

RECEIVED  
TRIBAL COUNCIL  
2017 JAN 20 AM 10:47



Little River Band of Ottawa Indians  
Housing Commission Meeting  
Aki maadiziwin Conference Room  
November 17<sup>th</sup>, 2016

### **Agenda**

1. Prayer
2. Roll Call
3. Stipend
4. Approval of Agenda
5. Approval of Minutes
  - a. No October minutes ready
  - b.
6. Department Update
7. Old Business
8. New Business
  - a.. Chapter 6
  - b.
9. Public Comment
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  
November 17, 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**

Rescinding Housing Commission Resolution 14-0403-006 and requesting Council rescind Resolution 14-0423 to assist our housing department with compliance with Indian Housing Block Grants.

Setting Rules in place for playground and pavilion.

New Calendar for 2017

**3. Special Concerns of the Commission**

Meeting with Council

**4. Attachments**

Minutes

Agenda

Respectfully,

Marcella Leusby

Housing Commission Secretary

## Little River Band of Ottawa Indians



### Housing Commission Meeting Aki Maadiziwin Conference Room November 17, 2016

#### MEETING MINUTES

The Little River Band Housing Commission meetings was held at Aki Conference Room on November 17, 2016. Following are the minutes of that meeting.

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

The meeting on Thursday, November 17<sup>th</sup>, 2016 was called to order at 9:05 am.

Commissioner Julia Chapman called meeting to order.

#### Roll Call

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

Quorum: 4-0-1-0

Others Present: Legal Lawyer Rebecca Liebring and Housing Department Admin Michelle Pepera .

Council members: None

#### 4. Approval of Agenda

Motion to approve the Agenda for: Monday, November 17<sup>th</sup>, 2016

Motion carried: Commissioner Judy Hardenburgh moved to accept agenda.

Supported by: Commissioner Jamie Friedel.

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

Motion carried: 4-0-1-0

#### 5. Approval on Minutes

Motion to approve minutes: November 7<sup>th</sup>, 2016 Special Meeting

Commissioner Jamie Friedel moved to accept minutes

Commissioner Judy Hardenburgh seconded

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

Motion carried: 4-0-1-0

6. Policies and Procedures: None

7. Department update: None

**8. Old Business:** Judy bought up the idea of trying to give credits to renters. Commission is thinking of ways to make changes that would be fair to all renters.

**9. New Business:** Talked about Chapter 6. Set resolution on Chapter 4. Need meeting with Council to go over the amendments. Need to rescind #14-0403-006 so housing department will be in compliance with IH

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

Motion carried: 4-0-1-0

**10. Public Comment-** None

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

Motion carried:

**11. Open Session:** None

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

Motion carried:

**12. Closed Session:** Entered meeting at 1: 05 pm. Housing application for tribal member. Commissioner Judy Hardenburgh made motion to accept the application. Commissioner Jamie Friedel seconded.

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

Motion carried: 4-0-1-0

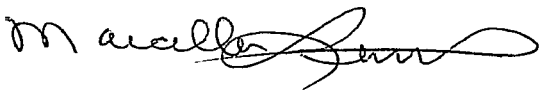
**13. Next Meeting:** December 15<sup>th</sup>, 2016

**14. Adjournment:** Commissioner Marcella Leusby moved to adjourn the meeting, Commissioner Jamie Friedel seconded. Meeting closed at 1:30 am.

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

Motion carried: 4-0-1-0

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

**October 2016**

#### **I. Housing Activities.**

- A. Construction on two new low income rental residences is moving along well. The exteriors are almost complete on both units. Drywall is complete on one unit and painting is well underway. The other unit has the drywall hung and finishing to be started. The contractor expects the units to be complete in December. The Construction Task Force is allowing the contractor to work seven days a week to catch up on their schedule.
- B. The Pavilion roofing is complete the bathrooms have been sided and they are hanging drywall in them as well. Siding is yet to be started on the bathrooms.
- C. The Housing Department received a notice from EWONAP that they would be conducting a Remote Audit for our IHBG grant. As I reported last month the request for documents was quite extensive. I obtained the help of IT and we were able to put the documents in a file for HUD to retrieve. Unfortunately they were not able to obtain the encrypted documents and on October 13, 2016 we saved the documents to a memory stick and sent them to EWONAP. On October 18, 2016 we received another request for information and are currently collecting that information to be sent to them.
- D. The Housing Department submitted our 2017 Indian Housing Plan (IHP) to EWONAP on October 13, 2016 which was due no later than October 18, 2016. We received correspondence, dated 25, 2016, from EWONAP that our 2017 IHP had been found to be in compliance with the requirements of the NAHASDA Act of 1996 as amended.
- E. The Housing Department provided two dumpsters at Aki for the residents to dispose of large items that is not picked up in the weekly trash pick up. We do this each Spring and Fall.
- F. During the month the Department performed the following activities.
  - Lease renewals due during the month: 3
  - Leases renewed: 4
  - New leases: 2
  - Annual Inspections: 3
  - Move-out Inspections: 2
  - Move outs: 3
  - 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: 0

Amount of Awards made for the Month: \$0.00

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: 0

B. Second Notice(s) of Delinquency issued: 5

C. Termination Notice(s) issued: 2

D. Notice(s) to Vacate or Renew: 0

E. Court Filing(s): 1

**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 62 rental units in total of which 56 are rented giving us an occupancy rating of 90%. Aki has 55 rental units of which 50 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 11 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 one is rented.

**V. Significant Problems and Accomplishments.**

**A. Accomplishments:**

1. Submission of the 2017 Indian Housing Plan.

2. Submission of documents requested by EWONAP for their Remote Monitoring.

**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**

Attachments: October Daily Work log

Cc: file

Housing 2016  
Daily Worksheet For OCTOBER

Date 10-3 Worked on Move out ~~and~~ Templates  
Did Receipts, compiled Book of Materials, Emailed mileage,  
Compiled hrs and cost for Move out (PD) Mowed Alleys  
scheduled sump pump exchange for Tues

Date 10-4 Picked up and installed three Privacy locksets @  
2637 OC Re greased seals / orings in shower / Tub Faucet @ 2637  
Mowed Ditches

Date 10-5 Worked on Move out Templates and compiling  
Data for Chnd,  
Mowed ~~the~~ Yards

Date 10-6 Worked on Move In, Out Inspection Templates  
Move out 2644 IC

Date 10-7 CUT GRASS, CLEANED ZERO TURN 3 MOWER  
DECK REPAIR (TWO) SUMP PUMPS AND REINSTALLED  
FINISH SPREAD SHEET - INSPECTION

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2016  
Daily Worksheet

Date 10-10 Made room for SAH

Started on 2644 IC

2 annual Inspection 2594 IC - 2631 OC

Replaced Light / Fan switch @ 909 Davis

Date 10-11 Continued working on 2644 IC

Finished Wiping Walls / spackle, touch up paint walls, cleaned Floor  
Kitchen Cabinets, painted Floor under Bathroom Vanity

Prepped Van for Vanity Base Bottom, Packed up material no  
longer needed, Vacuumed Floors

Date 10-12 Re installed siding @ 2645 IC and 2637 OC

Painted Van for sink Base bottom, Painted concrete under

Sink Base @ 2644 IC, cleared shop area, checked

Fluids in Grey truck, tranny Fluid Low added One Quart

Left Message with Roger to call me about truck

Dropped off truck for Roger to repair leak / Breaks  
2690 O.C. took slider blinds & head to shop for repair went to put backup tent not gone

Date 10-13 Completed and ~~TURNED IN KEYS FOR 2644~~ mixed summer gear

to top in shop and brought down winter equipt. solder ect. 2594 Replaced Kitchen  
sprayer / light globe and looked at garage door (need to look at manual)

Date 10-14 ~~Put up Awners / got down~~ Winterized shop area

Organized shop area, Checked Annual inspection Item for

2594 IC Ditmers replaced Faucet sprayer reinstalled Light Globe

checked eyes for garage, Installed two new window Panes

@ 2723 OC Martin, Reinstalled Blind head & Blinds @ 2690 OC

Rittenhouse, Re Keyed Lock sets @ 230 9th St. Lower unit

Due Every Friday

Thank you for filling out this Daily Worksheet

**Housing 2016**  
**Daily Worksheet**

Date 10-17 Haglunds came to 2719 to pull up carpet & pad we looked floor does not need to be painted just needs new pad. Meet with painter for Ford Street to get lead paint taken care of and took him paint to paint with. Got dumpster signs ready to go out.

Date 10-18 - put out dumpster signs / fixed fascia at 2724 on side of house / unlocked bike door at 2591 Mangaw ne quong / restocked supplies for next vacants coming up. Organized / scheduled calendar.  
Cleaned drive, cleaned & greased mower deck, greased sifter checked snowflakes replaced bulbs as needed, Drained Air Compressor

Date 10-19 took cleaning supplies & materials to 9th Street in town to get that started and finished / got two bedrooms done and shower chaulked floors in bedroom 1 done.  
At end of day Frank informed us starting Monday we have one week to complete walk thru re-inspection, actual cost and any repairs so work on anything else has stopped Al Metzgers

Date 10-20 Went to 9th Street gather all supplies to take to 2694 Al M. so 9th is not finished. Got supplies to shop reorganized & stocked. Did walk thru for new tenant to move in duplex 2683. Removed couch at 2602. Took down canopies at playground for the season

Date 10-21 Staff Meeting  
No Work Done

Due Every Friday  
Thank you for filling out this Daily Worksheet

**Housing 2016**  
**Daily Worksheet**

Date 10-24 Receipts, Dropped off Red truck @ Brians For plow  
Install, Repaired Garage Door @ Shop, Blue Ice melt Delivered  
Dropped Paint off @ B's, Picked up materials for 2694 IC  
Started on list of deficiencies for 2694 IC  
Went to 2624 Tara to look @ Garage Door No answer called  
and left message.

Date 10-25 Work on 2694 just deficiencies, dumpster came got a lot  
of things left behind

Repaired garage door at 2624

Date 10-26 Continued working deficiencies at 2694 (spackle, carpet, crayon  
on walls)

~~Repaired garage door~~

Went to 2615 to check electrical issue need to replace GFI in bedroom, tenant  
is move so wait till they move

Worked on move out inspection for 2654 with Chad

Date 10-27 RINSE CARPETS WASH DOWN HALLS  
2694

Date 10-28 Picked up dumpster signs, cleaned and tightened outlets  
and switches, cleaned Kitchen Cabinets and under stove @ 2694 IC  
REKEYED 2654

**Due Every Friday**

Thank you for filling out this Daily Worksheet