



**COUNTY BOARD STAFF COMMITTEE
TUESDAY – NOVEMBER 12, 2013 – 4:00 P.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order & Approval of Agenda
2. Approval of Minutes – October 22, 2013
3. Citizen Participation, Communications and Announcements
4. Approval of Bills/Transfers/Pre-Approved Encumbrances
5. Resolution
 - A. Authorizing Property Purchase through Community Development Block Grant – Emergency Assistance Program
6. Review and Possible Action on Personnel Ordinance
7. Review and Possible Action on Amendment to the Administrative Policy and Procedural Manual
8. **EXECUTIVE SESSION:** Per Section 19.85(1)(e), Wis. Stats. Update on Collective Bargaining
9. Adjournment

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17000	PREPAID BUDGET I	P1303325	09/25/2013	WISCONSIN ASSOCIATION OF COUNT	25.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	40,853.18	395.00	25.00	(41,273.18)
GENERAL FUND PROG TOTAL				25.00	

I have examined the preceding bills and encumbrances in the total amount of **\$25.00**

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: **NOV 12 2013**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
06-1620-0000-63200	PUBL/SUBCR/DUES	P1303399	10/15/2013	WISCONSIN STATE JOURNAL	123.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,400.00	3,884.00	0.00	123.50	392.50
06-1620-0000-63202	LAW BOOKS	P1300033	10/04/2013	WEST GROUP	233.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,500.00	1,336.94	233.50	233.50	(303.94)
06-1620-0000-64200	TRAINING EXP	P1303278	10/10/2013	STATE BAR OF WISCONSIN	249.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,367.00	2,052.00	0.00	249.00	3,066.00
				CORPORATION COUNSEL PROG TOTAL	606.00

I have examined the preceding bills and encumbrances in the total amount of **\$606.00**

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

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

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Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
08-1420-0000-61920	PHYSICALS	P1300609	10/01/2013	WISCONSIN DEPARTMENT OF JUSTIC	312.00
		P1303323	09/24/2013	STANARD AND ASSOCIATES INC	888.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	11,000.00	2,797.00	312.00	1,200.00	6,691.00
08-1420-0000-63100	OFC SUPP & EXP	P1303181	10/12/2013	STORAGE SYSTEMS MIDWEST INC	187.71
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,500.00	2,702.00	266.17	187.71	344.12
08-1420-0000-63107	PUBL & LEGAL	P1300603	09/30/2013	BELOIT DAILY NEWS	677.56
		P1300604	09/30/2013	JANESVILLE GAZETTE INC	1,493.45
		P1300605	10/08/2013	CHRONICLE,THE	672.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	35,000.00	19,476.54	2,843.01	2,843.01	9,837.44
08-1420-0000-64200	TRAINING EXP	P1303322	10/10/2013	SOUTHWEST WISCONSIN WORKFORC	170.00
		P1303367	10/16/2013	WELCHLIN COMMUNICATION STRATE	1,800.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	26,980.00	15,908.11	955.00	1,970.00	8,146.89
08-1420-0000-64417	RH EXPENSES	P1300604	09/30/2013	JANESVILLE GAZETTE INC	22.93
		P1300609	10/01/2013	WISCONSIN DEPARTMENT OF JUSTIC	70.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,500.00	4,823.96	92.93	92.93	3,490.18
HUMAN RESOURCES PROG TOTAL				6,293.65	

I have examined the preceding bills and encumbrances in the total amount of **\$6,293.65**

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.
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Date: **NOV 12 2013**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
19-1932-0000-64904	SUNDRY EXPENSE	P1303173	10/11/2013	MMPR	899.20	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance	
	8,500.00	6,264.69	0.00	899.20	1,336.11	
EMPLOYEE RECOGNITION ACTIVITY PROG TOTAL					899.20	

I have examined the preceding bills and encumbrances in the total amount of **\$899.20**
 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: **NOV 12 2013**

Dept Head _____

Committee Chair _____

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Rock County Planning &
Development Agency
INITIATED BY



Colin Byrnes, David Somppi
DRAFTED BY

Planning & Development
Committee
SUBMITTED BY

October 25, 2013
DATE DRAFTED

**AUTHORIZING PROPERTY PURCHASE THROUGH COMMUNITY
DEVELOPMENT BLOCK GRANT – EMERGENCY ASSISTANCE PROGRAM**

1 **WHEREAS**, the United States Government through the Housing and Community Development Act of
2 1974, as amended, has established a program of Community Development Block Grants (CDBG) and has
3 allowed each State to elect to administer CDBG funds for its non-entitlement areas, subject to certain
4 conditions; and,
5

6 **WHEREAS**, the State of Wisconsin has elected to administer CDBG Housing funds for its non-
7 entitlement areas through the Wisconsin Department of Commerce – (now Department of
8 Administration) – Division of Housing & Community Development, for the purpose of approved
9 activities to provide flooding repair, acquisition and demolition to lower income households, within
10 approved Federal, State and Local guidelines; and,
11

12 **WHEREAS**, the Rock County Board of Supervisors, at its meeting on December 11, 2008, approved a
13 resolution authorizing the 2008 Community Development Block Grant – Emergency Assistance Program
14 grant with the State of Wisconsin; and,
15

16 **WHEREAS**, Rock County entered into a grant agreement with the State of Wisconsin for administering
17 this program; and,
18

19 **WHEREAS**, Rock County and the State of Wisconsin approved an amendment to this grant agreement
20 on January 14, 2010, which approved the use of CDBG-EAP funds for the acquisition/demolition of
21 identified eligible flood damaged homes in Rock County outside of the Cities of Beloit and Janesville in
22 accordance with State and Federal requirements; and,
23

24 **WHEREAS**, per State and Federal requirements, Rock County had an appraisal conducted to determine
25 the current value of the subject property, located at 1805 Road Four East, Edgerton, WI, Parcel 6-13-
26 948, described as: Lots 41 and 42, Block 8, Mallwood Estates, in the Town of Milton, Rock County,
27 Wisconsin; and,
28

29 **WHEREAS**, per State and Federal regulations, the appraisal was used to establish the current property
30 value for the subject property at \$116,000, respectively; and,
31

32 **WHEREAS**, the property value, minus flood benefits, was used to establish an offer to purchase for the
33 property of \$116,000; and,
34

35 **WHEREAS**, the owner of the property accepted the offer to purchase; and,
36

37 **WHEREAS**, Rock County proposes to remove structures on the property and make use or dispose of the
38 property in accordance with the Housing Procedures Manual for Rock County, and appropriate State and
39 Federal requirements.

**Authorizing Property Purchase Through Community Development Block Grant –
Emergency Assistance Program**

Page 2

40 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
41 this _____ day of _____, 2013, hereby approves and authorizes the purchase by the County
42 of Rock of the two (2) subject properties using Community Development Block Grant – Emergency
43 Assistance Program funds from the State of Wisconsin; and,

44
45 **BE IT FURTHER RESOLVED**, that the Rock County Board of Supervisors authorizes the County
46 Board Chair and County Clerk to sign the respective documents on behalf of the County of Rock; and,

47
48 **BE IT FURTHER RESOLVED**, that authority is hereby granted to the Rock County Planning &
49 Development Committee and Rock County Board Staff Committee to take the necessary steps to develop
50 proposals and enter into agreements needed to purchase and dispose of the structures on the site and to
51 determine the final disposition of the property.

Respectfully submitted,

Planning & Development Committee

County Board Staff Committee

Alan Sweeney, Chair

J. Russell Podzilni, Chair

Mary Mawhinney, Vice Chair

Sandra Kraft, Vice Chair

Marilynn Jensen

Eva Arnold

Phillip Owens

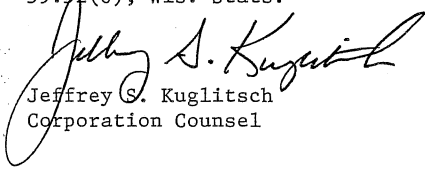
Betty Jo Bussie

Wayne Gustina

Marilynn Jensen

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sec. 59.01, 59.51 and 59.52(6), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

Henry Brill

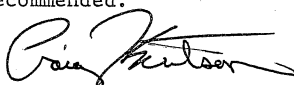
Mary Mawhinney

Louis Peer

Kurtis L. Yankee


ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

FISCAL NOTE:

Sufficient funding is available in the CDBG-EAP grant account, A/C 64-6411-0000-64913, for the purchase of these properties. No County funds are required.


Sherry Oja
Finance Director

EXECUTIVE SUMMARY

RESOLUTION AUTHORIZING PROPERTY PURCHASE THROUGH COMMUNITY DEVELOPMENT BLOCK GRANT – EMERGENCY ASSISTANCE PROGRAM

The County of Rock has received grant funds from the State of Wisconsin – Community Development Block Grant – Emergency Assistance Program. The Rock County Board of Supervisors approved the Grant Agreement receipt of the Grant at its meeting on December 11, 2008.

A total of \$440,245 in program and administrative funds were made available for this Program to purchase qualifying properties from qualifying owners of those properties that were damaged during the 2008 flood event. No Rock County General Revenue funds are required or will be used for this purchase.

Per State requirements, Rock County had an appraisal conducted to determine the current value of the subject property: 1805 Road Four East, Edgerton, WI, Parcel 6-13-948, described as Lots 41 and 42, Block 8, Mallwood Estates, in the Town of Milton, Rock County, Wisconsin, owned by Peggy J. Welhouse. The appraisal has been used to establish the current value of the subject property. The property value, minus flood benefits, was used to establish the offer to purchase for the property.

The value of the subject property, that was valued at \$116,000, was used to establish an offer to purchase. The owner of the property has accepted the offer to purchase. Per State and Federal requirements, the purchase of the property is contingent on approval by the Rock County Board of Supervisors.

Per the Housing Procedures Manual for Rock County, the Planning & Development Committee and Planning & Development Agency have been working to implement the provisions of the Grant. Arranging for the purchase of the property has been done in accordance with State and Federal regulations and requirements.

The Planning & Development Committee and Agency will comply with Federal requirements for demolishing structures on the property, conduct site restoration activities, and conduct final grading and seeding. Upon completion of this work, final disposition of the property will be determined.