

Emmet County Housing Council

A meeting of the Emmet County Housing Council was held on January 4, 2012 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

Absent: None

Staff present: Cynthia Van Allen, Finance Director

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

Guests: None

The Council members approved the agenda with an addition which was to discuss reimbursement of Northwest Michigan Community Action Agency for overages on projects 09-06 and 09-10.

The Council members reviewed and approved the minutes of the December 7, 2011 meeting.

Administrator's Report:

*** Mr. Ashley made a motion to pay Northwest Michigan Community Action Agency \$105.00 for job 09-06 and \$609.00 for job 09-10, for a total of \$714.00, from the County's allocation money for overages incurred. Mr. Booth seconded the motion. By unanimous voice vote the motion passed.

*** Mr. Scheel distributed a worksheet of closed projects that shows the totals for rehabilitation and administration and the sources of funds for the jobs.

*** Mr. Scheel is on the agenda for a future Little Traverse Home Builders Association meeting. He is going to encourage additional builders to become lead paint certified and attempt to recruit more contractors for the housing rehabilitation program. He will also explain the requirements to qualify as a Section 3 Certified Business.

*** Mr. Scheel will create an example for the February meeting of how the rehabilitation and soft costs are charged to each job.

Jobs in Progress:

Job 11-01 - Mr. Atchison made a motion to accept Jordan Constructions rehabilitation bid of \$19,745.00. Mr. Booth seconded the motion. This is the project for which no bids were received from the first solicitation. Only one, within 10% of the estimate, was received from the second solicitation. By unanimous voice vote the bid was awarded to Jordan Construction.

Job 11-02 - work will begin as soon as Northwest Michigan Action Agency is notified that the grant money has been released by the Michigan State Housing Development Authority.

Job 11-03 - bids were received from two contractors, Grantham Construction for \$26,546.00 and Hoveys Construction for \$27,688.00. The client prefers to hire Hoveys, whose bid was the higher of the two. Mr. Scheel will explain to the home owner that the award can be made to the higher bidder only if the owner is willing to pay the difference.

Other Business:

*** Mr. Van Berlo let the Council know that he will be absent for the February and May meetings. Mr. Ashley will be absent for the August meeting.

Public Comment:

*** None

A motion to adjourn was made and was unanimously approved.