

Home Improvement Adhoc Committee Meeting
DRAFT - Minutes
Monday, October 3, 2022 - 11:00 a.m.
Howard Male Conference Room

COMMISSIONERS PRESENT: Marty Thomson, Chair
Robert Adrian
Brenda Fournier
Bill Peterson
Don Gilmet

OTHERS PRESENT: Mary Catherine Hannah, County Administrator
Kim MacArthur, Board Assistant
Nicki Janish, Home Improvement Director
Mike Kieliszewski, Soil Erosion/Inspector

Board Chairman Robert Adrian appointed Marty Thomson as adhoc Committee Chair.

CALL TO ORDER: Chair Thomson called the meeting to order.

INFORMATION ITEM: Home Improvement Director Nicki Janish presented discussion and recommendations on new procedural guidelines for the Home Improvement Program. Motion was made by Commissioner Peterson and supported by Commissioner Gilmet to recommend the below action item. Motion carried.

ACTION ITEM #1: The Committee recommends offering Home Improvement grants for HPG and MEDC/CDBG projects not exceeding \$15,000 for all homeowners that qualify for assistance with income not exceeding 80% of AMI as presented.

Moved by Commissioner Gilmet and supported by Commissioner Fournier to recommend below action item. Motion carried.

ACTION ITEM #2: The Committee recommends continuing to lien Home Improvement projects exceeding \$15,000; however, rather than having two types of loans (deferred or local) depending on income level, making all loans deferred at 0% interest for homeowners with income not exceeding 80% AMI as presented.

INFORMATION ITEM: Director Janish presented the application process for review and would like to increase the applicant's total liquid assets from not exceeding \$10,000 to not exceeding \$25,000. The Committee agreed and told Director Janish she can always come back to the Committee to request changes.

INFORMATION ITEM: Director Janish would like to have the discretion to proceed with projects not exceeding \$15,000. The Committee agreed but would like the County Administrator to approve of the project first.

INFORMATION ITEM: Discussion was made on liquid assets of applicants. Moved by Commissioner Gilmet and supported by Commissioner Fournier to recommend below action item. Motion carried.

ACTION ITEM #3: The Committee recommends increasing the Home Improvement Program applicant's total liquid asset from \$25,000 to \$50,000 and to define liquid assets as savings and checking accounts as presented.

INFORMATION ITEM: Director Janish will make a summary of the changes and bring to full board.

INFORMATION ITEM: The Committee agreed that estimates are acceptable for emergency repair projects.

INFORMATION ITEM: The Committee discussed when contractors will begin work. MEDC reported to Director Janish that 30 days might not be enough time for a contractor to begin work and added into the guidelines that the contractor and homeowner sign an agreement that they understand if the work will not begin in 30 days.

INFORMATION ITEM: Commissioner Adrian discussed change orders and the Committee agreed that any change orders be made aware to the Commissioners.

INFORMATION ITEM: Director Janish will be adding a conflict-of-interest clause to the guidelines and will get from MEDC.

Motion by Commissioner Peterson and supported by Commissioner Gilmet to approve the action item below. Motion carried.

ACTION ITEM #4: The Committee recommends approval of Home Improvement Director's revised set of procedure guidelines for the Home Improvement Programs as presented.

INFORMATION ITEM: Discussion was made to have a standing Committee review any projects that need approval and to approve before either of the two board meetings each month and move to the Full Board.

INFORMATION ITEM: Director Janish gave an update on the USDA Rural Development grant. The amount awarded was \$137,220 and of that administration dollars collected will be 15%.

INFORMATION ITEM: Director Janish gave an update on the MSHDA MI-HOPE grant. The amount awarded was \$250,000. The grant focuses on energy efficiency.

INFORMATION ITEM: Director Janish gave an update on the 2022 budget.

INFORMATION ITEM: Director Janish gave an update on the 2023 budget.

Motion was made by Commissioner Gilmet and supported by Commissioner Peterson to send the proposed draft of the new guidelines and changes made at this meeting to the next Finance Ways & Means Committee meeting. Motion carried.

Moved by Commissioner Peterson and supported by Commissioner Thomson to adjourn. Motion carried. The meeting adjourned at 12:57 p.m.

Marty Thomson, Committee Chair

Kim MacArthur, Board Assistant

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