

RECEIVED
TRIBAL COUNCIL

2019 JAN 15 AM 11:56

Little River Band of Ottawa Indians



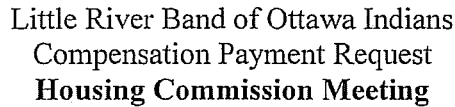
*Housing Commission Meeting
Aki maadiziwin Conference Room
2953 Shaw Be Quo-Ung
Manistee, Michigan 49660*

December 13, 2018

Agenda

1. Prayer
2. Call to order/Roll Call:
3. Approval of Agenda:
4. Approval of Minutes:
 - a.
5. Housing Department Update:
6. Unified Legal Update:
 - a.
 - b.
7. General Business: Old/New
 - a.
 - b.
8. Hearing/Close Session:
9. Public Comment:
10. Next Meeting Date:
11. Adjournment:

2018 NOV -9 AM 6:59



11-8-18
Date
11/8/18
Date

11-8-18

Present - Judy, Theresa, Clise,
Marolla, absent Julia, phone.

Resigned - Johnny Patemi

Agenda - All approved
Minutes

10 AKI homes fair market for purchase
will be called

- ① Fair Market Purchase Program
- ② Independent Owned Unit Program
- ③ Native Independent Home Ownership Program

Shedding is at AKI is moved & ready
to use.

Elders
Department - will be selected by lottery after elders from
Elder Rows are given choice

Dec. 13 - Meeting with residents who want to buy
15 / a fair market home.

Judy H. Andenburgh



Little River Band of Ottawa Indians
Housing Department
Mailing Address: 2608 Government Center Drive
Physical Address: 2953 Shaw Be Quo ung
Manistee, Michigan 49660
231-723-8288

HOUSING DEPARTMENT
Activity Report
For November 2018

I. Housing Activities.

- A. Construction continues on the Elders Apartment Complex at Aki maadiziwin.
- B. The department met twice this month with Elise McGowan-Cuellan Staff Attorney's and Bill Willis, Members Services Lead.
- C. The salt spreader was installed on the 2018 Chevrolet 2500 Silverado maintenance truck.
- D. The department mailed out a letter/survey for the Housing Commission to all tenants at Aki maadiziwin that live in fair market housing to see if they are interested in purchasing their rental unit. The program is called Native Independent Home Ownership Program. (please see attachment)
- E. The department attended training on the new time clock system (EWS).
- F. During the month the Department performed the following activities.
 - Lease renewals due during the month: 3
 - Leases renewed: 2
 - New leases: 0
 - Annual Inspections: 3
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- G. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2018 in the amount of \$75,000, with additional funding of \$15,000.00 by Housing Department budget modification.
 - Applications received this month: 2
 - Number of Awards made during the month: 1
 - Amount of Awards made for the Month: \$5000.00
 - Total Number of Awards made during the Year: 16
 - Total Amount of Awards for the Year: \$73,611.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 3
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Johnson & Wood LLC the tribes HVAC sole source company is continuing with the annual preventative maintenance inspections on the mechanical items in all the homes.
- B. Please see the attached daily log kept by the Housing Maintenance Technicians. This log is not intended to be an in depth description of the work performed each day, but instead a snap shot of their daily activities.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 69 rental units in total of which 68 were rented giving us an occupancy rating of 99%.

- A. Aki has 45 income based rental units of which 45 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 28 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
- B. Aki has 24 Fair Market rentals and 23 are rented.

V. Significant Problems and Accomplishments.

- A. None

VI. Plans for the Future.

- H. Continue construction of the Elders Apartment Complex at Aki maadiziwin.

VII. Other Information

- A. None

**End of Report
Michelle L. Pepera
Administrative Assistant
December 13, 2018**

Attachments: November 2018 daily maintenance log, attachment
Letter/Survey from the Housing Commission

Cc: File

Housing 2018
Daily Worksheet

Date 11-5 Start Winter hrs 6am-2³⁰pm, Cleaned and repaired and tested Dryer @ Shop, Installed Blower and back blade on Kubota tractor, Fri Installed new photo cell Eye for street lamps, installed tenant supplied Shower head and Inspected washer @ 2693 OC

Date 11-6 took New truck to Mears Service Center for Salter install, Installed Plexi Glass on Fireplace @ 2708 OC
Cleaned bathroom @ Shop

Date 11-7 Got Quote From Gillroy's for new outdoor lights @ shop, Replaced Tenant supplied Toilet Seat @ 2641 OC
@ Got Quote for winter gloves and glasses From Fastenall
Clean and organize work bench @ Shop, checked underside of Greg truck

Date 11-8 Installed Pole Covers for sledding hill, cleaned up power tools and started cleaning/organizing wood/Paint Shop area, Installed Salter on Greg truck verified working

Date 11-9 Continued Cleaning wood shop area, Picked up New truck From Mears, Went over work orders/annual inspections with MP Picked up Egress window Cover From Carter Lumber

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 11-12 Holiday

Date 11-13 Plowed and salted lots & walks, Cleaned Drives
Submitted Final Lawn Maint Worksheet for Season
Staged Salt bag for loading salters, Receipts and
Completed Work Orders, Attached plow to Red Housing
Truck

Date 11-14 Checked Street light back half of Circle, Breaker
tripped, reset covered Photo Eye breaker tripped again
Emailed other Maintenance for Light info, Email MP to have
C&I look @ Lights, spoke to Builder about clearing snow from
job site for Deliveries, Installed Egress Window Cover @ 2638.00
Received Plow list/Map for season (62 and older), Unplugged toilet
@ 2070.00

Date 11-15 Checked walks and lots, Checked for plumbing leak
@ 2581.00, No leaks found, Checked pricing and availability
of toilet and materials to install for Elders @ 2711.00 from
Home Depot, Checked on appliance parts on backorder, Cleared
59ch walks, Fueled Red truck

Date 11-16 Picked up turkeys from Casino ~~ware~~ loading area
got Quote for plow light and snow brush for new truck
Installed mounting bracket for salter vibrator in new truck
Salted Hill, Scraped hill,

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 11-19 Picked up Plow Straps and snow brush for new truck,
Five new Light Fixtures for exterior of Shop, High rise toilet,
Seat, rings, supply line for 2711 OC Elder unit
Talk to Johnson + Wood about used water heaters being removed
Scheduled light fixture replacement for 2677 OC

Date 11-20 Installed new Exterior Lights @ Shop,
Installed 2 new Light Fixtures in hallway @ 2677 OC
Spoke to Scott from C+I about Street lights
Installed Straps on new plow truck, Emailed B. Evans @ Berger
about plow truck lights

Date 11-21 Salted Lots + Walks, Filled totes at entrances
Handled in Receipt for Shop Lights, Tightened Shower handle
Installed new Microwave, checked on water heater Dave
from S+W to look at it @ 2596 IC

Date 11-22 Holiday

Date 11-23 Holiday

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 11-26 Salted lots / walks

Replaced toilet with Highrise Elongated @ 2711 OC
Replaced bulbs and purchased More bulbs for snowflakes

Date 11-27 Salted lots / walks

hung snowflakes, Called Tim @ Mears about plow lights
Submitted BIA Worksheet, Inspected Door Weatherstrip
and Frigide door @ 2690 OC
New EWS Training

Date 11-28 Cleared humidifier Drain hose @ 2708 OC

Got Quotes for handrail tooling, AC and DC powered
brad Nailers for shop, Quote for Black Nitrile Glove
Case, Cleaned up toilet from 2701 OC store for possible
future use

New EWS Training

Date 11-29 Salted lots + walks, Cleared shop lot

Checked washer for proper operation after investigating with
other tenant with same Model @ 2693 OC, Picked up water heater
from EUNA Driver @ Casino For 2480 OC

New EWS Training

Date 11-30 Mileage, Receipts, Daily logs EOM paperwork

Salted lots + walks, Clean organize Salt bag, Remove
trash from Shop area, Put toilet into storage, got
Christmas notes down for Monday, Annual inspection @ 2636 IC
Cleaned windows, Mirrors on Grey truck

Thank you for filling out this Daily Worksheet

Little River Band of Ottawa Indians



Housing Commission
2608 Government Center
Manistee, Michigan 49660

November 21, 2018

Fair Market Housing Residents,

It has been brought to the attention of the Housing Commission that many of you are interested in purchasing the homes that you are currently living in. In response, the Commission has been working on a program that will assist the residents of fair market homes to purchase their homes.

On December 13, 2018, at 1:00pm and on December 15, 2018, at 10:00am, the Housing Commission will have meetings open to fair market housing residents to discuss purchasing homes. Potential lenders and Housing Department employees will present information about financing purchase of homes and the LRBOI down payment assistance program. If you are interested in purchasing your home, attendance to this meeting is mandatory.

If you have any questions and to RSVP by December 3, 2018, please contact Michelle Pepera in Housing at (231) 398-6875. Please fill out the survey included in this letter and return to the Housing Department by December 3, 2018. Returned survey participants will be entered into a raffle for a prize announced December 3, 2018.¹

Thank you,

A handwritten signature in cursive script that reads "Judy Hardenburgh".

Judy Hardenburgh

Housing Commission Chairperson

¹ All responses will be kept confidential.

Native Independent Home Ownership Program

Name: _____

Please select what is best describes you:

- ☐ I want to purchase the home I am in.
- ☐ I want to purchase my home but it is not a good time right now.
- ☐ I want to purchase a home, but not here in Aki.
- ☐ I do not want to purchase a home at this time.
- ☐ I do not have any interest in purchasing my home.

Thank you,

Housing Commission

Please know that your response will be kept confidential.

SAVE THE DATE

December 13, 2018, 1:00pm at AKI Community Center

Or

December 15, 2018, 10:00am at AKI Community Center