



MINUTES

ROCK COUNTY HOUSING AUTHORITY
MONDAY, JANUARY 18, 2016
PLANNING & DEVELOPMENT CONFERENCE ROOM 2ND FLOOR
51 S MAIN ST
JANESVILLE, WI 53545

1. Call to Order

Chair Billy Bob Grahn called the meeting to order at 8:30 a.m. Commissioners present: Mary Beaver and Sarah Williams. Absent: Anda O'Connell

Program Administrators: Kathy Kamp (Wisconsin Partnership for Housing Development (WPHD))

Planning & Development Staff present: Colin Byrnes (Planning & Development Director) and Cheryl Martin (Recording Secretary)

2. Adoption of Agenda

Commissioners Williams and Beaver moved the adoption of the agenda. **ADOPTED**

3. Minutes of Meeting for December 7, 2015

Commissioners Beaver and Williams moved the approval of the December 7, 2015 meeting minutes as presented. **APPROVED** as presented.

4. Program Administration Report - WPHD

Ms. Kamp provided the HOME Activity Report for December that reviewed various elements of the HOME Program (i.e., applications in process, loans closed, bid packages ready, and project status). Two items of note were: 1) Four (4) eligible applications have been received for the Lead Hazard Control Grant and 2) an additional allocation of HOME Program funds have been included in the Federal budget.

5. HOME Program Loan Review and Approval

A. Loan Approval – Project ID 66 = + \$12,380

Commissioner Beaver moved the approval of Project ID 66 in the amount of \$12,380; seconded by Commissioner Williams. All in favor – **APPROVED** (3 – 0)

B. Change Order – Project ID 62 = + \$2,170

Commissioner Williams moved the approval of a Change Order for Project ID 62 to increase the amount of the project loan by \$2,170; seconded by Commissioner Beaver. All in Favor – **APPROVED** (3 – 0)

C. Change Order – Project ID 65 = + ~~\$2,000~~ \$3,800

Ms. Kamp reported that the original loan approval omitted the inclusion of wrapping the windows. This would require that the Change Order amount be increased to \$3,800, instead of the stated \$2,000. Commissioner Williams moved the approval of a Change Order for Project ID 65 to increase the amount of the project by \$3,800; seconded by Commissioner O'Connell. All in Favor – **APPROVED** (3 – 0)

D. Citizen Grievance – HOME Program

A grievance resolution application was received on December 3, 2015 regarding a denial of program assistance. A HOME Program applicant was notified that their project had been determined as being ineligible. It was stated in the denial letter that this was due to the substantial amount of work that would be required to bring the home up to local code conditions. The projected amount greatly exceeded the Rock County policies limits of \$24,999. The homeowners submitted an application for grievance resolution, stating that they disagreed with the amount of work needed at the home and the cost of the rehabilitation estimations.

The commissioners discussed the issues surrounding the project and agreed to table the decision for approval or denial until the February 8, 2016 Housing Authority meeting and the following action had taken place:

- Kathy (WPHD) will take a different home inspector and go back to the home to conduct another inspection for the purpose of identifying a specific list of things that would need to happen before work could begin. The resulting list would be reviewed to ensure that if the work was to be completed, that it would pass HQS.

Commissioner Beaver moved that the decision be tabled until the February 8, 2016 meeting and the aforementioned action had taken place; seconded by Commissioner Williams. **All in Favor** – APPROVED (3 – 0)

6. Next Housing Authority Meeting

The next meeting of the Rock County Housing Authority is scheduled for **Monday, February 8, 2016 at 8:30 am**. The meeting will be held in the Planning & Development Agency Conference Room.

7. Citizen Participation, Communications and Announcements

None at this time.

8. Adjournment

Commissioners Beaver and Chair Grahn moved to adjourn the committee at 9:30 am; **ADOPTED** by acclamation.

Respectfully submitted,

Cheryl Martin, Recording Secretary