

## **Emmet County Housing Council**

A meeting of the Emmet County Housing Council was held on February 1, 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

Excused absence: Martin Van Berlo

Staff present: Cynthia Van Allen, Finance Director

Third party administrators: Jonathan Scheel, Northwest Michigan Community Action Agency  
Cathy Odom,  
Leslie Casselman

Guests: None

The Council members approved the agenda.

The Council members reviewed and approved the minutes of the January 4, 2012 meeting.

### Administrator's Report:

\*\*\* Mr. Scheel let the Council know that the Emmet County Board of Commissioners signed the 2011 Community Development Block Grant so he is now able to sign contractor contracts.

\*\*\* There are seven agencies involved in "sense of place" pilot programs for the Michigan State Housing Development Authority. The closest is Leelanau County where the planning director administers the CDGB/MSHDA program.

\*\*\* Ms. Odom and Mr. Scheel shared some homeowner and other programs, such as free income tax preparation, available through Northwest Michigan Human Action Agency.

\*\*\* As promised, Mr. Scheel provided an example of how the rehabilitation and soft costs are charged to each job.

\*\*\* Ms. Hartman was able to find all the outstanding Housing Council mortgages by completing a title search. Mr. Scheel let the Council know that all the pre 1997 mortgages were forgiven. The mortgages from the former Charlevoix-Emmet Housing Coalition span the years 1997-2004.

#### Jobs in Progress:

Job 11-03 - Mr. Atchison made a motion to accept the bid from Hovey's Construction for this project. It was discovered that the contractor's bid included Anderson window replacements which are considered premium material. Mr. Scheel will suggest to the contractor that a medium quality window will suffice. Mr. Murphy seconded the motion. By unanimous roll call vote the motion passed.

#### Other Business:

\*\*\* In the future, for quantifiable materials, Mr. Scheel will specify a range rather than a minimum standard.

\*\*\* It was noted that unless Mr. Scheel can convince MSHDA that the home rehabilitations in Levering and Harbor Springs conform with the new "sense of place" program, the Council will not have funds for any future projects until the guidelines for the new program are in place.

#### Public Comment:

\*\*\* None

A motion to adjourn was made and was unanimously approved.