



# Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON  
Jeffrey Dontz  
VICE-CHAIRPERSON  
Brook Shafer

Mark Bergstrom  
Karen Goodman  
Ken Hilliard  
Alan Marshall  
Richard Schmidt

CLERK

Jill Nowak  
(231) 723-3331

CONTROLLER/Administrator

Thomas Kaminski  
(231)398-3504

## HOUSING REVIEW BOARD MINUTES

Tuesday, March 29, 2016  
4:00 P.M.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

### MINUTES

Members Present: Jeff Dontz, Chairperson and Karen Goodman

Members Absent: Alan W. Marshall

Others Present: Rachel Nelson, Finance Assistant/Housing Program  
Administrator; Julie Schmeling, Administrative Secretary;  
Debra S. Nalley, Deputy County Clerk

The meeting was called to Order at 4:05 p.m.

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

### CONSIDERATION OF BIDS ON EMERGENCY PROJECT 14-7-16

The Board reviewed a bid for consideration on emergency project 14-7-16.

Rachel Nelson gave an explanation on emergency project 14-7-16. Payment on the project will be split between the Manistee County Housing Program and the Little River Band of Ottawa Indians Members Assistance Department. This project will use up the funding the Housing Program has for emergency projects. The only funds the County will be using will be \$1,754.00. The Little River Band of Ottawa Indians Members Assistance Department will cover \$2,826.00 for the project. (APPENDIX A)

**Moved by Goodman, Seconded by Dontz to accept the bid from Custom Sheet Metal & Heating, for emergency project 14-7-16, with the full cost not to exceed \$4,580.00, with \$1,754 being paid from the Manistee County Housing Program and \$2,826.00 being paid from the Little River Band of Ottawa Indians Members Assistance Department**

YEAS: 3 Dontz, Goodman

NAYS: 0

ABSENT: 1 Marshall

Motion Carried

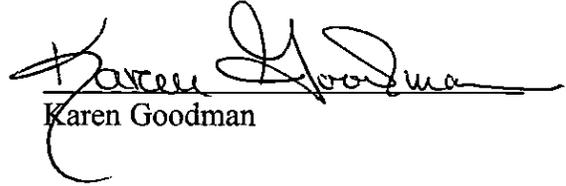
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**MISCELLANEOUS BOARD MEMBER COMMENT**

Rachel Nelson addressed the Board regarding a project in the works for a full rehabilitation. Once that project is completed, there will probably be enough funds available for one more full rehabilitation project. Funds are available through February 2017 to use on projects.

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

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

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

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



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**SPEC SHEET FOR:** \_\_\_\_\_

The existing furnace does not function properly and needs to be replaced.

Install new Hi-Efficiency Furnace of proper size to heat the amount of square footage that is in this dwelling. Install proper ventilation line and make up air as required by Furnace specifications. Provide condensate pump and reservoir and attach to existing plumbing drain. Provide a new designated electrical service line from panel just for the furnace (unless existing feed is sufficient and meets Code). Examine all heat runs and cold air returns to assure that they are sealed properly and do not leak. Provide at least one heat run to each habitable space in the house and install damper type registers in each of these locations, including the bathroom and basement. Patch hole in the chimney where existing exhaust pipe enters to assure that fumes do not penetrate. Install new programmable thermostat and locate it in a central location of the house. Include 3 or 4 extra filters.

A Mechanical Permit must be obtained from the proper Agency and all inspections performed according to PERMIT regulations. A FINAL INSPECTION tag must be present before final payment will be issued.

Any questions concerning this Spec sheet may be addressed to:

Mark Niesen  
\_\_\_\_\_

To view the home prior to placing your bid, please contact \_\_\_\_\_

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 60 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.



Equal Housing Opportunity  
Equal Opportunity Employer



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 Monday, March 28, 2016, at 1:00 P.M.

PERMIT(S):	Permit(s) Bid Price: \$ <u>180.00</u>
FURNACE:	Furnace Bid Price: \$ <u>4200.00</u>
ELECTRICAL:	Electrical Bid Price: \$ <u>200.00</u>
OTHER:	Other Bid Price: \$ <u>—</u>

Bid submitted by:	TOTAL BID PRICE:
<u>Custom Sheet Metal &amp; Htg.</u>	\$ <u>4580.00</u>
Company Name	

9444 N. US 31, Free Soil  
Address

Federal I.D. \_\_\_\_\_

DUNS Number \_\_\_\_\_  
231-4104-5436

Phone Number \_\_\_\_\_  
Chris Loftis, Vice Pres

Printed Name & Title \_\_\_\_\_  
[Signature]  
Signature

.....  
SUBCONTRACTOR LIST

	Name of Subcontractor	Cost
Mechanical	_____	_____
Electrical	<u>Krolczyk Electric</u>	<u>\$ 200.00</u>
Other	_____	_____