



COMMUNITY DEVELOPMENT DIVISION

COMMISSIONER'S MEMORANDUM

To: Melanie Benjamin, Chief Executive; Sheldon Boyd, Secretary-Treasurer; Sandra Blake, District I Representative; Marvin Bruneau, District II Representative; Wallace St. John, District III Representative; Tribal Emergency Response Committee; Administrative Policy Board; Community Development Staff Members; Mille Lacs Band Members

From: Peter Nayquonabe, Assistant Commissioner of Administration (acting as Commissioner of Community Development)

Subject: Community Development Core Services to be Provided in the Event of a Tribal Government Shutdown as a Result of the COVID-19 Outbreak

Date: March 16, 2020

Purpose

The purpose of this memorandum is to identify core services that will be provided by the Mille Lacs Band of Ojibwe Community Development Department in the event of either a partial or near-complete shutdown of the Tribal Government as the result of the COVID-19 (coronavirus) outbreak. This memorandum will also identify necessary employees for the provision of these core services and provide guidance as to how the Community Development Department will operate during this difficult time. Finally, this memorandum will implement directives designed to mitigate the impact of the COVID-19 outbreak on all Mille Lacs Band members and employees. All plans of action set forth in this memorandum will remain in effect until further notice.

Core Services

The Community Development Department will provide the following core services:

- Emergency Construction;
- Funerals;
- Furnace calls;
- Loan servicing;
- Mino Bimaadiziwin;



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- Power supply;
- Roads maintenance;
- Sanitation;
- Sewer;
- Snow plowing; and
- Water.

Core Staff

In order to provide the above-described core services, and with a mind toward limiting employee exposure to COVID-19, the following staff positions will continue to perform the following job duties:

Staff Member	Dept.	Service(s) to be Performed	Mitigation Technique(s)
Director of Planning & Project Management	Project Management	Coordinate emergency construction activities & monitor recent &/or ongoing construction projects.	Work remotely & be available to take calls via mobile phone. Utilize social distancing.
Earthworks Supervisor	Earthworks	Plow snow, dig graves, assist w/ utility fixes, & maintain equipment so that it is ready for emergency use.	Wear Personal Protective Equipment (PPE). Utilize social distancing.
Executive Director (Interim)	Community Development	Oversee day-to-day operations of the Community Development Department.	Work remotely & be available to take calls via mobile phone. Utilize social distancing.
Facilities Manager	Facilities	Oversee existing projects being performed by contractors, regular building maintenance.	Sanitize facilities. Wear PPE. Utilize social distancing.
Finance Manager	Finance	Loan servicing, collect & log escrow payments for mortgage loans.	Utilize social distancing.
Housing Director	Housing	Contracting, manage unforeseen and urgent maintenance/tenant issues.	Work remotely & be available to take calls via mobile phone.
Housing Data Coordinator	Housing	Receive incoming calls to the Community Development Department. Annotate work orders requested to be entered into Inter-Tribal at a later date.	All calls to the Community Development front desk are being transferred to a mobile device to be monitored by the Housing Data Coordinator.



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Maintenance Supervisor	Housing	Manage unforeseen and urgent maintenance/tenant issues.	Work remotely & be available to take calls via mobile phone.
Maintenance Technicians	Facilities	Perform day-to-day building maintenance & sanitizing.	Sanitize facilities. Wear PPE. Utilize social distancing.
Maintenance Technicians	Housing	Perform maintenance services, as needed, for the following issues: <ul style="list-style-type: none"> • Furnace calls; • Power supply; • Sewer; & • Water 	Respond via mobile phone to work requests for essential services. Wear PPE. Utilize social distancing as much as possible.
Maintenance Technician	Mino Bimaadiziwin	Perform emergency repairs necessary to maintain safety of residents.	Respond via mobile phone to requests for emergency repairs only.
Part-Time Temps	Mino Bimaadiziwin	Monitor front desk, take any incoming calls, & lock/unlock refrigerator/freezer to ensure that residents can still access food.	Continuously sanitize the facility throughout shifts. Utilize social distancing as much as possible.
Project Manager	Project Management	Coordinate emergency construction activities & monitor recent &/or ongoing construction projects.	Work remotely & be available to take calls via mobile phone. Utilize social distancing.
Public Works Director	Public Works	Oversee all Public Works functions, to include water/wastewater, solid waste, & roads. Serve on Tribal Emergency Response Committee (TERC). Conduct snow plowing as needed.	Work remotely & be available to take calls via mobile phone. Perform tasks in person as needed, but otherwise utilize social distancing.
Roads Technicians	Public Works	Perform daily functions which could include plowing snow & grave-digging.	Wear PPE. Utilize social distancing.
Roads/Solid Waste Supervisor	Public Works	Oversee roads & solid waste functions. Cover subordinate staff duties as needed. Conduct snow plowing as needed.	Utilize social distancing. Work remotely when practical.
Solid Waste Drivers	Public Works	Complete weekly solid waste collection routes.	Wear PPE. Utilize social distancing.



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Transitional Program Director	Mino Bimaadiziwin	Take all calls 24/7 from residents, vendors, & suppliers for continuous operation of the Mino.	Unless necessary to enter Mino, work remotely & be available to take calls via mobile phone.
Water/Wastewater Supervisor	Public Works	Oversee daily waste/wastewater functions. Conduct snow plowing as needed.	Wear PPE. Utilize social distancing.
Water/Wastewater Technicians	Public Works	Perform daily functions to operate water/wastewater systems. Conduct snow plowing & dig graves as needed.	Wear PPE. Utilize social distancing.

Public Works

Solid waste collection pickup will continue as scheduled. Water/wastewater systems will continue to be operated as normal.

Finance

All monthly rent and solid waste payments for the month of April are hereby waived. Payments for the month of April will be deferred for renovation and emergency loans. This means that the maturity date for all renovation and emergency loans will be extended by one month. With respect to mortgage loans, all principal payments for the month of April will be deferred and the maturity date for all mortgage loans will be extended by one month. Escrow payments will continue. In the event that the Office of Management and Budget (OMB) cannot withhold the funds from a borrower's wages or per capita income that would normally satisfy the borrower's monthly escrow payment, it is the borrower's responsibility to ensure that the escrow payments continue to be made throughout this deferment period.

Housing Department

Effective March 19, 2020, a moratorium shall go into effect on all eviction actions. This moratorium shall prevent the removal of any tenant from his/her residence regardless of what stage the tenant is at in the eviction process. All rental move-ins are postponed to April 1, 2020, and may be postponed further. With regard to essential services, the Housing Department may choose to contract for services on an as-needed basis. If a problem is deemed beyond the capabilities of Housing Department employees, the Housing Department will utilize annual contracts that have already been entered into. Private residences will *not* be serviced during this time. Finally, the Housing Department will only complete work orders requests that may be considered true emergencies in accordance with this memorandum.



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Mino Bimaadiziwin

Effective upon publication of this memorandum, the Mino Bimaadiziwin will not be accepting any new residents. Moreover, the Mino Bimaadiziwin will not be permitting any visitors; only those who are registered through the program will be granted entry into the facility. The Mino Bimaadiziwin will not be pursuing any additional eviction actions beyond those that have already been initiated. In the event that one or more residents become infected with COVID-19, the resident(s) will be asked to remain confined to his/her room for a period of 14 days.

Project Management

Effective upon publication of this memorandum, Project Management will not initiate any new Elder construction projects, except on an emergency basis. The purpose for this temporary policy is to avoid putting Elders at risk through potential exposure to COVID-19. Existing construction projects will be assessed on a case-by-case basis to determine whether construction may continue. Key considerations are potential staff and occupant exposure to COVID-19 and the availability of contractors.

Closing Thoughts

The actions described herein are intended for the safety and well-being of our community. I encourage everyone to help each other out as we face down this pandemic together. With prudent practices in place, I believe that we will emerge from this challenge even stronger than we were before. Please stay in touch with us here at Community Development with any concerns in the coming days and weeks. *Miigwech.*

A handwritten signature in blue ink, appearing to read "Peter Nayquonabe", written over a horizontal line.

Peter Nayquonabe
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Encl

1. Contact Information



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Contact Information

Position	Name	Phone Number
Director of Planning & Project Management	Mike Moilanen	320-630-2623
D1 Housing Maintenance On-Call		320-630-2498
D1 Housing Maintenance Supervisor	Armando Olivarez	320-630-2452
D2 Housing Maintenance On-Call		320-630-2492
D2 Housing Maintenance Supervisor	Michael Aubid	320-630-2601
D3 Housing Maintenance On-Call		320-630-2497
D3 Housing Maintenance Supervisor	Lionel Richey	320-630-9025
Executive Director of Community Development (Interim)	Arlyn Sam	218-330-1595
Facilities Manager	Rhonda Sam	320-630-2447
Housing Director	Daniel Boyd	320-630-2620
Earthworks Supervisor	Chad Dunkley	320-282-9165
Emergency Work Orders	Dana Skinaway	320-532-7433
Finance Manager	Lisa Pearson	320-532-7409
Project Manager	Ryan Jendro	320-630-5011
Public Works Director	Brian Scheinost	320-630-2624
Roads/Solid Waste Supervisor	Anthony Pike	320-980-5367
Water/Wastewater Supervisor	Sean Racelo	218-838-8391