

## **Emmet County Housing Council**

A meeting of the Emmet County Housing Council was held on July 3, 2013 at 10:00 a.m. in the controller's conference room in the courthouse at 200 Division Street, Petoskey, Michigan.

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

Excused absence:               None

Staff present:                   Cynthia Van Allen, Finance Director

Third party administrators:  Jonathan Scheel, Northwest Michigan Community Action Agency  
  Cathy Odom, Northwest Michigan Community Action Agency

Guests:                           None

The Council members approved the agenda.

The Council members reviewed and approved the minutes of the June 5, 2013 meeting.

### Administrator's Report:

\*\*\* Neighbor Works, a national non-profit organization to which Northwest Michigan Action Agency (NMCAA) recently became affiliated, is sending a VISTA, Volunteers in Service to America, staffer to map and survey the Emmet Street corridor. Questionnaires will be sent to all the residents in the area, homeowners and renters. The process will be repeated in three years to determine if the program had an impact.

\*\*\* Mr. Scheel will be at a conference in Philadelphia in August for a week improving his skills in the green construction arena.

\*\*\* The City of Petoskey is tearing down two houses in the Emmet Street corridor of Petoskey, one on Bridge Street, the other on Petoskey Street.

\*\*\* Mr. Scheel let the Council know that there has been a change in the program income, mortgage repayments, reporting due to a Housing and Urban Development (HUD) mandate to MSHDA.

\*\*\* Ms. Odom let the Council know that three of the counties for which NMCAA acts as third party administrators for the housing programs were monitored/audited by MSHDA. There were no "findings", just a couple of "comments", for the counties.

\*\*\* NMCAA is exploring the possibility of acquiring land at 33 Bridge Street in Petoskey from the Emmet County Land Bank. An Acquisition Development Resale grant will be used by NMCAA to obtain the land and used to build the house. A buyer must be in place before the grant can be processed.

\*\*\* Ms. Odom let the Council know that the Rural Development Packager grants, which are in addition to the regular Rural Development grants, will probably not be available for home rehabilitation.

\*\*\* There is only \$84,000 of Housing Preservation Grants available for Michigan for the current two year grant cycle. Ms. Odom will apply for Emmet County. Mr. Atchison will sign a letter of support.

\*\*\* Ms. Odom is working towards MSHDA's "Healthy Homes" certification through HUD.

\*\*\* The use of volunteer labor was discussed. One of the problems is that the volunteers would not be covered by the County's liability insurance. A contractor would have to accept the liability. This would also skew the bid process. Also, the standard procurement process must be followed.

\*\*\* Mr. Scheel proposes to apply for a 2012 Housing Resource Fund grant. He has discovered that there is grant money available for organizations which have spent 75% or more of their 2011 grant. Emmet County has spent 79% to date. Emmet would normally not be eligible to apply for another \$200,000/2 year grant until next year.

\*\*\* Mr. Atchison let the group know that NMCAA has hired a marketing/grant specialist who will look for additional funding sources, such as foundations, for the group since the federal dollars are being reduced.

#### Jobs in Progress:

Job 11-06 - this project was out for bid. The bid exceeded the \$35,000.00 per project Council imposed limit. It now appears that the homeowner may not be eligible for Federal Home Loan Bank money so this may become an emergency roof and siding project rather than a full rehabilitation project.

Job 11-09 - an Alpena contractor is putting together a budget for permits, septic system and well assessment and manufactured home purchase for a cost not to exceed \$15,000 as approved by the Council. It is anticipated that this project will be completed in July.

Job 11-16 - Mr. Ashley made a motion to award the bid for this rehabilitation project to Jordan Construction for \$32,417.00. Mr. Van Berlo seconded the motion. Mr. Scheel let the group know that the bid exceed his original estimate of \$26,247.00 by \$6,170.00 due to the inclusion of an additional window and the price increase of shingles from \$350 per square to \$450. This structurally sound house is only 1,00 square feet but is on 40 acres with no mortgage. Approximately \$15,000 will come from CDBG, \$7,000 from program income, \$10,000 from Rural Development (RD) and \$1,000 from the Department of Human Services (DHS). By unanimous voice vote the bid from Jordan Construction was accepted.

Job 13-01 - Mr. Atchison made a motion to award the bid for this rehabilitation project to Simmons and Son Builders for \$34,514.00. Mr. Ashley seconded the motion. Mr. Scheel let the group know that the bid exceeded his original estimate of \$22,600.00 by \$11,914.00 mostly due to the increased cost of roofing material. \$35,000.00 will come from the corridor grant, \$1,000.00 from DHS and balance from the County appropriation money. The Council was reminded that in addition to the rehabilitation cost there is a 20% administrative fee to cover. Mr. Scheel was directed to explore all possible options for additional grants before using the County appropriation to fund this project. By unanimous voice vote the bid from Simmons and Son Builders was accepted.

Job 13-02/11-14 - Mr. Ashley made a motion to award the bid for this rehabilitation project to Jordan Construction for \$20,862.00. Mr. Booth seconded the motion. Mr. Scheel let the Council know that the bid exceeded his original estimates, \$12,500.00 for the siding, windows and insulation and \$7,000 for the roof replacement, by \$1,362.00. The money for the siding, windows and insulation will come from the Emmet Street

grant. Funding for the roof will come from the general CDBG as an emergency repair. By unanimous voice vote the bid from Jordan Construction was accepted.

Other Business:

\*\*\* Mr. Scheel let the group know that Ryan Bentley from the Petoskey News Review has been very amenable to including articles regarding the Petoskey Emmet Street corridor grant. Mr. Scheel anticipates doing another interview now that the funds are available. The word has gotten out among the homeowners in that area partially due to a City function where the neighborhood planner explained the program.

\*\*\* The Council again discussed the use of signs at project sites.

\*\*\* Ms. Van Allen was reminded that a public hearing must be held in conjunction with the grant application. (This hearing was subsequently set for 5:45 p.m. on August 15, 2013.)

Public Comment:

\*\*\* None

A motion to adjourn was made and was unanimously approved.