

## Emmet County Housing Council

A meeting of the Emmet County Housing Council was held on November 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

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 September 4, 2013 meeting.

### Administrator's Report:

\*\*\* Ms. Odom and Mr. Scheel attended the Michigan Community Development Association conference. This meeting included rehabilitation network training. Ms. Odom and Mr. Scheel both passed a test and received certification as rehabilitation specialists. MCDA training sessions are offered three times annually for continuing education requirements.

\*\*\* Ms. Odom and Mr. Scheel also attended a Uniform Physical Addition Standards meeting. They now have a 300 page dictionary of HUD standards. MSHDA will use these standards for all housing rehabilitations. Required implementation varies - MSHDA starts with the next grant, HUD requires their use starting January 1, 2015. Northwest Michigan Action Agency has decided to adopt the standards immediately.

\*\*\* MSHDA has redefined an emergency project as one that is life threatening. That means that the Housing Council will usually no longer be able to use CDBG money for projects like siding or roof repair. For a client to get a new roof in a non-emergent situation the entire home will have to be rehabilitated.

\*\*\* Mr. Scheel will bring proposed amended Housing Council guide lines to reflect all of the changes referred to in these meeting minutes to a future meeting.

\*\*\* MSHDA prefers that CDBG grant money and program income not be used on the same project.

\*\*\* MSHDA has authorized a change in the compensation structure for third party administrators of housing rehabilitation programs. The administrative fee was 18% of the total grant plus 2% of the net grant. There has also been a separate 10% leverage fee for grants/loans obtained in addition to the CDBG. The 18% remains but the 2% and the 10% leverage fee are replaced with a 10% project delivery fee which requires the administrators to document time, mileage and specific expenses such as inspections and appraisals. This means that the percentage can fluctuate by job. There was discussion regarding the impact of this increase on the availability of

funds for rehabilitation projects. Mr. Atchison will discuss the Council's concerns with Mr. Stephenson, the director for NMCAA, and report to the Council at the next meeting.

Jobs in Progress:

Job 11-09 - the manufactured home has been set by the contractor, Homestead Home Sales. Mr. Scheel was able to obtain money from Rural Development and DHS on this project. Mr. Ashley made a motion to authorize an additional \$1,500 for this project from County appropriation money. Mr. Van Berlo seconded the motion. There were four votes to approve this motion and one abstention.

Job 11-18 - Mr. Scheel re-bid this project after the September meeting. The low bid received was from Carey Roofing. As authorized, Mr. Scheel awarded the bid to Carey. \$178 for the project will come from CDBG, \$1,500 from DHS and the balance from County appropriation funds.

Job P12-04 - Mr. Ashley made a motion to award the bid to Simmons and Son Builders at a cost of \$47,023. Mr. Booth seconded the motion. \$7,500 for this project will come from a RD grant, \$1,500 from DHS and the balance from the Petoskey CDBG grant. By unanimous voice vote the motion passed.

Job 12-01 - Mr. Booth made a motion to award the bid for this project to Simmons and Son Builders at a cost of \$51,810 with the stipulation that no more than \$2,000 for this project to be taken from County appropriation funds. Mr. Atchison seconded the motion. By unanimous voice vote this project will proceed. Funding:

HPG	\$10,000
DHS	1,500
Weatherization	1,500
County appropriation	2,000
CDBG	36,810

Other Business:

\*\*\* Mr. Atchison made a motion to authorize the purchase of 4 metal, reflective, 2-sided signs for a cost not to exceed \$225 per sign. Mr. Booth seconded the motion. By unanimous voice vote the motion passed.

Public Comment:

\*\*\* None

A motion to adjourn was made and was unanimously approved.

MSHDA - Michigan State Housing Development Authority  
CDBG - Community Development Block Grant  
RD - Rural Development  
HPG - Housing Preservation Grant  
MCDA - Michigan Community Development Association  
DHS - Department of Human Services  
NMCAA - Northwest Michigan Community Action Agency  
HUD - Housing and Urban Development