



# Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON  
Jeffrey Dontz  
VICE-CHAIRPERSON  
Brook Shafer

Mark Bergstrom  
Karen Goodman  
Ken Hilliard  
Alan Marshall  
Richard Schmidt

CLERK

Jill Nowak  
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski  
(231)398-3504

## HOUSING REVIEW COMMITTEE MINUTES

Thursday, November 17, 2016  
2:30 p.m.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

### MINUTES

Members Present: Jeff Dontz, Chairperson and Alan Marshall.

Members Absent: Karen Goodman.

Others Present: Rachel Nelson, Finance Assistant/Housing Program Administrator;  
Tom Kaminski, County Administrator/Controller; Brook Shafer;  
Jill M. Nowak, Manistee County Clerk

The meeting was called to Order at 2:30 p.m.

**NOTE – Items requiring Board Action are indicated in BOLD.**

### SITE MONITORING VISIT

Rachel Nelson, Finance Assistant/Housing Program Administrator, reported that she and Russ Pomeroy had met with Carolyn Cunningham, Manager of the CBDG Housing Portfolio Community Development Division, to review Community Development Block Grant (CDBG) #MSC-2014-0563-HO. The review included Grant Management, Environmental Review, Fair Housing and Equal Opportunity, Affirmative Marketing and Outreach, Record Keeping, Financial Management, and CDBG National objective. One project site was inspected for compliance with relevant rehab standards and customer satisfaction. All items were in compliance and Rachel was commended for her excellence in administering this grant (Appendix A). Manistee County and its administrators over the years were applauded for having maintained a long history of providing a rehabilitation program for low-moderate income homeowners.

## UPDATE ON FUTURE OF HOUSING PROGRAM

Ms. Nelson stated the Housing Program will be ending as MEDC will no longer fund it with future grant money. Rachel will be reviewing files to see if some mortgages should be discharged after seven (7) years or not. There is one project left which will be completed by February 2017

## PROGRAM INCOME

If old projects are paid back and the County receives more than \$35,000 in one year, the monies return to the program with restrictions. If the amount paid back to the County is less than \$35,000 in one year, that money can go into the General Fund. Ms. Nelson indicated that there are very few amounts over \$35,000.

There is currently \$29,370 in program income from the October 1, 2015 through September 30, 2016 State budget year. Ms. Nelson requested this money be used for a Human Resources BS & A program that has been requested for the Administrators Office in the past. This BS & A program will eliminate double entry by Rachel in payroll and Lisa Sagala in Human Resources. The program costs are \$17,000 plus an annual maintenance fee of \$1,660. The program money could also be transferred to the Capital Improvement Fund or for other needed items. Ms. Nelson will let other agencies know the program is ended.

**Moved by Marshall, seconded by Dontz to recommend the purchase of the BS & A Human Resources program in the amount up to the monies available, \$29,370. If there is a balance remaining, the money will remain in the Housing Fund. Ayes: All. Motion Carried.**

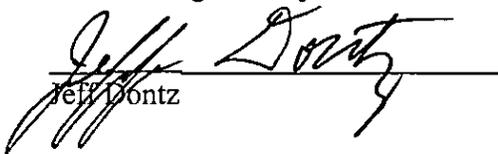
## MISCELLANEOUS BOARD MEMBER COMMENT

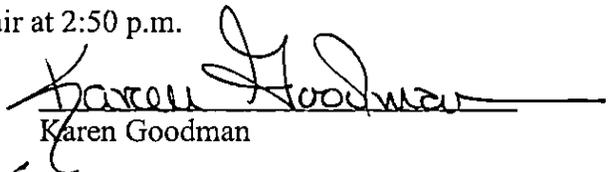
Mr. Marshall commended Ms. Nelson on doing a fine job and appreciates her work and good review.

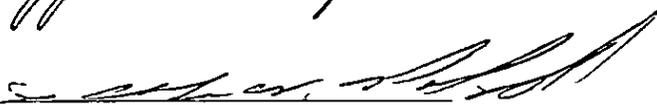
Jill Nowak inquired if a portion of the extra monies could be used to implement part of the new wage scale since these monies were unexpected.

The Fair Housing Resolution will be addressed at the County Board Meeting next month instead of a Housing Review Committee Meeting.

The meeting was adjourned at the Call of the Chair at 2:50 p.m.

  
Jeff Dontz

  
Karen Goodman

  
Alan W. Marshall

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DEVELOPMENT CORPORATION

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November 1, 2016

Mr. Jeff Dontz, Chairperson    Via e-mail  
Manistee County  
415 Third Street  
Manistee, MI 49660-1624

RE: Monitoring Review of Community Development Block Grant (CDBG) # MSC-2014-0563-HO

Dear Mr. Hilliard:

This letter serves as a follow-up to the October 26, 2016 on-site monitoring review of Manistee County's Community Development Block Grant (#MSC-2014-0563-HO). I met with Rachel Nelson, Finance Assistant and Housing Program Administrator and Russ Pomeroy, Manistee County CFO and Treasurer.

The program areas reviewed included: Grant Management, Environmental Review, Fair Housing and Equal Opportunity, Affirmative Marketing and Outreach, Record Keeping, Financial Management, and CDBG National Objective. One project site was inspected for compliance with relevant rehab standards and customer satisfaction.

Grant Management Performance. The amount of this grant award is \$169,331 with a grant term of March 1, 2015 through February 28, 2017. Seventy-five percent of this grant has been expended through September 28, 2016 which is in compliance with the minimum expenditure rate for the end of the 6<sup>th</sup> quarter of the grant term (Grant Agreement, II. Grant Terms). It is expected that the grant will be fully expended before the end of the grant term.

Funding was approved for the rehabilitation of 7 single family owner-occupied homes in the City of Manistee, Bear Lake Village and Eastlake Village and 5 emergency repairs in Manistee County. Eligible homeowner applicants must be at or below 80% Area Median Income (AMI) for Manistee County.

Grant files are well organized and documentation exists to back up all rehabilitation and administrative activities.

Environmental Review. The Environmental Review Record (ERR) is maintained by the County and should contain all checklists, supporting documentation, correspondence, and forms documenting the environmental review process that was undertaken for this grant. All reviewed environmental documents are complete and accurate. The Notice of Intent to Request Release of Funds was published on April 23, 2015 and Authority to Use Grant Funds was dated as June 1, 2015.

Fair Housing and Equal Opportunity. The County appears to have implemented adequate fair housing and equal opportunity processes and procedures, to have ensured adequate accessibility, affirmative marketing, and applicant selection guidelines and to have utilized a structured non-discriminating contractor selection/participation process.

Financial Management. A review of project files and financial spreadsheets shows that adequate tracking of receipts and expenditures is occurring and the amounts identified on our On-line Project Administration Link (OPAL) accurately reflect obligated dollars and actual project costs.

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National Objective. The County has met national objective requirements by implementing activities benefitting low/moderate income persons. Every assisted household was verified for income eligibility at or below 80% AMI for Manistee County.

Project Site Inspection. The homeowner repair project at [REDACTED] was inspected for code compliance and customer satisfaction. Substantial repairs were undertaken which included electrical repairs, a new roof, siding and windows. The home is in compliance with HUD's Housing Quality Standards and Uniform Physical Condition Standards. The homeowner was very satisfied with the completed rehabilitation and very appreciative of the assistance provided by the County. She often commented on the superb service provided by Ms. Nelson.

In summary, Manistee County's 2014 CDBG Grant is exemplary in its efficient and well-documented expenditure of federal funds. There are no comments or findings resulting from the monitoring review of this grant.

Ms. Nelson is commended for her excellence in administering this grant. The hospitality extended during this visit is appreciated.

And finally, Manistee County and all its administrators over the years is applauded for having maintained a long history (over 15 years!) of providing a much needed rehabilitation program for low-moderate income homeowners.

If you have any questions, you may contact me at 517-420-5182 or [cunninghamc5@michigan.org](mailto:cunninghamc5@michigan.org).

Sincerely,



Carolyn Cunningham, Manager  
CDBG Housing Portfolio  
Community Development Division

cc: Thomas D. Kaminski, Controller/Administrator  
Rachel Nelson, Finance Assistance and Housing Administrator  
Russ Pomeroy, Treasurer  
Emanuel Odom, MEDC Housing Specialist