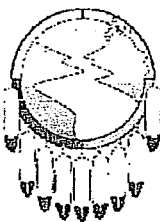


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Little River Band of Ottawa Indians  
Housing Commission Meeting  
Aki Maadiziwin Conference Room  
June 15, 2017  
**Agenda**

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda for June 15, 2017
5. Approval of Minutes
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 July 20, 2017
14. Adjournment

VII B.2.

Little River Band of Ottawa Indians



**Housing Commission Meeting  
Aki Maadiziwin Conference Room  
June 15, 2017**

**MEETING MINUTES**

The Little River Band Housing Commission meeting was held at Aki Conference Room on June 15, 2017. Following are the minutes of that meeting.

**1-3. Opening Prayer, Roll Call and Stipend**

The meeting on June 15, 2017 was called to order at 9:00 a.m.

Chairperson Judy Hardenburgh called meeting to order.

**Roll Call**

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

Quorum: 4-0-0-0

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

Council members: Ron Wittenberg, Sandy Lewis, and Shannon Crampton.

Shayne Machen-Legal and legal intern.

**4. Approval of Agenda**

Motion to approve the Agenda for June 15, 2017, by Commissioner Leusby.

Supported by Commissioner Judy Hardenburgh.

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

Motion carried: 4-0-0-0

**5. Approval on Minutes**

Motion to approve minutes for May 18, 2017 by Commissioner Hardenburgh.

Motion seconded by: Commissioner K, Love.

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

Motion carried: 4-0-0-0

**6. Dept. Update**

Housing Director F. Figgels provided the Housing Department monthly update for June 2017.

Information provided to tenants on how to reduce mold reduction in homes. Discussed Elder apartment housing complex at Aki. New housing is ongoing with basements dug for the 10 homes.

**7. Closed Session**

A closed session was called at 10:03 a.m. by Commissioner J. Hardenburgh  
Commissioner K. Love supported the motion. All in support. Motion carried.  
Back to open session at 11:08 by Commissioner J. Hardenburgh.  
Commissioner Leusby supported. All in support. Motion carried to return to open session.

**8. Old Business**

Discussed dog complaints. Dogs categorized as having an aggressive nature. Crafting up an informational letter to address dogs living at Aki. Current on shots and dog related issues. Discussed sending warning letters to tenants.

Marcella Leusby		Karen Love
Judy Hardenburgh	Julia Chapman	

**9. New Business**

Discussed picnic tables at the playground. Also discussed trees on playground. Drinking fountains not working and will be fixed. Trash cans are in place and new playground sign has been installed listing rules on the playground. New effort on tax incentives for elder housing. Proposal for the name of the elder housing complex. New basketball hoops have been installed on the southern caldusac. There will be a work session on rental rates for the new housing. Eight-2 bedroom houses and Two-3 bedroom houses (1.7 million dollars). New housing will all be fair market. Work session on June 22 to discuss ATV proposals.

**10. Policies and Procedures.**


Legal has advised policies have been revised. Chapters completed 1,2,4,6. Adopted 2 and 3 in progress.

**11. Public Comment. None**

**12. Next Meeting: July 20, 2017**

**13. Adjournment:**

Meeting adjourned at 12:03 p.m.  
Commissioner Leusby made motion to adjourn, Karen supported.  
All in support. Motion carried.

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

June 2017

#### I. Housing Activities.

- A. The development of 10 more Fair Market housing at Aki continues to move forward. Framing is underway on several of the units.
- B. IHS has advised they will approve funding for the connection of the water and sewer lines to the 10 Fair Market Rentals under construction as well as the tap fees and costs of the water meters. This could be in the range of \$40,000.
- 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. The Housing Department, Frank Figgels, and Housing Commission, Marcella Leusby, have had several phone conferences with Travois. We have been providing them with housing information in preparation for the LIHTC application.
- D. The Housing Department and Commission met in a work session with Tribal Council regarding revisions/updating Chapter 2 of the Housing Regulations.
- E. The Housing Department and Commission met with Tribal Council in a work session to develop rental rates for the 10 new fair market rental units under construction.
- F. The Housing Department and Commission also met with Tribal Council on developing an ORV ordinance to include Aki maadiziwin.
- G. During the month the Department performed the following activities.
  - Lease renewals due during the month: 7
  - Leases renewed: 3
  - New leases: 2
  - Annual Inspections: 7
  - Move-out Inspections: 0
  - Move outs: 1
  - 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: 2
  - Number of Awards made during the month: 2
  - Amount of Awards made for the Month: \$9,333.00
  - Total Number of Awards made during the Year: 10
  - Total Amount of Awards for the Year: \$42,330.00

**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: 4
- 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.**

- A. LRBOI Housing has 64 rental units in total of which 61 are rented giving us an occupancy rating of 95%. Aki has 57 rental units of which 54 were rented during the month.
- B. Aki has 9 low income elder designated rental units and 8 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 26 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 5 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**

- I. None.

**End of Report  
Frank Figgels, Housing Director**

Attachments: June 2017 daily maintenance log

Cc: file

Housing 2017  
Daily Worksheet

Date 5-29 Holiday

Date 5-30 Completed 2678 IC

Installed new stove, Reversed Dryer Door @ 2708 OC  
Picked up new Battery for grey truck

Date 5-31 Repaired Locksets and Blind on Front Door @ 2723 OC  
Installed new Battery in Grey Truck, Replaced Toilet handle  
@ 148 1/2 Ford, sealed off bee holes @ 230 1/2 north St.

Date 6-1 Installed new Lockset on Closet Door rekeyed to match  
units key @ 148 1/2 Ford, Clean + Organize shop area, Combined  
files in office, removed Damaged File Cabinet, cleaned office  
area, checked Dumpsters, removed Bee hive from Garage 2640 OC

Date 6-2 Cleaned + stored winter equipment  
Rekeyed Locksets + Deadbolts @ 2708 OC, per tenant Request  
changed keys in key Box in office

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017  
Daily Worksheet

Date 6-5 Cleaned + greased Salter, Removed Cardboard From Shop area, picked up cleaning supplies from Gill-Roy's

Date 6-6 Replaced screens and checked on gutters @ 2613 OC  
Clean + organize tools, Repaired Lamp Post, Levelled Parking area

Date 6-7 Checked + topped off fluids in Grey truck, checked + measured tires and got quote for replacement for 230 1/2 Nineth  
Checked on Blinds @ 2726 OC slider head needs repair!  
Replace, MOW GRASS 2678, LEVEL BACKYARD LAWN WITH TRACTOR 2626

Date 6-8 Replaced Blind track for slider @ 2726 OC  
Receipts. Replaced mailbox #'s and programmed universal Garage Remote as original remote stopped working @ 2631 II  
Mowed Elders + Ditches

Date 6-9 Cleaned and restocked Grey truck  
Repaired Bifold Door and looked @ Dryer @ 2720 IC  
Cleaned Shop area, took out trash, cleaned emptied vacs

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017  
Daily Worksheet

Date 6-12 Created material list and got quote from Gillray's  
for ADA Ramp off Deck @ 2726, Cleared trash out of Red truck  
Continued organizing shop area + storage areas

Date 6-13 Repaired sink leak (move in inspection) @ 2678 IC  
Spicer report items @ 230 Ninth, window screens @  
230 1/2 Ninth, Spicer report items @ 909 Davis  
Ordered Ramp materials to be delivered 6-14,

Date 6-14 Removed Beehives from 2715 OC  
Materials for ADA Ramp Delivered / unloaded  
Replaced and rekeyed alike Cockssets + Deadbolts @ 2617 OC  
Turned temp up on water heater @ 2629 OC informed tenant  
of mixer valves in shower  
Mowed

Put set  
in key box

Date 6-15 Clean and organize shop area clean + Paint  
Bathroom, Repaired stove knob for 230 1/2 Ninth St  
Mowed Ditches

Date 6-16 Cleaned Push mower, took trash out of shop  
Created list of materials for Restrooms Maintenance / Cleaning  
Tightened + Inspected Ceiling Fan @ 2663  
Changed Fan Direction and showed elder how to control speed  
@ 2716 OC Annual Inspection @ 2645 IC Shower Valve leaking  
Need to Replace Scheduled for Tues 6-20-17  
Mowed Fields

Due Every Friday

Thank you for filling out this Daily Worksheet



Housing 2017  
Daily Worksheet

Date 6-19 Did dryer vent at Davis Street, cleaned pavilion  
bathrooms and stocked with cleaning supplies, garbage cans,  
toilet paper, fixed leak at 2683 under kitchen sink, cleaned  
space fridge we got back last Friday, worked on clean out at  
pavilion, did receipts for last week

Date 6-20 REPAIRED CLEANOUT DRAIN-AT PAVILLION  
Replaced shower valve (Delta RP46074) @ 2645 IC

Date 6-21 Disconnected washer & Dryer @ 2700 IC  
Went over WD/AI with Michelle, Picked up materials for 2714 CC  
Dropped off fan @ 230 Ninth St., Installed New washer & Dryer  
@ 2700 IC Installed two closet door guides and light switch  
cover, and removed Bird hive @ 2714 CC

Date 6-22 Annual inspection, replaced shut off valves in bathroom  
Vanity @ 2721 IC Made shelves for Pavilion, Had IT  
help set up Desk phone to always forward to Cell, Picked up Microwave  
@ Called to schedule install @ 2623 IC, Looked @ Entry Door in  
garage @ 2695 needs to be replaced as it is rotted @ Bottom getting  
Quotes

Date 6-23 Installed shelves and cleaned Pavilion  
Install new Microwave and removed old one @ 2623 IC  
Took trash out @ Shop, cleaned & organized tool bag as tools  
got wet from rain, Organized supplies @ Pavilion

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017  
Daily Worksheet

Date 6-26 Repaired Bifold Door @ 2690 OC  
Removed Ramp @ 2714 OC, Repaired Mailbox @ 2683 OC  
Started Ramp @ 2726 OC

Date 6-27 Finished Ramp and Hand rail, transitions for  
Slider Door @ 2726 OC  
Receipts, Ordered Door for 2695 OC

Date 6-28 Clean + organize wood shop area, cleaned +  
organized ~~the~~ Storage areas in shop, Removed Bird from  
Fire place @ 2695 OC, Repaired Bogies on Zero turn  
Ordered New Bogies + Blades for Zero turn

Date 6-29 Checked Ceiling Roof area for leaks / no signs of  
Fresh moisture @ 2721 OC Scheduled Time to Prime + Paint  
Damaged area in Bathroom, checked Chimney for holes @ 2698  
No sign of Damage that would allow bird getting into fireplace  
Removed Rotted Fence + Post from Center Circle tree area  
Removed sweatshirt from Mens Room toilet @ Pavilion

Date 6-30 End of Month stuff  
Mileage, Receipts, Logs ect. ---

Due Every Friday

Thank you for filling out this Daily Worksheet