Emmet County
Housing Council

A meeting of the Emmet County Housing Council was held on January 6, 2016 at 10:00 a.m. in the commissioners' board 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 administrator: Lindsay Hager, Northwest Michigan Community Action Agency

Guest: Amy Tweeten, City of Petoskey Planner

Atchison made a motion to re-elect the 2015 slate of officers. Van Berlo seconded the motion. By unanimous voice vote the officers were re-elected:

     John Murphy, Chairman
     George Booth, Vice-Chairman
     Mark Ashley, Secretary

The Council members approved the agenda.

The Council members reviewed and approved the minutes of the December 2, 2015 meeting.

Ashley made a motion to approved subordination of the County's mortgage for Jack Coffell, 8625 Luce Street, Oden, Michigan for better rate and term. Coffell meets the requirements per the program guidelines for subordination. Atchison seconded the motion. By unanimous voice vote the subordination was approved.

Administrator's Report:

*** Hager announced that the Emmet Street corridor/City of Petoskey MSHDA CDBG was entirely spent.

*** The Mitchell Road project, insulation of a space for the hot water heater for a manufactured home, was accomplished for less than the $4,000.00 approved at the December 2015 meeting.

 *** The County has not yet received word whether its grant application was approved. MSHDA staff will need to make the recommendation to the MEDC staff. While the Council is waiting to hear, it can:

> Update the program guidelines
> Publish a request for proposal and hire a third party administrator
> Prepare the environmental impact form

It cannot review any rehabilitation projects until a commitment letter is received.

*** Hager has light bulb kits through the City of Petoskey from Smart Energy which need to be distributed to low income home owners. Ashley suggested an elementary school be contacted for names.

Jobs in Progress:

*** None

Other Business:

*** Ashley made a motion to use the request for proposal for a third party administrator (tpa) template as received from Charlevoix County with the following exceptions:

> A requirement for $1,000,000 of professional liability insurance be added

> Under the section for the selection criteria:

>> TPA experience with MSHDA programs will be weighted as 45%
>> Other MSHDA experience will be weighted as 20%
>> Experience with non-MSHDA programs will be weighted as 5%
>> Availability of lead based paint contractors will be weighted as 15%
>> Availability of construction contractors will be weighted as 15%

The ad to run in the next week. Proposals due prior to the February meeting. Van Berlo seconded the motion. By unanimous voice vote the RFP was approved.

*** Atchison made a motion to approve the Housing Council amended program guidelines as presented with the following revisions:

Page 3, (C)(1)(a), applicants may not have a reverse mortgage in place
Page 3, (C)(1)(c), eliminate "a recorded quit claim deed"
Page 3, (C)(1)(f), add "the County must be named as a loss payee
Page 6, (D)(2)(a), add "egress windows in bedrooms"
Page 7, (D)(4), change attic insulation to read "R value to current code standard
Page 7, (D)(6), remove reference to Otwell-Mawby and $475 per assessment, replace with, current market cost

Ashley seconded the motion. By unanimous voice vote the program guidelines were approved as revised.

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
MEDC – Michigan Economic Development Corporation

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