



PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, DECEMBER 15, 2011 – 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 1, 2011
4. Citizen Participation, Communications and Announcements
5. Finance
 - A. **Action Item:** Department Bills/Encumbrances/Amendments/Transfers
6. Housing & Community Development
 - A. **Action Item:** Project ID 020691D1 (\$9,476)
 - B. **Action Item:** Change Order for Project ID 020687D1 (+ \$3,500)
 - C. **Action Item:** Resolution Authorizing Submission Of The 2012 Rock County Application For Lead Hazard Control Grant Funds
7. Committee Reports
8. Economic Development
 - A. **Action Item:** Amending the Rock County Revolving Loan Fund Policies and Procedures Manual
9. Adjournment

Future Meetings/Work Sessions

January 12, 2012 (8:00 AM)
January 26, 2012 (8:00 AM)
February 9, 2012 (8:00 AM)
February 23, 2012 (8:00 AM)

Non-Committee Future Meetings

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464000000-63107	PUBL & LEGAL	675.00 15.3%	658.98	-555.24	571.26		
	P1100520-PO# 12/05/11 -VN#011191		BELOIT DAILY NEWS			21.69	
			CLOSING BALANCE		549.57		21.69
	PLANNING		PROG-TOTAL-PO			21.69	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$21.69 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

DEC 15 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464510000-64904	SUNDRY EXPENSE	3,900.00	0.0%	1,450.54	-1,450.53	3,899.99	
	P1100518-PO# 12/05/11 -VN#018613			LANGE ENTERPRISES INC		926.25	
				CLOSING BALANCE	2,973.74		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

DEC 15 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464600000-63110	ADMIN.EXPENSE	109,871.00 70.2%	77,259.31	-33.43	32,645.12		
	P1100517-PO# 12/05/11 -VN#012615			FEDERAL EXPRESS CORP		24.39	
	P1100520-PO# 12/05/11 -VN#011191			BELOIT DAILY NEWS		25.90	
	P1103771-PO# 12/05/11 -VN#013607			JANESVILLE GAZETTE INC		33.43	
			CLOSING BALANCE		32,561.40		83.72
	HG CLRING A/C		PROG-TOTAL-PO			83.72	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$83.72 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

DEC 15 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6469000000-63107	PUBL & LEGAL	245.00	0.0%	118.00	-117.99		
	P1100520-PO# 12/05/11 -VN#011191			BELOIT DAILY NEWS		40.12	
				CLOSING BALANCE	204.87		40.12
				BD.OF ADJUSTMENT		40.12	
				PROG-TOTAL -PO			

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$40.12 INCURRED BY BOARD OF ADJUSTMENT. 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

DEC 15 2011

DATE _____ CHAIR

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
 REQUEST FOR COMMITTEE ACTION



Date: December 15, 2011

Project ID(s) 20691-D-1

Project Recommended By Neale Thompson_

Funding Source(s) CDBG-Small Cities

HOUSEHOLD INFORMATION

Household Size: 2 Annual Income: 22,444 Location: Town of Beloit

ASSESSED VALUE INFORMATION

Land	\$ 18,600	Appraised Value	\$ 92,400
Buildings	\$ 66,100	When Appraised	2011
Total	\$ 84,700	Type of Appraisal	Fair Market Value (FMV)

MORTGAGES OR LIENS

1. \$ 70,953	3. \$	TOTAL MORTGAGE(S)
2. \$	4. \$	
Available Equity \$ 21,447	Is there 5% owner equity in the property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

VERIFICATIONS

Income Insurance Taxes Title and Mortgage Ownership

Disclosure of Potential Conflict of Interest Yes None

SUMMARY OF PROPOSED WORK

This ranch house is approximately 60 years old. Upon HQS inspection and discussion with the owner, this home needs eight new windows, a new gutter downspout and some gutter adjustment, new fascia covering, a doctor-recommended whirlpool bathtub, new larger hot water heater, and a new toilet and sink in the bathroom. Work includes a new water line from the road ordered by the City of Beloit water department. Loan includes a \$375 CDBG Small Cities loan inspection fee. Completing this project will address several health and safety and code compliance issues, as well as improve the durability and reliability of the household systems. Loan is 0% deferred.

Funding Source: CDBG – Small Cities (0% Interest Payment Deferred) \$ 9,476.00
 Recommend Total Project Amount of: \$ 9,476.00

COMMITTEE ACTION

APPROVE DENY Committee Approved Bid Total \$ _____

Signature of Planning & Development Committee Chair _____ Date _____

**ROCK COUNTY PLANNING & DEVELOPMENT AGENCY
51 SOUTH MAIN STREET
JANESVILLE, WISCONSIN 53545
REHAB (BGRF) LOAN**

CHANGE ORDER # 1

Meeting Date: December 15, 2011

Project Number: 20687D1 - CO1

Property Location: City of Milton

Assessed Value: 102,900

Total Pre-Rehab 89,740

Mortgages

Contractors: Artistic Remodeling - \$3,500.00

CHANGE ORDERED: Additional amount for major structural repair of large carport and entry of this 1920 duplex. Proceeding with lead hazard work, it was discovered that the constructed upright ten-foot timbers and base plate lumber were rotted away. This was discovered after the exterior covering was removed and the resident's storage was cleared out. The roof dropped almost 8" in one corner. In addition, most of the widely spaced 2x4 framing and base plates were also damaged. The structural work is a necessity for the durability and safety of the house. This work will not be lead-safe work but must be done to support the carport roof and connection to the house that is lead safe work.

REASON for CHANGE ORDER: The carport ceiling, house door, and siding had a high lead content that is being stabilized for the current lead hazard control project. After storage was cleared and work began, these dangerous areas were discovered. The hidden structural damage was unknown until the exterior covering was removed. Work needed is rather major and necessary to accomplish. Corrective price is reasonable, customary, and a worthwhile addition to his project.

Original Contract Amount	\$	<u>35,185.00</u>
Previous Change Orders	\$	<u>0.00</u>
Change Order Addition	\$	<u>3,500.00</u>
Change Order Deduction	\$	<u>0.00</u>
Revised Contract Amount	\$	<u>38,685.00</u>

This document shall become an amendment to the Contract and all stipulations and covenants of the Contract shall apply hereto.

Signature of Contractor

Date

Signature of Owner

Date

Approved by: _____

Signature of Chair - Rock County Planning and Development Committee

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Committee
INITIATED BY



Paul Benjamin, David Somppi
DRAFTED BY

Planning & Development Committee
SUBMITTED BY

December 2, 2011
DATE DRAFTED

**RESOLUTION AUTHORIZING SUBMISSION OF THE 2012 ROCK COUNTY
APPLICATION FOR LEAD HAZARD CONTROL GRANT FUNDS**

- 1 **WHEREAS**, Federal funds are available under the U.S. Department of Housing & Urban Development
- 2 (HUD) Healthy Homes and Lead Hazard Control Programs, to provide local, County, and State Governments
- 3 nationwide with funds to control lead hazards in housing units with children with elevated lead levels and/or
- 4 have children under 6 years of age; and,
- 5
- 6 **WHEREAS**, the Planning and Development Committee has recommended that an application be submitted
- 7 to HUD to obtain funds to conduct this lead hazard control work, improving housing units with children that
- 8 have elevated lead levels and/or have children under 6 years of age, expanding housing opportunities, conduct
- 9 outreach activities, and obtain administration expenses; and,
- 10
- 11 **WHEREAS**, it is necessary for the Rock County Board of Supervisors to approve the preparation and filing
- 12 of an application for Rock County to receive funds from this Program; and,
- 13
- 14 **WHEREAS**, the Planning & Development Committee has reviewed the need for the proposed programs and
- 15 the benefits to be gained for Rock County; and,
- 16
- 17 **WHEREAS**, Planning & Development Agency personnel are working with the Cities of Beloit and
- 18 Janesville, the Rock County Health Department, and Rock County municipalities to provide assistance with
- 19 administering the program presented in this application.
- 20
- 21 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this
- 22 _____ day of _____ 2011, hereby approves and authorizes the preparation and filing of an
- 23 application for the 2012 Healthy Homes and Lead Hazard Control Program through the U.S. Department of
- 24 Housing & Urban Development; and,
- 25
- 26 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors authorizes the County Board
- 27 Chair and County Clerk to sign the respective documents on behalf of the County of Rock; and,
- 28
- 29 **BE IT FURTHER RESOLVED**, that authority is hereby granted to the Rock County Planning and
- 30 Development Agency to take the necessary steps to prepare and file an appropriate application for funds under
- 31 this Program in accordance with this application.

Respectfully submitted,

Planning & Development Committee

Alan Sweeney, Chair

Mary Mawhinney, Vice Chair

Wayne Gustina

Marilynn Jensen

Phillip Owens

Resolution Authorizing Submission of the 2012 Rock County Application for Lead Hazard Control Grant Funds

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FISCAL NOTE:

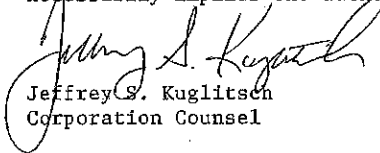
This resolution only authorizes an application for a grant and therefore has no fiscal impact at this time. If a grant is awarded a subsequent resolution would be required to accept the grant and amend the budget.



Jeffrey A. Smith
Finance Director

LEGAL NOTE:

The authority to accept grant funds pursuant to sec. 59.52(19), Wis. Stats., necessarily implies the authority to make application for such funds.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

RESOLUTION AUTHORIZING SUBMISSION OF THE 2012 ROCK COUNTY APPLICATION FOR LEAD HAZARD CONTROL GRANT FUNDS

The Rock County Planning and Development Agency is currently preparing an application on behalf of Rock County for Healthy Homes and Lead Hazard Control Program funds, administered by the U.S. Department of Housing & Urban Development (HUD). This is part of HUD's annual Notice of Funding Availability for Discretionary Funds to finance competitive grants for discretionary housing programs nationwide. For 2012, a total of \$61 million will be made available for this program for qualifying cities, counties and states to fund about 25 programs nationwide.

Owner-occupied property owners will be required to live in the property upon completion. Rental property owners will be required to rent to low- to moderate income families and keep rents within Rock County's HUD rent guidelines.

Funds would also be made available for qualifying testing activities and community outreach, data collection and record keeping, and administrative expenses.

Rock County will be working closely with the Cities of Beloit and Janesville, the Rock County Health Department, Rock County municipalities, and other community groups on identifying eligible housing units and conducting approved projects. The Cities of Beloit and Janesville and the balance of the County will administer roughly similar numbers of projects. Projects in the Cities of Beloit and Janesville may be administered by their Neighborhood Services Departments. Projects in the balance of the County would be administered by the Planning Agency and the Health Department.

Scoring for this competition will be based on agency capacity, agency experience, documented need, quality of work program approach, economic opportunities, promoting local and national housing objectives, and other resources and community support.

The application will request about \$1,500,000 to conduct lead hazard control work on about 90 housing units over 36 months. These projects will likely be evenly split between the Cities of Beloit, Janesville, and Rock County outside of the Cities of Beloit & Janesville. Grant funds are also proposed to be used for public education and promotional activities.

The deadline for submission of this application is January 18, 2012. Notification of success of the application will likely occur in April, 2012. If successful, the contract period for the application would be from about July 1, 2012 – June 30, 2015.