

July 19, 2021

A regular meeting of the Otsego County Housing Committee was moved to July 19, 2021 and held in conference room 212 of the County Building 225 West Main Street, Gaylord MI 49735. Vice-Chair, John LaFave called the meeting to order at 9:35 a.m.

PRESENT: John LaFave, Brett McVannel, Julie Powers, Joseph Wambold

EXCUSED: Tammy LaBouef, Steven Riozzi, Duane Switalski

OTHERS: Marlene Hopp

Roll call and introductions were performed.

The Pledge of Allegiance was led by Brett McVannel.

Additions to Agenda: None.

MOTION: by Brett McVannel, approval of regular housing meeting minutes of June 17, 2021, as presented.

Ayes: Unanimous. Motion Carried.

New Business:

MOTION: by Joseph Wambold, approve to discharge housing loan #16-2010 mortgage, as being paid in full. Submit to Otsego County Board of Commissioners to review and sign discharge.

Ayes: Unanimous. Motion Carried.

Projects NEP 01, PY01-2019, PIP siding project and NEP 02 bids were opened during meeting and reviewed. Cost of materials have increased based on bids received and compared to inspectors cost estimates. Projects were submitted out to numerous general contractors, lead-based paint and asbestos contractors to rebid four times.

Project NEP 01, two bids opened and reviewed for minor home repairs: CTI contractor Services LLC \$14,970; Absolute Building & Cuellar Inc. \$11,195.

MOTION: by Joseph Wambold, approve project NEP 01 bid specifications and cost estimate of repair. Award bid of \$11,195 to Absolute Building & Cuellar Inc., with NEP and owner to apply for MSHDA PIP leverage funding.

Ayes: Unanimous. Motion Carried.

Project PY01-2019, two bids opened and reviewed for an emergency water heater: CTI contractor Services LLC \$3,902; Absolute Building & Cuellar Inc. \$3,370.

MOTION: by Brett McVannel, approve project PY01-2019 bid specifications and cost estimate of water heater. Award bid of \$3,370 to Absolute Building & Cuellar Inc., with PY19 CDBG program income and owner leverage funding.

Ayes: Unanimous. Motion Carried.

Project PIP, two bids opened and reviewed regarding lead siding: CTI contractor Services LLC \$28,300; Absolute Building & Cuellar Inc. \$11,276.

MOTION: by Julie Powers, approve siding project bid specifications and cost estimate of repair. Award bid of \$11,276 to Absolute Building & Cuellar Inc. Owner to apply for MSHDA PIP funding.

Ayes: Unanimous. Motion Carried.

Project NEP 02, one bid opened and reviewed regarding minor repairs: CTI contractor Services LLC \$31,440.

MOTION: by Brett McVannel, approve project NIP 02 bid specifications and cost estimate of repair. Award bid of \$31,440 to CTI Contractor Services LLC, with NEP and owner leveraging funds.

Ayes: Unanimous. Motion Carried.

Director reviewed PY20 program income certification of \$118,439.21 mortgage revenue received during 7/1/2020 – 6/30/2021 fiscal year. Considered federal funding, to be budgeted and expended for emergency housing projects in Otsego County and administration costs until 6/30/2022.

#### Director Reports:

Completion photos of projects #06-2019 drain field, roof and #07-2019 roof were presented and reviewed.

Been busy with contractors, close out and bid housing projects, month end, fiscal end reports and annual housing report for next Board of Commissioners meeting.

With the PY 01-2019 water heater project bid, this will close out our PY19 program income funding. Upon completion, much documents will be prepared for meetings to be held to close-out PY19 and budget in PY20 program income funding.

An application came in for the contractual inspector position. We will wait to see if more should be received and will contact for interview.

#### Bills and Communications:

The housing activity and financial reports were reviewed.

MOTION: by Brett McVannel, receive and file month end financial reports, ending June 30, 2021.

Ayes: Unanimous. Motion Carried.

Vice-Chair, John LaFave opened the meeting for public comments.

Public Comments: None.

Meeting adjourned at 10:45 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