1. **Meeting Called to Order:** A meeting of the Osceola County Housing Committee (Committee) convened at 2:00 p.m. on Thursday, October 10, 2019. The following individuals attended:
   a. Jack Nehmer, Osceola County Commissioner / Housing Committee Member
   b. Ron Sikkema, Housing Committee Member
   c. Dan Massy, Community Development Coordinator
   d. Lindsay Hager, Third Party Grant Administrator

2. **Approval of Agenda:** Dan asked that “Status of Third Party Administrator Services” be added to the agenda.
   
   *(19-12) Motion by Ron Sikkema, supported by Jack Nehmer, to approve the agenda with the one addition. Motion passed.*

3. **Approval of September 18, 2019 Minutes:**
   
   *(19-13) Motion by Jack Nehmer, supported by Ron Sikkema, to approve the September 18, 2019 minutes as presented. Motion passed.*

4. **Financial Report:** Dan provided the Financial Report. We have a balance of $59,099.92; $53,616.42 that must be spent this Program Year and $5,483.50 that can not be spent until next Program Year.
   
   *(19-14) Motion by Ron Sikkema, supported by Jack Nehmer, to accept the Financial Report and place on file. Motion passed.*

**Old Business**

5. **Review of Existing Projects:**
   
   a. 402 N. Carland, Marion: Lindsay provided a timeline of activities from the time we finished our project (7/16) until the property was foreclosed on (11/18). This project is CLOSED.
b. 446 N. Pine St., Evart: Dan provided information including what is owed on the property, the Committee’s options, and expected outcomes related to each option. The Committee decided not to recommend waiving any of the lien; however, the owner and any interested parties will be invited to present their case to the Committee if they desire. This project is OPEN.

c. 310 DeKalb, Reed City: This project was rebid because the previous estimates, obtained by the homeowner, did not allow for fair comparisons. Two bids were received.

- Shingle roof only from American Classic; $5,900.
- Metal roof, drywall repair and painting, and small deck from Andy’s Home Improvement; $6,750. The homeowner expressed a desire for a metal roof and the Committee liked being able to work with just one contractor throughout the project.

(19-15) Motion by Ron Sikkema, supported by Jack Nehmer, to award the contract to Andy’s Home Improvement at a cost of $6,750. Motion passed.

This project is OPEN.

New Business

6. Review/Approve Potential Projects: The following projects were presented for discussion or approval

a. 19927 S. Birker, Marion: This is a project the Committee has discussed in the past. The homeowner should be eligible, but does need to complete the application paperwork. Two bids have been received.

(19-16) Motion by Ron Sikkema, supported by Jack Nehmer, to award a contract for up to $5,100 to R&R Gutters for a metal roof at 19927 S. Birker. The motion is contingent on both the homeowner and contractor completing applications and determined to be eligible. Motion passed.

This project is OPEN.

b. 204 N. Blevins St., Marion: Jack presented a safety related project involving a platform and step. The approximate cost will be about $500. Dan will send the application to the homeowner. This project is OPEN.

c. Elm Street, Reed City: This is a potential roof project. Dan will send the application to the homeowner. This project is OPEN.

d. 15943 20th Ave., Marion: The Committee discussed bids for a roof. The homeowner expressed a desire for a metal roof.
Motion by Ron Sikkema, supported by Jack Nehmer, to award the contract to Andy’s Home Improvements for a metal roof at 15943 20th Avenue, Marion. Motion passed.

This project is OPEN.

7. 9675 River Bend Dr., Evart: Dan informed the Committee he received notice that the property is going into foreclosure. This will represent a loss of $22,424 in Program Income.

8. 16181 Roaring Brook Dr., Hersey: Dan informed the Committee that he received a request for payoff. A letter was sent to the title company and we will likely see $18,500 in Program Income.

9. Current Household Income Maximums: Dan provided a chart listing the current household income maximums, by household size.

10. Sustainable Homeownership Brochure: Dan provided a tri-fold brochure titled “Sustainable Homeownership”. It lists other home repair programs in addition to our program.

11. Additions to the Agenda: Dan had asked that the Status of Third Party Administrator Services be added to the agenda. Lindsay shared he has taken employment with the Fremont Area Foundation. Everyone was happy for Lindsay, but also stated they will hate to lose his expertise. He stated he would still help small programs such as ours. Dan stated he will try to simplify the process by doing more in-house, but for now we will continue as we have been.

12. Public Comments: None; no members of the public were present.

13. Adjournment: The meeting was adjourned at approximately 3:00 p.m. The next Housing Committee meeting is scheduled for October 23rd at 12:30 p.m.

Motion by Ron Sikkema, supported by Jack Nehmer, to adjourn. Motion passed.

Respectfully Submitted,

Dan Massy
Community Development Coordinator