



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, September 21, 2017 beginning at 9:30 a.m., in conference room 212, second floor of the County Building 225 West Main Street, Gaylord MI 49735.

AGENDA #278

1. Call to Order
2. Pledge of Allegiance
3. Introductions
4. Additions/Deletions to Agenda
5. Regular Minutes #277 – August 17, 2017
6. Projects
 - a. Paid Mortgage 03-2009
 - b. Forgive Deferred Rental Rehabilitation Mortgage RR-0812-91764
7. Program Qualifications Guide
8. Review By-Laws
9. Reports
 - a. Director Updates
 - b. Inspector Project Updates
 - c. Activity & Financial Reports
10. New Business
11. Other Business
12. Public Comments
13. 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



August 17, 2017 - Minutes #277

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 9:37 a.m.

PRESENT: Tammy LaBouef, John LaFave, Jim Mathis, Julie Powers, Steven Riozzi
EXCUSED: Duane Switalski, Joseph Wambold
OTHERS: Marlene Hopp

The Pledge of Allegiance was led by Steven Riozzi.

Additions to agenda: Program guidelines.

MOTION: by John LaFave, approval of regular minutes #276 of July 20, 2017, as presented.
Ayes: Unanimous. Nays: None. Motion Carried.

By-laws:

MOTION: by Tammy LaBouef, approve to modify bylaws under Article II, Section 10, emergency repairs – Director and appointed emergency board members to hold a special meeting to review and proceed with emergency projects.
Ayes: Unanimous. Nays: None. Motion Carried.

MOTION: by Tammy LaBouef, upon review of the by-laws, proposed modifications will be presented and voted by the Committee.
Ayes: Unanimous. Nays: None. Motion Carried.

Program guidelines:

MOTION: by Julie Powers, approve to modify program guidelines; rehabilitation projects up to \$20,000 of CDBG program income funding, and a project minimum of \$2,500, each on a case by case basis.
Ayes: Unanimous. Nays: None. Motion Carried.

Projects:

Owner #04-2017 requested contractors to rebid project from previous 7/20/2017 bid opening meeting. One bid was opened and reviewed.
MOTION: by Jim Mathis, award 04-2017 rehabilitation bid of \$39,896 to Thor Contracting Inc. Project to be financed from CDBG rehabilitation program income funds.
Ayes: Unanimous. Nays: None. Motion Carried.

Once bid was opened and reviewed.

MOTION: by John LaFave, approve 08-2017 specifications and cost estimate. Award water well bid of \$4,800 to Thomas & Ross Payton & Sons Well Drilling. Project to be financed by CDBG emergency program income funds.

Ayes: Unanimous. Nays: None. Motion Carried.

Four bids were opened and reviewed.

MOTION: by Tammy LaBouef, approve 11-2017 specifications and cost estimate. Award roofing bid of \$6,584 to ASAP Roofing. Project to be financed by CDBG emergency program income funds.

Ayes: Unanimous. Nays: None. Motion Carried.

Reports - Director Updates:

MSHDA blight elimination grant application results, August mortgage payoff and funding, board membership, copier issues.

Inspector Updates: Not present.

Activity and financial reports were presented and reviewed.

MOTION: by Tammy LaBouef, receive and file month end financial reports, ending July 31, 2017.

Ayes: Unanimous. Nays: None. Motion Carried.

New Business: None

Other Business: None

Public Comments: None

Meeting adjourned at 11:17 a.m.

Marlene K. Hopp, Director
Otsego County Housing Committee

Steven Riozzi, Chairman
Otsego County Housing Committee