



**Otsego**  
**COUNTY**  
M I C H I G A N

## **Otsego County Housing Committee**

225 West Main Street, room 213 • Gaylord, Michigan 49735

(989) 731-7570 • Fax 989-731-7599 • TTY 1-800-649-3777

### **NOTICE OF MEETING**

**The Otsego County Housing Committee will hold a regular meeting on Thursday, October 20, 2011 beginning at 9:30 a.m., in room 100 of the County Building 225 West Main Street, Gaylord MI 49735.**

#### **AGENDA #216**

1. Call to Order
2. Introductions
3. Additions/Deletions to Agenda
4. Minutes #215 – 9/15/2011
5. Projects
  - A. Bid Opening
    1. 31-2011 / HO-0812-79843
    2. HO-0812-81149
    3. 35-2011
  - B. Specifications/Cost Estimate
    1. 33-2011
  - C. Amendment
    1. 24-2011 / HO-0812-77769
6. New Business
  - A. Director Updates
  - B. Activity & Financial Reports
7. Unfinished Business
8. Other Business
9. Public Comments
10. Adjournment

*In compliance with the Americans with Disabilities Act, persons with physical limitations that may tend to restrict access to or participation in this meeting should contact the Housing office (989-731-7570) at least twelve (12) hours prior to the scheduled start of the meeting.*



AN EQUAL OPPORTUNITY HOUSING PROGRAM



September 15, 2011 - Minutes #215

A meeting of the Otsego County Housing Committee was held in room 100 of the County Building. Chair, Steve Riozzi called the meeting to order at 9:30 a.m.

PRESENT: Steve Riozzi, Clark Bates, LaVerne Harden, John LaFave, Joseph Wambold  
EXCUSED: Kenneth Glasser, Jim Mathis  
OTHERS: Marlene Hopp, Bruce Scott, Erma Backenstose

Additions to agenda: 05-2007 specifications and cost estimate.

MOTION: by LaFave, approve minutes #214 of 8/18/2011, as corrected.  
Ayes: Unanimous. Nays: None. Motion Carried

Projects:

Two bids opened and reviewed.

MOTION: by Bates, award 28-2011 bid of \$23,685 to Our Home Town Builder. Project to be financed with CDBG funds.

Ayes: Unanimous. Nays: None. Motion Carried

Three bids opened and reviewed.

MOTION: by LaFave, approve bid specifications of 32-2011 and award bid of \$4,559.95 to Hart Well Drilling. Project to be financed with CDBG program income funds.

Ayes: Unanimous. Nays: None. Motion Carried

MOTION: by LaFave, approve project 31-2011 specifications/cost estimate and release to contractors to bid.

Ayes: Unanimous. Nays: None. Motion Carried

MOTION: by Wambold, approve 05-2007 specifications and cost estimate and place out to bid.

Ayes: Unanimous. Nays: None. Motion Carried

MOTION: by LaFave, approve 23-2011 amendment.

Ayes: Unanimous. Nays: None. Motion Carried

The regular housing meeting was recessed at 9:33 a.m. for a public hearing regarding MSHDA Housing Resource Fund Community Development Block Grant County Rental Development application #HRF-2011-0812. Attached is the record of public hearing and sign in sheet.

Public hearing closed at 9:40 a.m. Regular housing meeting resumed at 9:41 a.m.

MOTION: by Harden, to approve HRF-2011-0812 CDBG rental development application and attachments as presented.

Ayes: Unanimous. Nays: None. Motion Carried.

New Business – Director updates:

County allocation memorandum dated 9/2/2011 presented and discussed.

Michigan homeowner assistance for unemployment mortgage subsidy, mortgage loan rescue and principal curtailment programs presented.

Activity and financial reports reviewed.

Unfinished business: None

Other Business: None

Public Comments:

Erma Backenstose expressed concerns of debris in her township.

Meeting adjourned at 10:47 a.m.

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Marlene K. Hopp, Director  
Otsego County Housing Committee

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Steven D. Riozzi, Chair  
Otsego County Housing Committee

OTSEGO COUNTY HOUSING COMMITTEE  
RECORD PUBLIC HEARING

MSHDA HRF Application  
Thursday, September 15, 2011

A public hearing of MSHDA HRF rental development application #HRF-2011-0812 was held on Thursday, September 15, 2011 located in room 100 of the County Building of Otsego County. Steve Riozzi, Chairman of the Otsego County Housing Committee opened the public hearing at 10:33 a.m.

The list of attendance was: Bruce Scott, John LaFave, Joseph Wambold, Clark Bates, Steve Riozzi, LaVerne Harden, Marlene Hopp, Erma Backenstose. The sign in sheet is part of this record.

Marlene Hopp, Director for the Otsego County Housing Committee reviewed the 2011 MSHDA HRF rental development application. Numerous sections throughout the application were reviewed, which included the budget, project/program description, proformas', leveraging funds, target area, desired results, administrative guidelines, rental development component, implementation and capacity of the grant. The program summary, rental rehabilitation guidelines and community development and housing needs assessment were also reviewed.

The HRF application of \$350,000 through Michigan State Housing Development Authority allocation of Community Development Block Grant (CDBG) expenses are the single-family rental development forgivable five year deferred loan and general administration. Leveraging funds are committed from owner's invested resources. The target area is 111 Michigan Avenue, Gaylord downtown central downtown business district for single-family residential rental units.

Public Comment: Erma Backenstose expressed her concern of the lack of exterior roofing to the proposed balcony. Façade' improvements are improving the exterior of the building, as our grant will develop the interior of the building only.

The Public Hearing was closed at 9:40 a.m.

Record of public hearing taken by Marlene K. Hopp, Director for Otsego County Housing Committee.

**Otsego County Housing Committee  
Public Hearing  
Thursday, September 15, 2011**

*List of Attendance:*

*Print Name:*

*Bruce Scott*

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John LaFave

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Joseph Wambold

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Clark Bates

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Steven Riozzi

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LaVerne Harden

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Marlene Hopp

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Erna Backenstose

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