



**AMENDED
PUBLIC NOTICE & AGENDA
COMMUNITY DEVELOPMENT AUTHORITY
City Hall Forum - 100 State Street, Beloit, WI 53511
4:30 PM
Wednesday, January 22, 2020**

1. CALL TO ORDER AND ROLL CALL
2. ELECTION OF OFFICERS
 - 2.a. Nomination of Chairperson
 - 2.b. Nomination of Vice-Chairperson
3. PUBLIC COMMENT
4. MINUTES
 - 4.a. Consideration of the minutes from the December 4, 2019 and January 6, 2020 special meetings
[Attachment](#)
5. BELOIT HOUSING AUTHORITY
 - 5.a. Presentation of the November Activity Report (Cole)
[Attachment](#)
 - 5.b. Presentation of the October Financial Report (Cole)
To be handed out at the meeting
 - 5.c. Consideration of Resolution 2020-02 Approving Revision to the 2016 Capital Fund Budget (Cole)
[Attachment](#)
 - 5.d. 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 852 Eighth Street. The Community Development Authority may reconvene and take action on an item discussed in closed session. (Christensen)

6. ECONOMIC DEVELOPMENT

6.a. Appointment of a CDA Board Member to the Greater Beloit Economic Development Corporation (Christensen)

[Attachment](#)

7. 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

Parker Bluff – 220 Portland Avenue, Beloit, WI 53511

December 4, 2019

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, December 4, 2019 in the Community Room of Parker Bluff Apartments, 220 Portland Avenue.

1. Call to Order and Roll Call

Meeting was called to order by Commissioner Baker at 4:30 p.m.

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

Absent: Commissioner Murray

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

2. Public Comment

None

3. Consideration of the Minutes of the Regular Meeting held on October 23, 2019

A motion was made by Commissioner Forbeck and seconded by Commissioner Leavy to approve the minutes of the Regular Meeting held on October 23, 2019. Motion carried unanimously.

4. Beloit Housing Authority:

a. Presentation of the October Activity Report

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

Clint reported that the Public Housing Phase 2 file review for investors revealed that our files were impeccable with no errors being found.

b. Presentation of the September Financial Report

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

Clint stated that the LIPH (Low Income Public Housing) deficit is an accounting error which resulted when the sale of 1238 Elm Street was incorrectly credited to the Project-based account.

Clint indicated that BHA will be working with the City Finance Director, Eric Miller, to determine ways to save money by taking advantage of systems already in place. Julie stated that the City Manager, Lori Luther, has asked that we evaluate the value of using the City's financial software, rather than the current software we use. Councilor Leavy asked if we would still need both the Fee Accountant and the BHA Financial Assistant if this happens. Clint stated that the Fee Accountant duties could be

performed by the City, but the BHA Financial Assistant position would still be necessary.

c. Presentation of the December 2018 Financial Report

Clinton Cole presented the staff report and recommendation.

Clint stated that the LIPH (Low Income Public Housing) deficit is due to the way supplies were previously charged. Each phase is now charged for supplies directly rather than the previous payback method. The HCV (Housing Choice Voucher) deficit is a reflection of the correlation between administrative fees and the number of units leased up. This is a delicate balance we try to maintain and are currently aggressively leasing up Section 8 vouchers.

d. Presentation of the 2018 Audits

Julie Christensen, Community Development Director, gave a brief summary of the audits.

Overall, the audit looked good. However, Julie plans to meet with Eric Miller, the City Finance Director, to get a better understanding of the collateralization issue raised in the audit and determine if BHA funds are really uninsured and uncollateralized. All issues from the previous audit have been resolved.

5. **Community and Housing Services**

a. Consideration of Resolution 2019-30, Approving a Release to a Memorandum of Agreement

Julie Christensen, Community Development Director, presented the staff report and recommendation.

Commissioner Forbeck moved and Commissioner Leavy seconded a motion to approve Resolution 2019-30. Motion carried unanimously.

6. **Adjournment**

Motion by Commissioner Baker and seconded by Commissioner Forbeck to adjourn at 5:06 p.m. Motion carried.

Respectfully submitted, Ann Purifoy

Minutes

Beloit Community Development Authority

100 State Street, Beloit WI 53511

January 6, 2020

4:30 P.M.

The special meeting of the City of Beloit Community Development Authority was held on Monday, January 6, 2020 in the First Floor Conference Room of Beloit City Hall, 100 State Street.

1. Call to Order and Roll Call

Meeting was called to order by Commissioner Baker at 4:30 p.m.

Present: Commissioners Baker, Ellison, Forbeck, and Leavy

Absent: None

Staff Present: Julie Christensen

2. Closed Session:

- a. 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 852 Eighth Street. The Community Development Authority may reconvene and take action on an item discussed in closed session.

Commissioner Forbeck moved and Commissioner Ellison seconded a motion to adjourn into closed session at 4:32 p.m.

Commissioner Baker moved and Commissioner Leavy seconded a motion to reconvene into open session at 4:41 p.m.

Commissioner Forbeck moved and Commissioner Leavy seconded a motion to approve Resolution 2020-01, accepting the offer to purchase. Motion carried unanimously.

3. Adjournment

Motion by Commissioner Baker and seconded by Commissioner Leavy to adjourn at 4:41 p.m. Motion carried.

Respectfully submitted,
Julie Christensen

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	5a		
Topic:	November 2019 Activity Report		
Date:	January 22, 2020		
Presenter:	Clinton Cole	Division:	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 two public housing vacancies. 13 annual and 12 interim certifications were completed. 13 public housing inspections were completed during this period.

Section 8:
512 vouchers were housed on November 30, 2019, with 30 voucher holders either searching for units or waiting for passed inspections. 13 portable vouchers were paid by BHA, and seven port-in vouchers were administered. 77 Section 8 inspections were completed during this reporting period, and the Housing Specialists completed 31 annual and 20 interim recertifications. 50 applicants were notified during this period.

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

November 2019 Activity Report

Section 8 Inspections

77 inspections were completed during this reporting period. 39 were annual inspections, 6 were initial inspections, 17 were reinspections, and there were two special inspections.

Section 8 Activities

New Participants:	3
Annual Recerts:	31
Interim Recerts:	20
Abatements:	5
Unit transfers:	8
Possible Program Violations:	1
End of Program	4
Port outs:	5

Section 8 Briefings

Number Notified:	50
Number Briefed:	16

APPLICATIONS:

Waiting List:	121	Public Housing East
	119	Public Housing West
	220	Parker Bluff
	276	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



Agenda Number:	5c		
Topic:	2016 Capital Fund Program Grant Revision		
Date:	January 22, 2020		
Presenter:	Clinton Cole	Division:	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 2016 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 2016 Capital Funds to fund the Replacement Reserve accounts in accordance with the Operating Agreement. We have moved \$8,419.17 from line item 1460-Dwelling Structure. This will not have a negative budgetary impact, as there are funds available in the 2018 and 2019 Capital Fund Grants for this line item.

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 2016 Capital Fund Program Grant Budget

Attachments

Resolution 2020-02

COMMUNITY DEVELOPMENT AUTHORITY

RESOLUTION 2020-02

**APPROVING THE BUDGET REVISION TO THE BELOIT HOUSING AUTHORITY’S HUD 2016
CAPITAL FUND PROGRAM (CFP) GRANT**

WHEREAS, the Beloit Housing Authority had prepared a 2016 Annual Statement and budget after receiving a \$252,287 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 2016 Annual Statement and budget in order to move \$8,419.17 in Capital 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 2016 Capital Fund Program Grant Annual Statement and budget as presented.

Adopted this 22nd day of January 2020

Community Development Authority

Chairperson

Attest:

Julie Christensen, Executive Director

Part I: Summary		
PHA Name: Beloit Housing Authority	Grant Type and Number Capital Fund Program Grant No: WI39-064-50116 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2016 FFY of Grant Approval: 2016

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no: 1)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	60,000.		60,000.	60,000.
3	1408 Management Improvements	7,000.		7,000.	7,000.
4	1410 Administration (may not exceed 10% of line 21)	25,000		25,000.	25,000.
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	90,287.	81,867.83	81,867.83	81,867.83
11	1465.1 Dwelling Equipment—Nonexpendable	10,000.		10,000	10,000
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	0	8,419.17		
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				
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)	252,287.			243,867.83
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				
Signature of Executive Director		Date	Signature of Public Housing Director		Date

¹ To be completed for the Performance and Evaluation Report.

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

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

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Beloit Housing Authority			Grant Type and Number Capital Fund Program Grant No: WI39-064-50116 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2016		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
16-01 A 64-2	Operations	1406		30,000.				
16-01 B 64-3	Operations	1406		30,000				
	Total:			60,000		60,000.	60,000.	
16-02 A 64-2	Management Improvements	1408		3,500.		3,500.	3,500.	
16-02 B 64-3	Management Improvements	1408		3,500.		3,500.	3,500.	
	Total:			7,000.		7,000.	7,000.	
16-03 A 64-1	Management Fee	1410		8,000.		10,804.50	11,183.50	
16-03 B 64-2	Management Fee	1410		10,750.		10,984.50	11,453.50	
16-03 C 64-3	Management Fee	1410		6,250.		590.	2363.	
	Total:			25,000.		25,000.	25,000.	
16-04 A 64-2	Appliances	1465		5,000.		5000	5000.	
16-04 B 64-3	Appliances	1465		5,000.		5000	5000	
	Total:			10,000.		10,000	10,000	

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

² To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages								
PHA Name: Beloit Housing Authority			Grant Type and Number Capital Fund Program Grant No: WI39-064-50116 CFPP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2016		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
16-05 A 64-2	Dwelling Structures	1460		45,153.50	40,933.92	40,933.92	40,933.92	
16-05 B 64-3	Dwelling Structures	1460		45,153.50	40,933.91	40,933.91	40,933.91	
	Total:			90,287.		81,867.83	81,867.83	
16-06 A 64-2	Debt Service	1501		30,000.			30,000.	
16-06 B 64-3	Debt Service	1501		30,000.			30,000.	
	Total:			60,000.		60,000.	60,000.	
16-07 A 64-2	Replacement Reserve	1490		0	4,209.59			
16-07 B 64-3	Replacement Reserve	1490		0	4,209.58			

REPORTS AND PRESENTATIONS TO COMMUNITY DEVELOPMENT AUTHORITY



Agenda Number:	6a		
Topic:	Appointment of a CDA member to Greater Beloit Economic Development Corporation (GBEDC)		
Date:	January 22, 2020		
Presenter:	Julie Christensen	Department:	Economic Development

Overview/Background Information

The Greater Beloit Economic Development Corporation was officially organized in April 2005 as a result of a merger of the Beloit Economic Development Advisory Council and the Beloit Economic Development Corporation.

This powerful alliance of non-profit organizations focuses on *competitive and prosperous growth* throughout the region including Beloit WI, South Beloit, IL, and Town of Beloit. The GBEDC works with companies that are interested in *investing in the community*, retaining or creating new jobs and encourages existing companies to expand while attracting new businesses. The GBEDC focuses on establishing an environment that encourages existing companies to retain and expand, using business retention strategies, while providing value-added services tailored to meet the needs of the community.

Key Issues

- 1) According to Section 1.79 of City of Beloit Municipal Code, one citizen member of the Community Development Authority shall be chosen, by majority vote, annually at the January meeting as the CDA's representative to the Greater Beloit Economic Development Corporation.
- 2) The Greater Beloit Economic Development Corporation has a non-voting member seat for a Community Development Authority representative. Because there are occasionally projects where both entities are working cooperatively, this has been helpful in maintaining communication and coordination between the two bodies.
- 3) Any citizen member of the CDA may be appointed. The GBEDC meets quarterly, usually at 7:30 a.m. on a Wednesday morning.

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
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Sustainability

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N/A

Action Required/Recommendation

CDA is required to appoint a member each January.

Fiscal Note/Budget Impact

NA

Attachments

None