



## 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, April 16, 2015 beginning at 9:30 a.m., in conference room 212, second floor of the County Building 225 West Main Street, Gaylord MI 49735.**

### AGENDA #251

1. Call to Order
2. Pledge of Allegiance
3. Introductions
4. Additions/Deletions to Agenda
5. Public Hearing and Regular Minutes 250 – March 19, 2015
6. Projects
  - A. Subordination request 29-2011
  - B. MSHDA/Prosperity Region 3 Target Marketing Analysis
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

March 19, 2015 - Minutes #250

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

PRESENT: Charles Berlin, Tammy LaBouef, John LaFave, Jim Mathis, Joseph Wambold

EXCUSED: Kenneth R. Glasser, Steven Riozzi

OTHERS: Marlene Hopp, Kevan Flory

The Pledge of Allegiance was led by John LaFave.

Addition to agenda: None.

Public hearing opened at 9:33 a.m. for grant application #HRF-2014-0812-6162.

Public hearing closed at 9:52 a.m.

MOTION: by LaBouef, approve HRF-2014-0812-6162 grant application and attachments as presented.

Ayes: Unanimous. Nays: None. Motion Carried

MOTION: by Berlin, approve minutes #249 of February 19, 2015, as presented.

Ayes: Unanimous. Nays: None. Motion Carried.

Projects:

Four bids received for housing project HO-0812-124871.

MOTION: by Wambold, award project HO-0812-124871 bid of \$3,947 to Tailor Made Windows, Inc. Project to be financed from CDBG and/or CDBG program income funds.

Ayes: Unanimous. Nays: None. Motion Carried.

Three bids received for housing project HO-0812-126046.

MOTION: by Wambold, award project HO-0812-126046 bid of \$29,930 to Tailor Made Windows, Inc. Project to be financed from CDBG and/or CDBG program income funds.

Ayes: Unanimous. Nays: None. Motion Carried.

MOTION: by Berlin, approve project HO-0812-127438 specifications and cost estimate. Release to contractors to bid.

Ayes: Unanimous. Nays: None. Motion Carried.

New Business – Director Updates:

Director reported MSHDA program income changes effective 7/1/2015 for new grants.

Inspector updates:

Inspector reported he will be taking the lead-based paint class in Alpena at the end of April 2015.

Activity and financial reports were presented and reviewed.

Unfinished Business:

MOTION: by LaBouef, approve amended foreclosure and bankruptcy policy.

Ayes: Unanimous. Nays: None. Motion Carried.

MOTION: by LaBouef, approve for Board of Commissioners to discharge listed foreclosed projects and Finance Dept. write off from the 2014 housing notes receivable account, as presented.

Ayes: Unanimous. Nays: None. Motion Carried.

Other Business: None

Public Comments: None

Meeting adjourned at 10:53 a.m.

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Marlene K. Hopp, Director  
Otsego County Housing Committee

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John LaFave, Vice-Chair  
Otsego County Housing Committee

OTSEGO COUNTY HOUSING COMMITTEE  
RECORD PUBLIC HEARING

MSHDA HRF Application  
Thursday, March 19, 2015

A public hearing of MSHDA grant application #HRF-2014-0812-6305 was held on Thursday, March 19, 2014 located in room 212 of the County Building of Otsego County. John LaFave, Vice-Chair of the Otsego County Housing Committee opened the public hearing at 9:33 a.m.

The list of attendance was: Charles Berlin, Tammy LaBouef, John LaFave, Jim Mathis, Joseph Wambold, Marlene Hopp, Kevan Flory  
The sign in sheet is part of this record.

Marlene Hopp, Director for the Otsego County Housing Committee reviewed the grant application. Numerous sections throughout the application were reviewed, which included the budget, project/program description, application proforma, proposed budget, owners leveraging funds, target areas, desired results, administrative guidelines, rental development and rehabilitation component, key staff and roles for implementing the grant. The program summary and guidelines were within the application for review.

The grant application of \$260,000 through Michigan State Housing Development Authority, Community Development Block Grant (CDBG) are to be allocated for general contractors to bid a rental rehabilitation and development project for eight rental apartments. The owner will execute a five year forgivable deferred loan. Leveraging funds are committed from owner's invested resources. The target area is downtown Gaylord, central downtown business district for single-family residential rental units. General administration of 10% will be calculated by MSHDA.

Public Comment: None

The Public Hearing was closed at 9:52 a.m.

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

