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

August 18th, 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 6

Chapter 1

3. Special Concerns of the Commission

Rent at AKI

4. Attachments

Agenda

July Minutes

Housing Director Minutes

IV D.



Little River Band of Ottawa Indians
Housing Commission Meeting
Aki maadiziwin Conference Room
August 18th, 2016

Agenda

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda
5. Approval of Minutes
 - a.
 - b.
6. Department Update
7. Old Business
8. New Business
 - a.
 - b.
9. Public Comment
10. Closed Session
 - a. Corey Wells
11. Open Session
12. Policies and Procedures (limit discussion to ½ hour)
13. Next Meeting Date – September 15th, 2016
14. Adjournment

Little River Band of Ottawa Indians



**Housing Commission Meeting
Aki Maadiziwin Conference Room
July 21st, 2016**

MEETING MINUTES

The Little River Band Housing Commission meetings was held at Aki Conference Room on July 21st, 2016. Following are the minutes of that meeting.

1-3. Opening Prayer, Roll Call and Stipend

The meeting on Thursday, July 21st, 2016 was called to order at 9:10 am by Commissioner Marcella Leusby

Roll Call

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

Quorum: 4-0-1-0

Others Present: Michelle Bernatche-Housing Admin Assist.

Guests: Mike Ceplina, Martha Howell

Council members: Ron Wittenburg, Shannon Crampton, Sandy Lewis

4. Approval of Agenda

Motion to approve the Agenda for:

Motion carried: Commissioner Jamie Friedel to accept agenda.

Supported by: Commissioner Marcella Leusby

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

Motion carried: 4-0-1-0

5. Approval on Minutes

Motion to approve minutes: Commissioner Judy Hardenburgh approved June minutes.

Motion seconded by: Commissioner Jamie Friedel

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

Motion carried: 4-0-1-0

6. Policies and Procedures- None

7. Department update: Michelle went over monthly report.

8. Old Business: Talked about tribal members buying HUD houses at AKI. Talked of going ahead with building fair market /elder duplex's/low income housing. We talked of a way for tribal members to buy housing at AKI and building their own homes.

9. New Business: We discussed the changes to the residential lease on late fees. We made changes to the Playground/Pavilion rules. We talked of using Section 184 Indian Housing Loan to build more houses at AKI. Talked about the possibility of capping rent for right now until we get more houses built. The freeze is still on until something can be done on the rent.

Commissioner Jamie Friedel made a motion to amend changes to the Residential Lease for how late fees are applied to the tenants. Commissioner Judy Hardenburg seconded.

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

Motion carried: 4-0-1-0

10. Public Comment: Mike Ceplina and Martha Howell talked on the increase of rent at AKI. They commented on how there is a big need for more houses to be built, the need for affordable housing, and a better way of doing the rent process. Shannon Crampton said they were thinking of building 150 houses at the corner of 22/US31. They were talking of using the Section 184 Indian Housing Loan to help build the houses. Mike informed us that Farmer Dontz's son bought the property on which the pine trees are and that he was using a large amount of water for the trees. Said it wasn't fair because the people at Aki had to buy their water use.

11. Open Session: Need to have a meeting with Council as soon as possible. Went over Chapter 6, we decided to let tenants have 2 pets, cost will be \$150.00 for 1 pet. Add addition \$100.00 for second pet.

12. Closed Session: None

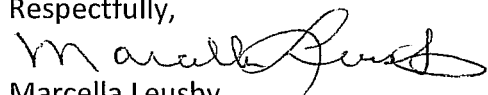
13. Next Meeting: August 18th, 2016

14. Adjournment: Commissioner Jamie Friedel moved to adjourn meeting at 1:05 pm. Commissioner Judy Hardenburgh seconded.

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

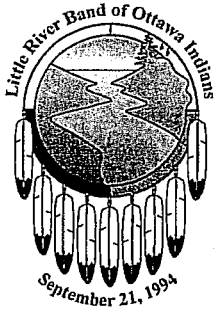
Motion carried: 4-0-1-0

Respectfully,



Marcella Leusby

Housing Commission Secretary



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Dr.

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Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT ACTIVITY REPORT

For

July 2016

I. Housing Activities.

- A. The Housing Department met with the Accounting Department to review our proposed budget for 2017. We were advised to keep our department budget the same as 2016. We asked for the Down payment and Closing cost Tribal Grant increase from \$50,000 to \$75,000 due to increased requests from this year and that we may be out of funds soon. That budget is actually submitted separately from our Department Budget.
- B. Construction of the Pavilion was delayed as the construction of the pavilion roof trusses were made shorter than designed. A fix was approved by the Truss Manufacturer and Architect and the modification to the trusses was made on site. We look for the construction to begin soon.
- C. Construction of the two NAHASDA housing units has been moving along well and appears to be on schedule. The foundation walls have been poured and the moisture barrier has been applied to the exterior foundation walls. The concrete floors are poured and they have started the installation of the floor joists.
- D. The Housing Commission and Department met with Tribal Council for a work session on updating Chapter 4 of the Housing Regulations. On July 27, 2016 Tribal Council approved the revisions to Chapter 4 at their regularly scheduled meeting.
- 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: 6
 - Leases renewed: 8
 - New leases: 1
 - Annual Inspections: 4
 - Move-out Inspections: 0
 - Move outs: 1
 - 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: 1
 - Number of Awards made during the month: 1
 - Amount of Awards made for the Month: \$5,000
 - Total Number of Awards made during the Year: 10
 - Total Amount of Awards for the Year: \$35,143

II. Rental Payment Information for the Month.

- A. First Notice(s) of Delinquency issued: 3
- B. Second Notice(s) of Delinquency issued: 3
- C. Termination Notice(s) issued: 1
- D. Notice(s) to Vacate or Renew: 0
- 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 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.

- A. LRBOI Housing has 62 rental units in total of which 59 are rented giving us an occupancy rating of 95%. Aki has 55 rental units of which 52 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 29 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:

Start of construction for the Pavilion and two new low-income residential rental units at Aki maadiziwin.

VI. Plans for the Future.

- A. Working with Tribal Council on developing a policy for Member purchase of HUD rental units.
- B. Developing more rental housing at Aki maadiziwin.

VII. Other Information

- H. None.

End of Report

Frank Figgels, Housing Director

August 18, 2016

Attachment: July 2016 maintenance log

Cc: file

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 7-4 Closed

Date 7-5 Replaced leaking 3" pvc pipe to toilet new
flange with tile flange, installed new toilet Plunger with
Seal adjusted fill valve new wax Ringe tighten
toilet seat and caulked, fixed Slider in the and Bifolds
on washer area Doors @ 2724
Clean + Prep @ 2685 Looked @ water leak @ 9th Street
Fly issue Stanley Stamer duct clean

Date 7-6

NO Sake

Fixed ceiling fan for 2631 E. Meary Wis as well as fixed the
door into garage and back door. Jim cleaned 2719 carpet and washed
blinds for 2716 - Nick worked on 2685 / complete wash down of all doors
and living room, kitchen, and 1 bedroom

Date 7-7 Put up blind for front door at 2723 worked on blinds for 2716
and moved NO Sake (Jim) Nick - put up doors at 2685 finished wash
down of 2nd bedroom, cleaned all fans, outlet covers and put back, cleaned
all vent covers and put back, cleaned garage, went to 2677 and blew out
and var fridge

Date 7-8 Plumbers @ 230 9th, Chd to contact Forbes for 9th St.
Picked up locksets, Blind Cords + ignitor came in, ordered shower
faucet parts for Rochman, Washer parts in, ordered bi-fold pins from the
Finished changing Locksets @ 2716 OC
Walk through @ 2637 Piper with Chad (move out Temp)

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housin

2016 HOUSING

Date/Location/Description

Print Neatly

Daily Worksheet

Date 7-11 Clean Shop area, Reinstalled Blinds @ 2716 OC
Receipts, Fuel, Call Haglund's for re-install @ 2685 IC
Touch up paint @ 2685 IC, Measured for fridge called
Sears with Dimensions for 2677 OC Annual Inspection
@ 148 1/2 Ford, Checked on for Motor and Faucet parts for
2647 OC still waiting for parts,

Date 7-12 opened 2719, 2685^{IC}, 2716^{IC} For Stanley Duct Cleaning
Haglund Carpet install @ 2685 IC Bedrooms, Finished touch up
cleaning @ 2685, Finished @ 2716 OC Repaired Garage Door
@ 2613 OC Glen, Reinstalled and adjusted slider screen @ 2690 OC

Date 7-13 Emailed Carter for vanity + Top for 2637 OC, Picked up
Supplies for Housing Cleaning/Painting, Took trash out @ 2719 + 2685 IC
Turned in keys for 2716 OC + 2685 IC Continued cleaning @
2719 IC (Nick's old) Cleaned Appliances, walls, Trim, windows
Cabinets, Floor under Appliances

Date 7-14 Reinstalled and adjusted sink stoppers @ 2715 OC
Picked up parts ordered from Ace for 2647 Exhaust Fan + Cleaning
supplies, Continued cleaning @ 2719 IC (Nick's old) Cleaned walls
Window Frames, Base board, Bathroom, Washer/Dryer, Doors + Sinks
Finished Cleaning Oven

Date 7-15 Installed new toilet seat + Riser @ 2708 OC ALK
cutt down + Removed tree that was blocking house #3 got Quote for
new Microwave as one turns on/off by itself up/used informed
tenant @ 2708 OC, Picked up SO from Ace Bifold Parts + more
Cleaning supplies, Continued cleaning Baseboard, cutt in Ceilings, cleaned
Carpet Machine, Cleaned Carpet One Bdrm, @ 2719 Looked @ ~~spg~~
@ 2589 Both sinks but Need to get info on valves replacement Sillrocks
Need to be ordered from Ace

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housing
Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 7-18 Frank had Jim + I (Nick) walk thru 2637 again for damages + get prices for items to be fixed. Nick went to 2719 continued working (painting all base board, door trim, cut in kitchen, scrub floors, Jim pulled trees at 2716

Date 7-19 Jim + Jake did work orders for 2647 (Fan, baseboard, bathroom leak) 2727 work order for leak in bathroom, and 2646 for leak in bedroom on ceiling painted. Nick worked on 2719 painted doors, removed door hardware, scrub garage floor. 1:30 went to Annual Inspection 2723 (repaired bathroom door + garage trim) Ordered smoke detectors + carbon for elders to be replaced. Jim mowed Com Center (Need to order windows for 2723 both bedrooms) Check on leak in basement at 2637 called custom

Date 7-20 Jim weed worked elders + mowed with tractor / Custom came to 2637 Fixed leak / Nick painted 2nd coat on doors + trim, painted kitchen walls at 2719 + started hallway. Jim + I (Nick) went to 230 ninth in town to check leak, put in dehumid. called plumber company that worked on it a few weeks ago they came repaired again and sent photo best advice is the plumber said if it leaks again to replace house. Nick got together with Chad and got times + ppl for Annual Inspections for Friday

Date 7-21 Jim mowed with tractor Nick work on 2719 Finish painting kitchen living room, placed back on all door hardware, got living room carpet ready used resolve carpet clean scrubbed on hands + knees to have ready to use carpet machine tomorrow, washed down counter in kitchen, gathered trash, and got lighting fixtures ready to be put back on. Nick also took John Oak new microwave + hooked up didn't take out old one cause he was resting at the time.

~~7-22~~ 7-22 All home inspection have been canceled for today personal reasons for tenants. Went to Ace for carpet cleaner. Stopped and picked up humid. at 9th Street for basement. Jim mowed yards + started to finish fields Nick work on 2719 painted hallway started put in on bathroom. Cleaned living room carpet placed back on all outlet covers in kitchen, living room, hallway - put back on light covers - pre-treated bedroom carpet to get ready to clean for Monday that means sprayed cleaned and scrub with bristles on knees / scrub garage floor trying to get out smell of cat pee. Did work order at 2640 fix sink stopped and unclogged/cleaned drain for bathroom sink and attached sink stopper

Due Every Friday
Thank you for filling out this Daily Worksheet

Employee: _____

2016 HOUSING

Date/Location/Description

Print Neatly

Daily Worksheet

Date ²⁵ 7-26-16 Jim replaced right globe for 2726 & mowed ditches & tractor work Nick worked on 2719 Finish painting walls in bathroom & in both bedrooms, replaced all light covers in both room & bedrooms replaced bulbs, put back up light covers in both bedrooms & bathroom, did touch up on baseboard & doors, used carpet machine in Front Bedroom still not satisfied so presub hands and knees both Bedrooms to use carpet machine tomorrow cleared & disburssed by hand and used dishwasher cleaner. Garage still smells so preped Date to scrub out tomorrow and got laundry door bifold and bedroom bifold ready to paint in garage

Date 26-16 Jim mowed Nick 2719 cleaned both bedroom carpets painted both ~~bed~~ bedroom walls, painted both bifold closet door and frames, did touch up on door frames on bedrooms, ~~scrape~~ scrape excess paint of windows in living room, washed down floors in kitchen and hallways, cleaned out carpet machine, went to Ace got Drylock paint for basement for 148 Ford street and dropped off, went to shop to drop off Jim he cut for constitution steal beams, Nick back to 2719 finished 2nd coat on bifolds for kitchen Date and cleaned up some mess in kitchen took all equipment/cleaning material don using 7-27-16 Touch up Paint Ceiling, Installed smoke alarms, cleaned & tightened Ceiling Fans, cleaned & repaired wiring Exhaust fan, Painted Bifold Doors Laundry room, Front Bedroom, cleaned counter & sink, Picked up and set bug Bombs in carpeted areas, @ 2719 checked Pricing for check Valve water heater 9th St. Mopped Floors picked up manuals @ 27116 OC Jim mowed, meeting with Frank about varied schedules, Snaked Drain @ 2677 Date Meija 7-28- Installed 4 new Locksets, rekeyed to Dead bolt Key @ 26370C Cleaned & reinstalled Sump pump @ 2637 OC Replaced Pressure relief valve in water heater @ 230 Ninth St. Removed down tree limbs also, weed whack curb side walks @ CC Aki, Took 1 gal Drylock & brush to 148 Ford St. Repaired Screen for slider Door @ 2719 IC

★ SEE BACK ★

Due Every Friday

Thank you for filling out this Daily Worksheet

7-29-16 Finished Cleaning + reinstalling Blinds, Reinstalled Bifolds
Repaired Tracks, adjuster Doors, washed windows Inside / outside
Took most Materials / Tools / supplies Back to shop, took trash
out of shop, got Mileage, Got info and emailed Window
Information For 2723 OC (Darlene)