



**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 special meeting on Thursday, November 20, 2014 beginning at 9:30 a.m., in conference room 212, second floor of the County Building 225 West Main Street, Gaylord MI 49735.**

### AGENDA #246

1. Call to Order
2. Pledge of Allegiance
3. Introductions
4. Additions/Deletions to Agenda
5. Minutes 245 – October 16, 2014
6. Projects
  - A. HO-0812-123784 EM Furnace
  - B. HO-0812-124792 EM Roof
  - C. HO-0812-123726 Rehab
  - D. 030-92 Subordination Request
  - E. 01-2005 Sale Extension
7. New Business
  - A. Director Updates
  - B. Inspector Updates
  - C. Activity & Financial Reports
8. Unfinished Business
9. Other Business
10. Public Comments
11. 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



EQUAL HOUSING  
OPPORTUNITY

October 16, 2014 - Minutes #245

A meeting of the Otsego County Housing Committee was held in conference room 212 of the County Building. Vice-Chairman, John LaFave called the meeting to order at 9:30 a.m.

PRESENT: Charles Berlin, Kenneth R. Glasser, Tammy LaBouef, John LaFave, Jim Mathis, Joseph Wambold  
EXCUSED: Steven Riozzi  
OTHERS: Marlene Hopp, Kevan Flory

Introductions were made followed by the Pledge of Allegiance led by LaFave.

Additions to agenda: Revised agenda submitted.

MOTION: by Glasser, Reappoint Joseph Wambold, as member to the Housing Committee, term to expire July 21, 2017.

Ayes: Unanimous. Nays: None. Motion Carried.

MOTION: by Berlin, approve minutes #243 of May 15, 2014 and minutes #244 May 23, 2014 as presented.

Ayes: Unanimous. Nays: None. Motion Carried.

Projects:

MOTION: by Glasser, approve to modify program guideline limit of emergency projects to \$10,000.

Ayes: Unanimous. Nays: None. Motion Carried.

MOTION: by Wambold, approve to modify contractor payment requests for single family dwellings at fifty percent at fifty percent inspection and remaining fifty percent at final inspection with all required inspections and required signatures. Or, one hundred percent draw to be released to the contractor upon final inspection and required signatures.

Ayes: Unanimous. Nays: None. Motion Carried.

Two bids received regarding project HO-0812-123616.

MOTION: by Mathis, approve bid specifications of project HO-0812-123616 and award bid of \$4,618 to Thomas & Ross Payton.

Ayes: Unanimous. Nays: None. Motion Carried

Two bids received regarding project HO-0812-123647.

MOTION: by Glasser, approve bid specifications of project HO-0812-123647 and award bid of \$6,400 to TJC Construction. Contingent on fascia and soffit be included. Job not to exceed \$10,000.

Ayes: Unanimous. Nays: None. Motion Carried

Two bids received regarding project HO-0812-123661.

MOTION: by Berlin, approve bid specifications of project HO-0812-123661 and award bid of \$5,700 to Comfortable Heating.

Ayes: Unanimous. Nays: None. Motion Carried

Subordination request 030-92 to be reviewed by County Attorney.

Paid mortgage 028-1999 was reviewed.

New Business – Director Updates:

Rental development project RR0812-121992 under development, to be completed October 31, 2014.

Director met with potential owners and MSHDA on numerous occasions of the rental development program.

Reported amendment to MSC-2013-0812-HOA grant reflecting both target areas and county-wide usage.

Newspaper advertisements placed for more bidding contractors and home repair needs.

Director reported office updates – clerk hours are now 28 hours per week and office closes at 3:30 p.m. Monday – Friday.

Inspector updates:

Flory reported that he will be attending the Uniform Physical Condition Standards (UPCS) training October 28-30, 2014 being held in Gaylord; the 2009 Building Code remains the same; Land Use Department permits.

Activity and financial reports were presented and reviewed.

Unfinished Business: None

Other Business: None

Public Comments: None

Meeting adjourned at 10:48 a.m.

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Marlene K. Hopp, Director  
Otsego County Housing Committee

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John LaFave, Vice-Chairman  
Otsego County Housing Committee