1. **Meeting Called to Order:** A meeting of the Osceola County Housing Committee (Committee) convened at 10:00 a.m. on Friday, February 14, 2020. 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

2. **Approval of Agenda:**
   
   *(20-1)* Motion by Jack Nehmer, supported by Ron Sikkema, to approve the agenda. Motion passed.

3. **Approval of October 10, 2019 Minutes:**
   
   *(20-02)* Motion by Jack Nehmer, supported by Ron Sikkema, to approve the October 10, 2019 minutes as presented. Motion passed.

4. **Financial Report:** Dan provided the Financial Report. We have a balance of $70,351.41; $46,367.91 remaining that must be spent this Program Year, and $23,983.50 that can not be spent until next Program Year. Approximately $21,725 of the money that must be spent this year is committed.

   *(20-03)* 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. 19927 Birker, Marion: This project has been completed. Closed

   b. 446 N. Pine St., Evart: This property is in the process of being repossessed. Ron provided Dan information that was posted on the front door. Dan will follow up. Open
c. 310 DeKalb, Reed City: This project involved reroofing the home with a metal roof, replacing a small deck, building a ramp, and drywall repair and painting. The contractor has completed all the work except the drywall repair and painting.

The contractor (Andy’s Home Improvement) removed the damaged drywall and told the homeowner he would be back to complete the work. No additional work has occurred and the homeowner has been left with a large whole in the ceiling. Dan discussed the need to finish the project with Andy during the week of 27 January.

Committee members discussed what action to take:

1. Dan will call Andy to establish a deadline.
2. If the deadline is not met, the drywall portion of the contract will be awarded to a new contractor.
3. Andy will not be paid for any of the work until the drywall is fixed per the contract.

This project is OPEN.

d. 204 N. Blevins St., Marion: This project was completed without our program’s assistance. CLOSED

e. 21175 Elm St., Reed City: The contractor (Andy’s Home Improvement) is taking too long to start this project. Dan called Andy during the week of 27 January to ensure he was aware he could start.

Committee members discussed what action to take:

1. Dan will call Andy to establish a deadline of February 24th.
2. If the deadline is not met, the contract will be pulled and be awarded to a new contractor.

This project is OPEN.

f. 15943 20th Ave., Marion: The work has been completed, we’re just waiting for the invoices; however, the homeowner has one broken pane on a double pane window. Dan will research to see if it qualifies.

This project is OPEN.

g. 9675 River Bend Dr., Evart: The taxes were paid and the property did not go into foreclosure. CLOSED

h. 16181 Roaring Brook Dr., Hersey: A payoff in the amount of $18,500 was received. CLOSED
**New Business**

6. **Review/Approve Potential Projects:** None

7. **Big Rapids Housing Commission Contract:** Dan informed Committee members that the Third Party Administrator (TPA) contract with the Big Rapids Housing Commission has been signed. It is very similar to the TPA contract we had with Hager Consulting.

8. **Additions to the Agenda:** None

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

10. **Adjournment:** The meeting was adjourned at approximately 10:45 a.m. The next Housing Committee meeting is scheduled for March 18th at 10:00 a.m.

    (20-04) **Motion by Jack Nehmer, supported by Ron Sikkema, to adjourn. Motion passed.**

Respectfully Submitted,

Dan Massy
Community Development Coordinator