



MINUTES
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
THURSDAY, APRIL 8, 2010 - 8:30 A.M.
COURTHOUSE CONFERENCE CENTER
SECOND FLOOR - EAST WING
ROCK COUNTY COURTHOUSE
JANESVILLE, WI

1. **CALL TO ORDER**

The meeting of the Rock County Planning & Development Committee was called to order at 8:30 a.m. on Thursday, March 25, 2010 at the Rock County Courthouse. Chair Al Sweeney presided. Supervisors present: Wayne Gustina, Marilyn Jensen, Phil Owens, and Mary Mawhinney. Supervisors absent: None

Planning & Development staff present: Paul Benjamin (Director), David Somppi (Community Development Mgr.), James Otterstein (Economic Development Mgr.), Wade Thompson (Planner II), and Cheryl Martin (Accountant). Phil Boutwell (Assist. to Co. Administrator) was also in attendance.

Others present: Mark Hutchins

2. **ADOPTION OF AGENDA**

Supervisor Owens moved the adoption of the agenda as presented; second by Supervisor Gustina. **ADOPTED.**

3. **MEETING MINUTES – MARCH 25, 2010**

Supervisor Mawhinney moved the approval of the March 25, 2010 Committee minutes; second by Supervisor Owens. **APPROVED as presented.**

4. **CITIZEN PARTICIPATION, COMMUNICATIONS, AND ANNOUNCEMENTS**

Wade Thompson announced that a public meeting had been scheduled on Thursday, April 19th at 6:00 PM to introduce the updating of the Rock County Land Division Regulations. The meeting will provide information on the rationale, timeline and process, and also provide a time for public comment and discussion.

Mr. Boutwell (Assistant to the County Administrator) presented a report on the updating of the County's Hazard Mitigation Plan as a follow up to his April 8th information relating the Wisconsin Emergency Management's (WEM) dissatisfaction with the quality of the plan submitted by Vierbecher & Associates. Mr. Boutwell reported that the meeting with Emergency Management was positive and that the contractor is committed to completing the project per their contract. A meeting has been scheduled with the contractor and Planning Agency Staff to provide assistance on the plan update. He also reported that there would be no interruption of administration of the 2008 Flood activity pertaining to the existing grant. If the update is not completed prior to the May 3rd expiration date and should either a natural or man-made disaster occur, the County would not be under an existing plan and would be precluded from making application for Federal Emergency Management Agency (FEMA) Mitigation funds until an approved plan is in place. The County will be working to secure both a grant and contractor extension.

5. **FINANCE**

A. Department Bills/Encumbrances/Pre-Approved Encumbrance Amendments/Transfers

Supervisor Jensen moved the approval of payment of the department bills; second by Supervisor Mawhinney. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

6. **ECONOMIC DEVELOPMENT**

A. Resolution Supporting Statewide Competitiveness & Positioning Study

Mr. Otterstein presented the resolution that outlined the purpose, support and timing perimeters associated with the Statewide Competitiveness & Positioning Study's Resolution. Per the Executive Summary, this non-partisan research will be utilized to offer policy recommendations to align and advance Wisconsin's economic development efforts.

NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors on this ____ day of _____, 2010 hereby supports and endorses the preparation of this statewide Competitiveness & Positioning Study; and,

BE IT FURTHER RESOLVED, that the Rock County Board of Supervisors believes that this type of information will be critically important to the forthcoming public policy discussions regarding the State of Wisconsin's economy; and directs the County Clerk to provide copies of this Resolution to Rock County's state level Elected Delegation, the Assembly Speaker and the Senate Majority Leader, respectively.

Supervisor Jensen moved the above resolution; second by Supervisor Owens. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

7. **HOUSING & COMMUNITY DEVELOPMENT**

Mr. Somppi presented the Staff report.

A. Change Order: Project ID 02576D1 = +1,825

Supervisor Jensen moved the approval of a Change Order for Project ID 020576D1 for an increased amount of up to \$1,825; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

B. Discussion of Possible "Housing & Community Development Procedure Manual" Updates

Supervisor Jensen stated that she reviewed Planning & Development Committee minutes from 2006, 2007, 2008, and 2009 and could not locate Committee action approving the policy manual amendments to preclude subordinations for Adjustable Rate Mortgages (ARM's). Mr. Somppi responded that he also reviewed committee minutes back to 2001 and agreed that he could not locate Committee action regarding those amendments to the "Housing & Community Development Procedure Manual" Subordination Policy.

Director Benjamin reported that he spoke to Wisconsin Department of Commerce CDBG Housing Program Manager Joanna Schumann, who stated that the Rock County

Housing & Community Development Procedure Manual has not been submitted for review or approval by the State. Director Benjamin added that it would be appropriate to conduct a general review of the policy manual over the next couple of months, make changes, and then send to the Dept. of Commerce for review and approval.

C. Consideration of Revision of "Housing & Community Development Procedure Manual"

Supervisor Owens moved to table the consideration of revisions of the "Housing & Community Development Procedure Manual" for a period not to exceed 3 months in order for Staff to conduct a complete review and analysis; second by Supervisor Gustina. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

D. Reconsideration of Subordination Request

Supervisor Owens moved to table the reconsideration of the subordination request until Department Staff have completed their review and analysis of the Housing & Community Development Subordination Policy; second by Supervisor Jensen. Discussion by the Committee followed. Supervisor Owens then withdrew his motion to table the customer's request for subordination; Supervisor Jensen withdrew her second to that motion. Supervisor Jensen then moved a motion to send the reconsideration of the customer's request for subordination back to the Housing & Community Development Program Administrator [because it is apparent there is no documentation showing Committee action approving the policy manual amendments to preclude subordinations for Adjustable Rate Mortgages (ARM's)]; second by Supervisor Owens. **All in favor – APPROVED (Yes – 5, No – 0, and Absent – 0).**

There were no Conflict of Interest Statements in regards to the aforementioned requests.

8. ADJOURNMENT

Supervisor Mawhinney moved to adjourn the committee at 9:44 A.M.; second by Supervisor Jensen. **ADOPTED** by acclamation.

The next meeting of the Planning & Development Committee will be **Thursday, April 22, 2010 at 8:30 AM.**

Prepared by: Cheryl Martin - Acting Secretary