

Antrim County Housing Committee Meeting Minutes

March 19, 2015

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

Members present: Hayes, Robbins and Smith.

Members absent: Sexton and Johnson

Others in attendance: Garwood, Scheel

Minutes of December 18, 2014 were approved with one change. The last sentence under the Director's Report section should read: Julie Gardner from MSHDA has stated she is in the process of writing the new grant *award*. Hayes/Robbins 4-0 passed

Scheel presented a written Director's Report (attached). Additional items were presented including; the Director has sent out 40 letters regarding lack of documentation of home insurance. There have been 15 positive responses in the last week with the remaining 25 expected over the next few weeks. Any non-responses will be followed up with more urgent means.

The Director asked the Committee to review the case of Judy Windish who is being foreclosed on by the first mortgage holder and has abandoned the home. Motion to recommend to the County Board of Commissioners that the county write off the debt of Judy Windish. Robbins/Hayes 4/0 passed

Vice Chairman Olach asked for nominations for Committee Chairman and Vice Chairman. Nomination of Robbins for Chairman and Smith for Vice Chairman. Hayes/Olach 4/0 passed

The Director asked for a motion to accept the MSHDA 2014 CDBG Housing Grant Award of \$90,711. Motion to accept. Hayes/Robbins 4/0 passed

Scheel presented the Financial Report. It was pointed out that there may be formula error on the PI added to date line. A new report will be generated if needed.

Having no other business, motion and second by Robbins/Hayes to adjourn the meeting.
3-0 2:00 P.M.

Antrim County Housing Committee Meeting Minutes

April 16, 2015

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

Members present: Hayes, Johnson, Robbins and Smith.

Members absent: Sexton

Others in attendance: Garwood, Scheel

Minutes of March 19, 2015 were approved with one change. Paragraph 4 should have read "Nominations of Hayes for Chairman and Robbins for Vice Chairman." Robbins/Olach 5-0 passed

Scheel presented a written Director's Report (attached). Additional items were presented including; the Director had sent out 40 letters regarding lack of documentation of home insurance. There have been 31 positive responses, two clients without insurance and 9 non-responses. Four of the non-responses are in bank foreclosure. Other non-responses are being followed up with telephone calls and visits.

Clients with late payments are getting better with some clients on new payment schedules.

Scheel presented the Financial Report. It was pointed out that the formula error on the JIP PI page has been fixed. A new report was generated.

The Director presented to the Committee documents showing three clients being foreclosed on by the first mortgage holder and one client and has abandoned the home. The Director will follow the foreclosure proceedings.

Mr. Garwood informed the committee on the Director's concern of the housing title search policy. The policy states that the Antrim County Attorney reviews abstracts of all client applicants. The Director asked if he could review abstracts as that was part of his job duties when he ran the housing program for three other counties. Garwood had contacted Emmet County with a positive response. He also spoke to the new civil counsel who did not see a problem with the Director reviewing the abstracts. Garwood asked the Housing Committee to recommend to the Antrim BOC to allow the Director to review abstracts. Motion to recommend to the Antrim County BOC to allow the Housing Director to review all client abstracts for title issues as part of the application process. Smith/Robbins 5-0 passed

Having no other business, motion and second by Olach/Robbins to adjourn the meeting. 5-0
1:52 P.M.

Antrim County Housing Committee Meeting Minutes

June 18, 2015

Meeting was opened by Chairman Hayes at 1:00 P.M.

Members present: Hayes, Johnson, Robbins and Smith. Sexton entered at 1:05 P.M.

Members absent: None

Others in attendance: Garwood, Scheel

Minutes of April 16, 2015 were approved as written. Robbins/Olach 5-0 passed

Scheel presented a written Director's Report (attached). Additional items were presented including; discussions on MSHDA's change of administrative billing from 18% and 2 % to 18% and a project development fee of up to 10%. New MSHDA rules and policies regarding Program Income and grants funding were discussed and lastly the Director explained the general duties of his job.

Scheel presented the Financial Report. (attached)

The Director presented to the Committee documents showing recommended changes in the Antrim County Housing Committee's Policy and Procedures document. These changes were due to MSHDA policy changes and recent County Board of Commissioner's votes. There was a motion to recommend these changes to the Health and Public Safety Committee. Robbins/Olach 6-0 passed

Having no other business, motion and second by Olach/Robbins to adjourn the meeting. 6-0
2:15 P.M.

Antrim County Housing Committee Meeting Minutes

August 20, 2015

Meeting was opened by Chairman Hayes at 1:03 P.M.

Members present: Hayes, Johnson, Robbins Olach and Sexton.

Members absent: Smith

Others in attendance: Garwood, Scheel

Minutes of June 18, 2015 were approved as presented. Olach /Robbins 5-0 passed

No public comment.

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

Client cases were presented to the Housing Committee

Client 05-14 Motion to award the rehab contract to Simmons and Son Builders of Gaylord for the amount of \$15,455. Sexton/Robbins 5-0 passed

Client 07-14 Motion to award the rehab contract to C &K Inc of Mancelona for the amount of \$4,600 with an addition \$275 for a Health Department septic permit. Sexton/Robbins 5-0 passed

Client 12-14 Motion to award the rehab contract to Hart Well Drilling of Bellaire for the amount of \$6,800
Olach/Robbins 5-0 passed

Client 14-14 Motion to award the rehab contract to Simmons and Son Builders of Gaylord for the amount of \$39,211. Sexton /Johnson 5-0 passed Director is to add bathroom grab bars to the specifications.

Client 15-14 Motion to let this project out for bids. Sexton Johnson 5-0 passed

Client 17-14 Motion to let this project out for bids. Johnson Olach 5-0 passed

Client 08-14 The board made the motion to explore and investigate partnership opportunities with other agencies and additional matching funding/ financing. Robbins/Sexton 5-0 passed

Scheel presented the Financial Report. (attached)

There was a short discussion on potential applicants

Scheel will be attending a 3 day specification writing class in Gaylord in September sponsored by MSHDA. He will also be attending a downtown mixed use development course in Lansing also sponsored by MSHDA. MSHDA is now using 75% of their funding for downtown development and 25% for their traditional housing grants.

Having no other business, motion and second by Robbins /Johnson to adjourn the meeting. 5-0 2:55 P.M.

Antrim County Housing Committee Meeting Minutes

December 17, 2015

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

Members present: Hayes, Robbins, Johnson, and Smith.

Members absent: Olach and Sexton

Others in attendance: Scheel

Minutes of October 22, 2015 were approved as presented. Johnson/ Smith 4-0 passed

No public comment.

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

Scheel reported K and K Plumbing and Heating had contacted him requesting nominations of Antrim residents in need of a free furnace they are giving away. Scheel communicated two nominees to K and K.

Client cases were presented to the Housing Committee

Client 15-14 Scheel reported bids came in approximately \$10,000 more than available funds. He recommended changing the project to a new emergency roof. A motion was made to accept the bid of from Meyers Mobile Home repair for roof insulation and standing seam metal roofing. Robbins/Johnson 4-0 passed

Client 16-14 A motion was made to accept the bid of from Simmons and Son Inc. for rehabilitation of this home. Robbins/Smith 4-0 passed

Scheel presented the Financial Report. (attached)

Having no other business, motion and second by Johnson/Smith to adjourn the meeting. 4-0 1:50 P.M.