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Little River Band of Ottawa Indians
2017 DEC 7 PM 3:34

Housing Commission Meeting
Aki Maadiziwin Conference Room

October 19, 2017
Meeting Minutes

The Little River Band Housing Commission meeting was held at the Aki Maadiziwin Conference Room on October 19, 2017. Following are the minutes of that meeting.

- 1-3 Opening Prayer, Roll Call and Stipend
The meeting was called to order at 10:10 A.M. by Chairperson Judy Hardenburgh with a silent prayer.
Roll Call - Judy Hardenburgh - present Julia Chapman - present
quorum established 2-0-0-0

Stipend - signed

4. Approval of Agenda
Motion to approve agenda for October 19, 2017 was made by Julia Chapman and seconded by Judy Hardenburgh.
quorum established 2-0-0-0

5. Approval of Minutes
 - a. August 3, 2017
 - b. August 17, 2017
 - c. September 7, 2017
 - d. September 28, 2017
 N/A

6. Department Update
Housing Director Frank Figgels gave the Commission

the Housing Department Activity Report for September 2017
he also gave the Commission a copy of a letter sent to residents
explaining in detail about the new Alki 10 homes.

7. old business N/A

8. new business N/A

9. Public Comment

Sue Cross had a number of concerns which were discussed
by the Housing Commission

Chairperson Judy Harderburgh adjourned the meeting at 11:40 AM
until 1:30 which we will reconvene.

10.
Closed
Session

Chairperson Judy Harderburgh closed open session and went into
closed session by motion and Julia Chapman seconded
J. Harderburgh - yes Julia Chapman - yes
quorum 2-0-0-0

11.
open
session

Chairperson Judy Harderburgh closed closed session & went back into
open by motion - Julia Chapman - seconded
quorum 2-0-0-0

12.
~~12~~

Policies and Procedures - N/A

13. Judy H. made motion to close meeting at 2:00
Julia C. seconded -
quorum 2-0-0-0

14. Next Meeting is November 16, 2017



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Dr.

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT ACTIVITY REPORT

For

October 2017

I. Housing Activities.

- A. The Housing Department had an Occupancy Rating of 100% for October.**
- B.** The development of 10 more Fair Market housing units at Aki continues to move forward. The Housing Department performed a walk thru with the contractor on October 26, 2017. We were pleased with the quality of the construction and the contractor was very cooperative regarding our questions and concerns. On Friday October 27, 2017 the keys were turned over to the Housing Department in preparation for rental. The Housing Department is now making arrangements for the purchase and installation of window treatments, appliances and the mail boxes.
- C.** Council developed the criteria for another waiting list specifically for the 10 new fair market rentals at Aki. This waiting list is to give priority to current Income based households whose rent will be equal to or greater than the new Fair Market rental rates they established this month.
- D.** Council approved changes to the rental rates for our current Fair Market and Income based rentals at Aki and in Manistee. The rent increases will become effective February 1, 2018. The Income based rent will become 20% of the Household Income less deductions and the Fair Market units will be increased by \$75 each.
- E.** Council also set the new Aki 10 fair market rental rates at \$625 for a two bedroom and \$675 for a three bedroom effective immediately.
- F.** The Housing Department attended the Fall 2017 Membership meeting where we answered membership questions and provided information on our Housing.
- G.** Tribal Council also approved changes to Chapter 1 of our Housing Regulations and the Department sent out a notice of the changes along with the revised Chapter One regulation to our Tenants.
- H.** The Housing Department submitted to the HUD our 2018 Indian Housing Plan on October 16, 2017 which was due by October 18, 2017
- I.** During the month the Department performed the following activities.
 - Lease renewals due during the month: 5
 - Leases renewed: 7
 - New leases: 0
 - Annual Inspections: 5
 - Move-out Inspections: 1
 - Move outs: 0
 - Transfers: 0

- J. 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: 1
Amount of Awards made for the Month: \$4,833.00
Total Number of Awards made during the Year: 16
Total Amount of Awards for the Year: \$66,546.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 6
- C. Notice(s) to Vacate or Renew: 1
- 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.

LRBOI Housing Department has 64 rental units in total of which all 64 are rented giving us an occupancy rating of 100%.

- A. Aki has 57 income based rental units of which 57 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.
 - 5. Aki also has 12 fair market rentals and 12 are rented.
- B. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- C. We also have 2 short-term rentals in the City of Manistee and 2 are rented.

V. Significant Problems and Accomplishments.

- A. **Accomplishments:**
 - 1. Construction completion of three of the new fair market rentals at Aki.

VI. Plans for the Future.

- A. Complete construction of the remaining 7 Fair Market Rental units at Aki maadiziwin in December 2017.
- B. Development of an Elders Apartment Complex at Aki maadiziwin. The development of the apartments is planned to be funded through Low Income Housing Tax Credits (LIHTC). Our consultant, Travois, informed us they were submitting our application on September 29, 2017.

VII. Other Information

K. None

End of Report
Frank Figgels, Housing Director

Attachments: October 2017 daily maintenance log

Cc: file

Housing 2017
Daily Worksheet

Date 10-2 Receipts, Daily logs, End of month paperwork
Ordered Igniter for stove @ 148 Ford
Organize shop area for Salt and Ice melt stored Salt & ice melt
Filled rutts along Road on hillside, installed infrared
sensors and garage Door @ 2594 IC

Date 10-3 Replaced Toilet Fill Valve @ 230 9th Turned in
Salt receipt & work order
Filled & Leveled Rutts

Date 10-4 CLEAN- KUBOTA VIOLET DRILL CLEANING- WOOD SHOP
Created Material list for Deck @ 148 Ford
Filled along Drives & lots
got Quote for compressor to Do water lines @ Paulson
Dropped off tonight @ Rogers shop.

Date 10-5 Replaced Sprayer handle base Kitchen, Replaced
Toilet seat bolts @ 2690 OC, Trimmed Brush line
along Ditches, Removed Invasive tree/shrubs
Staked Lots for Plowing

Date 10-6 Took Down and stored Canopy for Playground
Reprogrammed thermostat and turned on Fireplace @ 2723 OC
Continued trimming bushes along Drive, Drained oil From
Toro, Picked up oil/Filters for Toro, clean shop area
Repaired heater control Knob & switch in Bathroom shop

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 10-9 Receipts, Completed w/o's Filled crankcase Toro new oil filter, Picked up compressor Closed Pavilion for season, Repaired 2 blinds @ 2690 OC

Date 10-10 Put out Dumpster sign signs, disposed of waste oil, cleaned shop Bathroom, updated maps
Took care of trash @ Pavilion, check mailboxes for #'s corrected ones missing, Measured blind head and found replacement for 2690 OC gave info to MP

Date 10-11 Mandatory PTO meeting, Checked Furnace @ 2714 OC Pressure Limit switch Code, contacted Custom, Cleaned and organized Cree truck scheduled Microwave install for 10-13 @ 2pm @ 2640 OC
Threw items from trailer into Dumpster

Date 10-12 REPAIR KUBOTA L5740 DOOR LOCK - SCRAPE RUST
PRIMER L5740 FLOOR Replaced 90° Elbow in Furnace exhaust @ 2721 IC, Picked up Toyota from Roger
Cleaned tools, organize, clean shop area

Date 10-13 Checked exhaust repair for leaks, no leaks reinstalled insulation and excess panel @ 2721 IC, cleaned gutter & Lot @ Shop check sumpump operation @ 2678 IC working fine
Installed new blind on slider @ 2690 OC, Got Quote for New wiper blades for Both trucks & Tractor

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 10-16 greased & packed bearings on utility trailer
took tree down @ PAINT FLOOR OF TRACKER & CLEANED
CLEAN & PAINTED RECEIVER FOR BOSS SALTER STARTED REMOVING
BRUSH & TRUCKS TO CLOSE TO HOUSES

Date 10-17 Found info for Limit switch gave info to MP to order
Part needed for wall heater in Bathroom @ shop, found info
for logic board gave info to MP to order for garage door opener @ shop
Removed old Flags, Replaced Broken wiring and lights on
utility trailer, Measured opening for fridge gave info to MP to order
@ 2591 OC

Date 10-18 CLEAN 6" JOINTER, WAXED BRDS ALSO TRUCKS BRDS
CLEAN CIRCULAR SAW WAXED BRDS, CLEANED BLADES
Replaced toilet Flapper / Seal @ 2698 OC
Picked up receipts from Sears and gave to MP
Turned in Quote for Wiper Blades Both trucks + Tractor

Date 10-19 Cleaned gutters @ shop, cleaned & checked
power equipment in wood shop, Removed trash and cardboard
from shop, checked with Carter for House # plaques
put up 2 new Flags

Date 10-20 Clean & organize shop area
Move out Inspection w/ Chad @ 2644 OC
Clean & organize tool Bag
Repaired heater (bathroom) in shop

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 10-23 Picked up new Wipers for trucks + tractor installed
Wipers, submitted receipt to MP, Receipts completed work orders
Repair leak in tub Drain @ 2615 OC Ordered Bifold track for
Laundry Area for 2690 OC Repaired shelf bracket @ 2678 IC
Ordered ADA shower threshold, ordered # sets for Houses

Date 10-24 Replaced GFCI outlet for water heater @ 2589 OC
Sign Proto type, Clean + organize shop area, tools

Date 10-25 Reinstalled siding @ 2645 IC
started making signs for Houses
Clean / organize screws, nails, Hardware, shop area
Cleaned up wood shop

Date 10-26 Repaired Exhaust Fan in bathroom Downstairs, tightened
ceiling fan Mount, changed lock set plunger @ 2631 IC
Did punchlist walk thru @ 3 new units OC
Painted signage for House #'s
Adjusted Garage Door track and weather strip, replaced
Access panel to Attic @ 2605 OC

Date 10-27
Replaced Microwave, worked on plagers
Cleaned out Drain @ 2685 IC

Due Every Friday
Thank you for filling out this Daily Worksheet