



PLANNING & DEVELOPMENT COMMITTEE MEETING  
THURSDAY, June 25, 2015 – 8:00 A.M.  
COURTHOUSE CONFERENCE CENTER - (2<sup>nd</sup> FL – EAST WING)  
ROCK COUNTY COURT HOUSE  
JANESVILLE, WI

AGENDA

1. Call to Order
2. Adoption of Agenda
3. Minutes of Planning & Development Meeting held Thursday, June 11, 2015
4. Citizen Participation, Communications and Announcements
5. Community Development
  - A. **Action Item:** Resolution Amending Services Contract with Wisconsin Partnership for Housing Development
6. Finance
  - A. **Action Item:** Department Bills/Transfers/Pre-Approved Encumbrances and Amendments to Encumbrances
7. Committee Reports
8. Directors Report
  - A. Shoreland Zoning Budget/Legislation
9. Adjournment

**Future Meetings/Work Sessions**

July 9, 2015 (8:00 am)  
August 13, 2015 (8:00 am)  
August 27, 2015 (8:00 am)  
September 10, 2015 (8:00 am)

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Committee  
INITIATED BY

Colin Byrnes; Acting Planning &  
Development Director  
DRAFTED BY



Planning & Development Committee  
SUBMITTED BY

June 11, 2015  
DATE DRAFTED

**AMENDING HOUSING SERVICES CONTRACT WITH WISCONSIN PARTNERSHIP FOR  
HOUSING DEVELOPMENT AND AMEND THE 2015 BUDGET**

1 **WHEREAS**, the Housing Division of the Planning and Development Department has undergone significant  
2 attention in recent years including grant management findings and increased tax levy; and,  
3  
4 **WHEREAS**, Rock County requested proposals from outside service providers for the provision of housing  
5 services previously performed by in-house staff; and,  
6  
7 **WHEREAS**, Rock County entered into Services Contract No. 638667 with Wisconsin Partnership for Housing  
8 Development of Madison, WI to provide the administration of the housing services program; and,  
9  
10 **WHEREAS**, the scope and resolution of grant management findings have required additional effort by  
11 Wisconsin Partnership for Housing Development and has exceeded the agreed upon contracted payment  
12 amount; and,  
13  
14 **WHEREAS**, the projected cost to resolve outstanding findings and continue to provide administration of the  
15 housing services program for the last two months of the annual Services Contract for June and July 2015 is an  
16 additional \$24,000.  
17  
18 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this  
19 \_\_\_\_\_ day of \_\_\_\_\_, 2015, hereby authorizes the annual Housing Services contract with the  
20 Wisconsin Partnership for Housing Development of Madison, WI originally awarded for the annual amount of  
21 \$120,169 for administrative services be amended and increased by an additional \$24,000 for a total amount of  
22 \$144,169.

23  
24 **BE IT FURTHER RESOLVED**, that the Rock County 2015 Budget be amended as follows:

<u>A/C DESCRIPTION</u>	<u>BUDGET AT 6/01//2015</u>	<u>INCREASE (DECREASE)</u>	<u>AMENDED BUDGET</u>
<b><u>Source of Funds:</u></b>			
19-1921-0000-47010	\$ 30,875	\$24,000	\$ 54,875
Supplemental Appropriation From the General Fund			
<b><u>Use of Funds:</u></b>			
64-6460-0000-62119	\$120,169	\$24,000	\$144,169
Housing Grant Clearing Account – Other Contracted Services			

Respectfully Submitted,

**PLANNING & DEVELOPMENT COMMITTEE**

\_\_\_\_\_  
Alan Sweeney, Chair

\_\_\_\_\_  
Jason Heidenreich

\_\_\_\_\_  
Mary Mawhinney, Vice Chair

\_\_\_\_\_  
Wes Davis

\_\_\_\_\_  
Wayne Gustina

AMENDING HOUSING SERVICES CONTRACT WITH WISCONSIN PARTNERSHIP FOR  
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FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote  
of \_\_\_\_\_.

\_\_\_\_\_  
Mary Mawhinney, Chair

FISCAL NOTE:

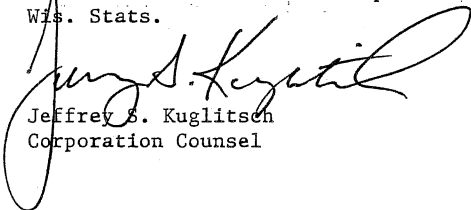
This resolution authorizes the use of \$24,000 from the General Fund balance to increase the contract amount for the Wisconsin Partnership for Housing Development.



Sherry Oja  
Finance Director

LEGAL NOTE:

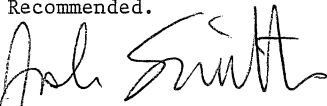
As an amendment to the adopted 2015 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith  
County Administrator

**AMENDING HOUSING SERVICES CONTRACT WITH WISCONSIN PARTNERSHIP FOR  
HOUSING DEVELOPMENT AND AMEND THE 2015 BUDGET**

**EXECUTIVE SUMMARY**

This resolution would amend Services Contract No. 638667 with the Wisconsin Partnership for Housing Development for the delivery of administrative services for the Housing Division of the Planning & Development Department based upon the following:

- Rock County's Housing Division has been under increasing scrutiny for non-compliance with a variety of federal and/or state agency regulations.
- A summer 2013 report issued by the Wisconsin Department of Administration Division of Housing identified several areas of non-compliance. The State's report resulted in a suspension of funds until the County adequately addressed these findings.
- A monitoring of the HOME Consortium Rehabilitation Program resulted in a complete revision of the Housing Division's Policies and Procedures Manual.
- Multiple projects identified under the State's monitoring of Rock County's CDBG-Small Cities Grant Program were determined to require a greater extent of corrective action and management.
- Additional findings have been cited in other housing grant programs administered by Rock County (Community Development Block Grant (CDBG)-Small Cities – City of Edgerton, HOME Program, etc.) and have required additional time, consideration and resources to address.

The result of these collective elements is that the scope and resolution of grant management findings have required additional efforts by Wisconsin Partnership for Housing Development and has exceeded the agreed upon contracted payment amount.

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
64-6400-0000-63107	PUBL & LEGAL	P1500213	05/31/2015	BELOIT DAILY NEWS	14.14
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	315.00	320.30	0.00	14.14	(19.44)
				<b>PLANNING PROG TOTAL</b>	<b>14.14</b>
64-6451-0000-64904	SUNDRY EXPENSE	P1500212	05/29/2015	LANGE ENTERPRISES INC	72.40
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,352.00	1,227.28	0.00	72.40	3,052.32
				<b>ADDRESS SIGNS PROG TOTAL</b>	<b>72.40</b>
64-6900-0000-63107	PUBL & LEGAL	P1500213	05/31/2015	BELOIT DAILY NEWS	116.15
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	320.00	105.01	0.00	116.15	98.84
				<b>BOARD OF ADJUSTMENT PROG TOTAL</b>	<b>116.15</b>

I have examined the preceding bills and encumbrances in the total amount of **\$202.69**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **JUN 25 2015**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

PURCHASE ORDER NUMBER P1500763 PEID 053496

## PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting ([balog@co.rock.wi.us](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) **and** Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto:jodi@co.rock.wi.us)). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 6/16/15

DEPARTMENT PLANNING & DEVELOPMENT

COMMITTEE PLANNING & DEVELOPMENT

VENDOR NAME WISCONSIN PARTNERSHIP FOR HOUSING DEV

ACCOUNT NUMBER 64-6460-0000-62119

FUNDS DESCRIPTION HG CLRING A/C - OTHER CONTRACTED SERVC

AMOUNT OF INCREASE \$ 24,000.00

INCREASE FROM \$ 120,169.00 TO \$ 144,169.00

ACCOUNT BALANCE AVAILABLE \$ 24,000 Pending resolution approv SB 06/16/15

REASON FOR AMENDMENT The scope and resolution of grant management findings have required additional effort by the contractor and has exceeded the agreed upon contracted payment amount.

### APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair Date

FINANCE COMMITTEE \_\_\_\_\_  
(If over \$10,000) Chair Date

COUNTY BOARD \_\_\_\_\_  
(If over \$10,000) Resolution # Adoption Date