

Emmet County Housing Council

A meeting of the Emmet County Housing Council was held on November 3, 2010 at 10:00 a.m. in the Controller's conference room.

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

Third party administrators: Jonathan Scheel, Northwest Michigan Community Action Agency
Sarah Hartman, 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 October 12, 2010 meeting.

Administrator's report:

*** Ms. Odom let the Council know that the Department of Human Services is requiring the Northwest Community Action Agency to use a different data base.

Jobs in progress:

*** Job 09-03 - the Weatherization Program did accomplish significant improvements to this residence and the owner effected some electrical work. An estimate for this project was prepared in December 2009 and the project put out for bid. Because of the time that has elapsed the homeowner's information has been updated. The bid will probably require modification because of the work that has been completed. Current estimate by Northwest Michigan Community Action Agency staff is that it could cost \$49,917, including \$800 of lead testing, to effect this rehabilitation so Emmet County building code and federal housing quality standards are met. The funds for this project will be available as follows:

CDBG	\$35,000
Rural Housing Preservation grant	4,917
Federal Home Loan Bank	<u>10,000</u>
Total	<u>\$49,917</u>
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Mr. Ashley made a motion to approve spending \$46,917 for lead testing, third party administrative fees and the initial contractor bid - the balance of the \$49,917 funds available, \$3,000, to be kept in abeyance to accommodate potential change orders. By unanimous voice vote this motion passed.

*** Job 09-06 - underway and progressing nicely. The windows are in and the cold roof project is in progress.

*** Job 09-08 - septic system redo has not been resolved and the excess liquid asset spend down has not happened. Mr. Ashley will discuss the client's purchase agreement for the property for the septic field with the realtor because in the current format the agreement is ambiguous and is not recordable. The Council instructed the third party administrators to impose a deadline on the client. It is not equitable to other clients to have this money earmarked if the project isn't going to happen.

*** Job 09-09 - the exterior work is complete and the fence is in.

*** Job 09-18 - this has the potential for being a large project and funds may not be available. This will be revisited next month when the fate of some of the tentative projects is better known.

*** Job 09-19 - Mr. Ashley made a motion to put the emergency repair for a leaking roof out to bid. Mr. Scheel's estimate for the repair is \$3,290.00. Mr. Atchison seconded the motion. By unanimous voice vote this motion passed.

Old business:

*** Mr. Scheel will impose deadlines on the clients for Jobs 09-11 and 09-17 so that if these projects are not going to happen in this cycle the funds committed can be released for use on other projects.

New business:

*** None

A motion to adjourn was made and was unanimously approved.