

Gaa Ching Ziibi Daawaa Anishinaabek

**Little River Band of Ottawa Indians
Housing Commission Meeting
Aki maadiziwin Conference Room
March 8, 2018
Agenda**

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda for March 8, 2018
5. Approval of Minutes
 - a. *February 22, 2018*
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 – April 12, 2018
14. Adjournment

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K w/ corrections
3-8-18

Little River Band of Ottawa Indians

Housing Commission Meeting Aki Maadiziwin Conference Room

February 22, 2018
Meeting Minutes

The Little River Band Housing Commission meeting was held at the Aki Maadiziwin Conference Room on February 22, 2018.

Following are the minutes of that meeting

- 1-2 Opening Prayer, Roll Call and Stipend
- 3 The meeting was called to order by Chairperson Judy Hardinburg at 10:05 with a silent prayer, she also did roll call.

Julia Chapman - present Judy Hardinburg - present
quorum established 2-0-0-0

3. Stipend - signed

4. Approval of Agenda

Judy H. made motion to accept the agenda for February 22, 2018 J. Chapman seconded J. Hardinburg - yes
motion carried 2-0-0-0 J. Chapman - yes

5. J. Hardinburg made the motion to accept the minutes for January 11, 2018 w/ corrections J. Chapman - seconded
J. Hardinburg - yes J. Chapman - yes
motion carried 2-0-0-0

Others present were, Frank Figgels - Housing Director,
Rebecca Lieberg - Atty. Elise McGowan - Atty. Ron Wittenberg
Michelle Pepera and Chad Gerke ~~Cue~~llar

6. Department Update

Frank Figgels stated that our application for an Elders
Apartment complex per Travis was denied. They have a
point system it went to ~~sub~~ ^{city} areas rather than in the
to ~~city~~ ^{rural} - for example Flint and Detroit.

Annual Performance Plan will be posted for 30 days
then brought to Tribal Council for approval then it is
submitted to HUD. the end of the 30 days is March 12, 2018.

7. Old Business

J. Hardenburgh had heard the Housing Commission is getting
a new Commissioner R. Wittenberg said no.
Rebecca stated that the name submitted was denied.

8. New Business

J. Hardenburgh quoted from Housing Commission Ordinance
04-700-01 Article IV. Housing Commission

4.02 Membership

a. The Commission shall consist of at least three (3) but
no more than five (5) Commissioners appointed according to
the Constitution and the Commission's Ordinance.
At least one (1) member of the Commission shall be an
Elder of the Tribe.

Chairperson J. Hardenburgh moved to Policies and Procedures
Rebecca told the Commission to look over Chapters 5 and 8.

Rebecca discussed with the Housing Department and the Housing Commission Housing Regulation #R- 700-08 HCS Chapter 8 Head of Household Vacancy Procedures

Chairperson J. Hardenburgh made motion to adjourn the meeting at 12:00 for lunch and to resume at 1:00 p.m.

J. Chapman seconded the motion - J. Hardenburgh - yes

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

Chairperson J. Hardenburgh made motion to resume the meeting at 1:00 p.m. J. Chapman - seconded

J. Hardenburgh - yes J. Chapman - yes motion carried
2-0-0-0

9. Public Comment N/A

10. Closed Session N/A

11. Open Session

Michelle gave the Commission an up to date copy of ordinance #04-700-01 dated May 14, 2014.

J. Hardenburgh and J. Chapman discussed certain statements about this.

13. Next Meeting Date is March 8, 2018

14. Adjournment

J. Hardenburgh made motion to adjourn the meeting at 2:00 p.m. J. Chapman - seconded

J. Hardenburgh - yes J. Chapman - yes
motion carried 2-0-0-0



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

Resolution # 18-0308- 01

***Repealing Chapter 5 Transitional Housing Program and Approving Replacement Chapter 5
Head of Household Vacancy Procedures***

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

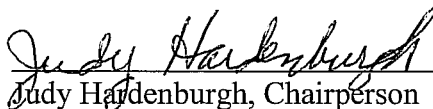
WHEREAS, the Tribal Council did by Ordinance #04-700-01 create the Housing Commission to oversee and regulate the Tribe's housing with the delegated power in Section 6.01(a) of that ordinance to develop and adopt regulations governing Tribal housing on Tribal trust or fee lands.

NOW THEREFORE IT IS RESOLVED that the Housing Commission repeals Chapter 5 Transitional Housing Program and replaces it with Chapter 5 Head of Household Vacancy Procedures.

IT IS FINALLY RESOLVED that the Housing Commission shall forward this resolution and the replacement Chapter 5 Head of Household Vacancy Procedures to the Tribal Council with a recommendation for repeal and replacement.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Housing Commission with 2 FOR, 1 AGAINST, 0 ABSTAINING ___ and 0 ABSENT at a regular session of the Little River Band of Ottawa Indians Housing Commission held on March 8, 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

February 2018

I. Housing Activities.

- A.** Transfer of the Housing Department rentals in Manistee was completed February 2, 2018.
- B.** The Housing Department has rented 8 of the Aki 10 Fair Market Rental units and we have obtained commitments for the remaining two units with leases to be signed in March 2018.
- C.** We also learned during the month that our LIHTC application for the funding to build Elder Apartments was not successful. We have met with Tribal Council in a work session and they would like to move forward with the development of Elder Apartments however on a smaller scale. Follow up meetings are planned with the Architect, Travois.
- D.** During the month the Department performed the following activities.
 - Lease renewals due during the month: 5
 - Leases renewed: 4
 - New leases: 3
 - Annual Inspections: 7
 - Move-out Inspections: 2
 - Move outs: 6
 - Transfers: 0
- E.** 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: 2
 - Number of Awards made during the month: 1
 - Amount of Awards made for the Month: \$4,500.00
 - Total Number of Awards made during the Year: 2
 - Total Amount of Awards for the Year: \$9,313.00

II. Rental Payment Information for the Month.

- A.** Notice of Delinquency issued: 2
- B.** Termination Notice(s) issued: 0
- C.** Notice(s) to Vacate or Renew: 2
- 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 61 were rented giving us an occupancy rating of 91%.

- A. Aki has 57 income based rental units of which 54 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 25 are rented.
 4. Aki has 6 low income family ADA rental units and 6 are rented.
 5. Aki also has 22 fair market rentals and 19 are rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

1. In January the Housing Department was waiting for the delivery of the Window Treatments in order to finish The Aki 10 Fair for occupancy. The window treatments were received in February and the installation is now completed.

VI. Plans for the Future.

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

VII. Other Information

- A. None

End of Report
Frank Figgels, Housing Director
March 6, 2018

Attachments: February 2018 daily maintenance log

Cc: file

Housing 2018
Daily Worksheet

Date 1-29 Mileage, Move out Inspection @ 2654 OC

Installed insulation in Rim joist and Furnace Duct work @ 2637 OC Rekeyed 2654 OC, got Quote for smoke/CO Detectors, Checked lighting @ 2648 OC (Bulbs loose + Burned out)

Date 1-30 Salted Lots, Garage Hatch @ 2678 IC Move out Inspection @ 2720 IC started Cutoff + Painting Ceilings + Prep work @ 2645 IC Inspected Counter top + Faucet @ 2683 IC

Date 1-31 Continued Paint + Prep @ 2645 IC, secured + Caulked counter top, greased orings Kitchen Faucet, replaced aerator bathroom Faucet @ 2683 IC

Date 2-1 Finished cutoff and Rolling Ceilings, started cutoff of walls @ 2645

Date 2-2 Plowed + Salted Lots + walks, Cleaned Drive + Elder Row, Filled Grey truck, Continued Cutoff of walls and packed up replacement Light fixture for Bath @ 2645, Cleaned + organized Salt area

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 2-5

SNOW BLOW SNOW, PLOW SNOW, SHOVEL SNOW
SALT PARKING LOTS SALT SIDEWALKS
CUT IN PAINT 2645

Dated 2-6 submitted work order with Roger for grey house truck's
Plow, Annual Inspection @ 2719 IC
Annual Inspection @ 2605 OC, Picked up smoke + CO2 Detectors
For Empty units, Cleaned mouths of Drives
Cleaned electrical connections on plow truck filled
fluid Plow working again Grey truck

Date 2-7 Plowed + Salted Lot + Walks

Date 2-8 Continued Cottin walls started rolling walls @ 2645 IC
Reset GFCI outlet @ 2627 OC, checked for leaking dishwasher
no leak present @ 2678 IC

Date 2-9 Cleaned Lots walks Salted, Cleaned Drives
Continued Cottin + painting @ 2645 IC, Took new washer
to 2645 IC, took care of cardboard from shop, cleaned out
and checked fluids in grey truck

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 2-12 Plowed & Salted Lots & Walks, cleaned Drives
Receipts, work orders (completed) BIA Road sheet

Date 2-13 Continued Cottin & painting, &c installed bath fixtures,
started re-install of Smoke alarms, cleaned outlets & switches @ 2645 IC
Inspection @ 2615 OC

Date 2-14 Continued Cottin & painting, Finished installing smoke Detectors
Installed new GFCI outlet, prepped countertops for new Caulk,
cleaned Dishwasher @ 2645 IC, Reinstalled Light Fixture
Electrical Covers @ 2645 IC

Date 2-15 Continued Cottin, cleaning, prepping for new tenants @ 2645 IC

Date 2-16 Finished Cottin & Painting, Cleaned & re hung blinds
cleaned Bathroom, washed walls stairwell @ 2645 IC
Left messages for 3 work order Request

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 2-19 Continued @ 26⁴⁵~~54~~ IC

Date 2-20 Completed 26⁴⁵~~54~~ IC, Installed Door stops @ cleaned
out Bathroom Sink Drain @ 26⁴⁵ IC, Inspected water
leak @ 2583 IC Informed Chad to call tech
Towed Grey truck to shop (won't start)

Date 2-21 Installed new Locksets / Dead bolts @ 2720 IC
Measured for 1/4 Round looked @ and assessed vacant units
Informed MP of possible game plan to coincide with tenant
needs

Date 2-22 Organized and took cleaning materials to 2654 OC
Clean shop area, Pushed Grey truck into shop for repairs

Date 2-23 Continued prep @ 2654 OC, Picked up cutting edge
for Plow

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 2-26 Continued @ 2654 OC, Receipts

Date 2-27 Cleaned Red Truck, Cleaned Bathroom Shop
Installed new Locksets + Deadbolts @ 2658 IC, Unlocked Lots
4, 61, 64 for Haglund to Measure/Quote, Continued @ 2654 OC

Date 2-28 Mileage Readings emailed, Continued @ 2654 OC
Washed walls ext. Cleaned Bathrooms

Date 3-1 Continued @ 2654 OC
Cleaned walls, Closets, Appliances, waxed Floor

Date 3-2 Continued @ 2654 OC

Thank you for filling out this Daily Worksheet