1. **Meeting Called to Order:** A meeting of the Osceola County Housing Committee was convened at 9:30 a.m. on Thursday, May 26, 2016. The following individuals were in attendance:

   a. Jack Nehmer, Osceola County Commissioner / Housing Committee Member  
   b. Ron Sikkema, Housing Committee Member  
   c. Lindsay Hager, Third Party Grant Administrator  
   d. Dan Massy, Community Development Coordinator

2. **Brief Public Comments:** No members of the public were present.

3. **Approval of Agenda**

   (16-21) Motion by Jack Nehmer, supported by Ron Sikkema, to approve the agenda as presented. Motion passed.

4. **Approval of April 28, 2016 Minutes**

   (16-22) Motion by Ron Sikkema, supported by Jack Nehmer, to approve the April 28, 2016 minutes as presented. Motion passed.

5. **Reports**

   a. **Financial Report:** Dan presented the Housing Committee’s Financial Report.

      (16-23) Motion by Jack Nehmer, supported by Ron Sikkema, to accept the Financial Report as presented. Motion passed.

   b. **Project Status Report:** Dan presented the Project Status Report and Lindsay updated the Committee.

      (1) 148 E. Lincoln, Reed City: One bid was received for $41,300. There are two issues. First, the bid exceeds the $40,000 maximum established by both MSHDA and our Program Guidelines. Secondly, as a sole source bid it must be within 10% of our Third Party Administrator’s (TPA’s) estimate. Our TPA’s estimate was $36,000.

      (16-24) Motion by Ron Sikkema, supported by Jack Nehmer, to allow our Third Party Administrator to meet with Reliable Construction and negotiate a contract not to exceed $39,600. Motion passed.
(2) 226 S. Main Street, Evart: One bid was received for $35,650. As a sole source bid it was within 10% of our Third Party Administrator’s estimate.

(16-25) Motion by Ron Sikkema, supported by Jack Nehmer, to approve the bid of $35,650 from K.L. Rathburn Construction. Motion passed.

(3) 236 N. Pine Street, Evart: No bids were received. Our Third Party Administrator will contact additional companies that may be interested in roofing work.

(4) 602 N. Pine Street, Evart: One bid was received for $30,773. As a sole source bid it was not within 10% of our Third Party Administrator’s (TPA’s) estimate. Our TPA’s estimate was $26,600.

(16-26) Motion by Ron Sikkema, supported by Jack Nehmer, to allow our Third Party Administrator to negotiate a contract not to exceed $29,260. Motion passed.

(5) 312 W. 5th Avenue, Reed City: Initial paperwork has been received and Lindsay will report further at next meeting.

(6) 402 N. Carland, Marion: Lindsay presented a Housing Profile. Due to being outside both target areas the project would have to be considered an Emergency Repair.

(16-27) Motion by Jack Nehmer, supported by Ron Sikkema, to “go to bid” for the roof work at 402 N. Carland. Motion passed.

6. New Business
   a. Review New Homeowner Applications: See 5b(5).
   b. Unscheduled Business: None

7. Extended Public Comment: None; no members of the public were present.

8. Adjournment: The meeting was adjourned at approximately 10:25 a.m.

(16-28) Motion by Jack Nehmer, supported by Ron Sikkema, to adjourn. Motion passed.

The next scheduled meeting of the Osceola County Housing Committee is June 30, 2016 at 9:30 a.m. in the County Courthouse.