

Little River Band of Ottawa Indians



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

May 2, 2019

Agenda

1. Prayer
2. Call to order/Roll Call:
3. Approval of Agenda:
4. Approval of Minutes:
 - A. April 18, 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 18, 2019
11. Adjournment:

RECEIVED
TRIBAL COUNCIL
2019 JUN -6 PM 4:00



Little River Band of Ottawa Indians
Stipend Payment Request
Housing Commission

received 5/2/19

Meeting Held on: May 2, 2019

Members Present at Meeting:

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

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

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

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

Meeting start time: 10 am

Meeting end time: 12 noon

The stipend for this Commission is \$125.00 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

5-2-19
Date

Marcella Leusby
Commissioner Signature

5-2-19
Date

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room

MEETING MINUTES

May 2, 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 May 2

Commissioner Teresa Callis made a motion to approve the agenda, 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

5. Approval on Minutes-

Motion to approve minutes for: April 4 and April 18

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

Commissioner Julia Chapman seconds. Motion carries

April 18 Minutes: Commissioner Judy Hardenburgh made motion to approve minutes, Commissioner Teresa Callis seconds.

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. Michelle stated that the Welcome to Aki sign will be done in English and our language. Ron Wittenburg asked Michelle how many maintenance people work at Aki, she stated that there are three workers, with a fourth being hired in this year. There was talk again about the sale of the 10 new houses and duplex's. Council wants those sold, commission need to get resolution and laws done so this can be put in motion. There also needs to be a letter done to send to all residents about the sale of the houses and what their options will be.

Judy Hardenburgh asked Elise about just sending out a yearly survey instead of having a yearly meeting with the Aki residents. Turnouts have not been good at all, it's a waste for the Commissions to sit there and no one turns out for the meeting. Commission decided to have the yearly Aki Residents meeting on the second

Saturday in May. We will try it one more year and see how it goes. We will have information put in the Currants on online one month before the meeting.

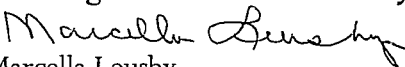
We are still trying to work out the kinks for the selling of the ten Aki houses and the Duplex's. We need sit rules and resolutions before we can get them on the market. Housing needs to get a license contractor to come in and do a walk through to see what the homes selling price would. A letter will be sent out to the 10 tenants to let them know of the sale and that they can have first choice of buying the house. If they don't want to buy it will be understood that if a buyer comes along and wants to buy it they will need to find other housing options. If they are interested in buying they will either need to see Chad for options or do it on their own. With the cost of building homes going up the Commission talked about the possibility of modular housing instead of stick houses.

8. Public Comment: None

9. Next Meeting: May 16, 2019-Work Session

10. Adjournment: 11:50 pm

Housing Commission Secretary


Marcella Leusby

Little River Band of Ottawa Indians



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

May 16, 2019
Agenda

1. Prayer
2. Call to order/Roll Call:
3. Approval of Agenda:
4. Approval of Minutes:
 - A. May 2, 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: June 6, 2019
11. Adjournment:

RECEIVED
TRIBAL COUNCIL
2019 JUN - 7 AM 10:54



Little River Band of Ottawa Indians
Compensation Payment Request
Housing Commission

Meeting Held on: May 16, 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 ☐ - no stipend
4. Theresa Callis Theresa Callis Attended Yes ☒ No ☐
5. Margaret Kowalkowski Margaret Kowalkowski Attended Yes ☒ No ☐

Sandy Lewis Sandy Lewis Attended Yes ☒ No ☐

Ron Wittenberg _____ Attended Yes ☐ No ☐

Shannon Crampton _____ Attended Yes ☐ No ☐

Meeting start time: _____

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.

Judy Hardenburgh
Chairperson Signature
Marcella Leusby
Commissioner Signature

5-16-19
Date
5-16-19
Date

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room

MEETING MINUTES

May 16, 2019

Work Session

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, Sandy Lewis

4. **Approval of Agenda-** Motion to approve the Agenda for May 16, 2019

Commissioner Marcella Leusby made a motion to approve the agenda, Commissioner Judy Hardenburgh 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- May 2, 2019**

Motion to approve minutes for: Commissioner Teresa Callis made motion to approve minutes, Commissioner Margaret Kowalkowski seconded.

Motion carries.

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

Quorum: 5-0-0-0

6. **Closed Session: None**

7. Business: Worked on Chapter 1, 2, 3 and chapter 6. On Chapter One Elise needs to go have Family Services look it over the Domestic Violence part because there has been some new rules set up. We need to look over Chapter 3 as that will be the next chapter we will be going over. Elise told us she won't be here June 20.

Did Resolution:

19-0516-07, 19-0516-06

8. Public Comment: EDC wants sell some houses in town. They will be working with Chad Gherke on the sale of the homes. Lyle Dorr (Grant Writer) and Michelle Pepera have been working at an (HUD)

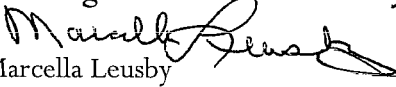
IHBG Grant, worth about two million, for housing. We will have until September or October to get all the information and get the Grant in. Lyle Dorr, Grant Director, is looking for options on how to use this money if we get the grant. He would like input from the Housing Commission and the Elders on how to use this grant money. Teresa Callis asked if there will be an open house for the Elders Apartments when they are finished. She thought it would be to maybe do a brochure.

June 20th meeting we will be going over and getting paperwork going on the sale of the 10 houses and the duplex's and the Elders Complex.

9. Next Meeting: June 6 2019

10. Adjournment: 11:50 pm

Housing Commission Secretary


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 May 2019

I. Housing Activities.

- A. May 21, we had an onsite visit with Travois Design & Construction Services. Forms & concrete going in for the patio's, sidewalks and curb face walk. Countertops are being installed, plumbing and electrical fixtures, and final coat of paint are being work on in the units. Wieland believes the project is on schedule to meet the July 2019 completion date. (see attached photo's)
- B. On May 3, the department attended a Safety Training Day sponsored by The Tribal Emergency Response Team (TERT) on CPR/1stAid/AED, Bomb Threats, Active Shooter & Fire extinguishers.
- C. Jake and myself went to Little Valley Homes in Cadillac to look at their model's and discussed options for the 2 new Fair market homes
- D. The Department mailed out an informational flyer to all tenants (please see attached)
- E. The department met twice 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: 3
 - Leases renewed: 3
 - New leases: 1
 - Annual Inspections: 3
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 0
- 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: 1
 - Number of Awards made during the month: 2
 - Amount of Awards made for the Month: \$9350.00
 - Total Number of Awards made during the Year: 9
 - Total Amount of Awards for the Year: \$40,051.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 4
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 2

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 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 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
June 6, 2019**

Attachments: May 2019 daily maintenance log
Informational Flyer
May Construction photos of the Elder's Complex

Cc: File

Housing 2019
Daily Worksheet

Date 4-29 Err paper work, Receipts, mileage, Picked up zero turn Kubota parts, Got quote for service on Kubota

Date 4-30 Filled + leveled road side along hill, checked humidifier and reinstalled Cover @ 2041 AC, checked prices for black pipe to create drains for Air hose in shop area
Took tires left by tenants to Big Blue

Date 5-1 worked on repairing broken plow for grey truck
repaired microwave and stored for backup counter top unit
pick up and organized wood shop area

Date 5-2 Filled areas along roadside on hill,
Took Shop garbage to dumpster, clean up shop area

Date 5-3 Safety training @ Govt Center
Filled areas along roadside on hill

Thank you for filling out this Daily Worksheet

**Housing 201-9
Daily Worksheet**

Date 5-6 Move out inspection and rekeyed @ 2646 IC
picked up trash in fields, worked dirt pile for future use
on roadside and walks

Date 5-7 Mowed grass around Aki CC, picked up trash
in fields, clean shop area, turned in receipts

Date 5-8 Repaired leaking faucet @ 2615 OC
cleared Kitchen Sink Drain @ 2723 OC
Annual Inspection @ 2711 OC
mowed hill by Aki CC

Date 5-9 opened Garage door for tenant @ 2658 IC, Springs on
door broken in formed Chad to call service company
Dug hole to draw water away from basement window well as it was
full again, contacted Ron @ Stillwater about it again @ 2635 OC
Annual Inspection @ 2675 IC

Date 5-10 Contacted Ron @ Stillwater about window leaking @
2635 OC, went over w/10 with MP, Annual Inspection
repaired closet bolted handle adjusted closures on screen door
repaired base step leading into Basement, changed Furnace Filter
and reattached condensation line in basement @ 2708 OC

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 5-13 Picked up fascia/soffit at Carter for 2694 IC
Opened Pavilion changed ring on slope sink drain plug & clean
aerators for the bathroom sinks

Date 5-14 Swapped out dryer exhaust clamp & washing Machine.
repaired faucet spray Nozzle for 2581 OC, Remounted condensation
pump for 2615 OC, checked/changed CO2 Batteries, At 2641 OC

Date 5-15 Reset thermostat programming @ 2693 OC
Reset garage Door opener and checked water heater @
2596 IC, Repaired and tested washing machine from 2581
OC cleaned out drain seemed to work fine
Checked 2709 OC for new tenant

Date 5-16 Put canopy up @ playground, checked humidifier
Drain and changed the way it was run @ 2596 IC
Took out Shop garbage.

Date 5-11 Picked up trash along tree edge, installed tenant
supplied light bulbs in garage opener @ 2105 OC
greased and had valve stems replaced in gang mower deck

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 5-20 Looked at Carpet @ 27210 OC called spoke to Mary @ Haglunds informed tenant they will be contacting them
Checked restrooms @ Pavilion and trash cans
checked for possible water leak in basement around main sewer drain @ 2693 OC installed three grab bars and blocking in bathroom of an as is unit @ 2709 OC and re attached Towel bar

Date 5-21 Mowed

changed out washing machine @ 2647 OC with back-up front load machine

Date 5-22 Garage Sale Signs, Dumpster Sign, Mowed
repaired faucet leak @ 2654 OC
order parts for washer from 2647 OC

Date 5-23 Pulled Trees

Date 5-24 Swapped out microwave handle at 2581
checked Pavilion got rid of 5000 Owens

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 5-27 Holiday

Date 5-28 Checked Pavilion cleaned bathrooms mowed, pulled trees, checked on gas leak @ 2695 Follow up from weekend call

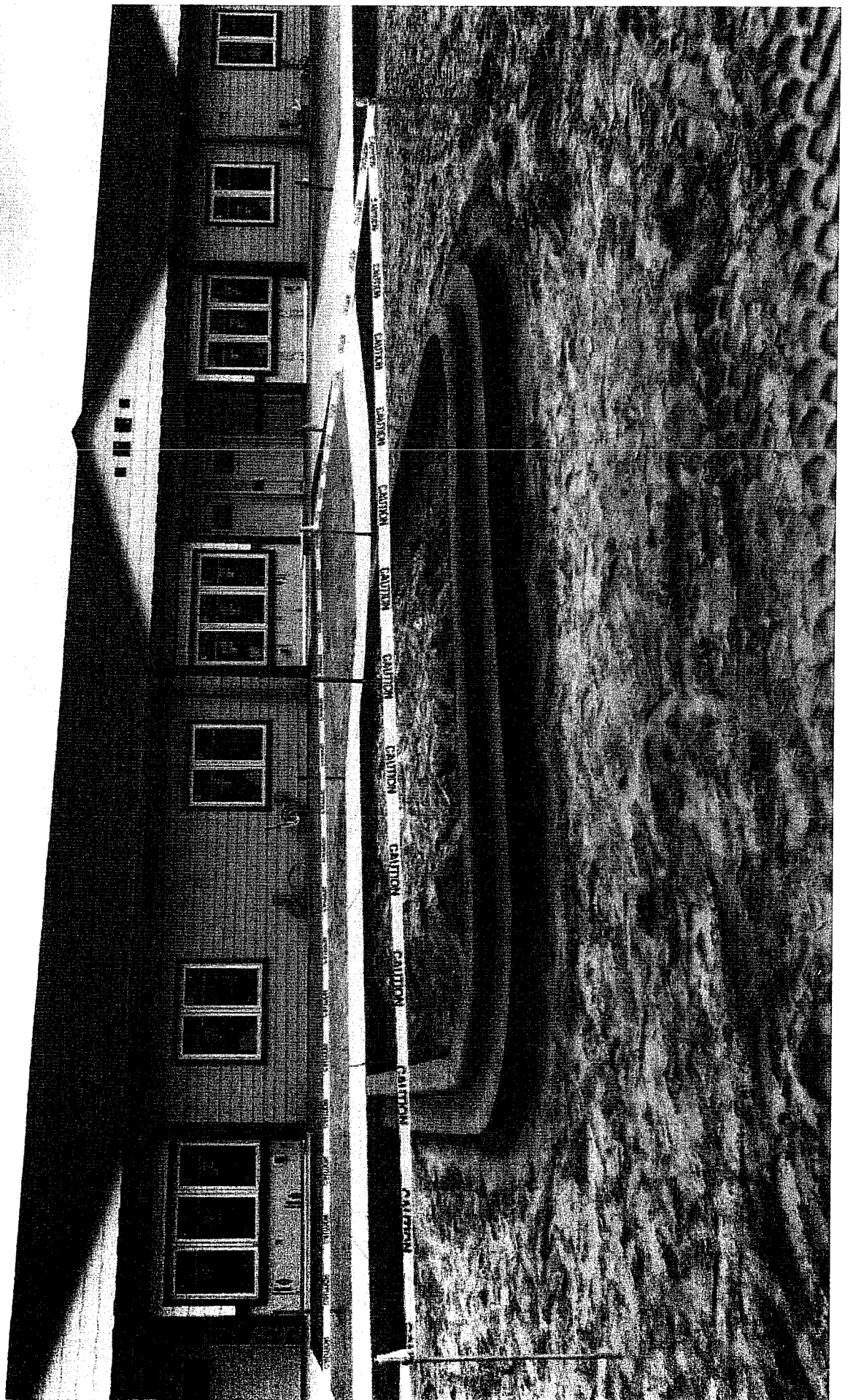
Date 5-29 Mowed alley / Fields / pulled ~~and~~ invasive trees

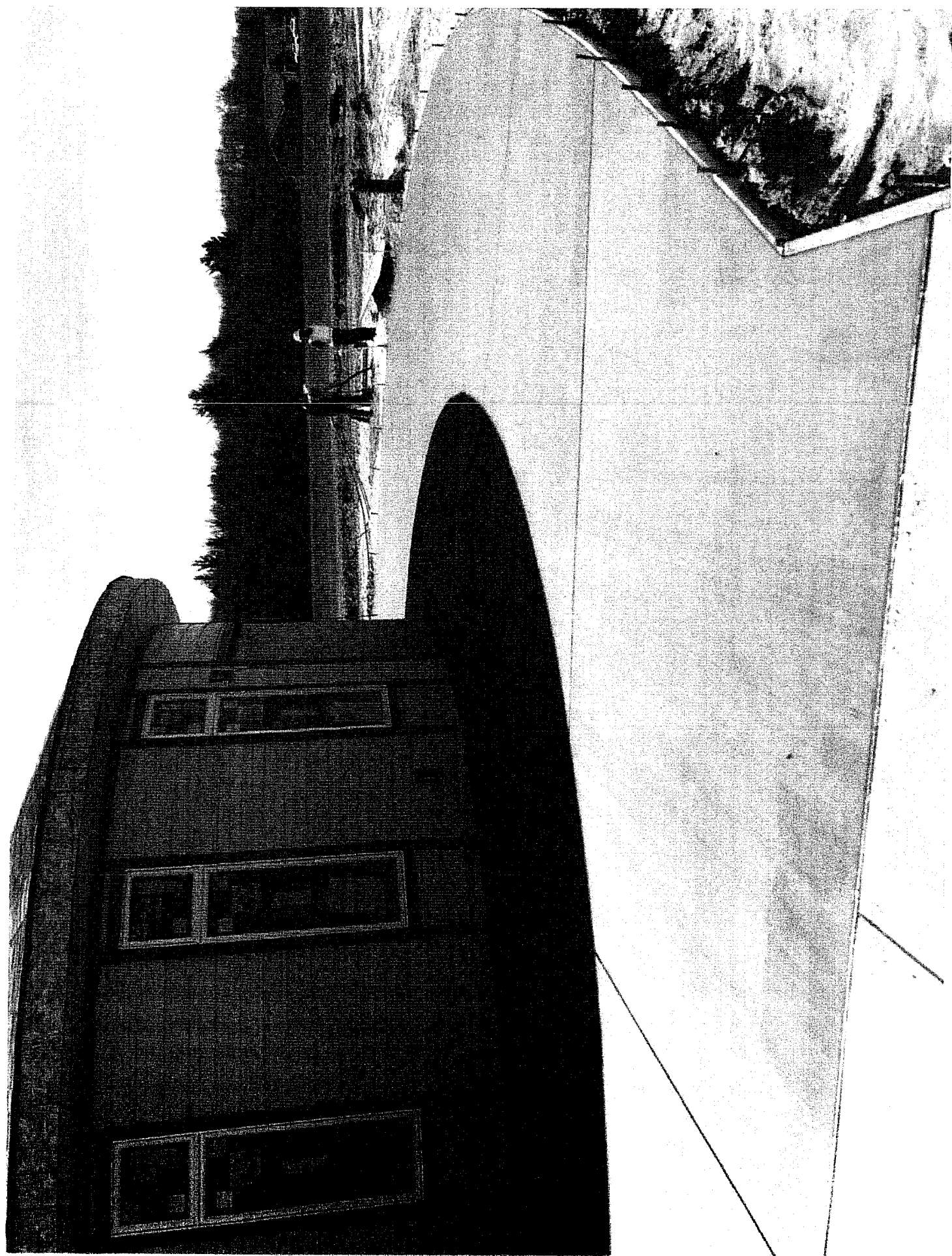
Date 5-30 Mowed alleys / Fields / Elders
Fixed washer, tested washer for back up
Worked on deck replacement project

Date 5-31 Earm paper work, mileage. Receipts,
Swapped out dryer @ 2613 IC
Cut Fields, worked on deck project

Thank you for filling out this Daily Worksheet



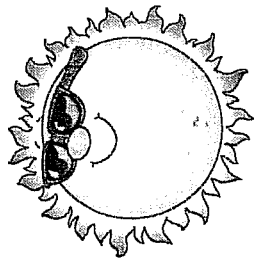




The Pavilion will be opening for the

Summer Season on
May 13, 2019

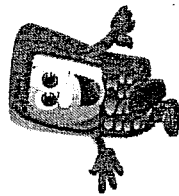
and with warmer
weather come's
outdoor fun!



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 resi-
dences and yards. When your chil-
dren 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.

What's Your Number??

Please update your phone
number with the Housing
Department that way to
set up an appointment for
maintenance or a 3rd
party delivery we will have the right
number on file to reach you.



Thank you in advance for your cooperation !!

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 be-
ing outdoors, even in your own yard. For
more information visit [www.michigan.gov/](http://www.michigan.gov/emeraldiseases)
[emeraldiseases](http://www.michigan.gov/emeraldiseases)



Little River Band of Ottawa Indians
Housing Department
2608 Government Center Drive
Manistee, Michigan 49660

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, 2019, at no cost to you.

Garage/Yard Sale

Memorial Week-end

May 23 — 25, 2019

8-4 Daily

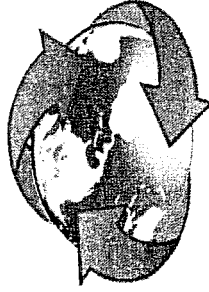
GARAGE SALE



Make Everyday Earth Day in your Community

by helping keep your community clean.

With the warm weather here, while out walking please pick up any trash laying around from the winter months, every little bit will help & you'll get good exercise :)



Just a Friendly Reminder

The sidewalks are intended for walking and riding your bike. **PLEASE** do not park your vehicles on the sidewalks. We thank you & your neighbors Thank you! :)

Spring Clean Up Notice

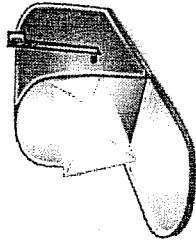
This may be the only time we will have pick up this year, because of the misuse of the dumpsters last year.

Your Housing Department has reserved Two dumpster's for May 22—May 29, 2019, they will be located at the North & South cul-de-sac's items that are not allowed in the dumpster are tires, yard waste, liquid flammables and reon appliances.

With recent marijuana law changes Housing Tenants have been asking what does that mean for LRBOI Housing Tenants?

Marijuana is still illegal under federal law and LRBOI is a drug-free community, that includes medicinal or recreational.

We have complaints of tenants going into other people's mailboxes. Pursuant to federal law (18 U.S. Code § 1708) individuals shall be fined and/or imprisoned not more than five years for stealing, taking, or attempting to obtain mail that is not their own. Please respect your neighbors



If 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, 2019, the Material Safety Data Sheet will also be available for your review.

The spray's will take place in June, July and August 2019,

**NO LATE SUBMISSION
CAN BE ACCEPTED, SORRY!**

Housing Commission Meeting Dates 2019

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

All meetings held at Aki Conference Room

May 2, 2019	September 1, 2019
June 6, 2019	October 3, 2019
July 11, 2019	November 7, 2019
August 1, 2019	December 5, 2019

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

⇒ **Memorial Day May 27, 2019**

Government Office's Closed

⇒ **Jiingtamok - June 29 & 30, 2019**

⇒ **Independence Day July 4, 2019**

Government Office's Closed

⇒ **Indian Village Youth Camp (first camp) July 18 through July 21, 2019**
Camp is limited to 16 children

⇒ **26th Annual Anishinaabe Family Language/Culture Camp July 26—28, 2019** at the Tribal Gathering Grounds. Bring your nation's flag & Giveaway Gift

⇒ **Indian Village Youth Camp (second camp) August 15 through August 18, 2019**
Camp is limited to 16 children

⇒ **Labor Day - September 2, 2019**

Government Office's Closed

⇒ **Reaffirmation Day - September 21, 2019**

Government Office's Closed 9/20/2019

⇒ **Fall Membership Meeting**

October 12, 2019 @ LRGR

⇒ **Veterans Day - November 11, 2019**

Government Office's Closed

⇒ **Elders Christmas December 7, 2019**

@ Little River Casino Resort

⇒ **Children's Christmas Party**

December 8, 2019 @ Little River Casino Resort

⇒ **Christmas Eve - office's close @ noon**

⇒ **Christmas - Government Office's Closed**