

Emmet County Housing Council

A meeting of the Emmet County Housing Council was held on September 4, 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

Absent: 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 August 7, 2013 meeting.

Administrator's Report:

*** Mr. Scheel was at a Neighbor Works conference in Philadelphia in August for a week. The program emphasis was on sustainable building, healthy homes and green homes.

*** Ms. Odom and Mr. Scheel will attend the Michigan Community Development Association update on inspection guide lines in September. Ms. Odom and Ms. Hartman will attend a Community Development Block Grant "Administration, Part II" meeting.

*** Julie Gardner let Ms. Odom know that MSHDA has awarded Emmet Count a \$200,000 off year rehabilitation grant. The document should be in the County's possession.

*** Rural Development is awarding \$7,500 grants and \$10,000 loans. The award type depends on income and most clients qualify.

*** MSHDA's program income rules have changed. It is now possible to accumulate \$35,000 at which point the fund must be spent down to \$5,000.

Jobs in Progress:

Job 11-09 - the original contractor has withdrawn from the project. Mr. Scheel has discovered another contractor, Homestead Home Sales, who will deliver and install, including permits, a 1995 manufactured home for \$21,500 (the original contractor was going to charge \$15,000 including septic system and well review). Mr. Scheel proposed authorizing up to \$26,000, plus administrative expenses, in the event that a well or septic system change is required. The money to come from:

Rural Development loan	\$7,500
DHS (well and/or septic)	1,500
County appropriation	17,000

Job 11-13 - Mr. Scheel and the contractor are going over the punch list at the client's house tomorrow.

Job 11-14 - there was a discussion of potentially using the Neighbor Works volunteers for yard clean up on this project. The funding for this project will come from the Petoskey CDBG, Rural Development and program income.

Job 11-16 - Mr. Atchison made a motion to award the contract for this rehabilitation to Jordan Construction at a cost of \$32,417, \$19,817 from CDBG, \$7,500 from RD grant, \$1,500 from DHS and \$3,600 from program income. Mr. Ashley seconded the motion. By unanimous voice vote Mr. Scheel will proceed with this project.

Job 11-18 - Mr. Van Berlo made a motion to accept a revised estimate of \$8,066 for this project (original was \$6,500), to re-bid the project and sign a contract as long as the low bid does not exceed \$8,100. Mr. Ashley seconded the motion. \$3,066 will come from CDBG emergency funds and \$5,000 from a RD grant. By unanimous voice vote the motion passed.

Job 11-19 - Mr. Ashley made a motion to award this emergency siding (the insurance company will drop coverage if the siding is not repaired) project to Robert Gokee for a cost of \$11,465, funds to come from a combination of CDBG emergency and Rural Development loan. Mr. Atchison seconded the motion. By unanimous voice vote the motion passed.

Job P11-04 - Mr. Ashley made a motion to put this project out for bid. Mr. Scheel estimates construction costs will total \$43,455, \$34,112 from the Petoskey CDBG, \$7,500 from a RD grant and \$1,500 from DHS. Mr. Atchison seconded the motion. By unanimous voice vote the motion passed.

Other Business:

*** Mr. Scheel let the Council know that the Harbor Springs Electrical Co-op is providing six new refrigerators as part of a senior low income program.

Public Comment:

*** None

A motion to adjourn was made and was unanimously approved.