

DRAFT PUBLIC CONSERVATOR/HOUSING ADHOC COMMITTEE MEETING

November 10, 2021 -- 9:00 a.m.

Howard Male Conference Room

COMMISSIONERS PRESENT:

Marty Thomson, Chair  
David Karschnick  
Don Gilmet

OTHERS PRESENT:

Mary Catherine Hannah, County Administrator, via Zoom  
Nicki Janish, Public Conservator/Interim Home Improvement Director  
Kim Elkie, Board Assistant

INFORMATION ITEM: Nicki Janish, Public Conservator/interim Home Improvement Director, presented an invoice from Mike Kieliszewski in the amount of \$100.00 for two final inspections performed in October.

Moved by Commissioner Gilmet and supported by Commissioner Karschnick to approve to pay the invoice to Mike Kieliszewski as presented. Motion carried.

INFORMATION ITEM: The Home Improvement Office's overhead expenses were discussed, including office rent, administrative and IT support as well as MERS contributions for a prior, now retired, employee. The 2021 total for these costs is \$21,904.00. Due to 2021 financial constraints in the Home Improvement Department, Commissioner Thomson will present a request to the Finance Committee to ask forgiveness of these items for 2021.

INFORMATION ITEM: Discussion was held regarding an invoice received from Straley Lamp & Kraenzlein in the amount of \$1,185.00 for the Home Improvement Office's 2020 audit.

Moved by Commissioner Gilmet and supported by Commissioner Thomson to approve to pay the invoice to Straley Lamp and Kraenzlein, as presented. Motion carried.

INFORMATION ITEM: Ms. Janish presented for consideration a request for partial discharge of Alpena County Home Improvement Loan #007-07-HI. The homeowner desires to divide the property and sell ¼ (0.25) acre parcel that abuts Devil's River; they plan to maintain their home on the remaining property. The loan is currently in deferment.

Moved by Commissioner Gilmet and supported by Commissioner Karschnick to approve a partial discharge regarding Alpena County Home Improvement Loan #007-07-HI for the sum of \$3,000.00 paid on their loan. Motion carried.

INFORMATION ITEM: Nicki provided a handout to the Committee providing an explanation of the Home Improvement Office's current budget, including a cash summary of the program. She plans to submit this document monthly to provide a complete financial picture to the Committee to aid in oversight. She also provided a 2-page document for review ahead of its submission to Michigan Economic Development Corporation (MEDC). The form was previously completed and

incorrectly states the projects were completed by the August 31 deadline; however, Nicki plans to update with the actual completion dates. While this may cost the program administrative funds, the Committee supports the decision to submit accurate information. Currently owed to MEDC are \$11,909.67 and \$28,141.

Moved by Commissioner Karschnick and supported by Commissioner Gilmet to approve to reimburse the 2016 program income shortage of \$28,141.00 to MEDC. Motion carried.

INFORMATION ITEM: Ms. Janish submitted information and options regarding the future of the Alpena County Home Improvement Program. As the program provides a valuable service to the community and the County would have ongoing costs, the option of discontinuing the program is not a viable alternative. A third-party option was discussed but dismissed for several reasons. Discussion was held regarding having Nicki Janish perform the duties of Public Conservator and Home Improvement Director, contingent upon providing a Program Assistant. Mary Catherine Hannah, County Administrator, will work with Nicki to create a job description based on the anticipated duties for which the assistant will be responsible. By Nicki's calculation, this option would save approximately \$7,000.00, using the combined 2021 budgeted amount for the two departments.

Moved by Commissioner Gilmet and supported by Commissioner Karschnick to recommend to the Personnel Committee to combine the Public Conservator and Home Improvement Director, contingent upon creation of a Program Assistant position. Motion carried.

INFORMATION ITEM: Nicki Janish provided an update on the Neighborhood Enhancement Program (NEP) Grant Award. As the County will not have a contractor available before the end of the year, we will not be able to spend the NEP grant funds. As noted by Commissioner Gilmet, the shortage of building supplies has also had an impact.

Moved by Commissioner Gilmet and supported by Commissioner Karschnick to approve Nicki Janish to request an extension on the NEP grant and if the extension is denied we will return the funds. Motion carried.

INFORMATION ITEM: Ms. Janish will follow up with the attorney regarding the status of the loans submitted for foreclosure. Nicki will provide an update to the Committee.

INFORMATION ITEM: Nicki provided a breakdown of outstanding loans/balances to the Committee. To create this report, she reviewed each loan file individually to glean the necessary information.

Motion to adjourn by Commissioner Karschnick and supported by Commissioner Gilmet. Motion carried. The meeting adjourned at 10:55 a.m.

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Marty Thomson, Chair

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Kim Elkie, Board Assistant