



Gaa Ching Ziibi Daawaa Anishinaabek

**Little River Band of Ottawa Indians
Housing Commission Meeting
Aki maadiziwin Conference Room
February 22, 2018
Agenda**

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda for February 22, 2018
5. Approval of Minutes

a. January 11, 2018

6. Department Update
7. Old Business
8. New Business
9. Public Comment
10. Closed Session
11. Open Session
12. Policies and Procedures (limit discussion to ½ hour)
13. Next Meeting Date – March 8, 2018
14. Adjournment

RECEIVED
TRIBAL COUNCIL
2018 FEB 22 PM 3:32

OK
with correction
2-22-18

Little River Band of Ottawa Indians

Housing Commission Meeting Aki Maadizwin Conference Room

January 11, 2018
Meeting Minutes

The Little River Band Housing Commission meeting was held at the Aki Maadizwin Conference Room on January 11, 2018.

Following are the minutes of that meeting

- 1-3 Opening Prayer, Roll Call and Stipend
The meeting was called to order by Chairperson Judy Hardenburgh at 10:00 A.M. with a silent prayer and she also did roll call
Julia Chapman - present and Judy Hardenburgh - present
quorum established 2-0-0-0

Stipend - signed

4. Approval of Agenda
Chairperson Judy Hardenburgh made motion to accept the agenda for January 11, 2018. Commissioner Julia Chapman seconded the motion
Judy Hardenburgh - yes Julia Chapman - yes
motion carried 2-0-0-0
5. Chairperson Judy Hardenburgh made the motion to accept the minutes for December 17, 2017 with corrections commissioner Julia Chapman seconded the motion
Judy Hardenburgh - yes Julia Chapman - yes
motion carried 2-0-0-0

Others present were Housing Director Frank Figgels

6. Department Update

Housing Director Frank Figgels gave the Commission the Housing Department Activity Report for December 2017

Mr. Figgels stated that Tribal Council has replenished the Housing Strike Fund and there is a possibility of building two more fair market homes.

7. Old Business

grants clerk.

Chairperson Hardenburgh asked Mr. Chad Lerke - Housing ~~Education Coordinator~~ to come into the meeting. The question arose who is responsible for plowing the roads at Aki Madiginin? Mr. Lerke stated that Tribal Maintenance is responsible for plowing all the roads at Aki Madiginin.

8. New Business

J. Hardenburgh talked to a tenant from Aki Madiginin who complained that there were a number of problems with her house and that she reported this to the maintenance personnel, but Judy told her she has to write a report and give it directly to the Housing Department.

Chairperson Hardenburgh made a motion to break for lunch
J. Chapman seconded at 12:06 p.m.

J. Hardenburgh - yes J. Chapman - yes
motion carried 2-0-0-0

J. Hardenburgh made motion to resume meeting at 12:55 p.m.
J. Chapman - seconded - J. Hardenburgh - yes J. Chapman - yes
motion carried 2-0-0-0

- 3-
9. Public Comment N/A
 10. Closed Session N/A
 11. Open Session N/A
 12. Policies and Procedures N/A - no attorney present
 13. Next Meeting Date - February 8, 2018
 14. J. Hardinburg made motion to adjourn meeting at 1:05 pm.
J. Chapman - seconded
J. Hardinburg - yes J. Chapman - yes
motion carried 2-0-0-0



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Dr.

Physical Address: 2953 Shaw Be Quoung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT ACTIVITY REPORT

For

January 2018

I. Housing Activities.

- A. The Housing Department performed a walk through with the Contractor on the last two (Aki 10) new Fair Market rentals on January 10, 2018. The walk through was originally scheduled for December 18, 2017 however it was cancelled by the contractor due to weather.
- B. As of the end of December 2017 we had not received the Window Treatments as ordered through Home Depot. Upon return from the Holiday break we inquired as to the status of the window treatments (blinds) with Home Depot and learned our order had been lost by them and therefore no window treatments had been ordered. As a result we reordered the window treatments and had to seek another Tribal Council Resolution to fund their purchase as the funding could not be carried over from our 2017 budget. We received the window treatments on January 18, 2018 and started installing the same day.
- C. The Department has been very busy filling the new units and inspecting those units where tenants are transferring to the new units.
- D. We notified our tenants of their new monthly rental amounts as a result of the increases to begin February 1, 2018.
- E. The Housing Department submitted our 2018 IHBG Environmental Assessment (EA) to HUD for the activities identified in our 2018 IHP. We received HUD's approval for the EA on 1-31-18. With this approval we are now able to make withdrawals from our 2018 IHBG when funded.
- F. On January 24, 2017 Tribal Council approved a resolution to transfer the Housing Departments five fair market and 2 short term income based rental units in the City of Manistee to the Economic Development Corporation (EDC). The transfer is to become effective February 2, 2018.

G. During the month the Department performed the following activities.

Lease renewals due during the month: 6

Leases renewed: 8

New leases: 0 (see transfers)

Annual Inspections: 7

Move-out Inspections: 4

Move outs: 6

Transfers: 6

H. 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: 1

Number of Awards made during the month: 1

Amount of Awards made for the Month: \$4,813.00

Total Number of Awards made during the Year: 1

Total Amount of Awards for the Year: \$4,813.00

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 2

B. Termination Notice(s) issued: 2

C. Notice(s) to Vacate or Renew: 4

D. Court Filing(s): 1

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 74 rental units in total of which all 67 were rented giving us an occupancy rating of 91%. This value is misleading due to the fact many of the new vacancies were a result of transfers to the new units so when we filled a new unit a vacancy was created due to a transfer from an existing rental unit.

A. Aki has 57 income based rental units of which 54 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 25 are rented.

4. Aki has 6 low income family ADA rental units and 6 are rented.

5. Aki also has 22 fair market rentals and 18 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. Construction completion of 10 new fair market rental units. The Housing Department is waiting for the delivery of the FF&E in order to finish for occupancy.

VI. Plans for the Future.

- A. 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). Our consultant, Travois, informed us we should have a decision on our application in February 2018.

VII. Other Information

- I. None

End of Report
Frank Figgels, Housing Director
February 1, 2018

Attachments: January 2018 daily maintenance log

Cc: file

Housing 2018
Daily Worksheet

Date 1-1 Closed

Date 1-2 Plowed & Salted Lots & Walks, Cleaned Drives
Clean up Salt area, Mileage, Daily logs, EDM stuff
Cleaned off Roof @ 909 Davis

Date 1-3 Plowed lots salted lots & walks, Cleaned Drives
took Fridges to 2635, 2696, 2676 oc Adjusted mixing Valves on
tub controls @ 2590 oc, unplugged toilet @ 2723 OC
took washers & Dryers to 2635, 2696, 2675 OC contacted
Builder / Cabinet installer about Cabinets & Countertops pulling
away from wall in new units

Date 1-4 Plowed, Salted lots, walks, Cleaned Drives,
Filled tires with ice melt, Annual Insp 2720 IC,
Took Ranges to 3 new units 2635, 2690, 2676, Move out
Inspection @ 2646 IC

Date 1-5 Plowed driveways & lot, salted & shoveled
got the dehumidifier from in town
~~Swapped out~~ dropped off temp. fridge (Christine Wilson)

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 1-8 Plowed lots, salted lots walks, Cleaned Drives
unplugged toilet @ 2677 OC, Checked skylight leak @ 2711 OC
Annual Inspection @ 2626 IC, Cleaned up + prepped salt
bag, cleaned truck mirrors, windows, shoveled garage Doors + walks
Elders.

Date Filled totes with Ice Melt, salted walks,
2711 REMOVED ICE + SNOW AROUND SKYLITE
SNOW BLOWED VARIET NEW LOTS + SHOVELLED STEPS
Picked up trim @ Gillroy's, Checked Garage Doors + cleared
ice @ 2665 IC, 2596 IC
Took appliances to 3 new Units started unboxing

Date Cleaned shop lot, Cleaned Drives, Unboxed more appliances
Painted trim for 2644 OC, Removed old and installed new Dryer
@ 2658 IC, Proceeded install New appliances
Disposed of cardboard + Garbage from new appliances

Date Cleaned Bathroom @ Shop, Replaced heat reflectors on Range
replaced 3 bulbs @ 2714 OC, Replaced BiFold Door pins on
Closet Door @ 2726 OC, Loaded last of appliances into trailer,
Finished Appliance install @ 2576 OC Lot 59, Removed Deed cat
from Garage @ 2624 IC, Finished Dropping off appliances to new
units, tightened Fridge handle and looked @ Microwave @ 2605 OC
cleared Ditch for Drainage

Date Salted lots / walks / Drives, Installed appliances @ 2696 + 2676
Annual Inspection @ 2690 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 1-15 Plowed + Salted lots, Walks, Cleaned Drives, Intown Drive
Cleaned up + organized Salt Bay
Spoke with Brooks for Roof @ 909 Davis
Scheduled Move out Repairs @ 2644 OC for 1-16 9am

Date 1-16 Cleaned + Salted Lots, Walks, Cleaned truck windows
Mirrors, checked Fluids Grey truck, Completed Move out items
@ 2644 OC, ReKeyed 2624 IC, Turned Power + heat back
on @ 2714 OC turned water Trickle off, Picked up receipts from
Sears

Date 1-17 Salted lots + Walks, Move out inspection @ 2624 IC
Replaced two GFCI outlets and repaired Broken electrical Box @
2644 OC, Got Keys made for up coming move outs

Date 1-18 Cleaned Drives, sorted blinds started installing Blinds
and checking New units to verify Appliances hooked up + trash cans
present, ReKeyed 2665 IC, updated Maps

Date 1-19 INSTALL BLINDS, ON BOX APPLIANCES & INSTALL
SCAPE ROAD TO PAVEMENT FROM TRUCK FOR WEEKEND

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 1-22 Installed Blinds & Appliances @ Lots 35, 53 & 2627 OC
2640 OC, Installed Appliances & Blinds Lot 16 2693 OC
Adjusted water heater temp @ 2714 OC

Date 1-23 Installed new chain and sprocket (spacey) on blower
Flipped cutting Blade on Back Blade, Clean shop area and
Bath room shop, Salted Lot & Walks

Date 1-24 Cleaned walks & Lots Salted walks & Lots
Walk thru @ 2624 IC, Rekey 2646 IC, Salted Drives
Elder & HC, Re hung Bathroom Door @ 2726 OC
Picked up Microwave From Sears For 2605 OC

Date 1-25 Picked up Paint for 2645 IC, Installed New Blinds @
2576 OC Lot # 52, Took Materials to 2645 IC, ~~cleaned~~ Vacuumed
Carpets, Installed new Microwave @ 2605 OC, Replaced Door
on Microwave @ 2596 IC

Date 1-26 Inspected Insulation issue, scheduled for 1-29-18 to correct
~~Eng~~ @ 2637 OC, Inspected baseboard heaters @ 230 1/2 9th st.
all units turned on except 2 Informed Chad of Findings and have him
Contact Electrician/Installer, ~~Continue~~ END OF MONTH Paperwork
Continued Prep work @ 2645 IC

Due Every Friday

Thank you for filling out this Daily Worksheet



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Dr.

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

January 16, 2018

Head of Household
LRBOI Income Based Rental Housing
Manistee, Michigan 49660

Re: Tribal Council Resolution #17-1011-346
Sub: Rental Rate Changes

Dear Head of Household:

On October 11, 2017, Tribal Council adopted Resolution # 17-1011-346 setting rental rates for Low Income Family and Elder designated rental units. The resolution established increasing the rental rate from 15% to 20% of the household income effective February 1, 2018.

If you have pre-paid for February and beyond, you will have to pay the increase beginning February 1, 2018 so as not to incur a delinquent fee. If you are unsure of the amount, you can call me.

Enclosed please find your new monthly rental amount beginning February 1, 2018.

If you have any questions please feel free to call the office.

Sincerely,

Michelle L. Pepera
Administrative Assistant

Enclosure – Rental Rate Calculation

Cc: Frank Figgels – Housing Director
Housing Commission
Tenant file



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Dr.

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

January 16, 2018

Head of Household
LRBOI Fair Market Rental Housing
Manistee, Michigan 49660

Re: Tribal Council Resolution #17-1011-347

Sub: Rental Rate Changes

Dear Head of Household:

On October 11, 2017, Tribal Council adopted Resolution # 17-1011-347 setting rental rates for Fair Market Homes managed by the Housing Department. The resolution established an increase of \$75.00 per month, starting on February 1, 2018

If you have pre-paid for February and beyond you will have to pay the \$75.00 increase beginning February 1, 2018, so as not to incur a delinquent fee.

If you have any questions please feel free to call the office.

Sincerely,

Michelle L. Pepera
Administrative Assistant

Enclosure – Rental Rate Calculation

Cc: Frank Figgels – Housing Director
Housing Commission
Tenant file

PLEASE Notice Change in Service Day

WASTE REDUCTION SYSTEMS, LLC

5848 N. Stiles Rd.

Ludington, MI 49431

231-843-9129

4 January 2018

Housing Department
Little River Band of Ottawa Indians
2608 Government Center Dr.
Manistee, MI 49411

Effective immediately, trash pickup for the Aki Subdivision off Dontz Road will be changed from Wednesday to Thursday. Residents should have their trash to the curb by 8am to ensure pick up, and please remind them of the guidelines for service, which are:

- *Household trash only
- *5 – 30 gallon bags, 30 lb. weight limit per bag are allowed each week
- *No furniture, appliances, yard waste, tires, demolition materials

We appreciate your assistance in this transition. Please let me know if you have any questions.

Sincerely,

Belinda S. Jabrocki
Operations Manager
Jabrocki@gmail.com