



Little River Band of Ottawa Indians

PO Box 314

Manistee MI 49660-0314

TRIBAL COUNCIL MEETING

MARCH 3, 1996

APPROVED
4-14-96

I. GENERAL BUSINESS

Tribal Council present: Bonnie Kenny, Bob Guenthardt, Jerry Koon, Kathy Berentsen, Margaret Chandler. Absent: Annie Avery and Marcella Leusby.

Adoption of Agenda. Kathy has some additions under (D) Old Business be added per Kathy. She has things that she wants to ask and talk about. Bonnie would like to add (F) under Old Business for a letter of new submission for the Pow Wow Committee to get a raffle license. Motion by Bonnie, supported by Margaret, to adopt the agenda with additions, all in favor, 1. Opposed (0).

Table the Minutes until the next meeting.

Finance Report. Chris talked about the cost proposal that Mark passed out, this was submitted last week. Chris is going to put colored sheets because of the different programs, we will not be able to keep track of them because there will be so many. We proposed additional programs for Health and BIA that will take these up through 260. Numbers are suggestions just to note them. There are a bunch of numbers of what Chris takes internal so he can keep them separate. First sheet inside program 150 is the Pow wow fund and this is the first time that there has been a statement for this. This budget is what we use to make a proposal to the Council for the Arts for supplemental contribution to this fund in order to propose anything to them, we had to break it down line by line as to how we were going to spend it. We proposed that they give us \$2,000 in order to do that we had about \$4,000 of work in the office. We analyze each of the

lines and come up with the budgets. If we don't get income, we won't do any spending. This is a big issue. Raffle items (net sales) putting in that line both receipts of sales of tickets and expenses of buying blankets. Negative numbers means you've earned more then you pay, you want to see negative number in line. Year to date stipend-drum team, head dancers estimated dollars that you need to bring people in. Fairgrounds and sanitation was \$500 to rent the fairgrounds. Port-a-potties \$450 estimated rounded off to \$500. Money for rent has been paid. Advertising wild guess (newspapers and radio). Money for PA system could get for around \$200 for the weekend. Saturday night and Sunday morning contribution to meals for drummers/dancers (pop, milk, coffee). Tribal Flag didn't check on prices anywhere around \$300 guess. Printing \$100 for flyers . Because of Forest Festival he figures we'll get free advertising. Postage and buttons question as to what cost will be. (151) \$100,000 Tribal Development approved already. We have most of computer equipment. Development budget is not an official budget. Chris went through the numbers in there so everyone could see where he was coming from, not approved. Back when we started recording some of the expenses already made to pay the \$100,000, Chris looked at what we could expect to pass onto the gaming partner out of the \$275,000 that they promised on signing of the management contract. We expect the budget to add up to \$275,000 and it would be based on an agreement between Tribal Council and management partners they will all agree in what the lines will be. Mark brought up the Engineers/Environment assessment that are needed to be done Environmental wise. Budgets are off the top of Chris's head he wanted to be able to show what our expenses would be. The Engineering will be higher than \$80,000. The bid that was accepted for doing the Environmental assessments was \$65,000. The meeting with Economic Development there was a number of other things they said had to be done and they submitted bid estimates around \$50,000 more. Chris's program is where it should be at this time. (202) no current activity in this. Chris went over the budget that he handed out by each program that was given to the Council. Susan said working on a time sheet that will keep track more closely of how time is spent, pieces of everyone's time that is spent. Chris spoke said we received

a memo from Val Ulmer suggesting that time sheets weren't created at the time you were working on. Example was used that if you use four hours working on Tradition foods that you make sure and put that down that that was time spent working on that so when Chris questions spending more money on the program a person can say they worked on this day doing that. Kathy questioned \$119.00 travel. Susan said going to various meetings that NDPA holding requiring her to go to. No over night just mileage. Chris said he'd have to dig deeper to find out what mileage. More or less follow up because of grant for this.

Indirect Cost, refer back to handout. Those cost of running an organization that can't be directly attributed to a particular program your running. You propose to them what total administrative cost will be to run all programs, then you propose it to them, they give you a percentage amount to run the program you do get, so when you get new programs you also get percentage that goes with it. The way they figure the percentage and do not let you apply this percentage to everything you spend. Pass through items are items that they do not let you take through indirect cost. Education programs are an example. Particular adult education, higher Ed, scholarship, vocational ed. Chris looks at those bills that come in he says if there valid bills give to programs director and they fill out check request and he then writes a check. They don't figure that Chris deserves any payment for hours time. They consider these pass through. Contractual Consultants and Equipment purchases they do the same thing. So you end up with things you can charge indirect cost to so those things are pass through. The items that are not pass through are your chargeable base. Either pass through or chargeable base (something's you can charge indirect cost too). Between the two of these totals all of our spending. Indirect cost pool budget is Chris, Tammy, Diane, Mark pay. Through this Chairman's wages are put in this only 1/2 wages paid through this. This is only a six month budget, \$102,825. \$556,653 is all the programs total up that Chris pro-rated them because some of them are not in same time frame. Pass through 211,995, Chargeable base 344,658. If the offices of Inspector General accepts this, they will give percentage to apply to all programs which is indirect cost (\$102,825) divided by chargeable base

(\$344,658) = 29.8% indirect cost rate. It may not be approved at this percentage, but we can go back and appeal or accept this. They may approve percentage but only have so much money can be funded so it wouldn't equal percentage amount. You have to make up difference in some other way. BIA, IHS, or other agencies are obligated to fund money even though Inspector General approved budget. BIA & IHS need a commitment for our indirect cost budget from them. We stretched our Health program to last us Nine months instead of six months like other tribes. Our rates will stay more stable by doing this. Patty Marks and Mark talked to a couple of people from Inspector General who received the proposal who are responsible for reviewing this. They thought they could review by next week and approve it (second week in March). Let BIA know if money available in indirect cost budget that they could reserve some for Little River.

Tribal Management grant due March 15. This is a federal level item going on.

Kathy made a motion, to switch (G) Introduction of Guests and (F) Staff Reports around. Bonnie seconded, all in favor, I, motion carried.

* Suzette Barber gave a presentation to Tribal Council regarding the Charter School. This school will be a public school academy. Environment studies and arts to do service earning projects. They want to do Cultural awareness on Ottawa Indians. They want a working relationship with the tribe to draw expertise of the tribe to help them educate their children. Gave out a proposal they drew up. K-4 open up the school, eventually K-12. Help them promote values and respect for the earth. They want to work hand/hand with us and promote Cultural aspects to our community that have not been available so far. Cultural Preservation can be brought into this. Suzette can come back another time to discuss more. Would like a resolution to support them. Suzette will draft a resolution and bring it back for the Tribal Council to review. Would like us to get with Education Committee to start acting in this.

Staff Reports. Barb wasn't here but she had prepared a handout to be given to the Tribal Council about a conference she went to.

Mark brought up different office space that was brought up at the last Round Table to be looked into. John Hart Attorney's office-not renting out, need space themselves. Third floor of First of America-enough space & elevator, \$12 sq. foot, conference room not heated and won't pay for upgrading it. Have not negotiated anything. Oleson's space 10,000 sq. feet, refer to retail space, 5-10 year lease. If we'd agree to this lease, they would lease \$4.50 per sq. feet = \$45,000 year to much money. Rite Aid, 56 x 120 = 67,000 sq. feet want \$2,000 monthly, doesn't include utilities \$24,000 year plus utilities. Mammoth Video haven't found out. Grace Baptist Church have to check on that, by Jerry Guenthardt's house. Larsen Insurance not enough room, could rent on annual basis. Above Hallmark (old JcPenny), Dr. Borech owns that, haven't found out anything not handicapped. Second floor above Rich's, a lot of room question about accessibility. Should comply with ADA. Excello building should check into. New budget hiring 7-8 new staff people, have to move before their hired within one month. Mark talked about budget (BIA) & (IHS) six month budget. They should use current member number (1104). These moneys are not grant moneys, they are contract moneys. We have to execute contract for these dollars. They can be adjusted later. These contract have to be executed before March 15, that is when the continuing resolution that the federal government is operating under expires. 35.6% is what the tribe will be able to draw down of total budget prior to March 15. Both BIA & IHS assured us that we will be able in a month or two drawn down the full amount \$281,100 (IHS) plus \$331,010 (BIA). 35.6% of IHS = 128,000; 45.6% of BIA = 150,000 is in system now and available to Little River Band to be drawn down prior to March 15 once the contract is executed. Chris, Bob, Susan are in Bemidji negotiating/execute 638 contract for full amount. IHS (9 month), BIA (6 month) effective April 1, 1996, create new staff positions: (1) Planning/Development-(Economic/Housing Development); (2) Education Program Coordinator (full-time); (3) Enrollment Officer-registration process to conduct Secretarial Election on Constitution; (4) Dual person function-goal between Natural Resource and Development Court System. Natural Resource feels the need to separate these two positions. Part-time Natural Resource, full-time Tribal Court Administrator. Two people will work hand/hand.

Money or wages are based higher so after October 1, the moneys will be there for the rest of the year to pay employees. Education Committee could work with Cultural Preservation Committee. Bob brought up that we send in budget as is to access our money and amend it when we actually have money in bank. Then we can have the committee's come before the Council and establish a budget. Chris handed out form that list all programs and what positions will be funded. Mark went over each position and explained how the budget could change.

II. OLD BUSINESS

Kathy brought up to dissolve Pow Wow Committee and make it into Cultural Preservation Committee. Need this for "Opening Doors," and the committee goes along with change. Moved by Bonnie, supported by Jerry, all in favor, 1. Motion carried.

Kathy wanted to make sure that all committees (1) submit a report of all outings to go along with reimbursement, (2) evaluations of employees. Mark said staff has been out of office. Mark said he'd bring up at staff meeting. Kathy brought up the Federal Register it's about \$400 a year, Council wants us to subscribe to this register. Will help us to any grants that are available. There was mention of a State Register but there is no such thing.

Kathy is requesting at the next Round Table that business cards be made for all Council members. Kathy brought up about adopting Red Schmarek Park to take care of it, whatever became of it. They wanted us to have a plaque for this to show that we are taking care of it. Mark said he'd check with City Hall about this.

Kathy brought up to Council that Mark is no longer involved with gaming. Kathy said resumes have to be turned into the office.

Dennis Cawthorne contract was brought up. Retainer agreement for one year. He will be lobbying for State agency. He's been working with us since January. Motion to adopt resolution 96-0303-02 contract with

Cawthorne, McCollough & Cavanagh. Moved by Kathy, supported by Bonnie, all in favor. Opposed (0). Motion carried.

Kathy made motion that be added to the Enrollment application whether a person is a Veteran. Supported by Margaret & Jerry, all in favor, 1. Opposed (0).

Kathy asked if Kim Epley & Gary can come back and Mark hasn't gotten a hold of them yet.

Note that all Council members are responsible to get a hold of office if they cannot attend meetings and they are responsible to get their own proxy. Inform proxy of what's going on.

Kathy complimented Mark on all the items and how the Agenda was set up. Kathy said send these types of things regular mail because they get there faster. Bulk mailing is too slow. It was agreed that all Council Members should be mailed by regular mail.

Kathy brought up about someone signing the checks in the office. Kathy recommended Diane, Mark suppose to ask her. Deadline for check request is Monday morning by 8:00 a.m. Bob mentioned at last meeting about sending flowers to Patty Marks, that has not been done. Something has to be done because she goes over and beyond what her contract states to help the tribe. Tom Celina, Manuel Luhahn, Ronny Lopez, Knute Knudsen should all be sent a Thank you card for all the help they've given us.

On Community calendar we should advertise for different events. Brought up that Cultural Preservation should be aware of this for upcoming Pow wow.

Wayne State survey. We never got anything final on this. Susan said she'd check into this.

III. NEW BUSINESS

A. Manistee Art Institute. We will subscribe as a contributing member which there will be a \$30 charge. Bonnie moved to do a motion, all in favor, I. Opposed (0). Carried.

B. Amendment of Enrollment application was done prior in the meeting under old business.

C. Land Use Acquisition Committee. This was brought up at the Round Table. Nine committees, a member from each committee along with one Council member and a couple of community members who are not on any committees. Twelve people to serve. Mark didn't know if committees discussed this. Send a memo out to all committee members to let them know of this so they can recommend one person per their committee. Bring back up at Round Table on March 17.

D. Committee Charters. Do this before the Council meeting so if things need to be voted on or brought up they can be done at Council meetings. Education Committee needs to be added in this.

Suggested 9-1:30 meetings with each committee - 1/2 hour intervals. Break for one hour hold Council meeting after that. Suggested that the meeting start around 2:00 p.m., or so.

F. Pow wow raffle license. Fill out application the way we want it and give to Richard McCullon. Will use VFW license for now but should have our own. Send letter out from Bob of a waiver of responsibilities that VFW is not responsible for distribution of funds. Holding raffle for us. VFW needs in writing a letter. Kathy motioned, Bonnie seconded, all in favor, I.

IV. CONCLUDING BUSINESS

A. Next meeting. Sunday, April 14, 1996. Round Table is before Council meeting to be held on Sunday, March 17, 1996.

March 23, 1996, June Sam brought up about tribe donating items for their bake sale. Asking about this because of us getting the Stronach Hall for free. June said she'd be willing to pick up baked items at office if called.

B. Adjournment. Kathy motioned, Bonnie supported, all in favor, I.