 577-5056



Dated this \_\_\_\_ day of \_\_\_\_\_, 2019.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2019.

**COMMUNITY DEVELOPMENT AUTHORITY**

**WILLIAM T. MANSFIELD, JR. REVOCABLE TRUST**

By: \_\_\_\_\_  
David G. Baker, Chairman

By: \_\_\_\_\_  
*(signature)*

ATTEST:

\_\_\_\_\_  
*(print name)*

By: \_\_\_\_\_  
Julie Christensen, Executive Director

Its \_\_\_\_\_  
*(print title)*

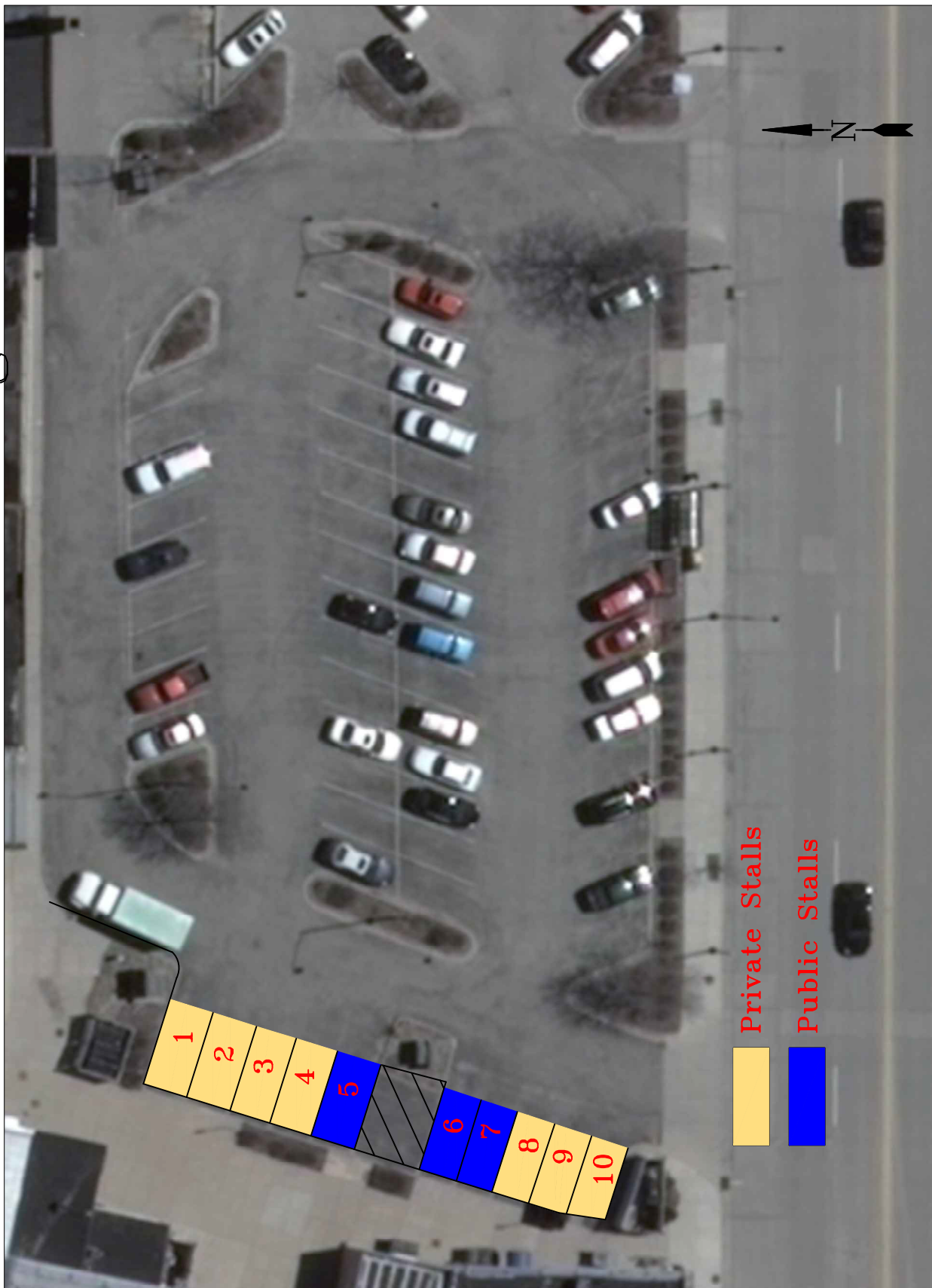
ATTEST:

By: \_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(print name)*

Its \_\_\_\_\_  
*(print title)*

# Broad Street Parking Lot



Date: 9/4/2014

Drawn By: JED