

Gaa Ching Ziibi Daawaa Anishinaabek



**Little River Band of Ottawa Indians
Housing Commission Meeting
Aki maadiziwin Conference Room
May 10, 2018
Agenda**

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda for May 10, 2018
5. Approval of Minutes
 - a. *April 5, 2018*
6. Department Update
7. Old Business
8. New Business
9. Public Comment
10. Closed Session
 - a. *Appeal Hearing*
11. Open Session
12. Policies and Procedures (limit discussion to ½ hour)
13. Next Meeting Date – June 14, 2018
14. Adjournment

RECEIVED
TRIBAL COUNCIL
2018 MAY 10 PM 1:02

approved
with correction
5-10-18

Little River Band of Ottawa Indians

Housing Commission Meeting Aki Maadiziwin Conference Room

April 5, 2018
Meeting Minutes

The Little River Band Housing Commission meeting was held at the Aki Maadiziwin Conference room on April 5, 2018. Following are the minutes of that meeting.

1-2-3 Opening Prayer, Roll Call and Stipend

1. The meeting was called to order by Chairperson Judy Hardenburgh at 10:03 with a silent prayer.

2. J. Hardenburgh did Roll Call
Julius Chapman - present J. Hardenburgh - present Marcella Leusby - present
Teresa Callis - present John Pabani - present
quorum established 5-0-0-0

3. Stipend - signed

4. Approval of Agenda

M. Leusby made motion to accept the agenda for April 5, 2018
T. Callis seconded

J. Hardenburgh - yes T. Callis - yes M. Leusby - yes J. Pabani - yes
J. Chapman - yes
motion carried - 5-0-0-0

5. Approval of minutes

J. Hardenburgh made motion to accept the minutes for April 5, 2018

J. Chapman - seconded

J. Hardenburgh - yes J. Chapman - yes M. Lusk - abstain

T. Callis - abstain J. Pabani - abstain

motion carried 2-0-3-0

6. Dept. Update

Frank Figgels Housing Director gave the commission the Housing Dept. Activity Report for March 2018. He also gave us plans for the Elder Complex which will be presented to the Memberships Meeting on April 14, 2018.

old Business 7. F. Figgels also mentioned when a tenant has a complaint to come to the office and fill out a form informing the Housing Dept. He also stated that the maintenance employees carry these complaint forms. (maintenance request form not complaint)

8. New Business

F. Figgels handed out information where they will build two more fair market homes, on lots 51 & 52. These will be four bedroom homes.

Phase 1 - Elder & low income Phase 2 - Elder Complex

Phase 3 - east side of Oki Madigawa another lot 39

most of Phase 1 is funded by HUD (some houses, not all)
~~water & sewer is funded by IHS budget figure is \$95,000.~~

J. Hardenburgh made motion to approve lots 51 & 52 to build two fair market four bedroom homes.

J. Pabani - seconded

M. Lusk - yes T. Callis - yes J. Hardenburgh - yes J. Pabani - yes

J. Chapman - yes

motion carried 5-0-0-0

J. Hardenburgh made motion to close open session and go into closed session

M. Lusk - yes T. Callis - yes J. Pabani - yes J. Hardenburgh - yes J. Chapman - yes

motion carried 5-0-0-0

J. Pabani made motion to adjourn the meeting at 11:45 and to reconvene at 1:00 p.m. J. Hardenburgh seconded
M. Leuby - yes J. Hardenburgh - yes T. Callis - yes J. Pabani - yes
J. Chapman - yes motion carried 5-0-0-0

J. Hardenburgh made motion to close closed session and go back into open session J. Pabani seconded
J. Pabani - yes Tress Callis - yes M. Leuby - yes J. Hardenburgh - yes
J. Chapman - yes motion carried 5-0-0-0

F. Figgels showed the Commission the floor plans for the two four bedroom homes which will be fair market.

1:22 J. Hardenburgh made motion to close open session and go into closed session J. Pabani - seconded
J. Pabani - yes T. Callis - yes M. Leuby - yes J. Hardenburgh - yes
J. Chapman - yes motion carried 5-0-0-0

2:10 J. Hardenburgh made motion to close closed session and go back into open session
J. Pabani - yes T. Callis - yes M. Leuby - yes J. Hardenburgh - yes
J. Chapman - yes motion carried 5-0-0-0

J. Hardenburgh made motion to adjourn the meeting
J. Pabani - seconded
J. Pabani - yes T. Callis - yes M. Leuby - yes J. Hardenburgh - yes
J. Chapman - yes motion carried 5-0-0-0

Housing Commission Annual Yearly Public Information Meeting

Present at meeting were Margaret Scott, Cindy Drake, Darlene Martin, Mike Ceptina, Gary Di Biaggio, Jannie and Charles Shaw, F. Figgels, Michele Peysera, Marcella Leusky, Teresa Callio, Judy Hardinburg, John Pabani and Julia Chapman

J. Hardinburg stated the Elderly Elder Complex which originally was to be 18 homes has been reduced to 10. She also informed everyone that the Elder Complex will be built and showed everyone the plans.

A tenant asked when will the 2-4 bedroom fair market be built. F. Figgels answered this year when the weather permits.

Also was asked about the 10 houses will porches be included.

There are four lists for housing. they are low income family, ADA, Elder and Fair Market homes

Another tenant asked what will be the computation for the Elder Complex.

F. Figgels stated it will be figured at 10% of income the same as Elder housing.

Another question arose about snowmobile and 4 wheelers at Aki Moosigwin.

There is no information available at the present time, but it will be on our agenda at the next meeting.

J. Hardinburgh made motion to close meeting at 3:03 pm.

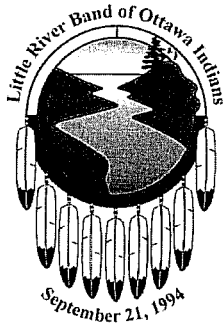
J. Chapman seconded

J. Rahimi - yes T. Callis - yes M. Leach - yes J. Hardinburgh - yes

J. Chapman - yes motion carried 5-0-0

12. Policies + Procedures W/A

13. next meeting date - May 10, 2018



Little River Band of Ottawa Indians
Housing Commission
2608 Government Center Dr.
Manistee, MI 49660
(231) 723-8288

Resolution # 18-0510- 02

Approving Amendments to Housing Regulations Chapter 1. Eligibility Procedures for Tribal Rental Homes

WHEREAS, the status of the *Gaá Čhíng Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribe adopted amendments to the Constitution on July 11, 2016 which became effective upon approval by the Assistant Secretary-Indian Affairs on August 24, 2016; and

WHEREAS, the legislative powers of the Little River Band are vested in the Tribal Council at Article IV, Section 7 of the Constitution; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) of the Constitution to enact ordinances and adopt resolutions to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members and to govern the conduct of members of the Little River Band and other persons within its jurisdiction; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(f) to create by ordinance regulatory commissions or subordinate organizations and to delegate to such organizations the power to manage the affairs of the Little River Band; and

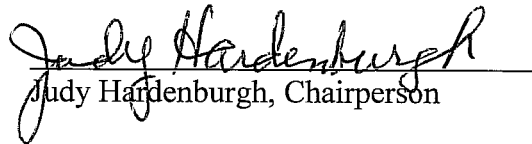
WHEREAS, the Tribal Council did by Ordinance #04-700-01 create the Housing Commission to oversee and regulate the Tribe's housing with the delegated power in Section 6.01(a) of that ordinance to develop and adopt regulations governing Tribal housing on Tribal trust or fee lands.

NOW THEREFORE IT IS RESOLVED that the Housing Commission adopts the attached amendments to the Housing Regulations, Chapter 1, Eligibility Procedures for Tribal Rental Homes:

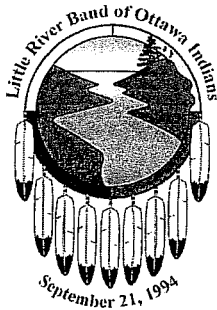
IT IS FINALLY RESOLVED that the Housing Commission shall forward these amendments to the Tribal Council with a recommendation for adoption.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Housing Commission with 5 FOR, 0 AGAINST, 0 ABSTAINING ___ and 0 ABSENT at a regular session of the Little River Band of Ottawa Indians Housing Commission held on May 10, 2018, at the Aki Maadiziwin Community Center in Manistee, Michigan, with a quorum being present for such vote.


Judy Hardenburgh, Chairperson

Distribution: Tribal Council
Housing Department
Unified Legal Department



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Dr.

Physical Address: 2953 Shaw Be Quoung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT ACTIVITY REPORT

For

April 2018

I. Housing Activities.

- A. The Housing Department has been busy with the renting the remaining vacant units created by the completion of the 10 new fair market rentals at Aki. The turnover of the 10 units actually created 5 more vacancies with the transfer of existing tenants to the new units. Also during this time frame we had 2 move outs and 1 abandonment so as a result we are having to fill 18 units as follows. 10 new + 5 transfers + 2 move outs + 1 abandonment = 18 vacancies to fill. I am pleased to advise as of the date of this report we have 2 units left to fill and we have received commitments for both of those units so we should be 100% occupied in the near future.
- B. The Construction Task Force is moving forward with the construction of two four bedroom Fair Market rentals at Aki. Unfortunately due to the unseasonable cold weather in April the frost laws remained in effect and the contractor was not able to mobilize for the start of construction in April.
- C. The Construction Task Force approved the landscaping for the Aki 10 Fair Market rental units completed this winter. I have discussed with the contractor the start of this work at about the same time they mobilize for the start of the construction of the two new Fair Market units. I anticipate a May start time frame.
- D. The Housing Department attended the Membership meeting on April 14, 2018. We had an informational table during the morning for the attendee's information which was well attended.
- E. During the month the Department performed the following activities.
 - Lease renewals due during the month: 2
 - Leases renewed: 2
 - New leases: 2
 - Annual Inspections: 2
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- F. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2018 in the amount of \$75,000.
 - Applications received this month: 1
 - Number of Awards made during the month: 1
 - Amount of Awards made for the Month: \$5,000.00
 - Total Number of Awards made during the Year: 5
 - Total Amount of Awards for the Year: \$24,316.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 6
- B. Termination Notice(s) issued: 1
- C. Notice(s) to Vacate or Renew: 0
- 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 67 rental units in total of which all 64 were rented giving us an occupancy rating of 96%.

- 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 22 Fair Market rentals and 20 are rented.

V. Significant Problems and Accomplishments.

- A. Unfortunately April 2018 was a difficult month from a weather standpoint. It was hard to accept that in the middle of the month we incurred sever snow and ice conditions for 3 consecutive days. So we spent more time on snow removal and salting of drives and the Aki Community Center parking lots and walks than normal for the month. Those conditions are what you would expect the middle of March. As a result we ended the month with 3 units left to rent. We have scheduled a lease signing on May 4, so that will leave us with 2 units left to rent. We have received commitments to rent both units by applicants. This leaves them with two weeks to enter into a lease agreement so hopefully no one moves out during the month and we will be back to 100% occupancy.

VI. Plans for the Future.

- A. Development of an Elders Apartment Complex at Aki maadiziwin.
- B. The development of two four bedroom Fair Market rentals.

VII. Other Information

- A. None

End of Report
Frank Figgels, Housing Director
May 9, 2018

Attachments: April 2018 daily maintenance log

file

Housing 2018
Daily Worksheet

Date 4-2 Receipts, Daily logs, Fuel, Mileage, End of Month Paper Work
Continued @

Date 4-3 STARTED ON 2720 IC
~~REPLACE~~ REPLACE OVER DOOR 2728

Date 4-4 DID DRIVEWAYS, PARKING LOT & SNOW PLOWED &
SALT CHEMICAL TRACER

Date 4-5 Installed Door Sash, Bifolds, Casings @ 2624 IC
Tightened Door handle @ 2624 IC, Replaced Fill Valve
for toilet @ 2573 OC

Date 4-6 Cleaned lots walks, Sanded, Clean Drives
Continued @ 2624 IC, Cut in Vaulted Ceiling @ 2626 OC,
Inspected Garage Door @ 2603 OC
Removed trash and organized shop area

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 4-9 Repaired Bi-Fold Door For 26065 IC
Continued @ 2720 and 2624 IC. Completed

Date 4-10 Removed Plow + Satter From Greg truck, Continued @
2720 IC

Date 4-11 2603 E Maw Gwaw Me Quang - Fastened Garage door Brackets securely
to the Ceiling
2665 - Installed repaired bi-fold door & Adjusted the light switch bolts
Repaired Vinyl Flooring @ 2646 IC
Reset GFCI outlets in Bathroom, Installed tenant supplied
Light Bulbs @ 2714 OC

Date 4-12 Turned in actuals For 2624 IC
Unplugged toilet @ 2678 IC, Replaced Dryer and Cleaned
Vent @ 2648 OC

Date 4-13 Replaced Faucet @ 2596 IC, Replaced Faucet @ 2711 OC
Continued @ 2720 IC

4-14 ~~Pl~~ Satted Lots + Walks

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 4-16 Plowed / salted Lots walks, Cleaned Drives
Receipts, Continued @ 2720, Unplugged Sink Kitchen @ 2723 OC

Date 4-17 Salted Lots / walks / Elder Row
Finished @ 2720 IC (still need Carpet)
Took Materials / supplies to 2646 IC for tenant Prep
Fueled Grey truck

Date 4-18 Salted walks, Continued Prep work @ 2646 IC
~~Start~~ Sealed Floor (sub) @ 2658 IC
Unplugged toilet @ 2678 IC

Date 4-19 Adjusted Antiscalding valve and water heater setting @ 2653 OC
Continued @ 2646 IC Finished sealing Floor @ 2658 IC

Date 4-20 NO Sake

Continued @ 2646 IC

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 4-23 Installed Cabinet Doors and bi-fold knobs @ 2624 IC
Continued @ 2646 IC and 2658 IC

Date 4-24 turned in keys for 2646, 2624 IC
Took all materials & supplies to 2658 IC
Unplugged Drain, Cleaned Ceiling Fan, Changed light bulbs in garage
@ 2690 OC
Continued @ 2658 IC

Date 4-25 Continued @ 2658 IC

Date 4-26 Continued @ 2658 IC
Cleaned Toyota

Date 4-27 Continued @ 2658 IC
Monitoring Staff Meeting

Thank you for filling out this Daily Worksheet