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

February 14, 2019

1. Housing Commission Members

Chairperson: Judy Hardenburgh

Secretary: Marcella Leusby

Commissioner: Julia Chapman

Commissioner: Theresa Callis

Commissioner: Margaret Kowalkowski

2. Activities for the month of

February

3. Special Concerns of the Commission

Getting Resolutions updates

Houses for Sale

4. Attachments

Stipend

Housing Update

January Minutes

Respectfully,

Marcella Leusby

Housing Commission Secretary

VE.

Little River Band of Ottawa Indians
Compensation Payment Request
Housing Commission Meeting

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room MEETING MINUTES January 10, 2019

Following are the minutes of that meeting.

1-3. Opening Prayer, Roll Call and Stipend

Commissioner Judy Hardenburgh called meeting to order at 10:05 AM.

Roll Call:

| | | |
|------------------------|-----------------------|--|
| Judy Hardenburgh- Here | Marcella Leusby- Here | |
| Julia Chapman- Here | Teresa Callis- Absent | |

Quorum: 3-1-0-0

Others Present: Elise McGown-Cuellar, Michelle Pepera, Rebecca Liebing, Ron Wittenburg and Sandy Lewis.

4. Approval of Agenda

Motion to approve the Agenda for January 10, 2019

: Commissioner Judy Hardenburgh moved to accept agenda.

Commissioner Julia Chapman seconded, motion passed.

| | | |
|-----------------------|----------------------|--|
| Judy Hardenburgh- Yes | Marcella Leusby- Yes | |
| Teresa Callis- Absent | Julia Chapman- Yes | |

Motion carried: 3 -1-0-0-

5. Approval on Minutes

Motion to approve minutes for: Approval of minutes for January 10, 2019

Motion carried by Commissioner Judy Hardenburgh to approve minutes.

Commissioner Julia Chapman seconded, Motion carried.

| | | |
|-----------------------|----------------------|--|
| Judy Hardenburgh- Yes | Marcella Leusby- Yes | |
| Teresa Callis- Absent | Julia Chapman- Yes | |

Motion carried 3-1-0-0

6. Closed Session: None

7. Old Business: Voting of Housing Commission Officers: Commissioner Judy Hardenburgh voted to keep seats as is. Commissioner Julia Chapman seconded, all agreed.

| | | |
|-----------------------|-----------------------|--|
| Judy Hardenburgh- Yes | Teresa Callis- Absent | |
| Julia Chapman- Yes | Marcella Leusby- Yes | |

Motion carried: 3 -1-0-0-

8. New Business: Michelle Pepera gave updated Housing Department Activity report. Judy gave me a copy of her November minutes. Ron Wittenburg wanted to know if the houses for sale was appraised. Elise said she would get with the CFO about seeing if they were. Then when everything is taken care of the sale of the houses can go out.

It was decided that the new Elders Complex would be for elders 62 years old and older. Larry thought we should have a lottery on them. Housing Commission did not think that would be fair to the ones that still had their names on the list for a house, and they thought the elders living in Elders Roll should also have the choice of transferring into one of the apartments if they wanted to. Housing Commission need to get a resolution done on the rules of the new Complex. Housing Commission decided to keep the rules for the Complex same as the Aki houses.

Elise said she wants to start updating the regulations that needs to be done, and check the ones that are done.

Housing Commission approved Resolution HC 19-0110-01

| | | |
|---------------------|----------------------|--|
| Judy Hardenburg-yes | Marcella Leusby-yes | |
| Julia Chapman-yes | Teresa Callis-absent | |

Motion carried: 3-1-0-0

Approved Resolution HC 19-0110-02

| | | |
|---------------------|----------------------|--|
| Judy Hardenburg-yes | Marcella Leusby-yes | |
| Julia Chapman-yes | Teresa Callis-absent | |

Motion carried: 3-1-0-0

9. Public Comment: None

10. Next Meeting: February 14, 2019

11. Adjournment: Meeting adjourned at Commissioner Judy Hardenburgh moved to adjourn meeting, Commission Julia Chapman seconded. Motion carried.

| | | |
|-----------------------|-----------------------|--|
| Teresa Callis- absent | Julia Chapman- Yes | |
| Marcella Leusby- Yes | Judy Hardenburgh- Yes | |

Motion carried 3-1-0-0

Respectfully,



Marcella Leusby
HC Secretary



Little River Band of Ottawa Indians
Housing Department
Mailing Address: 2608 Government Center Drive
Physical Address: 2953 Shaw Be Quo ung
Manistee, Michigan 49660
231-723-8288

HOUSING DEPARTMENT
Activity Report
For January 2019

I. Housing Activities.

- A. January 22, we had an onsite visit with Travois Design & Construction Services. Ongoing electrical and plumbing rough-in for the building is being done. The majority of the building has sheathing on the walls and roof. The round room has been framed and some sheathing is in place and a portion of that roof is being worked on. Wieland believes the project is on schedule to meet the completion date with 45% completed at the time of the site visit. (see attached photo's)
- B. The Department sent out 829 letters to all Elders who will be turning 62 and older by July 2019, announcing the Elder Apartment Complex. (please see attached)
- C. The department met two times this month with Elise McGowan-Cuellan Staff Attorney's and Bill Willis, Members Services Lead.
- D. During the month the Department performed the following activities.
 - Lease renewals due during the month: 7
 - Leases renewed: 9
 - New leases: 1
 - Annual Inspections: 7
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 0
- E. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2019 in the amount of \$75,000.
 - Applications received this month: 2
 - Number of Awards made during the month: 0
 - Amount of Awards made for the Month: \$0.00
 - Total Number of Awards made during the Year: 0
 - Total Amount of Awards for the Year: \$00.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 4
- 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 69 rental units in total of which 67 were rented giving us an occupancy rating of 98%.

- 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 24 Fair Market rentals and 23 are rented.

V. Significant Problems and Accomplishments.

- A. None

VI. Plans for the Future.

- A. Continue construction of the Elders Apartment Complex at Aki maadiziwin.
B. Entryway sign/light pollution blockage at the entryway into the community

C. Other Information

- A. None

**End of Report
Michelle L. Pepera
Administrative Assistant
February 7, 2019**

Attachments: January 2019 daily maintenance log
Elder Apartment Complex announcement
January Construction photos of the Elder's Complex

Cc: File

Housing 2018
Daily Worksheet

Date 12-31 - Holiday

Date 1-1 Holiday

Date 1-2 Plowed Lots & FR Drives (Also Salted), 2693 - checked Air ducts for debris & possible smells - found nothing in ducts, recorded mileage on all vehicles. Jump started the Toyota, Sorted add Blinds from 2677 unlocked outside freezer (Picked) checked kitchen for Rodent.

Date 1-3 Plowed & Salted Lots/walk, Elders Row.. Move out inspection for 2709. Unchecked Commode for 2680. unlogged Tub for 2685; inspected 2615 for Water leaks

Date 1-4 Took care of Daily logs, BIA & Mileage Reports. 2695 - Snaked main drain. cleaned Aerator & put it back in Bathroom faucet for 2685. Took out all the garbage in Shop. Jump started the Grey GMC - (contacted Roger to take a more thorough look)

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 1-7 Plowed Salted Lots / Walks, Cleaned & salted Elders Row, worked on Paper work, Dryer repair @ Shop backup dryer

Date 1-8 Cleaned Bath room @ Shop, Cleaned shop area
Cleaned equipment and put away organize area
Salted Lots / Walks

Date 1-9 Salted Lots / Walks, Cleaned Salter
Ordered Dryer parts, Quoted Vanity top For Lot #36
Talk to Renee @ Stillwater about leak in basement
@ Lot 36

Date 1-10 Salted Lots / Walks Started scanning and electronically
Storing Move in Reports on Shared Drive, Annual Inspection
@ 2581 OC, took trash from Shop
Got move out report @ end of Day

Date 1-11 Checked heat on @ 2670 set @ 55 Vacant unit, updated
Sub sheet and maps for Desks + trucks
Loaded Cleaning Materials / Supplies took to 2589 OC
Replaced door knob @ 2694 IC

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 1-14 Picked up materials for 2589 OC
Annual inspection and repair bifold 2690 OC
Final walkthrough @ 2709 OC move-out

Date 1-15 Continued @ 2589 OC, Cleaned salt bag, Installed
repaired b. fold @ 2690 OC, Annual Inspection 2621 OC

Date 1-16 Salted lots/walks, Continued @ 2589 OC

Date 1-17 Continued @ 2589 OC, checked Furnace and took
Five electrical heaters to @ 21077, Annual Inspection
@ 2646 OC.

Date 1-18 Continued @ 2589, Checked washer and microwave light
@ 2714 OC

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 1-21 Plowed / salted Walks + Lots

Continued @ 2589 OC, Annual Inspection @ 2613 OC,
greased O Rings Kitchen Faucet @ 2711 OC, Replaced Light bulbs
for cut supplied @ 2615 OC,

Date 1-22 Salted Lots / walks, Continued @ 2589 OC

walk thru new construction, Picked up heaters From
2677 OC

Date 1-23 Plowed + salted Lots / walks Cleaned Drives +

Elder Row, Picked up Base and Vanity top From Carters
Continued @ 2589 OC, Went over w/ O and annual Inspection
with MP, Plowed Lots, Cleaned Drives

Date 1-24 Cleaned and salted lots / walks, cleaned Drives

Continued @ 2589 OC, Got Pricing For Materials for 2589 OC
Checked Shower, dishwasher, stove, water heater @ 2591 IC, called
Schasen + Wood for water heater scheduled apt to check dryer and
replace cartridge in shower for 1-25 9am, Reassembled repaired
washing Machine in Shop, clean up shop area

Date 1-25 Plowed and salted Lots / walks, cleaned drives

and Elders Row Replaced Shower Valve Cartridge @ 2596 IC

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 1-28 Closed Plow lots, Cleared drive/Elder Row

Date 1-29 Plowed and salted lots/walks Cleared Drives & Elders Row
Snowblowed Utilities well head area

Date 1-30 Plowed Lots & Cleared Drives
Closed

Date 1-31 Plowed & cleared Drives
Continued @ 25890C

Date 2-1 Plowed & Salted Lots/walks cleared Drives & Elders Row Picked up Fuel for tractor as tank @ shop
Frozen, EDM Paperwork, Mileage
Continued @ 25890C

Thank you for filling out this Daily Worksheet



Little River Band of Ottawa Indians
Housing Department
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Mailing Address: 2608 Government Center Drive
Manistee Michigan 49660
(231) 723.8288

January 21, 2019

Boozhoo,

The Little River Band of Ottawa Indians Housing Department would like to announce that the Elders' Apartment Complex, in the Aki Maadiziwin community in Manistee, Michigan, is projected to be completed by July of 2019.

The eagerly anticipated complex will serve Tribal Members over the age of sixty-two (62). Each apartment features 790 square feet with 1 ½ baths. There are ten (10) apartments currently being built with future apartments in development. Along with the apartments there will also be a gathering room with a small kitchen and private meeting rooms. Please see attached sheets for the floor plan.

The Housing Department shall calculate the income of Tribal Member Head of Household and their spouses over the age of sixty-two (62) at 10% for determining rental rates for the Elders' Apartment Complex pursuant to Resolution #18-1107-324. The Housing Commission Regulations will apply to the Elders' Apartment Complex procedures.

Selection of residents for the Elders' Apartment Complex will begin first with applications offered to current eligible elders that have requested a housing transfer then the remaining apartments will be offered on a first come first serve basis to eligible elders that sign up – creating a waitlist, pursuant to Resolution #19-0116-11. The elders selected will receive an application for Tribal Housing from the Tribal Housing Department. Applicants that satisfy the Tribal Housing suitability requirements will receive notice that they have been selected as a resident of the Elders' Apartment Complex.

If you would like your name added to the waitlist please contact Chad Gehrke at 231-398-6878.

Miigwetch,

William (Bill) Willis
Acting Director of Housing







