

## **Emmet County Housing Council**

A meeting of the Emmet County Housing Council was held on July 6, 2016 at 10:00 a.m. in the commissioners' board room in the courthouse at 200 Division Street, Petoskey, Michigan.

Council members present:        Les Atchison  
   Mark Ashley, Secretary  
   George Booth, Vice-Chairman  
   Martin Van Berlo

Excused absence:                    John Murphy, Chairman

Staff present:                        Cynthia Van Allen, Finance Director

Third party administrator:       Lindsay Hager, Northwest Michigan Community Action Agency

Guest:                                 None

The Council members approved the agenda.

Ashley made a motion, seconded by Van Berlo, to approve the minutes of the June 1, 2016 meeting. By unanimous voice vote the motion was approved

### Administrator's Report:

\*\*\* Van Allen announced that there is a closing scheduled for July 8, 2016 for the sale of one of the properties on which the County holds a mortgage. A check for \$12,500.00 is expected and will be added to program income bringing that total to a little over \$25,000.00.

Jobs in Progress:

Job 15-01 – Atchison made a motion to decline this project since renovation would be expected to exceed the \$40,000.00 project maximum. Ashley seconded the motion. By unanimous voice vote this project will be declined.

Job 15-02 – Contractor scheduled to begin in August.

Job 15-03 – Atchison made a motion to accept the single bid, from Robert Gokee Builder, that was received for this project. Since the bid is within 10% of the estimate it is not necessary to solicit additional bids. Van Berlo seconded the motion. By unanimous voice vote the project was awarded to Robert Gokee Builder.

Other Business:

\*\*\* None

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