



**NOTE THE  
TIME CHANGE**

**AGENDA  
ROCK COUNTY HOUSING AUTHORITY**

**APRIL 10, 2017  
4:00 P.M**

**Rock County Courthouse  
Planning & Development conference Room  
51 S. Main Street Janesville, WI 53545**

1. Call to Order
2. Adoption of Agenda
3. Minutes of Meeting on January 24, 2017
4. Program Administration Report
  - HOME Program Funding Commitments
  - Affirmatively Furthering Fair Housing Plan
5. **Action Item:** Citizen Grievance Resolution – Loan ID 094439D1
6. **Action Item:** Adoption of the Rock County Housing Authority By-Laws
7. Information Item: HOME Program Loans  
Loan ID: 094439D1 – Change Order + \$1,295
8. **Action Item:** Set Next Meeting Date
9. Citizen Participation, Communications and Announcements
10. Adjournment

Rock County Planning & Development  
51 South Main Street, Janesville, WI 53545  
Tel: (608) 757-5587  
Fax: (608) 757-5586  
Www.co.rock.wi.us



# ROCK COUNTY HOUSING AUTHORITY BY-LAWS

**ADOPTION DATE: XXXX, 2017**

The Rock County Housing Authority has responsibility for the satisfactory completion of all contractual obligations with the U.S. Department of Housing & Urban Development (HUD) for the administration of HOME Investment Partnership Program Consortium Funds and such other funds as it may be federally authorized to disburse.



# BY-LAWS OF THE ROCK COUNTY HOUSING AUTHORITY

## INTRODUCTION

The Housing Authority of record for Rock County effective June 24, 2004, has full responsibility for the satisfactory completion of all contractual obligations with the U.S. Department of Housing and Urban Development (HUD) for the administration of HOME Investment Partnership Program Consortium Funds and such other funds as it may be federally authorized to disburse. The Authority is a public body corporate and politic, exercising public and essential governmental functions, and having all the powers granted by and consistent with Section 66.40 – 66.404 of the Wisconsin Statutes to carry out and effectuate its purposes and provisions.

## ARTICLE 1 – THE ROCK COUNTY HOUSING AUTHORITY

### **Section 1. Name of Rock County Housing Authority.**

The name of the Authority shall be “Rock County Housing Authority”.

### **Section 2. Office of the Housing Authority.**

The office of the Authority shall be located in the Rock County Courthouse, 51 S. Main Street, Janesville, WI, but the Authority may hold its meetings at such other place or places that it may designate by public notice or publication.

### **Section 3. Members of the Authority.**

- 3.1 The Authority shall consist of five (5) commissioners who shall be recommended by the Chair of the Rock County Board of Supervisors and confirmed by the County Board.
- 3.2 No more than two (2) commissioners may be Supervisors/Officers currently seated on the Rock County Board of Supervisors.
- 3.3 The Commissioners so appointed shall hold office for a term of three years. The terms of office of the Commissioners shall be staggered.
- 3.4 In the event of a vacancy occurring in the Commission membership prior to the normal expiration date of a term, the Rock County Board of Supervisors shall appoint a replacement who shall serve for the remaining portion of the vacated term.

3.5 The powers of the Authority shall be vested in the Commissioners in office from time to time.

**Section 4. Eligibility and Qualifications of Commissioners.**

4.1 Commissioners must be residents of the Greater Rock County area and may not be connected in any official capacity to a political party.

4.2 Commissioners may not have an ownership or interest in a housing project or property owned or developed by the Housing Authority.

**Section 5. Compensation of the Authority.**

The Commissioners shall be allowed a per meeting allowance and mileage for Housing Authority meetings and other Housing Authority-initiated conferences or training incurred in the discharge of his or her duties. The Rock County Board of Supervisors will make the final determination on the amount of the meeting allowance. Any changes to the meeting allowance must be considered and authorized by resolution to the County Board of Supervisors.

**Section 6. Attendance**

It is expected that Commissioners will make a dutiful effort to attend scheduled meetings. If a Commissioner fails to attend two (2) consecutive meetings without providing notice or explanation of the absence, the Board Chairperson may contact the County Board Chair to recommend the Commissioner's removal from the Authority.

**Section 7. Resignation**

Any commissioner may resign at any time by giving written notice to the Chairperson of the Board. Such resignation takes effect at the time specified in the resignation, or if the time is not specified, upon receipt thereof. Unless otherwise specified in the resignation, the acceptance of a resignation is not necessary to make it effective.

**Section 8. Jurisdiction of the Authority.**

8.1 The Rock County Housing Authority may not exercise powers within incorporated areas in which a local housing authority has been officially and legally established by the local governing body.

8.2 Alternatively, pursuant to § 66.0301, Wis. Stats. and counties in Wisconsin pursuant to § 59.01, Wis. Stats., the Rock County Housing Authority may extend jurisdiction into an incorporated area with a housing authority upon joint approval of an Intergovernmental Agreement with the local government that designates all or part of their area of jurisdiction to be included in the area of authority of the Rock County Housing Authority.

## ARTICLE 2 – OFFICERS

### **Section 1. Officers.**

The Officers of the Housing Authority shall be Chair and Vice-Chair. The Director of Planning & Development shall serve as ex-officio Secretary of the Authority and may – in certain limited instances – serve as an Officer of the Commission.

### **Section 2. Chairperson**

The Chairperson shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chair (or Secretary) shall sign all contracts, deeds, required reports, and all other documents determined to be required to be signed by the Chair of the Housing Authority.

### **Section 3. Vice-Chair**

The Vice-Chair shall perform the duties of the Chair in the absence or incapacity of the Chair. In case of resignation or death of the Chair, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Housing Authority selects a new Chairperson in accordance with these by-laws.

### **Section 4. Secretary**

The Director of Planning & Development serves as ex-officio Secretary of the Authority.

4.1 The Planning & Development Director shall have general supervision over the administration of the business and affairs of the Authority, subject to the direction of the Authority. In that capacity, he or she or his or her designee shall:

- Maintain the records of the Rock County Housing Authority; provide staff to act as recording secretary at the meetings of the Rock County Housing Authority by recording all votes and keeping a record of the proceedings to be kept for such purpose.
- Be charged with the overall management of the housing program and projects of the Authority.

4.2 Except as otherwise authorized by resolution of the Authority, the Secretary or Chair shall sign all legal documents, contracts, deeds, and other instruments made by the Housing Authority.

- 4.3 At the meetings of the Housing Authority, the Secretary shall submit such information and recommendations as may be considered proper and/or required to make informed decisions concerning the business, affairs, and policies of the Housing Authority.
- 4.4 The office of the Planning & Development Director shall act as the official Treasurer of the Housing Authority. This office shall have the care and custody of all funds of the Housing Authority and shall deposit and disburse the same in the name of the Housing Authority in such financial institution or institutions as necessitated by the County of Rock. The Director or his or her designee shall report to the Housing Authority an accounting of the financial condition of the Housing Authority at each meeting (or as often as requested).
- 4.5 Prepare an annual budget.
- 4.6 Prepares and presents in the first quarter of every year, an annual report on the previous year's activities of the Housing Authority.
- 4.7 Presents to the Board periodic reports reflecting the activities of the Authority and such other special reports as may be required by the Board.
- 4.8 In the event of a tie vote among the attending Commissioners, the Director of Planning & Development may act in his or her ex-officio capacity by casting the deciding vote.
- 4.9 Assigns and supervises employees in the performance of their duties.
- 5.0 Performs such other duties as may from time to time be assigned by the Board.

#### **Section 5. Additional Duties**

The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Housing Authority or the By-Laws or rules and regulations of the Housing Authority.

#### **Section 6. Election or Appointment.**

Both the Chair and the Vice-Chair shall be initially appointed and serve a term as prescribed by Rock County procedures, or until a successor is elected or qualified. Thereafter, the Chair and the Vice-Chair shall be elected by the other Commissioners at the annual meeting of the Housing Authority. They shall hold office for one year, or until successors are elected and qualified.

#### **Section 7. Vacancies.**

Should the office of Chair or Vice-Chair become vacant, the Housing Authority shall elect a successor from its membership at the next regular meeting. Such election shall be for the unexpired term of said office.

#### **Section 8. Additional Personnel.**

The Housing Authority may from time to time and as needed, deem it necessary to add personnel to exercise its powers, duties and functions as prescribed by the applicable laws and Statutes of

the State of Wisconsin. The hiring of such additional personnel shall be made by the Secretary, subject to the approval and management requirements of the Housing Authority, Rock County and applicable State laws and Statutes. The Housing Authority shall approve contracts for services to be provided by another government body or independent contractor.

### ARTICLE 3 – MEETINGS

#### **Section 1. Regular Meetings.**

Monthly meetings shall be held with notice at a place, date, and time to be determined by the Authority. Notice for these meetings shall be made in a manner consistent with State Statutes concerning meeting notices.

#### **Section 2. Special Meetings.**

- 2.1 The Chairperson of the Housing Authority may, when s/he deems it expedient, call a special meeting of the Housing Authority for the purpose of transacting business designated in the call, at least twenty-four (24) hours prior to the date of such special meeting.
- 2.2 At such special meeting, if all members are not present, no business shall be considered other than as designated in the call. A quorum is required to conduct business as designated in the call. However, if all members of the Housing Authority are present at the meeting, any and all business may be transacted.
- 2.3 Notice for these meetings shall be made in a manner consistent with State Statutes concerning meeting notices for special or all other meetings.

#### **Section 3. Quorum**

- 3.1 The powers of the Authority shall be vested in the Commissioners in office from time to time. A majority of the members in office shall constitute a quorum for the purpose of conducting its business, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the members present.
- 3.2 In times of necessity to establish a quorum and timely conduct the business of the Commission, the Director [or Acting Director] of Planning & Development (as ex-officio Secretary of the Board) may step in and act in an official capacity as an Officer of the Commission. Acting in this capacity is meant to be infrequent and atypical – not a means to replace or fulfill the regular, continuing duties and responsibilities of an acting appointed Commissioner or the vacancy thereof.

**Section 4. Order of Business**

At the regular meetings of the Housing Authority, the Secretary shall determine the order of business. All resolutions shall be in writing and shall be copied into the record of the proceedings of the Housing Authority.

**Section 5. Manner of Voting.**

The voting on all questions before the Commissioners shall be by oral announcement. The ayes and nays shall be recorded with the minutes of the meetings.

**Section 5. Annual Activities.**

The voting on all questions before the Commissioners shall be by oral announcement. These decisions shall be recorded with the minutes of the meetings.

**ARTICLE 4 – AMENDMENTS**

The By-laws may be amended at any regular or special meeting by the vote of at least a majority of the commissioners then qualified to act.

**ARTICLE 5 – REPEAL**

The foregoing constitutes all the By-laws of the Rock County Housing Authority and any and all by-laws heretofore enacted and not contained herein are repealed.



ROCK COUNTY HOUSING AUTHORITY  
COMMITTEE ACKNOWLEDGEMENT REQUEST

Date: April 10, 2017

TO: Rock County Housing Authority

FROM: Wisconsin Partnership for Housing Development,  
Administrator for Rock County Homeowner Rehab Program

SUBJECT: INFORMATION ITEM: Change Order # 2 for Loan ID 020189D1

SUMMARY:

Lead Hazard Control Grant Funds: \$15,760

Original HOME Program Loan + Change Order #1: \$8,705

This project is a lead and HOME Program project. The HOME loan needs to be increased by \$1,295 to bring porch steps up to code. The original loan included porch repair. In the process of leveling the porch, the deck was raised, creating the need for stair replacement to meet height code.

Change Order #2 = \$1,295 added to the HOME Loan for new total of \$10,000

COMMITTEE ACKNOWLEDGEMENT

Change Order Acknowledged	Allocation of additional \$1,295 to loan referenced above
Signature – Committee Chair	Date