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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*

November 7, 2019

Agenda

1. Prayer
2. Call to order/Roll Call:
3. Approval of Agenda:
4. Approval of Minutes:
A October 17, 2019
5. Housing Department Update:
6. Unified Legal Update:
7. General Business: Old/New
 - A. Chapter 6*
 - B.*
8. Hearing/Close Session: None
9. Public Comment:
10. Next Meeting Date: November 21, 2019
11. Adjournment:



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

1

Meeting Held on: November 7, 2019

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

Liaisons:

- Sandy Lewis _____ Attended Yes ☐ No ☒
Ron Wittenberg Ron Wittenberg Attended Yes ☒ No ☐
Tom Guenthardt Tom Guenthardt Attended Yes ☒ No ☐
Shannon Crampton _____ Attended Yes ☐ No ☒

Meeting start time: 10:05 am
Meeting end time: 11:55 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

11-7-19
Date

Marcella Leusby
Commissioner Signature

11-7-19
Date

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room

MEETING MINUTES

October 17, 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: Tom Guenthardt and Elise McGowen-Cueller

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

Commissioner Judy Hardenburgh 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: 5-0-0-0-0

5. Approval on Minutes- October 3, 2019

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

6. Unified Legal Updates: Chapter 6

7. Business: Elise, our lawyer, informed us that Council made a motion to post a 30 day comment to remove non-tribal from being on the commissions. They want to amend the Commission Ordinance, Council also want to let 18 year olds on the commissions. Non-tribal on the commissions can finish serving out their term.

Our main concern at this meeting are changes made to Chapter 6. Because of the increase of complaints and a dangerous dog complaint the Commission thought it best to update and make new changes as soon as possible to Chapter 6. Our Tribal Police will have access to ticket or remove an animal from Aki. Elise will bring the new additions to the November 7 meeting.

Commission made new rules on what pedigree of dog will be allowed and weight restriction of no more than 50 pounds.

Tom Guenthardt brought up the issue of leaving dogs in parked cars. Commission has decided to rule that no dogs will be kept in a vehicle, if reported and found person will be ticketed and animal can be removed. Service animals will be limited to cats and dogs. No livestock or any other form such as reptile or insect of any kind will be allowed at Aki housing.

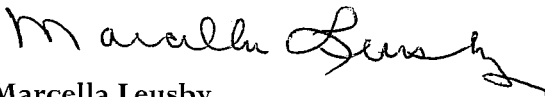
9. Public Comment: Comment was brought up that Mike Ceplina let the HC know there was mold in their basement. Julia Chapman reported she saw people smoking in the children's playground area.

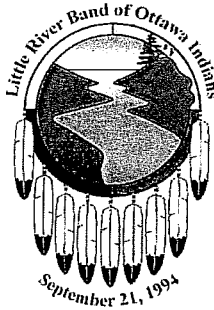
Meeting Adjourned: 12:00 noon

10. Next Meeting: November 7, 2019

11. Adjournment: 12:15 pm

Housing Commission Secretary


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 October 2019

I. Housing Activities.

- A. The Housing Maintenance techs continue working on replacing the back designated elder housing decks.
- B. The Housing Department attended the Membership meeting on October 12, 2019. We had an informational table during the morning for the members which was well attended.
- C. The Maintenance Tech's and I attended a CPR & AED class on October 17, 2019.
- D. The Housing Department submitted to HUD our 2020 Indian Housing Plan on October 18, 2019, which was due by October 31, 2019.
- E. The department sent out a flyer informing the Aki maadiziwin tenants of the new construction starting (please see attachment)
- F. The department met three times this month with Elise McGowan-Cuellan, Staff Attorney's and Bill Willis, Members Services Lead.
- G. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 5
 - Leases renewed: 6
 - New leases: 1
 - Annual Inspections: 5
 - Move-out Inspections: 1
 - Move outs: 0
 - Transfers: 2
- H. 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.

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.

- 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

VI. Plans for the Future.

- A. Construction of the 2019 2-Fair market homes
B. Replacement of the 12 Elder's back decking

C. Other Information

- A. None

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

Attachments: October 2019 daily maintenance log
Informational flyer on new construction at Aki maadiziwin

Housing 2019 Daily Worksheet

Date 10-1 Worked on Travel Closeout form, Ordered HVAC Parts & Tools, worked on Ordering Cleaning Supplies for the elders Complex. Scheduled Work orders 2693⁰⁰ Swapped out washer to repair at Shop.

Date 10-2 RM 103 - Adjusted Bi-fold Door, 2662 OC - swapped out Washing Machine, 2694 - Checked Basement for Mold. Got a quote from Freeman Creek for \$17,500 side by side. RM 108 - Cleaned & Vacuumed for Move in

Date 10-3 Removed microwave and called electrician for breaker issue @ RM 108, changed battery in Toro Mower, unlocked vacant unit for Stanley Steamer to clean vents, contacted H+H Insulating for quote was informed they located downspout extensions checked washer from 2662 OC got snow blower out of storage put brush in to storage, started organizing for salt/Blue stuff

Date 10-4 Unlocked unit 108 for electrician, checked and solved water leak @ unit 108, continued on deck project, mowed hills, checked vacant, worked on snowblower

Date _____

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 10-7 Mowed ditches, Community Center, Installed new blind @ 2698 OC, swapped washer, installed gutter downspout extension @ 2693 OC, Meeting with Council about equipment for winter, cleaned unit 104, checked pavilion, reinstalled Door stop EC

Date Mowed ditches, Elders, HC Installed shelves @ 108
cleaned washer for back up
Moved trailer for tenant @ 2576 OC

Date Annual Inspection, replaced light bulb and checked ceiling fan, reinstalled attic access panel @ 21083 EC, Continued on deck project, met with council about equipment for winter

Date 10-10 Continued on Decks, Annual Inspection 2591 OC
Installed Shelving @ 108

Date 10-11 Cleaned shop, cleaned & sorted tools, Installed side boxes on older reel truck, checked fireplace and turned on gas @ 2723 OC
Made more room for Salt (coming next week)

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 10-14 Receipts, mounted tool boxes, cleaned cold garage
cleaned mower deck underside older Kubota, moved plows for
salt delivery, Move out inspection @ 2627 OC
Check Pavilion bathroom, checked common area @ EC

Date 10-15 Worked on deck project - RM 106 - checked Tus
Dizin, 2627 OC - Rekeyed locks

Date 10-16 Salt delivered, Repaired snowblower, changed oil & plug
changed oil and cleaned push mower, changed oil in power washer
repaired wheel barrel, cleaned underside of Deck new Kubota
Installed undercarriage on Kubota tractor

Date 10-17 CPR and AED training, installed Shelias, adjusted
anti scold in kitchen and shower @ RM 108, Talk to Roger
about tractor tires

Date 10-18 Got quote for compressor, checked and cleaned
pavilion and Elder complex, clean shop area
installed bifolds, tub stop, tightened and adjust lock on
slider

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 10-21 Receipts updated maps and sub sheets,
Took trash out of shop, cleaned shop bathroom

Date 10-22 Picked up dry lock 3gals for 2094 IC. Installed
new mail box @ 27270C, mowed CC, checked condensation
pump and changed tenant supplied Bulb @ 2041 OC
Talked to Darrel @ H+H about moisture issue @ 2084 OC
submitted work order for tractor tire rotation (Front tires)
Got quote for jack stands for tractor

Date 10-23 Put shelves up in Elder's building. Moved
Elder's' building. Cleaned pavilion, picked up
desk & filing cabinet at Big Blue & returned
chairs to Big Blue.

Date 10-24 Mitchels, worked on graveling roads

Date 10-25 Wash, -Megan, Mitchels, worked on
graveling roads, cleaned wood shop, apt 106
Work order with washer, tractor tires, Big Blue

Housing 2019
Daily Worksheet

Date 10-28 Cleaned shop bathroom, organized paperwork
cleaned up shop area RM. 110 Adjusted Descholt RM. 108
Changed out lock & Deadbolt. RM. 104 swapped out washer/
Dryer Combo 2693 OC - hung Downspout Adaptors.
Installed Insulates back to Electrical Switch by door

Date 10-29 Installed #1 Door sweep @ 2605 OC, secured window
@ 2589 OC, cleaned shop. Checked Pavilion and EC
Checked washer/Dryer Combo unit @ 106

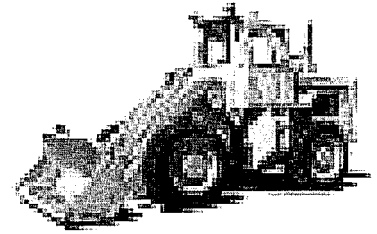
Date 10-30 Removed, Repaired and re-installed window @ 2589 OC.
New tractor Delivered with attachments, Replaced capacitor
for heater blower @ 28880 OC, Got clothes out of washer/dryer
Combo unit @ 106

Date 10-31 Met with Daryl from H+H @ 2684 OC about water
issue / moisture in Basement Finished
worked on plows and salt, ordered parts for older salt
2698 ER - Changed Capacitor, 2724 - Changed Capacitor

Date 11-1 Closed Pavilion, took totes & salt to main entrances
CC and EC, checked water heater @ 2641 OC, change blower
motor @ 2721 IC Blew out water lines at Pavilion. Cleaned
Elders Complex

Thank you for filling out this Daily Worksheet

Aki maadiziwin CONSTRUCTION NOTICE



Construction of two fair market rental units in
Aki maadiziwin has begun!

With construction comes many safety concerns.

Construction sites with sand piles and open excavations are a natural draw for everyone and especially our children. The contractor has put up barricades and has warning tape around the open excavations area to ward off danger.

However, we need you to help us keep our community and the job sites safe by talking to your children and letting them know of the dangers and not to go past the warning tape and to stay off the sand piles.

Please know that the Public Safety Department will continue to patrol the construction sites however, they cannot be there all the time and that is where you all can help in keeping us all safe.

If you see something that concerns you, please contact the Housing Department or Public Safety if after hours.

In the meantime enjoy fall and the excitement construction brings.

Kchi miigwetch!