

Little River Band of Ottawa Indians



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

April 4, 2019

Agenda

1. Prayer
2. Call to order/Roll Call:
3. Approval of Agenda:
4. Approval of Minutes:
 - A. March 7, 2019
 - B.
5. Housing Department Update:
6. Unified Legal Update:
7. General Business: Old/New
 - A.
 - B.
8. Hearing/Close Session:
9. Public Comment:
10. Next Meeting Date: April 18, 2019
11. Adjournment:

RECEIVED
TRIBAL COUNCIL
2019 JUN -6 PM 3:59



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

Meeting Held on: April 4th, 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 stipend Attended Yes ☒ No ☐
4. Theresa Callis Theresa Callis Attended Yes ☒ No ☐
5. Margaret Kowalkowski Margaret Kowalkowski Attended Yes ☒ No ☐

Sandy Lewis _____ Attended Yes ☐ No ☒

Ron Wittenberg _____ Attended Yes ☐ No ☒

Shannon Crampton _____ Attended Yes ☐ No ☒

Meeting start time: 10 am

Meeting end time: 11:52 pm

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

4-4-19
Date

Marcella Leusby
Commissioner Signature

4-4-19
Date

Little River Band of Ottawa Indians



Housing Commission Meeting
Aki Maadiziwin Conference Room
MEETING MINUTES

April 4, 2019
Regular Meeting

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 Cuellar-McGovern, Michelle Pepera

4. Approval of Agenda-

Motion to approve the Agenda for April 4, 2019

Commissioner Marcella Leusby made a motion to approve the agenda, Commissioner Julia Chapman seconded. 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-

Motion to approve minutes for: April 4, 2019

Commissioner Teresa Callis made motion to approve minutes Commission Margaret Kowalkowski seconds motion. 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: Michelle gave housing Monthly report. Meeting was a regular meeting, we went over Chapters 4,7 and 8. We also went over the housing Regulation.

8. Public Comment: None

9. Next Meeting: ~~April 11~~, 2019
May 2, 2019

10. Adjournment: 12:15 pm

Housing Commission Secretary

Marcella Leusby
Marcella Leusby

Little River Band of Ottawa Indians



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

April 18, 2019
Agenda

1. Prayer
2. Call to order/Roll Call:
3. Approval of Agenda:
4. Approval of Minutes:
 - A. April 4, 2019
 - B.
5. Housing Department Update:
6. Unified Legal Update:
7. General Business: Old/New
 - A.
 - B.
8. Hearing/Close Session:
9. Public Comment:
10. Next Meeting Date: May 2, 2019
11. Adjournment:

RECEIVED
TRIBAL COUNCIL
2019 JUN -6 PM 3:59



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

Meeting Held on: April 18, 2019

Members Present at Meeting:

1. Judy Hardenburgh Judy Hardenburgh Attended Yes ☒ No ☐ \$125
2. Julia Chapman Julia Chapman Attended Yes ☒ No ☐ \$125
3. Marcella Leusby Marcella Leusby ← no stipend Attended Yes ☒ No ☐ \$0
4. Theresa Callis Theresa Callis Attended Yes ☒ No ☐ \$125
5. Margaret Kowalkowski Margaret Kowalkowski Attended Yes ☒ No ☐ \$125

Sandy Lewis _____ Attended Yes ☐ No ☒

Ron Wittenberg Ron Wittenberg Attended Yes ☒ No ☐

Shannon Crampton _____ Attended Yes ☐ No ☒

Meeting start time: 10 am

Meeting end time: 11:50 am

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

4-18-19
Date

Marcella Leusby
Commissioner Signature

4-18-19
Date

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room

MEETING MINUTES

April 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

Others Present: Elise Cuellar-McGovern, Michelle Pepera, Ron Wittenburg

4. Approval of Agenda-

Motion to approve the Agenda for April 4, 2019

Commissioner Marcella Leusby made a motion to approve the agenda, Commissioner Julia Chapman seconded. 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-

Motion to approve minutes for: April 4

April 4 Minutes, with corrections: Commissioner Teresa Callis made motion to approve minutes.

Commission Margaret Kowalkowski seconds. Motion carries

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: Michelle Pepera gave the Housing Department update. We went over Chapters 4, 7, and 8. We also went over the hearing regulations.

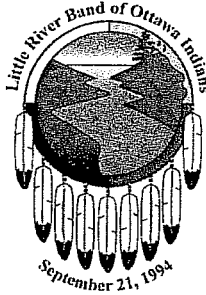
8. Public Comment: None

9. Next Meeting: May 2, 2019-Work Session

10. Adjournment: 11:50 pm

Housing Commission Secretary

Marcella Leusby
Marcella Leusby



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 April 2019

I. Housing Activities.

- A. April 23, we had an onsite visit with Travois Design & Construction Services. Flooring has been installed in the units and cabinet installation is ongoing. Trim has started to go up in the units and the community portion of the building is getting ready for doors. The wood ceiling was onsite, and the subs were getting ready for installation. Siding has started to go up on the exterior of the building. Wieland believes the project is on schedule to meet the July 2019 completion date. (see attached photo's)
- B. The Housing Department attended the Membership meeting on April 13, 2019. We had an informational table during the morning for the members which was well attended.
- C. On April 25, 2019, the Housing Department held a pre-construction meeting for the 2019 – Aki Fair Market Homes.
- D. Matthew Alexander, Maintenance Tech attended a TPC Training on Air Conditioning and Refrigeration.
- E. The department met three times this month with Elise McGowan-Cuellan Staff Attorney's and Bill Willis, Members Services Lead.
- F. The Housing Department is down to 3 Maintenance Technician.
- G. During the month the Department performed the following activities.
 - Lease renewals due during the month: 4
 - Leases renewed: 6
 - New leases: 0
 - Annual Inspections: 5
 - Move-out Inspections: 1
 - Move outs: 0
 - Transfers: 1
- H. 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.
 - Applications received this month: 2
 - Number of Awards made during the month: 2
 - Amount of Awards made for the Month: \$10,000.00
 - Total Number of Awards made during the Year: 7
 - Total Amount of Awards for the Year: \$30,701.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 4
- B. Termination Notice(s) issued: 1
- C. Notice(s) to Vacate or Renew: 1
- 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 69 rental units in total of which 67 were rented giving us an occupancy rating of 98%.

- 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 23 are rented.

V. Significant Problems and Accomplishments.

N/A

VI. Plans for the Future.

- A. Continue construction of the Elders Apartment Complex at Aki maadiziwin.
- B. Planning and Construction of the 2019 2-Fair market homes
- C. Directional sign at the entryway into the community

D. Other Information

- A. None

**End of Report
Michelle L. Pepera
Administrative Assistant
May 2, 2019**

Attachments: April 2019 daily maintenance log
April Construction photos of the Elder's Complex

Cc: File

Housing 2019
Daily Worksheet

Date 4-1 Continued @ 2589 OC, Mileage and EDM paperwork, receipts

4-2 2724 - Cleared main drain 2667 - Put screens in 2676
Put in Screens (Window) cont. 2709 OC, move out 2597 - checked
Garage door opener

Date 4-2 Pulled Carpet at 2684 for Dr. Rite Restoration; Paint &
Caulked bathroom. Adjusted Garage door track, Replaced Attic door, got
Model #'s at 2621, Changed Fill valve at 2719 cont.
at 2589 - 4-1

Continued @ 2589 and 2709 OC

Date 4-3 Pulled toilet and removed tank and reinstalled toilet recaulked
tubs @ 2670 OC, looked @ Garage Door opener @ 2597 OC
Need to order safety eyes, Continued @ 2709 OC, Started organizing
Coh area of Shop

Date 4-4 Continued @ 2709 OC.

Annual Housing Commission Meeting

Date 4-5 Removed Broken Microwave bulb, cleaned exhaust fan, checked
Condensation pump @ 2641 OC, Continued @ 2709 OC
Replaced light bulbs (rental supplied) Picked up microwave to be
replaced checked toilet, repaired Storm Door at Garage entrance @ 2703 OC

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 4-8 Continued @ 2709 OC Handled in Keys/Remote for 2585 OC
Got Down Broom attachment started sweeping walks. Reinstalled
Closet shelf, Toilet paper holder, Shingles. Checked stove need to
order heating (oven) element @ 2644 OC
Receipts/workorders handled in

Date 4-9 Continued @ 2709 OC, Check water leak @ 2635 OC
Got quote for Microwave for 2723 OC, swept sidewalks
Took supplies done with from 2709 to shop refilled and sorted
organized for next vacant

Date 4-10 Hooked up and tested Dishwasher from 2581 OC
Swept sidewalks. Picked up Microwave from Comfort center
Cont at 2709 - Caulked window above shower, installed eye on garage
door at 2597 - Tenant's Daughter Backed into our 2005 Grey
Silverado - Reported Accident to dispatch. Damage to Passenger
Wheel well & Passenger Door

Date 4-11 Salted walks, Took salt tates and shovels to shop
hooked up and tested gas Dryer works Fine Labeled and stored
for backup use, hooked up and tested washing machine works Fine
Labeled and stored for back up unit, Clean & organize shop area
Replaced toilet Flush handle @ 2677 OC

Date 4-12 Repaired Microwave for back up counter unit, organize winter
equipment, Installed new Microwave @ 2723 OC, installed new
electric stove oven element @ 2644 OC Handled in Completed workorders
made plaque for ceremonial shovel

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 4-15 Put rain gutter downspouts (roll out type) on @ 2635 OC
for test basement window leak. Talked to Ron (Stillwater) about
window leak said he will be up and take a look. Clean up Shop
area, worked on Shovel/Plague
Move out inspection @ 2646 OC

Date 4-16 Continued @ 2709 OC, Installed tenant supplied lightbulbs
and reprogrammed garage remote @ 2724 OC
Emailed Seld w/ Customer service about parts for 2589 OC
Oiled and checked all windows @ 2589 OC Annual Inspection @
2626 OC

Date 4-17 Completed 2709 OC, Shovel Plagues, picked up garbage along
roadside, Took carriage off of Kubota
Started organizing supplies and materials in shop

Date 4-18 Receipts, organize shop area, Looked @ window leak
@ 2635 OC Spoke with Ron again he is sending some one
to look @ it, Shovel Plagues

Date 4-19 Shovel Plagues, Filled Divets by Flag pole, cleaned old
red truck, Swapped dryer @ 2678 OC
Scheduled w/ Ron for Monday, got Quote from Links for truck repair
Turned in keys and opener for 2709 OC

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 4-22 Caulked counter top and shower, and side splash @ 2662 OC
Unclogged drain @ 2723 OC Marked out Lots for new units 84, 85
power washed plows, salters, blower, broom. Worked on shovel
plugues - Dug in Plat Stakes

Date 4-23 Repaired & cleaned a Extra Microwave; Cleaned dryer. Picked
up Toyota from Big Blue. Completed shovel plugues, Looked @
cabinets @ Home Depot to compare to cabinets @ 2581 OC
Clean wood shop area

Date 4-24 Checked and marked lights that are out or partial out
inner, outer Circle. Repaired and reassembled and tested back up
Deger, Stored Dryer.

Date 4-25 Picked up trash, pulled broken sign post, Installed
heating element in stove top @ 2596 IC, Got Quote for mower

Date 4-26 Installed new condensation pump @ 2641 OC,
Organized Shop area, started ~~the~~ prepping summer equipment
EOM paper work

Thank you for filling out this Daily Worksheet

