



## MINUTES

ROCK COUNTY HOUSING AUTHORITY  
MONDAY, MAY 9, 2016  
PLANNING & DEVELOPMENT CONFERENCE ROOM 2<sup>ND</sup> 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: None

### 2. Adoption of Agenda

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

### 3. Minutes of Meeting for March 14, 2016

Commissioners Beaver and O'Connell moved the approval of the March 14, 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).

Mw. Kamp also informed the Commissioners of a Change Order for Project #61 in the amount of \$315. Additional work was administratively approved for replacement of a storm door that needed to be replaced and for correction of flashing to stop roof leaking.

### 5. HOME Program Loan Review and Approval

#### A. **Change Order – Project 65 = + \$4,435**

A change order is required to wrap soffits and fascia around the home. Paint was chipping and peeling around the entire home and the change order will correct that issue.

Commissioner O'Connell moved the approval of a Change Order for Project ID 65 for an additional \$4,435; motion seconded by Commissioner Beaver. All in Favor – **APPROVED** (3 – 0)

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

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. Next Housing Authority Meeting**

The next meeting of the Rock County Housing Authority is scheduled for **Monday, June 13, 2016 at 8:30 am**. The meeting will be held in the Planning & Development Agency Conference Room.

**8. Citizen Participation, Communications and Announcements**

None at this time.

**9. Adjournment**

Commissioners O'Connell and Beaver moved to adjourn the committee at 9:00 am; **ADOPTED** by acclamation.

Respectfully submitted,

Cheryl Martin, Recording Secretary

NOT OFFICIAL UNTIL APPROVED BY THE ROCK COUNTY HOUSING AUTHORITY