



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

MANUFACTURED HOUSING COMMISSION
Ottawa Building, Upper Level Conference Room 3
611 West Ottawa Street
Lansing, Michigan 48933

MINUTES
September 12, 2023
10:00 a.m.

MEMBERS ATTENDING

Domonique Clemons
Holly Hook
Thomas Krehel
Bobbie Meehan
Jason Reed
Kimberly Scott

MEMBERS ABSENT

Veronica D'Hondt, Vice Chairperson
Daniel Grant
Jennifer Letourneau

DEPARTMENT PERSONNEL ATTENDING

Keith Lambert, Bureau Deputy Director, Administration, BCC
Renee Tober, Departmental Specialist, Administration, BCC
Hillary Millen, Departmental Analyst, Administration, BCC
Jon Paradine, Division Deputy Director, Inspections Division, BCC
Tracie Pack, Manager, Building Trades Section, BCC
Kelly Bean, Manager, Licensing and Compliance Section, BCC
Nikki Sklapsky, Departmental Analyst, Licensing and Compliance Section, BCC
Sheila Hartfield, Chief, Building Section, BCC
Bridget Smith, Assistant Attorney General, DAG

1. CALL TO ORDER AND DETERMINATION OF QUORUM

As the Commission did not have an elected Chairperson and Vice Chairperson D'Hondt was not present, AAG Smith called the meeting to order at 10:10 a.m. A quorum was present at that time.

2. APPROVAL OF AGENDA

A **MOTION** was made by Commissioner Clemons and **SECONDED** by Commissioner Reed to approve the agenda. **MOTION CARRIED UNANIMOUSLY.**

3. APPROVAL OF MINUTES

A. December 7, 2022

A **MOTION** was made by Commissioner Scott and **SECONDED** by Commissioner Clemons to approve the minutes of the December 7, 2022 meeting. **MOTION CARRIED UNANIMOUSLY.**

4. NOMINATION AND ELECTION OF OFFICERS

A. Chairperson

A **MOTION** was made by Commissioner Scott and **SECONDED** by Commissioner Meehan to nominate and elect Commissioner D'Hondt as Chairperson pending her confirmation of the position as she was not in attendance. (Aye: Commissioners Clemons, Hook, Krehel, Meehan, Reed, Scott; Nay: None) **MOTION CARRIED UNANIMOUSLY.**

B. Vice Chairperson

A **MOTION** was made by Commissioner Scott and **SECONDED** by Commissioner Clemons to nominate Commissioner Scott as Vice Chairperson. (Aye: Commissioners Clemons, Hook, Krehel, Meehan, Reed, Scott; Nay: None) **MOTION CARRIED UNANIMOUSLY.**

At this point, newly elected Vice Chairperson Scott took over the meeting with assistance of AAG Smith as needed.

5. VARIANCE

A. Village of Lexington – Single Lot Variance

The Commission acknowledged receipt and reviewed Cynthia Cutright's variance request for Village of Lexington – Single Lot Variance located at 5203 Main Street, Lexington, MI 48450 for relief from the requirements of the Manufactured Housing General Rules R 125.1947a(4).

A **MOTION** was made by Commissioner Clemons and **SECONDED** by Commissioner Meehan to approve Cynthia Cutright's variance request for Village of Lexington – Single Lot Variance as submitted. (Aye: Commissioners Clemons, Hook, Krehel, Meehan, Reed, Scott; Nay: None) **MOTION CARRIED UNANIMOUSLY.**

6. UNFINISHED BUSINESS

None.

7. NEW BUSINESS

A. Unlicensed Parks

Nikki Sklapsky provided the number of unlicensed mobile home parks operating in the State.

Commissioner Meehan, being new to the Commission, asked what is being done regarding unlicensed activity. Kelly Bean explained that each situation is different, so the main goal is to work to bring a community into compliance.

Vice Chairperson Scott asked how the Commission can help support the Bureau with unlicensed activity. Kelly Bean let the Commission know they can let the Bureau of any contact information they may have for communities that are not licensed so the Bureau can reach out to them.

Vice Chairperson Scott asked for an update on the annual inspections process and if all inspections would be complete by the end of the year. Kelly Bean provided an overview of the inspection process and informed the Commission that all inspections would be completed by the end of the year. As next year is a licensing renewal year, all inspections will need to be completed by September.

The Bureau will try to revise the list being provided to the Commission to include the date of application to help the Commission determine which communities are on the list for being unresponsive.

8. BUREAU QUARTERLY REPORT

Deputy Director Lambert reported on the following:

Regarding the discussion on unlicensed activity, unlicensed or unpermitted activity is not isolated to this licensing commission but throughout the licensing boards in the Bureau. As a regulatory body, the Bureau is working toward the main goal of compliance. For unlicensed individuals or companies, it is a matter of prosecution to be addressed through local or county prosecutors or the Criminal Division of DAG as the Bureau does not have prosecutors.

The Bureau is pursuing all 2021 codes for building, electrical, mechanical, plumbing, rehabilitation, energy and residential, and the Skilled Trades Regulation Rules went into effect May of this year.

The Bureau and the Department of Environment, Great Lakes and Energy developed an interpretative statement for backflow preventors explaining a license is required to install and replace backflow preventors as well as to test them.

The Bureau has worked on issuing the grant for perpetuating the monuments for the Michigan-Indiana border. The Bureau has been doing a cost estimate study with the grantee that has been selected.

Renee Tober was introduced as Director Brisbo and Deputy Director Lambert's new assistant.

Tracie Pack who had been serving as the Bureau's Boards Liaison in our Administrative Section is now the Building Trades Section Manager for the Bureau. The Bureau's Administrative Section Manager, Bryan Bryson, has accepted a new position outside LARA. Until the position is back-filled, Tracie Pack is also serving as the Section's interim manager and handling the Bureau's Boards and Commissions.

Sheila Hartfield was promoted to the Building Section manager replacing Jon Paradine who is now the Bureau's Inspections Division Deputy Director.

Craig LaLonde has been promoted to the Elevator Chief of the Elevator Section.

Greg Ohlemacher being introduced as the new Ski & Amusement Section manager.

Tony Snyder has taken another state position and no longer able to provide internal legal assistance to the bureau.

9. PUBLIC COMMENT

Mark Oswald, Attorney for the Village of Lexington, let the Commission know that he and Lori Fisher, Village Manager, who was also present, wanted to thank the Commission for its time and consideration regarding the variance, and to thank Nikki Sklapsky for her assistance to the Village throughout the process of addressing the issue.

John Lindley with the Michigan Manufactured Housing Association introduced himself to the Commission.

10. NEXT MEETING DATE – DECEMBER 5, 2023

The Commission is scheduled to meet next at 10:00 a.m. at 611 W. Ottawa Street, Lansing, MI 48933, Upper Level Conference Room 3 on December 5, 2023.

11. ADJOURNMENT

A **MOTION** was made by Commissioner Reed and **SECONDED** by Commissioner Clemons to adjourn the meeting at 10:46 a.m. **MOTION CARRIED UNANIMOUSLY.**