

MINUTES
HOUSING REHABILITATION LOAN BOARD MEETING
JULY 19, 2023 – 8:30AM
CITY HALL – ZONING CONFERENCE ROOM
31555 W. ELEVEN MILE ROAD, FARMINGTON HILLS MI

APPROVED
09/15/2023

LOAN BOARD MEMBERS PRESENT: John Goshorn, Dara Gaucher, Tracy Clark, and Brande Smith.

LOAN BOARD MEMBER ABSENT: Samuel Ramsey III (excused).

OTHERS PRESENT: Tracey Emmanuel, CD Coordinator, Lee Cox, Housing Rehabilitation Specialist.

1. **CALL MEETING TO ORDER** – The meeting was called to order at 8:33 a.m. by Chair John Goshorn.
2. **APPROVAL OF THE AGENDA** – Motion by Brande, seconded by Tracy to approve the agenda as amended. Approved 4-0.
3. **APPROVAL OF THE MINUTES** – Motion by Tracy, seconded by Dara to approve the Minutes of June 6, 2023, as submitted. Approved 4-0.
4. **PUBLIC COMMENT** – None
5. **REVIEW OF APPLICANTS**
 - A. **HRP 0880 C (Section 36)**

Work requested: Garage door and opener replacement. Motion by Dara, seconded by Tracy to qualify homeowner for a deferred loan. Staff to bid the work needed, to include garage door and opener replacement. Approved 4-0.
 - B. **HRP 0907 B (Section 23)**

Work requested: Basement leak issues, sump pump, hot water tank, electrical issues, furnace vent capped, bathroom ceiling leaking, roof replacement, wood around house repaired, door wall replaced, windows. Motion by Tracy, seconded by Brande to qualify homeowner for a deferred loan. Staff to bid the work needed, to include roof replacement, trim and windows, door wall replacement, sump pump replacement, hot water tank replacement, electrical repairs, review and address where possible basement wall leak issues, furnace vent cap issue, bathroom ceiling leak issue, wood around house issues. Approved 4-0.
6. **REVIEW OF BIDS**
 - A. **HRP 0911 (Section 12)**

Work included: Engineering design for septic disposal system. Motion by Tracy, seconded by Brande to approve low bid by Powell Engineering & Associates, LLC. for \$3,125. Approved 4-0.
 - B. **HRP 0910 (Section 26)**

Work included: Roof & gutter replacement, siding, windows & door wall, awning, storm door, porch repairs and lead abatement and clearance. Motion by Tracy, seconded by John to approve low bid by Integrated Contracting, LLC for \$47,000.00. Approved 4-0.
7. **OTHER BUSINESS**
 - A. **Rebuilding Together Southeast Michigan Request for Funding** – Motion by Dara, seconded by John to approve Rebuilding Together Southeast Michigan’s request to fund activities in Farmington Hills not to exceed \$15,000 for materials and supply expenses verified

by staff. Approved 4-0.

- B. HRP 815 C (Section 24) Damages to Property** – Basement Cracks and Leaks severed an electrical line during excavation work at this property. They refuse to pay for the repair, citing their separate contract, which the homeowner signed in addition to the City of Farmington Hills’ contract. Motion by Dara, seconded by Tracy to follow any recommendations of the City attorney, and to authorize staff to make the electrical repair using Oak Electric quote of \$2,994.84, applying cost as a grant to project, and further, to remove Basement Cracks and Leaks as an eligible contractor for any future projects. Approved 4-0.
- C. HRP 863 C (Section 36) Change to Scope of Work** – Project bid as two parts as per Oakland County’s requirements - Part 1: Repair 10 ft of sewer pipe, Part 2: Repair sewer main connection. At their October 26, 2022 meeting, the Rehab Loan Board approved Part 1 as a deferred loan and Part 2 as a grant. The County has since conceded that Part 2 will not be required of homeowner at this time; therefore, Part 2 can be dropped from the scope of work. Motion by John, seconded by Brande to approve change to scope of work as per Oakland County’s recommendation and to change the cost of Part 1 of the project from a deferred loan to a grant. Approved 4-0.
- D. HRP 826 (Section 36) Request to Subordinate Housing Rehabilitation Program Deferred Loan That Does Not Meet Criteria for Administrative Approval** – Motion by John, seconded by Brande to change the deferred loan in the amount of \$4,975.00 to a grant to enable the homeowner to seek refinancing of their debts. Approve 4-0.

- 8. ADJOURNMENT:** The meeting adjourned at 9:25 a.m.

Respectfully Submitted by: Tracey Emmanuel, Community Development Coordinator