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Little River Band of Ottawa Indians



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

December 5, 2019

Agenda

1. Prayer
2. Call to order/Roll Call:
3. Approval of Agenda:
4. Approval of Minutes:
A November 21, 2019
5. Housing Department Update: Monthly Report
6. Unified Legal Update: *Chapter 6*
7. General Business:
A. Chapter 6 -Final draft
B.
8. Hearing/Close Session: 11:00 am- no show
9. Public Comment:
10. Next Meeting Date: December 19, 2019
11. Adjournment:



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

1

Meeting Held on: December 5, 2019

1. Judy Hardenburgh	<u>Judy Hardenburgh</u>	Attended	Yes ☒ No ☐	
2. Julia Chapman	<u>Julie Chapman</u>	Attended	Yes ☒ No ☐	
3. Marcella Leusby	<u>Marcella Leusby</u>	Attended	Yes ☒ No ☐	no stipend
4. Teresa Callis	<u>Teresa Callis</u>	Attended	Yes ☒ No ☐	stipend
5. Margaret Kowalkowski	<u>Margaret Kowalkowski</u>	Attended	Yes ☒ No ☐	

Liaisons:

Sandy Lewis _____

Attended Yes ☐ No ☒

Ron Wittenberg _____

Attended Yes ☐ No ☒

Tom Guenthardt _____

Attended Yes ☐ No ☒

Shannon Crampton _____

Attended Yes ☐ No ☒

Meeting start time: 10:05 am

Meeting end time: 11:35 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

12-5-19
Date

Marcella Leusby
Commissioner Signature

12/5/19
Date

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room

MEETING MINUTES

November 7, 2019, 2019

1-3. Opening Prayer, Roll Call and Stipend

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

Roll Call:

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

Quorum: 5-0-0-0-0

Others Present: Michelle Pepera, Tom Guenthardt, Elise McGowen-Cueller and Ron Wittenburg.

4. Approval of Agenda- Motion to approve the Agenda for October 17, 2019

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

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

Quorum: 5-0-0-0-0

5. Approval on Minutes- October 17, 2019

Motion to approve minutes: Commissioner Teresa Callis made motion to approve minutes,

Commissioner Margaret Kowalkowski seconded. Motion carries.

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

Quorum: 5-0-0-0-0

6. Housing Department update: Michelle Pepera gave update on housing activity report. Michelle told us that we have a new Housing Director. Tara Bailey comes from GTB and she worked in the Housing Department there. She starts her new job November 7th.

7. Business: Elise and Michelle informed us that they wouldn't be at the November 21 meeting. Julia told of her move into Aki and gave us her new address.

Talk centered on Chapter 6, Elise made some changes on it but we found more that needed to be done before it can before council. We would to get this done as soon as possible because the new rule in it about Tribal Police being able to take care of the dog problems at Aki.

HUD guidelines suggest different rules than we talked about. We need to talk to the housing director about how to go about writing out the regulations regarding "Service animals and Assistance Animals". Or if we need to do anything at all.

8. Unified Legal Updates: Chapter 6

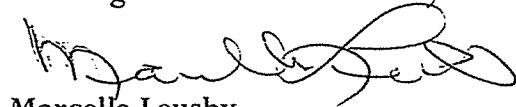
9. Public Comment: None

Meeting Adjourned: 12:00 noon

10. Next Meeting: November 21, 2019

11. Adjournment: 12:15 pm

Housing Commission Secretary



Marcella Leusby

Little River Band of Ottawa Indians



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

*November 21, 2019
Agenda*

1. Prayer
2. Call to order/Roll Call:
3. Approval of Agenda:
4. Approval of Minutes:
A November 7, 2019
5. Housing Department Update:
6. Unified Legal Update: *Chapter 6*
7. General Business: Old/New
 - A. Chapter 6 –Final draft unless more changes made*
 - B. Commission Bylaws*
8. Hearing/Close Session: None
9. Public Comment:
10. Next Meeting Date: December 5, 2019
11. Adjournment:



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

1

Meeting Held on: November 21, 2019

-
- | | | | | |
|-------------------------|-----------------------------|----------|---|-------------|
| 1. Judy Hardenburgh | <u>Judy Hardenburgh</u> | Attended | Yes ☒ No ☐ | |
| 2. Julia Chapman | <u>Julia Chapman</u> | Attended | Yes ☒ No ☐ | |
| 3. Marcella Leusby | <u>Marcella Leusby</u> | Attended | Yes ☒ No ☐ | no stipend |
| 4. Teresa Callis | <u>Teresa Callis</u> | Attended | Yes ☒ No ☐ | Yes Stipend |
| 5. Margaret Kowalkowski | <u>Margaret Kowalkowski</u> | Attended | Yes ☐ No ☐ | |

Liaisons:

- | | | | |
|------------------|-----------------------|----------|---|
| Sandy Lewis | _____ | Attended | Yes ☐ No ☐ |
| Ron Wittenberg | <u>Ron Wittenberg</u> | Attended | Yes ☒ No ☐ |
| Tom Guenthardt | <u>Tom Guenthardt</u> | Attended | Yes ☒ No ☐ |
| Shannon Crampton | _____ | Attended | Yes ☐ No ☐ |

Meeting start time: 10:05 am
Meeting end time: 12:10 pm

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
Marcella Leusby
Commissioner Signature

11-21-19
Date
11-21-19
Date

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room

MEETING MINUTES

November 21, 2019

1-2. 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	Margaret Kowalkowski- Here
Julia Chapman- Here	Teresa Callis- Here	

Quorum: 5-0-0-0-0

Others Present: Tom Guenthardt, Ron Wittenburg and Tara Bailey, the new Housing Director.

3. Approval of Agenda- Motion to approve the Agenda for November 21, 2019

Commissioner Judy Hardenburgh made a motion to approve the agenda, Commissioner Julia Chapman Callis seconded the motion. Motion carries.

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

Quorum: 5-0-0-0-0

4. Approval on Minutes- November 7, 2019

Motion to approve minutes: Commissioner Teresa Callis made motion to approve minutes, Commissioner Margaret Kowalkowski seconded. Motion carries.

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

Quorum: 5-0-0-0-0

5. Housing Department update: Meet with new Housing Director Tara Bailey

6. Unified Legal: None

7. General Business: We went over Chapter 6 some more, had some questions for Elise to answer when she gets back. Commission thought it was a good idea to have a photo of pet put in Aki tenant's files. We had some complaints of people storing trailers and boats at Aki. According to the regulations no one is to store anything on the property but it seems some people can.

8. Public Comment: None

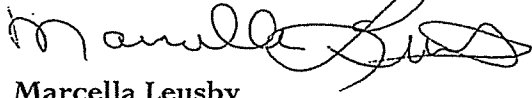
9. Closed Session: None

Meeting Adjourned: 12:00 noon

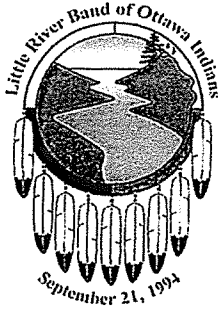
10. Next Meeting: December 5, 2019

11. Adjournment: 12:15 pm

Housing Commission Secretary

A handwritten signature in black ink, appearing to read "Marcella Leusby", written over the printed name.

Marcella Leusby



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 November 2019

I. Housing Activities.

- A. The new Housing Director officially started on November 12, 2019
- B. The Housing Maintenance techs continue working on replacing the back designated elder housing decks.
- C. Michelle Pepera attended Great Lakes Indian Housing Association Meeting in Minneapolis, MN November 17-21, 2019 as a representative of Little River Band Housing Department has been quite a while since we have attended one of these quarterly meetings.
- D. I have been looking for new housing software to automate many processes done in the housing department.
- E. The department met three times this month with Elise McGowan-Cuellan, Staff Attorney and Bill Willis, Members Services Lead. And continue to work on updating policies to bring forth to the Housing Commission for review, input and approval.
- F. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 3
 - Leases renewed: 1 (1, will be renewed by end of week 12/6; the other cannot be renewed at this time due to NSF issue)
 - New leases: 0
 - Annual Inspections: 3
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 0
- G. Down Payment and Closing Cost assistance grant (HI 100). Funds have been depleted for the remainder of the year, will re-allocate upon budget approval for fiscal year 2020.
 - Applications received this month: 0
 - Number of Awards made during the month: 0
 - Amount of Awards made for the Month: \$00.00
 - Total Number of Awards made during the Year: 19
 - Total Amount of Awards for the Year: \$81467.00

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. We currently have 7 outstanding work orders for annual inspections.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 79 rental units in total of which 75 were rented giving us an occupancy rating of 95%.

- A. Aki has 55 income based rental units of which 52 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.
5. Aki has 10 low income elder designated apartment rental units and 8 units are rented. - *Apartment*

- B. Aki has 24 Fair Market rentals and 23 are rented.

V. Significant Problems and Accomplishments.

- A. Working on replacement of the 12 Elder's back decking Four units have been completed.
- B. The maintenance department has been busy keep the housing areas clear of snow including plowing for ADA designated rental units and Elders. - *Roadways*

VI. Plans for the Future.

- A. Construction of the 2019 2-Fair market homes- the basements were poured during the month of November and the two units are scheduled to be installed during the month of December.
- B. Replacement of the 12 Elder's back decking- 8 Units Remaining.
- C. New housing software for the department

VII. Other Information

- A. None

End of Report
Tara Bailey, Housing Director
December 2, 2019

Cc: File

Grace Hendler

From: Michelle Pepera
Sent: Monday, December 9, 2019 7:59 AM
To: Grace Hendler
Cc: Gary DiPiazza
Subject: RE: Maintenance Logs

Good Morning Grace,

Tara Bailey, the new Housing Director did the report and #3 paragraph should have been removed there is no attachment, sorry for the confusion.

Michelle

From: Grace Hendler
Sent: Friday, December 6, 2019 3:46 PM
To: Michelle Pepera <michellepepera@lrboi-nsn.gov>
Cc: Gary DiPiazza <gdipiazza@lrboi-nsn.gov>
Subject: Maintenance Logs

Good afternoon Michelle;

There are no maintenance logs in the Housing Commission packet. It is mentioned as being attached but they are not. Can you please send them over to complete the report. Thank you.

Grace



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

Resolution # 19- 1205-08

Resolution Approving Changes to Chapter 6 of the Housing Commission Regulations

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.

WHEREAS, the Housing Commission identified in the normal course of review of their regulations that Chapter 6, Pet and Animal Control Regulations for Tribal Rental Units requires formatting and stylistic updates and updates based on issues identified by the Housing Department; and

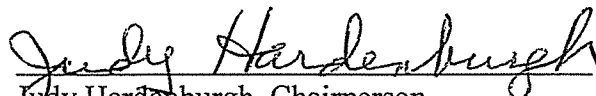
WHEREAS, the Housing Commission determined that the definition of pet required updating and the definition of service animal was necessary, updating the Authorization sections for cats and dogs to include the failure to register a pet with the Housing Department will result in a non-refundable fee every month the pet is not registered and on a yearly basis pet proof of vaccinations and a photograph of the pet shall be provided to the Housing Department, clarifying that the Housing Department has discretion to enter a home for maintenance if an animal is not restrained or caged, clarifying that pets cannot be left unattended or tied to the residence when they are outside or left unattended in a vehicle and in danger, additions to Peaceful Enjoyment allowing the removal of a pet or issuance of a citation if the pet disturbs peaceful enjoyment and the Head of Household has not complied with the Housing Department, the addition of Disturbance of Peace to allow public safety the ability to issue citations, and a section on Service Animals.

NOW THEREFORE IT IS RESOLVED that the Housing Commission approves the redlined changes adopting the above mentioned changes.

IT IS FINALLY RESOLVED that the Housing Commission shall forward this resolution to Tribal Council for adoption.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Housing Commission with 5 FOR, 0 AGAINST, 0 ABSTAINING ___ and 0 ABSENT at a regular session of the Little River Band of Ottawa Indians Housing Commission held on December 5, 2019, 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