

Emmet County Housing Council

A meeting of the Emmet County Housing Council was held on October 12, 2010 at 10:00 a.m. in the Controller's conference room.

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

Excused absence: George Booth, Vice-Chairman

Staff present: Cynthia Van Allen, Finance Director

Guests: Jonathan Scheel, Northwest Michigan Community Action Agency
Sarah Hartman, Northwest Michigan Community Action Agency

The Council members approved the agenda.

The Council members reviewed and approved the minutes of the September 1, 2010 meeting.

Administrator's report:

*** Mr. Scheel and Ms. Hartman attended the 2010 meeting of Emmet County social services providers at the Methodist Church. This annual meeting is an attempt to provide understanding of each organization's programs to the other providers so services can be coordinated.

*** They also attended the Michigan Community Development Association workshop for rehabilitation specialists which added to their knowledge base for grant writing. They visited the Warm Training Center which performs research and development on energy products such as insulation as part of this program.

*** The State has notified Northwest Michigan Community Action Agency that no Housing Preservation Grants will be awarded in Emmet County in 2010.

*** Four Federal Home Loan checks have arrived:

Job 09-06, \$10,000.00

Job 08-14, unknown

Job 09-03, \$10,000.00

Job 09-11, unknown

*** Ms. Hartman has determined that the most expeditious use of resources will be to put the intake form on the Northwest Michigan Community Action Agency web site rather than the entire MSHDA rehabilitation application. An additional goal would be to have a link to the County's web site.

*** Ms. Hartman has been able to increase the list of verified contractors so there are additional firms available to bid on rehabilitation projects. The Council requested that the current list be e-mailed to them.

Jobs in progress:

*** Job 09-03 - will be started now that the Federal Home Loan Bank money has arrived.

*** Job 09-09 - underway and progressing nicely.

*** Job 09-10 - underway and progressing nicely.

*** Job 09-13 - the homeowners did clear their home of the detritus which would have inhibited contractors from assessing needed repairs. Because the contractors that visited the home questioned the potential of lead in the base board heaters, suggested significant add ons and provided bids for floor repair in excess of the estimate, Mr. Scheel will revisit the home since all repairs must conform to the Housing and Urban Development Section 8 Housing Quality Standards and he will potentially prepare a revised estimate.

*** Job 09-11 - the only contractor who provided a bid is the one the homeowner works for and the bid is 24 percent in excess of the estimate. Since significant time has passed since the application was received some of the information will be re-verified. Mr. Scheel will provide an update at the November meeting.

*** Job 09-14 - Mr. Atchison moved to award the emergency roof repair to Jordan Construction for a cost not to exceed \$6,482.00. Mr. Ashley seconded the motion. By unanimous voice vote the motion passed. The Council requested that pictures be taken prior to the start of the rehabilitation project.

*** Job 09-15 - Mr. Atchison moved to award the rehabilitation project to Jordan Construction for a cost not to exceed \$13,229.00 which is to include the add on for re-framing and enlarging three bedroom windows for legal egress. Mr. Van Berlo seconded the motion. By unanimous voice vote the motion passed.

*** Job 09-16 - Mr. Atchison made a motion to award the project bid to Jordan Construction for a cost not to exceed \$5,991.00, the money to come from the CDBG emergency funds. This project is for rehabilitation of the roof only (homeowner had asked that the chimney be included in the project) and is for asphalt shingles only. The homeowner can elect a metal roof replacement and the low bidder for that contingency at their own expense. Mr. Ashley seconded the motion. By unanimous voice vote the motion passed.

Old business:

*** None

New business:

*** None

A motion to adjourn was made and was unanimously approved.