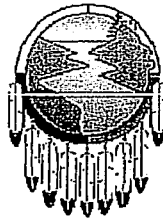


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Little River Band of Ottawa Indians  
Housing Commission Meeting  
Aki maadiziwin Conference Room  
September 15<sup>th</sup>, 2016

### Agenda

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda
5. Approval of Minutes
  - a. August Minutes
  - b.
6. Department Update
7. Old Business
8. New Business
  - a. Chapter 1
  - b.
9. Public Comment
10. Closed Session
  - a.
11. Open Session
  - a. Chuck Shawn Jr. wants hearing with Commission
12. Policies and Procedures (limit discussion to ½ hour)
13. Next Meeting Date
14. Adjournment



**Little River Band of Ottawa Indians  
Housing Commission Report to Tribal Council  
September 15th, 2016**

**1. Housing Commission Members**

Chairperson: Julia Chapman  
Secretary: Marcella Leusby  
Commissioner: Jamie Friedel  
Commissioner: Karen Love  
Commissioner: Judy Hardenburgh

**2. Activities for the month of**

Chapter One  
Chapter 184

**3. Special Concerns of the Commission**

Building at Aki  
Listing of Changes at Aki

**4. Attachments**

Minutes  
Agenda

Respectfully,

Marcella Leusby

Housing Commission Secretary

# Little River Band of Ottawa Indians



## Housing Commission Meeting Aki Maadiziwin Conference Room

September 15<sup>th</sup>, 2016

### MEETING MINUTES

The Little River Band Housing Commission meetings was held at Aki Conference Room on September 15<sup>th</sup>, 2016. Following are the minutes of that meeting.

#### 1-3. Opening Prayer, Roll Call and Stipend

Julia left meeting at 10:00 am for doctor appointment, was back at 11:50 am

Jamie left meeting at 11:50 am.

The meeting on Thursday, September 15<sup>th</sup>, 2016 was called to order at 9:05 am.

Commissioner Julia Chapman called meeting to order.

#### Roll Call

Judy Hardenburgh-yes	Marcella Leusby-absent	Julia Chapman-yes
Karen Love-yes	Jamie Friedel-yes	

Quorum: 4-0-0-1

Others Present: Frank Figgles-Housing Director, Michelle Bernatche-Housing Admin Assist.

Council members: Ron Wittenburg

#### 4. Approval of Agenda

Motion to approve the Agenda for: August 18, 2016

Motion carried: Commissioner Karen Love moved to accept agenda.

Supported by: Commissioner Jamie Friedel

Judy Hardenburgh-yes	Marcella Leusby-absent	Jamie Friedel-yes
Karen Love- yes	Julia Chapman-yes	

Motion carried: 4-0-0-1

#### 5. Approval on Minutes:

##### August 18<sup>th</sup>, minutes

Motion to approve minutes: Commissioner Jamie Friedel approved August 18<sup>th</sup>, 2016 minutes with corrections. Motion seconded by: Commissioner Karen Love

Judy Hardenburgh-yes	Karen Love-yes	Jamie Friedel-yes
Marcella Leusby-absent	Julia Chapman-yes	

Motion carried:4-0-0-1

##### August 30<sup>th</sup> Meeting

Commission Karen Love moved to approve August 30<sup>th</sup> Minutes

Seconded by Commissioner Judy Hardenburgh. Jamie Friedel abstained.

Judy Hardenburgh- yes	Marcella Leusby-absent	Jamie Friedel-abstained
Karen Love-yes	Julia Chapman-yes	

Motion carried: 3-0-1-1

6. Policies and Procedures: Looked at Chapter 1 to see if changes needed done.

7. Department update: Frank Figgles activity report

8. Old Business: Reviewed Resolution # 16-0406-099. Chapter 2 is due to expire on October 3, 2016. Need to contact Shayne to get changes made.

9. New Business: Reviewed Chapter 1

Discussed and went through IHP Draft report with Frank. He will be checking with Shayne for Resolution to use funding from the Housing Stock Reserve to start building at Aki. Frank will start working on the Chapter 184 to lease money for more housing.

Marcella Leusby-	Jamie Friedel-	Karen Love-
Judy Hardenburgh-	Julia Chapman-	

Motion carried:None

10. Public Comment- None

Judy Hardenburgh-	Marcella Leusby-	Julia Chapman-
Karen Love-	Jamie Friedel-	

Motion carried:

11. Open Session: None

Judy Hardenburgh-	Julia Chapman-	Jamie Friedel-
Karen Love-	Marcella Leusby-	

Motion carried:

12. Closed Session: Chuck Shaw Jr. wants Hearing.

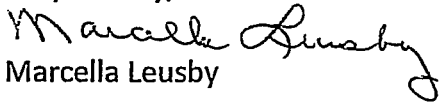
13. Next Meeting: October 20<sup>th</sup>, 2016

14. Adjournment: Commissioner Judy Hardenburgh moved to adjourn meeting at 2:30 pm.  
Commissioner Karen Love seconded.

Karen Love-yes	Julia Chapman-yes	Jamie Friedel-absent.
Marcella Leusby-yes	Judy Hardenburgh-yes	

Motion Carried: 4-0-0-1

Respectfully,



Marcella Leusby

Housing Commission Secretary

Marcella's  
Copy



## Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Dr.

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

### HOUSING DEPARTMENT ACTIVITY REPORT

For

August 2016

#### I. Housing Activities.

- A. The Housing Department met with Tribal Council on the anticipated shortage of funds for the down payment and closing cost assistance program for the remainder of the year. Even though this program is separate from the Departments budget it was decided to look within the Departments budget for additional funding. If the Departments budget eventually falls short the Council would consider supplementing the Departments budget at that time.
- B. The Housing Department met with Tribal Council on the Departments proposed budget for 2017. During the discussion we requested our Maintenance Technicians be provided on call pay for November 15 through March 15. We have the overtime in our budget however we do not have the added cost for the on call pay in our proposed budget. Our Maintenance Technicians are required to come in after hours in the case of an emergency such as the heat not working and/or for snow plowing during a snowstorm.
- C. Construction of the Pavilion and Residences started back up during month. The delay was due to the Carpentry Subcontractor and a concern about their payment of wages as it related to the Davis-Bacon wage rate compliance. As a result a new subcontractor has been brought on board and is working on the two residences. RCA has been working on the roof of the pavilion with their own forces. The Task Force approved RCA working 12 hours/day for three weeks so they could catch up on some of the time lost during the delay.
- D. The Housing Department attended the Great Lakes Indian Housing Association (GLIHA) meeting in Mount Pleasant, MI. GLIHA is made up of the Bands from Michigan, Minnesota and Wisconsin. Important topics covered a training by the Department Of Labor on Certified Payroll reporting requirements. Another discussion by Brian Pierson, Godfrey Kahn Attorneys, on renewable energy financing and other discussions with Mark Butterfield, Director EWONAP. The third day just the Michigan Bands met to discuss area of concern in common. During this meeting we gathered information regarding others rental rates. Please see the attached matrix that was developed from that information.
- E. We had one court case during the month that resulted in an eviction order.

- F. During the month the Department performed the following activities.  
Lease renewals due during the month: 4  
Leases renewed: 6  
New leases: 0  
Annual Inspections: 4  
Move-out Inspections: 2  
Move outs: 2  
Transfers: 0
- G. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2016 in the amount of \$50,000.  
Applications received this month: 2  
Number of Awards made during the month: 2  
Amount of Awards made for the Month: \$9,033.00  
Total Number of Awards made during the Year: 12  
Total Amount of Awards for the Year: \$44,059.

**II. Rental Payment Information for the Month.**

- A. First Notice(s) of Delinquency issued: 4
- B. Second Notice(s) of Delinquency issued: 3
- C. Termination Notice(s) issued: 1
- D. Notice(s) to Vacate or Renew: 2
- E. 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 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.**

- A. LRBOI Housing has 62 rental units in total of which 58 are rented giving us an occupancy rating of 94%. Aki has 55 rental units of which 51 were rented during the month.
- B. Aki has 11 low income elder designated rental units and 11 units are rented.
- C. Aki has 32 low income family rental units and 28 are rented.
- D. Aki also has 12 fair market rentals and 12 are rented.
- E. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- F. We also have 2 short-term rentals in the City of Manistee and both are rented.

**V. Significant Problems and Accomplishments.**

**A. Accomplishments:**

- 1. Tribal Council approval of a revised residential lease for use by the Housing Department. Significant change involved a change in the delinquent payment fee. The new lease will go into effect as tenants renew their leases or when a new tenant enters into a lease. As a result we will have tenants under two different leases at the same time until all leases are renewed. This will result in a different delinquent fee being charged. The Housing Department was advised by Ms. Machen, Unified Legal Department, that the Department could assess the new delinquent fee to the old leases. The new lease agreement has the delinquent fees set at \$25 for the first delinquency, \$50 for the second

delinquency and \$75 for subsequent delinquencies. With this in mind we will be assessing the delinquent fee for the former lease at \$5.00 per day not to exceed \$25 for the first delinquency, \$5.00 per day not to exceed \$50 for the second delinquency and \$5.00 per day not to exceed \$75 for subsequent delinquencies. In this way they will receive the benefit of the lesser cost between the two delinquent fees.

**VI. Plans for the Future.**

A. Developing more rental housing at Aki maadiziwin.

**VII. Other Information**

A. None.

~~§ 87(2)(b)~~ Housing Dept. will put vinyl in place of carpet  
in the homes

End of Report

Frank Figgels, Housing Director

September 15, 2016

Two Attachments

Cc: file

RENTAL RATE COMPARISONS, MICHIGAN TRIBES August 2016						
	Rental Rate	Min Rent	Max Rent	Rent (Income Exceeds 80%)	Credits	Min Income
Pokagon	30%	\$150	\$450-650/mo + COL	goes to fair market	Low income elders utility adjustment \$150/ mo Elders, child, disabled	\$5,000/yr. (per cap)
Sag Chips	20%	20%	1 bdrm = \$350 2 bdrm = \$400 3 bdrm = \$450 4 bdrm = \$500	1 bdrm = ~\$466 2 bdrm = ~\$562 3 bdrm = ~\$751 4 bdrm = ~\$818 (~80%*HUD Market)	Elders, child, disabled	\$4,800/yr
GTB	30%	\$50	2 bdrm = \$330 3 bdrm = \$412 4 bdrm = \$424 5 bdrm = \$488	2 bdrm = \$660 3 bdrm = \$824 4 bdrm = \$848 5 bdrm = \$976	Elders, child, disabled	Per Cap
Sault Ste. Marie	25%	No	Yes, based on bdrms	Based on NAHASDA	Elders, child, disabled, travel to/from work, daycare, child support	No
Lac Vieux Desert	20% & 10%	\$50 + \$25/bedrm	\$313	\$313 + \$25/bedrm	Elders, child, disabled, Veterans	\$5,000/yr HUD \$7,500/yr Tribal
LTBB (2014)	30% plus \$125 for utilities/unit	None	older 3 bdrm = \$675 older 4 bdrm = \$725 newer 2 bdrm = \$725 newer 3 bdrm = \$775	Move out	Elders, child, disabled, \$125 Elders credit for utilities	
Pottawatomi (2014)	22%	Varies	2 bdrm = \$680 3 bdrm = \$850		Elders, child, disabled	
LRBOI	15%	\$75	15% 62+ Elders cap at 10%,	15%	Elders, Child, Disabled, Elder drives plowed, Elder Desg lawn care, Elder Desg water Sewer paid, garbage pk up paid	None



Employee: Hasing

Date/Location/Description

Print Neatly

2016 HOUSING  
Daily Worksheet

Date 8-1 Timesheets, Receipts, Work logs, Got Quote for Windows gave info to Michelle B, Jim weed whack, Cleaned out shop vac, Finished up @ 2719 IC, Took Materials/Supplies back to shop, Organize shop & materials/supplies, Cleaned Carpet Machine, Cut pieces of Soffit for Capps of old dryer vents in Duplexes.

Date 8-2 Hooked up Plow checked operation, Filled with new fluid tightened head lights & Ground wire, Card board run Picked up smoke/CO Alarms for Elder units, started scheduling with elders for Alarms, ~~Call~~ Jim weed whacked mowed elders,

Date 8-3 Installed all new smoke alarm on CO2 at 2723 W. Morgan ne quong & set up of silicon on shower floor front and put down new chalk, Replaced outdated smoke/CO2 detectors @ 2695 OC and adjusted screen door  
Capped old dryer vents @ 2721, 2719, 2685, 2683 IC  
Replaced Smoke/CO2 detectors @ 2690 OC 2711 OC 2724 OC

Date 8-4 Repaired Plumbing leak in supply lines to Kitchen area @ 2724 OC, Changed Smoke/CO2 Detectors @ 2677 OC,  
Capped old dryer vents @ 2624, 2626, 2646 IC 2644 was already capped, Installed suction cup style Grab bar in shower and wall mount grab bar in garage @ 2613 OC (Glenn)

Date 8-5 Network Down unable to Punch in Chris from IT was working on it, checked on Microwave @ 2678 IC, sparks need to get replacement, Repaired and reinstalled ceiling fan @ 230 1/2 Wineth St.  
Replaced smoke alarms and CO2 Detectors @ 2680, 2698 OC  
Net work Down unable to punch out @ end of Day

Due Every Friday

Thank you for filling out this Daily Worksheet

## Housing

Date/Location/Description

Print Neatly

Daily Worksheet

Date 8-8 Went with Chad to check work completed by tenant @ 2637 OC  
Inspected toilet Damage @ 2714 OC, Ordered part needed for Grey truck  
Picked up white Elongated Highrise Toilet From HD For Replacement  
@ 2714 OC Ace out of stock, Picked up Microwave For 2678 IC

Date 8-9 Installed new toilet, wall mount grab bar, suction cup grab  
bar in shower @ 2714 OC (SS) Raised garage door release handle  
to clear vehicle @ 2690 OC (LR) Replaced Smoke/CO2 Detectors in  
Basement @ 2687 OC (AP) Replaced Microwave @ 2678 IC (KM)  
Repaired Loose electrical Box in Kitchen Island @ 2709 OC (CW)  
Checked Smoke/CO2 Detectors @ 2726 OC (SS) all good

Date 8-10 ~~Repaired~~ Rekeyed Locksets and tighten Dead bolts  
@ 2727 OC

Date 8-11 Part came in for grey truck, sprayed all down by main offices  
with grass and weed killer spray all sidewalks, parking lots, and dumpster  
area. Went to 2716 checked all smoke & CO2 detectors, made a  
list of all homes that need siding, downspouts, weatherstripping  
repairs or replaced

Date 8-12 Had meeting with Frank, gathered all receipts for Monday, move  
out inspection got canceled till following week, removed old oil tube from  
grey truck (took most of day to get out) Cleaned up shop area of  
debris from working on truck (rust, oil, ect)

Due Every Friday

Thank you for filling out this Daily Worksheet

## Housing

Date/Location/Description

Print Neatly

Daily Worksheet

Date 8-15 Repaired Faucet leak @ 2690 OC

Glenn Shop area, Replaced Dipstick tube on Grey truck

Bee removal From Elders/HC units, & Jim Mowed

Date 8-16 Bee hive removal From Elders and HC units, Repaired Lockset removed old Microwave @ 2708 OC (50)

Jim Mowed Fields, Clean Shop Bathroom, Trucks

Repaired Equipment

Date 8-17 Removed Bee hives From Peaks on Elder and HC units

Washed Trucks, Quoted Salt/Ice Melt Got info for Fridge Door seal for 2708 (50) gave info to Michelle, sent firm info to HR

Organize paint/materials in Shop, cleaned off work bench, Jim Mowed

Date 8-18 Cleaned Shop, weed whacked, mowed ditches, elders, Handi Cap and vacants

Date 8-19 Cleaned off Toro mower, refueled Toro, Painted wall area where Microwave was and repaired screen lock set @ 2708 OC

Ditches mowed Finished

Due Every Friday

Thank you for filling out this Daily Worksheet

## Housing

Date/Location/Description

Print Neatly

Daily Worksheet

Date 8-22 Started on 2637<sup>0</sup> Vacuumed Carpets, Shampooed Bedrooms created list of Materials got Quote from Ace, cleaned Cabinets kitchen Called Kerry Blinds for Quote on Blind replacement / Repair Ordered Lockset, Rekeyed 2694 IC (AM)

Date 8-23 Continued cleaning Carpets, pulled light fixtures Elec covers removed Doors, Bath Hardware + Exhaust Fans Blind veins, Kerry to Quote Repair/Replce Broken Head + Veins

Date 8-24 continue wash down at 2637 (laundry room, 2<sup>nd</sup>, 3<sup>rd</sup> Bedrooms, bathroom, hallways, stairwell, living room) and finished wash down

Date 8-25 Brought over paint to 2637 and began to cut in (ceiling in master br bathroom, kitchen baseboards, laundry room, living room along with doorways)

Date 8-26 Still cutting in at 2637

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: \_\_\_\_\_

2016 HOUSING

Date/Location/Description

Print Neatly

**Daily Worksheet**

Date 8-29 Began finish cleaning, cutting in at 2637

mowed Jim

Date 8-30 cut in hallway both bedrooms 2 and 3 started 2nd bathroom spackle at 2637

mowed Jim

Date 8-31 Finished all cut ins except ceiling, organized ~~supplies~~ supplies and work area  
did inspection in town

Nick left early  
mowed Jim

Date 9-1 2695 work order for lock loading unit to garage  
began roller at 2637

Nick left early  
mowed Jim

Date 9-2 Finished rolling kitchen, laundry room, living room, entryway at 2637 started cut in on master bathroom and bedroom

Nick left ~~early~~ early  
mowed Jim

Due Every Friday

Thank you for filling out this Daily Worksheet