



## Otsego County Housing Committee

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

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### NOTICE OF MEETING

**The Otsego County Housing Committee will hold a regular meeting on Thursday, August 20, 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 #255

1. Call to Order
2. Pledge of Allegiance
3. Introductions
4. Additions/Deletions to Agenda
5. Regular Minutes 254 – July 16, 2015
6. Projects – Bid Opening
  - A. HO-0812-127800
  - B. HO-0812-127801
  - C. HO-0812-127933
  - D. HO-0812-127934
  - E. HO-0812-128197
  - F. HO-0812-128423
7. Reports
  - A. Director Updates
  - B. Inspector Updates
  - C. Activity & Financial Reports
8. New Business
  - A. Status - #030-92 / 013-97 property taxes
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



July 16, 2015 - Minutes #254

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 9:35 a.m.

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

The Pledge of Allegiance was led by Marlene Hopp.

Additions or deletions to agenda: Projects #HO-0812-127800 and #HO-0812-127801 omitted from agenda due to lack of contractor bids.

MOTION: by LaBouef, approve minutes #253 of June 18, 2015, as presented.  
Ayes: Unanimous. Nays: None. Motion Carried.

Projects:

Lack of bidding contractors discussed, clerk is marketing. Registered contractors are busy with other projects.

MOTION: by Glasser, amend contractor requirements in the invitation to bid item 11 contractor will be required to begin work within thirty (30) calendar days from receipt of the proceed to work order or submit explanation within five days from the expiration date. The contract work shall be fully and satisfactorily completed within sixty (60) working days of the start date.

Ayes: Unanimous. Nays: None. Motion Carried.

MOTION: by Glasser, approve bid specifications and cost estimate of project HO-0812-127933. Release to contractors to bid.

Ayes: Unanimous. Nays: None. Motion Carried.

Inspector will revise specifications with rubber roof system.

MOTION: by Wambold, approve bid specifications and cost estimate of project HO-0812-127934. Release to contractors to bid.

Ayes: Unanimous. Nays: None. Motion Carried.

Reports - Director Updates:

- MSHDA draft document dated 7/8/2015 reviewed and discussed. Next MSHDA meeting being Gaylord on August 18, for members interested to attend.
- MSHDA [HRF-2014-0812-02](#) rental rehabilitation application pending MEDC decision of façade grant.

- Senator Jim Stamas, MSHDA Director, Kevin Elsenheimer and representatives will meet and tour downtown rental rehabilitation and development projects on July 23 at 11:00 a.m. - 3:00 p.m. for those interested to attend.

Inspector updates:

- Inspector attended the lead-based paint renovation, repair and painting (RRP) training July 7, 2015 and received certification.

MOTION: by Wambold, approve to increase Housing Inspector contract fee \$100 based on new uniform physical condition standards (UPCS) and comparison of other counties. Increase to be applied to initial inspection report of total rehabilitation projects and recent projects HO-0812-127800, 127801, 127933, 127934.

Ayes: Unanimous. Nays: None. Motion Carried.

Mathis and Flory excused from meeting.

Activity and financial reports were presented and reviewed.

MOTION: by LaBouef, approve financial reports ending June 30, 2015.

Ayes: Unanimous. Nays: None. Motion Carried

New Business: None

Other Business: None

Public Comments: None

Meeting adjourned at 11:10 a.m.

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Marlene K. Hopp, Director  
Otsego County Housing Committee

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Steven Riozzi, Chairman  
Otsego County Housing Committee