

PLANNING & DEVELOPMENT COMMITTEE THURSDAY, JANUARY 10, 2013 – 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 13, 2012
- 4. Citizen Participation, Communications and Announcements
- 5. Semi-Annual Report Attendance at Conferences/Conventions
 - A. Planning & Development Agency
 - B. Real Property Lister
 - C. Surveyor
- 6. Finance
 - A. Action Item: Department Bills/Encumbrances/Amendments/Transfers
- 7. Community Development
 - A. **Action Item:** CDBG Down Payment Assistance Request (Loan ID 020726D1) = \$5,000
- 8. Planning Director's Report
 - > County Engineer position
 - Farmland Preservation Plan
 - Shoreland Ordinance
 - > Town Workshops in Early February and Early March
 - > U.S. Housing and Urban Development Lead Hazard Control Grant Application
- 9. Committee Reports
- 10. Adjournment

Future Meetings/Work Sessions

January 24, 2013 (8:00 AM) February 14, 2013 (8:00 AM) February 28 2013, 2013 (8:00 AM) March 14, 2013 (8:00 AM) March 28, 2013 (8:00 AM)



ROCK COUNTY GOVERNMENT

Planning & Development Agency

INTEROFFICE MEMORANDUM

TO:

Planning & Development Committee

FROM:

Paul Benjamp, Director - Planning & Development Agency

SUBJECT:

Semi-Annual Report—Attendance at Conventions/Conferences

DATE:

January 2, 2013

Summary:

Per County Board Resolution, all department heads are required to submit semi-annual updates regarding attendance or training at conventions or conferences and that exceed a cost of \$1,000 per event, per employee whether in-state or out-of-state. During the last six months, those conditions were met for the following:

The Economic Development Manager traveled to Houston, Texas for training and certification purposes. A portion of these expenses were covered by the Economic Development 2012 Budget.

Cc:

Craig Knutson, County Administrator



Real Property -Description-Department-

51 South Main Street Janesville, WI 53545 (608) 757-5610

MEMORANDUM

DATE:

December 13, 2012

TO:

Planning and Development Committee

FROM:

Michelle Schultz, Real Property Lister

RE:

Semi-Annual Report – Attendance at Conferences/Conventions

No member of the Real Property Description Department attended any training, conference or convention that exceeded the cost of \$1,000 per event, per employee over the past six months.

Cc: Craig Knutson

MEMORANDUM

TO:

Mr. Alan Sweeney, Chair

Planning & Development Committee

FROM:

Jason R. Houle, PLS

Interim County Surveyor

DATE:

January 4, 2013

RE:

Semi-annual report – Attendance @ Conventions/Conferences

Staff - Rock County Surveyor's office

Per County board resolution 06-9A-087, I am submitting the semi-annual report for calendar year 2012.

There was not any attendance at any training, convention or conference that exceeded \$1,000 per event, per employee in or out of State.

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COMMITTEE APPROVAL REPORT

2012· . . . Page 1

—Account-Number——Name	Yearly-Pront Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1317300000-67172 C.A. \$500	-\$999 243.00 0.0% P1203692-PO# 12/31/12 -VN#0	0.00 028264 HENRICKS	0.00 EN	243.00	242.97	
		CLOSING BALANCE		0.03		242.97
	SURVEYOR	PROG-TOTAL-PO			242.97	
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$242.97 INCURRED BY SURVEYOR, 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						
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COMMITTEE APPROVAL REPORT

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6464000000-63100		3,500.00 71. 03401-PO# 12/31/12 ~V	6% 2,506,27 N#028264 HENR	0.00 LICKSEN	993.73	321,23	
			CLOSING BAL	.ANCE	672.50		321.23
		PLANNING	PROG-TOTAL-	PO		321,23	
INCURRED BY PLANN AND HAVE BEEN PRE A. BILLS AND EN B. BILLS UNDER	ING, CLAIMS COVERI VIOUSLY FUNDED, T CUMBRANCES OVER \$1 \$10,000 TO BE PAID UNDER \$10,000 TO	AND ENCUMBRANCES IN NG THE ITEMS ARE PRO HESE ITEMS ARE TO BE 0,000 REFERRED TO TH BE PAID UPON ACCEPTA OMMITTEE APPROVES TH	PER TREATED AS FOLLOWS E COUNTY BOARD. NCE BY THE DEPARTME	NT HEAD.		ne.	:PT-HEAD
		OCCUPATION AND HOUSE THE	E NEOVET CONTINUE	ΛL	· · · · · · · · · · · · · · · · · ·	UE	PI-FICAU
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Rock County - Production	01/03/13 COM	MITTEE APPROVAL REPO	PRT	201	2	Page 3
—Account-Number——Name———	Yearly-Pront Appropriation Spent		Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464510000-64904 SUNDRY EXPENSE P1	2,438.00 0.00 200192-PO# 12/31/12 -VN#			2,437.99	926.25	
		CLOSING BALAN	ICE	1.511.74		926.25
	ADDRESS SIGNS	S PROG-TOTAL-PO	1		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						PT-HEAD
	JAN 1 () 2013 DATE			CHA	

2012. ... Account Number Yearly Pront Name YTD Encumb Unencumb Inv/Enc Appropriation Spent Expenditure Amount Balance Amount Total 6464600000-63116 HA ADMIN.EXPENSE 2,250.00 20.4% 459.96 0.00 1,790.04 P1200191-P0# 12/31/12 -VN#013607 JANESVILLE GAZETTE INC 64.88 CLOSING BALANCE 1,725,16 64,88 HG CLRING A/C PROG-TOTAL-PO 64.88 I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$64.88 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 DATE CHAIR JAN 1 0 2013

COMMITTEE APPROVAL REPORT

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Rock County - Production 01/03/13 COMMITTEE APPROVAL REPORT Page 1 Account Number Yearly Pront YTD Encumb Unencumb Inv/Enc Appropriation Spent Expenditure Amount Ballance Amount Total 1317300000-63200 PUBL/SUBCR/DUES 270.00 0.0% 0.00 0.00270.00 P1300645-P0# 01/03/13 -VN#017449 WISCONSIN SOCIETY LAND SURVEYO 170.00 CLOSING BALANCE 100.00 170.00 1317300000-64200 TRAINING EXP 510.00 0.0% 0.00 0.00 510.00 P1300616-P0# 01/03/13 -VN#016925 UNIVERSITY OF WISCONSIN STEVEN 240.00 CLOSING BALANCE 270.00 240.00 SURVEYOR PROG-TOTAL-PO-410.00 I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$410.00 INCURRED BY SURVEYOR. 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. JAN 1 0 2013 C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD,

DATE

PLANNING & DEVELOPMENT

DEPT-HEAD

CHAIR

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01/03/13

COMMITTEE APPROVAL REPORT

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Account Number Name	Yearly		TD	Encumb	Unencumb	Inv/Enc	
	Appropriation	Spent Expen	diture	Amount	Balance	Amount	Total
6464000000-63200 PUBL/SUBO	R/DUES 1,348.00	0.0%	0.00	0.00	1.348.00		
100000000000000000000000000000000000000	P1300246-P0# 01/03/1			E GAZETTE INC	1,040,00	234.00	
			21 11 may 1 4 Min	o Minoral In Till		201.00	
		Cl	LOSING BALANCE		1,114.00		234.00
	W						
	PLANNIN	NG PI	ROG-TOTAL-PO			234.00	
I HAVE EXAMINED THE PRECEDI	NG BILLS AND ENCUMBRANCE	ES IN THE TOTAL	L AMOUNT OF \$23	84 00			
INCURRED BY PLANNING, CLAIM			L MIODIN OF PEL	77.00			
AND HAVE BEEN PREVIOUSLY FU	INDED. THESE ITEMS ARE 1	TO BE TREATED A	AS FOLLOWS				
A. BILLS AND ENCUMBRANCES		TO THE COUNTY (BOARD.			•	
8. BILLS UNDER \$10,000 TO							
C. ENCUMBRANCES UNDER \$10				EAD.			
PLANNING & DEVELOPMENT	COMMITTEE APPROVE	15 THE ABOVE, (LUM-APPROVAL			DE	EPT-HEAD
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			BATE			U	AIR

Rock County - Production	01/04/13 COMMI	TTEE APPROVAL REPORT		201	3•	Page 1
Account Number Name	Yearly Pront Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
6464000000-63101 POSTAGE	1,095.00 0.0% P1300200-PO# 01/04/13 -VN#0	0.00 0.05 POSTMASTE	0.01 ER JANESVILLE	1,094.99	190.00	
		CLOSING BALANCE		904.99		190.00
	PLANNING	PROG-TOTAL-PO			190.00	
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$190.00 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			-AU.		DE	PT-HEAD
DATE				СН	AIR	

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE **REQUEST FOR COMMITTEE ACTION**

MANAMAR

DATE: January 10, 2013

Project ID(s)

020726-D 1

Project Recommended By

Dave Somppi

Funding Source(s)

CDBG - Program Income

HOUSEHOLD INFOR	MATION						
Household Size:		Annual Income:	\$ 30,569	Location: City o	f Milton		
ASSESSED VALUE I	NFORMATION						
Land	\$ 33,100	Fair N	// // // // // // // // // // // // //	\$ 95,900			
Buildings	\$ 60,500	Appra	aisal Amount	\$ 89,000	•		
Total	\$ 93,600	Wher	n appraised	November, 201	2		
MORTGAGES OR LI	ENS						
1. \$ 74,000		4.	\$	TOTAL	_ MORTGAGE(S)		
 \$ \$ 		5. 6.	\$	\$ 74,0	000		
Available Equity	\$ 15,000	Is there 5	% owner equit	y in the property?	Yes ⊠ No □		
VERIFICATIONS ☑ Income ☑ Insurance ☑ Taxes ☑ Title and Mortgage ☑ Ownership Disclosure of Potential Conflict of Interest Yes ☑ None ☑ SUMMARY OF PROPOSED WORK The buyer is purchasing the house for \$ 84,000, with an additional \$ 1,877 to cover closing and prepaid costs. They are obtaining a \$74,000 mortgage and have \$ 6,877 for down payment and to cover closing costs. Making this loan will make it possible for the buyers to purchase the house. The loan is proposed for 0%							
interest to be repaid	d at upon sale	of the property.					
TYPE OF PROJE RECOMMEND TO		CT BID OF	CDBG - Dowi \$ 5,000.00	n Payment			
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APPROVE	_ DE	NY Co	mmittee Appro	ved Bid Total	\$		
Signature of Planr	ning & Develo	pment Committee	Chair	Date			
CONTRACTOR			Air Conference and an experience of the second commence of the second contract of the secon	arrow granto experimental de la militar de la minima de la manda	emergen and the second		