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Little River Band of Ottawa Indians
Housing Commission Meeting
Aki maadiziwin Conference Room
October 20, 2016

Agenda

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda
5. Approval of Minutes
 - a.
 - b.
6. Department Update
7. Old Business
Playground Rules
8. New Business
 - a.. Chapter 184
 - b.
8. Public Comment
Councilor Shannon Crampton
10. Closed Session
 - a.
11. Open Session
12. Policies and Procedures (limit discussion to ½ hour)
13. Next Meeting Date
14. Adjournment



**Little River Band of Ottawa Indians
Housing Commission Report to Tribal Council
October 20th, 2016**

1. Housing Commission Members

Chairperson: Julia Chapman
Secretary: Marcella Leusby
Commissioner: Jamie Friedel
Commissioner: Karen Love
Commissioner: Judy Hardenburgh

2. Activities for the month of

New Calendar for 2017
Playground rules to housing
Chapter 184
Housing at Aki

3. Special Concerns of the Commission

4. Attachments

Minutes
Agenda

Respectfully,

Marcella Leusby

Marcella Leusby

Housing Commission Secretary

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room

October 20, 2016

MEETING MINUTES

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

1-3. Opening Prayer, Roll Call and Stipend

Meeting was held on October 20th, 2016 at 9:15 am.

Commissioner Julia Chapman called meeting to order.

Roll Call

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

Quorum: 5-0-0-0

Others Present: Housing Director Frank Figgles, Housing Admin Michelle Pepera, Lawyer Rebecca Liebring.

Council members: Shannon Crampton

4. Approval of Agenda

Motion to approve the Agenda for: October 20th, 2016

Motion carried: Commissioner Judy Hardenburgh moved to accept agenda.

Supported by: Commissioner Marcella Leusby

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

Motion carried: 5-0-0-0

5. Approval on Minutes

Motion to approve minutes: Commissioner Jamie Friedel moved to accept September minutes.

Seconded by Commissioner Judy Hardenburgh.

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

Motion carried: 5-0-0-0

6. Policies and Procedures: None

7. Department update: Frank gave Director's report.

8. Old Business: None

9. New Business: Commissioner approved next year's calendar. Karen brought up the issue of who does the legal letter for the Commission. The lawyer stated that it was not a legal letter and it was the responsibility of the Commission to write the letter from now on to the person of interest and send it out. The Commission voted on the rules to the playground. They gave the list of rules to Housing Director Frank Figgles.

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

Motion carried: 5-0-0-

10. Public Comment: None

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

Motion carried: 5-0-0-0

11. Open Session: Shannon Crampton provided information on Chapter 184. Commission voted to have meeting with Council to go over the procedures of Chapter 184. With Chapter 184 we will be able to sell the houses to tribal members and we will be able to make the rules for the houses. Shannon will be working with Frank to get this set up. Commissioner Marcella Leusby moved to approve plan to go ahead with Chapter 184. Commissioner Judy Hardenburgh seconded.

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

Motion carried: 5-0-0-0

12. Closed Session: Moved to close session at 1:50 pm. Back into open session at 2:00 pm.

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

Motion carried: 5-0-0-0

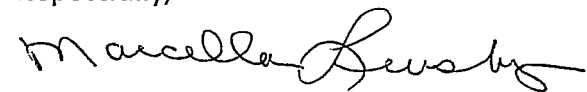
13. Next Meeting: November 17th, 2016

14. Adjournment: Commissioner Judy Hardenburgh moved to adjourn the meeting, Commissioner Karen Love seconded. Meeting closed at 2:15 pm.

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

Motion carried: 5-0-0-0

Respectfully,



Marcella Leusby
Commission Secretary



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Dr.

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT ACTIVITY REPORT

For

September 2016

I. Housing Activities.

- A. Construction on two new low income rental residences is moving along and significant progress is being made on the two new income based residences which are enclosed and rough in work is being performed on the interiors.
- B. The Pavilion has had the shingles installed along with the concrete floor and sidewalk to the street. Contractor is currently working on the bathroom framing.
- C. The Housing Department received a notice from EWONAP that they would be conducting a Remote Audit for our IHBG grant. The notice included a list of documents they wanted prior to performing the audit scheduled for October 16-21, 2016. The document list is quite extensive and involves information from the Housing, Accounting and Procurement Departments. I conducted two meetings with these departments to coordinate the collection of the documentation they have requested.
- D. The Housing Department reviewed the Indian Housing Plan (IHP) for 2017 with the Housing Commission. The 2017 IHBG is estimated to be \$332,103.
- E. The Housing Department also completed and submitted the Semi-annual Labor Standards Report to the Department of Labor which was due September 30, 2016.
- F. During the month the Department performed the following activities.
 - Lease renewals due during the month: 4
 - Leases renewed: 6
 - New leases: 0
 - Annual Inspections: 3
 - Move-out Inspections: 2
 - Move outs: 2
 - Transfers: 0
- G. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2016 in the amount of \$50,000.
 - Applications received this month: 1
 - Number of Awards made during the month: 1
 - Amount of Awards made for the Month: \$5,000
 - Total Number of Awards made during the Year: 13
 - Total Amount of Awards for the Year: \$49,059.

II. Rental Payment Information for the Month.

- A. First Notice(s) of Delinquency issued: 4
- B. Second Notice(s) of Delinquency issued: 3
- C. Termination Notice(s) issued: 1
- D. Notice(s) to Vacate or Renew: 2
- E. 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 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 62 rental units in total of which 58 are rented giving us an occupancy rating of 94%. Aki has 55 rental units of which 51 were rented during the month.
- B. Aki has 11 low income elder designated rental units and 11 units are rented.
- C. Aki has 32 low income family rental units and 28 are rented.
- D. Aki also has 12 fair market rentals and 12 are rented.
- E. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- F. We also have 2 short-term rentals in the City of Manistee and both are rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

- 1. Completion of the 2017 Indian Housing Plan.
- 2. Completion and submission of the Semi-annual Labor Standards report to the Department of Labor.

VI. Plans for the Future.

- A. Developing another NAHASDA funded low-income rental unit at Aki maadiziwin.

VII. Other Information

- H. None.

End of Report
Frank Figgels, Housing Director
October 20, 2016

Two Attachments

Cc: file

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 9-5 Holiday

Date 9-6 Got Mileage info. for Robert, handed in Daily log sheets
Spoke to Bob @ Ace about materials for 2637, called Custom
for water heater @ 2724 OC (SW) continued cutt in / part @ 2637 OC
Repaired Door Jambs preped hand Rail for Repair, Rekeyed 2683 IC
Per Franks Request, Handed in & mailed Receipts

Date 9-7 Repaired one side of hand rail, started painting Ceiling, continued
painting trim, walls and cutt in, @ 2637 OC
Looked @ leak under bath vanity @ 2727 OC appears to be
coming from original shut off valves, will need to be replaced, regreased
O Ring in shower head, tightened shower control handle

Date 9-8 Continued cutt in and Ceiling painting, reinstalled
fixtures, covers, @ 2637 OC

Date 9-9 Continued reinstalling fixtures, bulbs, ect. started
painting hand Rail / Spindles, removed hardware and preped Doors
for repair / painting @ 2637 OC — started painting Doors

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 9-12 Continued Painting & Repairing Doors, clean up, paint walls
Vacuum Carpet, organize Materials/supplies @ 2637 OC
Turned in Receipts Cleaned windows

Date 9-13 Continued Painting Doors and second coat on handrails
started installing Doors, cleaned Floor Vinyl, repaired and cleaned
Dishwasher @ 2637 OC

Date 9-14 Clean up Garage, Finished painting Doors Installed Doors
and stops, hardware, removed vanity top and vanity from Bathroom
@ 2637 repaired corner in Garage, kitchen faucet, primed patch
area in Garage, Clean up

Started installing Bilco latches with locks

Date 9-15 Pulled any usable Parts from Vanity Disposed of Vanity
and top, damaged Door, Cleaned prepped area for new Vanity
milled and started painting Door Slabs to replace missing & Damaged
Doors, Repaired gutter down spouts, second coat of mud on corner
Beard in Garage, Clean up @ 2637 OC
Installed Bilco latches & mowed vacant lot 2685 IC

Date 9-16 Cleaned out Back of Red Truck, Picked up Cabinets
for MB

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 9-19 WORK ON 2683

Date 9-20 WORK ON 511 2683

CUT GRASS

Date 9-21 Holiday

Date 9-22

GET THE LAST LOAD OF MAT. FOR PIPERS

GET MATERIAL FOR RAMP (JOBS)

STARTED TO BUILD RAMP FOR (JOBS)

Date 9-23

BUILT AND ALMOST FINISH RAMP (JOBS)

INSTALLED (TWO) - GRAB BARS IN BATHROOM (JOBS)

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing

Date/Location/Description

Print Neatly

Daily Worksheet

Date 9-26 Went to 2637 O.C. installed door knobs, door stops, put in new CO2 alarm, hung new door on Mechanical Room, put together vanity for bathroom, measured for duct work for under vanity, cleaned up trash, took broken screens for windows and slider back to shop - Fixed garage door at 2711 O.C. - Scheduled for garage door to be fixed for 9-27 for 2687.

Date 9-27 Went to 2687 and fixed garage door - Finished sweeping, mopping, blinds, installed new batteries in smoke and CO2 alarms, cleaned sinks, bathtub, swept garage floor, took out all trash, and turned in keys for duplex 2683 DONE! Finished fixing all broken screens and Henrys Blinds came to install new heads and blinds, made box for duct work for under vanity for 2637 O.C. - Got pricing for trim and find an end piece for ramp installed at 2714

Date 9-28 finished installing vanity and new bathroom sink, swept, moped, double checked everything, showed down, turned in keys for 2637 O.C. just will have to go back to install 3 door handles when they come in.

Date 9-29 work on piers for jobs ramp/installed one other piece wasn't dry, found out GilRaz will carry our trim, worked on move out inspection paperwork and did a move out at 2626 I.C. Jim began to mow grass per Frank's request

Date 9-30 Annual insp 2663 I.C. Autumn M

Went to office worked on getting a system in place and new process for Move Out inspections so that Jim, Jake, Chad, and Nickie will all know and be able to do them problem free. Also started putting together a pricing book to help speed the process for Move Outs

Due Every Friday

Thank you for filling out this Daily Worksheet