

Emmet County Housing Council

A meeting of the Emmet County Housing Council was held on September 3, 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
 Martin Van Berlo

Absent: John Murphy, Chairman

Staff present: Cynthia Van Allen, Finance Director

Third party administrators: Cathy Odom, Northwest Michigan Community Action Agency
 Kristin Brady, Northwest Michigan Community Action Agency

Guests: Jonathan Scheel

The Council members approved the agenda.

The Council members reviewed and approved the minutes of the August 7, 2013 meeting.

Administrator's Report:

*** At MSHDA training Odom discovered:

Other areas are experiencing difficulties recruiting contractors to bid on projects
Per new MSHDA policy spending required for targeted areas has decreased from 50%
to 40%
Targeting doesn't apply to the 15% emergency expenditures

*** A consultant from Hager, LLC has signed a contract with NMCAA and will be administering the Emmet County housing rehabilitation program. This consultant is currently working on two rental rehabilitation projects in downtown Petoskey.

*** NMCAA will send out application packets when requested but when returned the packets will go to Hager for verification.

*** An Americor volunteer will disseminate marketing material in the Emmet Street corridor area and is planning an event on Bridge Street to market the grant.

*** NMCAA is looking at a duplex held by the Emmet County Land Bank Authority. They will be in communication with MSHDA regarding the potential for a rehabilitation project.

Jobs in Progress:

Job 11-07 - homeowner sent a letter to MSHDA expressing dissatisfaction. Odom went through the house and believes all the issues are settled.

Job 12-01 - this project has used the maximum CDBG money available. There is carbon monoxide coming from a cracked boiler pipe. Odom will determine if weatherization will replace the boiler. Odom noted that the contractor put single hung windows in the second story when double hung were specified. Scheel let the Council know that single hung were agreed to after the bid was let for child safety reasons.

Job 12-02 - Odom informed the Council that there has been a change order.

Job 12-03 - one of the homeowners has found employment and is now over the income ceiling. Payment is due at \$153 per month because there was a MSHDA lien on the house when it was inherited from the current occupants' parents.

Job 12-05 - Council determined that it is not necessary to re-verify income. NMCAA will prepare checks for roofing material, a dumpster and equipment rental.

Job 12-06 - there are some challenges with this project. The contractor started without a contract and without the project being entered into the MSHDA Opal program. Income needs to be re-verified because of the time lapse and the homeowner is self-employed which required a special approval process from MSHDA. Ashley made a motion to approve payment from County appropriation funds if this project does not receive approval as a MSHDA project. Atchison seconded the motion. By unanimous voice vote the motion passed.

Job P11-03 - income needs to be re-verified before this project can proceed.

Job P11-05 - income needs to be re-verified before this project can proceed.

Job P11-07 - because of the time it took to get an appraisal the homeowner aged into the ability to access an IRA. The Council is willing to discuss making an exception to the asset rule. The appraisal came in at \$90,000. The homeowner owes \$70,000. The current estimate to complete work on the home to HQS standards is \$45,581. Odom was charged with discovering what can be accomplished for an amount closer to \$20,000.

Job P11-08 - an application for a Rural Development loan has been filed.

Other Business:

*** Brady will ask MSHDA if the Council can change the guidelines to allow rehabilitation to exceed a home's equity for the Emmet Street corridor grant program.

*** Odom is not going to request an extension for the Emmet Street corridor grant.

Public Comment:

*** None

A motion to adjourn was made and was unanimously approved.