

Antrim County Housing Committee Meeting Minutes

April 20, 2017

Meeting was opened by Chairman Hayes at 1:12 P.M.

Members present: Hayes, Robbins, Sexton, Kruger and Smith.

Members absent: Olach

Others in attendance: Scheel, Brenda and Tom Pecar, George Simmons, Shawn (unknown last name), Peter Garwood

No public comment.

Chairman Hayes opened the complaint hearing for Thomas Pecar and Simmons and Son Contracting

Chairman Hayes asked Mr. Pecar to state his case. Questions were asked by the committee. The contractor responded . There was at length discussion on items 1, 3, 5, and 7

A motion was made by Laura Stanek. It stated that the Housing Director was to work with the owner and contractor to repair or complete items #1, 2, 3, 4, 6, and 7 off of the Appeal Request Form. Separately it was agreed without a motion that if Mr. Pecar was to sign a change order for electrical work, the Housing Director would add that to the work to be done.

Having no other business, motion and second by Smith/Robbins to adjourn the meeting. 5-0 3:50 P.M.

Antrim County Housing Committee Meeting Minutes

June 29, 2017

Meeting was opened by Chairman Hayes at 1:06 P.M.

Members present: Hayes, Olach, Kruger and Smith.

Members absent: Sexton and Robbins

Others in attendance: Scheel, Peter Garwood, Sherry Comben, and Debra Haydell

No public comment.

Minutes of April 20, 2017 were approved as presented. Smith/Kruger 4-0 passed

Scheel presented a written Director's Report (attached).

17-14- 11881 US 131 Mancelona	Full rehab	appeal process
Director sent notification to the client that the next step is for the client and contractor go to mediation as is stated in the appeal process guidelines.		

21-14- 6438 Scholl Rd Mancelona	Roof	in construction
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25-14- 7372 Old State Rd Central Lake	Rehab	roof construction
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Director spoke of being subpoenaed to testify about an elderly client with an open loan with the county. The address of the property is at 398 E Simpson Mancelona

Scheel presented the Financial Report. (attached)

Having no other business, motion and second by Smith/Olach to adjourn the meeting. 4-0 2:15 P.M.

Housing Committee Report June 2017

New Applications

I have 3 completed applications on file.

Update on Applications

In progress:

01-14	Withdrew		
02-14	5452 US 131 North Mancelona	Emergency well	complete
03-14	5157 Graham Rd East Jordan	Full rehab	complete
04-14	407 Richardi Street Bellaire	Safety fence	sold/paid off
05-14	7830 Larkspur Mancelona	Roof	complete
06-14	Withdrew		
07-14	3227 S Derenzy Bellaire	Septic	complete
08-14	403 Maple St Mancelona	Roof, plumbing	complete
09-14-	515 Jefferson Mancelona	Windows	
10-14-	Denied	Over asset	
11-14-	Withdrew	Moved	
12-14-	7755 Firhaven Mancelona	Emergency well	complete
13-14-	Denied		
14-14-	105 E Antrim Bellaire	Full rehab	complete
15-14-	8270 Valley St Alden	Roof	complete
16-14-	2040 Main Street Central Lake	Roof, plumbing	complete
17-14-	11881 US 131 Mancelona	Full rehab	appeal process
18-14-	7199 Rushton Rd Ellsworth	Roof	owner deceased
19-14-	Denied		
20-14-	8013 Cedar Valley Rd Mancelona	Roof	complete
21-14-	6438 Scholl Rd Mancelona	Roof	construction
22-14-	7464 Meadow Lane Bellaire		
23-14-	3010 Cedar Valley Rd Mancelona	Roof	complete
25-14-	7372 Old State Rd Central Lake	Rehab	roof construction

Payment Review

- Fourteen delinquent clients.
- Seven are making steady payments and catching up on their outstanding balance.
- Three are at 90 days or less.
- 4 clients are behind by more than 90 days and considered non payers

New Business

- One client land contract foreclosure Reger

Old Business

- Future of housing program continuing discussion.

Insurance

I have three clients that have no insurance. All stated that they were never required to have insurance.

	STARTING BALANCE	AMOUNT SPENT	AVAILABLE BALANCE	% SPENT	Match Key
TOTAL GRANT:	\$90,711.00	\$58,343.99	\$32,367.01	64.32%	1 FHLB 5 RD
PROJECT DOLLARS:	\$76,874.00	\$48,190.50	\$28,683.50	62.69%	2 Weather 6 DHS
REHABILITATION:	\$63,750.00	\$48,190.50	\$15,559.50	75.59%	3 Client 7 HPG
EMERGENCY:	\$13,124.00	\$0.00	\$13,124.00	0.00%	4 PIP 8 BCCC
ADMINISTRATION:	\$13,837.00	\$10,153.49	\$3,683.51	73.38%	
PROGRAM INCOME ADMINISTRATION:	\$216,660.00	\$152,159.21	\$38,915.89	86.66%	

CHECKS WRITTEN TOTALS: \$189,614.37 \$47,476.00 \$47,476.00 \$0.00 \$10,153.49 \$714.50 \$58,343.99 \$0.00 \$142,138.37 \$25,584.91 \$10,020.84 \$177,744.11

DATE	INVOICE	CLIENT & JOB #	ADDRESS	VENDOR	TOTAL PAID TO CONTRACTOR	CDBG REHAB + EMERG	CDBG REHAB	CDBG EMERG	CDBG ADMIN	PROJECT DELIVERY FEE	TOTAL CDBG + ADMIN	MATCH FUNDS	MATCH CODE	PI HARD COSTS	PI ADMIN	PROJECT DELIVERY FEE	TOTAL PI
	15004	Clark 03-14	5157 Graham Rd	Simmons and Son	\$20,000.00	\$0.00			\$0.00	\$0.00	\$0.00			\$20,000.00	\$3,600.00	\$0.00	\$23,600.00
11/24/2014	15005	Clark 03-14	5157 Graham Rd	Simmons and Son	\$15,000.00	\$0.00			\$0.00	\$0.00	\$0.00			\$15,000.00	\$2,700.00	\$0.00	\$17,700.00
2/19/2015	15006	Clark 03-14	5157 Graham Rd	Simmons and Son	\$5,000.00	\$0.00			\$0.00	\$0.00	\$0.00			\$5,000.00	\$900.00	\$0.00	\$5,900.00
2/19/2015	15002	McQuarrie 04-14	407 Richardi	Ferguson	\$430.00	\$0.00			\$0.00	\$0.00	\$0.00			\$430.00	\$77.40	\$0.00	\$507.40
2/19/2015	15003	McQuarrie 04-14	407 Richardi	Zimmer	\$1,500.00	\$0.00			\$0.00	\$0.00	\$0.00			\$1,500.00	\$270.00	\$0.00	\$1,770.00
5/18/2015	15007	Reichelderfer 02-14	5452 US 131 S	AS Rivard Well	\$7,345.00	\$0.00			\$0.00	\$0.00	\$0.00			\$7,345.00	\$1,322.10	\$734.50	\$9,401.60
	15001	Justice 08-14	403 N Maple	Otwell Mawby	\$475.00	\$0.00			\$0.00	\$0.00	\$0.00			\$475.00	\$85.50	\$47.50	\$608.00
8/31/2015	15008	Packman 05-14	7830 Larkspur	Simmons and Son	\$15,455.00	\$0.00			\$0.00	\$0.00	\$0.00			\$15,455.00	\$2,781.90	\$1,545.50	\$19,782.40
10/5/2015	15009	Packman 05-14	7831 Larkspur	Simmons and Son	\$4,500.00	\$0.00			\$0.00	\$0.00	\$0.00			\$4,500.00	\$810.00	\$450.00	\$5,760.00
10/5/2015	15010	Wingo 12-14	7755 Firhaven	Hart Well Drilling	\$6,790.00	\$0.00			\$0.00	\$0.00	\$0.00			\$6,790.00	\$1,222.20	\$679.00	\$8,691.20
	15011	Justice 08-14	403 N Maple	Simmons and Son	\$18,500.00	\$0.00			\$0.00	\$0.00	\$0.00			\$18,500.00	\$3,330.00	\$1,850.00	\$23,680.00
	15012	Rogers 07-14	3227 Derenzy	NWM Health Dept	\$275.00	\$0.00			\$0.00	\$0.00	\$0.00			\$275.00	\$49.50	\$27.50	\$352.00
11/15/2015	15013	Zeef 14-14	105 E Antrim	Otwell Mawby	\$475.00	\$475.00	\$475.00		\$99.75	\$47.50	\$622.25				\$0.00	\$0.00	\$0.00
12/7/2015	15014	Rogers 07-14	3227 Derenzy	C&K Excavating	\$4,500.00	\$0.00			\$0.00	\$0.00	\$0.00			\$4,500.00	\$810.00	\$450.00	\$5,760.00
1/21/2016	15015	Zeef 14-14	105 E Antrim	Otwell Mawby	\$350.00	\$350.00	\$350.00		\$76.83	\$0.00	\$426.83				\$0.00	\$0.00	\$0.00
1/21/2016	15016	Zeef 14-14	105 E Antrim	Simmons and Son	\$39,981.00	\$39,981.00	\$39,981.00		\$8,776.31	\$0.00	\$48,757.31				\$0.00	\$0.00	\$0.00
2/29/2016	15017	Pecar 17-14	11881 US 131	Simmons and Son	\$11,840.00	\$0.00			\$0.00	\$0.00	\$0.00			\$11,840.00	\$2,131.20	\$1,184.00	\$15,155.20
2/29/2016	15018	Justice 08-14	403 N Maple	Great Lakes Plumb	\$833.37	\$0.00			\$0.00	\$0.00	\$0.00			\$833.37	\$150.01	\$83.34	\$1,066.71
3/10/2016	15019	Cuadros 15-14	8270 Valley St	Meyers Mobile	\$8,012.22	\$0.00			\$0.00	\$0.00	\$0.00			\$8,012.22	\$1,442.20	\$801.22	\$10,255.64
3/21/2016	15020	Cuadros 15-14	8270 Valley St	Meyers Mobile	\$7,737.78	\$0.00			\$0.00	\$0.00	\$0.00			\$7,737.78	\$1,392.80	\$773.78	\$9,904.36
4/11/2016	15021	Pecar 17-14	11881 US 131	Simmons and Son	\$13,945.00	\$0.00			\$0.00	\$0.00	\$0.00			\$13,945.00	\$2,510.10	\$1,394.50	\$17,849.60
7/15/2016	15022	Clark16-14	2040 S Main St	Skarbardis	\$6,670.00	\$6,670.00	\$6,670.00		\$1,200.60	\$667.00	\$8,537.60				\$0.00	\$0.00	\$0.00

ANTRIM CDBG Grant

8/2013-8/2015 Jobs in Progress Report

DATE: 7/15/2016

Grant Amount:	\$90,711.00	Beginning Rehab. Total:	\$63,225.57	Amount Committed Full Rehab:	\$63,224.80	REHAB. BALANCE:	\$0.77
Total 18% Admin.:	\$16,327.98	Beginning Emerg. Total:	\$11,157.45	Amount Committed Emergency:	\$0.00	EMERG. BALANCE:	\$11,157.45
Total Project Dollars Available:	\$74,383.02		\$74,383.02	Total Committed:	\$63,224.80	TOTAL:	\$11,158.22

Untargeted Full Rehab Total:	Amount Committed Full Rehab: \$	-	REHAB. BALANCE:	\$0.00
	Total Committed: \$	-	TOTAL:	\$0.00

Targeted Full Rehab Total:	\$63,225.57	Amount Committed Full Rehab: \$	63,224.80	REHAB BALANCE:	\$0.77
Targeted Emergency Total:	\$11,157.45	Amount Committed Emergency: \$	-	EMERG. BALANCE:	\$11,157.45
		Total Committed: \$	63,224.80	TOTAL:	\$11,158.22

Use of C.D.B.G. Rehabilitation Funds

TARGET AREA	NAME	JOB #	ADDRESS	STATUS	DATE COMMITTED	%AMI Defered or % loan	ORIGINAL CONTRACT AMOUNT	C.O. #1	C.O. #2	C.O. #3	TOTAL C.O.s	LEAD TEST COSTS	C.D.B.G. REHAB.	PROJECT DELIVERY FEE	TOTAL CDBG REHAB.	ADMIN. COSTS 18%	RD	DHS	OTHER	TOTAL MATCH	TOTAL PROJECT
Y	Zeeff	14-14	105 E Antrim Bellaire	Full rehab bids	8/20/2015	25% def	\$39,981.00				\$0.00	\$800.00	\$40,781.00	\$0.00	\$39,999.00	\$8,951.92			\$782.00	\$782.00	\$49,732.92
Y	Clark	16-14	2040 S Main Central Lake	Emergency roof and plumbi	10/22/2015	40% def	\$25,435.00	\$1,705.00			\$1,705.00	\$800.00	\$27,940.00	\$1,955.80	\$23,225.80	\$6,562.49			\$6,670.00	\$6,670.00	\$36,458.29
							\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00
							\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00
							\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00
							\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00
							\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00
							\$0.00				\$0.00	\$1,600.00	\$68,721.00	\$1,955.80	\$63,224.80	\$15,514.41	\$0.00	\$0.00	\$7,452.00	\$7,452.00	\$86,191.21
	TOTALS						\$65,416.00	\$1,705.00	\$0.00	\$0.00	\$1,705.00	\$1,600.00	\$68,721.00	\$1,955.80	\$63,224.80	\$15,514.41	\$0.00	\$0.00	\$7,452.00	\$7,452.00	\$86,191.21

Use of C.D.B.G. Emergency Funds

TARGET AREA	NAME	JOB #	STATUS	DATE COMMITTED	DATE CLOSED	ORIGINAL CONTRACT AMOUNT	C.O. #1	C.O. #2	C.O. #3	TOTAL C.O.s	LEAD TEST COSTS	C.D.B.G. EMERG.	PROJECT DELIVERY FEE	TOTAL CDBG EMERG.	ADMIN. COSTS 18%	RD	DHS	OTHER	TOTAL MATCH	TOTAL PROJECT	
Y										\$0.00		\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0.00
										\$0.00		\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0.00
										\$0.00		\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0.00
										\$0.00		\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0.00
										\$0.00		\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0.00
										\$0.00		\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0.00
	TOTALS					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

PROGRAM INCOME

2014 Antrim JOBS IN PROGRESS REPORT

DATE: 7/15/16

FUND STATUS

Beginning PI Available 1/1/14	\$89,487.00
PI added to date	\$127,173.00
Total PI to spend this PY	\$216,660.00
Committed on Projects	\$159,643.90
Committed Admin. (18% of Projects)	\$27,145.44
Total Committed	\$186,789.34
Total PI Dollars available	\$29,870.66
PI Dollars available for Admin.	\$7,467.67
PI Dollars available for Hard Costs	\$22,403.00

NAME	JOB #	ADDRESS	STATUS	DATE COMMITTED	%AMI Defered or % loan	ESTIMATE OR ORIGINAL CONTRACT	LEAD TESTING COSTS	C.O. #1	C.O. #2	C.O. #3	TOTAL C.O.s	Project Delivery Fee	TOTAL JOB COST	PROGRAM INCOME	ADMIN. 18%	WX	FHLB	DHS	Rural Dev	OTHER	TOTAL MATCH (excl. WX)	TOTAL PROJECT
Schauer	01-14	114 N Maple Street Ma	Withdraw	6/19/2014	50% 0%	\$0.00					\$0.00	\$ -	\$0.00	\$0.00	\$0.00						\$0.00	\$0.00
Reichelderfer	02-14	5452 US 31 N Mancelo	Complete	6/19/2014	57% 1%	\$6,847.00		\$498.00			\$498.00	\$ 734.50	\$7,345.00	\$8,079.50	\$1,322.10						\$0.00	\$9,401.60
Clark	03-14	5157 Graham Rd East	Complete	7/17/2014	60% 1%	\$51,871.00		-\$10,072.00			-\$10,072.00	\$ -	\$41,799.00	\$39,999.00	\$7,523.82						\$1,800.00	\$49,322.82
MacQuarrie	04-14	407 Richard Sr Bellair	Complete	6/19/2014	20% def	\$3,500.00		\$430.00	-\$1,570.00		-\$1,140.00	\$ -	\$2,360.00	\$2,360.00	\$424.80						\$0.00	\$2,784.80
Packman	05-14	7830 Larkspur Mancelo	Complete	8/21/2014	25% def	\$15,455.00		\$4,500.00			\$4,500.00	\$ 1,995.50	\$19,955.00	\$21,950.50	\$3,591.90			\$1,500.00		\$300.00	\$0.00	\$25,542.40
Br	06-14	409 Shumaker Rd Bell	Withdraw			\$0.00					\$0.00	\$ -	\$0.00	\$0.00	\$0.00						\$0.00	\$0.00
Rogers	07-14	3227 S Derenzy Bellair	Complete	12/18/2014	58% 1%	\$4,500.00		\$275.00			\$275.00	\$ 477.50	\$4,775.00	\$5,252.50	\$859.50						\$0.00	\$6,112.00
Justice	08-14	403 Maple Street Manc	Complete	12/18/2014	49% def	\$19,100.00	\$800.00	\$834.00			\$834.00	\$ 2,073.40	\$20,734.00	\$22,807.40	\$3,732.12						\$0.00	\$26,539.52
Beaver	09-14	515 Jefferson Mancelo	Inspection								\$0.00	\$ -	\$0.00	\$0.00	\$0.00						\$0.00	\$0.00
Or	10-14	12152 Hjelte Kewadin	No insurance, over asset denied			\$0.00					\$0.00	\$ -	\$0.00	\$0.00	\$0.00						\$0.00	\$0.00
Co	11-14	2109 Valley Rd Mancel	Withdraw			\$0.00					\$0.00	\$ -	\$0.00	\$0.00	\$0.00						\$0.00	\$0.00
Wingo	12-14	7755 Firhaven Ct Manc	Complete	6/18/2015	39% def	\$6,790.00					\$0.00	\$ 679.00	\$6,790.00	\$7,469.00	\$1,222.20						\$0.00	\$8,691.20
Ga	13-14	616 E Broad Street Bel	No insurance denied	12/18/2014		\$0.00					\$0.00	\$ -	\$0.00	\$0.00	\$0.00						\$0.00	\$0.00
Cuadros	15-14	8270 Valley St Alden	Complete	10/22/2015	25% def	\$15,500.00		\$250.00			\$250.00	\$ 1,575.00	\$15,750.00	\$17,325.00	\$2,835.00						\$0.00	\$20,160.00
Clark	16-14	2040 S Main St Centra	Complete			\$4,320.00		\$910.00			\$910.00	\$ 523.00	\$5,230.00	\$5,753.00	\$941.40						\$0.00	\$6,694.40
Pecar	17-14	11881 US 31	Complete	12/17/2015	35% def	\$23,680.00		\$285.00	\$2,105.00		\$2,390.00	\$ 2,578.00	\$26,070.00	\$28,648.00	\$4,692.60						\$0.00	\$33,340.60
											\$0.00	\$ -	\$0.00	\$0.00	\$0.00						\$0.00	\$0.00
											\$0.00	\$ -	\$0.00	\$0.00	\$0.00						\$0.00	\$0.00
											\$0.00	\$ -	\$0.00	\$0.00	\$0.00						\$0.00	\$0.00
						\$151,563.00	\$800.00				-\$1,555.00	\$ 10,635.90	\$150,808.00	\$159,643.90	\$27,145.44	\$0.00	\$0.00	\$1,500.00	\$0.00	\$300.00	\$1,800.00	\$188,589.34

2014				2015				2016			
January	\$3,592.00	July	\$2,439.00	January	\$ 5,079.00	July	\$ 2,974.00	January	\$ 1,929.00	July	\$ 2,689.00
February	\$3,111.00	August	\$2,735.00	February	\$ 2,950.00	August	\$ 2,296.00	February	\$ 2,689.00	August	\$ 2,635.00
March	\$3,647.00	September	\$5,831.00	March	\$ 3,431.00	September	\$13,357.00	March	\$ 2,635.00	September	\$ 2,185.00
April	\$3,109.00	October	\$3,212.00	April	\$ 3,487.00	October	\$ 5,572.00	April	\$ 2,185.00	October	\$ 2,207.00
May	\$6,179.00	November	\$3,466.00	May	\$ 2,779.00	November	\$ 2,813.00	May	\$ 2,207.00	November	\$ 23,628.00
June	\$2,077.00	December	\$2,730.00	June	\$ 3,157.00	December	\$ 1,877.00	June	\$ 23,628.00	December	\$ 35,273.00
	\$21,715.00		\$20,413.00		\$ 20,883.00		\$28,889.00		\$ 35,273.00		\$ -
2014 Total				2015 Total				2016 Total			
\$42,128.00				\$ 49,772.00				\$ 35,273.00			

Antrim County Housing Committee Meeting Minutes

September 21, 2017

Meeting was opened by Chairman Hayes at 1:05 P.M.

Members present: Hayes, Olach, Kruger, Sexton, Robbins and Smith.

Members absent: None

Others in attendance: Scheel,

No public comment.

Minutes of June 29, 2017 were approved as presented. Smith/Sexton 6-0 passed

Scheel presented a written Director's Report (attached).

Scheel discussed a request for subordination for a client's county loan. Scheel was directed to get more information on the refinance from the bank as it was unclear why the county could not be paid off with the refinance.

Scheel presented the Financial Report. (attached)

Having no other business, motion and second by Robbins/Olach to adjourn the meeting. 6-0 1:48 P.M.

Antrim County Housing Committee Meeting Minutes

November 15, 2017

Meeting was opened by Chairman Hayes at 1:10 P.M.

Members present: Hayes, Olach, Kruger, Sexton, and Smith.

Members absent: Robbins

Others in attendance: Scheel,

No public comment.

Minutes of September 21, 2017 were approved as presented. Sexton/Kruger 5-0 passed

Scheel presented a written Director's Report (attached).

Discussion on Payment Report.

Discussion on Insurance Report. Motion and second by Sexton/Smith to direct Scheel to renegotiate notes with clients that are in default because of lack of insurance. New notes would require payments and insurance. 5-0 passed.

Discussion of change orders. Motion and second Kruger/Olach to approve all past change orders as itemized in PI report dated 11-13-2017 5-0 passed

Motion and second Olach/Kruger to allow Director to approve change orders for unexpected changes related to approved specifications and bid in the amount of plus or minus 15% of original approved project bid. Any amount above or less than 15% could be approved by the Housing Committee Chairman with communication of that decision brought before the committee at their next regular meeting. 5/0 passed

Discussion on request for subordination. Motion and second Kruger/Smith to approve subordinate request of Bullock in the amount of \$15,025. Director will have client sign a new note showing new \$100.00 monthly payments on county loan. 5-0 passed

Scheel presented the Financial Report. (attached)

19-14 Motion and second Sexton/Olach to approve up to \$500 to repair furnace with \$20 per month payment 5-0 passed

20-14 Motion and second Smith/Sexton to spend up to \$8,000.00 on installation of new furnace and ductwork per specifications and bid with \$75.00 per month payment 5-0 passed

Having no other business, motion and second by Olach/ Kruger to adjourn the meeting. 5-0 2:37 P.M.