

Emmet County Housing Council

A meeting of the Emmet County Housing Council was held on December 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
John Murphy, Chairman
Martin Van Berlo

Excused absence: 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 November 6, 2013 meeting.

Administrator's Report:

*** MSHDA had redefined an emergency project as one that is life threatening. However, HUD has indicated that the local housing councils can define emergencies. Mr. Scheel will include the definition Emmet County has been using when he brings amended guidelines to the Council for approval. He does not believe that there will be an issue with MSHDA approving the guidelines.

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

*** Mr. Atchison made a motion to accept the offer by Mr. Stephenson, the director for NMCAA, to amend the current Emmet County contracts' fee schedules to reflect that the County will be charged a 6% project delivery fee, MSHDA allows 10%, rather than the previous 2% soft cost fee. This change will be effective for any contracts signed after the date of approval by the Emmet County Board. Mr. Ashley seconded the motion. By unanimous voice vote the new fee will be recommended to the Emmet County Board.

Jobs in Progress:

Job 11-09 - the family has moved into the manufactured home. There is still a punch list and a final inspection is necessary.

Job 11-16 - the project should be completed this week.

Job 11-18 - the contractor to whom the bid was awarded did not have insurance. Another contractor stepped in and has begun work after agreeing to complete the project for the same amount.

Job 11-19 - this siding project is almost complete.

Job 11P - 02 - construction is complete except for lead clearance. The roof was an emergency repair using money from the \$200,000 CDBG and the balance of the rehabilitation money was from the Emmet Street corridor HRF grant.

Job 11P-03 - there will be an estimate next month.

Job 11P 05 - Mr. Ashley made a motion to put this project, with an estimate of \$32,085 for rehabilitation costs, out for bid. Mr. Atchison seconded the motion. By unanimous voice vote the motion passed.

Job 12-01 - construction has started.

Job 12-02 - Mr. Scheel received approval to put together an estimate for this Carp Lake rehabilitation project. The inhabitants meet the income and asset limitations and there is adequate equity in the home.

Other Business:

*** Mr. Ashley moved to adopt the 2014 meeting schedule as presented. Mr. Atchison seconded the motion. By unanimous voice vote the schedule was accepted and will be posted.

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

Dec 17, 2013
hsng cncl min-dec