



PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, JANUARY 10, 2013 – 8:00 A.M.
COURTHOUSE CONFERENCE CENTER - (2nd FL – EAST WING)
ROCK COUNTY COURT HOUSE
JANESVILLE, WI
AGENDA

1. Call to Order
2. Adoption of Agenda
3. Minutes of Meeting held Thursday, December 13, 2012
4. Citizen Participation, Communications and Announcements
5. Semi-Annual Report Attendance at Conferences/Conventions
 - A. Planning & Development Agency
 - B. Real Property Lister
 - C. Surveyor
6. Finance
 - A. **Action Item:** Department Bills/Encumbrances/Amendments/Transfers
7. Community Development
 - A. **Action Item:** CDBG Down Payment Assistance Request (Loan ID 020726D1)
= \$5,000
8. Planning Director's Report
 - County Engineer position
 - Farmland Preservation Plan
 - Shoreland Ordinance
 - Town Workshops in Early February and Early March
 - U.S. Housing and Urban Development Lead Hazard Control Grant Application
9. Committee Reports
10. Adjournment

Future Meetings/Work Sessions

January 24, 2013 (8:00 AM)
February 14, 2013 (8:00 AM)
February 28 2013, 2013 (8:00 AM)
March 14, 2013 (8:00 AM)
March 28, 2013 (8:00 AM)



ROCK COUNTY GOVERNMENT
Planning & Development Agency

INTEROFFICE MEMORANDUM

TO: Planning & Development Committee
FROM: Paul Benjamin, Director – Planning & Development Agency
SUBJECT: Semi-Annual Report—Attendance at Conventions/Conferences
DATE: January 2, 2013

Summary:

Per County Board Resolution, all department heads are required to submit semi-annual updates regarding attendance or training at conventions or conferences and that exceed a cost of \$1,000 per event, per employee whether in-state or out-of-state. During the last six months, those conditions were met for the following:

The Economic Development Manager traveled to Houston, Texas for training and certification purposes. A portion of these expenses were covered by the Economic Development 2012 Budget.

Cc: Craig Knutson, County Administrator



MEMORANDUM

DATE: December 13, 2012
TO: Planning and Development Committee
FROM: Michelle Schultz, Real Property Lister *MS*
RE: Semi-Annual Report – Attendance at Conferences/Conventions

No member of the Real Property Description Department attended any training, conference or convention that exceeded the cost of \$1,000 per event, per employee over the past six months.

Cc: Craig Knutson

MEMORANDUM

TO: Mr. Alan Sweeney, Chair
Planning & Development Committee

FROM: Jason R. Houle, PLS
Interim County Surveyor

DATE: January 4, 2013

RE: Semi-annual report -- Attendance @ Conventions/Conferences
Staff -- Rock County Surveyor's office

Per County board resolution 06-9A-087, I am submitting the semi-annual report for calendar year 2012.

There was not any attendance at any training, convention or conference that exceeded \$1,000 per event, per employee in or out of State.

Cc: Mr. Craig Knutson, County Administrator

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1317300000-67172	C.A. \$500-\$999	243.00	0.0%	0.00	0.00	243.00	
	PI203692-PO# 12/31/12 -VN#028264			HENRICKSEN		242.97	
				CLOSING BALANCE		0.03	242.97
				SURVEYOR			242.97
				PROG-TOTAL-PO			242.97

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$242.97
 INCURRED BY SURVEYOR, 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PLANNING & DEVELOPMENT COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

JAN 10 2013

DATE _____ CHAIR

Account-Number	Name	Yearly Pront Appropriation Spent	Pront 71.6%	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464000000-63100	OFC SUPP & EXP	3,500.00		2,506.27	0.00	993.73		
	P1203401-PO# 12/31/12 -VN#028264			HENRICKSEN			321.23	
				CLOSING BALANCE		672.50		321.23
	PLANNING			PROG-TOTAL-PO			321.23	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$321.23 INCURRED BY PLANNING. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PLANNING & DEVELOPMENT COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____

DEPT-HEAD

DATE _____ CHAIR

JAN 1 0 2013

Account-Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464510000-64904	SUNDRY EXPENSE	2,438.00 0.0%	2,047.50	-2,047.49	2,437.99		
	P1200192-PO# 12/31/12 -VN#018613			LANGE ENTERPRISES INC		926.25	
			CLOSING BALANCE		1,511.74		926.25
	ADDRESS SIGNS		PROG-TOTAL-PO			926.25	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$926.25 INCURRED BY ADDRESS SIGNS. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PLANNING & DEVELOPMENT COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____

DEPT-HEAD

JAN 10 2013

DATE _____ CHAIR

Account Number	Name	Yearly Prorit Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464600000-63116	HA ADMIN.EXPENSE	2,250.00	20.4%	459.96	0.00	1,790.04	
	PI200191-PO# 12/31/12 -VN#013607			JANESVILLE GAZETTE INC		64.88	
				CLOSING BALANCE	1,725.16		64.88
	HG CLRING A/C			PROG-TOTAL-PO		64.88	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$64.88 INCURRED BY HOUSING GRANT CLEARING ACCOUNT. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PLANNING & DEVELOPMENT COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

JAN 1 0 2013

DATE _____ CHAIR

2013...

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1317300000-63200	PUBL/SUBCR/DUES P1300645-PO#	270.00 01/03/13	0.0% -VN#017449	0.00	0.00	270.00	170.00
						WISCONSIN SOCIETY LAND SURVEYO	
						CLOSING BALANCE	100.00
							170.00
1317300000-64200	TRAINING EXP P1300616-PO#	510.00 01/03/13	0.0% -VN#016925	0.00	0.00	510.00	240.00
						UNIVERSITY OF WISCONSIN STEVEN	
						CLOSING BALANCE	270.00
							240.00
						SURVEYOR	
						PROG-TOTAL-PO	410.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$410.00 INCURRED BY SURVEYOR. 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 COUNTY BOARD.

B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PLANNING & DEVELOPMENT COMMITTEE APPROVES THE ABOVE. COM-APPROVAL

DEPT-HEAD

JAN 10 2013

DATE

CHAIR

2013...

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464000000-63200	PUBL/SUBCR/DUES	1,348.00	0.0%	0.00	0.00	1,348.00	
	P1300246-PO# 01/03/13 -VN#013607			JANESVILLE GAZETTE INC		234.00	
				CLOSING BALANCE	1,114.00		234.00
	PLANNING			PROG-TOTAL-PO		234.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$234.00 INCURRED BY PLANNING. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

PLANNING & DEVELOPMENT COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

JAN 1 0 2013

DATE _____ CHAIR

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
REQUEST FOR COMMITTEE ACTION



DATE: January 10, 2013

Project ID(s) 020726-D 1

Project Recommended By Dave Somppi

Funding Source(s) CDBG – Program Income

HOUSEHOLD INFORMATION

Household Size: 2 Annual Income: \$ 30,569 Location: City of Milton

ASSESSED VALUE INFORMATION

Land	\$ 33,100	Fair Market Value	\$ 95,900
Buildings	\$ 60,500	Appraisal Amount	\$ 89,000
Total	\$ 93,600	When appraised	November, 2012

MORTGAGES OR LIENS

1. \$ 74,000	4. \$	TOTAL MORTGAGE(S)
2. \$	5. \$	\$ 74,000
3. \$	6. \$	

Available Equity \$ 15,000 Is there 5% owner equity in the property? Yes No

VERIFICATIONS

Income Insurance Taxes Title and Mortgage Ownership
Disclosure of Potential Conflict of Interest Yes None

SUMMARY OF PROPOSED WORK

The buyer is purchasing the house for \$ 84,000, with an additional \$ 1,877 to cover closing and prepaid costs. They are obtaining a \$74,000 mortgage and have \$ 6,877 for down payment and to cover closing costs. Making this loan will make it possible for the buyers to purchase the house. The loan is proposed for 0% interest to be repaid at upon sale of the property.

TYPE OF PROJECT CDBG - Down Payment
RECOMMEND TOTAL PROJECT BID OF \$ 5,000.00

COMMITTEE ACTION			
<input type="checkbox"/> APPROVE	<input type="checkbox"/> DENY	Committee Approved Bid Total	\$ _____
Signature of Planning & Development Committee Chair		Date	