

Housing & Public Conservator Adhoc Committee Meeting

MINUTES

April 14, 2021 - 9:00 a.m.

Howard Male Conference Room

COMMISSIONERS PRESENT: Marty Thomson, Chair
Don Gilmet
Bob Adrian (sitting in for Dave Karschnick)

OTHERS PRESENT: Tammy Sumerix-Bates, Executive Manager
Nicki Janish, Public Conservator
Thea Lucas, Home Improvement Director
Lynn Bunting, Board Assistant

INFORMATION ITEM: Thea Lucas, Home Improvement Director, presented new project application #027-19-EM for an Emergency Repair of New Septic and Drain Field in the amount of \$6,750.00 and will need to get bids. Thea informed the committee that whatever grant monies received do not use towards projects will need to be returned to the state. She reported she has projects that need to be done by the end of June. Thea reported she has three well drill companies in area and is having difficulty getting a commitment. Bob sent Thea a list of state certified well drillers in the area as well as within the state. Moved by Commissioner Gilmet and supported by Commissioner Adrian to recommend to approve the new project application #027-19-EM in the amount of \$6,750.00 as presented. Motion carried.

INFORMATION ITEM: Thea presented the following bills to be paid:

Mileage for Thea Lucas	\$5.15
Garant's Office Supplies	\$33.99
Ink and Toner Alternative	\$239.97
The Alpena News	\$128.70

Moved by Commissioner Gilmet and supported by Commissioner Thomson to recommend to approve to pay the bills/invoices as presented. Motion carried.

INFORMATION ITEM: Thea presented the following Old Business:

a) Response from Straley, Lamp and Kraenzlein – Thea reported she spoke with Straley regarding the audit invoice, and he stated the invoice includes 2019 and 2020 audits for the Home Improvement Office. She informed the committee that a Poll vote was conducted at last meeting to pay this invoice due to the invoice being past due. Discussion on setting up audit monies in budget. Moved by Commissioner Thomson and supported by Commissioner Gilmet to approve invoice #32650 from Straley, Lamp & Kraenzlein in the amount of \$3,465.00 to include the 2019 and 2020 Audit for the Home Improvement Office. Motion carried. Thea was advised she was responsible to put in the

amount in the 2022 budget as a request. Thea will need to invite auditors to a meeting to discuss the fee for next year prior to September 2021.

b) Binders on Home Improvement Course 101 – Thea reported she will present a future date and will pass out the binders to the committee after the meeting for review.

INFORMATION ITEM: Thea presented the following New Business:

- a) Reminder to committee members about applicant names not used for project.
- b) Applicants - Thea reported there were 3 withdrawals and 1 rejection for loan applicants and cannot collect program income expenses if they withdraw the loan. Discussion on track of expenses and deduct off grant. Thea reported she does not receive the 18% administrative monies until project is done.

INFORMATION ITEM: Thea reported she turned over three files to the attorney as she has not received updated insurance, taxes paid, nor payments on these three loans. She informed the committee there is another possible one if they are unable to pay up-to-date and have current insurance coverage. She will contact Skiba Insurance and if they do not insure, she will need turn over to the attorney. Thea reported she has a homeowner's packet for assistance if a homeowner needs assistance there are opportunities for them to get assistance. Thea informed the committee she can turn in the attorney fees and get reimbursement but has been waiting on invoices so she can submit and is having difficulty receiving them. Marty reported he will contact the attorney to have invoices sent to Thea.

INFORMATION ITEM: Discussion on insurance coverage on homes the county has to cover if foreclosed. Tammy will check into what secured interest covers for the county.

INFORMATION ITEM: Nicki Janish, Public Conservator, presented the need for a new revenue and expense line item in her budget titled "Client Specific Expenses." Moved by Commissioner Adrian and supported by Commissioner Gilmet to approve a new revenue line item and a new expense line item both titled "Client Specific Expenses" to be put in her budget. Motion carried. Nicki has funds to transfer into the expense line item to cover incidentals that are needed.

Motion to adjourn was made by Commissioner Gilmet with support by Commissioner Adrian. Motion carried. The meeting adjourned at 10:28 a.m.

Marty Thomson, Chair

Lynn Bunting, Board Assistant

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