

Housing Council

A meeting of the Emmet County Housing Council was held on September 2, 2009 at 10:00 a.m.

Council members present: Mark Ashley, Secretary
Les Atchison
George Booth, Vice-Chairman
Martin Van Berlo

Excused absence: John Murphy, Chairman

Staff present: Cynthia Van Allen, Finance Director

Guests: Cathy Odom, Northwest Michigan Community Action Agency
Katie Bedard, Northwest Michigan Community Action Agency

The Council members approved the agenda.

The Council members reviewed and approved the minutes of the August 5, 2009 meeting.

Administrator's report:

*** Charlevoix has met MSHDA's requirements for reentry to the housing rehabilitation program and will use Northwest Michigan Community Action Agency as their third party administrator.

*** Ms. Bedard is tracking homeowner's insurance and property taxes on behalf of the County.

*** The joint meeting with the Board of Commissioners was discussed. Ms. Bedard will have the before and after project photos as a PowerPoint presentation. There will be a list of who has been helped and who was denied and why. Copies of the surveys from completed projects will be available. The Petoskey News Review will be notified.

*** A discussion was held regarding the best methods of advertising the new MSHDA grant money available for rehabilitation.

Jobs in progress:

*** Job 08-05 - Mr. Ashley made a motion that if there has been no contact from JAG Construction by September 8, 2009 that a letter be sent letting the company know that they will not receive the retainage from this job since there are unfinished items and informing them that they will be removed from the list of available contractors for future jobs. The motion included authorization for Ms. Odom to find a contractor to finish the project. Mr. Van Berlo seconded the motion. By unanimous voice vote the motion passed.

*** Job 08-09 - Ms. Odom has two potential manufactured homes for this client, one new but not top of the line and a used one that has potential. The client needs to look at both and make a choice. \$25,000.00 maximum for this purchase will be from County appropriation and \$10,000.00 from a Housing Preservation grant. The Council agreed that a decision could be made prior to the October meeting via e-mail.

*** Job 08-11 - Ms. Odom let the Council know that the weatherization program has agreed to fund several projects for the residence. Mr. Ashley moved to deny use of County funds for any projects at this residence due to the homeowner having no equity. Mr. Atchison seconded the motion. By unanimous voice vote the motion passed.

*** Job 08-12 - Mr. Atchison moved to deny allocation of funds for the project because the cost to bring the residence up to code is in excess of the current limits. Mr. Ashley seconded the motion. By unanimous voice vote the motion passed.

*** Job 08-14 - Mr Atchison moved to hire Cross Village Excavating, Inc. at \$3,175.00 to install a new septic and drain field, Doc's Plumbing and Heating at \$1,700.00 to replace water lines and The Well Drilling Co. at \$4,671.00 to \$8,937.00 (based on number of feet drilled) for a new well. Mr. Ashley seconded the motion. By unanimous voice vote the motion passed.

*** Job 08-15 - Mr. Atchison moved that the low bid of \$42,131.00 from Accurate Building Co. be accepted for the rehabilitation with maximum use of County money to be \$35,000.00 from the 2009 MSHDA funds and all the property will be included in the lien. Mr. Ashley seconded the motion. By unanimous voice vote the motion passed. Ms. Odom will work with the client to get a Federal Home Loan Bank loan for the balance of the costs.

*** Job 08-17 - Weatherization is being consulted regarding the extent of their participation. Ms. Odom is going to try to obtain a \$10,000.00 Federal Home Loan Bank loan for this project.

Old business:

*** The County's MSHDA contact, Jauron Leefers, wants to follow up on locating the old Char-Em Housing Council files at the State level before the local title companies are contacted regarding liens from old projects.

*** Mr. Atchison made a motion to approve payment of Health Department fees for any projects where final approval for rehabilitation is denied (for approved projects the contractor accepts responsibility for the permit costs).

New business:

*** None

Adjournment:

A motion to adjourn was made at 12:20 p.m. by Mr. Atchison, seconded by Mr. Ashley and unanimously approved.

September 14, 2009

hsng cncl min-spt