

Emmet County Housing Council

A meeting of the Emmet County Housing Council was held on February 2, 2011 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

Absent: 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

Guests: None

Mr. Atchison made a motion to nominate Mr. Murphy as Chairman, Mr. Booth as vice-chairmans and Mr. Ashley as secretary. Mr. Van Berlo seconded the motion. By unanimous voice vote the slate of officers was elected.

The Council members approved the agenda.

The Council members reviewed and approved the minutes of the January 5, 2011 meeting.

Administrator's report:

*** There was a brief discussion of how the Freedom of Information Act would impact the release of Housing Council information.

*** The MSHDA program director will be performing a compliance audit on February 16 and 17, 2011.

Jobs in progress:

*** Job 09-03 - Contract has been signed with the builder and windows have been ordered. Work begins February 15, 2011.

*** Job 09-13 - Work is complete. Client is happy with the work. This is one of the projects that will be visited by the MSHDA auditor.

*** Job 09-09 - Work is complete and all documentation obtained. The client is pleased with the results. Weatherization did some work at this site. This is another of the projects which will be visited by the MSHDA auditor.

*** Job 09-10 - Construction complete and all the documentation has been obtained. Weatherization did some work at this site.

*** Jobs 09-13 - Waiting to sign the contract and mortgage documents. Rural Development will install a new boiler.

*** Job 09-14 - Construction is nearing the end. The client is not happy with the outcome. The roof is old and has sagged because multiple layers were previously added. The contractor did install some shims. Jonathan has agreed to add support to some of the rafters.

*** Job 09-15 - Windows are in and construction is almost complete.

*** Job 09-16 - Construction is complete. Preparing closing documents.

*** Job 09-18 - Mr. Booth made a motion to defer this project to the next grant period. This client is eligible for a CDBG so would recommend saving the County's remaining appropriation for someone who wouldn't qualify for a CDBG. Mr. Van Berlo seconded the motion. By unanimous voice vote the motion passed.

*** Job 09-19 - Construction has begun.

Old business:

*** None

New business:

*** The March 2011 meeting was cancelled.

*** Discussed using County appropriation funds to pay the balance on a furnace installation for a potential client. Mr. Scheel will determine her eligibility and report to the Council.

Public Comment:

*** None

A motion to adjourn was made and was unanimously approved.