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Little River Band of Ottawa Indians



*Housing Commission Meeting
Aki maadiziwin Conference Room
2953 Shaw Be Quo-Ung
Manistee, Michigan 49660*

January 16, 2020
Agenda

1. Prayer
2. Call to order/Roll Call:
3. Approval of Agenda:
4. Approval of Minutes:
A *January 2, 2020 minutes*
5. Housing Department Update:
6. Unified Legal Update:
7. General Business:
A.
B.
8. Hearing/Close Session: 11:00 am
9. Public Comment:
10. Next Meeting Date: February 6, 2020
11. Adjournment:



Little River Band of Ottawa Indians
Compensation Payment Request
Housing Commission Meeting

Meeting Held on: January 16, 2020

1. Judy Hardenburgh	<u>Judy Hardenburgh</u>	Attended	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
2. Julia Chapman	<u>Julia Chapman</u>	Attended	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3. Marcella Leusby	<u>Marcella Leusby</u>	Attended	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> no stipend
4. Teresa Callis	<u>Teresa Callis</u>	Attended	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> stipend
5. Margaret Kowalkowski	<u>Margaret Kowalkowski</u>	Attended	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Liaisons:

Sandy Lewis _____	Attended	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Ron Wittenberg _____	Attended	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Tom Guenthardt _____	Attended	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Shannon Crampton _____	Attended	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Meeting start time: 10:20 am

Meeting end time: 12:05 pm

The Compensation is for Housing Commission is \$125.00 for attendance.

Certification

By the officer's signatures below, this commission certifies that the meeting identified above took place and the members listed were present and that the stipend be paid to the members present.

Judy Hardenburgh
Chairperson Signature

1-16-2020
Date

Marcella Leusby
Commissioner Signature

1-16-2020
Date

Little River Band of Ottawa Indians



Housing Commission Meeting
Aki Maadiziwin Conference Room
MEETING MINUTES
January 2, 2020

1-2. Opening Prayer, Roll Call and Stipend

Commissioner Judy Hardenburgh called meeting to order at 10:10 AM.

Roll Call:

Judy Hardenburgh- yes	Marcella Leusby- yes	Margaret Kowalkowski- yes
Julia Chapman- yes	Teresa Callis-yes	

Quorum: -5-0-0-0

Others Present: Tara Bailey, Elise

3. Approval of Agenda- Motion to approve the Agenda for January 2, 2020

Commissioner Julia Chapman made a motion to approve the agenda, Commissioner Judy Hardenburgh seconded the motion. Motion carries.

Judy Hardenburgh- yes	Marcella Leusby- yes	Margaret Kowalkowski- yes
Teresa Callis- yes	Julia Chapman- yes	

Quorum: -5-0-0-0

4. Approval on Minutes- December 19, 2019

Motion to approve minutes: Commissioner Judy Hardenburgh made motion to approve minutes, Commissioner Teresa Callis seconded, with corrections Motion carries.

Judy Hardenburgh- yes	Marcella Leusby- yes	Margaret Kowalkowski- yes
Teresa Callis- yes	Julia Chapman-yes	

Quorum: -5-0-0-0

5. Housing Department update:

6. Unified Legal: Council passed Chapter 4 and 7, they are now up for 30 day comment. We had Elise fix the year on the dates of being sworn in on the Housing Commission for Marcella and Teresa. Our time on the Commission should have been for 4 years, not 2 years.

7. General Business: Talked with Tara about the problems at Aki. Someone came in and broke most of the bulbs on the Christmas tree, Tara said she never heard anything about it. We found out later that no one reported this incident to Housing they just told the Commission about it. Tara again talked about putting in security cameras at the Elders apartments. Commission asked if the doors could remain locked on the inside

until the cameras were installed. Tara said she didn't really want to do that in cause an elder wanted to come in and use the exercise equipment in the conference area. We kicked around some ideas of more secure things for the elder's apartments. The Commission and Housing need to have a meeting with the residents of the Elders Complex and go over some ground rules. One idea we had was for our tribal police to come have a walk through every so often and get to know the elders.

Went from closed session to open session at 11:45am. Judy made motion and Marcella seconded, all yes. Housing Commission accepted Resolution # 19-1219-09: Residential Lease LRBOI Housing Department Rental Units.

One of the commissioners asked about our budget because we've been talking of getting a hand recorder and a laptop for the commission. I said I would talk to Bill Willis about it.

At our next meeting we need to go over our by-laws and update what needs to be done.

Chapters 5 and 3 need to be looked at so we can get them done.

8. Public Comment: None

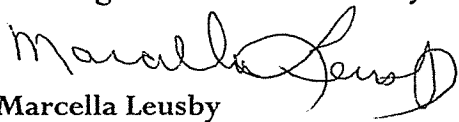
9. Closed Session: 11:00 am-Breach of Lease

Meeting Adjourned: Meeting adjourned at 12:05 pm.

10. Next Meeting: January 16, 2020

11. Adjournment: at 12:05 pm

Housing Commission Secretary


Marcella Leusby

Little River Band of Ottawa Indians



*Housing Commission Meeting
Aki maadiziwin Conference Room
2953 Shaw Be Quo-Ung
Manistee, Michigan 49660*

*February 6, 2020
Agenda*

1. Prayer
2. Call to order/Roll Call:
3. Approval of Agenda:
4. Approval of Minutes:
A. *January 16, 2020*
5. Housing Department Update:
6. Unified Legal Update: *Chapters*
7. General Business:
 - A. *Bylaws*
 - B. *Yearly meeting*
8. Hearing/Close Session: 11:00 am
9. Public Comment:
10. Next Meeting Date: February 20, 2020
11. Adjournment:



Little River Band of Ottawa Indians
Compensation Payment Request
Housing Commission Meeting

Meeting Held on: February 6, 2020

-
- 1. Judy Hardenburgh Judy Hardenburgh Attended Yes No
 - 2. Julia Chapman Julia Chapman Attended Yes No
 - 3. Marcella Leusby Marcella Leusby Attended Yes No *no stipend*
 - 4. Teresa Callis Teresa Callis Attended Yes No *STIPEND*
 - 5. Margaret Kowalkowski Margaret Kowalkowski Attended Yes No
-

Liaisons:

- Sandy Lewis _____ Attended Yes No
- Ron Wittenberg _____ Attended Yes No
- Tom Guenthardt Tom Guenthardt Attended Yes No
- Shannon Crampton _____ Attended Yes No

Meeting start time: 10:05 am
Meeting end time: 12:40

The Compensation is for Housing Commission is \$125.00 for attendance.

Certification

By the officer's signatures below, this commission certifies that the meeting identified above took place and the members listed were present and that the stipend be paid to the members present.

Judy Hardenburgh
Chairperson Signature

2-6-2020
Date

Marcella Leusby
Commissioner Signature

2-6-2020
Date

Little River Band of Ottawa Indians



Housing Commission Meeting Aki Maadiziwin Conference Room MEETING MINUTES January 16, 2020

1-2. Opening Prayer, Roll Call and Stipend

Commissioner Judy Hardenburgh called meeting to order at 10:20 AM.

Roll Call:

Judy Hardenburgh- yes	Marcella Leusby- yes	Margaret Kowalkowski- yes
Julia Chapman- yes	Teresa Callis-yes	

Quorum: -5-0-0-0

Others Present: Michelle Pepera, Elise McGowen-Cuellar

3. Approval of Agenda- Motion to approve the Agenda for January 16, 2020

Commissioner Teresa Callis made a motion to approve the agenda, Commissioner Margaret Kowalkowski seconded the motion. Motion carries.

Judy Hardenburgh- yes	Marcella Leusby- yes	Margaret Kowalkowski- yes
Teresa Callis- yes	Julia Chapman- yes	

Quorum: -5-0-0-0

4. Approval on Minutes- January 2, 2019

Motion to approve minutes: Commissioner Judy Hardenburgh made motion to approve minutes, Commissioner Teresa Callis seconded, with corrections Motion carries.

Judy Hardenburgh- yes	Marcella Leusby- yes	Margaret Kowalkowski- yes
Teresa Callis- yes	Julia Chapman-yes	

Quorum: -5-0-0-0

5. Housing Department update: None

6. Unified Legal: None

7. General Business: Michelle gave update on Housing Activity report. Commission talked about getting complaint's on street lights out at Aki. Michelle said there is a problems in the underground lines, a company spliced and cut into the wires. They are trying to get the company to come out and fix it. This does not include all the street lights at Aki though. Michelle said she would look into the others.

We discussed some more security ideas for the Elders Complex. We were informed that IT is looking at getting key fobs made so the elders can use them to get in and out of the main doors. Until security cameras

are installed ideas have been made to Housing to make the apartments more secure from vandals. Scott will in the meantime go and lock the outside doors after 5:00 pm.

Michelle informed us that a house was vacated at Aki and they left an exercising machine. If the owners don't come and get after so many days Housing is going to put that in the Elders Apartment Complex for the elders to use.

8. Public Comment: None

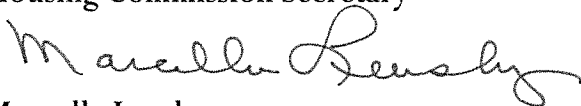
9. Closed Session: 11:00 am

Meeting Adjourned: Meeting adjourned at 12:05 pm.

10. Next Meeting: February 6, 2020

11. Adjournment: at 12:05 pm

Housing Commission Secretary

A handwritten signature in black ink that reads "Marcella Leusby". The signature is written in a cursive style with a large initial 'M'.

Marcella Leusby



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Activity Report

For January 2020

I. Housing Activities.

- A. I have been looking for new housing software to automate many processes done in the housing department. Looking for other vendors at this time to get 3 quote process.
- B. The department met two times this month with Elise McGowan-Cuellan, Staff Attorney and updated her on items needing legal review regarding housing related issues.
- C. Received approval from Housing Commission on 12/19 for updated resident Lease that will go into effect 2020. This has been approved by TC and is now in use.
- D. Met with elders at elders complex to go over and provide training on the Washer and Dryer combo, so that they feel more comfortable using them and answer questions.
- E. Met with 4 residents and worked out payment agreements with them that did not necessarily include just using percap as an option.
- F. Housing Director went to Chicago HUD office for 1-day training on ICDBG NOFA for 2019-20. This will help in planning of next year activities on applying for the ICDBG.
- G. Continued meetings with Chad Gehrke regarding updating letters, applications and process for the DDA and CCA program to begin using in 2020 for any applicants.
- H. Started with SABA training with all housing staff and providing weekly/monthly/annual goals and objectives for everyone, will assist on staying on track with projects and providing a means of communication between staff members and director on a regular basis. Also, started weekly 1:1 meetings.
- I. Met with TC to review Chapters 2, 4, 6 and 7 of Housing Regulations. Update: All items now out for 30-day review.
- J. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 6
 - Leases renewed: 5
 - New leases: 1
 - Annual Inspections: 6
 - Move-out Inspections: 0
 - Move outs: 1
 - Transfers: 0
- K. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 0
 - Total Number of Awards made during the Year: 0
 - Total Amount of Awards for the Year: 0

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 2
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 1

III. Condition of Properties.

- A. As the Housing Director, I have the maintenance techs keeping track each day of their individual activities. Also, keeping track of work orders now in an excel spreadsheet and keeping everyone on task with the SABA software.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 79 rental units in total of which 75 were rented giving us an occupancy rating of 95%.

- A. Aki has 55 income based rental units of which 52 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 27 are rented.
4. Aki has 6 low income family ADA rental units and 6 are rented.
5. Aki has 10 low income elder designated apartment rental units and 8 units are rented.

- B. Aki has 24 Fair Market rentals and 23 are rented.

V. Significant Problems and Accomplishments.

- A. Working on replacement of the 12 Elder's back decking Four units have been completed. Worked has stalled due to weather. Completion date of 5/31/20
- B. Installed during the month of December a treadmill and elliptical at the elders complex.

VI. Plans for the Future.

- A. Construction of the 2019 2-Fair market homes- both units are up and in the process of being completed.
- B. New housing software for the department
- C. Gathering information pertaining to training/certification programs that may be available for maintenance to attend and become more well-rounded.

VII. Other Information

- A. Gathering quotes to see if it is feasible to turn one of the bathrooms at the elders complex into a laundry room so that there is larger capacity washers/dryers available to them.

End of Report
Tara Bailey, Housing Director
February 3, 2020

Cc: File