

Emmet County Housing Council

A meeting of the Emmet County Housing Council was held on August 7, 2013 at 10:00 a.m. in the controller's conference room in the courthouse at 200 Division Street, Petoskey, Michigan.

Council members present: Les Atchison
John Murphy, Chairman
Martin Van Berlo

Absent: Mark Ashley, Secretary
George Booth, Vice-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: None

The Council members approved the agenda.

The Council members reviewed and approved the minutes of the July 3, 2013 meeting.

Administrator's Report:

*** The Council reviewed the content of a proposed project sign. Mr. Scheel will now obtain bids.

*** Mr. Scheel will be at a Neighbor Works conference in Philadelphia in August for a week.

*** Ms. Odom and Mr. Scheel will attend MSHDA meetings in Gaylord in August and September. The Community Economic Development Association of Michigan is holding a seminar on the "Funding Jungle". The Michigan Community Development Association is providing an update on inspection guide lines in September.

*** Julie Gardner let Mr. Scheel know that MSHDA has not yet reviewed the off year grant requests.

Jobs in Progress:

Job 11-06 - because this project exceeds the Council's funding limits and alternative financing sources have not been found the scope of this project has significantly changed and Mr. Scheel will go out for new bids.

Job 11-09 - the contractor has completed due diligence work and has determined that the well and septic system are okay. Mr. Scheel will review manufactured home prices with the contractor and this project should be complete before the next meeting.

Job 11-13 - the contractor is working on a punch list.

Job 11-14 - client revised their request, the carpentry has been decreased and the electrical eliminated. The Jordan Construction bid accepted at the July meeting was for \$20,862. Mr. Scheel now has budgeted \$20,244 plus \$825 for lead testing for a total of \$21,069.

Job 11-16 - client signed the contract, called the next day to cancel the project and then called four days later to ask that the project be reinstated. Council determined that the client need not reapply but they will have to wait while Mr. Scheel applies for Rural Development and Housing Preservation grants for the project.

Job 11-18 - Mr. Atchison made a motion to put this roof project out for bid. Mr. Scheel's estimate is a cost of 6,500. \$6,000 of the project will be from Rural Development and \$500 from program income. Mr. Van Berlo seconded the motion. By unanimous voice vote the motion passed.

Job 11-19 - Mr. Van Berlo made a motion to put this window/siding project out for bid. Mr. Scheel's estimate is a cost of \$9,000. \$6,000 of the project will be from program income and \$3,000 from County appropriation. Mr. Atchison seconded the motion. By unanimous voice vote the motion passed.

Other Business:

*** Mr. Scheel let the Council know that Rural Development, which was reported in July to have no money available, has reversed that stance. He is now applying to RD as client's submit applications.

Public Comment:

*** None

A motion to adjourn was made and was unanimously approved.