



Gaa Ching Ziibi Daawaa Anishinaabek

**Little River Band of Ottawa Indians
Housing Commission Meeting
Aki maadiziwin Conference Room
January 11, 2018
Agenda**

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda for January 11, 2018
5. Approval of Minutes
 - a. *December 7, 2017*
6. Department Update
7. Old Business
8. New Business
9. Public Comment
10. Closed Session
11. Open Session
12. Policies and Procedures (limit discussion to ½ hour)
13. Next Meeting Date - February 8, 2018
14. Adjournment

RECEIVED
TRIBAL COUNCIL
2018 JAN 11 PM 1:18

OK
with correction
1-11-18

Little River Band of Ottawa Indians

Housing Commission Meeting Aki Maadiziwin Conference Room

December 17, 2017

Meeting Minutes

The Little River Band Housing Commission meeting was held at the Aki Maadiziwin Conference Room on December 17, 2017. Following are the minutes of that meeting.

- 1-3 Opening Prayer, Roll Call and Stipend
The meeting was called to order by Chairperson Judy Hardenburgh at 10:00 A.M. with a silent prayer.
Roll Call Judy Hardenburgh - present Julia Chapman - present
quorum established 2-0-0-0

Stipend - signed

4. Approval of Agenda
Commissioner Judy Hardenburgh made motion to accept the agenda for December 7, 2017. Commissioner Julia Chapman - seconded the motion. J. Hardenburgh - yes Julia Chapman - yes
quorum established 2-0-0-0

5. Approval of Minutes
a. 9-28-17 - J. Hardenburgh made motion to accept minutes for 9-28-17. J. Chapman - seconded - quorum established 2-0-0-0
b. 9-28-17 - Housing Commission Annual Meeting - J. Hardenburgh made motion to accept minutes for 9-28-17 Annual Meeting. J. Chapman - seconded - quorum established 2-0-0-0
c. 10-19-2017 - J. Hardenburgh made motion to accept minutes for 10-19-17.

- J. Chapman seconded - quorum established 2-0-0-0
d. 11-16-17 J. Hardenburgh made motion to accept minutes
for 11-16-17 J. Chapman seconded - quorum established 2-0-0-0

6. Department Update -

Housing Director Frank Figgels informed the Housing Commission that Housing Department is waiting on appliances the third set next week and this procedure goes thru Michelle Lucas - Purchasing & Receiving

- 10:55 Chairperson Judy Hardenburgh made the motion to close open session and go into closed session J. Chapman seconded - J. Hardenburgh - yes Julia Chapman - yes
motion carried 2-0-0-0

- 12:13 J. Hardenburgh made motion to close Closed session and go into open session & recessed for lunch.

J. Chapman seconded - motion carried 2-0-0-0

J. Hardenburgh - yes J. Chapman - yes

- 1:15 J. Hardenburgh made motion to resume open session
J. Chapman seconded - J. Hardenburgh - yes J. Chapman - yes
motion carried - 2-0-0-0

7. Old Business NA

8. New Business

The Housing Commission decided to have our 2018 Meetings on the second Thursday of each month starting in January 2018

9. Public Comment - Michael Cepolina asked who would be contact to get the hill at Dki Noodjwin plowed

Public Comment - cont'd

and also the roads.

Housing Director Frank Figgels informed Mrs. Ceplina that the ~~City of Mammoth~~ is responsible for all plowing tribal maintenance.

10. Closed Session

11. Open Session - NA

12. Policies and Procedures -

Attorney Rebecca Liebing - discussion was when there is a vacancy when the leaseholder passes on.

There will be a work session with Tribal Council

Also when there is a death and the surviving spouse is a non-Elder, maybe put in lease a time period of 1 year.

13. Next Meeting - January 11, 2018 at 10:00 AM.

14. Adjournment - Judy Hardenburgh made motion to adjourn the meeting at 2:10 p.m. Julia Chapman seconded J. Hardenburgh - yes J. Chapman - yes motion carried 2-0-0-0

Minutes submitted by Julia Chapman



Little River Band of Ottawa Indians

Housing Department

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HOUSING DEPARTMENT ACTIVITY REPORT

For

December 2017

I. Housing Activities.

- A.** The Housing Department measured and ordered FF&E (window treatments, appliances and mail boxes) for the three fair market units turned over to us October 27, 2017. We received the window treatments November 21, 2017 approximately one month after they were ordered from Home Depot, and they were installed by the Housing Department on 11-22-17.

We have received 2 of the 3 sets of appliances from Home Depot which were installed upon receipt. Both units have been rented.

The third set of appliances was not received until December 20, 2017. They have now been installed and that unit is rented as well.

The first set of three houses FF&E was purchased from the Housing Departments budget and unfortunately we did not have enough funds in our budget to purchase the rest. Therefore Tribal Council replenished the Housing Stock Reserve Fund and on March 6, 2017 they approved a resolution to purchase the FF&E for the remaining 7 Fair Market Rental Units. The Housing Department then ordered the FF&E from Home Depot.

On December 20, 2017 the appliances were delivered to the Housing Department, however as of the end of December we have not received the Window Treatments.

The Housing Department has been pursuing commitments from the list of applicants in anticipation of receiving the window treatments for installation and rental in January 2018.

The Housing Department had scheduled the final inspection for the last two new rental units with the contractor the week of December 18 however due to the weather it had to be rescheduled to January 2018.

- B.** On December 11, 2017 the Housing Department participated in a meeting with Manistee County to discuss collaboration on Recreation Grant opportunities. I gave the county information on the Master Recreation Plan that the Housing Commission and Department developed for Aki maadiziwin.

- C. During the month the Department performed the following activities.
 - Lease renewals due during the month: 1
 - Leases renewed: 3
 - New leases: 1
 - Annual Inspections: 1
 - Move-out Inspections: 0
 - Move outs: 1
 - Transfers: 1
- D. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2017 in the amount of \$75,000.
 - Applications received this month: 1
 - Number of Awards made during the month: 0
 - Amount of Awards made for the Month: \$0
 - Total Number of Awards made during the Year: 17
 - Total Amount of Awards for the Year: \$73,112.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 3
- 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 67 rental units in total of which all 66 were rented giving us an occupancy rating of 99%. Note the appliances for the third unit were not received until December 20, 2017. Also the remaining 7 new fair market rentals have not been included in our count as they still have FF&E to be installed and therefore are not finished.

- A. Aki has 57 income based rental units of which 57 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 28 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki also has 15 fair market rentals and 14 are rented.
- B. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- C. We also have 2 short-term rentals in the City of Manistee and 2 are rented.

V. Significant Problems and Accomplishments.

- A. Accomplishments:
 - 1. Construction completion of 10 new fair market rental units. The Housing Department is waiting for the delivery of the FF&E in order to finish for occupancy.

VI. Plans for the Future.

- A. Development of an Elders Apartment Complex at Aki maadiziwin. The development of the apartments is planned to be funded through Low Income Housing Tax Credits (LIHTC). Our consultant, Travois, informed us we should have a decision on our application in February 2018.

VII. Other Information

- E. None

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

Attachments: December 2017 daily maintenance log

Cc: file

Housing 2017
Daily Worksheet

Date 12-4 Repaired Garage Door track hangers @ 2629 OC reinstalled
Fridge Seal @ 2629 OC, Receipts, Daily logs, EOM paperwork
Tenant Called said Garage Door / Remote working again @ 2685 IC

Date 12-5 Checked Fluids in trucks, welded slide feet
guides for snow blower on tractor, back ups for winter
Cleaned + organized shop area wood shop

Date 12-6

MOVED CABINETS IN SHOP, REHANG TENANT DOOR
ORGANIZED WOOD SHOP, MADE NEW STAND FOR 6" GRINDER

Date 12-7 Plowed and Salted lots walks, Cleaned Drives
Got Quote From Advance Auto for heater resistor for Grey truck
Built Shelves in wood shop area, Cleaned and organized
Wood shop area, Installed new heater resistor in Grey
Truck

Date 12-8 Cleaned Walks + Lots, salted Walks + lots,
Cleaned Drives MADE MOLASK FOR SPADE BITS
Brought trailer in to ~~thru~~ thaw for appliance move,
Checked in town Drive @ 230 9th street

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 12-11 Cleaned Lots / Walks Salted, Cleaned Drives
Swapped appliances from 26350C to 2590 OC
Replaced GFCI outlet @ 2680 OC in Garage 15 Amp
Painted woodshop shelves started getting christmas decorations ready

Date 12-12 snow removal & salting, Receipts, organize
Salt area clean-up salt area, Got Christmas Decorations
and Tree Down Took Townstair, Picked up Three trash
cans for new Houses, ordered 7 more

Date 12-13 Cleaned walks Lots (ADA) Salted, Cleaned intown
Drive, Cleaned Drives + Elder Row

Plowed lots, walks, Salted, Cleaned Drives + Inner Circle
Cleaned Drives and made path to BLDs

Date 12-14 Plowed and Salted Lots, Salted Walks, shoveled
Door areas, Snow Removal Drives Elders, ADA, 62 +
Cleaned & oiled Exhaust fan @ Shop, Installed shelves in
wood shop, Thawed & Cleaned Gray truck, walk thru two new
units Lots 53, 59, Reinstalled Facia @ 2724 OC
Web o Nax Rodent

Date 12-15 Plowed salted lots / walks, Cleaned Drives,
Cleaned Shop floor from trucks thawing, Cleaned Vacant
Drives and shoveled walks, Cleaned up lots + walks
Staff Breakfast

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 12-18 Salt Walks, Move out Inspection Work @ 2644 OC
Unplugged toilet @ 2698 OC, Adjusted Temp on showers @
2638 OC leak in Basement Informed Ron @ Stillwater (New House)

Date 12-19 Continued Move out Items @ 2644 OC, Let Plumber
in @ 2638 OC, let Builder in @ 2590 OC Countertop + Cabinets
separating from wall, Received 4 Ranges to shop
updated Maps, Made room for Next delivery of Appliances
dropped off 1 trash can @ 2590 OC + 2638 OC, Picked up Cans
for New units

Date 12-20 Receipts, Move out Report #'s to Cheryl, Clean up
and organize shop area, Started Quote for Water heater Change out (2)
Picked up Supplies from Airtrays, Ordered Casing 120', Received
25 Appliances for New Units 8 Frid, 8 Washer 8, Dryers, 1 stove

Date 12-21 No Take

Date 12-22 No Take

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 12-25 Closed

Date 12-26 Closed

Date 12-27 Closed

Date 12-28 Closed

Date 12-29 Closed

Due Every Friday

Thank you for filling out this Daily Worksheet