



MILLE LACS BAND OF OJIBWE

Executive Branch of Tribal Government

DEPARTMENT OF ADMINISTRATION COMMISSIONER'S ORDER 2022-04

A COMMISSIONER'S ORDER IMPLEMENTING THE DEPARTMENT OF COMMUNITY DEVELOPMENT'S REQUESTS FOR APPROPRIATIONS

Section 1. Purpose

The purpose of this Commissioner's Order is to implement matters related to the Department of Community Development's appropriation request due to the Administration Policy Board's lack of quorum.

Section 2. Source of Authority

This Commissioner's Order is issued pursuant to 4 MLBS §§ 7(h) and 9(a).

Section 3. Matters Implemented

- (a) The following matters contained in Attachments 1-4, dated April 13, 2022, are hereby implemented by this Commissioner's Order:

The Department of Community Development's four (4) requests for appropriation of ARPA SLFRF (American Rescue Plan Act State and Local Fiscal Recovery Funds) are as follows:

- (1) FY2022 Housing Initiative Budget: 108-2350-0 in the amount of \$4,919,909.54;
- (2) FY2022 Housing Initiative Loan Budget: 108-2340-0 in the amount of \$2,840,000.00;
- (3) FY2022 Carpentry Budget: 104-1350-0 in the amount of \$786,849.64; and
- (4) FY2022 ARPA Home Remodel / Demo Budget: XXX-New-XXXXXX in the amount of \$3,185,000.00.

- (b) The following matters contained in this Commissioner's Order, Attachments 1-4, dated April 14, 2022, are hereby implemented and forwarded to the Band Assembly for further action:

- (1) Approval of Requests for Appropriations for the Department of Community Development for Fiscal Year ending September 30, 2022 as listed in Section 3(a)(1)-(4).

Section 4. Effective and Expiration Dates

- (a) This Commissioner's Order will become effective when signed.

DISTRICT I

43408 Oodena Drive Onamia, MN 56359
(320) 532-4181 Fax (320) 532-4209

DISTRICT II

36666 State Highway 65 McGregor, MN 55760
(218) 768-3311 Fax (218) 768-3903

DISTRICT IIA

2605 Chiminising Drive Isle, MN 56342
(320) 676-1102 Fax (320) 676-3432

DISTRICT III

45749 Grace Lake Road Sandstone, MN 55072
(320) 384-6240 Fax (320) 384-6190

URBAN OFFICE

1404 East Franklin Avenue Minneapolis, MN 55404
(612) 872-1424 Fax (612) 872-1257

(b) This Commissioner's Order will expire on the earlier of December 31, 2022 or the next date that the Administration Policy Board convenes to conduct business and has quorum.

Issued on April 13, 2022:



Maria Costello
Assistant Commissioner of Administration

Seal of the Band





COMMUNITY DEVELOPMENT DEPARTMENT

April 12, 2022

MEMORANDUM

TO: Maria Costello – Assistant Commissioner of Administration
OMB, APB & BA

FROM: Carla Dunkley – Project Management Compliance Officer

CC: Ryan Simafranca – Deputy Commissioner of Community Development
Mike Moilanen – Director of Planning & Project Management

RE: ARPA SLFRF Appropriation Requests for FY22 HI 108-2350-0, HI Loans 108-2340-0,
Carpentry 104-1350-0 & ARPA 2022 Home Remodel/ Demo Budgets

Attached for approval are 4 requests for appropriation of ARPA SLFRF (American Rescue Plan Act State and Local Fiscal Recovery Funds) totaling the amount of **\$11,731,759.18**.

See attachment #1 for the **FY2022 Housing Initiative Budget: 108-2350-0** in the amount of **\$4,919,909.54**.

See attachment #2 for the **FY2022 Housing Initiative Loan Budget: 108-2340-0** in the amount of **\$2,840,000.00**.

See attachment #3 for the **FY2022 Carpentry Budget: 104-1350-0** in the amount of **\$786,849.64**.

See attachment #4 for the **FY2022 ARPA 2022 Home Remodel/ Demo Budget: XXX-New-X** in the amount of **\$3,185,000.00**.



COMMUNITY DEVELOPMENT DEPARTMENT

April 12, 2022

MEMORANDUM

TO: Maria Costello – Assistant Commissioner of Administration
OMB, APB & BA

FROM: Carla Dunkley – Project Management Compliance Officer

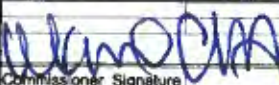
CC: Mike Moilanen – Director of Planning & Project Management

RE: ARPA SLFRF Appropriation Request for FY2022 HI 108-2350-0

Attached for approval is a request for appropriation of ARPA SLFRF (American Rescue Plan Act State and Local Fiscal Recovery Funds) in the amount of **\$4,919,909.54** for the **FY2022 Housing Initiative Budget: 108-2350-0**. This request includes salaries, fringe, parks maintenance, infrastructure and housing rehab projects. See the attached list of new proposed projects.

ATTACHMENT 1

Budget Revision Spreadsheet

Mille Lacs Band of Ojibwe		Date		4/11/2022		
Budget Revision		FY2022				
Department		108-2350-0				
Program Name		Housing Initiative				
Source of Revenue	Check Off	Amount	Check off	Revision Type		
Federal Grant				Increase in Revenue and Expenditures		
State Grant		-		Contingency Fund Utilization		
Hsg Initiative				Increased Expenditures without		
Housing Initiative				Increase in Revenue		
Program Transfer		-				
ARPA SLFRF	X	4,919,909.06				
Total Changes		-				
Expenditures:	Account Code	Current Budget	Increase	Decrease	Revised Amount	
Salaries	4000	0.00	541,308.00		541,308.00	
Health Insurance	4105	0.00	128,935.44		128,935.44	
Life Insurance	4106	0.00	2,526.00		2,526.00	
Disability Insurance	4107	0.00	7,196.00		7,196.00	
Dental Insurance	4108	0.00	8,710.32		8,710.32	
Worker's Compensation	4109	0.00	8,689.00		8,689.00	
Unemployment	4110	0.00	9,266.00		9,266.00	
Retirement	4111	0.00	29,328.00		29,328.00	
FICA	4112	0.00	41,410.00		41,410.00	
Consulting	4300	3,825.00	120,000.00		123,825.00	
Local Travel	4400	0.00			0.00	
Non-local mileage	4450	0.00			0.00	
Communication	4500	0.00			0.00	
Postage	4550	0.00			0.00	
Miscellaneous	5700	0.00			0.00	
Office Supplies	6100	0.00			0.00	
Liability Insurance	6120	0.00	10,000.00		10,000.00	
Bldg/ Equip. Maint.	6600	0.00			0.00	
Vehicle Maintenance	6720	0.00	10,000.00		10,000.00	
Program Activities	6800	0.00			0.00	
Small Equipment	7000	0.00			0.00	
Equipment	7100	0.00	705,000.00		705,000.00	
Urban Const./Purchase	7200	0.00			0.00	
D1 Infrastructure Const	7201	24,960.00	300,000.00		324,960.00	
D2 Infrastructure Const	7202	0.00	160,000.00		160,000.00	
D3 Infrastructure Const	7203	0.00	160,000.00		160,000.00	
Infrastructure Const	7205	0.00			0.00	
Demo/ Replace	7210	80,000.00	30,000.00		110,000.00	
D1 Construction	7221	1,161,364.50	800,000.00		1,961,364.50	
DII East Lake Const.	7223	502,454.00	525,000.00		1,027,454.00	
DIII Lake Const.	7224	160,000.00	150,000.00		310,000.00	
DIII Lake Lena Const.	7225	55,000.00	847,000.00		902,000.00	
DIII Hinckley Const.	7226	292,369.55	150,000.00		442,369.55	
Indirect Cost	9010	0.00	175,540.30		175,540.30	
				175,540.30	0.1082	18,993.46
Totals:		\$ 2,279,973.05	\$ 4,919,909.06	\$ -		7,199,882.11
		Date	Administration Policy Board	Date		

FY2022 108-2350-0 Activities & Projects (New Only) Included in Appropriation Request

All Band Districts		Amount for Appropriation	Line Item (s)
Activities	Task	Budget	
Salaries and Fringe	Within HI 108-2350-0	777,369.24	4000-4112
liability insurance, Vehicle/Equip. Maint.	Within HI 108-2350-0	20,000.00	6120, 6720
Earthworks Truck	Truck,equipment	85,000.00	
Earthworks Excavator, Loader	New equip. less trade-in	320,000.00	
Roads Plow Trucks	4 trucks plus plow & added equip	300,000.00	
	equipment subtotal	<u>705,000.00</u>	7100
Demo & Replace Roll-Offs	FY22 Annual contracts & extra for possible addendums	30,000.00	7210
Consulting/ Contract Services			
Misc. Consulting	Possible Uses: Septic design and/ or inspection, materials testing, Housing alarm systems	<u>120,000.00</u>	4300

District I		Amount for Appropriation	Line Item (If 108-2350)
Activities	Task	Budget	
Infrastructure			
Additional Street Lighting		100,000.00	
Fire Hydrant Repairs		50,000.00	
Parks Maintenance	Equipment repairs, mulch	150,000.00	
Subtotal Infrastructure		<u>300,000.00</u>	7201
Home Renovations			
Rental rehabs - Housing to provide addresses	5 units per attached proposed rehabs for FY2022 108-235-0 Budget	600,000.00	
Rental rehabs - Housing to provide addresses	Materials for carpentry crew	200,000.00	
Subtotal Renovation		<u>800,000.00</u>	7221
Total for District I		<u>1,100,000.00</u>	

District II - East Lake		Amount for Appropriation	Line Item (If 108-2350)
Activities	Task	Budget	
Infrastructure			
Parks Maintenance	Equipment repairs, mulch	50,000.00	
Additional Street Lighting		50,000.00	
Fire Hydrant Repairs		10,000.00	
Subtotal Infrastructure		110,000.00	7202
Home Renovations			
Rental rehabs - Housing to provide addresses	4 units per attached proposed rehabs for FY2022 108-235-0 Budget	425,000.00	
Rental rehabs - Housing to provide addresses	Materials for carpentry crew	100,000.00	
Subtotal Renovations		525,000.00	7223
Total East Lake		\$635,000.00	

District IIa - Isle		Amount for Appropriation	Line Item (If 108-2350)
Activities	Task	Budget	
Infrastructure			
Additional Street Lighting		50,000.00	
Subtotal Infrastructure		50,000.00	7202
Home Renovation			
Rental rehabs - Housing to provide addresses	0 units per attached proposed rehabs for FY2022 108-235-0 Budget	0.00	
Rental rehabs - Housing to provide addresses	Materials for carpentry crew	150,000.00	
Subtotal Renovation		150,000.00	7224
Total Isle		\$200,000.00	
Total for DII Construction		\$835,000.00	

District III - Lake Lena		Amount for Appropriation	Line Item (If 108-2350)
Activities	Task	Budget	
Home Renovation			
Badger Rd Quad	Reconstruct burnt unit & repair Unit B & C party walls, trusses	320,000.00	
Rental rehabs - Housing to provide addresses	3 units per attached proposed rehabs for FY2022 108-235-0 Budget	377,000.00	
Rental rehabs - Housing to provide addresses	Materials for carpentry crew	150,000.00	
Subtotal Renovation		847,000.00	7225
Total Lake Lena		\$847,000.00	

District III - Hinckley		Amount for Appropriation	Line Item (If 108-2350)
Activities	Task	Budget	
Infrastructure			
Parks Maintenance	Equipment repairs, mulch	50,000.00	
Additional Street Lighting		100,000.00	
Fire Hydrant Repairs		10,000.00	
Subtotal Infrastructure		160,000.00	7203
Home Renovation			
Rental rehabs - Housing to provide addresses	Materials for carpentry crew	150,000.00	
Subtotal Renovation		150,000.00	7226
Total Hinckley		\$310,000.00	
Total for District III		\$1,157,000.00	

indirect calculated at 10.82% with 7200 series lines exempt

	\$175,540.30	9010
Total ARPA SLFRF Appropriation Requested for New FY2022 108-2350-0 Activities	4,919,909.54	
Total Appropriation for 108-2350-0 Ongoing FY21 Activities/ Obligations	2,279,973.05	
Total of Appropriation Requests for FY2022 108-2350-0	\$7,199,882.59	

Proposed Rehabs for FY2022 108-2350-0 Budget

DI Rehabs			Comments
Bedrooms	Elder	Estimated Cost	
3	17415 Virgo Rd., Onamia	170,000.00	
4	16990 Ojibwe Dr., Onamia	170,000.00	
2	17479 Noopiming Lane, Onamia	160,000.00	
Bedrooms	Regular Rental	Estimated Cost	
2	45047 Zhingwaak Ct. #C, Onamia	25,000.00	
2	45047 Zhingwaak Ct. #D, Onamia	75,000.00	
	HI Funded	<u>600,000.00</u>	
DII East Lake Rehabs			
Bedrooms	Regular Rent	Estimated Cost	
2	21966 480th St. Unit A, McGregor	35,000.00	
2	19698 468th Lane, McGregor	160,000.00	
2	19651 468th Lane, McGregor	150,000.00	
2	47046 172nd Pl., Unit A, McGregor	80,000.00	
	HI Funded	<u>425,000.00</u>	
DIII LL Rehabs			
Bedrooms	Regular Rental	Estimated Cost	
3	46569 Alma Razor Rd., Hinckley	12,000.00	Demo
3	46458 Grace Lake Rd., Sandstone	180,000.00	
Bedrooms	Low Rent	Estimated Cost	
3	64118 Badger Rd., Sandstone	185,000.00	
	HI Funded	<u>377,000.00</u>	
Total HI Funding Requested for Rehabs		1,402,000.00	



COMMUNITY DEVELOPMENT DEPARTMENT

April 11, 2022

MEMORANDUM

TO: Maria Costello – Assistant Commissioner of Administration
OMB, APB & BA

FROM: Carla Dunkley – Project Management Compliance Officer


CC: Lisa Moshier – Finance Manager

RE: 108-2340-0 FY2022 Appropriation Request for ARPA SLFRF

Attached for approval is a request for appropriation of ARPA SLFRF (American Rescue Plan Act State and Local Fiscal Recovery Funds) in the amount of **\$2,840,000.00** for the **FY2022 Housing Initiative Loans Budget: 108-2340-0**. This appropriation includes funding for approved loans in process from FY21, 10 new renovation and 5 new home loans.

ATTACHMENT 2

Budget Revision Spreadsheet

Mille Lacs Band of Ojibwe			Date		4/11/2022	
Budget Revision					FY2022	
Department 108-2340-0						
Program Name Housing Initiative Loans						
			<u>Check</u>		<u>Check</u>	
Source of Revenue			<u>Off</u>		<u>off</u>	
			<u>Amount</u>		Revision Type	
Federal Grant					Increase in Revenue and Expenditures	
State Grant			-		Contingency Fund Utilization	
Hsg Initiative					Increased Expenditures without	
Housing Initiative					Increase in Revenue	
Program Transfer			-			
ARPA SLFRF			X 2,840,000.00			
Total Changes			2,840,000.00			
<hr/>						
Expenditures:						
		<u>Account Code</u>	<u>Current Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Revised Amount</u>
HI Renovation Loans		7208	0.00	420,000.00		420,000.00
HI Home Loans		7209	0.00	2,420,000.00		2,420,000.00
Totals:						
			\$ -	\$ 2,840,000.00	\$ -	2,840,000.00
						
Commissioner Signature		Date	Administration Policy Board			Date
		4/13/22				



COMMUNITY DEVELOPMENT DEPARTMENT

April 11, 2022

MEMORANDUM

TO: Maria Costello – Assistant Commissioner of Administration
OMB, APB & BA

FROM: Carla Dunkley – Project Management Compliance Officer

CC: Daniel Boyd – Director of Housing

RE: 104-1350-0 Carpentry FY2022 Appropriation Request of ARPA SLFRF

Attached for approval is a request for appropriation of ARPA SLFRF (American Rescue Plan Act State and Local Fiscal Recovery Funds) in the amount of **\$786,849.64** for **FY2022 Carpentry Budget: 104-1350-0**. This budget provides the salaries, fringe and some vehicle maintenance for renovation carpenters working on various homes, while the building materials costs are expensed to the appropriate Housing budget.

ATTACHMENT 3

Mile Less Band of Officers
 FY 2022 Budget Prep Packet
 Salary & Fringe Benefit Calculation

Department Name: Carpenter Crew Department Number: 1350

Position Title	4000		4106		4107		4110		4109		4112	4111	
	SALARIES		LIFE COST		DISABILITY COST		UNEMPLOYMENT		WORKER'S COMPENSATION		FICA	401 (k)	Retirement
	Salaries	Life Insurance	STD Coverage	STD Cost	LTD Coverage	Total Disability Cost	Unemployment	Work Comp Rate	Work Comp Cost	FICA	Retirement Calculation	Retirement Cost	
List Full-time positions													
Home Renov Carpenter	48,000.00	48,000	48,000	28,000	28,000		30,000	2.72	1,251	3,519	2,780	2,780	
Home Renov Carpenter	48,000.00	48,000	48,000	28,000	28,000		30,000	2.72	1,251	3,519	2,780	2,780	
Home Renov Carpenter	48,000.00	48,000	48,000	28,000	28,000		30,000	2.72	1,251	3,519	2,780	2,780	
Home Renov Carpenter	48,000.00	48,000	48,000	28,000	28,000		30,000	2.72	1,251	3,519	2,780	2,780	
Home Renov Carpenter	48,000.00	48,000	48,000	28,000	28,000		30,000	2.72	1,251	3,519	2,780	2,780	
Home Renov Carpenter	48,000.00	48,000	48,000	28,000	28,000		30,000	2.72	1,251	3,519	2,780	2,780	
Home Renov Carpenter	48,000.00	48,000	48,000	28,000	28,000		30,000	2.72	1,251	3,519	2,780	2,780	
Home Renov Carpenter	48,000.00	48,000	48,000	28,000	28,000		30,000	2.72	1,251	3,519	2,780	2,780	
Home Renov Carpenter	48,000.00	48,000	48,000	28,000	28,000		30,000	2.72	1,251	3,519	2,780	2,780	
Home Renov Carpenter	48,000.00	48,000	48,000	28,000	28,000		30,000	2.72	1,251	3,519	2,780	2,780	
Subtotal FT Salaries	414,000.00	414,000		234,000	281,000		270,000		11,251	31,519	24,840	24,840	
List Part-time positions													
Home Renov Carpenter	22,500.00						22,500	2.72	612	1,721			
Home Renov Carpenter	22,500.00						22,500	2.72	612	1,721			
Home Renov Carpenter	22,500.00						22,500	2.72	612	1,721			
Home Renov Carpenter	22,500.00						22,500	2.72	612	1,721			
Subtotal PT Salaries	90,000.00						80,000		2,448	6,865			
Renewal Rate or Cost		\$ 0.0043		0.53	0.68		2.20%						
Renewal Rate or Cost		10		10	100								
Renewal Rate or Cost		12		4									
Grand Total Salaries	504,000.00	62,136		3,101	2,287	\$6,387	\$8,100		\$15,709	\$38,384		\$24,840	
LINE ITEM NUMBER	4000	4106				4107	4110		4109	4112		4111	
	4106	HEALTH	TOTAL			4106	DENTAL	TOTAL					
Family Coverage		HEALTH PREMIUM	HEALTH COST			DENTAL PREMIUM	DENTAL COST					Family Coverage	
Employee +1		1,988.01	-			120.53	-					Employee +1	
Single Coverage		1,358.05	-			120.53	-					Single Coverage	
Total FT Employees		681.70	5,129.90			48.48	436.32					Total FT Employees	
		0	5,129.90			0	436.32						
ANNUAL HEALTH PREMIUM				12 months		ANNUAL DENTAL PREMIUM			12 months				
				\$73,639					\$6,238				
LINE ITEM NUMBER				4106		LINE ITEM NUMBER				4106			



COMMUNITY DEVELOPMENT DEPARTMENT

MEMORANDUM

TO: Commissioner of Administration, OMB, APB & BA

FROM: Ryan Simafranca, Deputy Commissioner of Community Development

CC: Mike Moilanen - Director of Planning & Project Management

DATE: April 11, 2022


RE: ARPA Remodeling / Demo Project - Appropriation Request

Attached for approval is a request for appropriation of ARPA SLFRF (American Rescue Plan Act State and Local Fiscal Recovery Funds) in the amount of **\$3,185,000.00** for the **ARPA 2022 Home Remodel / Demo Budget: XXX-NEW-XXXXXX**. Detailed lists for proposed activities and obligations are attached. We are basing the budget request on 16 total homes to be rehabbed and 2 homes that are to be demolished and rebuilt.

The money will come from the **ARPA SLFRF funding** that the Band has already received. Scoping of the work has already been done on 17 of the units, with 1 unit yet to be scoped. Projects would be posted for bid after the appropriation is approved. It is anticipated that construction contracts will be in place starting in October of 2022 with construction starting immediately and continuing this winter and throughout next summer and fall. As homes are completed they will be turned back over to housing and be available to occupy even as the remainder of the units are continued to be renovated.

ATTACHMENT 4

Budget Revision Spreadsheet

Mille Lacs Band of Ojibwe				Date	4/11/2022
Budget Revision					FY2022
Department	New Budget				
Program Name	ARPA 2022 Home Remodel/ Demo				
Source of Revenue	Check off	Amount	Check off	Revision Type	
Federal Grant				Increase in Revenue and Expenditures	
State Grant		-		Contingency Fund Utilization	
Net Revenue				Increased Expenditures without	
ARPA SLFRF	X	3,185,000.00		Increase in Revenue	
Program Transfer		-			
Misc. Income					
Total Changes		3,185,000.00			
Expenditures:	Account Code	Current Budget	Increase	Decrease	Revised Amount
Construction	7200	-	3,185,000.00		3,185,000.00
Totals:		\$ -	\$ 3,185,000.00	\$ -	3,185,000.00
 Commissioner Signature		Date 4/13/22	Administration Policy Board		Date

Proposed Rehabs - New ARPA SLFRF Funded Budget

DI Rehabs

Bedrooms	Elder	Estimated Cost	Comments
3	43669 Henry Davis Drive	185,000.00	
2	44708 Nibon Ct	140,000.00	
Bedrooms Regular Rental			
3	18217 Woodland Rd, Onamia	110,000.00	
4	15950 Migizi Dr., Onamia	190,000.00	
4	415 South Main St., Wahkon	140,000.00	
Bedrooms Low Rent			
3	43822 Weywenahbe Drive, Onamia	170,000.00	
3	15848 Nay Ah Shing Drive, Onamia	75,000.00	
3	16924 Ataage Drive, Onamia	170,000.00	
3	16745 Ojibwe Drive, Onamia	160,000.00	
4	15681 Nay Ah Shing Drive, Onamia	350,000.00	Demo & replace
5	16672 Ojibwe Drive, Onamia	180,000.00	
Total DI ARPA Funded		1,870,000.00	

DII EL Rehabs

Bedrooms	Regular Rent	Estimated Cost
3	19734 364th Lane, McGregor	100,000.00
3	20465 465th Lane, McGregor	180,000.00
4	19241 364th Lane, McGregor	185,000.00
Bedrooms Low Rent		
3	36442 197th Place, McGregor	150,000.00
Total DII EL APRA Funded		615,000.00

DIII LL Rehabs

Bedrooms	Low Rent	Estimated Cost	Comments
3	64190 Badger Rd, Sandstone	150,000.00	Occupied for now
5	63952 Badger Rd., Sandstone	360,000.00	Demo & replace offsite
Bedrooms CMD Owned			
3	46034 Alma Razor Rd	190,000.00	Based on previous scope
Total DIII LL APRA Funded		700,000.00	

Total ARPA Funds Requested for Rehabs **\$3,185,000.00**