

Little River Band of Ottawa Indians



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

July 18, 2019

Agenda

1. Prayer
2. Call to order/Roll Call:
3. Approval of Agenda:
4. Approval of Minutes:
 - A. *July 11, 2019*
 - B.
5. Housing Department Update: None
6. Unified Legal Update: Chapters
7. General Business: Old/New
 - A.
 - B.
8. Hearing/Close Session: None
9. Public Comment:
10. Next Meeting Date:
11. Adjournment: 12:00 pm



Little River Band of Ottawa Indians
Compensation Payment Request
Housing Commission Meeting

Meeting Held on: July 18, 2019

Members Present at Meeting:

1. Judy Hardenburgh Judy Hardenburgh Attended Yes ☒ No ☐
2. Julia Chapman Julia Chapman Attended Yes ☒ No ☐
3. Marcella Leusby _____ Attended Yes ☐ No ☒
4. Teresa Callis Teresa Callis Attended Yes ☒ No ☐
5. Margaret Kowalkowski Margaret Kowalkowski Attended Yes ☒ No ☐

Liaisons:

Sandy Lewis _____ Attended Yes ☐ No ☐

Ron Wittenberg _____ Attended Yes ☐ No ☐

Tom Guenthardt Tom Guenthardt Attended Yes ☒ No ☐

Meeting start time: 10 am

Meeting end time: Noon

The Compensation is for Housing Commission is \$125.00 for attendance.

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 be paid to the members present.

Judy Hardenburgh
Chairperson Signature

7-18-19
Date

Julia Chapman
Commissioner Signature

7-18-19
Date

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room

MEETING MINUTES

July 11, 2019

1-3. Opening Prayer, Roll Call and Stipend

Commissioner Judy Hardenburgh called meeting to order at 10:00 AM.

Roll Call:

Judy Hardenburgh- Here	Marcella Leusby- Here	Margaret Kowalkowski- Here
Julia Chapman- Here	Teresa Callis- Here	

Quorum: 5-0-0-0

Others Present: Elise McGowen, Michelle Pepera, and Sandy Lewis

4. **Approval of Agenda-** Motion to approve the Agenda for July 11, 2019

Commissioner Teresa Callis made a motion to approve the agenda, Commissioner Margaret Kowalkowski seconded the motion.

Motion carries.

Judy Hardenburgh- yes	Marcella Leusby-yes	Margaret Kowalkowski- yes
Teresa Callis- yes	Julia Chapman- yes	

Quorum: 5-0-0-0

5. **Approval on Minutes-** June 20, 2019

Motion to approve minutes: Commissioner Julia Chapman made motion to approve minutes,

Commissioner Marcella Leusby seconded. Motion carries.

Judy Hardenburgh- Yes	Marcella Leusby- Yes	Margaret Kowalkowski- Yes
Teresa Callis- Yes	Julia Chapman- Yes	

Quorum: 5-0-0-0

6. **Closed Session: None**

7. Business: Commission went over Chapter 2 with Elise. Because changes in the laws surrounding domestic violence Shanaviah Canales wants to meet with the Commission to go over these rules before we make changes to Chapter 2.

Some of the ideas for victims were: to put Domestic Violence victims to the top of the rental list at Aki. To make a safe house on tribal land or to go into a partnership with "Cove" a domestic violence program in Manistee that already have a housing project set up.

Sandy Lewis brought up the idea of possibility of even starting a "Foster Home" for tribal children who are displaced in the tribe, so they would have a home to go.

Chapter 8 has been approved. Chapters 2 and 4 have been delayed, Chapters 1 and 6 are up for comment.

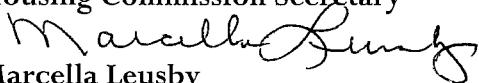
Elders Complex Grand Opening will be July 18th. Michelle has everything in order for the opening,

Commission will be on hand, along with Housing at the Opening. Hopefully everything will go good so the elders can move in by the 1st of August.

If any Elder wants to move into an apartment they have first choice. Same rules apply at the apartments that apply at Aki housing. They can have only one caregiver living with them. Visitors can stay for only allowed time. Commission and housing talked of a possible dog run for the elders who have a dog. Michelle is looking into a company for furniture for the Elders complex. Casino has no furniture at this time. Commission and Legal need to set up time with Family Services to go over laws pertaining to Domestic Violence.

. Next Meeting: , 2019

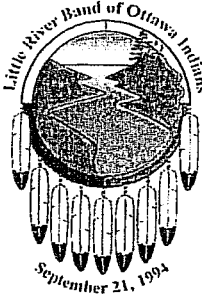
Housing Commission Secretary


Marcella Leusby

Join the
LRBOI Housing Commission
for the
Grand Opening Ceremony
of the
Elder Apartment
Complex
July 11, 2019 at 1:00p.m.

Emailed to all LRBOI and the same information to all Aki maadiziwin tenants but on a postcard

Join the
LRBOI Housing Commission
for the
Grand Opening Ceremony
of the
Elder Apartment
Complex
July 11, 2019 at 1:00p.m.



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
For July 2019

I. Housing Activities.

- A. The department did a final punch list of the Elder Apartment Complex with the contractor. The architect did his final punch list on the morning of the Grand Opening Ceremony July 11, 2019. Paving of the parking area and sidewalks have been completed, masonry around the building, plumbing, electrical and landscaping are all completed. (see attached photo's)
- B. The department mailed out postcards to all the tenants at Aki maadiziwin and did an all LRBOI email inviting everyone to the Grand Opening of the Elders Apartment Complex on July 11, 2019. (see attachments)
- C. The Entryway/Directional sign has been installed and the landscaping completed. (see attached photo)
- D. This month I met with Colleen Smith from Custer Inc., and Amy VanderMeer from Interphase Interiors on furnishing for the Elder Apartment Complex.
- E. The department met twice this month with Elise McGowan-Cuellan, Staff Attorney's and Bill Willis, Members Services Lead.
- F. During the month the Department performed the following activities.
 - Lease renewals due during the month: 3
 - Leases renewed: 3
 - New leases: 1
 - Annual Inspections:3
 - Move-out Inspections:1
 - Move outs: 1
 - Transfers: 0
- G. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2019 in the amount of \$75,000, a budget modification was done and we added an additional \$20,000.00 to the program.
 - Applications received this month: 2
 - Number of Awards made during the month: 4
 - Amount of Awards made for the Month: \$20,000.00
 - Total Number of Awards made during the Year: 17
 - Total Amount of Awards for the Year: \$76,834.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 7
- B. Termination Notice(s) issued: 3
- 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 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 44 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 27 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
- B. Aki has 24 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

- A. Directional signage & landscaping installed at the entryway

VI. Plans for the Future.

- A. Construction of the 2019 2-Fair market homes
- B. Replacement of the 12 Elder's back decking

C. Other Information

- A. None

End of Report
Michelle L. Pepera
Administrative Assistant
August 7, 2019

Attachments: July 2019 daily maintenance log
July Construction photos of the Elder's Complex
Postcard and email of the Grand Opening Ceremony/Elders Complex July 11, 2019
Grand Opening photos
Directional signage & landscaping

Cc: File

Housing 2019
Daily Worksheet

Date 7-1 Mileage EDM Paperwork, weed whacked around Aki CC, mowed, checked pavilion bathrooms, took cleaning materials and supplies to 2727 OC, card board run Continued @ 2727 OC

Date 7-2 Mowed Fields, repaired slider screen @ 2723 OC
cleaned up flower tree limb, weed whacking, continued @ 2727 OC

Date 7-3 Moved Elders, HC, 52nd up, Walk thru @ elder complex, checked pavilion restroom, put mulch down in playground area, Receipts unlocked 2727 OC. For Stanley
weed whacked, mowed brand new tenant @ 21046 IC
updated maps, Shop trash removed

Date 7-4 Holiday

Date 7-5 Holiday

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

7-8

Date Install shower curtain for tenant @ 21641 OC

Looked at AC unit @ 21655 IC, continued @ 2727 OC

Changed battery in garage remote @ 21653 IC, mowed and
weed whacked

7-9

Date Mowed, continued @ 2727 OC

7-10

Date Mowed, continued @ 2727 OC, moved table & chairs
for open house

7-11

Date NO SWE Mowed fields & serviced zero turn. Weed whacked
elders, Cont. at 2727 OC. Helped with open house at elders
Complex

7-12

Date NO SWE Removed ladder rack & tool box off Grey GMC
for to prep for Linkes. Checked Pavilion Mowed fields
Moved tables & chairs from elders complex to Aki.

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 7-15 NO Jake Installed Ladder Rack on Red
Extended Cab Cont. @ 2727 OC Dropped Grey GMC
off at Links to get some body work done mowed fields

Date 7-16 Started Fence project @ new sign
Continued @ 2727 OC

Date 7-17 Receipts Completed Fence project at new sign
updated sub sheet, Continued @ 2727 OC
Cleaned shop and wood shop areas, cleaned saws
mowed

Date 7-18 Safety meeting we discussed ladder safety
assisted Michelle on new houses project
Continued @ 2727 OC

Date 7-19 Got quote from Gator's Caring's for tractor and
attachments, repaired Kitchen Faucet @ 2641 OC
Continued @ 2727 OC, replaced condensation pump @ 2615 OC
removed trash from shop

* 7-20-19 Basement window leaks @ 2627 OC, 2615 OC, 2641 OC
2635 OC, 2581 OC, 2644 OC, cleared culverts

Thank you for filling out this Daily Worksheet

Housing 2019 Daily Worksheet

Date 7-22 Started Filling in trenches dug for water to run away from houses and installing downspout extensions to keep rain water away from houses, Continued @ 27270C, Drapped off dehumidifier @ 2581 and 2640 OC repaired screen @ 2640 OC

Date 7-23 Continued @ 27270C, Receipts, Picked up dehumidifier from 2654 OC and took to 2581 OC, Got quote from Carter for Deck project, met with Bill W & Steve W on Flooded houses met with Cilen from Hagulands for Floor issues @ Elder complex

Date 7-24 Continued @ 27270C, continued installing downspout extensions on the new units that had water issues last rain Got quote for decking project

Date 7-25 Fire safety, talked about open flame, welding and fire extinguisher use, Fire watch duties when assisting in any open flame situation, meeting with Bill W about Flooded basements, continued on 27270C, Repaired Sink Drain in kitchen @ 2622 OC, Typed up statements regarding 2581 OC basement leak situation

Date 7-26 No sin Cleaned shop bathroom, cleaned shop area Removed carpet and padding, nail strips from bedroom and partial hallway @ 2581 OC, called Hagulands to get measure and quote for tile replacement / install, Receipts, w/ orders completed, took trailer over to 2581 OC for items damaged due to flooding, Move out Inspection @ 2626 OC

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 7-29 NO Sim Cleanup shop area, checked pavilion
checked AC unit @ 26270C Took backup fridge to 2694TC
looked @ garage door opener also

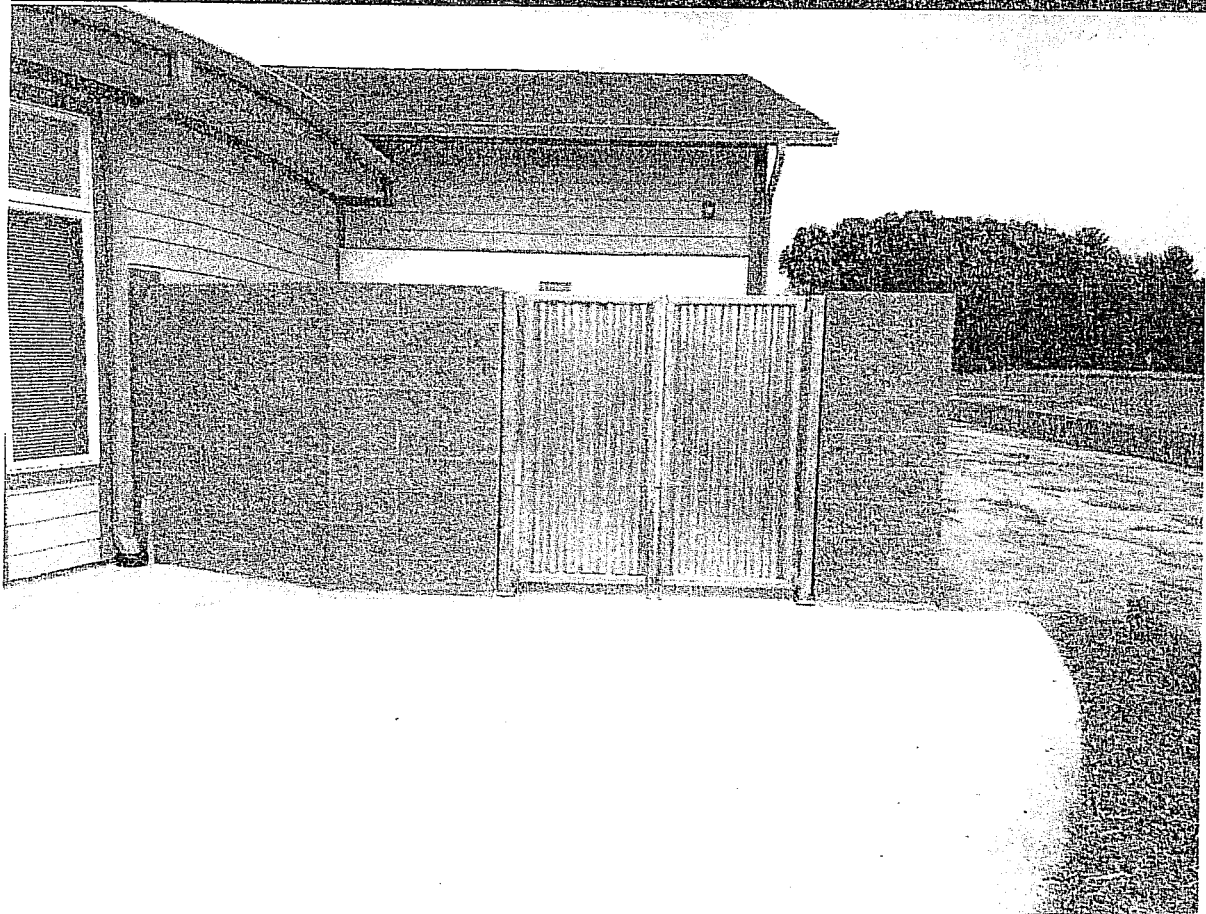
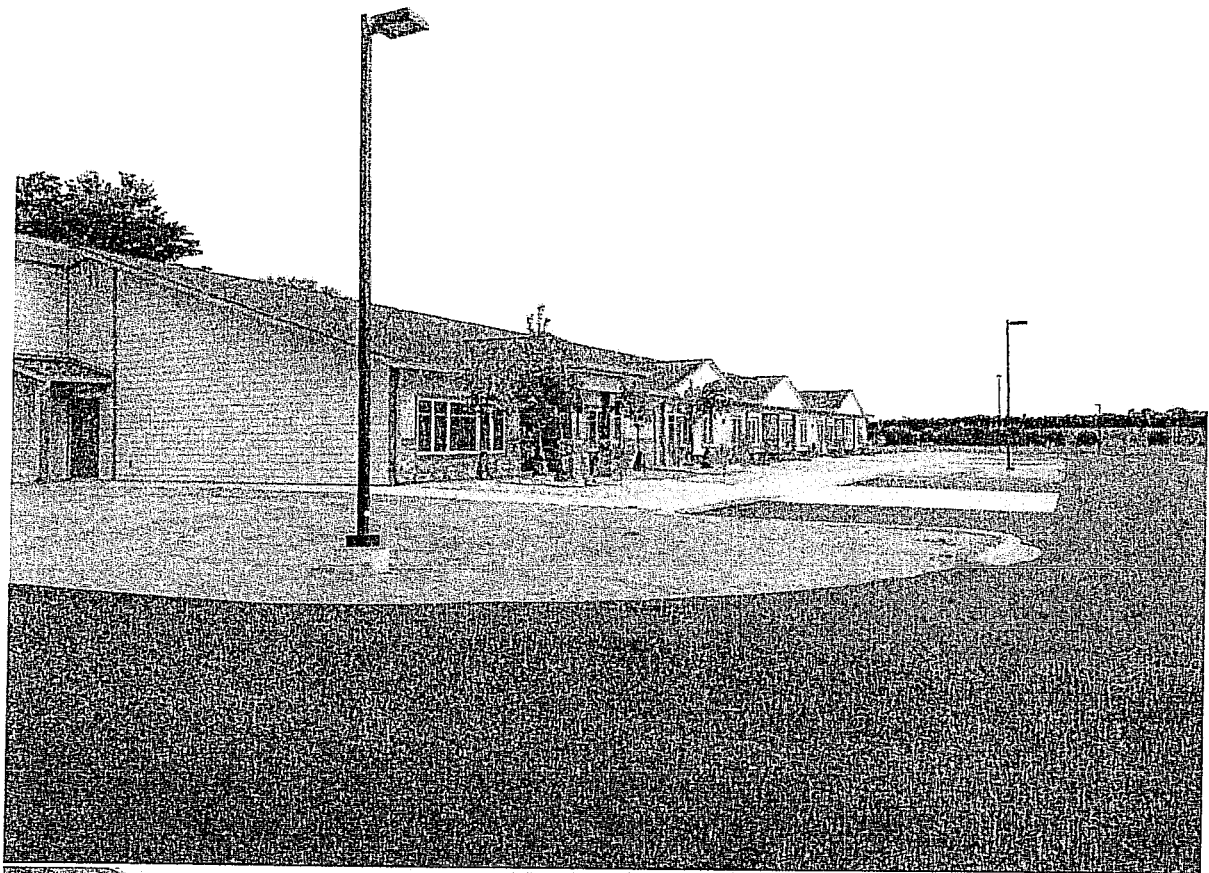
Date 7-30 Continued @ 27270C, mowed fields, researched
trash cans for Elder complex, checked on delivery of Docking
powerwashed sand mower, got plow ready to paint, checked
on grey truck, Reserched supplies needed for elder complex
Completed 27270C and turned in receipt & # to Gil

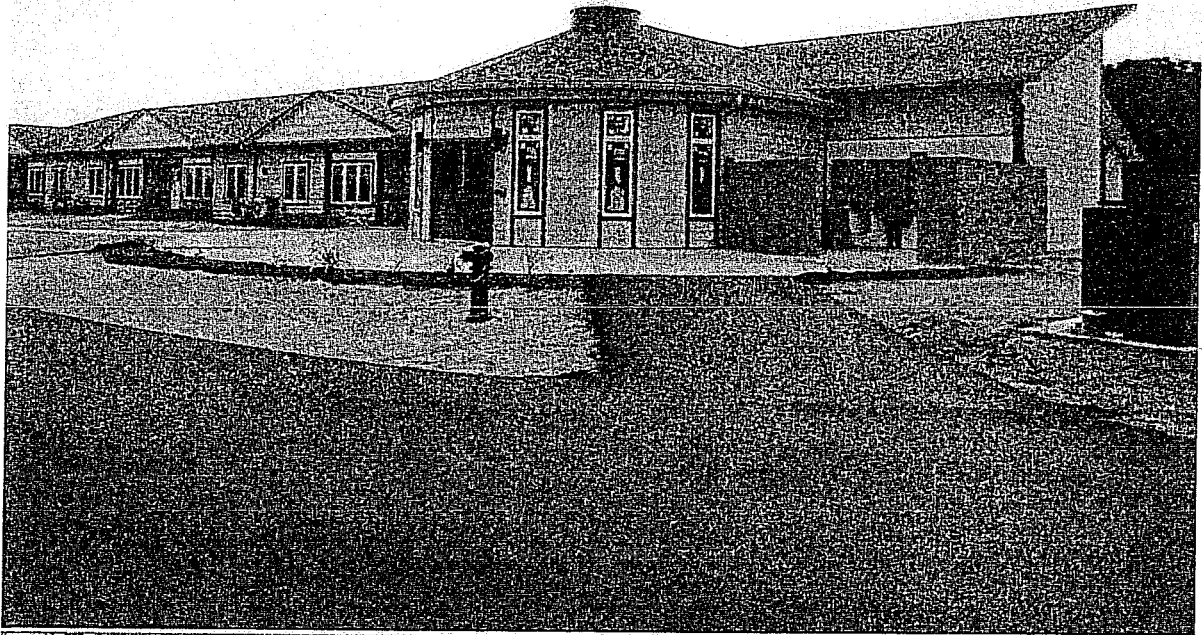
Date 7-31 Picked up dehumidifiers weed whacked, mowed
mileage, Safety meeting about Flammables and chemicals
and protective wear, gloves, glasses, ear protection, Painted
Plow, Replaced toilet seats, drip pans in stove, plugged in
microwave @ 26410C, set ~~live~~ live trap @ 27260C

Aug.
Fri Date 8-1 Filled Fire Pit at 27270C, Mowed, Weed whacked,
Unlocked 2690 Dishwasher control/motor, Adjusted 2723 EL Garage
door Sensors & oiled. PM Hvac on 27270C, Cleaned Pavilion
Negin, No Jake.

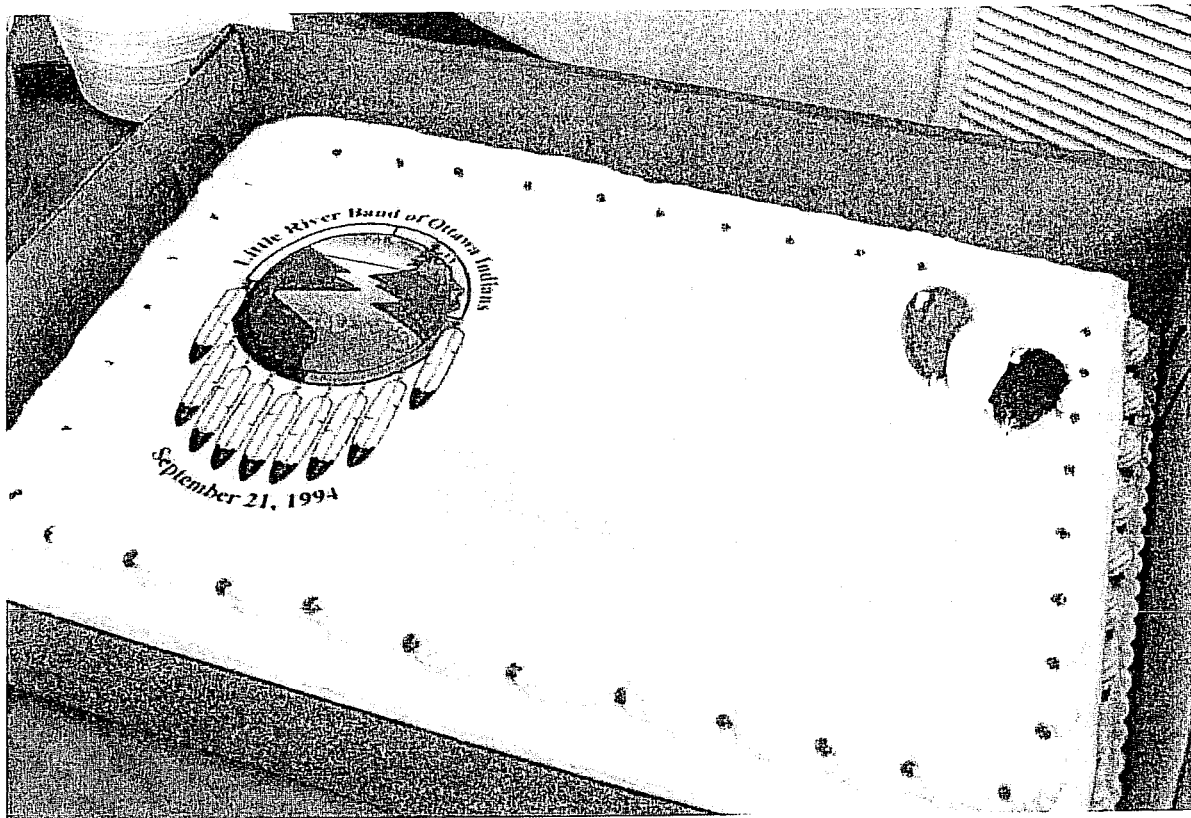
Tues Date 8-2 ~~100300~~ Painted Plow, ReSet Live Trap for Raccoon at 27260C
Mowed Elder, Weed whacked, Mowed Fields ordered Freezer
Handle Cleaned fridge to be delivered to 2694TC

Thank you for filling out this Daily Worksheet











RECEIVED
TRIBAL COUNCIL

2019 AUG 15 PM 4:24

Little River Band of Ottawa Indians



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

*August 1, 2019
Agenda*

1. Prayer
2. Call to order/Roll Call:
3. Approval of Agenda:
4. Approval of Minutes:
 A. July 18, 2019
 B.
5. Housing Department Update: None
6. Unified Legal Update:
7. General Business: Old/New
 A. Lyle Dorr, Grant Director
 B.
8. Hearing/Close Session: None
9. Public Comment:
10. Next Meeting Date: August 15, 2019
11. Adjournment: 12:00 pm



Little River Band of Ottawa Indians
Compensation Payment Request
Housing Commission Meeting

Meeting Held on: August 1, 2019

Members Present at Meeting:

1. Judy Hardenburgh Judy Hardenburgh Attended Yes ☒ No ☐
2. Julia Chapman Julia Chapman Attended Yes ☒ No ☐
3. Marcella Leusby Marcella Leusby Attended Yes ☒ No ☐
4. Teresa Callis Teresa Callis Attended Yes ☒ No ☐
5. Margaret Kowalkowski Margaret Kowalkowski Attended Yes ☒ No ☐

Liaisons:

- Sandy Lewis _____ Attended Yes ☐ No ☐
- Ron Wittenberg Ron Wittenberg Attended Yes ☒ No ☐
- Tom Guenthardt Tom Guenthardt Attended Yes ☒ No ☐

Meeting start time: 10 am

Meeting end time: _____

The Compensation is for Housing Commission is \$125.00 for attendance.

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 be paid to the members present.

Marcella Leusby
Chairperson Signature

8/1/19
Date

Judy Hardenburgh
Commissioner Signature

8-1-19
Date

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room MEETING MINUTES

July 18, 2019

1-3. Opening Prayer, Roll Call and Stipend

Commissioner Judy Hardenburgh called meeting to order at 10:00 AM.

Roll Call:

Judy Hardenburgh- Here	Marcella Leusby- Here	Margaret Kowalkowski- Here
Julia Chapman- Here	Teresa Callis- Here	

Quorum: 5-0-0-0-0

Others Present: Tom Guenthardt

4. Approval of Agenda- Motion to approve the Agenda for July 18, 2019

Commissioner made a motion to approve the agenda, Commissioner seconded the motion.

Motion carries.

Judy Hardenburgh- yes	Marcella Leusby-yes	Margaret Kowalkowski- yes
Teresa Callis- yes	Julia Chapman- yes	

Quorum: 5-0-0-0-0

5. Approval on Minutes- July 18, 2019

Motion to approve minutes: Commissioner made motion to approve minutes,

Commissioner seconded. Motion carries.

Judy Hardenburgh- Yes	Marcella Leusby- yes	Margaret Kowalkowski- Yes
Teresa Callis- Yes	Julia Chapman- Yes	

Quorum: 5-0-0-0-0

6. Closed Session: None

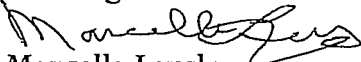
7. Business: Talked about Domestic Violence and how to handle it through the tribe.

Tom is working on getting hold of an appraiser to assess the 10 houses the tribe wants to sell.

And find out which department has to pay for this service.

8. Next Meeting: August 15, 2019

Housing Commission Secretary


Marcella Leusby