

Emmet County Housing Council

A meeting of the Emmet County Housing Council was held on November 2, 2011 at 10:00 a.m. in the controller's conference room in the courthouse at 200 Division Street, Petoskey, Michigan.

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

Excused Absence: Mark Ashley, Secretary

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 October 5, 2011 meeting.

Administrator's Report:

*** Mr. Scheel, Ms. Hartman and Ms. Odom attended Michigan State Housing Development Authority Section 3 training at which they learned that Housing and Urban Development is pushing MSHDA to require grantees to use contractors who hire unemployed/low income staff. Section 3 language must be in the construction contract and must be added to the program guidelines. Currently the use of contractors hiring unemployed/low income staff is only mandatory if the grant is over \$200,000. MSHDA allows acceptance of a bid that is not the lowest if the contractor conforms with Section 3.

Mr. Scheel also stated that MSHDA continually adds documentation requirements to each successive grant.

Mr. Scheel reminded the Council that 25% of the new grant funding, or \$50,000, can be spent for applicants from the last grant cycle. Other previous applicants will need to reapply.

Jobs in Progress:

Job 09-17 - Mr. Scheel reported that the trailer has been set and the septic tank is installed. The electric, gas and water need to be hooked up.

Job 09-18/11-01 - the Council reviewed Mr. Scheel's rehabilitation estimate. This applicant meets all the criteria, that is, income and asset level are appropriate and there is adequate equity - a mortgage of \$35,000 with an estimated value after rehabilitation of \$70,000. Mr. Atchison made a motion to add re-shingling to the specifications and put the project out for bid. Mr. Booth seconded the motion. By unanimous voice vote the project will be put out for bid.

Job 11-02 - the Council reviewed Mr. Scheel's rehabilitation estimate. This applicant meets all the income and asset level criteria. There is no mortgage and the estimated value of the property after rehabilitation is \$40,000. Mr. Atchison made a motion to put this project out for bid. Mr. Van Berlo seconded the motion. By unanimous voice vote the project will be put out for bid.

Other Business:

Ms. Odom was successful in obtaining a \$25,000 Housing Preservation Grant for Emmet County. The County's allocation or the CDBG can be used for the needed match. After a 15% administrative fee there will be \$21,000 available for projects. The Council will be encouraged to use approximately \$5,000 for each of 4 projects.

There was discussion regarding the requirements imposed on the second \$100,000 available from the 2011 CDBG. Ms. Odom proposed that a meeting of officials from the Villages of Alanson, Mackinaw and Pellston and the cities of Harbor Springs and Petoskey be invited to discuss the new rules targeting urban areas and stressing development of a sense of place.

Mr. Atchison made a motion to adopt the 2011 Program Guidelines as presented by Ms. Odom. Mr. Booth seconded the motion. By unanimous voice vote the Guidelines will be adopted after approval by the Emmet County Board of Commissioners.

Public Comment:

*** None

A motion to adjourn was made and was unanimously approved.