



**AGENDA
ROCK COUNTY HOUSING AUTHORITY**

**Monday, March 14, 2016
8:30 A.M**

**Rock County Courthouse
Planning & Development conference Room
51 S. Main Street Janesville, WI 53545**

1. Call to Order
2. Adoption of Agenda
3. Minutes of Meeting on February 8, 2016
4. Program Administration Report – WPHD
 - HOME Activity Report
5. **Action Item:** HOME Program Loans
 - Change Order – Loan # 61 = + \$2,725
6. Information Item: HOME Program Loans
 - Change Orders – Loans #63 and #64
7. **Action Item:** Alteration of Existing Mortgage Request – Loan ID 006081D1
8. Information Item: Authority to Increase the Housing Authority Commissioner Meeting Per Diem Resolution

NOTE: This resolution will be considered by the Planning & Development Committee on March 10, 2016
9. **Action Item:** Set Next Meeting Date
10. Citizen Participation, Communications and Announcements
11. Adjournment

FEBRUARY 2016 ROCK COUNTY ACTIVITY REPORT

HOME FUNDS	
Program Income	\$ 256,893
Available Grant Funds	\$ 140,605
Program Income 2015	\$ 71,792
TOTAL	\$ 469,290
Projects Completed	\$ 148,091.10
Projects Underway	\$ 127,293.50
Projects Approved	\$ 45,798.75
February, 2015 Requests for Approval	\$ -
TOTAL HOME FUNDS REMAINING FOR ALLOCATION	\$ 148,106.83
Loans Closed	12
Approved, waiting for loan closings	3
Awaiting Inspection Reports	0
Projects Completed	6

LEAD HAZARD GRANT FUNDS	
Lead Hazard Grant Funds	\$ 759,483
Eligible Applications Received (Units)	5
Inspections Completed	3
Loans Closed	2
Projects Completed	1
Funds Obligated	\$ 38,770
Funds Spent	\$ 19,595
Funds Remaining	\$ 720,713

CDBG REVOLVING LOAN FUNDS	
Project Funds Available	\$ 260,834.79

CONTRACT FUNDS	
AUGUST 1, 2015-DECEMBER 31, 2016	\$ 146,065.75
Aug-15	\$ 10,625.44
Sep-15	\$ 10,575.92
Oct-15	\$ 11,918.56
Nov-15	\$ 13,115.76
Dec-15	\$ 11,126.84
Jan-16	\$ 17,126.97
Contract Balance	\$ 71,576.26

March 14, 2016

MEMO

TO: Rock County Housing Authority

FROM: WPHD, Program Administrator

SUBJECT: Change order-Request for Approval-Loan 61

This contract was originally awarded to Ed Ballou in the amount of \$27,400. Because of contractor issues, we had to withdraw that contract and award to the next highest bidder, resulting in an increase of \$2,725. The homeowner has agreed to use the alternate contractor and a mortgage for the additional amount will be prepared.

COMMITTEE ACTION

<input type="checkbox"/>	APPROVE	<input type="checkbox"/>	DENY
CHANGE ORDER APPROVED		\$2,725	
		3/14/2016	
Signature-Committee Chair		Date	

March 14, 2016

MEMO

TO: Rock County Housing Authority

FROM: WPHD, Program Administrator

SUBJECT: Change Order--Informational

LOAN NUMBER: 63

This contract was originally awarded to Ed Ballou in the amount of \$5,425. Because of contractor issues, we had to withdraw that contract and award to the next highest bidder, resulting in an increase of \$990.00. The homeowner has agreed to use the alternate contractor and a mortgage for the additional amount will be prepared.

COMMITTEE ACKNOWLEDGEMENT

CHANGE ORDER ACKNOWLEDGED	Allocation of additional \$990 to loan referenced above.
	3/14/2016
Signature-Committee Chair	Date

March 14, 2016

MEMO

TO: Rock County Housing Authority

FROM: WPHD, Program Administrator

SUBJECT: Change Order--Informational

LOAN NUMBER: #64

This was a HOME loan in the amount of \$7,105 that was combined with a lead hazard grant. Work required for lead hazard reduction included replacement of a screen door on the front of the house. The change order is to replace the second screen door, which is also on the front side of the house, with a matching door. The existing door does not hang correctly and is damaged. The amount of the change is \$395.00.

COMMITTEE ACKNOWLEDGEMENT

CHANGE ORDER ACKNOWLEDGED	Allocation of additional \$395 to loan referenced above.
	3/14/2016
Signature-Committee Chair	Date



**Rock County Planning & Development Agency
51 S. Main Street
Janesville, WI 53545
(608) 757-5587**

Date: March 7, 2016
To: Rock County Housing Authority Commission
From: Colin Byrnes – Director of Planning, Economic & Community Development
Re: Request for Alteration of Existing Mortgage (Loan ID 006081D1)

Summary:

Planning & Development Staff received a request for an alteration of an existing mortgage on February 3, 2016. This alteration request is for the purpose of enabling the joint loan customer to conduct a “short sale” of the property.

Rock County Mortgage recorded = 12/15/2010

Loan Amount = \$2,125

Loan Terms = 0% Interest, Deferred Payment

Rock County is in 2nd position behind the 1st mortgage holder.

Recommendation:

Staff recommend approval of the short sale subject to full repayment of the Rock County loan.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Colin Byrnes
INITIATED BY



Colin Byrnes
DRAFTED BY

Planning & Development Committee
SUBMITTED BY

February 22, 2016
DATE DRAFTED

Authority to Increase the Housing Authority Commissioner Meeting Per Diem

- 1 **WHEREAS**, the Rock County Housing Authority was created by the Rock County Board of Supervisors
- 2 as a separate body politic at its meeting on June 23, 2004; and,
- 3
- 4 **WHEREAS**, due to the Housing Authority having no mechanism to obtain start-up administrative funds,
- 5 in August 2005, the Rock County Board approved the creation of a budgetary appropriation for the Rock
- 6 County Housing Authority; and,
- 7
- 8 **WHEREAS**, at the time the budgetary appropriation was established in 2005, the authorized amount of
- 9 the meeting Per Diem expense was \$25 per member and the current maximum Per Diem for County
- 10 Board Supervisor meeting attendance is \$50; and,
- 11
- 12 **WHEREAS**, an increase in meeting per diem would assist in encouraging participation, attendance and
- 13 member development and also to assist the commissioners with meeting-related expenses; and,
- 14
- 15 **WHEREAS**, there is sufficient flexibility in the Agency's budget to support the funding for this increase
- 16 in meeting Per Diem without additional County levy.
- 17
- 18 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 19 this _____ day of _____, 2016 that the Rock County Housing Authority meeting Per Diem
- 20 be increased to \$50 (Fifty Dollars).

16-3A-505

Respectfully submitted,

PLANNING & DEVELOPMENT COMMITTEE

Alan Sweeney, Chair

Mary Mawhinney, Vice Chair

Wes Davis

Wayne Gustina

Jason Heidenreich

Authority to Increase the Housing Authority Commissioner Meeting Per Diem
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FISCAL NOTE:

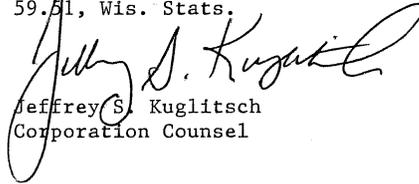
There appears to be sufficient funding in the 2016 Housing Authority budget for the increase in per diem amount. If there is an increase in the average number of meetings held per year, a line item transfer within the Housing Authority budget may be needed.



Sherry Oja
Finance Director

LEGAL NOTE:

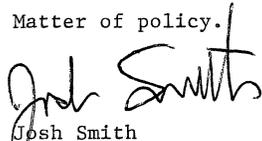
The County Board is authorized to take this action pursuant to §§ 59.01 and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Matter of policy.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

At its June 23, 2004 meeting, the Rock County Board of Supervisors established the Rock County Housing Authority as a separate body politic to help address unsafe and unsanitary housing conditions for low to moderately low income households in Rock County.

The mission of the Housing Authority is to administer the Rock County HOME Consortium Program in cooperation with the Cities of Beloit and Janesville.

Pursuant to Sec. 66.1201(5), Wisconsin Statutes, the Rock County Housing Authority is a 5-person Commission whose members serve 5-year appointments. Members are appointed by the Chair of the Rock County Board and confirmed by the Rock County Board. No commissioner may be connected in any official capacity to a political party, cannot have an ownership or interest in a housing project or property owned or developed by the Housing Authority, and no more than 2 of the commissioners may be officers (Supervisors) of the County in which the Housing Authority is created.

In August of 2005, the Rock County Board approved the creation of a budgetary appropriation for the Rock County Housing Authority in order to provide for the expenses of the commission. One of the expenses included in the line item appropriation is meeting Per Diems. At the time of the budgetary appropriation creation in August 2005, the estimated cost of meeting Per Diems for the Housing Authority was set at \$25.00 per member. Because the Housing Authority Commission is not a "Standing Committee" of County Board Supervisors, meeting per diems have not increased at the same corresponding rate as Supervisory permanent committees (currently \$50 per meeting).

In an effort to encourage participation, attendance and member development and also to assist members with meeting-related expenses, the Planning & Development Department is requesting authority to increase the Housing Authority Commissioner meeting Per Diem to \$50 (Fifty Dollars).