

Little River Band of Ottawa Indians



*Housing Commission Meeting
Aki maadiziwin Conference Room
2953 Shaw Be Quo-Ung
Manistee, Michigan 49660*

July 11, 2019
Agenda

1. Prayer
2. Call to order/Roll Call:
3. Approval of Agenda:
4. Approval of Minutes:
 - A. June 20, 2019
 - B.
5. Housing Department Update:
6. Unified Legal Update:
7. General Business: Old/New
 - A.
 - B.
8. Hearing/Close Session: None
9. Public Comment:
10. Next Meeting Date: July18, 2019-Work Session
11. Adjournment:



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

Meeting Held on: July 11, 2019

Members Present at Meeting:

1. Judy Hardenburgh Judy Hardenburgh Attended Yes ☒ No ☐
2. Julia Chapman Julia Chapman Attended Yes ☒ No ☐
3. Marcella Leusby Marcella Leusby Attended Yes ☒ No ☐
4. Teresa Callis Teresa Callis Attended Yes ☒ No ☐
5. Margaret Kowalkowski Margaret Kowalkowski Attended Yes ☐ No ☐

Liaisons:

Sandy Lewis Sandy Lewis Attended Yes ☒ No ☐

Ron Wittenberg _____ Attended Yes ☐ No ☐

Tom Guenthardt _____ Attended Yes ☐ No ☐

Meeting start time: 10:03am

Meeting end time: _____

The Compensation is for Housing Commission is \$125.00 for attendance.

Certification

By the officer's signatures below, this commission certifies that the meeting identified above took place and the members listed were present and that the stipend be paid to the members present.

Judy Hardenburgh
Chairperson Signature

7-11-19
Date

Marcella Leusby
Commissioner Signature

7-11-19
Date

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room

MEETING MINUTES

June 6, 2019

1-3. Opening Prayer, Roll Call and Stipend

Commissioner Judy Hardenburgh called meeting to order at 10:00 AM.

Roll Call:

Judy Hardenburgh- Here	Marcella Leusby- Here	Margaret Kowalkowski- Here
Julia Chapman- Here	Teresa Callis- Here	

Quorum: 5-0-0-0

Others Present: Chad Gehrke, Michelle Pepera,

Amanda Sprague and Rick Ervin with Academy Mortgage Corp. to talk about the Section 184 loan program.

4. Approval of Agenda- Motion to approve the Agenda for June 6, 2019

Commissioner Teresa Callis made a motion to approve the agenda, Commissioner Margaret Kowalkowski seconded the motion.

Motion carries.

Judy Hardenburgh- yes	Marcella Leusby-yes	Margaret Kowalkowski- yes
Teresa Callis- yes	Julia Chapman- yes	

Quorum: 5-0-0-0

5. Approval on Minutes- June 6, 2019

Motion to approve minutes: Commissioner Julia Chapman made motion to approve minutes, Commissioner Marcella Leusby seconded. Motion carries.

Judy Hardenburgh- Yes	Marcella Leusby- Yes	Margaret Kowalkowski- Yes
Teresa Callis- Yes	Julia Chapman- Yes	

Quorum: 5-0-0-0

6. Closed Session: None

7. Business: Amanda Sprague and Rick Ervin came from Academy Mortgage Company to talk to us about loan programs for tribal members. They do loans in all states and they also deal with Fanny May. They said they would be willing to have a meeting with tribal members interested in buying a house on tribal property. Chad Gehrke is also available to talk to tribal members about loans.

8. Public Comment: We will be having an Open House July 11, 2019 at 1:00 pm for the new Elders Complex apartments. Michelle informed us that Scott Chamberlain, newest employee, is a certified HVAC technician.

9. Next Meeting: June 20,, 2019

10. Adjournment: 11:50 pm

Housing Commission Secretary

Marcella Leusby
Marcella Leusby

Little River Band of Ottawa Indians



*Housing Commission Meeting
Aki maadiziwin Conference Room
2953 Shaw Be Quo-Ung
Manistee, Michigan 49660*

June 20, 2019

Agenda

1. Prayer
2. Call to order/Roll Call:
3. Approval of Agenda:
4. Approval of Minutes:
 - A. June 6, 2019
 - B.
5. Housing Department Update:
6. Unified Legal Update:
7. General Business: Old/New
 - A.
 - B.
8. Hearing/Close Session: None
9. Public Comment:
10. Next Meeting Date: July11, 2019
11. Adjournment:



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

Meeting Held on: June 20, 2019

Members Present at Meeting:

1. Judy Hardenburgh Judy Hardenburgh Attended Yes ☒ No ☐
2. Julia Chapman Julia Chapman Attended Yes ☒ No ☐
3. Marcella Leusby Marcella Leusby Attended Yes ☒ No ☐
4. Teresa Callis _____ Attended Yes ☒ No ☐
5. Margaret Kowalkowski Margaret Kowalkowski Attended Yes ☒ No ☐

Sandy Lewis _____ Attended Yes ☐ No ☒

Ron Wittenberg _____ Attended Yes ☐ No ☒

~~Shannon Crumpton~~ _____ Attended Yes ☒ No ☐

Tom Guenhardt

Meeting start time: 10:05 am

Meeting end time: 11:56 am

The Compensation is for Housing Commission is \$125.00 for attendance.

Certification

By the officer's signatures below, this commission certifies that the meeting identified above took place and the members listed were present and that the stipend be paid to the members present.

Judy Hardenburgh
Chairperson Signature

6-20-19
Date

Marcella Leusby
Commissioner Signature

6-20-19
Date

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room

MEETING MINUTES

June 20, 2019

1-3. Opening Prayer, Roll Call and Stipend

Commissioner Judy Hardenburgh called meeting to order at 10:00 AM.

Roll Call:

Judy Hardenburgh- Here	Marcella Leusby- Here	Margaret Kowalkowski- Here
Julia Chapman- Here	Teresa Callis- Here	

Quorum: 5-0-0-0

Others Present: Tom Guenthardt, Tom is our new liaison. Also present was Michelle Pepera.

4. **Approval of Agenda-** Motion to approve the Agenda for June 20, 2019

Commissioner Teresa Callis made a motion to approve the agenda, Commissioner Margaret Kowalkowski seconded the motion.

Motion carries.

Judy Hardenburgh- yes	Marcella Leusby-yes	Margaret Kowalkowski- yes
Teresa Callis- yes	Julia Chapman- yes	

Quorum: 5-0-0-0

5. **Approval on Minutes-** June 6, 2019

Motion to approve minutes: Commissioner Julia Chapman made motion to approve minutes,

Commissioner Marcella Leusby seconded. Motion carries.

Judy Hardenburgh- Yes	Marcella Leusby- Yes	Margaret Kowalkowski- Yes
Teresa Callis- Yes	Julia Chapman- Yes	

Quorum: 5-0-0-0

6. **Closed Session: None**

7. **Business:** The Housing Commission went over the selling of the 10 houses and the 3 duplexes at Aki.

We decided to first do letter to the tenants to let them know of the upcoming sale and that they would get first chance at buying the house. The Housing department will have to get the houses appraised before we can put them up for sale. Teresa did a flyer on the selling of the 10 homes at Aki. We decided to use that to send out to the tenants, along with a letter to let them know of the sale of the houses and duplex's. We will be giving them information on how to get a loan if they are interested in buying their house. Amanda and Rick from Academy Mortgage Corporation said they would be willing to talk with tenants about a loan. Chad Gehrke also can help tribal members with getting help on buying a home. Tribe is also offering a down payment to first time buyers. We will be following the same regulations that are already in use at Aki. We will be needing to do a modification on the now resolution if owner wish's to build on to their house. Hopefully we will have everything in order by September. All this information will be coming out at the fall membership meeting.

July 11th is set for the Grand Opening of the Elders Complex Apartments. Notices have been send out and was put on Facebook and in the Currants. As of now we have 8 of the 10 filled.

There are security doors on the entrances of the complex, they will automatically lock at a certain time. In the kitchen there will be no dishes, if someone wants to use it they have to bring in their own dishes and appliances to use, there is a stove and refrigerator in the kitchen for the tenants to use.

Judy said she would talk to Rick Sanders about furniture from the casino for the elder's Common area.

Michelle said they are also looking for furniture and have some quotes.

8. Public Comment: None

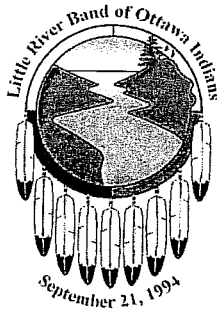
9. Next Meeting: July 11, 2019

10. Adjournment: 11:50 pm

Housing Commission Secretary


Marcella Leusby

Join the
LRBOI Housing Commission
for the
Grand Opening Ceremony
of the
Elder Apartment
Complex
July 11, 2019 at 1:00p.m.



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 June 2019

I. Housing Activities.

- A. The Elder Apartment Complex is moving along nicely and Wieland believes the project is on schedule to meet the July 2019 completion date. The final walk through/grand opening is tentatively scheduled for Thursday July 11, 2019. Appliances had been installed, paving of the parking area and sidewalks have started, masonry continues around the building, plumbing and electrical is finishing up in the units and community area, final coat of paint in community area and landscaping should be starting by the end of the month. (see attached photo's)
- B. This month I met with Colleen Smith from Custer Inc., Brett Byrnes of TKS Security and Travis from Spectrum on items for the Elder Apartment Complex and the Aki maadiziwin Community
- C. The Government offices closed at 11:30 on June 14, to attend a mandatory meeting at LRCR.
- D. The department met twice this month with Elise McGowan-Cuellan, Staff Attorney's and Bill Willis, Members Services Lead.
- E. The Housing Department has a new Maintenance Technician, Scott Chamberlin
- F. During the month the Department performed the following activities.
 - Lease renewals due during the month: 5
 - Leases renewed: 5
 - New leases: 0
 - Annual Inspections: 5
 - 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 2019 in the amount of \$75,000.
 - Applications received this month: 4
 - Number of Awards made during the month: 4
 - Amount of Awards made for the Month: \$16,783.00
 - Total Number of Awards made during the Year: 13
 - Total Amount of Awards for the Year: \$56,834.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 8
- 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.

N/A

VI. Plans for the Future.

- A. Continue construction of the Elders Apartment Complex at Aki maadiziwin.
- B. Planning and Construction of the 2019 2-Fair market homes
- C. Directional sign at the entryway into the community

D. Other Information

- A. None

**End of Report
Michelle L. Pepera
Administrative Assistant
July 10, 2019**

Attachments: June 2019 daily maintenance log
June Construction photos of the Elder's Complex

Cc: File

Housing 2019
Daily Worksheet

Date 6-3 Checked Pavilion Restrooms, checked for water use issue @ 2708 OC no leaks found, Rekeyed and walked thru 2646 IC
Repaired Mailbox post @ 2678 IC, swapped out ~~washer~~ and
Dryer with back up units @ 2631 IC Took paint + tools to
vacant unit 2646 IC

Date 6-4 Mowed vacant unit 2646 IC, Cleaned and repaired
Dryer for backup unit, changed mower blades on old zero turn
looked at the Nichols web site for ordering cleaning supplies
for New Elder Complex and general maintenance of Rental Units

Date 6-5 Installed new window hardware and hand cranks
Replaced ballast in light fixture in Machine Room @ 2589 OC
Check water Heater for leaks, called Johnson with info
informed tenant, ~~for~~ Annual Inspection @ 2648 OC

Date 6-6 New Handle on microwave @ 2709, Mowed Ditches
and Fields, pulled trees, installed soffit and fascia @ 2694 IC

Date 6-7 Rekeyed locks @ 2727 OC, Emailed Carter Lumber for Quote
on Decking, Mowed Ditches and along BLD AKE
weed whacked

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 6-10 Got Quote From Freeman Creek For tractor and trimmings. Repaired Garage Door @ 2720 IC

Date 6-11 Repaired Dryer for back up, mowed Elders, units weeded whacked Elders, started prep work @ 2646 IC
checked and stocked Pavilion Bathroom, Removed invasive tree from Elder units, Annual inspection @ 2721 IC, Annual inspection @ 2695 OC

Date 6-12 REPAIRED FS90P STEEL WEEDWEEPER, REPAIRED FANIC HARDWARE KEY TO AKI MOWED GRASS,

Date 6-13 Mowed fields, Continued @ 2646 IC, Annual inspection @ 2680 OC, checked for gas leaks @ Elders Row one found and repaired @ 2698 OC, Continued getting info for deck project, unlocked 2727 OC for tenant to retrieve belongings found and reported leaking water meter @ 2726 OC

Date 6-14 Mowed grass in rear of house @ 2621 OC, Checked Pavilion rest rooms, Pulled invasive tree from entryway @ 2616 OC Continued @ 2646 IC, Took trash out of shop, mowed around CC building
Mandatory Meeting @ 1130 AM

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 6-17 Mowed ditches, Landscaped area behind 2677 OC
checked 2727 OC as tenant was to retrieve belongings
over weekend everything still there ask MP to order dumpster
Continued @ 2646 IC, Checked bathrooms @ Paulina
Checked for gas leaks @ 2716 OC found water leak @ meter
Contacted Utilities

Date 6-18 Checked for gas leaks and CO2 @ 2687 OC
checked for mold @ 2711 OC rim joint in basement dry
no presence of mold growth, Continued @ 2646 IC
Mowed ditches and fields, checked dishwasher for leaks @
2714 OC

Date 6-19 Continued @ 2646 IC, Cleanup and organize shop
area, mowed park area

Date 6-20 Continued @ 2646 IC, Continued Landscaping Invasive
removal, Picked up more paint for 26426, worked on elder
deck replacement project, worked on creating and pricing
equipment/supplies for new elder complex

Date 6-21 Receipts, Continued @ 2646 IC
re-keyed locksets and dead bolts repaired lockset Front entrance
@ 2709 OC, Repaired garage bottom seal for 2695 OC
Need to install on Thurs 6-27

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 6-24 Cleaned bathroom @ Shop, checked bathrooms
@ Pavilion, took trash from shop, Continued @ 2646 IC
washed shop towels, 1

Date 6-25 Installed New part on Dryer, Greased old zero turn
and tractor, Continued @ 2646, Repaired AC unit
@ 2690 OC, called landscaper for 2635 OC

Date 6-26 Continued @ 2646 IC, Started @ 2727 OC
Mowed Fields

Date 6-27 Completed 2646 IC, Continued @ 2727 OC
Mowed Fields, mowed ditches

Date 6-28 Continued @ 2727 OC
Mowed Fields, Mowed Ditches, Checked AC and
installed new garage Door seal @ 2695 OC

Thank you for filling out this Daily Worksheet

