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Little River Band of Ottawa Indians  
Housing Commission Meeting  
Aki maadiziwin Conference Room  
January 19<sup>th</sup>, 2017

**Agenda**

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda
5. Approval of Minutes
  - a. October
  - b. November & Special Meeting
  - c. December
6. Department Update
7. Old Business
8. New Business
  - a. New Seats
  - b. Basketball Courts
  - c. Regulations/Resolutions need to be done.
9. Public Comment
10. Closed Session
  - a. tenant rent
11. Open Session
12. Policies and Procedures (limit discussion to ½ hour)
13. Next Meeting Date
14. Adjournment



**Little River Band of Ottawa Indians  
Housing Commission Report to Tribal Council  
January 19<sup>th</sup>, 2017**

**1. Housing Commission Members**

Chairperson: Julia Chapman  
Secretary: Marcella Leusby  
Commissioner: Jamie Friedel  
Commissioner: Karen Love  
Commissioner: Judy Hardenburgh

**2. Activities for the month of**

Resolution 16-1130-368  
Closed Session  
Getting monthly minutes done

**3. Special Concerns of the Commission**

Housing at Aki  
Problems at Aki concerning tenants  
Getting regulations done

**4. Attachments**

Minutes  
Agenda

Respectfully,

Marcella Leusby

Housing Commission Secretary

# Little River Band of Ottawa Indians



## Housing Commission Meeting Aki Maadiziwin Conference Room January 19<sup>th</sup>, 2017 MEETING MINUTES

The Little River Band Housing Commission meetings was held at Aki Conference Room on. Following are the minutes of that meeting.

### 1-3. Opening Prayer, Roll Call and Stipend

Meeting was held on January 19<sup>th</sup>, 2017 at 9:10 am. Judy Hardenburgh left at 1:00pm. Commissioner Julia Chapman called meeting to order.

#### Roll Call

|                       |                      |                    |
|-----------------------|----------------------|--------------------|
| Judy Hardenburgh-here | Marcella Leusby-here | Julia Chapman-here |
| Karen Love-here       | Jamie Friedel-absent |                    |

Quorum: 4-0-1-0

Others Present: Housing Director Frank Figgles, Housing Admin Michelle Pepera, Janice Shaw. Council members: Shannon Crampton, Sandy Lewis, Ron Wittenburg. Sandy left at 9:20 am. Shannon left shortly after.

### 4. Approval of Agenda

Motion to approve the Agenda for: October 20<sup>th</sup>, 2016

Motion carried: Commissioner Marcella Leusby moved to accept agenda.

Supported by: Commissioner Karen Love.

|                      |                     |                      |
|----------------------|---------------------|----------------------|
| Judy Hardenburgh-yes | Marcella Leusby-yes | Jamie Friedel-absent |
| Karen Love-yes       | Julia Chapman-yes   |                      |

Motion Carried: 4-0-1-0

### 5. Approval on Minutes

Motion to approve minutes: October 20<sup>th</sup>, 2016 Minutes with corrections. Commissioner Judy Hardenburgh moved to accept October minutes.

Seconded by Commissioner Karen Love.

Motion to approve November 17<sup>th</sup> 2016 minutes with corrections. Commissioner Judy Hardenburgh moved to accept with Commissioner

Seconded by Commissioner Marcella Leusby.

Motion to approve Special Meeting/November 7<sup>th</sup>, 2016 with corrections. Commissioner Karen Love moved to accept minutes with corrections.

Commissioner Judy Hardenburgh seconded.

Motion to accept December 15<sup>th</sup>, 2016 minutes with corrections. Commissioner Judy Hardenburgh moved to accept minutes with corrections.

Commissioner Marcella Leusby seconded.

|                       |                      |                       |
|-----------------------|----------------------|-----------------------|
| Judy Hardenburgh- yes | Marcella Leusby- yes | Jamie Friedel- absent |
| Karen Love- yes       | Julia Chapman- yes   |                       |

Motion Carried: 4-0-1-0

**6. Policies and Procedures:** None

**7. Department update:** Frank gave Director's report.

**8. Old Business:** None

**9. New Business:** We finished up with Resolution 16-1130-368: Requires minimum income of \$6000.00 to move into Aki as of January, 2017. All new leases will abide with this new rule starting January, 2017 and it will affect all tenants except elders.

We need to do an ordinance to ask for money out of the Housing Stock Reserve so build some houses at Aki starting this spring. We also need to do 2 new regulations regarding appliances and Playground rules at Aki housing. We have Chapters 4 and 6 done. Chapter 1 is up. We talked again of possibility using the housing drafts from the houses being built in Muskegon, need to start looking for contractors to build houses at Aki.

Commissioners decided to invite Shelley Kequom, Robert Medacco, Pat Wilson and certain tenants to a meeting in February to discuss a problem that happened at Aki housing during the month of December, 2016.

|                       |                       |                 |
|-----------------------|-----------------------|-----------------|
| Marcella Leusby- yes  | Jamie Friedel- absent | Karen Love- yes |
| Judy Hardenburgh- yes | Julia Chapman- yes    |                 |

Motion Carried: 4-0-1-0-

**10. Public Comment:** Shannon Crampton wanted to why Tribal Council liaisons can't attend closed sessions. Commissioners said closed sessions were hearings that only concern the Commission and the tenant involved. Housing department is in on board for the first part of the meeting to tell the Commission what the closed session is about then they are excused. Only people that can attend are the tenant and Commission.

|                       |                       |  |                    |
|-----------------------|-----------------------|--|--------------------|
| Judy Hardenburgh- yes | Marcella Leusby- yes  |  | Julia Chapman- yes |
| Karen Love- yes       | Jamie Friedel- absent |  |                    |

Motion Carried: 4-0-1-0

**11. Open Session:**

|                   |                  |  |                |
|-------------------|------------------|--|----------------|
| Judy Hardenburgh- | Julia Chapman-   |  | Jamie Friedel- |
| Karen Love-       | Marcella Leusby- |  |                |

Motion Carried: None

**12. Closed Session:** Moved to close session at 9:15 am. Issue is increase of Tenant Rent. Commissioners agreed to let tenant pay \$72.00 back rent for month of October. Went back into open session at 10:20 pm.

|                       |                       |                      |
|-----------------------|-----------------------|----------------------|
| Jamie Friedel- absent | Judy Hardenburgh- yes | Marcella Leusby- yes |
| Julia Chapman- yes    | Karen Love- yes       |                      |

Motion carried: 4-0-1-0

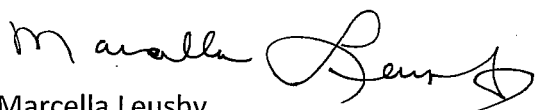
**13. Next Meeting:** February 16<sup>th</sup>, 2017

**14. Adjournment:** Commissioner Karen Love moved to adjourn the meeting, Commissioner Julia Chapman seconded. Meeting closed at 2:00 pm.

|                      |                          |                       |
|----------------------|--------------------------|-----------------------|
| Karen Love- yes      | Julia Chapman- yes       | Jamie Friedel- absent |
| Marcella Leusby- yes | Judy Hardenburgh- absent |                       |

Motion carried: 4-0-1-0

Respectfully,

A handwritten signature in black ink, appearing to read "Marcella Leusby", with a stylized flourish at the end.

Marcella Leusby  
Commission Secretary



## **Little River Band of Ottawa Indians**

Housing Department

Mailing Address: 2608 Government Center Dr.

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

### **HOUSING DEPARTMENT ACTIVITY REPORT**

**For**

**December 2016**

#### **I. Housing Activities.**

- A. Punch lists were completed for the two new income based (HUD) rental units at Aki on December 5, 2016. The contractor will return in the spring to determine adequate germination of the grass seed. The Housing Department has to purchase and install window treatments for both of the units in preparation for occupancy.
- B. The punch list for the Pavilion was completed by The Design Forum and the contractor will have to return in the spring to perform some exterior painting as well as to determine adequate germination of the grass seed.
- C. EWONAP advised they had completed their Remote Audit and will be providing the results in the near future.
- D. I have been in contact with several lending institutions that participate in the section 184 Lending program. I have been discussing with them a prequalification process and they have been providing information that would be necessary for the prequalification. I have also spoke to Michelle Lucas regarding the selection of a lending institution and was advised an RFP is not required for the selection of a financial institution to work with. Therefore I expect to make a decision in January 2017 and begin the prequalification preparation.
- E. During the month the Department performed the following activities.
  - Lease renewals due during the month: 1
  - Leases renewed: 3
  - New leases: 1
  - Annual Inspections: 1
  - Move-out Inspections: 0
  - Move outs: 0
  - Transfers: 0
- F. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2016 in the amount of \$50,000. We have added another \$20,000 to this budget by a budget modification from the Housing Departments Budget. In addition Tribal Council approved a supplemental appropriation adding another \$5,000 to the grant amount in December. The total now available for the DP & CC grant is \$75,000.

Applications received this month: 2  
Number of Awards made during the month: 1  
Amount of Awards made for the Month: \$3,633.00  
Total Number of Awards made during the Year: 20  
Total Amount of Awards for the Year: \$73,184.06.

**II. Rental Payment Information for the Month.**

- A. Notice of Delinquency issued: 1
- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

**III. Condition of Properties.**

- A. 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.**

- A. LRBOI Housing has 62 rental units in total of which 57 are rented giving us an occupancy rating of 92%. Aki has 55 rental units of which 51 were rented during the month.
- B. Aki has 11 low income elder designated rental units and 11 units are rented.
- C. Aki has 32 low income family rental units and 28 are rented.
- D. Aki also has 12 fair market rentals and 12 are rented.
- E. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- F. We also have 2 short-term rentals in the City of Manistee and one is rented.

**V. Significant Problems and Accomplishments.**

**A. Accomplishments:**

- 1. Substantial completion of two new HUD rental units and the Pavilion and therefore bringing us in compliance with the IHP for 2016.

**B. Problems:**

- 1. We are having problems filling the 3 bedroom income based vacant rental units as Applicants are not responding to our Requests for information to perform the suitability review for the household. If they do not respond we move the Application to the bottom of the waiting list and move onto the next Applicant. We now have gone through the 3 bedroom list and are at the Applicants who we moved to the bottom of the list a month ago as they did not respond to our inquiries then.

**VI. Plans for the Future.**

- A. Developing 10 more Fair Market Rental units for Home Ownership at Aki maadiziwin.

**VII. Other Information**

- A. None.

**End of Report  
Frank Figgels  
Housing Director**

Attachments: December Daily Work log  
Cc: file

Employee: Housing

Date/Location/Description

Print Neatly

2015 HOUSING  
Daily Worksheet

Date 12-5 Salted walks Downstairs  
Handed in Daily Log + Job Description Paperwork for HR  
Worked on 2615 OC

Date 12-6 Completed 2615 OC  
Salted walks Downstairs  
Rep. Replaced shower handle valve, Rebuilt sink in rear of house, checked plumbing for leaks no leak present @ 2637 OC  
Replaced wax Rings and Johnny Bolts @ 148 Ford St.

Date 12-7 took Appliance to new houses  
2621 + 2629 OC  
Started @ 2654 OC

Date 12-8 Assisted Utilities with meter swap @ Vacants  
and shop, WD @ 2708 OC  
Continued @ 2654 OC

Date 12-9 Continued @ 2654 OC  
Plowed Lots Salted walks + Lot  
Cleaned Drives

Due Every Friday

Thank you for filling out this Daily Worksheet

# Housing

Date/Location/Description

Print Neatly

Daily Worksheet

Date 12-12 Plowed Salted ~~Dr~~ Lots & walks  
Cleared Drives Elder, HC, 62 older (Larry Fox intown)  
Receipts, updated maps, Checked Vacant for new tenant  
Look @ Garage Door @ 2644 IC

Date 12-13 Completed w/d for 2711 OC, Continued @ 2654 OC  
took Christmas Decorations downstairs,  
Salted Lots/Walks

Date 12-14 Salted Lot Downstairs, cleared intown Drive @ <sup>230 9th</sup> ~~148 Ford~~  
Continued @ 2654 OC

Date 12-15 Plowed & Salted lots/walks Cleared Drives  
Cleared Drive @ ~~148 Ford~~ 230 9th  
Continued @ 2654 OC

Date 12-16 Salted Lots upper & Lower  
~~Checked~~ Cleared Drive intown @ ~~148 Ford~~ 230 9th  
Continued @ 2654 OC

12-17 Plowed, lots & Drives

12-18 Plowed, lots Drives Due Every Friday

Thank you for filling out this Daily Worksheet

# Housing

Date/Location/Description

Print Neatly

Daily Worksheet

Date 12-19 Cleaned Walks + Salted, Took grey truck to Manistee line to get Brakes Fixed, Took Red Truck to Roger to get Brakes Fixed, Timesheets

Date 12-20 Cleared walks, Drives, Lots, with tractor Salted using walk behind Satter ~~Lat~~ + walks + HC Parking, Recreiving area behind BLD. Continued @ 2654 OC Ordered Materials for HC Ramp @ 2690 OC

Date 12-21 Repaired Garage Door 2683 IC, Called for Material Delivery for Ramp, Cleaned Drives went to 2116 in crawl space for water leak (Heating guy put sump pump lid on wrong so water was backing up also flipped switch on fan for winter, Started on HC Ramp for 2690 OC

Date 12-22

Date 12-23

Due Every Friday

Thank you for filling out this Daily Worksheet