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**Little River Band of Ottawa Indians**



*Housing Commission Meeting  
Aki maadiziwin Conference Room*

October 11, 2018

Agenda

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda
5. Approval of Minutes
  - a. *September*
6. Department Update
7. New Business
  - a. *By-laws*
  - b. *New time for meeting-change to 9:00 am*
8. Public Comment-
9. Closed Session
  - a. *11:00 am*
10. Open Session
11. Policies and Procedures (limit discussion to ½ hour)- which ones are done.
12. Next Meeting Date – *November 4, 2018*
13. Adjournment



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

**October 11. 2018**

**1. Housing Commission Members**

Chairperson: Judy Hardenburgh

Secretary: Marcella Leusby

Commissioner: Julia Chapman

Commissioner: Theresa Callis

Commissioner: John Pabami

**2. Activities for the month of**

**3. Special Concerns of the Commission**

a. Resolutions done

b. By-Laws

**4. Attachments**

None

Respectfully,

Marcella Leusby

Housing Commission Secretary

# Little River Band of Ottawa Indians



## Housing Commission Meeting Aki Maadiziwin Conference Room

**September 13, 2018**

### MEETING MINUTES

The LRBOI Housing Commission meetings was held on September 13, 2018 at Aki Conference Room. 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-by phone |
| John Pabami- Here      | Teresa Callis- Here   |                              |

Quorum: 5-0-0-0

Others Present: Rebecca Liebring and Michelle Pepera

Council members: Sandy Lewis

#### **4. Approval of Agenda**

Motion to approve the Agenda for: September 13

Motion carried: Commissioner moved to accept agenda.

Commissioner

|                      |                     |                   |
|----------------------|---------------------|-------------------|
| Judy Hardenburgh-yes | Marcella Leusby-yes | Teresa Callis-yes |
| John Pabami-yes      | Julia Chapman-yes   |                   |

Motion carried: 5-0-0-0

#### **5. Approval on Minutes**

Motion to approve minutes: Approval of August minutes

Motion carried by Commissioner Teresa Callis to approve minutes

Supported by: Commissioner Judy Hardenburgh. Motion carried

|                       |                      |                    |
|-----------------------|----------------------|--------------------|
| Judy Hardenburgh- yes | Marcella Leusby- yes | Teresa Callis- yes |
| John Pabami- yes      | Julia Chapman- yes   |                    |

Motion carried: 5-0-0-0

#### **6. Closed Session: 10:30 AM TO 12:15 AM.**

After hearings we closed for lunch. Went back into open session at 1:00 pm.

**7. Old Business:** Judy bought up the subject of Julia Chapman calling in by phone. Julia has been sick since April of this year and hasn't been able to be in the meetings by person. She has called in for all meetings and has only missed 1 meeting by phone. There is no paperwork on how many times a Commission can be call in by phone. It was decided on by the Commission to leave things as they are for now and leave Julia on the Commission. When the time comes for updating our bylaws we will have to look into this.

Next subject was with John Pabami. According to the bylaws if a Commission miss's 3 meetings they are automatically off the Commission. John claimed that one got with him except for the letter sent to him. He said he thought someone should have contacted him. Judy Hardenburgh did try to contact him several times by e-mails and once by phone. I also sent out an email to him. After hearing his side the Commission decided to give him one more chance.

**8. New Business:** Michelle Pepera read the September report for housing. Teresa Callis left at 12:15 pm. Resumed meeting after lunch. Went through Resolution 18-0913-06 with Rebecca. Everything was alright with it, Marcella made a motion to approve the Resolution, John Pabami seconded, all approved.

|                      |                               |                      |
|----------------------|-------------------------------|----------------------|
| Judy Hardenburgh-yes | Marcella Leusby-yes           | Teresa Callis-absent |
| John Pabami-yes      | Julia Chapman-yes -- by phone |                      |

Motion Carried: 4-1-0-0

Michelle wanted to know if the rental rates for the Elders Complex would be the same as they are right now for the elders. 62 and over at 10 %. John Pabami moved to accept the motion, Marcella seconded, all approved.

|                      |                     |                      |
|----------------------|---------------------|----------------------|
| Judy Hardenburgh-yes | Julia Chapman-yes   | Teresa Callis-absent |
| John Pabami-yes      | Marcella Leusby-yes |                      |

Motion Carried: 4-1-0-0

Commission talked about changing the time to start the meetings. New time to start was 9:00 am instead of 10:00 am. Rebecca needs to go over commission ordinance before we can make this a sure thing.

**9. Old business:** Judy Hardenburgh bought up the subject of Julia Chapman calling in by phone. Julia has been sick since April but has made all meetings by phone except for one. It was decided to keep Julia on the Commission until we can get the By-Laws updated. Rebecca will ask for a work session with council after we go over our by-laws. It was decided to go over the by-laws at next month's meeting. It has been 3 years since they have been updated.

Council wants more information on the pool issue at Aki Housings. They want measurements of pools. Council has talked about the possibility of a community pool at Aki. Housing commission isn't for it, it means having to hire a lifeguard, times the pool can be open. And if its going to be an inside pool or outside pool. If outside a strong, tall fence will have to be needed.

Rebecca talked about updating the housing lease at Aki and also the tenant agreement plan.

Next year's calendar needs to be done.

**10. Public Comment:** None

**11. Next Meeting:** October 11, 2018

**12. Adjournment:** Commissioner John Pabami moved to adjourn the meeting at 3:30 pm.

Commissioner Marcella Leusby seconded. All agreed

Commissioner seconded. Motion carried.

|                       |                       |                  |
|-----------------------|-----------------------|------------------|
| Teresa Callis- absent | Julia Chapman- yes    | John Pabami- yes |
| Marcella Leusby- yes  | Judy Hardenburgh- yes |                  |

Motion carried: 4-1-0-0

Respectfully,

A handwritten signature in black ink, appearing to read "Marcella Leusby", written in a cursive style.

Marcella Leusby  
Commission Secretary



Little River Band of Ottawa Indians  
Stipend Payment Request  
Housing Commission

Meeting Held on: October 11, 2018

Members Present at Meeting:

1. Judy Hardenburgh Judy Hardenburgh Attended? Yes ☒ No ☐
2. Julia Chapman Julia Chapman Attended? Yes ☐ No ☒
3. John Pabami John Pabami Attended? Yes ☒ No ☐
4. Teresa Callis Teresa Callis Attended? Yes ☐ No ☐
5. Marcella Leusby Marcella Leusby Attended? Yes ☒ No ☐

Sandra Lewis (no stipend) Sandra Lewis Attended? Yes ☒ No ☐

Shannon Crampton (no stipend) Shannon Crampton Attended? Yes ☒ No ☐

Ron Wittenberg (no stipend) Ron Wittenberg Attended? Yes ☐ No ☐

Meeting start time: 10:10 am

Meeting end time: 12:30 pm

The stipend for this Commission is \$100.00 for attendance in person.

Is paid from budget/line # 1000-100-5206-528

Certification

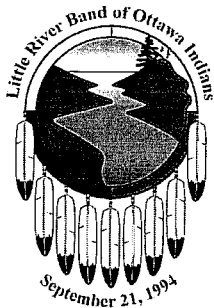
By the officer's signatures below, this commission certifies that the meeting identified above took place and the members listed were present and that the stipend should be paid to the members present.

Judy Hardenburgh  
Chairperson Signature

10/11/18  
Date

Marcella Leusby  
Commissioner Signature

10/11/18  
Date



## **Little River Band of Ottawa Indians Housing Commission**

Regular Housing Commission Meetings have been established for  
the second Thursday of the month at 9:00 a.m.

Meeting dates listed below

All meetings shall be held at the Aki maadiziwin Conference Room

### **Housing Commission Meeting Dates for 2019**

#### **Regular Meetings**

January 10, 2019

February 14, 2019

March 14, 2019

April 11, 2019

May 9, 2019

June 13, 2019

July 11, 2019

August 8, 2019

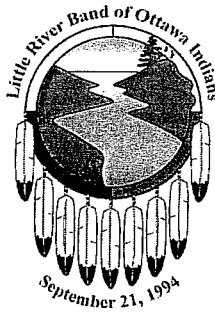
September 12, 2019

October 10, 2019

November 14, 2019

December 12, 2019

Housing Commission Annual Informational  
Meeting for all Little River Band of Ottawa  
Indians Membership regarding Housing, will be  
held on April 11, 2019, at 2:00 p.m. at the  
Aki Community Center



**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 September 2018**

**I. Housing Activities.**

- A. Every six months the Housing Department must submit a report called the Semi-Annual Labor Standards Report, to the Department of Labor. It is a report on the use of Federal Funds in this case our IHBG Grant and that we are complying with labor laws. It was due September 30 and was submitted on September 11, 2018.
- B. The Construction of the two four-bedroom Fair Market rentals at Aki should be completed by mid-to late October. The landscaping for the Aki 10 and these two units has been pushed back to the first week in October.
- C. Groundbreaking ceremony for the Elder Apartment complex was held on September 4, 2018.
- D. The department met twice this month with Rebecca Liebing, Staff Attorney and Bill Willis, Members Services Lead.
- E. I attended a Tribal Council work session this month on the 2019 Housing Department Tribal budget.
- F. Travois and Wieland Project Managers came into town to do a site visit of the Elders Apartment construction site, they are schedule to do a site visit once a month.
- G. September 26, Tribal Council approved the purchase of a 2018 Chevrolet 2500 Silverado maintenance truck with a plow, funding is coming out of our 2018 IHBG funds, as written in the 2018 Indian Housing Plan. Resolution # 18-0926-280
- H. During the month the Department performed the following activities.
  - Lease renewals due during the month: 4
  - Leases renewed: 1
  - New leases: 0
  - Annual Inspections: 4
  - Move-out Inspections: 0
  - Move outs: 0
  - Transfers: 0
- I. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2018 in the amount of \$75,000.
  - Applications received this month: 2
  - Number of Awards made during the month: 1
  - Amount of Awards made for the Month: \$2,667.00
  - Total Number of Awards made during the Year: 13
  - Total Amount of Awards for the Year: \$61,644.00

**II. Rental Payment Information for the Month.**

- A. Notice of Delinquency issued: 11
- B. Termination Notice(s) issued: 5
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 1

**III. Condition of Properties.**

- A. Johnson & Wood LLC the tribes HVAC sole source company has started the annual preventative maintenance inspections on the mechanical items in all the homes.
- B. 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 67 rental units in total of which all 67 were rented giving us an occupancy rating of **100%**.

- A. Aki has 45 income based rental units of which 45 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.
- B. Aki has 22 Fair Market rentals and 22 are rented.

**V. Significant Problems and Accomplishments.**

- A. On time submission of the Semi Annual Labor Standard Report to the Department of Labor for the period of April 1, 2018 through September 30, 2018.
- B. Approval from Tribal Council on the Purchase of a new Housing Maintenance Truck

**VI. Plans for the Future.**

- A. Submittal of our 2019 Indian Housing Plan (IHP) to HUD by October 17, 2018.
- B. Complete construction of the two four bedroom fair market rentals by the end of October
- C. Start of construction of the Elders Apartment Complex at Aki maadiziwin.

**VII. Other Information**

- A. None

**End of Report**  
**Michelle L. Pepera**  
**Administrative Assistant**  
October 5, 2018

Attachments: September 2018 daily maintenance log, attachment #1  
Elder Apartment Complex groundbreaking ceremony, attachment #2  
Two- Four bedroom home updated photos, attachment #3  
Elder Apartment Complex Excavation & Grading updated photos, attachment #4

Cc: File

Housing 2018  
Daily Worksheet

Date 9/3 Holiday

Date 9/4 Receipts, Daily logs, Mileage EOM Paperwork  
Mowed Fields, cleaned mower Deck underside replaced  
blades (installed New) on Kubota zero turnDate 9/5 Repaired Cable and installed new Flag, Checked with  
Local Dealership for Quote on truck, Mowed Islands  
and around BLD  
Checked locksets @ Pavilion, mess side stuck in locked  
Position got open and seems to operate properlyDate 9/6 Checked for water leak in basement @ 2693 OC  
discovered grading issue at one of the small windows next to  
downspout, also checked garage for beetles, sprayed again  
Checked lock assembly @ Pavilion, need to replace assembly on  
Womens Restroom, Cut Autumn olives off of Dontz Rd. for better  
turning viewDate 9/7 No Jake - Cut down by Aki, meeting with  
Bill. Went to Elmers to get a quote for lime stone, crushed Stone,  
3 top Soil. Cleaned Mower decks, took out garbage

Thank you for filling out this Daily Worksheet

Housing 2018  
Daily Worksheet

Date 9/10 Mowed All of the ditches with Kubota; cleaned & put away.  
Filled in ditches (Roadside edges) with dirt & packed, cleaned  
Bathroom & Shop

Date 9/11 Continued Filling washbets along drive, started  
cutting fields, Compared safety equipment pricing and  
availability from Fastenal/Willbros, Checked on Uniform allowances  
Lowered Flags

Date 9/12 Found & Installed screen @ 2684 OC, Verified window  
not leaking, Raised flags, cleaned pavilion, repaired drinking  
fountain, followed Chad to Big Blue so he could drop the Toyota  
off for repairs. Cleaned and oiled seat adjustments and seat belt  
hardware on Kubota zero turn, Mowed fields & Elders

Date 9/13 Started cutting elders/Hc Lawns, Continued mowing  
fields and removing invasive trees/shrubs, cleaned and greased  
Toro zero turn, cleaned Red truck,

Date 9/14 NO Jim Finished mowing elders/Hc Lawns, clean-up  
around shop area, Spoke to Berger to verify truck  
availability.

Thank you for filling out this Daily Worksheet

Housing 2018  
Daily Worksheet

Date 9/17 Finished mowing Ditches inner and outer circle, Continued invasive shrub removal along roads and ditches

Date 9/18 Demo raised garden beds by shop, piled soil for future use, Annual Inspection @ 2637 oc

Date 9/19 Continued invasive shrub/tree removal along road Annual inspection @ 2626 IC

Date 9/20 Repairal and reinstalled register diffuser @ 2665 IC, organize shop area, rain day clean up

Date 9/21 Holiday

Thank you for filling out this Daily Worksheet

Housing 2018  
Daily Worksheet

Date 9/24 Continued invasive tree/shrub removal  
Annual Inspection 2698 OC

Date 9/25 Continued invasive tree/shrub removal  
Annual Inspection  
Checked Locksets + Deadbolts had Keys made for 2583 IC

Date 9/26 Continued invasive tree/shrub removal  
along road side, went over Work orders and annual inspect  
sheets with MP,

Date 9/27 Continued invasive removal/clean up  
Inspected appliances installed tenant supplied window treatments  
inspected and cleaned weep holes/channel on windows @ 2714 OC  
Inspected Dryer and venting, cleaned venting and Back of Dryer  
@ 2645 IC

Date 9/28 Spoke to tenant about washer/Dryer @ 2645 IC  
ask to keep us informed as to Dryer issue, Submitted/Completed  
Work orders, and receipts, reinstalled Loose siding on back  
of house @ 2605 OC, Measured for window treatments  
at Two new units Lots 51 + 52  
Wrote Memo and sent to BW about tenant issue @ 2714 OC  
Phone call recieved

Thank you for filling out this Daily Worksheet



Attachment #3



Lot 51

Walls  
painted  
counter tops  
and vinyl  
flooring  
installed  
throughout  
the home



Lot 52

Walls  
primed and  
vinyl  
flooring  
installed  
throughout  
the home

Attachment #4

Elders/Housing  
Complex

Excavation  
& Grading

