

*w/ correction***Little River Band of Ottawa Indians**

**Housing Commission Meeting
Aki Maadiziwin Conference Room
Special Meeting
August 3, 2017**

RECEIVED
TRIBAL COUNCIL
2017 SEP 28 PM 3:32

MEETING MINUTES

The Little River Band Housing Commission meetings was held at Aki Conference Room on August 3, 2017. Following are the minutes of that meeting.

1-3. Opening Prayer, Roll Call and Stipend

The meeting on was called to order at 9:00 am.

Commissioner Judy Hardenburgh called meeting to order.

Roll Call

Judy Hardenburgh-here	Marcella Leusby-here	Julia Chapman-here
Karen Love-late		

Quorum: 4-0-0-0

Others Present: Housing Director Frank Figgles, and Housing Department Admin Michelle Pepera .

Council members: Ron Wittenburg, Sandy Lewis, Jaimie Freidel

4. Approval of Agenda

Motion to approve the Agenda for August 3, 2017

Judy Hardenburgh-yes	Marcella Leusby-yes	Jaimie Friedel-yes
Karen Love-yes	Julia Chapman-yes	

Motion carried: 4-0-0-0

5. Closed Session

Motion to go into closed session by Commissioner Hardenburgh. Supported by K. Love

Judy Hardenburgh-yes	Marcella Leusby-yes	
Karen Love-yes	Julia Chapman-yes	

Motion carried: 4-0-0-0

Closed session completed at 10:50 a.m. Returned to open session at 10:50 a.m.

Commissioner Hardenburgh made motion and supported by Julia Chapman

Motion carried 4-0-0-0

6. Work Session on Elders Complex with Tribal Council

Tribal Council present: Ron Wittenburg, Sandy Lewis, Gary DiPiazza, and Frankie Medacco.

Discussed rental rates and construction. Fair market homes with two to three bedrooms. Two bedroom homes have a third bedroom in the basement. Two bedrooms homes are small with

no eating area with room for a table and chairs. Apparently these homes are to have a small eating ledge off the counter. All homes have a basement with an easement window. Construction is ongoing with a couple being fairly close to being finished.

7. Adjournment

Commissioner Hardenburgh made a motion to close the meeting at 11:55 a.m. K Love seconded.

Motion carried 4-0-0-0

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Karen Love".

Karen Love

Housing Secretary

W. / correction

Little River Band of Ottawa Indians



**Housing Commission Meeting
Aki Maadiziwin Conference Room
August 17, 2017**

MEETING MINUTES

The Little River Band Housing Commission meeting was held at Aki Conference Room on August 17, 2017. Following are the minutes of that meeting

1-3. Opening Prayer, Roll Call and Stipend

The meeting on August 17, 2017 was called to order at 9:00 a.m.

Chairperson Judy Hardenburgh called meeting to order.

Roll Call

Judy Hardenburgh-yes	Marcella Leusby-yes	Julia Chapman-yes
Karen Love-yes		

Quorum: 4-0-0-0

Others Present: Michelle Pepera-Housing Admin Assist. Mr. Figgels Housing Director.

Council members: Ron Wittenberg and Sandy Lewis

Tom St. Dennis

Mike Ceplina

4. Approval of Agenda

Motion to approve the Agenda for August 17, 2017:

Motion carried: Commissioner Julia Chapman moved to accept agenda.

Supported by: Commissioner Judy Hardenburgh

Judy Hardenburgh-yes	Marcella Leusby-yes	
Karen Love-yes	Julia Chapman-yes	

Motion carried: 4-0-0-0

5. Approval on Minutes

Motion to approve minutes: Commissioner Marcella Leusby moved to accept July 20, 2017 minutes.

Motion seconded by: Commissioner Karen Love.

Judy Hardenburgh- yes	Marcella Leusby- yes	
Karen Love-yes	Julia Chapman-yes	

Motion carried: 4-0-0-0

6. Department Update: Mr. Figgells provided the Housing Department monthly report for August 2017. New fair market housing continues to move forward. Plans for the elder's housing complex in progress. Mr. Figgells informs Housing is at a 100 per cent occupancy rate. Discussion about tenants living at Aki with criminal offenses. Discussed master plans and recommendations for new rental rates.

7. Closed Sessions:

8. Open Session:

9. Policies and Procedures: None

10. Old Business:

Elder's housing complex will have 18 units to start. Will be open for 62 and up elders. Plans to start construction in late spring.

11. New Business:

Tom St. Dennis was present to discuss Elder's complex. Discussed the funding for the complex and how the awards are distributed. Very pleased with the building site. Wants to encourage the Housing Commission to continue progress tours of the building sites. Completion for the ten houses is the end of December.

The Housing Commission has changed their meeting start times. The new time will be 10:00 a.m. every third Thursday unless otherwise posted.

Commissioner Leusby made the motion to accept. Commission Hardenburgh supported. All in support. 4-0-0-0

12. Public Comment:

Had a tenant who complained about people stealing his child's vegetables out of the community garden. A police ^{V report} was filed just in case further problems arise. Discussed ATV access and trails for walking.

13. Next Meeting: Special Meeting Sept. 7, 2017. Regular meeting Sept.28, 2017

14. Adjournment:

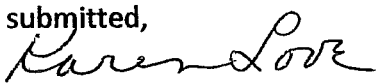
Meeting adjourned at 12:00 noon.

Commissioner Hardenburgh made motion to adjourn. Commissioner Love supported.

Karen Love-yes	Julia Chapman-yes	
Marcella Leusby-yes	Judy Hardenburgh-yes	

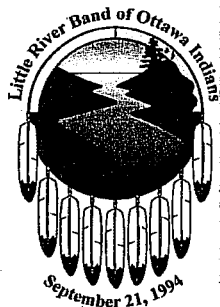
All in support. Motion to adjourn carried 4-0-0-0

Respectfully submitted,

Karen Love 

Housing Commission

Secretary



Little River Band of Ottawa Indians

Housing Department

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Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT ACTIVITY REPORT

For

August 2017

I. Housing Activities.

- A. The development of 10 more Fair Market housing units at Aki continues to move forward. The Department has been advised two units will be completed in September and ready for occupancy, two more in October and the balance by the end of December 2017.
- B. We have submitted information to IHS that we are planning the development of 18 Elder Apartments for 2018 and are requesting funding from them for the furnishing and installing of the water and sewer connections to the mains.
- C. We continue working with Travois by providing information and input for the Low Income Housing Tax Credit (LIHTC) application. We have been phone conferencing with them weekly.

On August 17, 2017 we reviewed with the Housing Commission the planning to date for the LIHTC Elder Apartment Complex application. The plan includes 18 Elder Apartments with a Community Area to be located at Aki maadiziwin lots 18, 19, 20, 21, 89, 90, 91, 92 & 118. The Housing Commission approved Resolution #17-0817-03 supporting LIHTC for the development of an Elder Housing Complex.

On August 28, 2017 we met in a work session with Tribal Council to review the planning to date for the LIHTC application. Tom St Dennis discussed the plan with Council and advised we would like to present a Resolution to Council for approval to submit the LIHTC application to MISHDA. We are currently planning on September 6, 2017 or the following meeting to present to Council.

- D. On August 29, 2017 I met with Tribal Council to discuss their strategic plan as it related to the Housing Department. Other Departments met with them as well.
- E. During the month the Department performed the following activities.
 - Lease renewals due during the month: 2
 - Leases renewed: 4
 - New leases: 3
 - Annual Inspections: 2
 - 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 2017 in the amount of \$75,000.
Applications received this month: 1
Number of Awards made during the month: 1
Amount of Awards made for the Month: \$2433
Total Number of Awards made during the Year: 12
Total Amount of Awards for the Year: \$49,763.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 6
- B. Termination Notice(s) issued: 5
- 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 64 rental units in total of which all 64 are rented giving us an occupancy rating of 100%.

- A. Aki has 57 income based rental units of which 57 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.
 - 5. Aki also has 12 fair market rentals and 12 are rented.
- B. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- C. We also have 2 short-term rentals in the City of Manistee and 2 are rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

- 1. Housing Commission support for the LIHTC plan for Elder Apartments at Aki maadiziwin.

VI. Plans for the Future.

- A. Submittal of our 2018 Indian Housing Plan (IHP) to HUD by October 18, 2017.
- B. Complete construction of the 10 Fair Market Rental units at Aki maadiziwin in December 2017.
- C. Development of an Elders Apartment Complex at Aki maadiziwin. The development of the apartments is planned to be funded through Low Income Housing Tax Credits (LIHTC) and our application is to be submitted in October 2017.

VII. Other Information

A. None.

End of Report
Frank Figgels, Housing Director

Attachments: August 2017 daily maintenance log

Cc: file

Housing 2017
Daily Worksheet

Date 7-31 CUT GRASS, STARTED - CLEANING 2665

Date 8-1 REPAIR DRAIN 2615, FINISHED 2665
PULLED ALL OF LINER IN LOCKERS & DEAD BOLTS & REKEYED
TOOK TRASH CAN TO 2615 ALSO CHANGED LIGHT BULB
STARTED CUTTING GRASS LOWER SECTION

Date 8-2 FINISH CUTTING GRASS LOWER SECTION
CUT GRASS ADA & FLOORS REPAIRED SINK FAUCET 2678

Date 8-3 TOOK MATERIALS TO 2724 TOOK AIR PURIFIERS ALSO
CLEANED UP SHOP AREA, TURNED IN JILY'S DAILY LOGS

Date 8-4 Removed trash started cleaning Appliances, Floors
tested spots on walls / ceiling @ 2724 CC
Michelle to contact for stove change out and Duct cleaning
will be wash down & repaint

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 8/7 Cleared Pavilion, Disconnected Appliances moved
to Garage for cleaning @ 2724 CC Dropped Greg truck
Rogers took Medical Items to Clinic and goodwill
Took Carpet shampooer, scaffolding, ladders, tools + materials
to 2724 CC.

Date 8/8 Replaced hood vent @ 2715 CC
Continued @ 2724 CC
Adjusted Dishwasher Feet checked for leaks @ 2678 IC
Look at windows @ 2723 CC need to order replacement
Sash and Hinging as both are rotted

Date 8/9 Continued @ 2724 CC

Date 8/10 STAFF MEETING

Date 8/11 CONTINUED @ 2724 CUT GRASS, REMOVE TREE
LIMBS, REPAIR PIT (WATER) 230 NINTH ST

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 8-14-17

WORK ON (2724) CLEAN CARPET
WENT TO FREEMANS TO GET FRONT TIRES FOR
KUBOTA ZERO TURN

Date 8-15-17

TOOK OFF FRONT TIRES ON KUBOTA ZERO TURN AND REPLACE
WITH NEW, STARTED CUTTING ALLEYS
REMOVED MICROWAVE FROM 2724

Date 8-16-17

REPLACE MICROWAVE WITH A USED ONE (2695)
CUT GRASS

Date 8-17-17 Continued @ 27240C

Date 8-18-17 Continued @ 27240C
Receipts, work orders

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 8-21 Continued @ 2724 OC

Date 8-22 Continued @ 2724 OC

Checked AC unit @ 2716 called Custon with Tenant info
Programed Garage Door Remote @ 2680 OC (New Universal)

Date 8-23 Continued @ 2724 OC

Oiled Garage Rollers + Springs @ 2641 OC

Date 8-24 Mowed Ditches, Elders, Vacants, HC units

Date 8-25 Fueled and cleaned Toro mower, removed trash and
Cardboard From Shop, Replaced Flapper in toilet Tank
at Shop

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 8-28 Continued @ 2724 OC
Corrected time off Due to ADP Changes

Date 8-29 Continued @ 2724 OC

Date 8-30 Continued @ 2724 OC
Reset GFCI outlet and repaired sink leak @ 230 1/2 9T

Date 8-31 Continued @ 2724 OC

Date 9-1 Mileage, receipts, Logs
Continued @ 2724 OC

Due Every Friday

Thank you for filling out this Daily Worksheet