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Little River Band of Ottawa Indians
Housing Commission Meeting
Aki maadiziwin Conference Room
December 15th, 2016

Agenda

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda
5. Approval of Minutes
 - a. No minutes
 - b.
6. Department Update
Housing Director
7. Old Business
8. New Business
 - a. Vote on new Seats for Office-Chairperson and Secretary
 - b.
9. Public Comment
Increase of Rent for Tenant
10. Closed Session
 - a.
11. Open Session
12. Policies and Procedures (limit discussion to ½ hour)
13. Next Meeting Date
14. Adjournment

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room December 15th, 2016

MEETING MINUTES

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

1-3. Opening Prayer, Roll Call and Stipend

Meeting was held on December 15th, 2016.

Commissioner Julia Chapman called meeting to order at 9:10 am. Julia was at meeting by phone.

Roll Call

Judy Hardenburgh-here	Marcella Leusby-here	Julia Chapman-by phone
Karen Love-absent	Jamie Friedel-absent	

Quorum: 3-0-2-0

Others Present: Frank Figgles,

11:00 am-Rebecca Liebring

Council members: Sandy Lewis-left at 9:50 am.

4. Approval of Agenda

Motion to approve the Agenda for: December 15th, 2016

Motion carried: Commissioner Judy Hardenburgh moved to accept agenda.

Supported by: Commissioner Marcella Leusby

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

Motion carried: 3-0-2-0

5. Approval on Minutes

Motion to approve minutes: None

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

Motion carried:

6. Policies and Procedures: None

7. Department update: Frank handed out director's report for October and November.

8. Old Business: None

9. New Business: We talked of floor plans for new housing. To save money maybe we could use the same floor plans as the Muskegon project. Frank is working with council on Chapter 184. We have more ideas to go over later for that item. We talked of how meth is becoming more rampant, need more education on what to look for. Update on applications for housing by trying every 12 months for applicants to fill out paperwork, also taking names of applicants off the list for housing if we don't hear from them within 20 days.

Motion to approve new business: Commissioner Judy Hardenburgh

Commissioner Marcella Leusby seconded.

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

Motion carried: 3-0-2-0

10. Public Comment- Frank talked about Chapter one

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: Went into closed session at 10:30 with Frank.

He asked if the Commission would approve the Housing maintenance department to plow and mow lawn for a new handicap tenant at Aki.

We talked about a tenant that never reported their new income. It was reported too late to take any action. Back to open session at 12:35 pm.

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

Motion carried: 3-0-0-2

13. Next Meeting: January 19th, 2017

14. Adjournment: Commissioner Judy Hardenburgh moved to adjourn the meeting at 1:30 pm.

Commissioner Marcella Leusby seconded. All Agreed.

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

Motion carried: 3-0-0-2

Respectfully,



Marcella Leusby
Commission Secretary



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

3. Special Concerns of the Commission

Building more housing at Aki

4. Attachments

Minutes

Agenda

Respectfully,

Marcella Leusby

Housing Commission Secretary



Little River Band of Ottawa Indians

Housing Department

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Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT ACTIVITY REPORT

For

November 2016

I. Housing Activities.

- A. Construction on two new low income rental residences is almost complete with a projected substantial completion scheduled for the beginning of December 2016.
- B. The Pavilion is almost complete and scheduled for completion the beginning of December 2016.
- C. The Housing Department received a notice from EWONAP that they would be conducting a Remote Audit for our IHBG grant. We have made two submittals to them and they have now asked for our personnel policy which I have submitted to them.
- D. Michelle Pepera and I attended the Great Lakes Indian Housing Association meeting the end of November. This organization is made up of Tribal Housing entities in the Great Lakes Region. I have found the meetings to be very helpful and informative on housing issues we have in common and the different methods of problem solving.
- E. On October 27, 2016 I met with Tribal Council in a work session to discuss the development of more Fair Market Housing at Aki. It was decided that I would pursue a Section 184 loan for the development of 10 more Fair Market Rental Units that would be available for purchase by Citizens. The 10 units are to be three bedroom single family homes with basements and garages. Council directed they wanted these units to have better finishes and amenities so as to provide more incentive in the transition from income based housing to fair market housing and eventually for home ownership. Since then I have been in contact with Tribal First Lending and had discussions on the Section 184 loan process and application requirements.

On November 10, 2016 during our Construction Task Force meeting I advised I had learned from Tribal First that floor plans and bid pricing was necessary for the loan application. Mr. Riley advised we should use the floor plans being developed for the Fruit Port Housing Development as they were already owned by the Tribe and they would be different plans than the existing floor plans already used by Housing. I was advised to contact Tom St Dennis.

I spoke with Tom and he advised the floor plans were being developed and when they were complete he would share them with us.

I attended the Great Lakes Indian Housing Association meeting the week of 11-30-16 and one of the presenters was the Woodlands National Bank on the Section 184 loan. I found their presentation very well done and learned they service Michigan. I will be in contact with them as another source for the Section 184 loan.

F. During the month the Department performed the following activities.

Lease renewals due during the month: 9

Leases renewed: 6

New leases: 0

Annual Inspections: 9

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. We have also added another \$10,000 to this budget by a budget modification from our Department Budget for a total of \$60,000.

Applications received this month: 1

Number of Awards made during the month: 1

Amount of Awards made for the Month: \$4,333.

Total Number of Awards made during the Year: 19

Total Amount of Awards for the Year: \$69,551.06. (Note we have met with Tribal Council and will be transferring another \$9,551.06 to this program. We are also requesting a supplemental appropriation for \$5,000 as we expect one more award in December.)

II. Rental Payment Information for the Month.

A. First Notice(s) of Delinquency issued: 0

B. Second Notice(s) of Delinquency issued: 1

C. Third Notice of Delinquency issued: 6

D. Termination Notice(s) issued: 4

E. Notice(s) to Vacate or Renew: 0

F. 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.

A. LRBOI Housing has 62 rental units in total of which 56 are rented giving us an occupancy rating of 90%. Aki has 55 rental units of which 50 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 11 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 one is rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

1. Submission of documents requested by EWONAP for their Remote Monitoring.

VI. Plans for the Future.

- A. Developing 10 more Fair Market Rental units for Home Ownership at Aki maadiziwin.**

VII. Other Information

- A. None.**

**End of Report
Frank Figgels
Housing Director**

Attachments: November Daily Work log

Cc: file

Housing 2016
Daily Worksheet

Date 10-31 Daily logg, Mileage, Washed Walls, Prep for paint
@ 21094 IC

Date 11-1 Installed new Medicine Cabinet with Lights, Mirrors, blind
hood @ 21094 IC
Repaired Mailbox @ 21040 OC
~~Move out inspection~~ assisted Chad with move out inspection and
re Keyed 21050C

Date 11-2 Installed Grab bars wall mount and suction style in
Bath tub area @ 21053 IC, Picked up Grey truck, Dropped
off receipts to Michele

Date 11-3 Installed Grab bar wall mount and suction cup style
in Shower area adjusted water heater temp @ 21044 IC
Continued Prep and cleaning, touch up paint @ 21094

Date 11-4 Cleaned up shop area, bathroom, Exhaust Fan, Dropped
off Red truck at Manistee fire
Annual Inspection assisted Chad @ 21000 IC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2016
Daily Worksheet

Date 11-7 Time change start winter hrs leave - 2³⁰ pm

Finished up @ 2694 IC, Took materials to shop
Replaced Broken Light bulb and dropped off 2 gallons Drylock
@ 148 Ford Turned in Receipts and Time log for 2694 IC
Installed Facia @ 2694, *

Date 11-8 Reinstalled Ceiling Fan @ 230 Ninth St

Installed Blinds and Finished Touch up @ 2694 IC
Annual inspection @ 2677 OC, Took materials back to shop

Date 11-9 Took materials & supplies to 230 1/2 9th St. Continued cleaning
and prepping unit for rental, checked appliances hook up @
two new units, changed lock set @ 2694 IC

Date 11-10 Continued working on 9th street upper unit

Date 11-11 Closed

Due Every Friday

Thank you for filling out this Daily Worksheet

**Housing 2016
Daily Worksheet**

Date 11-14 Continued working on 9th St. upper unit
Organize shop area in Afternoon

Date 11-15 Continued working on 9th St. upper unit
Repaired Door, towel Bars, reset breaker, reinstalled cabinet Door
@ 2603 OC, Dropped 2 gals of paint for 148 Ford (B's)

Date 11-16 Checked fluids in trucks, Prepped Satter and
checked working condition, ~~finished 9th upper unit~~

Date 11-17 Installed new Kitchen Faucet, repaired BiFold
Door, @ 2724 OC, Put trailer away, Installed undercarriage
and Blower on tractor, Checked Carpet @ 2626 IC

Date 11-18 Put up snowflakes, installed new shower head @ 2683 IC
Took Ice melt to CC 2 buckets and 2 Bags, Picked up materials /
Supplies took to 2626 IC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2016
Daily Worksheet

Date 11-21 Worked on Slide 1C
Cleaning / Prepping for new tenants

Date 11-22 ~~Finished - 2601111C~~
Organized Shop area, cleaned and made Room for
Appliance Storage, Receipts

Date 11-23 Prepped trucks, plows and salter for winter
Salted lots, Moved washers to warm area to avoid freezing
checked vacant properties for heat and lights off
updated map for snow removal properties

Date 11-24 Closed

Date 11-25 Closed

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: _____

2016 HOUSING

Date/Location/Description

Print Neatly

Daily Worksheet

Date 11-28 Cleaned organized shop area, cleaned out trucks
Unlocked Bilco Door for tenant @ 2591

Date 11-29 Rekeyed 2615 IC, Installed new
Door opener keypad @ shop, Replaced Batteries in
hand towel dispenser in kitchen, Installed new lock sets
@ 2724 OC

Date 11-30 Started @ 2615 OC, Annual Inspection @ 2714 OC

Date 12-1 Continued Working on 2615 OC

Date 12-2 Mileage, Continued @ 2615 OC

Due Every Friday

Thank you for filling out this Daily Worksheet