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TRIBAL COUNCIL Little River Band of Ottawa Indians
2018 JUN 26 PM 3: 10



Housing Commission Meeting
Aki maadiziwin Conference Room

June 14, 2018

Agenda

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda
5. Approval of Minutes
 - a. *May Minutes*
6. Department Update
7. Old Business
8. New Business
 - a. Start Regulation on selling 10 new houses.
 - b. Getting all regulations updated and done
9. Public Comment
10. Closed Session
 - a.
11. Open Session
12. Policies and Procedures (limit discussion to ½ hour)
13. Next Meeting Date – July 12, 2018
14. Adjournment



Little River Band of Ottawa Indians
Stipend Payment Request
Housing Commission

Meeting Held on: June 14, 2018

Members Present at Meeting:

1. Judy Hardenburgh Judy Hardenburgh Attended? Yes ☒ No ☐
2. Julia Chapman Julia Chapman JH Attended? Yes ☐ No ☐ By phone
3. John Pabami _____ Attended? Yes ☐ No ☐
4. Teresa Callis Teresa Callis Attended? Yes ☒ No ☐
5. Marcella Leusby Marcella Leusby Attended? Yes ☒ No ☐

Sandra Lewis (no stipend) Sandra Lewis Attended? Yes ☒ No ☐

Shannon Crampton (no stipend) Shannon Crampton Attended? Yes ☒ No ☐

Ron Wittenberg (no stipend) _____ Attended? Yes ☐ No ☐

Meeting start time: 10 am

Meeting end time: 12:05 pm

The stipend for this Commission is \$100.00 for attendance in person.

Is paid from budget/line # 1000-100-5206-528

Certification

By the officer's signatures below, this commission certifies that the meeting identified above took place and the members listed were present and that the stipend should be paid to the members present.

Judy Hardenburgh
Chairperson Signature

6-14-18
Date

Teresa Callis
Commissioner Signature

6/14/18
Date



**Little River Band of Ottawa Indians
Housing Commission Report to Tribal Council**

June 14, 2018

1. Housing Commission Members

Chairperson: Judy Hardenburgh

Secretary: Marcella Leusby

Commissioner: Julia Chapman

Commissioner: Theresa Callis

Commissioner: John Pabamie

2. Activities for the month of

June 14, 2018

3. Special Concerns of the Commission

Getting Regulations done for 2018

Get training for Housing Commission

Do Home Ownership program for new houses.

4. Attachments

Respectfully,

Marcella Leusby

Housing Commission Secretary

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room

May 10, 2018

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

Commissioner Judy Hardenburgh called meeting to order at 10:05 AM

Roll Call:

Judy Hardenburgh- Here	Marcella Leusby- Here	Julia Chapman- Here-by phone
John Pabami- Here	Teresa Callis- Here	

Quorum: 5-0-0-0

Others Present: Lawyer Alisha McGowen-Cuellar, Frank Figgles, Michelle Pepera

Council members:

4. Approval of Agenda

Motion to approve the Agenda for:

Motion carried: Commissioner John Pabami moved to accept agenda.

Supported by: Commissioner Marcella Leusby, all approved.

Judy Hardenburgh- Yes	Marcella Leusby- Yes	Teresa Callis- Yes
John Pabami- Yes	Julia Chapman- Yes	

Motion carried: 5-0-0-0

5. Approval on Minutes

Motion to approve April minutes: April Minutes

Motion carried by Commissioner John Pabami to approve May minutes

Supported by: Commissioner Teresa Callis, all approved.

Judy Hardenburgh- Yes	Marcella Leusby- Yes	Teresa Callis- Yes
John Pabami- Yes	Julia Chapman- Yes	

Motion carried: 5-0-0-0

6. Policies and Procedures: Went over Chapter one, voted to accept Chapter 1.

Regulation R700-02: HC-1.

Commissioner John Pabami moved to accept Chapter one-R700-02: HC-1.

Commission Marcella Leusby seconded, all approved.

Judy Hardenburgh- Yes	Marcella Leusby- Yes	Teresa Callis- Yes
John Pabami- Yes	Julia Chapman- Yes	

Motion Carried: 5-0-0-0

7. Department update: Frank Figgles read his monthly housing report for the last time. After 9 years he will be retiring the end of this month. We thank him for his service and we will miss him.

8. Old Business: None

9. New Business: New HC members on board this month. They are Marcella Leusby, Teresa Callis and John Pabami. Welcome aboard!

They are starting to build two new houses at Aki. Only appliances that will be put in are a refrigerator, stove, washer and dryer. John asked who took care of the elders plowing and grass cutting at Aki. Frank told him maintenance takes care of elders 62 and older, and the ADA houses. Any elder who has someone able living with them takes care of their own yard.

Marcella reminded everyone with the meeting with council on May 24.

10. Closed Session: Closed open session and went into closed session at 11:00 am.

Commissioner John Pabami moved to go into closed session.

Chairperson Judy Hardenburgh seconded, all agreed.

Marcella Leusby- Yes	John Pabami- Yes	Teresa Callis- Yes
Judy Hardenburgh- Yes	Julia Chapman- Yes	

Motion carried: 5-0-0-0

11. Open Session: Went from Closed to open session at 11:37 am.

Councilperson John Pabami moved to go from closed to open session.

Councilperson Teresa Callis, seconded. All agreed.

Judy Hardenburgh- Yes	Julia Chapman- Yes	John Pabami- Yes
Teresa Callis- Yes	Marcella Leusby- Yes	

Motion carried: 5-0-0-0

12 Public Comment: None

John Pabami-	Judy Hardenburgh-	Marcella Leusby-
Julia Chapman-	Teresa Callis-	

Motion carried:

13. Next Meeting: June 14.

14. Adjournment: Commissioner Teresa Callis moved to adjourn the meeting at 12:30 pm.

Commissioner Marcella Leusby seconded. All agreed to close meeting.

Teresa Callis- Yes	Julia Chapman- Yes	John Pabami- Yes
Marcella Leusby- Yes	Judy Hardenburgh- Yes	

Motion carried: 5-0-0-0

Respectfully,

Marcella Leusby
Commission Secretary



Little River Band of Ottawa Indians
Housing Commission

Special Meeting with Council

May 24, 2018

Present: Judy Hardenburgh, Marcella Leusby, Theresa Callis.

Absent: John Pabami and Julia Chapman

Council called a special meeting with the Housing Commission to go over the wants and needs of the Commission.

Council would like the Commission to receive training on learning about NAHASDA, NAIHC and some training on Housing regulations and rules.

We were asked if there was anything council could do to make our meetings go easier. We told them we have had trouble with having a computer on hand and the meetings are getting longer and faster so we thought a small recorder would be nice to have. Council said they would look into getting a laptop and a recorder for us.

They would like us to write a Regulation on the sale of the new houses at Aki. They told us to look at the Pokagen's regulations on their housing department.



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

May 2018

I. Housing Activities.

- A. The Construction Task Force is moving forward with the construction of two four-bedroom Fair Market rentals at Aki.
- B. The Construction Task Force approved the landscaping for the Aki 10 Fair Market rental units completed this winter. Frank had discussed with the contractor the start of this work at about the same time they mobilize for the start of the construction of the two new Fair Market units. I spoke with Ron Stroup and he stated work should begin around the first of June.
- C. During the month the Department performed the following activities.
 - Lease renewals due during the month: 3
 - Leases renewed: 5
 - New leases: 3
 - Annual Inspections: 3
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- D. 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.
 - Applications received this month: 3
 - Number of Awards made during the month: 2
 - Amount of Awards made for the Month: \$7667.00
 - Total Number of Awards made during the Year: 7
 - Total Amount of Awards for the Year: \$31,980.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 9
- B. Termination Notice(s) issued: 6
- 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.

LRBOI Housing Department has 67 rental units in total of which all 67 were rented giving us an occupancy rating of **100%**.

- 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 22 Fair Market rentals and 22 are rented.

V. Significant Problems and Accomplishments.

- A. At this current time all the homes at Aki maadiziwin are occupied. The three maintenance techs are getting caught up on all maintenance work orders. This past month they also maintained and stored the winter equipment.
- B. Mailed the quarterly tri fold newsletter to all tenants (see attachment)
- C. Mailed to all tenants Frank Figgels farewell letter (see attachment)

VI. Plans for the Future.

- A. Development of an Elders Apartment Complex at Aki maadiziwin.
- B. The development of two four-bedroom Fair Market rentals.

VII. Other Information

- A. None

End of Report
Michelle L. Pepera
Administrative Assistant
June 7, 2018

Attachments: May 2018 daily maintenance log
Newsletter sent to all tenants
Frank Figgels farewell letter

File

Housing 2018
Daily Worksheet

Date 4/30 EOM paperwork, Receipts, Completed w/o handed in
Continued @ 2658 IC. } changed Tub plumbing Valve in
2641 OC.

Date 5/1 Continued @ 2658 IC, Picked up Paint and Materials
for Painty and took to tenant @ 2677 OC

Date 5/2 Continued @ 2658 IC

Date 5/3 Adjusted Freezer Door and checked Dryer Vent for
Blockage @ 2684 OC, Checked toilet for leak. Replaced Wax Rings
and Supply Bolts, Flush valve @ 2637 OC
Replaced Faucet, Cleaned & tightened Drain Fittings @ 2680 OC
Checked 2646 IC for New tenant Move in took 1 trash can

Date 5/4 Receipts, cut & Painted board for cabinet Base reinforcement
checked Stove & Microwave @ 2698 OC, Need to order stove, ~~not~~
Microwave - tenants not having supplied, Gave info to MP for stove,
Continued @ 2658 IC

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 5-7 2685 CONT PAINTING & CLEANING

Date 5-8 LOCATE BOUNDARY STAKES LOT 50-51
2685 CONT PAINTING & CLEANING
REPLACE BREAKFAST SHOP

Date 5-9 Continued @ 2685 IC

Date 5-10 Continued @ 2685 IC

Date 5-11 Continued @ 2685 IC
Checked water heater @ 2719 IC informed Chad possible
Lower element out

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 5-14 Continual @ 2658 IC, Filled diverts from winter,
Removed Plow Markers, Annual Inspection @ 2708 OC
Checked 2624 IC for new tenant move in

Date 5-15 Cont. @ 2658 IC, Picked up Washer Appliance @
Sears, Meeting with All housing Staff about elder Apartments

Date 5-16 Continual @ 2658 IC,

Date 5-17 Continual @ 2658 IC, Got Quote for Rear tires
Zero turn Kubota, walked Main Drive picked up debris
before first mowing,

Date 5-18 Continual @ 2658 IC,
Repaired toilet tank Fill valve @ 2677 OC

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 5-21 Continued @ 2658 IC

Date 5-22 Prepared mowers / Tractor
Started Mowing

Date 5-23 Opened 2658 I for Carpet installers
Mowed grass

Date 5-24 No Lake

Completed 2658 IC

Date 5-25 No Lake

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 5-28 Holiday

Date 5-29 No Service

Date 5-30 Replaced toe spool and adjusted Toe stopper, repaired Mail Box Post @ 26416 IC, Installed new O Rings, greased Kitchen Faucet @ 2690 OC, Cleaned Ceiling fans @ 2680 OC, 2726 OC, and 2711 OC Pulled out Three Buses, Compacted Dumpsters

Date 5-31 Checked Dryer vent checked Flow @ 2615 OC Caulked Counter top, Checked Washer, Checked basement for signs of leaks @ 2607 IC Informed MP Washer needed for 2607 IC, Took tires off of Zero turn took to Roger to install new tires, Turned on AC Unit @ 2693 OC ~~Checked~~

Date 6-1 Picked up tires for Zero turn & Gray truck from Roger, Installed tires, Cardboard Run, clean shop area Meeting with BW and FF, Cleaned Bathrooms @ playground Mileage ~~End~~ End OF Month paper work

Thank you for filling out this Daily Worksheet

What's your number?
Please update your phone number with the Housing Department that way to set up an appointment for maintenance or a 3 party delivery we will have the right number on file to reach you. Thank you in advance for your cooperation.

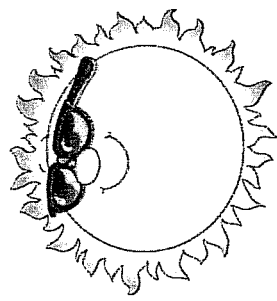


The Pavilion will be opening for the

Summer Season on May 25, 2018

and with warmer weather come's outdoor fun!

With that in mind we would like to ask every one to be respectful of your neighbor's right to the peaceful enjoyment of their residences and yards. When your children are using the playground please be sure they are being monitored so as to avoid misbehaving. We have had some instances of this which only adds to the importance of the parent's responsibility for their children.



Some tenants have expressed interest in having a **Neighborhood Garage/Yard Sale** this year, if you'd like to participate in this year's sale you will need to have a

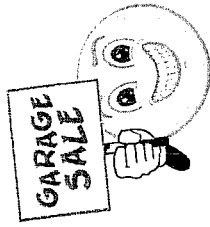
Concessionaire's Tribal Tax License which will be available in the housing office after May 15, 2018, at no cost to you.

Garage/Yard Sale

Memorial Week-end

May 24-26, 2018

8-4 Daily



IT You'd like your exterior of your home treated for spiders, ants, wasps, hornets and bees, please stop by the Housing Department to sign a Release form by May 31, 2018, the Material Safety Data Sheet will also be available for your review.

The spray's will take place in June, July and August 2018, **NO LATE SUMMISSION CAN BE ACCEPTED, SORRY!**

"Adopt a Bed"

Garden bed that is, Spring has Sprung and it's never too early to start planting your seedlings, if you would like to adopt a garden bed please call the office @ 398-6875, with the bed number you'd like to adopt, while they last, one per household (beds are located next to the maintenance pole barn).

REMINDER: As the weather gets warmer the tick population activity in Michigan begins to increase, during the months of May, June and July. Use insect repellent containing DEET or Picaridin, Bathe or shower after coming indoors to wash off and more easily find ticks that are crawling on you. Perform daily tick checks. Always check for ticks after being outdoors, even in your own yard. For more information visit www.michigan.gov/emergingdiseases

Spring Clean Up

Your Housing Department has reserved Two dumpster's for May 23-May 30, 2018, they will be located at the North & South cul-de-sacs. Items that are not allowed in the dumpster are tires, yard waste, liquid flammables and Freon appliance

Clip & Save

Little River Tribal Events

Listed below are just a few events going on in your Tribal Community. Watch for more events and details in the next Currents and Rapid River News

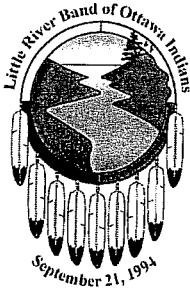
- **Memorial Day May 28, 2018**
Government Office's Closed
- **Elder's Committee Meeting**
June 2, 2018, Aki Community Center
Lunch served at noon meeting to follow
- **Jiingtamok 2018 — Pow Wow**
June 30 & July 1, 2018
at the Tribal Gathering Grounds
- **Independence Day July 4, 2018**
Government Office's Closed
- **25th Annual Anishinaabe Family Language/Culture Camp July 27-29, 2018** at the Tribal Gathering Grounds, Bring your nation flag & Giveaway Gift.
- **Labor Day September 3, 2018**
Government Office's Closed
- **Fall Membership Meeting**
October 13, 2018 @ LRCR

Housing Commission Meeting Dates 2018

Regular Housing Commission meetings have been established for the second Thursday of each month starting at 10:00 a.m.

All meetings held at Aki Conference Room

June 14, 2018	October 11, 2018
July 12, 2018	November 8, 2018
August 9, 2018	December 13, 2018
September 13, 2018	



Little River Band of Ottawa Indians
Housing Department
Mailing Address: 2608 Government Center Drive
Office Location: 2953 Shaw Be Quo ung
Manistee, MI 49660
(231) 723.8288

May 31, 2018

Dear Friends,

As many of you are aware my last day here is this Friday as I have finally made up my mind to retire.

As I reflect on my time here it's hard to believe I have been your Housing Director for over 9 years and I have actually worked for the Tribe for about 11. My first two years was with a joint venture known as Two Beavers Construction. I know some of you may recall that name.

As a Project Manager with Two Beavers we were involved in the construction of the Winter Garden at the Resort, the design and construction of the Convenience Store and construction of four new homes at Aki which had 17 units at that time.

When I started as the Housing Director we now had 21 homes at Aki, 7 units in the City of Manistee and Frankie Medacco with a pick-up truck for maintenance.

Things sure have changed at Aki maadiziwin thanks to the collaboration of many people including the Ogema, Tribal Council, Housing Commission, and Commerce department.

Aki now has 67 homes, a children's playground, a playground pavilion with restrooms, a Master Recreation Plan and the Aki Community Center. Our Housing Maintenance Technicians now have a year-round maintenance facility with the tools and equipment to take care of housing. Almost forgot, and we still have Frankie's truck!

We have also installed the natural gas, electric and the street lights infrastructure along Ching gawa she Rd. (East of Maw gaw ne quong Rd.) making it possible for the construction of a new Elder Apartment Complex planned to start later this year.

In addition to being the Housing Director I participated in the planning and design of the new Government Center as the Chair and Ogema's Representative on the Construction Task Force for 1 ½ years.

So much for the reflection, what I would most like to say is thank you to all of you for having me and the many good memories you have given me.

I would also like to thank the Elders for their teachings and especially Aunt Katie'ba who shared an office next to me along with her candor. I would also like to thank Robert Memberto'ba who I consider to have been my mentor going all the way back to the days of Two Beavers.

And finally to all of you in housing whom I have had the honor to be your Housing Director. THANK YOU!

Your friend and best wishes to all of you at LRBOI!

A handwritten signature in cursive script, appearing to read "Frank". The signature is written in black ink on a white background.