

## Emmet County Housing Council

A meeting of the Emmet County Housing Council was held on April 4, 2012 at 10:00 a.m. in the board of commissioners 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 February 1, 2012 meeting.

### Administrator's Report:

\*\*\* Mr. Scheel suggested that the Housing Council obtain a couple of signs that can be placed at residences undergoing rehabilitation. The signs would state "This rehabilitation project financed through the Emmet County Housing Council 347-9070" and include the Emmet County and Northwest Michigan Community Action Agency logos. Mr. Scheel will obtain quotes for one and two color signs from a couple of vendors.

\*\*\* Mr. Scheel is working with Kalkaska County to reinstate their Michigan State Housing Authority/Community Development Block Grant program.

Jobs in Progress:

Job 11-01 - this Harbor Springs project was completed by Jordan Construction. There were change orders because there were some plumbing leaks which had caused more damage to the flooring than was anticipated.

Job 11-02 - this Levering project will be completed this week by Simmons & Sons

Job 11-03 - this Harbor Springs project should be completed within a week by Hoveys. The contractor has had to paint most of the house. The electric box needed to be moved for the new siding.

11-04 - Mr. Atchison made a motion to put this project, estimated to cost \$9,255 for completing the well, re-shingling the roof and some carpentry, out for bid. The money for this project will be from the County appropriation. Mr. Booth seconded the motion. By unanimous voice vote the motion passed.

Other Business:

\*\*\* The Council determined to rescind the requirement for Mr. Scheel to provide a range rather than a minimum standard for quantifiable materials

\*\*\* Mr. Murphy let the Council know that Mr. Grantham is still interested in bidding on rehabilitation projects.

\*\*\* Mr. Scheel let the Council know that most of the \$100,000 that can be spent within the existing rules from the CDBG grant has been spent or committed.

\*\*\* Mr. Van Berlo made a motion to accept the proposed guideline for use under the new MSHDA "sense of place" rules for the location of future rehabilitation projects as presented by Mr. Scheel. The guidelines would allow the Council to spend money on projects within a one mile circumference of the city, town or village center of Petoskey, Harbor Springs, Mackinaw City, Alanson, Pellston and Levering. See the attached guidelines. Mr. Booth seconded the motion. By unanimous voice vote the document was accepted and will be sent to MSHDA. Mr. Scheel let the Council know that he does have three applications from Michigan Street home owners in Petoskey that will meet the guidelines.

\*\*\* Mr. Van Berlo and Mr. Booth will be absent from the May meeting.

Public Comment:

\*\*\* None

A motion to adjourn was made and was unanimously approved.

Apr 9, 2012  
hsng cncl min-apr