

Manistee County Board of Commissioners

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

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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

Thursday June 30, 2016
2:30 P.M.

Manistee County Courthouse & Government Center
Board of Commissioners Meeting Room

MINUTES

Members Present: Karen Goodman and Alan W. Marshall

Members Absent: Jeff Dontz, Chairperson

Others Present: Rachel Nelson, Finance Assistant/Housing Program Administrator; Julie Schmeling, Administrative Secretary; Lindsey Marquardt, Chief Deputy County Clerk

The meeting was called to Order at 2:32 p.m.

NOTE – Items requiring Board Action are indicated in BOLD

CONSIDERATION OF BIDS ON PROJECT 14-6-16

The Board reviewed a bid for consideration on Rehabilitation project 14-6-16. The bid for the project from Pizana Construction was in the amount of \$45,750. (APPENDIX A) However, the maximum for this project is \$33,840 based on the value of the home and due to homeowner debt. It has been decided that in order to be able to do the project that the siding will not be replaced. The siding portion of the bid was in the amount of \$12,000. The final cost of the project will be \$33,750.

Moved by Marshall, Seconded by Goodman to recommend the bid from Pizana Construction, for Rehabilitation project 14-6-16, with the cost not to exceed \$33,750.

Motion Carried

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UPDATE ON HOUSING PROGRAM

Rachel Nelson, Housing Program Administrator updated the Committee on the current situation of the Program. The housing program is now ran through MEDC instead of

MSHDA. Since being taken over by MEDC the County's contact person has changed three times. Rachel is unsure as to the program's future as the County has not received any updates on the program or funding since February and this is the time that the program is usually most busy.

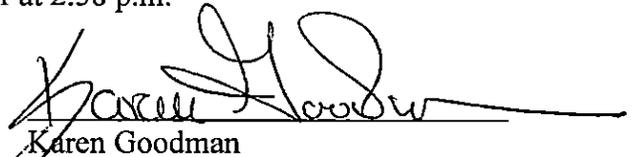
Rachel indicated that the requirements and the administrative work for the program are increasing with each grant cycle. After discussion by the Committee, it was determined if funds are available that as part of the County's grant application that a third party administrator be found to do the administrative work.

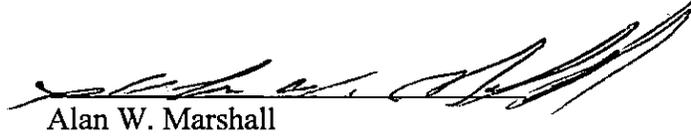
MISCELLANEOUS BOARD MEMBER COMMENT

Alan Marshall attended a Housing Review meeting with AES and Networks Northwest on June 28, 2016. At the meeting it was asked if the County would be interested in sponsoring a housing program. Mr. Marshall indicated on behalf of the County at the meeting that the County would not be interested in sponsoring a housing program at this time.

The meeting was adjourned at the Call of the Chair at 2:58 p.m.

ABSENT
Jeff Dontz, Chairperson


Karen Goodman


Alan W. Marshall



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SPEC SHEET FOR:

KITCHEN:

Kitchen Bid Price: \$ 250.00

Replace all outlets within 6' of the sink with GFIC.

BATHROOM:

Bathroom Bid Price: \$ 2850.00

Remove tub surround and replace with new. Repair all damaged walls and floor.

WALLS:

Walls Bid Price: \$ 300.00

Repair water damage to Dining Room and Bedroom walls around the chimney.

SMOKE ALARMS:

Smoke Alarms Bid Price: \$ 150.00

Move the smoke alarm in the North Bedroom to area above the door. Install new smoke alarm above the door in the Northeast Bedroom. Install new smoke alarms outside Bedrooms above the doors. Install a new smoke alarm on second floor, as well as one in the Basement.

BASEMENT:

Basement Bid Price: \$ 400.00

Repair stringer and level steps to Basement.

FLOORING:

Flooring Bid Price: \$ 5000.00

Replace flooring on second floor and in hallway at the bottom of the steps.

ELECTRICAL:

Electrical Bid Price: \$ 1750.00

The two lights in the stairs hallway, as well as the two lights on the second floor, and lights in the Basement stairwell are hung by wires and must be changed to meet current code.



Equal Housing Opportunity
Equal Opportunity Employer



A-2

RAIN GUTTER:

Rain Gutter Bid Price: \$ 1250.00

Replace missing rain gutter on south side of house (match existing). Install new rain gutter on north side of house and over front porch. All downspouts must have extensions directing water a minimum of 3' from the foundation walls.

TUCK POINT:

Tuck Point Bid Price: \$ 1000.00

Inspect all visible concrete joints and tuck point all cracks and openings (interior and exterior) in the foundation walls. Grind out all loose mortar and repair all damaged joints. Make sure that foundation is free from water penetration. Make certain all joints are inspected, including the crawl space.

PORCH:

Porch Bid Price: \$ 1000.00

Install new support in the center of the front Porch. Set footing a minimum 42" below grade. Trim out post to match existing.

SIDING:

Siding Bid Price: \$ 12000.00

Repair hole in the existing siding on the upper north side of house. Make sure water cannot penetrate. Install new double 4 vinyl siding to entire house using midgrade product. Install vinyl corners, 'J' channel and finish strip if necessary. Color to be chosen by home owner. All debris to be removed from premises by contractor.

NORTH ENTRY:

North Entry Bid Price: \$ 1450.00

Flash and caulk openings where 'shed' attaches to house. Make water proof.

REMOVE SHED, INSTALL NEW INSULATED DOOR

WINDOWS:

Windows Bid Price: \$ 7400.00

Replace all wooden windows in the house, including the Basement windows. Do not disturb interior or exterior trim. Secure and caulk to prevent water penetration.

WATER HEATER:

Water Heater Bid Price: \$ 1450.00

Replace existing water heater with new hi-efficiency 40 gallon unit. Make all necessary gas connections testing for leaks. Exhaust through rim joist at rear of house.

UPSTAIRS FRONT, MIDDLE + REAR + LANDING ROOMS UNCLEM = \$ XXX

PAINT UPSTAIRS FRONT + REAR ROOMS = \$XXX

A-3

LEAD PAINT/CLEARANCE:

Lead Paint/Clearance Bid Price: \$ 9500.00

Attach occupancy plan to bid. All items in the enclosed "Combination Lead Based Paint Inspection and Risk Assessment Survey" must be addressed. The contractor is responsible for reviewing the report and including all costs not already addressed in the spec sheet in this section of their bid. Abatement is required due to the size of the project. All lead work must be done only by lead trained workers using proper containment and abatement rules.

NOTE: This work requires lead paint clearance. Contact the Housing Program Administrator when work is ready to schedule clearance. One clearance test will be paid for by the Housing Program. If clearance fails, any and all additional clearance costs are at the expense of the contractor.

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 ten days to approved low bidder and construction must be completed within 120 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.

There will be a **MANDATORY** on-site walk through on **Friday, May 13, 2016, at 1:00 P.M.** for all bidders. Property will be available by appointment for follow-up.

Bids are due by **Friday, May 20, 2016, at 1:00 P.M.**

Bid submitted by:

TOTAL BID PRICE:

PIZANA CONSTRUCTION
Company Name

\$ 45,750.00

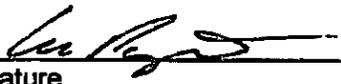
176 HANCOCK ST
Address

Federal I.D.

DUNS Number

231-920-6199
Phone Number

LEE PIZANA OWNER
Printed Name & Title


Signature

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SUBCONTRACTOR LIST

	Name of Subcontractor	Cost
Mechanical	_____	_____
Electrical	_____	_____
Plumbing	_____	_____
Drywall	_____	_____
Other	_____	_____