

## **Emmet County Housing Council**

A meeting of the Emmet County Housing Council was held on February 6, 2013 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

Excused absence:               None

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 December 5, 2012 meeting.

### Administrator's Report:

\*\*\* Mr. Scheel anticipates that the HRF grant will be approved and the funds released next week. He has already been contacted by potential clients and will send application packages as soon as he receives word that the funds have been released. Two houses in the Emmet Street corridor have already been inspected because they would have been eligible under the general grant.

It was noted that the City of Petoskey is using Housing Council job #11-07 in some rehabilitation marketing.

### Jobs in Progress:

Job 11-14 - Mr. Ashley made a motion to put this Franklin Street, Petoskey, roof project out for bid. Mr. Atchison seconded the motion. \$2,450 of the estimated cost of \$7,000 will come from the balance of the CDBG emergency grant and the rest from program income. By unanimous voice vote Mr. Scheel was authorized to go out for bid on this project.

Job 11-15 - Mr. Atchison made a motion to award this emergency roof repair to Robert Gokee Builder for \$4,500. Mr. Ashley seconded the motion. The original estimate of \$7,000 included sheathing which has been determined to not be needed. By unanimous voice vote the motion passed.

Mr. Scheel reviewed the current financials with the Council. He noted that all the 2011 CDBG money has been spent or committed. The County cannot apply until the end of 2013 for another \$200,000.

The contract for Job 11-06 cannot be signed until an application for a Federal Home Loan Bank loan is processed.

Mr. Scheel noted that MSHDA requires the County to maintain a \$100 unspent balance in the CDBG account in order to be able to use program income.

Other Business:

\*\*\* The City of Petoskey Administrator, Dan Ralley, and the City's planner, Amy Wheeten, will be invited by Mr. Scheel to the Housing Council's March meeting. One topic for discussion will be the potential for rental property rehabilitation. The March 6, 2013 meeting will be called to order at 9:30 a.m. to accommodate a potentially longer meeting.

\*\*\* There was some general Council discussion regarding the potential of using County allocation money for rental property rehabilitation.

\*\*\* Ms. Van Allen was instructed to ask the County's Communication Director, Beth Ann Piehl to take a photo of the Council at the March meeting for use on the County's web site.

\*\*\* There was a general discussion about the potential for MSHDA requiring the expenditure of program income money in targeted areas only. It was the general consensus that that stricture is not currently in place.

\*\*\* The Council was informed that \$10,002 of program income was received from the sale of the home from Job 09-09.

\*\*\* Mr. Scheel will obtain a quote for signs to be used to identify properties, with owner approval, that are experiencing rehabilitation courtesy of the Council and MSHDA.

\*\*\* It was reported that there has been a positive response to the announcement of the funds available for the Emmet Street corridor housing rehabilitation.

Public Comment:

\*\*\* None

A motion to adjourn was made and was unanimously approved.