

Gaa Ching Ziibi Daawaa Anishinaabek



**Little River Band of Ottawa Indians
Housing Commission Meeting
Aki maadiziwin Conference Room
November 16, 2017
Agenda**

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda for November 16, 2017
5. Approval of Minutes
 - a. *September 28, 2017*
 - b. *October 19, 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 – December 7, 2017
14. Adjournment

RECEIVED
TRIBAL COUNCIL
2017 NOV 16 PM 1:04

SK
12-7-17

RECEIVED
TRIBAL COUNCIL

Little River Band of ~~Ojibwa~~ Indians
2017 DEC 7 PM 3:34

Housing Commission Meeting
Aki Maadiziwin Conference Room

November 16, 2017
Meeting Minutes

The Little River Band Housing Commission meeting was held at the Aki Maadiziwin Conference Room on November 16, 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 10:12 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 Julia Chapman made motion to accept the agenda for November 16, 2017 Judy Hardenburgh - seconded
quorum established 2-0-0-0

5. Approval of minutes
a. 9-28-17 } N/A
b. 10-19-17 }

6. Dept. update- Michelle Pepera Administrative Assistant gave the Commission the Housing Department Activity Report for October 2017

7. Old Business - Tribal Counselor Sherron Crampton was to discuss with the attorney about the lease when the leaseholder is the tribal member and passes away how long does the non-tribal spouse is to remain in the home.
8. New Business - commission members discussed the survey that was submitted by ex-commissioner Marcella Lewisby
9. Public Comment N/A
10. Closed Session - rescheduled
11. Open Session - N/A
12. Policies and Procedures N/A - no attorney available
13. Next Meeting - December 7, 2017 -
Also a Hearing will be held
14. Adjournment - Chairperson Judy Harderburgh made motion to adjourn the meeting at 12:00pm. Julie Chapman - seconded
quorum 2-0-0-0



RECEIVED
TRIBAL COUNCIL

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

2017 DEC -7 PM 3:34

HOUSING DEPARTMENT ACTIVITY REPORT

**For
November 2017**

I. Housing Activities.

- A. The Housing Department had an Occupancy Rating of 100% for November!**
- B.** The Housing Department received correspondence from EWONAP, dated November 7, 2017, that our IHP for 2018 had been approved for our IHBG.
- C.** The Housing Department measured and ordered 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. Two of the units have received the appliances however we have not received the appliances for the last of the three units. We installed the window treatments by 11-22-17 for all three units. The Housing Department has signed Leases for the first three units and now that the appliances (partial) and window treatments have been installed the new tenants can begin moving in.
- D.** The development of the Aki 10 Fair Market housing units continues to move forward. The Housing Department performed a walk thru on 11/14/17 and received the keys to the second set of three Aki 10 Fair Market Rentals. That leaves the last four Aki 10 units to be turned over to the Department in December 2017 per schedule.
- E.** The Housing Department received the Occupancy Certificates for three more Aki 10 units turned over to us November 14, 2017 on November 29, 2017. Now we need to obtain the FF&E to complete the units for rental.
- F.** The Housing Department provided the FF&E (window treatments, appliances and mail boxes) out of our Department Budget for the first three Aki 10 Fair Market rentals. Unfortunately our budget does not have enough funds left to purchase the FF&E for the remaining 7 units. We have been advised that more funds were being deposited in the Housing Stock Reserve Fund the end of November 2017 and that the Housing Department should request a supplemental appropriation from the Housing Stock Reserve Fund to our Department Budget to fund the purchase the FF&E for the Aki 10 Fair Market Units. Therefore the Housing Department developed budget information for the furnishing of the FF&E (Appliances, window treatments and mail boxes) and Bill Willis, Accounting, submitted the FF&E supplemental appropriation request on Wednesday, 11-29-17, for action by Tribal Council at their regularly scheduled meeting on December 6, 2017.

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

Lease renewals due during the month: 8

Leases renewed: 0

New leases: 0

Annual Inspections: 8

Move-out Inspections: 0

Move outs: 0

Transfers: 0

H. 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: 1

Amount of Awards made for the Month: \$2,500

Total Number of Awards made during the Year: 17

Total Amount of Awards for the Year: \$69,046.00

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 4

B. Termination Notice(s) issued: 0

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 64 rental units in total of which all 64 are rented giving us an occupancy rating of 100%.

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 12 fair market rentals and 12 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 second set of three new fair market rentals at Aki.

VI. Plans for the Future.

- A. Complete construction of the remaining 4 Fair Market Rental units at Aki maadiziwin in December 2017.
- B. 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 they were submitting our application on September 29, 2017.

VII. Other Information

- I. None

End of Report
Frank Figgels, Housing Director

Attachments: November 2017 daily maintenance log

Cc: file

Housing 2017
Daily Worksheet

Date 10-30

OPENED HOUSE FOR CUSTOM SHEETING GOT BIFOLD DOORS FROM 2690 TO BE REPAIRED MEASURED 3 NEW HOUSES FOR WINDOW TREATMENTS & APPLIANCES, HELP MORRIS WITH STOVE'S. GOT QUOTE ON TEN NEW MAIL BOXES & 5-4x4x8' TREATED POST FOR NEW HOUSES

Date 10-31

Date 11-1 Repaired Bifolds @ 2590 IC

Repaired Bifolds, replaced tank spout @ 148 Ford
Mileage, receipts, Daily logs, Work orders handed in

Date 11-2 Rekeyed New House @ 2638 OC

Cottin and Painted Bedroom, repaired leaking shower head @ 148 Ford

Date 11-3 took new home info, garage remotes to MP, got copies of keys for new units gave to MP Cleaned up tools from painting, Installed new bifold track with hardware @ 2690 OC
Adjusted Door latch @ 2690 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 11-6 Adjusted Stricker plate @ 2690 cc
Installed ADA shower threshold @ 26150C
Cleaned up cutting tools, cleaned woodshop

Date 11-7 Cleaned and organized tools, cleaned out
Truck, moved house signs

Date 11-8 Picked up mailboxes + post for new houses
put # decals on house signs
Adjusted Garage Door Infra red sensor @ 2678 IC

Date 11-9 Assembled mailboxes, cut 4x4 post for mail boxes
Numbered mail boxes, took care of cardboard from mail boxes,
~~started installing mailboxes~~ Installed mailboxes

Date 11-10 Holiday

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 11-13

PUT NEW ADDRESS ON ALL HOUSES
ALBAU SHOP FIXED VINYL SIDING 2620

Date 11-14 Walk through on 3 new houses, Installed
tenant supplied head/hand combo unit shower head @ 2605 OC
Appliances Delivered @ 2635 OC Need to be hooked up
Reinspection @ 2644 OC, Receipts, work order.

Date 11-15 Installed wall mount Paper slot @ office
Took care of trash @ shop, cleaned organized Automotive
Supply area @ shop (2602) Put in ADA GRABBAR, REPAIRS
LIGHT BULB, FIXED BI-FOLD CEILING DOOR

Date 11-16 Measured for Blinds / Appliances @ 3 new units 2696, 2676,
2627 Lots 35, 48, 50, Picked up Materials for Appliance Install for
New units, Installed Appliances @ 2635 OC Lot #36, Repaired outlet
in kitchen & tighten other outlet @ 2695 OC

Date 11-17 Finished installing Appliances and wall mount Door
stops @ 2627 & 2638 OC, Replaced Toilet handle @ 148 Ford
Took pictures of broken window for possible warranty @ 2698 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 11-20 Salted lots & walks, Receipts completed work orders
Trimmed Trees away from house / Roof @ 148 Ford
Repaired Facia & Drip edge @ 148 Ford

Date 11-21 Picked up New house Appliance hook up materials from
Gillroy's, Updated Sub # Sheet, Checked Snowflake bulbs
replaced bad ones, ...

Date 11-22 Installed New Blinds @ New Units 2635 OC, 2590 OC,
2638 OC, Removed trash and cardboard from shop

Date Holiday

Date Holiday

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 11-27 Put up snowflake lights
NO Sake

Date 11-28 Repaired screen, pickup up door handles for 2603 OC
Annual Inspection @ 2658 IC Tenant to call for
Kitchen Faucet replacement

Date 11-29 Replaced two door knobs ~~passage~~ primary study, reinstalled
screen and replaced Broken light Switch Cover @ 2603 OC
Filled in wash out spots along hill main entrance
Adjusted Infrared eyes and oiled rollers on Garage Door @
2678 IC, Reinstalled Cutler @ 148 Ford, Checked Fridge
@ 2621 OC Breaker reset, Annual Inspection @ 2677 OC

Date 11-30 Installed New Light bulbs in Garage Tenant supplied @
2596 IC, printed Blank work orders & Daily log sheets, scheduled
w/o for Mon 12-4, Cleaned gutter above porch area @ 148 Ford, Checked
for toilet issue @ 2637 OC no issue found. Replaced siding @
2637 OC

Date 12-1 Mileage, Measured for window treatments @ Lots #59, 53,
49, 116 Installed new shower head, Touched up paint, tightened Door
Knobs, Deadbolt Knobs, BiFold Knobs, reinstalled slider screen Door
@ 2663 IC, Checked light fixture, replaced bulbs @ 2711 OC

Due Every Friday

Thank you for filling out this Daily Worksheet



Gaa Ching Ziibi Daawaa Anishinaabek

**Little River Band of Ottawa Indians
Housing Commission Meeting
Aki maadiziwin Conference Room
December 7, 2017
Agenda**

RECEIVED
TRIBAL COUNCIL

2017 DEC -7 PM 3:34

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda for December 7, 2017
5. Approval of Minutes
 - a. *September 28, 2017*
 - b. *October 19, 2017*
 - c. *November 16, 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
14. Adjournment