

## Emmet County Housing Council

A meeting of the Emmet County Housing Council was held on June 13, 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  
Martin Van Berlo

Excused absence: John Murphy, Chairman

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: Tracey Barnes, Michigan State Housing Development Authority  
Jason Ball, Kuntzsch (MSHDA contractor)

The Council members approved the agenda.

The Council members reviewed and approved the minutes of the May 2, 2012 meeting.

### Administrator's Report:

\*\*\* Mr. Scheel attended a place making summit in Boyne City and Ms. Odom attended one in Traverse City. The summits included several State of Michigan agencies and were well attended by municipal planners and managers.

\*\*\* A Section 3 meeting sponsored by the Community Development Corporation will be held for contractors in the Boyne City library on June 29, 2012.

\*\*\* Mr. Scheel showed the Council a Place Making Guidebook which is available on line.

\*\*\* Ms. Hartman created a brochure to concisely explain the housing rehabilitation process to prospective clients.

Jobs in Progress:

Job 11-04 - Mr. Ashley made a motion to award the rehabilitation contract to Jordan Construction in the amount of \$6,597. Mr. Atchison seconded the motion. By unanimous voice vote the contract with Jordan Construction was accepted for this project. County appropriation money will be used.

Job 11-08 - Mr. Scheel received authorization to proceed with the application and estimate portions of this project. The candidate is over the asset limit only because of a cash surrender value of a life insurance policy. The client requests a kitchen remodel for the three handicap adult children living in the home. County appropriation money will be used.

Job 11-09 - Experiencing verification complications.

Job 11-10 - Mr. Atchison made a motion that this project be put out for bid. Mr. Scheel's estimate for the rehabilitation is \$25,640. Mr. Ashley seconded the motion. By unanimous voice vote the motion was approved. County appropriation money will be used.

Mr. Scheel has completed inspections on two homes, one on Emmet Street and the other on Michigan Street, both in Petoskey.. Both these clients should fit under the "sense of place" criteria.

Other Business:

\*\*\* The notification of fund availability for the \$1,000,000 MSHDA housing rehabilitation grant that would be coordinated with the City of Petoskey's place making program is due out soon.

\*\*\* Mr. Scheel has found a vendor to make double sided two color aluminum signs at a cost of \$200 - \$225. He will bring a mock up to the July meeting.

\*\*\* MSHDA staffer, Tracey Barnes, and Jason Ball, a MSHDA contractor with Kuntzsch Business Services, Inc., talked to the Council about the process to establish the Emmet County sense of place rehabilitation program. They discussed the purpose behind this program and provided information to allow the Council to form a place-based targeting strategy. A worksheet was provided that confirmed that five of the six areas the Council has previously discussed targeting will fit into the program parameters. The sixth area, Harbor Springs, falls outside the parameters because of the high cost of a few homes. Mr. Ball assured the Council that MSHDA will accept Harbor Springs, we just need to explain the northern Michigan expensive second home phenomenon.

The Kuntzsch firm was hired to work with Counties so a uniform product will be delivered to MSHDA. A time line to achieve a place-based targeting strategy was discussed and tasks assigned. The tasks include talking to municipal managers in the targeted areas to determine if there are State projects being contemplated which would be enhanced by adding the County's housing rehabilitation funds to the mix.

Public Comment:

\*\*\* None

A motion to adjourn was made and was unanimously approved.

June15, 2012  
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