



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF CONSTRUCTION CODES
IRVIN J. POKE
DIRECTOR

MIKE ZIMMER
DIRECTOR

MOBILE HOME CODE COMMISSION
2501 Woodlake Circle, Conference Room #3
Okemos, Michigan

MINUTES
June 17, 2015
10:00 a.m.

MEMBERS PRESENT

Mr. Jerome Ruggirello, Chairperson
Mr. Bryan Davis
Ms. Carole Elliott
Mr. Peter Hennard, Vice-Chairperson

Mr. Steven Karbal
Mr. William Lettinga
Mr. Creighton Weber

MEMBERS ABSENT

Mr. Phillip Copeland — Excused
Ms. Linda (Lynn) O'Brien — Excused

DEPARTMENT PERSONNEL ATTENDING

Mr. Irvin Poke, Director, Bureau of Construction Codes (BCC)
Mr. Keith Lambert, Deputy Director, BCC
Mr. Todd Cordill, Chief, Plan Review & Building Division, BCC
Ms. Brenda Caron, Secretary, Plan Review & Building Division, BCC
Ms. Tracie Pack, Departmental Analyst, Plan Review & Building Division, BCC
Ms. LeeAnn Allaire, Departmental Specialist, Office of Management Services (OMS), BCC
Ms. Alesha Gensler, Senior Executive Assistant, LARA Executive Office

OTHERS IN ATTENDANCE

Mr. Tim DeWitt – MMHA
Mr. Darren Ing – MMHA
Ms. Ruth Ann Jamnick – MOLA
Ms. Elizabeth Rios – Legal Services of South Central Michigan
Ms. Debbie Smith Ostrander – MDEQ

Providing for Michigan's Safety in the Built Environment

1. **CALL TO ORDER AND DETERMINATION OF QUORUM**

The meeting was called to order at approximately 10:07 a.m. by Chairperson Ruggirello. Roll call was taken and a quorum was determined to be present at that time.

Chairperson Ruggirello introduced and welcomed Commissioner Bryan Davis who was just appointed to replace Commissioner Lutz and will be representing organized labor.

2. **APPROVAL OF THE AGENDA**

A **MOTION** was made by Commissioner Lettinga and seconded by Commissioner Elliott to approve the Agenda. **MOTION CARRIED.**

****Addendum 1

3. **APPROVAL OF MINUTES**

A **MOTION** was made by Commissioner Lettinga and seconded by Commissioner Weber to approve the minutes of the March 25, 2015, meeting as written. **MOTION CARRIED.**

****Addendum 2

4. **MOBILE HOME CODE FUND FINANCIAL REPORT**

Ms. Allaire presented the FY 2015 2nd Quarter Report for the Mobile Home Code Fund and answered any questions.

Commissioner Karbal asked Ms. Allaire if she could give the Commissioners something simple showing the projections for the next three years based on today's fee schedule and staffing. Ms. Allaire indicated she would have something for the next Commission meeting.

5. **UNFINISHED BUSINESS**

There was no unfinished business to discuss.

6. **NEW BUSINESS**

a. **Report on Annual Inspections of Mobile Home Parks**

Mr. Cordill reported that out of 1,122 licensed parks, Bureau inspectors have completed 699 (62%) of the 2015 annual inspections; and out of those, 578 (83%) had no violations, and 121 (17%) had one or more violations. Many of those have resulted in a letter going to the park operator giving them 30 days to correct the violations. A few of them have been referred out to the local code enforcing agency for them to follow-up on, because they dealt with some structures or homes that may have been in a state of demolition. So there are 423 (38%) parks yet to be inspected this year.

Currently, a copy of the annual inspection report is mailed to the park operator at the mailing address they list on the park license application. If the mail is returned to our office marked "undeliverable," then a copy would be sent to the actual park address if that is different from the operator's mailing address.

Commissioner Elliott indicated that the Commission used to receive a report from the Bureau regarding how many manufactured housing complaints had been received, how many were still pending, and how many were resolved. The report also listed the type of complaint, i.e. community, installer/repairer, dealer, etc. It did not give any information other than the numbers. She indicated it would be nice to receive this report again, because it would give the Commission an idea of what the trend is as an industry. Director Poke indicated that the Bureau could provide the numbers only; anything more than that he would have to check with legal counsel.

Commissioner Lettinga asked what the procedure is for water and sewer issues when it pertains to a private system within a mobile home park? Does the municipality contact the Bureau and then the Bureau contacts DEQ or the local health department, or does the municipality contact the DEQ or local health department directly? Ms. Debbie Smith Ostrander, DEQ representative, gave a brief summary of who handles these issues, and whether it is at the State or local level. Generally, if a complaint related to water and sewer issues comes in directly to the Bureau, it will be referred to the DEQ. The DEQ would then keep Bureau staff updated as to the status and outcome of the complaint.

b. **License Approval**

A **MOTION** was made by Commissioner Elliott and seconded by Commissioner Hennard to approve all pending licenses on Page 18 and Handout A. Commissioner Weber recused himself from the vote. **MOTION CARRIED.**

****Addendum 3

7. PUBLIC COMMENT

Ms. Ruth Ann Jamnick, MOLA representative and Washtenaw County Commissioner, indicated that after listening to today's discussion, she feels that if these commissioners are going to do a good job and be good commissioners, they should be receiving the information they are asking for.

Mr. Tim DeWitt, Executive Director of the Michigan Manufactured Housing Association, mentioned that he just returned from a national meeting in Washington, D.C. He indicated that there seems to be a big trend in the manufactured housing industry on a national level for some big players taking serious looks at coming to Michigan and doing business. He feels it would be wise for the Commission, in conjunction with Bureau staff, to develop a white paper with the process, procedures, contact person, etc., for who handles what regarding manufactured housing within the State of Michigan. Director Poke indicated that we certainly can look at creating some information clarifying the process, but we cannot give legal advice.

8. STAFF REPORT

Mr. Cordill reported that in late May, he gave an Installer/Repairer class at the MMHA office in Okemos.

Last week, the Bureau began ad hoc committee work for the 2015 Michigan Energy Code and the Michigan Building Code. There will be several more meetings for each of these committees to go through the international codes and amend those for Michigan. That is the administrative rules process that we go through.

On May 28, 2015, a public hearing was held for the proposed rules for adopting the 2015 Michigan Residential Code, and these are currently going through the rules process. We are probably looking at fall or winter for the adoption and effective date.

Bureau offices will be moving on July 18th to the Ottawa Building, 1st Floor, located in downtown Lansing. Commission meetings will continue to be held here in Okemos through the end of 2015.

A notice will be sent out at the end of this week to mobile home park owners regarding licensing requirements. This fits in with license renewals which are coming up at the end of September for a new license to be in place for a three-year cycle. The notice informs park owners of the fact that they need to have certification of compliance from local agencies for their drinking water and waste water treatment systems. Along with that notice, we are sending a companion document with the notice enclosed to the DEQ and local enforcing agencies just notifying them what this notice is about.

9. **NEXT MEETING**

The next scheduled meeting of the Mobile Home Code Commission is Wednesday, September 16, 2015.

10. **ADJOURNMENT**

At 11:35 a.m., a **MOTION** was made by Commissioner Weber and seconded by Commissioner Davis to adjourn the meeting. **MOTION CARRIED.**

DRAFT