

Emmet County Housing Council

A meeting of the Emmet County Housing Council was held on February 5, 2014 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

Excused absence: Martin Van Berlo

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 January 8, 2014 meeting.

Administrator's Report:

*** NMCAA has partnered with Northern Homes to attempt to attract more contractors to be lead abatement certified. They are offering a 4 day lead supervisor course at a cost of \$400 for certification. One person on a job must have this level of qualification. Other staff on the job need to take 3 days of this 4 day course.

*** Ashley made a motion to reimburse any contractor who takes the lead abatement course with stipulations as follows:

The Council will authorize payment for one half the cost of the registration, limit of two people per company

The individual must pass the course to be eligible for reimbursement

The contractor must make at least one competitive bid on a Housing Council project within six months of completing the course

Reimbursement will not occur until the above conditions have been met

The Council will reimburse to a maximum amount of \$2,500 on a first come, first served basis

The motion was seconded by Booth. The motion passed by unanimous voice vote.

*** A former client has vacated the house improved by a Housing Council loan and has put the property up for sale. The loan should have been repaid at the time the house was vacated. Scheel has negotiated a \$100 per month payment until the house is sold at which time the balance becomes due. There is \$7,000 due on the original loan of \$14,000. This is one of the older loans where up to half could be forgiven.

Jobs in Progress:

Job11-09 - needs only tie downs for the project to be complete but the weather needs to clear before this can be accomplished.

Job 11-18 - this is a roof project so cannot be completed until the weather clears.

Job 12-01 - this is another roof project.

Job 12-02 - this project will be re-bid because the only bid received was more than 10% less than the estimate.

Job 12-03 - it has been determined that this candidate is qualified. An inspection is the next step.

Job P11-03 - Ashley made a motion to put this project, including electric, insulation and drywall rehabilitation, out for bid. Booth seconded the motion. By unanimous voice vote this project will go out for bid.

Job P11-04 - construction is under way on this project.

Job P11-05 - Atchison made a motion to have this project re-bid. It is a job where lead is a factor. Packages were sent to five contractors but none submitted a bid. Ashley seconded the motion. By unanimous voice vote this project will be re-bid.

Other Business:

*** Scheel volunteered to make a presentation to the Emmet County Board of Commissioners on the projects that have been accomplished in the past year.

*** Booth made a motion to decrease the number of place making communities to three to meet MSHDA requirements. He proposed including Petoskey, Alanson and Pellston. In addition to these three, the Council formerly included Harbor Springs, Levering and the Village of Mackinaw. The Council can switch included communities annually. Ashley seconded the motion. By unanimous voice vote the motion was 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

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