



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, 2016 beginning at 9:30 a.m., in conference room 212, second floor of the County Building 225 West Main Street, Gaylord MI 49735.

AGENDA #269

1. Call to Order
2. Pledge of Allegiance
3. Introductions
4. Additions/Deletions to Agenda
5. Regular Minutes #268 – September 15, 2016
6. Projects
 - a. Bid Opening
 1. 130888 Total Rehabilitation
 2. 130901 Emergency Roof
 3. 130998 Total Rehabilitation
 4. 131034 Emergency Ramp
 - b. Project Review, Specifications/Cost Estimate/Bid
 1. 131254 Emergency Drain Field
 2. 131442 Emergency Water Well
 - c. Annual Forgiveness Mortgage Deferred Loans
 1. RR-0812-73560 – Discharge Mortgage
 2. RR-0812-91764 – Annual Forgiveness
7. Reports
 - a. Director Updates
 - b. Inspector Project Updates
 - c. Activity & Financial Reports
8. New 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



September 15, 2016 - Minutes #268

A regular meeting of the Otsego County Housing Committee was held in conference room 212 of the County Building. Chairman, Steven Riozzi called the meeting to order at 9:35 a.m.

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

The Pledge of Allegiance was led by Steven Riozzi.

Additions or deletions to agenda: None.

MOTION: by Kenneth R. Glasser, approval of regular minutes #267 of August 18, 2016, as presented.

Ayes: Unanimous. Nays: None. Motion Carried.

MOTION: by Joseph Wambold, re-appoint John LaFave to the Otsego County Housing Committee, an additional three year term expiring 12/31/2019.

Ayes: Unanimous. Nays: None. Motion Carried.

Two bids were opened and reviewed.

MOTION: by Tammy LaBouef, award total rehabilitation project HO-0812-130680 bid of \$16,724 to Thor Contracting Inc.

Ayes: Unanimous. Nays: None. Motion Carried.

Three bids were opened and reviewed.

MOTION: by Kenneth R. Glasser, award emergency roof project HO-0812-130791 bid of \$7,039 to Thor Contracting Inc.

Ayes: Unanimous. Nays: None. Motion Carried.

One bid was opened and reviewed.

MOTION: by Jim Mathis, award emergency mechanical project HO-0812-130794 bid of \$12,547 to JP Heating of Northern MI.

Ayes: Charles Berlin, Jim Mathis, Steven Riozzi, Joseph Wambold.

Nays: Kenneth R. Glasser, Tammy LaBouef, John LaFave.

Motion Carried.

Three bids were opened and reviewed.

MOTION: by Joseph Wambold, award emergency roof project HO-0812-130796 bid of \$8,700 to Northern Lights Construction LLC.

Ayes: Unanimous. Nays: None. Motion Carried.

MOTION: by Tammy LaBouef, approve project HO-0812-130888 specifications and cost estimate. Release to contractors to bid.

Ayes: Unanimous. Nays: None. Motion Carried.

MOTION: by Charles Berlin, approve project HO-0812-130901 specifications and cost estimate. Release to contractors to bid.

Ayes: Unanimous. Nays: None. Motion Carried.

MOTION: by Charles Berlin, approve project HO-0812-130998 specifications and cost estimate, eliminate entire item #4 driveway and sidewalks from specifications. Release to contractors to bid.

Ayes: Unanimous. Nays: None. Motion Carried.

MOTION: by Kenneth R. Glasser, approve project HO-0812-131034 specifications and cost estimate. Release to contractors to bid.

Ayes: Charles Berlin, Kenneth R. Glasser, Tammy LaBouef, Jim Mathis, Steven Riozzi, Joseph Wambold.

Nays: John LaFave.

Motion Carried.

MOTION: by Jim Mathis, approve project HO-0812-131064 specifications and cost estimate. Release to contractors to bid.

Ayes: Charles Berlin, Kenneth R. Glasser, Tammy LaBouef, Jim Mathis, Steven Riozzi, Joseph Wambold.

Nays: John LaFave.

Motion Carried.

MOTION: by Kenneth R. Glasser, approve client HO-0812-131328 eligibility review. Continue verifications and submit to inspector for specifications and cost estimate.

Ayes: None.

Nays: Charles Berlin, Kenneth R. Glasser, Tammy LaBouef, John LaFave, Jim Mathis, Steven Riozzi, Joseph Wambold.

Motion Defeated.

MOTION: by Tammy LaBouef, approve to discharge mortgage of project HO-0812-124792.

Ayes: Unanimous. Nays: None. Motion Carried.

Reports - Director Updates:

On September 12, 2016 MEDC approved exception that program income funds be utilized toward emergency projects.

Inspector Updates:

Inspector busy with project inspections, specifications and preliminary meetings with clients and contractors.

Activity and financial reports were presented and reviewed.

MOTION: by Charles Berlin, receive and file month end financial reports ending August 31, 2016.

Ayes: Unanimous. Nays: None. Motion Carried.

New Business: None

Other Business: None

Public Comments: None

Meeting adjourned at 10:55 a.m.

Marlene K. Hopp, Director
Otsego County Housing Committee

Steven Riozzi, Chairman
Otsego County Housing Committee