



MINUTES

ROCK COUNTY HOUSING AUTHORITY
MONDAY, MARCH 14, 2016
PLANNING & DEVELOPMENT CONFERENCE ROOM 2ND FLOOR
51 S MAIN ST
JANESVILLE, WI 53545

1. Call to Order

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

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

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

Others: Jeff Zuelke (Zuelke Real Estate)

2. Adoption of Agenda

Commissioners O'Connell and Beaver moved the adoption of the agenda. **ADOPTED**

3. Minutes of Meeting for February 8, 2016

Commissioners Beaver and O'Connell moved the approval of the February 8, 2016 meeting minutes as presented. **APPROVED** as presented.

4. Program Administration Report - WPHD

Ms. Kamp provided the HOME Activity Report for February that reviewed various elements of the HOME Program (i.e., applications in process, loans closed, bid packages ready, and project status).

Mr. Byrnes reported that Staff had a recent telephone conversation with the HUD Healthy Homes Lead Grant Representative regarding obtaining a 6-month grant extension. The Grant Representative provided verbal approval of the extension pending receipt of formal, written approval from HUD.

5. HOME Program Loan Review and Approval

A. Change Order – Project 61 = + \$2,725

Because of contractor issues, the original contract on this project was withdrawn. The homeowner agreed to use the next highest bidder and an amended contract and mortgage will be prepared for an increase of \$2,725.

Commissioner O'Connell moved the approval of a Change Order for Project ID 61 for an increase of \$2,725; motion seconded by Commissioner Beaver. All in Favor – **APPROVED** (3 – 0)

6. HOME Program Change Orders under \$2,500 – Information only

Project ID 63: Because of contractor issues, the original contract on this project was withdrawn. The homeowner agreed to use the next highest bidder and an amended contract and mortgage will be prepared for an increase of \$990.

Project ID 64: This change order is to replace a screen door to match a screen door funded through the lead hazard grant. The door needing to be replaced does not hang correctly and is damaged. The homeowner has agreed to the allocation of an additional \$395 to the loaned amount.

7. Alteration of Existing Mortgage Request – Loan ID 006081D1

Planning & Development Staff received a request for an alteration of an existing mortgage on 2/13/16. The alteration request is for the purpose of enabling the joint loan customer to conduct a “short sale” of the property.

Jeff Zuelke, the realtor for the homeowner, spoke to the Commission providing supporting information for the request for the short sale. Kathy Kamp provided additional information regarding program requirements as it related to the recapture of federal program funds.

Commissioner Beaver moved the approval of the request for a short sale on the property subject to receipt of net proceeds; seconded by Commissioner O’Connell. All in Favor – APPROVED (3 – 0)

8. Next Housing Authority Meeting

The next meeting of the Rock County Housing Authority is scheduled for **Monday, April 11, 2016 at 8:30 am**. The meeting will be held in the Planning & Development Agency Conference Room.

9. Citizen Participation, Communications and Announcements

None at this time.

10. Adjournment

Commissioners O’Connell and Beaver moved to adjourn the committee at 9:08 am; **ADOPTED** by acclamation.

Respectfully submitted,

Cheryl Martin, Recording Secretary

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