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Little River Band of Ottawa Indians
Housing Commission Meeting
Aki maadiziwin Conference Room
May 18, 2017
Agenda

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda for May 18, 2017
5. Approval of Minutes
6. Department Update
7. Old Business
8. New Business
Procedure for spouses/partners (other tenants) in the event the Head of Household passes away.
9. Public Comment
10. Closed Session
11. Open Session
12. Policies and Procedures (limit discussion to ½ hour)
13. Next Meeting Date June 15, 2017
14. Adjournment

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room May 18, 2017

MEETING MINUTES

The Little River Band Housing Commission meeting was held at Aki Conference Room on May 18, 2017. Following are the minutes of that meeting.

1-3. Opening Prayer, Roll Call and Stipend

The meeting on May 18, 2017 was called to order at 9:00 a.m.

Chairperson Judy Hardenburgh called meeting to order.

Roll Call

Judy Hardenburgh-yes	Marcella Leusby-absent	Julia Chapman-yes
Karen Love-yes		

Quorum: 3-0-1-0

Others Present: Frank Figgles-Housing Director, Michelle Pepera-Housing Admin Assist.

Council members: Ron Wittenberg and Sandy Lewis

4. Approval of Agenda

Motion to approve the Agenda for May 18, 2017:

Motion carried: Commissioner Julia Chapman moved to accept agenda.

Supported by: Commissioner Judy Hardenburgh

Judy Hardenburgh-yes	Marcella Leusby-absent	
Karen Love-yes	Julia Chapman-yes	

Motion carried: 3-0-1-0

5. Approval on Minutes

Motion to approve minutes: Commissioner Karen Love moved to accept April minutes.

Motion seconded by: Commissioner Julia Chapman.

Judy Hardenburgh- yes	Marcella Leusby- absent	
Karen Love-yes	Julia Chapman-yes	

Motion carried:

6. Closed Sessions

A closed session was called at 9:57 a.m. Two appeals were conducted.

The commission adjourned at 11:53 a.m. to break for lunch.

Commission Judy Hardenburgh made a motion to adjourn at 11:53.

Commission Love seconded the motion.

Judy-yes, Karen-yes, Julia-yes. Motion carried

Meeting resumed at 12:57 P.M.

Judy made motion to resume the meeting. Julia seconded.

All in support.

7. Policies and Procedures: None

8. Department Update

Frank provided his Housing Department monthly update for May 2017. The housing department is not in charge of the new housing in Muskegon. We will work on setting the rental rates for the new homes at Aki. Basements have been dug for the 10 new homes being constructed.

9. Old Business

Approving Amendments to Housing Regulations Chapter 3. Occupancy Procedures for Low Income and Tribally Owned Homes.

Judy made a motion to accept the resolution. Karen supported.

All in support. Motion carried.

3-0-1-0

Marcella Leusby-absent		Karen Love-yes
Judy Hardenburgh-yes	Julia Chapman-yes	

10. New Business

New tables have been ordered for the pavilion. There is an auto locking mechanism on the restroom doors for after hours. Everything should be in completion for Memorial Day weekend.

A complaint was submitted due to a neighbor having a pit bull dog. Chapter 6 regulations exclude pit bulls or dogs of a vicious nature. Discussed different options for control of dogs.

Judy Hardenburgh-	Marcella Leusby-	Julia Chapman-
Karen Love-	Jamie Friedel-	

11. Public Comment: None

Judy Hardenburgh-	Julia Chapman-	Jamie Friedel-
Karen Love-	Marcella Leusby-	

12. Next Meeting: July 20, 2017

13. Adjournment:

Meeting adjourned at 2:34 p.m.

Judy made motion to adjourn, Karen supported.

All in support. Motion carried.

3-0-1-0

Karen Love-yes	Julia Chapman-yes	
Marcella Leusby-absent	Judy Hardenburgh-yes	

Respectfully,

Karen Love

Commission Secretary



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

HOUSING DEPARTMENT ACTIVITY REPORT

For

May 2017

I. Housing Activities.

- A. The development of 10 more Fair Market housing at Aki continues to move forward. Concrete basement walls have been poured for about half of the units, forms striped and backfilled along the exterior walls.
- B. I have met twice this month with IHS seeking funding for the furnishing and installing the water and sanitary sewer lines from the mains to the residences and the cost of the water meters. IHS has indicated they believe this would be an allowable cost and that the funding would go through Members Assistance Well and Septic program. Linda Wisner will be working on this for us. The Construction Task Force has dedicated the funding to help offset the costs for landscaping which was not included in the Contractors proposal.
- C. Tribal Council has decided to seek Low Income Housing Tax Credits, LIHTC, for the development of an Elders Housing Complex at Aki. The consultant selected for this program is Travois. Since their selection the Housing Department is being included as part of the planning.
- D. The Housing Department sent out an information on how to prevent mold in our residential units, please see attachment #1.
- E. We also sent out a friendly reminder to residents to maintain their landscaping, see attachment #2.
- F. During the month the Department performed the following activities.
 - Lease renewals due during the month: 2
 - Leases renewed: 3
 - New leases: 2
 - Annual Inspections: 2
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 0
- G. 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: 5
 - Amount of Awards made for the Month: \$23,167
 - Total Number of Awards made during the Year: 8
 - Total Amount of Awards for the Year: \$32,997

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 8
- B. Termination Notice(s) issued: 1
- 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, attachment #2. 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.

- A. LRBOI Housing has 64 rental units in total of which 60 are rented giving us an occupancy rating of 94%. Aki has 57 rental units of which 54 were rented during the month.
- B. Aki has 9 low income elder designated rental units and 9 units are rented.
- C. Aki has 2 low income elder ADA designated rental units and 2 are rented.
- D. Aki has 28 low income family rental units and 25 are rented.
- E. Aki has 6 low income family ADA rental units and 6 are rented.
- F. Aki also has 12 fair market rentals and 12 are rented.
- G. We have 5 fair market rentals in the City of Manistee and 4 are rented.
- H. We also have 2 short-term rentals in the City of Manistee and 2 are rented.

V. Significant Problems and Accomplishments.

- A. Accomplishments:
 - 1. Business as usual this month

VI. Plans for the Future.

- A. Completion of 10 more Fair Market Rental units at Aki maadiziwin planned to begin in April 2017.
- B. Development of an Elders Complex at Aki maadiziwin.

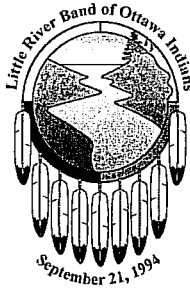
VII. Other Information

- H. None.

End of Report
Frank Figgels, Housing Director

Attachments: Attachment #1: Tips for mold prevention
Attachment #2: May 2017 daily maintenance log

Cc: file



Little River Band of Ottawa Indians
Housing Department
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TIPS FOR REDUCING THE LIKELY HOOD OF MOLD IN YOUR HOME

Boozhoo,

Hopefully we can say summer is almost here and with summer brings heat and high humidity.

Is that a concern? Yes, heat, high humidity and a food source promotes mold growth. Therefore we would like to provide you with some information to help prevent this from happening in your home.

Servpro has advised us there is over 30,000 different varieties of mold in Michigan. Fortunately the black mold, *Stachybotrys*, is not common in Michigan and mostly found in southern states as it requires long periods of high humidity and heat. Also mold comes in many colors and sometimes a black colored mold is mistaken for the "black mold".

What can we do to reduce the risk of mold this time of year?

Mold likes warm moist areas such as basements, crawlspaces, bathrooms, kitchens and areas where there is little air circulation.

Basements: Do not store items against the walls leave plenty of space. This will provide for air circulation along the walls and allow you to observe them. Put a fan in the basement and let it run to circulate air. Leave the air vents in the HVAC ductwork open and run the furnace fan, the switch should be on the thermostat, to provide more air movement in the basement and throughout the house. A dehumidifier works very well and may be necessary when the humidity is the highest, such as in July. If you see any moisture such as leaks in the plumbing notify us immediately so we can eliminate that moisture source. Running your AC is an excellent source for reducing humidity, especially if you have the air vents open in the basement ductwork. Yes, that may cost a little more but it should be a good investment in your family.

Bathrooms: This area is a year round high moisture area. Run your ceiling exhaust fan when bathing, especially when showering, as it removes moisture from the room. Leave the shower curtain partially open after bathing so the shower can dry quicker. Let the fan run after you have left the room until all the moisture has been exhausted. Mirrors and/or windows are free from moisture.

Window openings: Believe it or not this is another area for mold growth. It is important to open all the window coverings daily so air can get in. Leaving the blinds closed all the time creates stagnant trapped air against the window which then is more likely to cause condensation on the window and therefore moisture for mold growth.

Cleaning surfaces: Mold needs three things to grow; food, humidity and heat. Therefore cleaning of all surfaces is essential to removing a food source. We have seen mold on plastic surfaces. The plastic itself is not a food source however when dust, fingerprints, etc. are allowed to accumulate you now have a food source.

You can do some research that should be able to provide you with more helpful hints to prevent mold in your home. These are just some things that come to our minds and we hope you find this helpful.

Be vigilant and notify us immediately if you see something suspicious.

The Housing Department
May 30, 2017

Housing 2017
Daily Worksheet

Date ~~5-31~~ Completed 2596 IC
Cont. Keys to 2678 IC

Date ~~5-31~~ Continued @ 2678 IC
Replaced Fill Valve for toilet @ 2711 OC

Date ~~5-31~~ Continued @ 2678 IC

Date ~~5-31~~ Continued @ 2678 IC
Checked for gas smell @ 2695 OC

Date ~~5-31~~ Continued @ 2678 IC
Annual Inspection @ 2708 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 5-8 Continued @ 2678 IC

Date 5-9 Continued @ 2678 IC

Date 5-10 Continued @ 2678 IC

Cut grass

checked on Garage Door @ 2711 OC

Date 5-11 Continued @ 2678 IC

Date 5-12 Continued @ 2678 IC

Repaired Mail box @ 2605 OC

Secured Attic access panels, Tightened Hinges @ 2631 IC

Repaired Sink stop, installed Door stops & Door sweep @ 2643 IC

Emptied trash cans From playground

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 5-15 Continued @ 2678 IC

Date 5-16 Continued @ 2678 IC

Spicer Inspections on intake units (5m)

Date 5-17 Continued @ 2678 IC

Date 5-18 Continued @ 2678 IC

Started assembly of picnic tables

Date 5-19 Continued @ 2678 IC

Finished picnic tables

Dropped paint @ 148 Ford

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 5-22 Continued @ 2678 IC

Replaced toilet tank Guts @ 2695 OC

Date 5-23 Put out Dumpster Signs, Removed trash From Shop

Did receipts, Updated tenant Info sheet

Repaired Shower head @ 2596 IC

Put Trash Cans back @ Playground/Pavilion

Continued @ 2678 IC

Date 5-24 Continued @ 2678 IC

Date 5-25 Continued @ 2678 IC

CUT WEEDS

Date 5-26 CONTINUED @ 2678

REPAIRED BI-FOLD DOOR

CUT WEEDS CUT GRASS

NO Sake

Due Every Friday

Thank you for filling out this Daily Worksheet

This is just a friendly reminder
to please keep your lawns mowed.

*Thank you for your cooperation and for
keeping the
neighborhood looking so nice! ☺*

