

CLERK  
Jill Nowak  
(231) 723-3331  
CONTROLLER/Administrator  
Thomas Kaminski  
(231) 398-3500

**HOUSING REVIEW BOARD MINUTES**

Thursday, October 1, 2015

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

**MINUTES**

- Members Present: Jeff Dontz, Chairperson and Alan W. Marshall
- Members Absent: Karen Goodman
- Others Present: Julie Schmeling, Administrative Secretary; Rachel Nelson, Finance Assistant/Housing Program Administrator; Lindsey Marquardt, Chief Deputy County Clerk

The meeting was called to Order at 4:00 p.m.

**NOTE – Items requiring Board Action are indicated in BOLD**

**CONSIDERATION OF BIDS ON EMERGENCY PROJECT 14-3-15**

The Board reviewed two bids for consideration on emergency project 14-3-15.

Rachel Nelson gave a brief explanation as the project and the difference in the bids for the project. (APPENDIX A)

**Moved by Marshall, Seconded by Dontz to accept the bid from Richard Polcyn Plumbing & Heating at a cost not exceed \$1,250.00 for project 14-3-15.**

YEAS: 2 Dontz, Marshall

NAYS: 0

ABSENT: 1 Goodman

Motion Carried

+++++

Ms. Nelson addressed the exception regarding homeowner's insurance for emergency project 14-3-15. Due to the amount of the project being less than \$2,500 a mortgage will not be recorded for this project. The homeowner does not have homeowner's insurance, which is a requirement when a mortgage is recorded. MSHDA has approved the exception regarding homeowner's insurance for emergency project 14-3-15.

**Moved by Dontz, Seconded by Marshall to waive the requirement that the homeowner have homeowner's insurance for emergency project 14-3-15.**

YEAS: 2 Dontz, Marshall

NAYS: 0

ABSENT: 1 Goodman

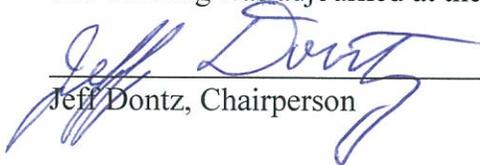
Motion Carried

+++++

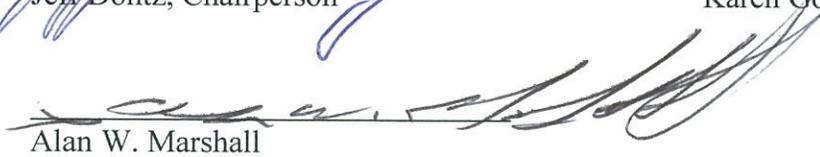
**MISCELLANEOUS BOARD MEMBER COMMENT**

None.

The meeting was adjourned at the Call of the Chair at 4:08 p.m.

  
\_\_\_\_\_  
Jeff Dontz, Chairperson

Absent  
\_\_\_\_\_  
Karen Goodman

  
\_\_\_\_\_  
Alan W. Marshall

**PLUMBING:**

Plumbing Bid Price: \$ 1,250.00

Replace water supply line from city meter to curb stop.

*Material to be 3/4 Type K  
Soft Copper pipe*

Miscellaneous

All work to be completed under one (1) general contract. General contractors are responsible for all work requiring other trades. All contractors, including sub-contractors, must be licensed and insured, including workman's compensation insurance and must provide copies to the owner, and must comply with Executive Order 11246, and Section 3 of the Housing and Urban Development Act of 1968, as amended. Contractor responsible for field verifying all measurements.

Bidders must provide bid for all work items, including specified material allowances. All incomplete bids will be rejected. Contractor responsible for refuse disposal. **Contract with owner must be executed within five days to approved low bidder and construction must be completed within 15 days of execution of said contract.** Contractor must list all proposed subcontractors and proposed costs of each subcontractor. Owner reserves the right to approve all subcontractors. Contractor will be responsible for liquidated damages of \$100.00 per day over contract period.

All materials must be installed per manufacturer's specifications and to all applicable building codes. Contractor responsible for obtaining all required permits. All bidders to include all necessary materials and labor to complete work to the satisfaction of the owner, Manistee County and the Manistee County Housing Program. Work to be performed to meet generally accepted standards for construction. Manistee County and the Manistee County Housing Program are not responsible for items not included in specifications or floor plans, but are required to complete the contract. Sworn statements and lien waivers are required prior to payment for work completed.

The Owner reserves the right to accept or reject any and/or all bids.

**Bids are due by Wednesday, September 30, 2015, at 1:00 P.M.**

Bid submitted by:

TOTAL BID PRICE:

Richard Polyn P&H, LLC  
Company Name

\$ 1,250.00

1513 Anthony Dr. - Manistee  
Address



Federal I.D.

Richard Polyn  
Signature

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**PLUMBING:**

Plumbing Bid Price: \$ 1600.00 / \$1375.00

Replace water supply line from city meter to curb stop.

Miscellaneous

All work to be completed under one (1) general contract. General contractors are responsible for all work requiring other trades. All contractors, including sub-contractors, must be licensed and insured, including workman's compensation insurance and must provide copies to the owner, and must comply with Executive Order 11246, and Section 3 of the Housing and Urban Development Act of 1968, as amended. Contractor responsible for field verifying all measurements.

Bidders must provide bid for all work items, including specified material allowances. All incomplete bids will be rejected. Contractor responsible for refuse disposal. **Contract with owner must be executed within five days to approved low bidder and construction must be completed within 15 days of execution of said contract.** Contractor must list all proposed subcontractors and proposed costs of each subcontractor. Owner reserves the right to approve all subcontractors. Contractor will be responsible for liquidated damages of \$100.00 per day over contract period.

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The Owner reserves the right to accept or reject any and/or all bids.

**Bids are due by Wednesday, September 30, 2015, at 1:00 P.M.**

Bid submitted by:

TOTAL BID PRICE:

Salmon Sewer & Drain Cleaning LLC  
Company Name

\$ 1600.00 / \$1375.00

288 8th St Manistee MI 49660  
Address

[Redacted]  
Federal I.D.

[Signature]  
Signature

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# Estimate



Salmon Sewer & Drain Cleaning LLC.

Charles Andrew Salmon  
288 8th St.  
Manistee, MI 49660

Date	Estimate #
9/30/2015	42

Name / Address
manistee county housing

P.O. No.
339 2nd St.

Description	Total
Dig up and replace water service to house from curb stop. Install " 1" K- copper" and connect water line in house. replace 2 sections of side walk due to where water line is. ( side walk will be replaced per city of Manistee spec.) This is a one day job and will be complete the day we start. <b>**NOTE** bid for 1" K-copper</b>	1,600.00
<b>Total</b>	
	\$1,600.00

Phone #	E-mail
231-510-1393	chucksalmon83@gmail.com

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Salmon Sewer & Drain Cleaning LLC.

Charles Andrew Salmon  
288 8th St.  
Manistee, MI 49660

# Estimate

Date	Estimate #
9/30/2015	43

Name / Address
manistee county housing

P.O. No.
339 2nd St.

Description	Total
Dig up and replace water service to house from curb stop. Install " 1" Uponor PEX" and connect water line in house. Replace 2 sections of side walk due to where water line is. ( side walk will be replaced per city of Manistee spec.) This is a one day job and will be complete the day we start. <b>**NOTE** bid for 1" Uponor PEX</b>	1,375.00
<b>Total</b>	
	\$1,375.00

Phone #	E-mail
231-510-1393	chucksalmon83@gmail.com