

APPROVED
02/04/2026

MINUTES
HOUSING REHABILITATION LOAN BOARD MEETING
OCTOBER 17, 2025 – 8:30 AM
CITY HALL – ZONING CONFERENCE ROOM
31555 W. ELEVEN MILE ROAD, FARMINGTON HILLS MI 48336

LOAN BOARD MEMBERS PRESENT: John Goshorn, Tracy Clark, Dara Gaucher, Samuel Ramsey III

LOAN BOARD MEMBER ABSENT: Brande Smith

OTHERS PRESENT: Tracey Emmanuel, CD Coordinator, Jesse Cortez, Housing Rehab Specialist

- 1. CALL MEETING TO ORDER** – Chair John Goshorn called the meeting to order at 8:34 AM.
- 2. APPROVAL OF THE AGENDA** – Motion by Dara, seconded by Samuel, to approve the agenda as submitted. Motion Carried: 4-0.
- 3. APPROVAL OF THE MINUTES** – Motion by Dara, second by Tracy, to approve the Minutes of May 1, 2025 as submitted. Motion Carried: 4-0.
- 4. REVIEW OF APPLICANTS**
 - A. HRP 0928 (Section 36)**

Work Requested: Roof, gutters, furnace, windows, insulation. Motion by Samuel, seconded by Tracy, to qualify the homeowner for a grant. Staff to bid for work needed: furnace and windows. Motion Carried: 4-0.
- 5. REVIEW OF BIDS**
 - A. HRP0917B (Section 36)**

Work included: Furnace replacement. Motion by Samuel, second by John to authorize the Community Development Coordinator to approve the bid and award the contract to the lowest responsive and responsible bidder for furnace replacement for the HRP917B project, due to the urgent need to complete the heating system conversion as temperatures continue to drop. This is a one-time approval specific to this case. Motion Carried: 4-0.

- 6. OTHER BUSINESS**
 - A. Rebuilding Together Southeast Michigan – Request for Funding**

Motion by John, seconded by Dara, 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. Motion Carried: 4-0.
 - B. FY2024-25 Third Quarter Expenditures & Program Income Report**

The report was reviewed and accepted.
 - C. FY2025 Income Limits**

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The report was reviewed and accepted.

D. Program Updates

Emmanuel summarized CDBG FY2025-26 funding, the federal government shutdown, and the HRP marketing.

7. PUBLIC COMMENT - None.

8. DISCUSSION ITEMS - None.

9. MEETING ADJOURNED BY: Chair Goshorn at 9:11 AM.

Respectfully Submitted,
Tracey Emmanuel, Community Development Coordinator