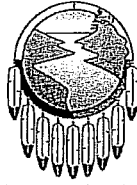


Little River Band of Ottawa Indians



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

September 5, 2019
Agenda

1. Prayer
2. Call to order/Roll Call:
3. Approval of Agenda:
4. Approval of Minutes:
A
5. Housing Department Update:
6. Unified Legal Update:
7. General Business: Old/New
A.
B.
8. Hearing/Close Session: None
9. Public Comment:
10. Next Meeting Date: September 19, 2019
11. Adjournment:



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

Meeting Held on: September 5, 2019

-
- | | | | | |
|-------------------------|-----------------------------|----------|---|---|
| 1. Judy Hardenburgh | <u>Judy Hardenburgh</u> | Attended | Yes ☒ | No ☐ |
| 2. Julia Chapman | <u>Julia Chapman</u> | Attended | Yes ☒ | No ☐ |
| 3. Marcella Leusby | <u>Marcella Leusby</u> | Attended | Yes ☒ | No ☐ <i>no stipend</i> |
| 4. Teresa Callis | <u>Teresa Callis</u> | Attended | Yes ☒ | No ☐ |
| 5. Margaret Kowalkowski | <u>Margaret Kowalkowski</u> | Attended | Yes ☐ | No ☐ |

Liaisons:

Sandy Lewis _____ Attended Yes ☐ No ☒

Ron Wittenberg _____ Attended Yes ☐ No ☒

Tom Guenthardt _____ Attended Yes ☐ No ☒

Meeting start time: 10:10 am

Meeting end time: 11:45 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

9-5-19
Date

Marcella Leusby
Commissioner Signature

9-5-19
Date



**Little River Band of Ottawa Indians
Housing Commission Report to Tribal Council**

September 5, 2019

1. Housing Commission Members

Chairperson: Judy Hardenburgh

Secretary: Marcella Leusby

Commissioner: Julia Chapman

Commissioner: Theresa Callis

Commissioner: Margaret Kowalski

2. Activities for the month of

Getting of the Resolutions updated and changes made

3. Special Concerns of the Commission

4. Attachments

Respectfully,

Marcella Leusby

Marcella Leusby
Housing Commission Secretary

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room

MEETING MINUTES

September 5, 2019

1-3. Opening Prayer, Roll Call and Stipend

Commissioner Judy Hardenburgh called meeting to order at 10:10 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: Michelle Pepera

4. Approval of Agenda- Motion to approve the Agenda for September 5, 2019

Commissioner Julia Chapman made a motion to approve the agenda, Commissioner Teresa Callis 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- August 15, 2019

Motion to approve minutes: Commissioner Teresa Callis made motion to approve minutes, Commissioner Judy Hardenburgh 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: There was a complaint that Ron Stone had a dog that was left outside and barked a lot. There was also a dog house out beside his house. Michelle told us that the dog belonged to his uncle and the problem was taken care of. There's been several complaints of dogs barking. Whoever complains about this needs to put it on paper and give it to the housing department. The housing commission received word that ants were all over at the Elders complex. Michelle Pepera said she put in an order and she contacted purchasing to get an exterminator to come out and spray. Michelle let us know that Chad will be out for a while and we should send all calls through to her until his return.

We need to put in Chapter 6 something about our police have the authority to cite someone for animal disquiet.

Need to get with Elise about Chapter 3 and we need to go over Chapter 6 again.

8. Meeting Adjourned: 11:45 am

9. Next Meeting: September 26, 2019

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*

September 26, 2019

Agenda

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



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

Meeting Held on: September 26, 2019

-
- | | | | | |
|-------------------------|-----------------------------|----------|---|-----------------------------|
| 1. Judy Hardenburgh | <u>Judy Hardenburgh</u> | Attended | Yes ☒ | No ☐ |
| 2. Julia Chapman | <u>Julia Chapman</u> | Attended | Yes ☒ | No ☐ |
| 3. Marcella Leusby | <u>Marcella Leusby</u> | Attended | Yes ☒ | No ☐ |
| 4. Teresa Callis | <u>Teresa Callis</u> | Attended | Yes ☒ | No ☐ |
| 5. Margaret Kowalkowski | <u>Margaret Kowalkowski</u> | Attended | Yes ☒ | No ☐ |

Liaisons:

Sandy Lewis _____ Attended Yes ☐ No ☒

Ron Wittenberg _____ Attended Yes ☐ No ☒

Tom Guenthardt _____ Attended Yes ☐ No ☒

Meeting start time: 10:10 am

Meeting end time: 11:45 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

9-26-19
Date

Marcella Leusby
Commissioner Signature

9-26-19
Date

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room MEETING MINUTES September 26, 2019

1-3. Opening Prayer, Roll Call and Stipend

Commissioner Judy Hardenburgh called meeting to order at 10:10 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: Michelle Pepera

4. Approval of Agenda- Motion to approve the Agenda for September 26, 2019

Commissioner Teresa Callis 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: 5-0-0-0-0

5. Approval on Minutes- September 5, 2019

Motion to approve minutes: Commissioner Judy Hardenburgh made motion to approve minutes, Commissioner Margaret Kowalkowski 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: We have been having an issue with dogs disrupting the peace at Aki Housing. The issue of barking dogs and dogs running are presently a problem at Aki. It was brought to our attention that our Tribal Police don't have authority to take care of these problems. Teresa Callis talked about putting authorization in Chapter 6. Tribal Police will then be able to issue tickets, give warnings and take away problem animals. We decided to have one of the Tribal Police officer come to our next meeting and talk to us about this issue.

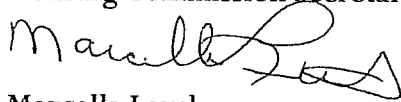
Marcella Leusby got information from Grand Traverse on their Chapter of Animal Control. They are in the process of changing their chapter because of issues that have come up and of Service Animals. They will send us their new Chapter when they get it done.

HC talked about the other Chapters getting done and the ones that have to be redone. We are hoping that by Christmas everything will be in place.

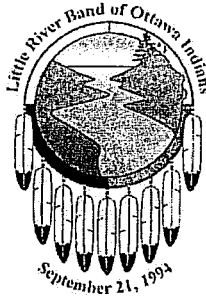
8. Meeting Adjourned: 11:55 am

9. Next Meeting: October 3, 2019

Housing Commission Secretary

A handwritten signature in cursive script, appearing to read "Marcella Leusby", written in black ink.

— 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 September 2019

I. Housing Activities.

- A. The Housing Maintenance techs continue working on replacing the back designated elder housing decks.
- B. I met with Manistee Twp. Fire Chief about the fire suppression and the Knox box at the Elder Apartment Complex
- C. Bill Willis and I met with Tribal Council on the 2020 Budget's for the department
- D. Jake and I met with Chris Hoffman of Little Valley Homes in Cadillac to discussed the final details of the 2019 2-Fair Market homes
- E. Numerous department and I went to the Muskegon office to assist tribal members with their questions and needs.
- F. Met with Scott from C & I Electric about installing new wiring for the Security Camera's up at Aki maadiziwin.
- G. Sent out postcard's informing the tenants of fall clean up (please see attachment)
- H. The department met once this month with Elise McGowan-Cuellan, Staff Attorney and Bill Willis, Members Services Lead.
- I. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 5
 - Leases renewed: 4
 - New leases: 2
 - Annual Inspections: 5
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- J. Down Payment and Closing Cost assistance grant (HI 100), Funds have been depleted for the remainder of the year, will re-allocate upon budget approval for fiscal year 2020.
 - Applications received this month: 0
 - Number of Awards made during the month: 1
 - Amount of Awards made for the Month: \$4633.00
 - Total Number of Awards made during the Year: 19
 - Total Amount of Awards for the Year: \$81467.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 8
- B. Termination Notice(s) issued: 2
- 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 79 rental units in total of which 74 were rented giving us an occupancy rating of 95%.

- A. Aki has 55 income based rental units of which 50 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.
 - 5. Aki has 10 low income elder designated apartment rental units and 6 units are rented.
- B. Aki has 24 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

- A. Working on replacement of the 12 Elder's back decking

VI. Plans for the Future.

- A. Construction of the 2019 2-Fair market homes

B. Other Information

- A. None

End of Report
Michelle L. Pepera
Administrative Assistant
October 3, 2019

Attachments: September 2019 daily maintenance log
Aki maadiziwin fall clean up postcard

Cc: File

Housing 2019
Daily Worksheet

Date 9-2 Holiday

Date 9-3 daily logs, took out shop trash, receipts, printed
off move out sheet for 2020 OC

Date 9-4 created list of materials for 2020 OC, adjusted water
heater temp @ 2714 OC

Date 9-5 Mowed ditches 1 Elders row

Date 9-6 Mowed ditches HC + 602 + older units

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 9-9 Cleaned brake cut off switch and greased
Bogie wheels on older zero turn finished mowing
Ditches / Fields Continued @ 2626 OC

Date 9-10 Receipts Annual Inspection @ 2612 OC
Took shop trash out, check Fluids tires + Filled Toyota
Annual Inspection @ 2647 OC, organized mechanical Room
@ Elder Complex, Replaced GFCI out let apt 109, painted top
Installed dishwasher @ 2715 OC

Date 9-11 lowered the Flue, Started making room for salt
Clean Shop area Continued @ 2626 OC

Date 9-12 Worked on decks, Continued @ 2626 OC
Worked on pedistal top, repair washer completed deck
@ 2726 OC started Deck removal @ 2716 OC

Date 9-13 Card board, installed garage door opener @ 2694
Continued @ 2626 OC Required plumbing leak @ 2589 OC
Removed broken stove top @ 2591 OC, checked Electrical
light switch @ 2626 OC was LED Bulb issue

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 9-16 opened up 2626 OC for Hagulads, took trash from shop painted plow, checked washing machine, took supplies over to EC, built base for cook top for 2591 OC as opening was cut to large, mowed, Installed top @ EC, 2665 MP fuel, fix garage door, clean 103, install counter top, check pavilion, checked m5,

Date 9-17 talked to Darrel H&H landscaping, dropped off grey truck @ Amos worked on deck @ 2716 OC, annual inspection @ 2663 IC, prepel stove top for 2591 OC, repaired fridge back up continued @ 2626 OC

Date 9-18 talked to Anthony's for quote for landscaping @ 2665 OC
Installed cook top @ 2591 OC Finished deck @ 2716 OC

Date 9-19 Checked Pavilion, Moved washers/dryers to Mezzanine
Cleaned Shop - Employee Picnic.

Date 9-20 Holiday

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 9-23 Rec'd parts, mowed, checked water heater @ 2679 101
called plumber who installed as unit under warranty
Got quote from Anthony's left message with Matt landscape
he said Wed in fut, Larsen's finishing up there quote also
Service tractor, continued @ 262600

Date 9-24 Mowed fields, mowed elders Row
Continued @ 262600, checked Fridge Filter and reinstalled
dead bolt Knob @ 260500

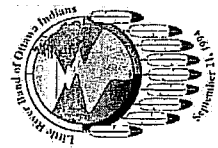
Date 9-25 Fueled grey and new red truck, cleaned shop area
continued on deck project

Date 9-26 Installed batteries and programmed thermostat @
269300, continued on decks, changed light bulbs
cleaned dry vent, put fresh batteries in smoke alarms @
2720 TC

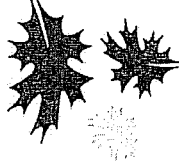
Date 9-27 EOM paper work, Mileage, looked at furnace
appeared fine @ 269300, put up new flag and raised
tribal flag

9-30 Continued on Decks, RM103, Hung Window Drapes

Thank you for filling out this Daily Worksheet



Aki maadiziwin Fall Clean Up



The Housing Department has reserved Two dumpster's for October 16 through October 23, 2019, they will be located at the North and South cul-de-sac's for your convenience.

Now would be a good time to clean out the basement/garage/yard and dispose of any items (old furniture, mattress, etc.) before winter.

Items that are **not allowed** in the dumpster are tires, yard waste, liquid flammables and Freon appliances. If you have any questions, please call the office at 398-6875.



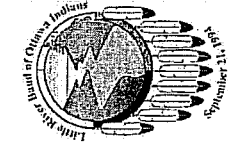
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