



Legislation Text

File #: 10-0008, **Version:** 1

Resolution to Approve Housing Rehabilitation Agreement with Kimberly Minetee at 2910 Verle Avenue (\$37,578.00 HOME Funds)

Attached for your review and approval is a resolution to approve a Housing Rehabilitation Agreement with Kimberly Minetee to complete rehabilitation assistance to her home at 2910 Verle Avenue.

This income-eligible applicant initially contacted Community Development in February, 2009 for assistance with exterior and interior repairs to the property including the roof, kitchen and living room walls, and bathroom floor. The application for assistance was processed and approved by Community Development in July, 2009. The City will address the following housing rehabilitation work on this property: install a new threshold at side entrance door, install a new storm door, replace patio door, install a flood light, install new gutters and downspouts, replace siding and shutters which is a lead remediation activity, snake waste line, replace the floor drain, install handrails to code, rewire the entire house to code, replace furnace, install new water supply lines, install new vanities in both bathrooms, new toilet in upper bathroom, install a new laundry tub, replace water heater, replace shut-off valves, install a new plumbing access door, complete drywall repair throughout house, install a setback thermostat, replace gas stove, install new kitchen cabinets and countertop, replace range hood, install new underlay flooring and vinyl sheet goods in the kitchen, replace exterior light fixture, repair bathroom vent, replace ceramic tile in both bathrooms, increase the attic insulation.

On December 17, 2009, the Office of Community Development received four (4) bids for the housing rehabilitation project. The lowest bid amount was submitted by Protech Environmental with a base bid of \$34,162.00 to which a 10% contingency of \$3,416.00 was added, bringing the total amount to \$37,578.00. The \$37,578.00 in HOME funds will be provided in the form of a 2% simple interest, deferred payment loan to be repaid in full after 30 years or at the time the property changes ownership either by sale, gift, mortgage, land contract, conversion to rental property, inheritance or change of the use of the property from a single-family residence.

Community Development staff recommends that City Council approve the Housing Rehabilitation Agreement for the rehabilitation work with Kimberly Minetee in the amount of \$37,578.00 in HOME funds as a 2% simple interest, deferred payment loan for improvements to her home at 2910 Verle Avenue.

Prepared by: Damon E. Thompson, Operations Manager

Reviewed by: Mary Jo Callan, Community Development Director, Jayne Miller, Community Services Administrator

Whereas, An application was received from Kimberly Minetee for housing rehabilitation assistance for her owner-occupied dwelling located at 2910 Verle Avenue;

Whereas, The homeowner meets the City's criteria for participation in the Housing Rehabilitation Program; and

Whereas, Four (4) bids were received on December 17, 2009, and Kimberly Minetee will be executing an agreement with Protech Environmental, the lowest responsible and responsive bidder, who has Human Rights and Living Wage Approval, to complete the rehabilitation work;

RESOLVED, That City Council approve the Housing Rehabilitation Agreement with Kimberly Minetee in the amount of \$37,578.00 in HOME Funds as a 2% simple interest, deferred payment loan, to be repaid in full after 30 years or at the time the property changes ownership either by sale, gift, mortgage, land contract, conversion to rental property, inheritance, or change of the use of the property from a single-family residence;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute a Housing Rehabilitation Agreement with Kimberly Minetee consistent with this resolution, subject to approval as to substance by the City Administrator and approval as to form by the City Attorney with funds to be available without regard to fiscal year;

RESOLVED, That as a condition of loan disbursement, Kimberly Minetee will execute a mortgage and promissory note, subject to approval as to substance by the City Administrator and approval as to form by the City Attorney; and

RESOLVED, That the City Administrator, or his designee, be authorized to take necessary administrative actions and to execute any documents necessary to complete this transaction and to implement this resolution.