

Little River Band of Ottawa Indians
Housing Commission
Aki Maadiziwin Conference Room
January 10, 2022

1. Opening Prayer:

Following a silent prayer Teresa Callis called meeting to order at 10:00 a.m.

2. Roll Call: Chairperson Teresa Callis took Roll Call.

Margaret Kowalkowski- here	Julia Chapman-here	Robert Deboer-Phone
Teresa Callis-here	Marcella Leusby-here	

Quorum: 5-0-0-0

3. Approval of Agenda:

a. February 3, 2022

Commissioner: Julia Chapman made motion to approve the Agenda. Commissioner: Teresa Callis second the motion. Motion carried with corrections made.

Margaret Kowalkowski-yes	Julia Chapman-yes	Robert Deboer- yes
Teresa Callis-yes	Marcella Leusby-yes	

Quorum: 5-0-0-0

4. Approval of Minutes:

a. January 10, 2022

Commissioner: Marcella Leusby made motion to approve Minutes. Commissioner: Teresa Callis second the motion. Motion carried with corrections made.

Margaret Kowalkowski-yes	Julia Chapman-yes	Robert Deboer-yes
Teresa Callis-yes	Marcella Leusby-yes	

Quorum: 5-0-0-0

5. Housing Department Update:

a. Tara handed out December Report.

6. Unified Legal Update: none

7. Closed session:

a. 11:30 a.m. Closed Session/ Hearing.

b. 11:55 a.m. We went back into Open Session Meeting.

8. General Business: none

Little River Band of Ottawa Indians



Housing Commission Meeting
Aki maadiziwin Conference Room

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February 3, 2022
Agenda

1. Prayer
2. Roll Call
3. Approval of Agenda
February 3, 2022
4. Approval of Minutes
 - a. *January 10, 2022*
 - b.
5. Housing Department Update:
6. Unified Legal Update
7. General Business: Old/New
 - a. Natasha Myhal / LRBOI Natural Resources
 - b.
8. Public Comment:
9. Hearing/Closed Session
10. Policies and Procedures
11. Public Comment
12. Next Meeting Date-
March 3, 2022
13. Adjournment

Little River Band of Ottawa Indians



Housing Commission Meeting
Aki maadiziwin Conference Room

March 3, 2022

Agenda

1. Prayer
2. Roll Call
3. Approval of Agenda
March 3, 2022
4. Approval of Minutes
 - a. *February 3, 2022*
 - b.
5. Housing Department Update:
6. Unified Legal Update
7. General Business: Old/New
 - a.
 - b.
8. Public Comment:
9. Hearing/Closed Session
10. Policies and Procedures
11. Public Comment
12. Next Meeting Date-
April 7, 2022
13. Adjournment

Little River Band of Ottawa Indians

Housing Commission

Aki Maadiziwin Conference Room

February 3,2022

1. Opening Prayer:

Chairperson: Teresa Callis called the meeting to order at 10:00am, following a silent prayer.

2. Roll call:

Secretary: Margaret Kowalkowski took Roll call.

Margaret Kowalkowski- here	Julia Chapman-here	Robert Deboer-absent
Teresa Callis-here	Marcella Leusby-absent	

Quorum: 3-0-2-0

3. Approval of Agenda: *March 3, 2022*

Commissioner: Julia Chapman approves the Agenda. **Commissioner:** Margaret Kowalkowski second. **Motion carried.**

Margaret Kowalkowski-yes	Julia Chapman-yes	Robert Deboer-absent
Teresa Callis-yes	Marcella Leusby-absent	

Quorum: 3-0-2-0

4. Approval of Minutes: *February 3, 2022*

Commissioner: Margaret Kowalkowski approves Minutes. **Commissioner:** Julia Chapman second, **Motion carried.**

Margaret Kowalkowski- yes	Julia Chapman-yes	Robert Deboer-absent
Teresa Callis-yes	Marcella Leusby-absent	

Quorum:3-0-2-0

5. Department Update: none

6. Unified Legal Update: none

7. Closed Sessions: None

8. General Business: Guest Speaker: Natasha Myhal spoke to us about our cultural/natural resources, treaty rights and climate change.

9. Open Session: None

10. Policies and Procedures: We are waiting to hear from Council on their approval of Chapters 3 and 6.

11. Public Comment: none

12. Next Meeting Date: March 3, 2022

13. Adjournment: Commissioner Teresa Callis moves to close. Commissioner Julia Chapman second. All approved.

Meeting closes at 12:00pm

Housing Secretary,

Margaret Kowalkowski
Margaret Kowalkowski

Little River Band of Ottawa Indians

Housing Commission

*Regular Commission Meetings have been established for the first
And third Thursday of the month at 10:00 a.m., unless otherwise
indicated.*

2022 Regular Meetings

January 6

January 27

February 3

February 27

March 3

March 27

April 7

April 21

May 5

May 19

June 2

June 16

July 7

July 21

August 4

August 18

September 1

September 15

October 6

October 20

November 3

November 17

December 1

December 15



Little River Band of Ottawa Indians
Housing Department
Office Location: 2953 Shaw Be Quo ung
Mailing Address: 2608 Government Center Drive
Manistee MI 49660
(231) 398-6879
Email:lrboihousing@lrboi-nsn.gov

February 21, 2022

To: Head of Household

Re: Updated Housing Regulations
Sub: Chapter 3 & Chapter 6

The Housing Commission has been working with the Unified Legal Department to update the Housing Regulations and has completed that task for Chapter 3 & Chapter 6.

On February 9, 2022, Tribal Council, at their regularly scheduled council meeting, implemented the revisions which then became effective as of that date.

Enclosed is the revised Chapter 3 & Chapter 6 of the Housing Regulations for your information and use. Please replace the previous Chapter 3 & Chapter 6 with the new one in the booklet we provided to you at your initial lease signing.

These are important documents which affect your lease agreement and your responsibilities as a tenant. Please become familiar with the changes

If you have any questions, please call the office.

Sincerely,

Tara Bailey
Housing Director

cc: Household file
Housing Commission
Unified Legal Department

Housing Regulations
Regulation # R700-01: HC-3

Chapter 3. Occupancy Procedures for Low Income and Tribally Owned Homes

Section 1. Authority; Purpose

- 1-1. *Authority.* In accordance with sections 6.01(a) and (c) and 6.02(e) and (g) of the Housing Ordinance, #04-700-01, the Housing Commission hereby promulgates these regulations for eligibility for low income elder and tribally owned rental homes.
- 1-2. *Purpose.* The purpose of Chapter 3 is to identify processes by which housing units are occupied and the general rules and conditions each applicant must abide by.
- 1-3. *Application of Chapter 3.* Chapter 3 is applicable to all applicants and renters participating in the following Housing Department programs:
 - a. Elder Units Housing at Aki maadiziwin;
 - b. Tribally owned rental units managed by the Housing Department; and
 - c. Tribally owned low income rental units, manage by the Housing Department.

Section 2. Definitions

- 2-1. *General.* For purposes of this regulation, certain terms are defined in this section. The word shall is always mandatory and not merely advisory. Unless defined elsewhere, terms defined in Chapter 1 and the Housing Commission Ordinance are defined for the purposes of all Housing Commission Regulations.
- 2-2. *Unlawful Entry.* An individual who is not listed on the lease or an approved guest of the lessor and is in a unit shall be determined to have made unlawful entry.
- 2-3. *Abandonment.* The absence of the tenant and all currently approved family members listed on the lease agreement from the dwelling unit, without providing notice to the Housing Department for a period of time that is in excess of thirty (30) calendar days.

Section 3. Occupancy Standards

- 3-1. *Number of Persons in Household.* Because of the limited availability of housing units, and in order to prevent overcrowding and to avoid under-utilization of a

housing unit, homes shall be assigned in accordance with the following schedule. The Housing Department may make exceptions due to unusual circumstances. Factors to be considered include age and sex of children, potential changes in family composition, availability of unit sizes, etc.

NUMBER OF BEDROOMS	NUMBER OF PERSONS
1 BR	1-3
2 BR	1-5
3 BR	2-8
4 BR	3-9
5 BR	4-10

- 3-2. *Maximum Occupancy - Elder Homes.* Notwithstanding anything to the contrary in section 3-1, the maximum occupancy of elder homes is three (3) persons per home.
- 3-3. *Maximum Occupancy – Elder Complex.* The maximum occupancy of elder complex is two (2) persons per one (1) bedroom apartment.

Section 4. Lease agreement

- 4-1. *Execution of the lease agreement.* Prior to occupancy of a home, the applicant shall execute a lease agreement with the Housing Department. This lease agreement is a legal document which describes rights, duties, obligations, and responsibilities, and shall be executed promptly after final selection of the applicant. The lease agreement shall be executed in duplicate original with both parties receiving an original document. The head of household and spouse will sign the lease agreement within two (2) weeks of receipt of the lease agreement and the Housing Director will sign on behalf of the Tribe. At no time shall an applicant be allowed to move into the unit without a fully executed lease agreement. Failure to sign a lease agreement within the two (2) week period of time shall result in the applicant losing the opportunity to move into the unit and shall be placed at the bottom of the waiting list.
- 4-2. *Changes, modifications, and amendments to the lease agreement.* If the applicant is no longer a member of the household, or there is a transfer to another home, a new lease agreement shall be executed. The Housing Department may revise or adopt policies which affect the tenant’s obligations and requirements under the lease agreement. Such changes do not require execution of a new lease agreement.
- 4-3. *Termination of lease agreement by the tenant.* The tenant may terminate the lease

agreement provided that a 30-day written notice is given to the Housing Department, and the procedures for termination contained in the lease agreement are followed.

4-4. *Termination of lease agreement by the Housing Department.* The Housing Department may terminate the lease agreement in accordance with the provisions contained in the lease agreement. A failure to comply with any of the requirements, obligations, or duties outlined in the lease agreement shall be grounds for termination. The Housing Department shall issue a notice of breach to the tenant promptly after the occurrence of such a breach, notify the tenant of grievance procedures, and state the action required by the tenant to amend the breach. If the breach is not corrected to the satisfaction of the Housing Department, a notice of termination shall be issued. The notice of termination shall be in accordance with the terms and conditions of the lease agreement.

4-5. *Rules for occupants.* The following rules for occupancy shall be included in the lease agreement.

a. *Principal residency requirement.* As a condition of occupancy, tenants are required to use the home as a principal residence, living in the home a minimum of ten (10) months of the year. Any temporary absence that is longer than fourteen (14) days must be placed in writing prior to departure and approved in writing by the Housing Department.

b. *Determination of abandoned unit.* A home which has been unoccupied for a period of more than thirty (30) calendar days without notice to the Housing Department may be determined to be abandoned and the tenant determined to be in breach of the lease agreement. Nothing shall preclude the Housing Department Maintenance staff from boarding up and/or changing locks to the unit to protect from unlawful entry or vandalism.

In the event the Housing Department determines that the dwelling unit has been abandoned, the Housing Department shall still send the tenant a Termination Notice. The notice shall cite the reason for termination of the rental lease agreement as “abandonment” and officially notifies the tenant that his/her rental lease agreement shall be terminated in thirty (30) calendar days.

c. *Business use of home.* The use of the home for operation of a business may be approved by the Housing Department under the following conditions:

1. *Request to operate business.* A request to operate a business out of the home shall be made in writing prior to the business being established.

2. *No retail outlet.* No retail outlet shall be allowed although

occasional customers are permissible.

3. *Factors to consider.* In making the decision, the Housing Department shall take into consideration the noise level, where the business will be located in the home, what type of business it is, and what impact the business will have on the home and the community. The operation of the business should not negatively impact the neighbor or surrounding community.
 4. *Decision and Appeal.* A written decision shall be made within thirty (30) days of the date of the request. A denial may be appealed to the Housing Commission and the request for an appeal must be submitted in writing within fifteen (15) calendar days of mailing of notice.
- d. *Structural modifications.* No tenant shall make any structural modifications or additions to the unit unless approved by the Housing Department. A request for modification shall be made in writing, and provide detailed information regarding the proposed change (e.g., plans/specifications). If the tenant is in full compliance with the terms of the lease agreement, the Housing Department may approve the request.
1. *Approvable alterations and additions.* Modifications that are approvable include, but are not limited to, energy conservation items, and adding an out building.
 2. *Tenant expense.* All costs and expenses incurred by the tenant in making modifications shall be solely the responsibility of the tenant.
 3. *Construction/Building Code requirements.* All construction shall be done in accordance with applicable building codes and ordinances. The Housing Department shall be given the opportunity to inspect the work during all phases of completion.
- e. *Damage to Property.* Tenants shall refrain from damaging, defacing, vandalizing, destroying or removing any part of the home, neighborhood, and community including all public and tribally owned property. The head of household and spouse are responsible for all family members, tenants, and/or guests of their homes.
- f. *Public disturbance.* Tenants shall not engage in or permit their family, friends, or guests to engage in any type of activities which could cause a public disturbance to neighbors. The Housing Department shall maintain a record of all tenant complaints. Tenants that are cited three (3) or more times

for Public Disturbances within a twelve (12) month period may be subject to Termination of their Rental Lease Agreement.

- g. *Responsibility to provide utilities.* Unless otherwise provided for, it is the responsibility of the tenant to provide all utilities for the unit including deposits.
- h. *Rent.* All rent payments are due on the first (1st) day of the month without billing/prior notice.
- i. *Maintenance/appearance of the home and property.* The tenant shall provide all basic upkeep of the home, keeping it in an acceptable condition and free from trash, clutter, and debris, including abandoned or junk cars. The Housing Department shall monitor the condition of the unit through periodic inspections and drive-bys.
- j. *Pet/Animal control.* Tenants may have pets in accordance with the regulations set forth in Chapter 6. Where no regulations or written authorization has been granted, pets are prohibited.
- k. *Requirement to list occupants.* The tenant is required to list all occupants of the home on the family's admission application and provide updates for continued occupancy. Any change in occupants shall be reported to the Housing Department within fourteen (14) days.
- l. *Limitation to Visitation.* A head of household must notify the Housing Department of an adult visitor's stay that is more than ten (10) days. Unless the visitor can prove the following circumstances, he or she shall not stay longer than three (3) weeks in a six (6) month period. If an individual stays longer than three weeks, he or she must be included as an occupant of the home and their income must be reported to the Housing Department and included in the household income.
 - 1. If a visitor is required to remain in the home for more than three (3) weeks in order to provide long term care to the tenant, then the following procedures apply:
 - i. The visitor shall contact the Housing Department prior to the expiration of the three-week limitation period and request an extension to remain in the household. The visitor shall describe the circumstances that apply to the request for extension, and the Housing Department shall have the right to request reasonable documentation in order to verify the necessity of long term in-home assistance.

ii. The Housing Department shall be authorized to grant a request for an extension up to an additional three (3) month period. Any decision to grant or deny a request shall be in writing and shall be hand delivered or sent via mail to the individual making the request within five (5) calendar days.

iii. If the request is denied by the Housing Department, the visitor shall have the right to appeal the decision to the Housing Commission within fifteen (15) calendar days of the date the Housing Department delivered its decision to the individual making the request. The visitor may request that to be allowed to appear before the Commission at a closed session hearing, or may ask that the Housing Commission convene a hearing and render a decision based on the documentary evidence. The Housing Commission shall, in all events, hold the hearing at the next regularly scheduled meeting.

iv. The decision of the Housing Commission shall be final.

2. Under extraordinary circumstances, the Housing Department and Housing Commission shall have the right to grant extensions for reasons other than providing long-term care to a tenant in accordance with the above procedures.

3. Visitors that are minors are exempted from this section.

m. *Tenant responsibility for children and guests.* The tenant and members of the household are responsible for all actions of the tenants, guests, and children of the home and may be held accountable for such actions.

n. *Inspections.* The tenant shall permit the Housing Department to periodically inspect the home and grounds.

o. *Counseling.* The tenant and all adult members of the household are required to attend all mandatory-counseling sessions scheduled by the Housing Department. The tenant may be required to attend individual counseling sessions as a condition of continued occupancy.

p. *Prohibition of illegal activities.* Any conviction, including no contest pleas, for criminal activity, specifically drug related crimes, domestic violence and child abuse may be grounds for immediate termination in accordance with the lease.

q. *Insurance.* The Housing Department shall provide required insurance on the

unit structure including fire coverage of the home, NOT its contents. The tenant will have to secure their own insurance for personal property/contents. It is the tenant's responsibility to report all damages to the unit so claims can be processed in a timely manner.

- r. *Re-certification requirements.* The tenant is required to update relevant information regarding income, family composition, payment, rent calculations, etc. at a minimum on an annual basis. If any types of these changes occur in the household prior to the re-certification, the head of household must inform the Housing Department within seven (7) calendar days. Failure to update this information within seven (7) calendar days is grounds for eviction from the unit.
- s. *Prohibition of subleasing.* The tenant shall not take in boarders or sublet the unit.
- t. *Security deposit.* The tenant is required to pay a security deposit in the amount of one month's rent. The deposit shall be refundable at the time of move-out, provided that all conditions, obligations and requirements of the Housing Department and lease agreement have been satisfied.
- u. *Other responsibilities/obligations under lease.* The tenant is responsible for complying with all other responsibilities/obligations stated in the lease.
- v. *Other Housing Department requirements.* The Housing Department may have additional requirements that would be necessary given each individual situation.
- w. *Noise.* Tenants shall exercise extreme care not to disturb other tenants with Excessive noise.
- x. *Vehicles.* Valid license plate/registration.
 - 1. Only those vehicles with a valid license plate/registration and are in running (operable) order shall be allowed on Housing Department property. Both the license and registration must be current.
 - 2. Vehicles without a valid license/registration or those that are inoperable are considered to be "junk cars" and subject to removal from the property.
 - 3. *Inoperable vehicles.* Tenants shall not (nor shall they allow family, friends, relatives) to park/store wrecked, inoperable, or non-licensed vehicles within the community. Vehicles that are

observed to be in community housing area for more than thirty (30) calendar days, which appear to be unlicensed, inoperable or abandoned shall be removed from the premises and properly disposed of.

If a tenant fails to remove said vehicle ten (10) calendar days after being notified in writing by the Housing Department, then the Housing Department shall make arrangements to have the vehicle removed at the tenant's expense.

4. *Parking.* Vehicles shall be parked in designated parking areas only not on the sidewalk or lawn. Parking on sidewalks or the lawn is strictly prohibited. Failure to park in designated areas can result in public safety issuing a citation and/or the vehicle being towed away at the owner's expense. Tenants are limited to four (4) vehicles per home site. Tenants that have additional vehicles on the home site on a permanent basis, shall provide the Housing Department with documented need.
5. *Recreational Vehicles.* The storage/parking of boats, boat trailers, camping trailers, snowmobiles and other recreational vehicles on any street or home site within the community is allowed. These vehicles must be operational with a valid license and registration.

Section 5. Certification Process (See 24 CFR Part 1000.128)

- 5-1. *Annual reexamination.* Tenants are required to re-certify on an annual basis. The Housing Department shall follow these procedures for the annual reexaminations.
 - a. *Scheduling.* The date for re-certification will be at least fifteen (15) days before the end of the lease agreement. Re-certification includes verifying information needed to determine rent payments and other vital information concerning the family's composition and records. The Housing Department shall notify the tenant in writing of the need to re-certify and set a date and time for the re-certification.
 - b. *Notice of changes.* Within ten (10) business days of the completed re-certification process, the tenant shall be informed in writing of any changes in the required monthly rent and the effective date of these changes.
 - c. *Adjustments to rent payments.* After the annual re-certification process is complete, an adjustment in rent amount will be made effective the month immediately following the re-certification. Increased rent adjustments will be made retroactively unless the Housing Department determines that re-certification was delayed by the Housing Department and that the tenant was

in no way at fault. Decreased rent adjustments will be made retroactively only if the Housing Department determines that the re-certification was delayed by the Housing Department and that the tenant was in no way at fault.

- d. *Other required information.* The tenant may be required to submit additional information at re-certification if the Housing Department deems it necessary to complete the family's records or to assist in determining income and rent. Information that may be required includes, but is not limited to, social security cards (numbers) for new family members/occupants, divorce decrees, and receipts for various expenses.
 - e. *Proof of Continuing Disability.* The Housing Department shall request proof of continuing disability for occupancy in the tribally owned ADA-equipped homes at least annually.
- 5-2. *Interim re-examination.* The tenant may request a re-examination of income and/or re-certification if circumstances have occurred which would affect the monthly-required rent by increasing or decreasing it. Examples include, but are not limited to, raises, loss of job, new job, and an additional occupant in the home. The Housing Department will process these requests on a first-come, first-served basis. At no time will this take place on a monthly basis due to monthly fluctuations, the recertification process is to determine the monthly amount over a twelve (12) period.
- 5-3. *Special re-examinations.* If it is impossible to determine a family's actual income due to unstable conditions such as fluctuating or sporadic employment and income, the Housing Department may set a date for a special re-examination, when the family's economic condition is likely to be more stable. The Housing Department may use alternative methods of calculating annual income in cases where an accurate estimate of income cannot be arrived at or computed.
- 5-4. *Adjustments due to errors.* If the Housing Department made an error in calculating a tenant's rent that was subsequently discovered by either the Housing Department or tenant, a retroactive adjustment shall be made to the effective date of the improper adjustment. Errors which are caused by the tenant may also be made retroactive if the Housing Department feels that the errors were committed willfully, in an effort to receive a reduced rent.
- 5-5. *Failure to comply or properly report information required.* If a tenant fails to provide information or provides false information for a required re-certification, it is considered a breach of the lease and is grounds for termination of the lease agreement. Providing false information to or withholding information from the Housing Department may be considered fraud, which is a crime punishable under the law. If a tenant fails to respond to the letter requesting re-certification information, a written notice will be sent out with a deadline for submission of

information. If the tenant fails to meet the deadline, the Housing Department shall notify the tenant of the breach of the lease agreement and proceed with eviction procedures outlined in the lease agreement.

- 5-6. *Suspension of payments.* The Housing Department may suspend the required monthly rent for a specified period of time due to unusual circumstances, such as substantial rehabilitation/repair work being performed on the unit/house. The tenant may request the suspension of all or part of the rent and the Housing Department shall approve or disapprove the request and notify the tenant in writing of the determination.

Section 6. Home Inspections

- 6-1. *Initial Inspection.* At the time of initial occupancy, a move-in inspection shall be conducted by the tenant. The tenant shall be permitted to have a representative of their choice present at the initial inspection to assist them.
- 6-2. *Documentation of conditions.* At the conclusion of the initial inspection and within seven (7) calendar days, the tenant shall sign an inspection report detailing any deficiencies in the home. At their discretion the Housing Department shall address correctable deficiencies noted within a reasonable amount of time.
- 6-3. *Homecare Procedures.* The Housing Department may provide the tenant with tenant training sessions that cover the obligations of the tenant and proper home care procedures. Attendance at counseling sessions may be a mandatory requirement prior to occupancy.
- 6-4. *Annual inspection.* After the initial inspection is completed, inspections shall be conducted by the Housing Department on an annual basis.
- a. *Notification.* The Housing Department shall provide the tenant with written notification of the scheduled inspection at least fifteen (15) calendar days prior to the date of the inspection. The notice shall state that the annual inspection is a requirement of the lease agreement and give the date and time of the inspection.
- b. *Inspection procedure.* The Housing Department shall conduct a thorough inspection of the interior, exterior, and adjacent grounds of the home. The tenant shall sign the inspection report, which contains the results of the inspection.
- c. *Deficiencies.* If the inspection reveals any deficiencies in the condition of the home, the tenant shall be given thirty (30) calendar days to correct the deficiencies, at which time a follow-up inspection shall be scheduled.

- d. *Follow-up inspection.* The Housing Department shall conduct a follow-up inspection to determine if the deficiencies have been corrected. The tenant shall be notified and given the opportunity to be present at the inspection. If the tenant has not corrected the deficiencies, the Housing Department may terminate the lease in accordance with the terms of the lease agreement, or perform the necessary work and charge the tenant.
- 6-5. *Special inspections.* In addition to the annual inspection, special inspections may be required by the Housing Department if the tenant has received unfavorable inspection reports in the past or if the Housing Department receives information that warrants a special inspection. Special inspections may be required as a condition of initial occupancy if the tenant has a poor record of homecare at past residences. Written notice shall be provided 24 hours prior to the inspection.
- 6-6. *Move-out inspections.* Upon termination of the lease, the Housing Department shall conduct a move-out inspection. The tenant or representative shall be given notice of the inspection so that they may be present at the inspection. The Housing Department shall prepare an inspection report to be signed by the tenant. The report shall include an account of any deficiencies noted, a written estimate of the amount (dollar value) of work required, and a statement which gives the tenant fourteen (14) calendar days to correct the deficiencies. If the deficiencies are not corrected by the deadline, the Housing Department shall correct the deficient items and charge the tenant's security deposit account for the work. If the amount of the work exceeds the tenant's available balance, the Housing Department shall bill the tenant for the amount outstanding.

Section 7. Transfer policy

- 7-1. *Requirements for transfer.* Any tenants requesting a transfer to another home must do so in writing. All transfers are subject to availability of another home. The Housing Department may approve transfers for the following: size of unit not compatible, change in income level, employment and/or education. Two families may transfer (trade) units if both parties agree that it is in their best interest, and the Housing Department approves.
- 7-2. *Families must be up-to-date on rent.* In order to transfer, a family must be up-to-date on the rent for the home they are currently occupying.
- 7-3. *Maintenance and repairs performed.* All necessary repairs and rehabilitation of the unit shall be charged to the current tenant prior to move-out. If the total amount of charges is unclear, a good faith estimate shall be provided by the Housing Department.
- 7-4. *Exceptions to Transfer.* No reason is required for Elders that are residing in the Aki Maadiziwin Community to request a transfer into an Elder designated home.

Section 8. Adoption; Amendment; Repeal

- 8-1. *Adoption.* This Chapter is approved by the Housing Commission on April 1, 2021 and approved by the Tribal Council on, by resolution #.
- 8-2. *Amendment; Repeal.* This regulation may be amended or repealed by the Housing Commission in accordance with the Constitution and any rules set forth governing amendment of regulation of the Little River Band of Ottawa Indians. Provided that, any amendments must be approved or adopted in the same manner as set forth in section 8-1.
- 8-3. *Severability Clause.* If any provision of this regulation or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this regulation which can be given effect without the invalid provision or application, and to this end the provisions of this regulation are severable.
- 8-4. *Compliance.* In regards to compliance with this regulation, substantial compliance with the spirit of this regulation rather than complete compliance is acceptable.
- 8-5. *Sovereign Immunity.* Nothing in this Regulation shall provide or be interpreted to provide a waiver of sovereign immunity from suit of the Tribe or any of its governmental officers and/or agents.
- 8-6. *Effective Date.* This Regulation and any amendments thereto shall be effective as of the date indicated in Tribal Council's implementing Resolution.

Housing Regulations
Regulation # R700-01: HC-6

Chapter 6. Pet and Animal Control Regulations for Tribal Rental Units

Section 1. Authority; Purpose; Application

- 1-1. *Authority.* In accordance with Sections 6.01(a) of the Housing Commission Ordinance, #04-700-01, the Housing Commission hereby promulgates these pet and animal control regulations for Tribal Rental Units.
- 1-2. *Purpose.* The purpose of this Chapter is to establish a policy regarding pets and animal control in Tribal Rental Units. These regulations are designed to serve as:
 - a. A policy for the Housing Department.
 - b. A document that provides for consistent, equitable, and uniform treatment of tenants.
 - c. A basis for decision-making by Housing Department staff.
- 1-3. *Application.* This regulation is applicable to tenants in all Tribal Rental Units.

Section 2. Definitions

- 2-1. *General.* For purposes of this regulation, certain terms are defined in this section. The word “shall” is always mandatory and not merely advisory. Unless defined elsewhere, terms defined in Chapter 1 through 5 and the Housing Commission Ordinance are considered as defined therein for purposes of this Chapter.
- 2-2. *Pet.* For purposes of this regulation a “pet” is defined as a common household animal, such as a dog, cat, bird, or fish living within a twenty (20) gallon fish tank or smaller, normally kept as a tenant’s companion. Horses, snakes, frogs, gerbils, rabbits, animals considered livestock and other animals and birds normally found in the wild are specifically excluded from this definition. Dogs of vicious nature or a reputation are excluded.

Section 3. Authorization

- 3-1. *Scope.* Three (3) pets or service animals, other than fish, are permitted for each housing unit, regardless of bedroom size. Each pet must be maintained responsibly and in accordance with all applicable public health, animal control, and animal anti-cruelty laws and regulations governing pet ownership. Any waste generated by a pet must be disposed of promptly in a sealed plastic bag to avoid any unpleasant and unsanitary odor.
- 3-2. *Written Authorization and Fee.* No tenant is authorized to have a pet until written authorization and confirmation of compliance with this Regulation have been received from the Housing Department. When an authorization is granted the tenant shall pay a refundable “pet deposit” in the amount of \$150.00 for one pet; \$250.00 if the tenant has two (2) pets; \$350.00 if the tenant has three (3) pets; \$500.00. The pet deposit will be used by the Housing Department at the end of the lease toward payment of any costs made

necessary by pet damage. Otherwise, the pet deposit, or any balance remaining, will be returned to the tenant after the premises are vacated, the keys are returned, and the unit has been inspected. Failure to register a pet with the Housing Department will result in a non-refundable \$15.00 fee every month that the pet is not registered.

- 3-3. *Responsibility for Monetary Damage.* The tenant who is the head of household shall be monetarily responsible for any and all damage done by a pet or damage created by the possession of a pet regardless of which tenant actually owns the pet. This includes damage done to the rental unit, a neighboring rental unit, or any part of the rental community.
- 3-4. *Animals Must Have a Tag and Collar.* Dogs and Cats must have a collar and a tag that has the owner's name and telephone number. Pets found without a collar and tag will be taken to Animal Control or a shelter. It shall be the responsibility of the tenant to reclaim the pet and to pay for any associated charges, including removal expenses incurred.
- 3-5. *Cats.* A cat must be spayed and the tenant must provide proof before receiving written authorization by the Housing Department to have a pet. The tenant must provide litter boxes for cat waste, which must be kept inside the dwelling unit. The tenant shall not permit refuse from litter boxes to become unsanitary. Cats must be kept indoors. On a yearly basis, tenant must provide a photograph of the pet and a veterinarian certificate showing the cat is up-to-date on its inoculations including rabies. If within ninety (90) days of the yearly deadline, the Housing Department has not received a veterinarian record indicating current inoculations, the Department will revoke the tenant's authorization to have a pet and the tenant will be charged a non-refundable \$15.00 fee every month until the pet is authorized by the Housing Department.
- 3-6. *Dogs.* All dogs must be spayed. The tenant must provide proof of spayed status before receiving written authorization to have a pet. On a yearly basis, tenant shall provide a photograph of the pet and provide a veterinarian certificate showing the dog is up-to-date on its inoculations including rabies. If within ninety (90) days of the yearly deadline, the Housing Department has not received a veterinarian record indicating current inoculations, the Department will revoke the tenant's authorization to have a pet and the tenant will be charged a non-refundable \$15.00 fee every month until the pet is authorized by the Housing Department.
- 3-7. *Birds.* If the pet is a bird, it shall be housed in a birdcage and cannot be let out of the cage at any time.
- 3-8. *Fish.* If the pet is a fish, the empty water container must not be over twenty (20) gallons and the container must be placed in a safe location in the unit. The tenant is limited to two containers for the fish; however, there is no limit on the number of fish that can be maintained in the container as long as the container is maintained in a safe and non-hazardous manner.

- 3-9. *Service Animals.* A Service Animal means any animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or that provides emotional support that alleviates one or more identified effects of a person's disability. A service animal is not a pet.

Section 4. Animal Control

- 4-1. *Pet care and control.* All pets must be housed within the rental unit and no facilities can be constructed outside of the unit for any pet. No animal shall be permitted to be loose and if the pet is taken outside it must be on a leash and kept off other tenants' lawns.

For the safety of the community, all authorized pet(s) must be under the control of an adult. An unleashed pet, or one tied to a fixed object including but not limited to the housing unit, and left unattended is not under the control of an adult. Pets which are unleashed, or leashed and unattended, will be taken to a local Animal Control or a shelter. It shall be the responsibility of the tenant to reclaim the pet and to pay for any associated charges related to removal or claiming the animal by the Housing Department or a third party. The Director is authorized to determine these fees annually.

Pets may not be left unattended for more than eight (8) consecutive hours for dogs or twelve (12) consecutive hours for a cats. If it is reported to the Housing Department that a pet has been left unattended for more than an eight (8) consecutive hours for a dog or twelve (12) consecutive hours for a cat, the Housing Department may enter the unit and remove the pet and have the pet taken to a local Animal Control or a shelter. It shall be the responsibility of the tenant to reclaim the pet and to pay for any associated charges related to removal or claiming the animal by the Housing Department or a third party. The Director is authorized to determine these fees annually.

Pets may not be left unattended in vehicles. An individual may take all steps that are reasonably necessary to remove an animal from a motor vehicle if the animal's safety, health or well-being appears to be in immediate danger from heat, cold or lack of adequate ventilation and the conditions could reasonably be expected to cause extreme suffering or death.

- 4-2. *Peaceful Enjoyment.* Pets shall not disturb, interfere, or diminish the peaceful enjoyment of other tenants. The terms, "disturb, interfere or diminish" shall include, but not be limited to barking, howling, chirping, biting, scratching and other like activities. If a pet violates the peaceful enjoyment of other tenants as expressed in a signed writing, the tenant pet owner will be given one (1) week to make arrangements for the pet to be removed from the property. If the pet should become destructive, create a nuisance, represent a threat to the safety and security of other tenants, or guests, or create sanitation concern, the Housing Department Director shall notify the tenant, in writing, that the pet must be immediately removed from the property. The Housing Department may alert Animal Control or the Public Safety Department to remove the pet or issue a citation if the pet is not removed in a timely matter and the pet threatens the safety of the community. The tenant may file a

request for consideration stating the measures adopted to correct the situation. If the request for consideration is denied, the tenant may file an appeal before the Housing Commission as per Article VI, Section 6, paragraph 6.03 of the Housing Commission Ordinance, however, the pet must be removed while any consideration by the Department or appeal with the Commission is pending.

- 4-3. *Disturbance of the Peace.* The Public Safety Department shall have the authority to issue civil infractions to the Head of Household should a Pet disturb the peaceful enjoyment of the Housing Community. Disturbance of peaceful enjoyment of the community includes, but is not limited to, barking or other noises. Unreasonable barking or other noises shall mean barks, bays, cries, howls or other noises that are continuous or incessant for a period of 30 minutes or intermittent for a period of one hour or more. Barking noises shall not be considered unreasonable if the animal is responding to a trespass or attempted trespass. Civil infractions fines will be set by the Tribal Court.
- 4-4. *Waste.* The tenant is solely responsible for cleaning up the waste of the pet within the dwelling, on the grounds of the rental property as well as on the grounds of the subdivision when applicable. If the pet is taken outside, it must be on a leash at all times. If there is any solid waste by the pet it must be disposed of in a plastic bag, securely tied and placed in the tenant's garbage. If the Housing Department is required to clean any waste left by a pet, the tenant will be assessed a charge for the removal of waste, this includes the removal of waste to care from the grounds surrounding the rental unit. The Director is authorized to determine these fees annually.
- 4-5. *Maintenance Calls.* The tenant shall have dogs restrained so that maintenance can be performed in the rental unit. The tenant shall, whenever an inspection or maintenance is scheduled, either be at home or shall have all animals caged or restrained. If a maintenance person enters the unit where an animal is not caged or restrained, maintenance shall not be performed, and the tenant shall be charged a fee for having to return at a different time. The Director is authorized to determine these fees annually.
- 4-6. *Service Animals.* Individuals with a disability may request to keep an assistance animal as a reasonable accommodation. A request must be made to the Housing Department and supported by reliable disability-related information, if the disability and disability-related need for the animal are not apparent the Housing Department may request such information. A request may be denied if: (1) the specific assistance animal in question poses a direct threat to the health or safety of others that cannot be reduced or eliminated by another reasonable accommodation, or (2) the specific assistance animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation. Breed, size, and weight limitations may not be applied to an assistance animal. A determination that an assistance animal poses a direct threat of harm to others or would cause substantial physical damage to the property of others must be based on an individualized assessment that relies on objective evidence about the specific animal's actual conduct, not on mere speculation or fear about the types

of harm or damage an animal may cause and not on evidence about harm or damage that other animals have caused. Conditions and restrictions that the Housing Department applies to pets may not be applied to assistance animals.

Section 5. Adoption; Amendment; Repeal

- 5-1. *Adoption.* This Chapter is adopted by the Housing Commission by Resolution HC 2019-1205-08 on December 5, 2019 and approved by the Tribal Council on by Resolution #21
- 5-2. *Amendment; Repeal.* This regulation may be amended or repealed by the Housing Commission in accordance with the Constitution and any rules set forth governing amendment of regulation of the Little River Band of Ottawa Indians. Provided that, any amendments must approved or adopted in the same manner as set forth in section 5-1.
- 5-3. *Severability Clause.* If any provision of this regulation or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this regulation which can be given effect without the invalid provision or application, and to this end the provisions of this regulation are severable.
- 5-4. *Compliance.* In regards to compliance with this regulation, substantial compliance with the spirit of this regulation rather than complete compliance is acceptable.
- 5-5. *Sovereign Immunity.* Nothing in this Regulation shall provide or be interpreted to provide a waiver of sovereign immunity from suit of the Tribe or any of its governmental officers and/or agents.
- 5-6. *Effective Date.* This Regulation shall take effect on the date of approval by Tribal Council.



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
Report to Housing Commission
For January 2022

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

A. During the month, the Department performed the following activities.

Lease renewals due during the month: 6

Leases renewed: 6

New leases: 0

Annual Inspections: 0 (Annual inspections on hold still due to COVID)

Move-out Inspections: 0

Move outs: 0

Transfers: 2

B. Down Payment and Closing Cost assistance grant (HI 100).

Applications received this month: 1

Total Number of Awards made during the Year: 0

Total Amount of Awards for the Year: 0

C. The vacant maintenance position has not been filled; the position has been reposted.

D. The vacant Housing Specialist position has been posted and is due to come down on 2/9 for tribal membership.

E. Housing Director has requested for technical assistance from National American Indian Housing Council (NAIHC) for assistance on self-monitoring of housing programs to include assistance with policy changes, admissions and occupancy for new staff member, NAHASDA policy assurance for housing programs.

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 7

B. Termination Notice(s) issued: 4

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

D. Court Filing(s): 0

III. Condition of Properties.

A. Nothing major has occurred this month regarding our units.

B. Maintenance currently has 1 unit to complete for a move in at this time.

C. Maintenance has been busy with snow removal over the past month in an attempt to keep the roads clear and safe for residents.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 79 were rented giving us an occupancy rating of 98%.

A. Aki has 55 income based rental units of which 54 were rented during the month as follows:

1. Aki has 9 low income elder designated rental units and 9 units are rented. February
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 has 10 low income elder designated apartment rental units and 9 units are rented.

B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

- A. A total of \$76,489.98 has been spent out of the Emergency Rental Assistance program leaving a balance of \$305,749 still available in the program.

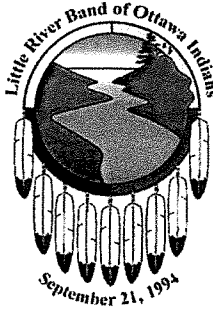
VI. Plans for the Future.

- A. Housing Director is working on program policy to start a new Home Improvement Program from funds received from the BIA. This program was once available years ago but was not utilized, we will attempt to assist tribal members again with the program that is directed to very low income participants.
- B. Housing Director will be working on program policy to start a new program that will need to be approved by TC to hopefully use ARP funds to do a down payment program that offers tribal members a larger down payment assistance.

VII. Other Information.

- A. Housing Director will be busy in February with annual reports due to HUD for open grants as the Annual Performance Reports are due for 3 grants and the quarterly report is due to the ERA program through the Treasury department.

End of Report
Tara Bailey, Housing Director
February 11, 2022



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
Report to the Housing Commission
For February 2022

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

- A. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 8
 - Leases renewed: 7
 - New leases: 1
 - Annual Inspections: 1
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 0
- B. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 2
 - Total Number of Awards made during the Year: 1
 - Total Amount of Awards for the Year: \$5000
- C. The vacant maintenance position has not been filled; the position has been reposted.
- D. The vacant Housing Specialist position has been posted and is due to come down on 2/9 for tribal membership. UPDATE: Interviews taking place first part of March.
- E. Housing Director has been busy working on Annual Performance Reports that are due to HUD on 3/31/22, will be posted for membership comments first part of March.
- F. Tribal Council has approved Chapters 3 and 6 on 2/9/22, the Housing Department mailed out the new regulations to residents on 2/21/22. We have had 3 requests from Elders to be put on the waiting list for a transfer to an Elders designated unit since the new regulations have been approved.
- G. Housing Director will be presenting to the Housing Commission in March a suggestion of approving a form for resident to sign when entering a lease that will provide Housing with a Contact in Event of Death. Unfortunately, with COVID we have lost residents and with nothing in place, it has been a challenge as to who has the responsibility of removing the past residents' belongings.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 13
- B. Termination Notice(s) issued: 5
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.

- B. Maintenance currently has 2 units to complete for a move in at this time.
- C. Maintenance has been busy with snow removal over the past month in an attempt to keep the roads clear and safe for residents.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 79 were rented giving us an occupancy rating of 98%.

- A. Aki has 55 income based rental units of which 55 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 has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

- A. A total of \$ \$22,290.72 was spent out of the Emergency Rental Assistance program in February, leaving a balance of \$283,458 still available in the program.

VI. Plans for the Future.

- A. Housing Director is working on program policy to start a new Home Improvement Program from funds received from the BIA. This program was once available years ago but was not utilized, we will attempt to assist tribal members again with the program that is directed to very low-income participants.
- B. Housing Director will be working on program policy to start a new program that will need to be approved by TC to hopefully use ARP funds to do a down payment program that offers tribal members a larger down payment assistance.
- C. For winter months of 2022-2023, the Housing Director found out that the BIA roads program can assist with purchasing salt for the roads that the Housing Department has tasked with keeping clear and safe during the winter months. The additional purchasing of salt will allow for more salting of the main roads than in previous years.

VII. Other Information.

In the month of March, the Housing Department will start again with annual inspections of units during the lease renewal process.

End of Report
Tara Bailey, Housing Director
March 3, 2022

Landlord Request for Contact in Event of Death

Tenant may complete and return the following contact information for an authorized person for Landlord to contact in the event of Tenant's death. MCL 600.2918(3)(d)(i). Tenant will provide Landlord with an update to this form if Tenant's emergency contact information changes.

In the event of Tenant's death, Landlord may contact:

Name: _____

Address: _____

Home Phone: _____

Mobile Phone: _____

Email Address _____

Checklist for Landlords to Take Possession After the Death of a Tenant

During the lease term

- The tenant had been informed in writing of the tenant's option to provide contact information for an authorized person to contact in the event of tenant's death.
- Current rent has not been paid.
- The landlord believes in good faith that the tenant has been deceased for at least 18 days.
- The landlord believes in good faith that there is no surviving tenant living in the premises.

After 18 days following the tenant's death and not less than 10 days before entering to take possession

- Make a reasonable attempt to contact the authorized person designated by the tenant.
- Request that the authorized person open a probate estate for the tenant within 28 days after the tenant's death.
- Place a notice on the door of the premises stating that you intend to reenter, take possession of the premises, and dispose of the contents after 10 days have elapsed.
- Send by mail and fax a notice one of the county public administrators stating the following:
 - You believe that tenant is deceased and that you intend to reenter, take possession, and dispose of its contents if a probate estate is not opened
 - Tenant's name
 - Address of the property
 - Date you intend to enter the premises to remove and dispose of its contents
- If the landlord has not been notified in writing of the existence of a probate estate opened in another county and the name and address of the personal representative, confirm that neither the public administrator, the authorized contact person, or any other person have opened a probate estate for the deceased tenant in the county where the property is located.

Little River Band of Ottawa Indians



Housing Commission Meeting
Aki maadiziwin Conference Room

April 7, 2022
Agenda

1. Prayer
2. Roll Call
3. Approval of Agenda
April 7, 2022
4. Approval of Minutes
 - a. *March 3, 2022*
 - b.
5. Housing Department Update:
6. Unified Legal Update
7. General Business: Old/New
 - a.
 - b.
8. Public Comment:
9. Hearing/Closed Session
10. Policies and Procedures
11. Public Comment
12. Next Meeting Date-
May 5, 2022
13. Adjournment

Little River Band of Ottawa Indians

RECEIVED
TRIBAL COUNCIL

Housing Commission

2022 APR -8 AM 9:58

Aki Maadiziwin Conference Room

March 3, 2022

1. Opening Prayer

2. Roll Call

Chairperson Teresa Callis calls meeting to order at 10:00 am with a silent prayer.

Secretary: Margaret Kowalkowski took Roll Call .

Margaret Kowalkowski- here	Marcella Leusby- here	Julia Chapman-here
Teresa Callis-here	Robert Deboer- here	

Quorum: 5-0-0-0

3. Approval of Agenda: April 7, 2022

Commissioner: Marcella Leusby approves the agenda. Commissioner: Julia Chapman seconds. Motion carries.

Margaret Kowalkowski-yes	Marcella Leusby-yes	Julia Chapman-yes
Teresa Callis-yes	Robert Deboer-yes	

Quorum: 5-0-0-0

4. Approval of Minutes: March 3, 2022

Commissioner: Marcella Leusby approves minutes. Commissioner: Julia Chapman seconds, Motion carries.

Margaret Kowalkowski-yes	Marcella Leusby-yes	Julia Chapman-yes
Teresa Callis-yes	Robert Deboer-yes	

Quorum: 2-0-3-0

5. Housing Department Update: Tara handed out January and February reports. We reviewed them with her.

6. Unified Legal Update: none. Elise McGowen- Cueller (Commission Lawyer) was on another Tribal Case or Project as she is still working in the Legal Department alone.

7. General Business: Old/New.

8. Public Comment: none

9. Hearing/Closed Session: none

10. Next Meeting Date: May 5, 2022

11. Policies and Procedures: Tara Handed out the new revised Chapters 3 & 6. Tribal Council revised and implemented these at their scheduled February 9,2022 meeting.

12. Adjournment: Commissioner Marcella Leusby moves to close. Commissioner Margaret Kowalkowski seconds. All approved.

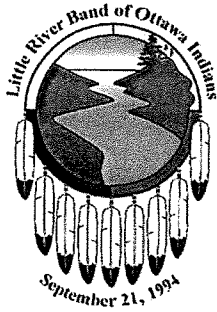
Meeting closes at 12:24pm

Housing Secretary,

Margaret Kowalkowski

Margaret Kowalkowski

Acting Secretary



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

RECEIVED
TRIBAL COUNCIL

2022 APR -8 AM 8:52

HOUSING DEPARTMENT Report to the Housing Commission For March 2022

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

- A. During the month, the Department performed the following activities.

Lease renewals due during the month: 9

Leases renewed: 7

New leases: 0

Annual Inspections: 5

Move-out Inspections: 0

Move outs: 1

Transfers: 0

- B. Down Payment and Closing Cost assistance grant (HI 100).

Applications received this month: 1

Total Number of Awards made during the Year: 3

Total Amount of Awards for the Year: \$12364

- C. The vacant maintenance position has not been filled; the position has been reposted.

- D. The vacant Housing Specialist position has been filled by Krystal Davis. Krystal has over 14 years' experience working with LRBOI tribal citizens and will make a positive addition to the Housing team.

- E. All required reports to HUD for Annual Performance Reports were completed and sent out to HUD by 3/31/22.

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): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.

- B. Maintenance currently has 2 units to complete for a move in at this time.

- C. Housing maintenance along with the Director have begun the process of doing annual inspections on all units that are up for renewal. It has been two years since this was done.

- D. We are scheduled in the month of April to receive 3 additional move outs, this will be keeping maintenance staff busy.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 78 were rented giving us an occupancy rating of 96%.

A. Aki has 55 income based rental units of which 55 were rented during the month as follows:

1. Aki has 9 low income elder designated rental units and 8 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 has 10 low income elder designated apartment rental units and 10 units are rented.

B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. The Housing Director will begin looking for a used vehicle in the month of April for office staff; since the proceeds from the insurance claim on the Toyota truck have finally been received.
- B. A tentative date of June 6-9th will be set up for Spring Clean up in the AKI community.

VII. Other Information.

- A. The Housing Director has set up some trainings to be completed via Zoom with Cheryl Causley from NAIHC to assist in training with the new staff member, self-monitoring to ensure we are in compliance with NAHASDA (a regulation that is to be done on a yearly basis), NAHASDA basics and some Housing policies overview. Most of these will be taking place in the month of April.

End of Report
Tara Bailey, Housing Director
April 6, 2022

VE.

RECEIVED
TRIBAL COUNCIL

2022 MAY -6 AM 7:13

Little River Band of Ottawa Indians



Housing Commission Meeting
Aki maadiziwin Conference Room

May 5, 2022
Agenda

1. Prayer
2. Roll Call
3. Approval of Agenda
May 5, 2022
4. Approval of Minutes
 - a. *April 7, 2022*
 - b.
5. Housing Department Update:
6. Unified Legal Update
7. General Business: Old/New
 - a.
 - b.
8. Public Comment
9. Hearing/Closed Session
10. Policies and Procedures
11. Next Meeting Date
June 2, 2022
12. Adjournment

Little River Band of Ottawa Indians

Housing Commission

Aki Maadiziwin Conference Room

April 7, 2022

1. Opening Prayer: Chairperson, Teresa Callis calls meeting to order at 10:00 am with a silent prayer.

2. Roll Call: Secretary: Margaret Kowalkowski took Roll Call. One visitor in attendance.

Tara Bailey: (Housing Director) Introduced the new Housing Specialist: Krystal Davis.

Margaret Kowalkowski- here	Marcella Leusby- here	Julia Chapman-here
Teresa Callis-here	Robert Deboer- here	

Quorum: 5-0-0-0

3. Approval of Agenda: May 5, 2022

Commissioner: Marcella Leusby approves the agenda. Commissioner: Julia Chapman seconds. Motion carries.

Margaret Kowalkowski-yes	Marcella Leusby-yes	Julia Chapman-yes
Teresa Callis-yes	Robert Deboer-yes	

Quorum: 5-0-0-0

4. Approval of Minutes: April 7, 2022

Commissioner: Margaret Kowalkowski approves minutes. Commissioner: Teresa Callis seconds. Motion carries.

Margaret Kowalkowski-yes	Marcella Leusby-yes	Julia Chapman-yes
Teresa Callis-yes	Robert Deboer-yes	

Quorum: 5-0-0-0

5. Housing Department Update: Tara Bailey gave us the March Housing Report. We went over it with her.

6. Unified Legal Update: none. Elise McGowen- Cueller (Commission Lawyer) was detained in another meeting, she is available by cell phone if needed.

7. General Business: Old/New. We discussed our Annual AKI Resident Meeting. Date we decided on at our March meeting: July 7, 2022.

8. Public Comment: none

9. Hearing/Closed Session: none

10. Open Session: none

11. Policies and Procedures: none

12. Next Meeting Date: June 2, 2022

13. Adjournment: Commissioner Marcella Leusby moves to close. Commissioner Margaret Kowalkowski seconds. All approved.

Meeting closes at 12:00 p.m.

Housing Secretary,

Margaret Kowalkowski

Margaret Kowalkowski



**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
Report to Housing Commission
For April 2022**

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

- A. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 3
 - Leases renewed: 5
 - New leases: 2
 - Annual Inspections: 3
 - Move-out Inspections: 2
 - Move outs: 4
 - Transfers: 0
- B. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 1
 - Total Number of Awards made during the Year: 6
 - Total Amount of Awards for the Year: \$24862
- C. The vacant maintenance position has not been filled; the position has been reposted.
- D. NAHASDA Essentials training took place on 4/20/22 for new staff member and Housing Director (for review).
- E. Staff attended the Annual membership meeting on Saturday, April 2nd. Handed out applications for housing and the Emergency Rental Assistance programs.
- F. Attended zoom meeting/training with Cheryl Causley from NAIHC to go over Conflict of Interest policy that is required per NAHASDA and HUD. Will present to Housing Commission in May.
- G. All required reports to HUD for APR had been submitted by 3/30/22 now have been making any corrections requested by HUD as they review the reports.

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): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 4 units to complete for a move in at this time.
- C. Annual inspections of units have commenced and so far the units have been in good condition with the exception of one property. The tenant has been notified of needed improvements.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 77 were rented giving us an occupancy rating of 95%.

A. Aki has 55 income based rental units of which 51 were rented during the month as follows:

1. Aki has 9 low income elder designated rental units and 6 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 5 are rented.
5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.

B. Aki has 26 Fair Market rentals and 26 are rented.

V. Significant Problems and Accomplishments.

- A. Two of the 5 houses have been delivered and are set to be put together the first part of May. No word yet from the manufacturer of when the other 3 will be completed. The project itself is slated to be completed by July 1, 2022.**

VI. Plans for the Future.

- A. The date of June 6-9th has been set up for Spring Clean up in the AKI community.**
- B. May 15-20th, the Housing Director and Housing Specialist will be going to the NAIHC Annual Convention in Seattle, WA. This convention provides many training opportunities and provides updates on what is occurring nationally in Indian Housing and as members of NAIHC it is their annual membership meeting of which we have vote.**

VII. Other Information.

- A. The housing quarterly newsletter went out to all residents the first week of May.**
- B. Housing Department is currently accepting pest control requests for the summer months, requests can be made directly with the housing department.**

End of Report
Tara Bailey, Housing Director
May 5, 2022

VE.

RECEIVED
TRIBAL COUNCIL

2022 MAY -6 AM 7:13

Little River Band of Ottawa Indians



Housing Commission Meeting
Aki maadiziwin Conference Room

May 5, 2022
Agenda

1. Prayer
2. Roll Call
3. Approval of Agenda
May 5, 2022
4. Approval of Minutes
 - a. *April 7, 2022*
 - b.
5. Housing Department Update:
6. Unified Legal Update
7. General Business: Old/New
 - a.
 - b.
8. Public Comment
9. Hearing/Closed Session
10. Policies and Procedures
11. Next Meeting Date
June 2, 2022
12. Adjournment

Little River Band of Ottawa Indians

Housing Commission

Aki Maadiziwin Conference Room

April 7, 2022

1. Opening Prayer: Chairperson, Teresa Callis calls meeting to order at 10:00 am with a silent prayer.

2. Roll Call: Secretary: Margaret Kowalkowski took Roll Call. One visitor in attendance.

Tara Bailey: (Housing Director) Introduced the new Housing Specialist: Krystal Davis.

Margaret Kowalkowski- here	Marcella Leusby- here	Julia Chapman-here
Teresa Callis-here	Robert Deboer- here	

Quorum: 5-0-0-0

3. Approval of Agenda: May 5, 2022

Commissioner: Marcella Leusby approves the agenda. Commissioner: Julia Chapman seconds. Motion carries.

Margaret Kowalkowski-yes	Marcella Leusby-yes	Julia Chapman-yes
Teresa Callis-yes	Robert Deboer-yes	

Quorum: 5-0-0-0

4. Approval of Minutes: April 7, 2022

Commissioner: Margaret Kowalkowski approves minutes. Commissioner: Teresa Callis seconds. Motion carries.

Margaret Kowalkowski-yes	Marcella Leusby-yes	Julia Chapman-yes
Teresa Callis-yes	Robert Deboer-yes	

Quorum: 5-0-0-0

5. Housing Department Update: Tara Bailey gave us the March Housing Report. We went over it with her.

6. Unified Legal Update: none. Elise McGowen- Cueller (Commission Lawyer) was detained in another meeting, she is available by cell phone if needed.

7. General Business: Old/New. We discussed our Annual AKI Resident Meeting. Date we decided on at our March meeting: July 7, 2022.

8. Public Comment: none

9. Hearing/Closed Session: none

10. Open Session: none

11. Policies and Procedures: none

12. Next Meeting Date: June 2, 2022

13. Adjournment: Commissioner Marcella Leusby moves to close. Commissioner Margaret Kowalkowski seconds. All approved.

Meeting closes at 12:00 p.m.

Housing Secretary,

Margaret Kowalkowski

Margaret Kowalkowski



**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
Report to Housing Commission
For April 2022**

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

- A. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 3
 - Leases renewed: 5
 - New leases: 2
 - Annual Inspections: 3
 - Move-out Inspections: 2
 - Move outs: 4
 - Transfers: 0
- B. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 1
 - Total Number of Awards made during the Year: 6
 - Total Amount of Awards for the Year: \$24862
- C. The vacant maintenance position has not been filled; the position has been reposted.
- D. NAHASDA Essentials training took place on 4/20/22 for new staff member and Housing Director (for review).
- E. Staff attended the Annual membership meeting on Saturday, April 2nd. Handed out applications for housing and the Emergency Rental Assistance programs.
- F. Attended zoom meeting/training with Cheryl Causley from NAIHC to go over Conflict of Interest policy that is required per NAHASDA and HUD. Will present to Housing Commission in May.
- G. All required reports to HUD for APR had been submitted by 3/30/22 now have been making any corrections requested by HUD as they review the reports.

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): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 4 units to complete for a move in at this time.
- C. Annual inspections of units have commenced and so far the units have been in good condition with the exception of one property. The tenant has been notified of needed improvements.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 77 were rented giving us an occupancy rating of 95%.

A. Aki has 55 income based rental units of which 51 were rented during the month as follows:

1. Aki has 9 low income elder designated rental units and 6 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 5 are rented.
 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 26 are rented.**

V. Significant Problems and Accomplishments.

- A. Two of the 5 houses have been delivered and are set to be put together the first part of May. No word yet from the manufacturer of when the other 3 will be completed. The project itself is slated to be completed by July 1, 2022.**

VI. Plans for the Future.

- A. The date of June 6-9th has been set up for Spring Clean up in the AKI community.**
- B. May 15-20th, the Housing Director and Housing Specialist will be going to the NAIHC Annual Convention in Seattle, WA. This convention provides many training opportunities and provides updates on what is occurring nationally in Indian Housing and as members of NAIHC it is their annual membership meeting of which we have vote.**

VII. Other Information.

- A. The housing quarterly newsletter went out to all residents the first week of May.**
- B. Housing Department is currently accepting pest control requests for the summer months, requests can be made directly with the housing department.**

End of Report
Tara Bailey, Housing Director
May 5, 2022

VE.

RECEIVED
2022 JUN -3 AM 6:48

Little River Band of Ottawa Indians



Housing Commission Meeting
Aki maadiziwin Conference Room

June 2, 2022 Agenda

1. Prayer
2. Roll Call
3. Approval of Agenda
June 2, 2022
4. Approval of Minutes
 - a. *May 5, 2022*
 - b.
5. Department Update:
6. Unified Legal Update
7. Closed Session:
 - a.
 - b.
8. General Business:
 - a.
9. Open Session
10. Policies and Procedures
11. Public Comment
12. Next Meeting Date
July 7, 2022
13. Adjournment

Little River Band of Ottawa Indians

Housing Commission

Aki Maadiziwin Conference Room

May 5, 2022

1-3. Opening Prayer, Roll Call and Stipend

Roll Call: Chairperson Teresa Callis calls meeting to order at 10:00 am.

Margaret Kowalkowski- here	Julia Chapman-here	Robert Deboer-absent
Teresa Callis-here	Marcella Leusby-here	

Quorum: 4-0-1-0

4. Approval of Agenda:

Commissioner Marcella Leusby approves agenda. Commissioner Margaret Kowalkowski seconds. Motion carries.

Margaret Kowalkowski-yes	Julia Chapman-yes	Robert Deboer-absent
Teresa Callis-yes	Marcella Leusby-yes	

Quorum: 4-0-1-0

5. Approval of Minutes:

Commissioner Julia Chapman approves minutes. Commissioner Marcella Leusby seconds. Motion carries.

Margaret Kowalkowski-yes	Julia Chapman-yes	Robert Deboer-absent
Teresa Callis-yes	Marcella Leusby-yes	

Quorum: 4-0-1-0

6. Department Update: Tara passed out the April Housing Report. At present two of the new Modular homes have been delivered. On June 6-9 the spring AKI clean up will be on the schedule.

7. Unified Legal Update: none, Elise is in negotiations.

8. General Business: Teresa requisitioned for the prizes at our Annual Meeting.

9. Closed Session: none

10. Adjournment: Commissioner Marcella Leusby moves to close meeting. Commissioner Teresa Callis seconds. All approved.

11. Next Meeting date: June 2, 2022

Meeting closes at 12:00 pm.

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

Quorum: 4-0-0-0

Housing Secretary,

Margaret Kowalkowski

Margaret Kowalkowski



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
Report to Housing Commission
For May 2022

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

A. During the month, the Department performed the following activities.

Lease renewals due during the month: 4

Leases renewed: 5

New leases: 0

Annual Inspections: 4

Move-out Inspections: 0

Move outs: 0

Transfers: 1

B. Down Payment and Closing Cost assistance grant (HI 100).

Applications received this month: 0

Total Number of Awards made during the Year: 6

Total Amount of Awards for the Year: \$24862

C. The vacant maintenance position has not been filled; the position has been reposted.

D. Housing Director and Housing Specialist attended NAIHC Annual Convention and Conference on May 15-20th. This annual convention provides updates on housing issues in Indian Country and training opportunities on new grants or opportunities for housing.

E. The Emergency Rental Assistance program has received two new applications in the month of May and has assisted with \$18,063 in assistance in May.

F. The Housing Specialist and rest of Housing Staff will be attending a training on May 31 and June 1 on Admissions and Occupancy Training. In June, a self-monitoring training will take place to assist to ensure we are in compliance with our Indian Housing Block Grant.

G. Two of the new homes in the new 5 home project have been delivered. We have been notified that the other three are on hold from the factory due to no furnaces being available to install. We are working on a plan to get them here by the end of June. We will be requesting another extension from HUD for the grant due to this new issue causing another delay.

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 8

B. Termination Notice(s) issued: 4

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

D. Court Filing(s): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 5 units to complete for a move in at this time.
- C. Annual inspections of units have commenced and so far the units have been in good condition.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 76 were rented giving us an occupancy rating of 94%.

- A. Aki has 55 income based rental units of which 50 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 6 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 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 26 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. The date of June 6-9th has been set up for Spring Clean up in the AKI community.

VII. Other Information.

- A. On May 23rd, a photographer from Travois was on property to take pictures of the elders complex to use for their marketing pieces. They also spoke with an elder living in the complex and was able to take inside shots of their unit.

End of Report
Tara Bailey, Housing Director
June 2, 2022

RECEIVED
TRIBAL COUNCIL
2022 JUL -8 AM 9:33

Little River Band of Ottawa Indians



Housing Commission Meeting
Aki maadiziwin Conference Room

July 7, 2022 Agenda

1. Prayer
2. Roll Call
3. Approval of Agenda
 - a. *July 7, 2022*
4. Approval of Minutes
 - a. *June 2, 2022*
 - b.
5. Department Update:
6. Unified Legal Update
7. Closed Session:
 - a.
8. General Business:
 - a.
9. Open Session
10. Policies and Procedures: Annual Meeting with Aki residents
drawing gifts from Housing Department and Housing Commission.
11. Public Comment:
12. Next Meeting Date: August 4, 2022
13. Adjournment

Little River Band of Ottawa Indians

Housing Commission

Aki Maadiziwin Conference Room

June 2, 2022

1- Opening Prayer: Chairperson, Teresa Callis called for silent Prayer and meeting to order at 10:00a.m.

2. Roll Call: Secretary, Margaret Kowalkowski took Roll Call.

Margaret Kowalkowski- here	Julia Chapman-here	Robert Deboer-Phone Attendance
Teresa Callis-here	Marcella Leusby-here	

Quorum: 5-0-0-0

3. Stipend sheet signed by Commissioners.

4. Approval of Agenda: Commissioner, Marcella Leusby approves the Agenda. Julia Chapman seconds. Motion carries

Margaret Kowalkowski- yes	Julia Chapman-yes	Robert Deboer-Phone Attendance-yes
Teresa Callis-yes	Marcella Leusby-yes	

Quorum: 5-0-0-0

5. Approval of Minutes: Commissioner Marcella Leusby approved the May 5th minutes, Commissioner, Teresa Callis seconds. Motion carries.

Margaret Kowalkowski- yes	Julia Chapman-yes	Robert Deboer-Phone Attendance-yes
Teresa Callis-yes	Marcella Leusby-yes	

Quorum: 5-0-0-0

6. Housing Department Update: Housing Director, Tara passed out May 2022 monthly report. Tara went over the report with us. Tara also told us about her training in Seattle. Tara also told us that the Tribe received the Home-Owner's Grant.

7. Unified Legal Update: none

8. Closed Session: Chairperson, Teresa Callis made a Motion for us to go into closed session at 11:10 a.m. Commissioner, Marcella Leusby second. Motion carries.

9. Open Session: We decided to table the Wilma Lambkin issue after discussing it with Tara and the Commissioners.

10. Policies and Procedures: Commissioner, Teresa Callis brought in the drawing prizes for us to see.

11. Next Meeting Date: July 7, 2022

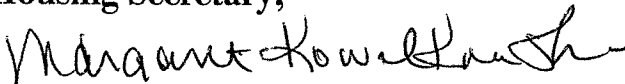
12. Adjournment: commissioner Teresa Callis moved to adjourn. Commissioner Marcella Leusby seconds . Motion carries.

Margaret Kowalkowski- yes	Julia Chapman- yes	Robert Deboer-yes Phone Attendance
Teresa Callis- yes	Marcella Leusby- yes	

Quorum: 5-0-0-0

13. Meeting closed at 12:00 p.m.

Housing Secretary,



Margaret Kowalkowski

VE.

Little River Band of Ottawa Indians



Housing Commission Meeting
Aki maadiziwin Conference Room

August 4, 2022 Agenda

1. Prayer
2. Roll Call
3. Approval of Agenda
 - a. *August 4, 2022*
4. Approval of Minutes
 - a. *July 7, 2022*
 - b.
5. Department Update:
6. Unified Legal Update
7. Closed Session:
 - a.
8. General Business:
 - a.
9. Open Session
10. Policies and Procedures:
11. Public Comment:
12. Next Meeting Date: September 1, 2022
13. Adjournment

Little River Band of Ottawa Indians

Housing Commission

Aki Maadiziwin Conference Room

July 7, 2022

1- Opening Prayer:

Chairperson, Teresa Callis called for silent Prayer and meeting to order at 10:00a.m.

2. Roll Call:

Secretary, Margaret Kowalkowski took Roll Call.

Guests in attendance: Rene and Ron Bankert.

Margaret Kowalkowski-here	Julia Chapman-here	Robert Deboer-Phone Attendance
Teresa Callis-here	Marcella Leusby-here	

Quorum: 5-0-0-0

3. Stipend sheet signed by Commissioners.

4. Approval of Agenda:

Commissioner, Teresa Callis makes motion to approve the agenda. Marcella Leusby seconds. Motion carries

Margaret Kowalkowski-yes	Julia Chapman-yes	Robert Deboer-Phone Attendance-yes
Teresa Callis-yes	Marcella Leusby-yes	

Quorum: 5-0-0-0

5. Approval of Minutes:

Commissioner Margaret Kowalkowski makes motion to approve the minutes, Commissioner, Julia Chapman seconds. Motion carries.

Margaret Kowalkowski- yes	Julia Chapman-yes	Robert Deboer-yes
Teresa Callis-yes	Marcella Leusby-yes	

Quorum: 5-0-0-0

- 6. Housing Department Update: Housing Director, Tara is on vacation. When she returns for our August meeting, she will bring in June and July's monthly reports.**
- 7. Unified Legal Update: Elise is on vacation.**
- 8. Closed Session: Marcella suggested that we have quarterly meetings at the Elder Complex. We voted on this, all voted yes. Quorum: 5-0-0-0.**
- 9. Open Session: We discussed more on the quarterly meetings they will not be added as extra meetings for our commission. We will have (4) evening meeting a year. We will follow the per cap calendar on these, our first meeting will be October 7th at 6 p.m. Marcella will make flyers to let AKI residents aware of the quarterly meetings.**
- 10. Policies and Procedures: none**
- 11. Next Meeting Date: August 4, 2022**
- 12. Adjournment: commissioner Teresa Callis moved to adjourn. Commissioner Marcella Leusby seconds. Motion carries.**

Margaret Kowalkowski- yes	Julia Chapman- yes	Robert Deboer-yes Phone Attendance
Teresa Callis- yes	Marcella Leusby- yes	

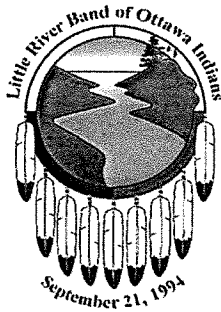
Quorum: 5-0-0-0

- 13. Meeting closed at 12:00 p.m.**

Housing Secretary,

Margaret Kowalkowski

Margaret Kowalkowski



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
Report to Housing Commission
For June 2022

I. Housing Activities.

- A. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 5
 - Leases renewed: 4
 - New leases: 0
 - Annual Inspections: 5
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 0
- B. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 1
 - Total Number of Awards made during the Year: 6
 - Total Amount of Awards for the Year: \$24862
- C. The vacant maintenance position has not been filled; will request from Ogema to have this turned into a part time position to see if this will help in getting it filled.
- D. Housing Office Staff attended a training on June 20th regarding Self-monitoring. This training helps us be prepared for should we ever get audited by HUD on our IHBG programs.
- E. The Emergency Rental Assistance program has received one new application in the month of June and has assisted with \$19,963 in assistance in June.
- F. The 5 home project in AKI has been granted an extension from HUD until September 30, 2022 due to the 3 remaining homes still in production at the factory due to delays in goods needed to complete them like lack of furnace availability.
- G. We received our award letter for our 2022 IHBG in the amount of \$401,582. The budget is complete and will be taken to TC in July for acceptance into the budget.
- H. Housing Director has completed the policies and procedures for a Homeownership Improvement Program (HIP) as we received \$180,914 in HIP funds from the BIA in last years ARP funding. UPDATE: After further review with our regional director, this program has been changed to an Emergency Home Repair Program and will be presented to TC in July.
- I. On May 31st and June 1st, Housing staff attended an Admissions and Occupancy training (as a refresher to a couple and new information for new staff) via Zoom from NAIHC.
- J. Housing Director attended a HUD Environmental Review training on June 22, a series of 4 classes will be held throughout the remainder of the year.
- K. On June 6-9th Spring Clean up was conducted in the AKI community with a total of 4 - 30 yard dumpsters being filled, so was a successful clean up.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 10
- B. Termination Notice(s) issued: 5
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 3 units to complete for a move in at this time.
- C. Annual inspections of units have commenced and so far the units have been in good condition.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 75 were rented giving us an occupancy rating of 93%.

- A. Aki has 55 income based rental units of which 50 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 7 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 26 are rented.
 - 4. Aki has 6 low income family ADA rental units and 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

VII. Other Information.

The Emergency Rental Assistance Program is scheduled to be complete by September 30, 2022. The Housing Department can only provide assistance through the end of September from the ERA program. There is plenty of funds still available so if anyone knows of anyone needing Rental Assistance, please have them contact the Housing Department.

End of Report
Tara Bailey, Housing Director
July 11, 2022



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
Report to Housing Commission
For July 2022

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

- A. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 4
 - Leases renewed: 4
 - New leases: 2
 - Annual Inspections: 12 (4 Annual inspections and 8 Past Annual Inspections)
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 1
- B. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 0
 - Total Number of Awards made during the Year: 6
 - Total Amount of Awards for the Year: \$24862
- C. The vacant maintenance position has not been filled; the position has been changed to a part time position in the hopes of receiving some interest from retirees looking to work part time with the skill and knowledge needed.
- D. The Housing Director attended the 2nd on July 26th in a series of 4 zoom trainings through HUD regarding Environmental Assessments and its requirements. Next training will be October 19th.
- E. The Emergency Rental Assistance program has received one new application in the month of July and has assisted with \$17,008 in assistance in July. The program ends on September 30.
- F. The 5 home project in AKI has been granted an extension from HUD until September 30, 2022. All 5 homes have now been delivered. The setting of the remaining 3 will take place on August 9th and framers will be on site for the garages beginning August 1st.
- G. We received our award letter for our 2022 IHBG in the amount of \$401,582. The budget is complete and will be taken to TC in July for acceptance into the budget. The budget was accepted by Tribal Council on July 13th.
- H. Housing Director has completed the policies and procedures for a Homeownership Improvement Program (HIP) as we received \$180,914 in HIP funds from the BIA in last years ARP funding. UPDATE: After further review with our regional director, this program has been changed to an Emergency Home Repair Program and will be presented to TC in July. UPDATE: Has not been presented as of yet due to needing legal review beforehand, should be completed in August.
- I. On July 13th a letter was sent out to all residents regarding community speed limit, dogs running at large and parking on sidewalks. It was a general informational letter regarding the policies and that Tribal Police has been asked to do additional patrols regarding the speeding complaints.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 7
- B. Termination Notice(s) issued: 4
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 1 (Court date has been set for August 1, 2022 for eviction hearing due to non-payment of rent)

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 2 units to complete for a move in at this time.
- C. Annual inspections of units have commenced and currently we are having to do follow up on two units due to excessive amounts of stuff within the home.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 78 were rented giving us an occupancy rating of 96%.

- A. Aki has 55 income based rental units of which 53 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 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

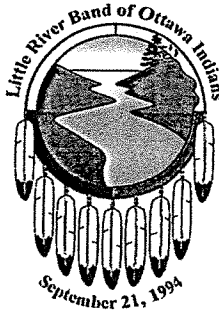
We have had continual problems with the light poles in the AKI community. The electrician has had to dig up in two different areas and replace old splices from years past to run new line to fix and so the lights will work. Due to the age of the underground wires and the fact they weren't put into conduit of any sort, we may continue to have this issue. The Director has discussed this with the electrician and Steve Parsons to see about having it fixed all at once when they repave the roads in the community.

VI. Plans for the Future.

VII. Other Information.

The Emergency Rental Assistance Program is scheduled to be complete by September 30, 2022. The Housing Department can only provide assistance through the end of September from the ERA program. There is plenty of funds still available so if anyone knows of anyone needing Rental Assistance, please have them contact the Housing Department.

End of Report
Tara Bailey, Housing Director
August 1, 2022



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

July 13, 2022

Dear Aki Resident;

Aanii'

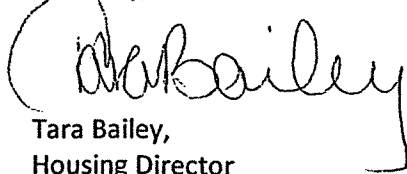
It has come to the attention of the Housing Department that either residents or guests are not following the posted speed limit signs of 15 MPH. This is a safety concern because children are currently out of school for summer break and we wish to keep them and all residents safe from speeders. Please watch your speed when entering and exiting the community. Also, keep in mind that parking on the sidewalks is prohibited and this prevents community members from using the sidewalks and having to walk into the streets.

Another item that has become more prevalent is dogs running at large. Please keep in mind that this violates LRBOI law 18.02 Dogs Running at Large and Housing Regulations, Chapter 6; Pet and Animal Control Regulations. If you are a pet owner, you have a responsibility to always keep your pet secure and within your control and to not allow the pet to become a nuisance to your neighbors.

Due to the Housing Department receiving written complaints on the above items, we have requested that Tribal Police increase their patrols and enforcement of the above items.

Our goal is to provide a safe and secure environment for the residents and guests of Aki Maadiziwin.

Sincerely,


Tara Bailey,
Housing Director

V E.

RECEIVED
TRIBAL COUNCIL
2022 OCT 11 PM 12:51

Little River Band of Ottawa Indians



Housing Commission Meeting
Aki maadiziwin Conference Room

Agenda
October 6, 2022

1. Prayer
2. Roll Call
3. Approval of Agenda
 - a. *October 6, 2022*
 - b.
4. Approval of Minutes
 - a. *September 1, 2022*
 - b.
5. Department Update:
6. Unified Legal Update
7. Closed Session:
 - a.
8. General Business:
 - a.
9. Open Session
10. Policies and Procedures
11. Public Comment
12. Next Meeting Date: *November 3, 2022*
13. Adjournment

Little River Band of Ottawa Indians

Housing Commission

Aki Maadiziwin Conference Room

September 1, 2022

1. Opening Prayer:

Chairperson, Teresa Callis called for silent Prayer and meeting to order at 10:00 a.m.

2. Roll Call:

Secretary, Margaret Kowalkowski took Roll Call.

Margaret Kowalkowski- here	Julia Chapman-here	Robert Deboer-absent
Teresa Callis-here	Marcella Leusby-here	

Quorum: 4-0-1-0

3. Stipend sheet signed by Commissioners.

4. Approval of Agenda:

Commissioner, Marcella Leusby makes motion to approve the agenda.

Commissioner, Margaret kowalkowski seconds. Motion carries

Margaret Kowalkowski-yes	Julia Chapman-yes	Robert Deboer-absent
Teresa Callis-yes	Marcella Leusby-yes	

Quorum: 4-0-1-0

5. Approval of Minutes:

Commissioner Marcella Leusby makes motion to approve the minutes,

Commissioner, Teresa Callis seconds. Motion carries.

Margaret Kowalkowski- yes	Julia Chapman-yes	Robert Deboer-absent
Teresa Callis-yes	Marcella Leusby-yes	

Quorum: 4-0-1-0

6. Housing Department Update: Housing Director, Tara Bailey passed out the August monthly report. Tara went over the reports with us. Tara also informed us that the entrance road will be worked on for the water drainage problem and repaved on October 3, 2022.

7. Unified Legal Update: none

8. Closed Session: (a) Hearing was scheduled for 11:00 a.m. We didn't start until 11:30 the tenant had the time for then.

Open Session: (b) We went back into open session meeting at 12:15 p.m.

10. General Business: none

11. Policies and Procedures: none

12. Public Comment: none

13. Adjournment: Commissioner Teresa Callis moves to close. Commissioner Marcella Leusby seconds. All approved.

Margaret Kowalkowski- yes	Julia Chapman- yes	Robert Deboer-absent
Teresa Callis- yes	Marcella Leusby- yes	

Quorum: 4-0-1-0.

Meeting closed at 1:00 p.m.

Housing Secretary,

Margaret Kowalkowski

Margaret Kowalkowski



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
Report to the Housing Commission
For September 2022

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

- A. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 5
 - Leases renewed: 4
 - New leases: 0
 - Annual Inspections: 5
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- B. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 1
 - Total Number of Awards made during the Year: 8
 - Total Amount of Awards for the Year: \$33192
- C. The vacant maintenance position has been filled and the new Maintenance staff member will begin in October.
- D. The Emergency Rental Assistance program has received 3 new applications in the month of September and has assisted with \$8016 in assistance in September. There was two denials for the month due to over income. The program ended on September 30.
- E. The new Homeowners Assistance Fund received 3 applications in the month of September with 1 denial based on over-income. The program provided assistance in the amount of \$16,535 for September.
- F. The 5-home project in AKI is moving closer to completion, the completion date was for September 30th and they are nearly done but we cannot get the utility companies out to complete connections until first part of October. Once the connections are made for electric and water, we should be able to receive our occupancy permits. Housing staff is working on completing the process of eligibility for new move ins and we are hopeful to have all 5 units occupied by the end of October.
- G. The Housing Director presented a new Emergency Home Repair program to Tribal Council and is currently working on requested changes as a result of the meeting. The new changes will be provided to TC early in October. The funds will be from the BIA ARPA funds.
- H. The Housing Director is working on the 2023 Indian Housing Plan that will be presented to TC in early October so that we can meet the October 15th deadline for submission. The amount forecasted to be allocated to LRBOI for 2023 is \$350,320.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 6

- B. Termination Notice(s) issued: 1
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0 (There was an eviction hearing held on August 1st which resulted in not an actual eviction but the resident agreeing to move out by September 30th. This was a result of non-payment of rent) UPDATE: The tenant has requested a few extra days to remove their items from their unit. This has been granted, their rent will be prorated for the month of October until such time as they turn their keys in; giving possession back to the Housing Department.

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 2 units to complete for a move in at this time.
- C. Annual inspections of units have commenced and with the exception of the two units still needing follow up, the rest of the units have been in good condition.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 78 were rented giving us an occupancy rating of 97%.

- A. Aki has 55 income based rental units of which 53 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 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. On October 3, 2022 the road up to AKI community will be getting a face lift. The road will be repaved and improved for water drainage. Information will be provided to the community members of AKI beforehand. UPDATE: The new date for start of project is 10/10/22.

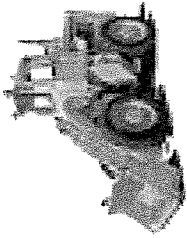
VII. Other Information.

The Housing Department quarterly flyer was sent out to all residents and is attached.

October 17th and 18th will be the next Fall Clean up dates for clean up within the community.

End of Report
Tara Bailey, Housing Director
October 6, 2022

Aki Maadziwin CONSTRUCTION NOTICE



Starting around the first week in October our Entryway road (Shaw Be Quong) will be getting resurfaced, please be patient while this road repair is being done. Please allow yourself more time in entering and exiting the community as there will only be one lane open at a time, and **PLEASE SLOW DOWN!!**

WINNERS from the Housing Commission Survey were: Charlotte Vega, Grace Hender, Piper Denman, Stephen Dysard, Rosanne Compton, Andrew Holguin, Susanne Recob, Patricia Snyder, Juanita Antoine, James Stone, Jason Verdi, Vicki Glover, Christine Wilson, Michael Pannill, Kathy Sam, June Stanfield & Sandra Anderson, all winners have been notified and the Commission would like to thank everyone who participated in the survey!

Fall Clean Up Notice Curb Side Service

Please set your items to the road by October 17, 2022, and the Maintenance Tech's will come around and pick up your items, once they pick up at your home they will not be coming back, so make sure everything is out the first time. Items that are not allowed are tires, yard waste, liquid flammables and Freon appliances. Please refrain from putting your own items in the dumpster's. Any questions please call the Housing Office @ 231-398-6875.

Affordable Connectivity Program

is an FCC benefit program that helps ensure that households can afford the broadband they need for work, school, healthcare and more.

The benefit provides a discount of up to \$30 per month toward internet service for eligible households and up to \$75.00 per month for households on qualifying Tribal lands, check it on line to see if you qualify @ www.fcc.gov/acp

Just a Friendly Reminder

The sidewalks are intended for walking and riding your bike. **PLEASE** do not park your vehicles on the sidewalks. We thank you & your neighbors Thank you! :)

If you would like your rental payment receipt emailed to you every month, just email Michelle @

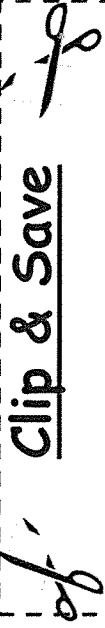
michellepepera@lrboi-nsn.gov

Custom Sheet Metal & Heating LLC, will be calling you to set up an appointment to have your HVAC system fall maintenance done, PLEASE answer your phone or if you miss their call please call them back to set up your appointment—231-464-5436

Michigan's Marijuana Law

With recent marijuana law changes Housing Tenants have been asking what does that mean for LRBOI Housing Tenants? Marijuana is still illegal under federal law and LRBOI is a drug-free community, that includes medicinal or recreational.

Clip & Save



Please regularly check the calendar for any updates to the Tribal Government Center Schedule

⇒ Fall Membership Meeting

October 8, 2022 @ LRGR

⇒ Pavilion will be closing on October 10, 2022



⇒ Daylight Savings Time Ends
November 6, 2022

⇒ Veterans Day - November 11, 2022
Government Offices Closed

⇒ Thanksgiving - November 24, 2022

⇒ November 24 & 25 Government Offices will be closed in observance of Thanksgiving Day

CHRISTMAS HOLIDAY CLOSURE!

The Ogema has declared the Government Offices will be closed for official business over the Christmas Holiday! We will be closed at noon on Friday, December 23, 2022 and reopen Tuesday January 3, 2022 @ 8:00 a.m.

The Housing Maintenance will be on call for **Emergencies** only. Please contact Matthew Alexander at 231-690-7181, if you are unsure your issue is an emergency please call and he will advise. Please be sure to leave a message if he does not answer and he will get back to you in a timely matter. If Matthew is unable to service you he will contact the appropriate entity.

Please be sure your driveways are clear of all miscellaneous items. Our snow blower has sheer pins and any obstruction, even a toy, will cause the pins to sheer off and the machine will be down until the pin (s) can be replaced. That will just delay the removal of snow from your driveway and others.



Little River Band of Ottawa Indians
Housing Department
2608 Government Center Drive
Manistee, Michigan 49660

The Housing Department's COVID -19 Emergency Rental Assistance Program will be ending September 30, 2022.

Spread the Word !!

Do you know a Tribal Homeowner who is behind in paying their mortgage, property charges, or utilities because of COVID -19? The Homeowners Assistance Fund may be able to assist. Eligibility requirements: Must be at least 18 years old - Have at least one household member enrolled in LRBOI - Must be owner of record - Must be homeowner's primary residence - No geographical limitations

Contact: Krystal Davis - 231-398-6878 Email: lrboihousing@lrboi-nsn.gov

Please remember there is

No Smoking in LRBOI rental units



The Housing Department would like to remind everyone with the cold weather fast approaching to disconnect your garden hoses from the outdoor water faucet, this is to drain the faucet and keep it from freezing.



1ST TRIBAL LENDING
The Nation's most experienced lender
1st Lending Team

Are you interested in owning or building your own home?

Meet Eric Sprengle - Loan officer

From 1st Tribal Lending

5024 S Bur Oak Place., Suite 200

Sioux Falls, SD 57108

Direct line (605)-610-0961

SECTION 184 LOAN GUARANTEE PROGRAM

The Section 184 Indian home Loan Guarantee program is a home mortgage specifically designed for Native Americans and Alaska Native families, Alaska Villages, Tribes or Tribally designated Housing Entities. Section 184 loans can be used, both on and off native lands, or new construction, rehabilitation, purchase of an existing home or refinance.

The Housing Department has funding to help you with Down payment & Closing Cost Assistance

Homeownership Initiative Program HI 100

Tribal Citizens can receive up to a combined maximum of \$5000.00. The assistance is calculated on the total purchase price and the eligibility criteria highlights are as follows.

If you are interested in the Homeownership Initiative Program contact:

Tara Bailey at 231-398-6879 or email: tarabailey@lrboi-nsn.gov

VE.

RECEIVED
TRIBAL COUNCIL
2022 NOV -8 AM 8:32

Little River Band of Ottawa Indians



Housing Commission Meeting
Aki maadiziwin Conference Room

Agenda
November 3, 2022

1. Prayer
2. Roll Call
3. Approval of Agenda
 - a. *November 3, 2022*
 - b.
4. Approval of Minutes
 - a. *October 6, 2022*
 - b.
5. Department Update:
6. Unified Legal Update
7. Closed Session:
 1. *Hearing 11:00 a.m.*
 2. *Hearing 12:00 p.m.*
8. General Business:
9. Open Session
10. Policies and Procedures
11. Public Comment
12. Next Meeting Date: *December 1, 2022*
13. Adjournment

Little River Band of Ottawa Indians

Housing Commission

Aki Maadiziwin Conference Room

October 6, 2022

1. Opening Prayer:

Chairperson, Teresa Callis called for silent Prayer and meeting to order at 10:00a.m.

2. Roll Call:

Secretary, Margaret Kowalkowski took Roll Call.

Margaret Kowalkowski- here	Julia Chapman-here	Robert Deboer-phone/yes
Teresa Callis-here	Marcella Leusby-absent	

Quorum: 4-0-1-0

3. Stipend sheet signed by Commissioners.

4. Approval of Agenda: Commissioner, Teresa Callis makes motion to approve the agenda. Commissioner, Margaret Kowalkowski seconds. Motion carries

Margaret Kowalkowski-yes	Julia Chapman-yes	Robert Deboer-yes/phone
Teresa Callis-yes	Marcella Leusby-absent	

Quorum: 4-0-1-0

5. Approval of Minutes:

Commissioner Teresa Callis makes motion to approve the minutes, Commissioner, Julia Chapman seconds. Motion carries.

Margaret Kowalkowski-yes	Julia Chapman-yes	Robert Deboer-yes
Teresa Callis-yes	Marcella Leusby-absent	

Quorum: 4-0-1-0

6. Housing Department Update: Housing Administrative Assistant, Michelle Pepera reviewed report with commissioners. The part-time maintenance position was filled, new applicant's start date is October 10, 2022.

7. Unified Legal Update: none

8. General Business: Michelle Pepera took the Housing Commissioners for a tour of the new (5) houses in the AKI community. We were impressed with the spacious floor plan also the colors chosen for cupboards and flooring. We toured the three bedroom and a two bedroom.

9. Closed Session: 11:30 a.m. Teresa Callis went over notes from our September 1st hearing for Commissioner Robert Deboer due to his absence at that meeting.

10. Open Session: 11:50 a.m.

11. Policies and Procedures: none

12. Next Meeting Date: November 3, 2022

13. Adjournment: commissioner Teresa Callis moved to adjourn. Commissioner Julia Chapman seconds. Motion carries.

Margaret Kowalkowski- yes	Julia Chapman- yes	Robert Deboer-yes/ Phone
Teresa Callis- yes	Marcella Leusby- absent	

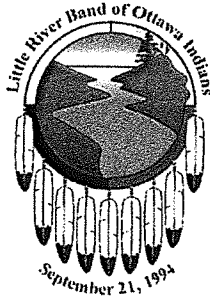
Quorum: 4-0-1-0

14. Meeting closed at 12:00 p.m.

Housing Secretary,

Margaret Kowalkowski

Margaret Kowalkowski



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
Report to Housing Commission
For October 2022

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

A. During the month, the Department performed the following activities.

Lease renewals due during the month: 9

Leases renewed: 8

New leases: 0

Annual Inspections: 8

Move-out Inspections: 0

Move outs: 0

Transfers: 0

B. Down Payment and Closing Cost assistance grant (HI 100).

Applications received this month: 2

Total Number of Awards made during the Year: 8

Total Amount of Awards for the Year: \$33192

C. The Emergency Rental Assistance program ended on 9/30/22; housing is now working on closing out the grant with the funding agency.

D. The new Homeowners Assistance Fund received 3 applications this month. The program provided assistance in the amount of \$9945 and a total of \$26,479 since the program started.

E. The 5-home project in AKI is moving closer to completion, the completion date was for September 30th and they are nearly done but due to utility hook ups and continual delays with sub-contractors we are hopeful to have the homes completed by mid-November. The process has started to get new residents into the homes by the time we receive occupancy permits.

F. The Housing Director presented a new Emergency Home Repair program to Tribal Council and is currently working on requested changes but is waiting on information pertaining to the funding source. The funds will be from the BIA ARPA funds.

G. The Housing Director is working on the ASER report due to HUD for the ICDBG grant that is due November 15th. This report is for the 5-home project whose main source of funding is the ICDBG grant.

H. Jim Stuck, Housing Maintenance has transferred to Government EVS effective October 10th. His presence and knowledge will be missed by the department, but he said we can still call on him.

I. The 2023 Indian Housing Plan was submitted to HUD on October 14th, meeting the October 15th deadline.

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 2

B. Termination Notice(s) issued: 2

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

- D. Court Filing(s): 0 (There was an eviction hearing held on August 1st which resulted in not an actual eviction but the resident agreeing to move out by September 30th. This was a result of non-payment of rent) UPDATE: The tenant has not turned the unit over to the housing department as of yet; therefore, ULD is preparing paperwork to present to court as the tenant has not abided by the agreement she made with the court.

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 1 unit to complete for a move in at this time.
- C. Annual inspections of units have commenced, and units inspected this month are in safe and decent conditions.
- D. During inspections we are finding many smoke detectors out of date; therefore, new smoke detectors have been ordered and will be replaced.
- E. Custom Sheet Metal has started their fall maintenance of all units in preparation of winter. They will provide a report on any needed repairs/replacements/etc. after they are completed.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 78 were rented giving us an occupancy rating of 97%.

- A. Aki has 55 income based rental units of which 53 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 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. On October 3, 2022 the road up to AKI community will be getting a face lift. The road will be repaved and improved for water drainage. Information will be provided to the community members of AKI beforehand. UPDATE: The project has been put on hold until Spring due to weather conditions.

VII. Other Information.

The Housing Director was out of office for a good portion of the month due to family emergencies.

End of Report
Tara Bailey, Housing Director
November 1, 2022

Little River Band of Ottawa Indians



Housing Commission Meeting
Aki maadiziwin Conference Room

Agenda
December 1, 2022

1. Prayer
2. Roll Call
3. Approval of Agenda
 - a. *December 1, 2022*
 - b.
4. Approval of Minutes
 - a. *November 3, 2022*
 - b.
5. Department Update:
6. Unified Legal Update
7. Closed Session:
8. General Business:
9. Open Session
10. Policies and Procedures
11. Public Comment
12. Next Meeting Date: *January 5, 2023*
13. Adjournment

Little River Band of Ottawa Indians

Housing Commission

Aki Maadiziwin Conference Room

November 3, 2022

1. Opening Prayer:

Chairperson, Teresa Callis called for silent Prayer and meeting to order at 10:00a.m.

2. Roll Call:

Secretary, Margaret Kowalkowski took Roll Call.

Margaret Kowalkowski- here	Julia Chapman-here	Robert Deboer-phone
Teresa Callis-here	Marcella Leusby-here	

Quorum: 5-0-0-0

Guest in attendance: Terry Nauta:

Terry wants to transfer from the Elder Complex to an Elder House. Terry wanted to know where she is on the waiting list. Terry told us her reasons, more space and a garage. After we answered her questions, she excused herself from the meeting.

3. Stipend sheet signed by Commissioners.

4. Approval of Agenda: Commissioner, Marcella Leusby makes a motion to approve the agenda. Commissioner, Julia Chapman seconds. Motion carries

Margaret Kowalkowski-yes	Julia Chapman-yes	Robert Deboer-Phone -yes
Teresa Callis-yes	Marcella Leusby-yes	

Quorum: 5-0-0-0

5. Approval of Minutes: Marcella Leusby makes a motion to approve the minutes. Commissioner Julia Chapman seconds. Motion carries.

Margaret Kowalkowski-yes	Julia Chapman-yes	Robert Deboer-phone-yes
Teresa Callis-yes	Marcella Leusby-yes	

Quorum: 5-0-0-0

6. Housing Department Update: Housing Director, Tara Bailey brought in the monthly report, and we went over it with her. Tara also told us the Maintenance Position was filled by Mike Pannill.

7. Unified Legal Update: Elise McGowan-Cuellar (Staff Attorney) will be red-lining the changes in our by-laws. One change would be having our regular monthly meeting plus (4) evening meetings to allow tenants who work day- shift, an opportunity to attend in the evening.

8. Closed Session:

1. Hearing 11:00 a.m.

2. Hearing 12:00 p.m.

9. Open Session: We went back to open session at 1:00 p.m.

10. Policies and Procedures: We will review the by-law changes and vote at our December meeting.

11. Next Meeting Date: January 5, 2023

12. Adjournment: commissioner Teresa Callis moved to adjourn. Commissioner Marcella Leusby seconds. Motion carries.

Margaret Kowalkowski- yes	Julia Chapman- yes	Robert Deboer- Phone -yes
Teresa Callis- yes	Marcella Leusby- yes	

Quorum: 5-0-0-0

13. Meeting closed at 1:00 p.m.

Housing Secretary,



Margaret Kowalkowski



Little River Band of Ottawa Indians Housing Commission

Regular Housing Commission Meetings have been established for
the first Thursday of the month at 10:00 a.m.

unless otherwise indicated

Meeting dates are listed below

All meetings shall be held at the Aki maadiziwin Conference Room

Housing Commission Meeting Dates for 2023

Regular Meetings

January 5, 2023

February 2, 2023

March 2, 2023

April 6, 2023

May 4, 2023

June 1, 2023

July 6, 2023

August 3, 2023

September 7, 2023

October 5, 2023

November 2, 2023

December 7, 2023

Housing Commission Annual Informational Meeting for all Little River Band of Ottawa Indians Membership

regarding Housing, will be held on
August 3, 2023, at 1:00 p.m. at the
Aki maadiziwin Community Center

Little River Band of Ottawa Indians



**Housing Commission Meeting
Aki maadiziwin Conference Room**

**January 5, 2023
Agenda**

1. Prayer
2. Roll Call
3. Approval of Agenda
 - a. January 5, 2023
 - b.
4. Approval of Minutes
 - a. December 1, 2022
 - b.
5. Department Update:
6. Unified Legal Update
7. Closed Session:
 - a.
8. Open Session:
9. General Business:
10. Policies and Procedures
11. Public Comment
12. Next Meeting Date
13. Adjournment

Little River Band of Ottawa Indians

Housing Commission

Aki Maadiziwin Conference Room

December 1, 2022

1. Opening Prayer:

Chairperson, Teresa Callis called for silent Prayer and meeting to order at 10:00a.m.

2. Roll Call:

Secretary, Margaret Kowalkowski took Roll Call.

Margaret Kowalkowski- here	Julia Chapman-here	Robert Deboer-phone
Teresa Callis-here	Marcella Leusby-here	

Quorum: 5-0-0-0

3. Approval of Agenda: Commissioner, Marcella Leusby makes a motion to approve the agenda. Commissioner, Julia Chapman seconds. Motion carries

Margaret Kowalkowski-yes	Julia Chapman-yes	Robert Deboer-Phone -yes
Teresa Callis-yes	Marcella Leusby-yes	

Quorum: 5-0-0-0

4. Approval of Minutes: Marcella Leusby makes a motion to approve the minutes. Commissioner Julia Chapman seconds. Motion carries.

Margaret Kowalkowski-yes	Julia Chapman-yes	Robert Deboer-phone-yes
Teresa Callis-yes	Marcella Leusby-yes	

Quorum: 5-0-0-0

5. Housing Department Update: Housing Director, Tara Bailey will bring in November 2022 and December 2022 monthly reports at our January 5, 2023 meeting.

6. Unified Legal Update: none

7. Closed Session: none

8. Open Session: none

9. Policies and Procedures: We will review the red-line by-law changes when we meet with Elise after the new year. The quarterly meetings for the months of January, April, July and October 2023 at 6 to 8 p.m. these would be in lieu of our day meeting. Most of the AKI tenants work during the day. The Housing Commission wants to make it possible for these tenants to be able to attend our evening meetings and give us their input concerning our housing community.

10. General Business: Terry Naute attended our November 3rd meeting with many concerns about her Elder apartment. No garage for her car, no storage space and the thin walls. Terry also commented as to why most of the Elder houses have (2) tenants. These original homes were the first houses built in AKI, most of these houses have large living space but they only have two bedrooms.

11. Next Meeting Date: January 5, 2023

12. Adjournment: commissioner Teresa Callis moved to adjourn. Commissioner Marcella Leusby seconds. Motion carries.

Margaret Kowalkowski- yes	Julia Chapman- yes	Robert Deboer- Phone -yes
Teresa Callis- yes	Marcella Leusby- yes	

Quorum: 5-0-0-0

13. Meeting closed at 1:00 p.m.

Housing Secretary,



Margaret Kowalkowski



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
Report to the Housing Commission
For November 2022

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

A. During the month, the Department performed the following activities.

Lease renewals due during the month: 5

Leases renewed: 7

New leases: 3

Annual Inspections: 5

Move-out Inspections: 1

Move outs: 1

Transfers: 0

B. Down Payment and Closing Cost assistance grant (HI 100).

Applications received this month: 2

Total Number of Awards made during the Year: 10

Total Amount of Awards for the Year: \$44520

C. The new Homeowners Assistance Fund received 4 applications this month. The program provided assistance in the amount of \$15,456 and a total of \$25,400 since the program started.

D. The 5-home project in AKI is now complete and 3 of the 5 homes was occupied by the end of the month. The new residents were happy to have been able to finally move in as they had been waiting for a couple of months for the homes to be completed.

E. The 5 new homes, although completed, do have some warranty work to be done by the manufacturer of the homes but are items that can and will be completed with the new residents in the homes.

F. The Housing Director presented a new Emergency Home Repair program to Tribal Council and is currently waiting on a work session to go over the requested updates to the program.

G. The Housing Director is working on the ASER report due to HUD for the ICDBG grant that is due November 15th. This report is for the 5 home project whose main source of funding is the ICDBG grant. UPDATE: Completed on time.

H. The Housing Director attended a Habitat for Humanity community meeting/workshop on November 8th. Very informative meeting regarding what they offer and we can then offer another source for tribal members to receive credit counseling, budgeting assistance and other sources of down payment assistance. Their ultimate goal is to get someone into home ownership.

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 8

B. Termination Notice(s) issued: 4

C. Notice(s) to Vacate or Renew: 2

D. Court Filing(s): 0 (There was an eviction hearing held on August 1st which resulted in not an actual eviction but the resident agreeing to move out by September 30th. This was a result of non-payment of rent) UPDATE: The tenant has not turned the unit over to the housing department as of yet; therefore, ULD is preparing paperwork to present to court as the tenant has not abided by the agreement she made with the court. UPDATE: The Housing department ultimately had to file another hearing with tribal court to assist in receiving back rent and utilities and to regain possession of the unit. We received the unit back on November 15th.

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 2 units to complete for a move in at this time.
- C. Annual inspections of units have commenced, and units inspected this month are in safe and decent conditions.
- D. Custom Sheet Metal has started their fall maintenance of all units in preparation of winter. They will provide a report on any needed repairs/replacements/etc. after they are completed. UPDATE: They have completed the maintenance of all units and we are just waiting on the reports back on anything that we may have to go and do any work in or update any furnaces. During this process we have had to replace one furnace in one of our older units.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 86 rental units in total of which 80 were rented giving us an occupancy rating of 93%.

- A. Aki has 60 income based rental units of which 55 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 33 low-income family rental units and 30 are rented.
 - 4. Aki has 6 low income family ADA rental units and 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

End of Report
Tara Bailey, Housing Director
December 8, 2022



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
Report to the Housing Commission
For December 2022

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

- A. During the month, the Department performed the following activities.

Lease renewals due during the month: 7

Leases renewed: 9

New leases: 3

Annual Inspections: 5

Move-out Inspections: 1

Move outs: 1

Transfers: 0

- B. Down Payment and Closing Cost assistance grant (HI 100).

Applications received this month: 0

Total Number of Awards made during the Year: 11

Total Amount of Awards for the Year: \$54,520

- C. The new Homeowners Assistance Fund received no new applications this month. The program provided assistance in the amount of \$9568.14 for the month of December.

- D. The 5 new homes, although completed, do have some warranty work to be done by the manufacturer of the homes but are items that can and will be completed with the new residents in the homes.
UPDATE: This has been completed.

- E. The Housing Director presented a new Emergency Home Repair program to Tribal Council and is currently waiting on a work session to go over the requested updates to the program. UPDATE: This was done and TC is ready to approve the program, will be submitted for approval in January.

- F. The Housing Director completed the Final Closeout Report for the ICDBG 5 home project that was due on December 31st.

- G. The Housing Director was scheduled to attend the NAIHC Legal Symposium in Las Vegas, December 4 -7th but due to personal emergency was unable to attend.

- H. Although all staff was out for the holidays beginning December 23rd, maintenance staff did have to come in for the majority of the holiday weekend and plow due to the winter storm that we experienced.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 10

- B. Termination Notice(s) issued: 0

- C. Notice(s) to Vacate or Renew: 1

- D. Court Filing(s): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.

- B. Maintenance currently has 2 units to complete for a move in at this time.
- C. Annual inspections of units have commenced, and units inspected this month are in safe and decent conditions.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 86 rental units in total of which 83 were rented giving us an occupancy rating of 97%.

- A. Aki has 60 income based rental units of which 58 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 33 low-income family rental units and 31 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 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

The AKI community continues to experience light outages, these are due to over the years of wear and tear on the light lines between the poles and transformers. We are currently working with a vendor to get a quote on redoing all of the lines so that we will no longer have these ongoing issues.

VI. Plans for the Future.

End of Report
Tara Bailey, Housing Director
January 3, 2022



Little River Band of Ottawa Indians Housing Commission

Regular Housing Commission Meetings have been established for
the first Thursday of the month at 10:00 a.m.

unless otherwise indicated

Meeting dates are listed below

All meetings shall be held at the Aki maadiziwin Conference Room

Housing Commission Meeting Dates for 2023

Regular Meetings

January 5, 2023

February 2, 2023

March 2, 2023

April 6, 2023

May 4, 2023

June 1, 2023

July 6, 2023

August 3, 2023

September 7, 2023

October 5, 2023

November 2, 2023

December 7, 2023

Housing Commission Annual Informational Meeting
for all Little River Band of Ottawa Indians Membership
regarding Housing, will be held on
August 3, 2023, at 1:00 p.m. at the
Aki maadiziwin Community Center



Little River Band of Ottawa Indians Housing Commission

Regular Housing Commission Meetings have been established for
the first Thursday of the month at 10:00 a.m.

unless otherwise indicated

Meeting dates are listed below

All meetings shall be held at the Aki maadiziwin Conference Room

Housing Commission Meeting Dates for 2022

Regular Meetings

January 6, 2022

February 3, 2022

March 3, 2022

April 7, 2022

May 5, 2022

June 2, 2022

July 7, 2022

August 4, 2022

September 1, 2022

October 6, 2022

November 3, 2022

December 1, 2022

Housing Commission Annual Informational Meeting for
all Little River Band of Ottawa Indians Membership
regarding Housing, will be held on
April 7, 2022, at 2:00 p.m. at the
Aki Community Center



Little River Band of Ottawa Indians
2608 Government Center Drive
Manistee, MI 49660
(231) 723-8288

Resolution #20-1216-364

Approval of Amendments to the Housing Commission By-Laws

WHEREAS, the status of the *Gaá Čhíng Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribe adopted amendments to the Constitution on July 11, 2016 which became effective upon approval by the Assistant Secretary-Indian Affairs on August 24, 2016; and

WHEREAS, the legislative powers of the Tribe are vested in the Tribal Council according to Article IV, Section 1 of the Constitution; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council adopted the Commission Ordinance, #04-100-06 and Section 6.01 of the Commission Ordinance states that all Commissions shall have two creation documents – and Ordinance and By-Laws; and

WHEREAS, Section 6.02(f) of the Commission Ordinance mandates that By-Laws be reviewed on an annual basis by the Commission for amendments; and

WHEREAS, the Tribal Council has, pursuant to the Housing Commission Ordinance # 04-700-01, created the Housing Commission and delegated to such Commission

the authority to oversee and regulate Tribal housing within the Tribe's jurisdiction; and

WHEREAS, the Housing Commission reviewed the Housing Commission By-Laws and made amendments necessary to reflect the changes made to the Housing Commission Ordinance and approved the revisions on February 20, 2020; and

WHEREAS, the Housing Commission reviewed and amended, and approved revisions to the Housing Commission By-Laws on December 3, 2020, by the Housing Commission Resolution #HC-20-1203-03; and

WHEREAS, the amended Housing Commission By-Laws are now being forwarded to Tribal Council for placement on their agenda for approval.


NOW THEREFORE IT IS RESOLVED, that the Tribal Council approves the amendments to the Housing Commission By-Laws.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 9 FOR, 0 AGAINST, 0 ABSTAINING, and 0 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on December 16, 2020, at the Little River Band's Government Center in Manistee, Michigan, with a quorum being present for such vote.



Gary Di Piazza, Tribal Council Recorder



Ronald Pete, Tribal Council Speaker

Attest:

Distribution: Council Records
Tribal Ogema
Housing Department

**Housing Commission
By-Laws**

Article I. Title; Authority; Purpose.

- 1.01. This entity shall be known as the “Little River Band of Ottawa Indians Housing Commission,” and may be referred to as the “Housing Commission.” The official address is 2608 Government Center Drive, Manistee, MI 49660.
- 1.02. *Authority.* The Housing Commission was created by Article IV of the Housing Commission Ordinance, Ordinance #04-700-01, and by-laws as adopted by Tribal Council Resolution #15-0909-266.
- 1.03. *Purpose.* As identified in the Housing Commission Ordinance, the purposes of the Housing Commission are to:
- a. Develop regulations to implement activities to provide housing services for Tribal members;
 - b. Coordinate with Federal, State, local, and private entities to further housing opportunities for Tribal members; and
 - c. Provide housing programs and services for Tribal members.

Article II. Commissioners.

- 2.01. *Members.* The Commission shall consist of five (5) commissioners appointed to four (4) year terms of office according to the Constitution and the Commissions Ordinance, Ordinance #04-150-01. A Tribal Member eighteen (18) years of age or older may be appointed to serve as a commissioner.
- a. *Appointment of Tenants.* A person’s status as a tenant of the Tribe shall not prohibit them from serving on the Housing Commission. A tenant commissioner shall be entitled to fully participate in all meetings concerning matters that affect all tenants, even though such matters have a personal effect. However, a tenant commissioner shall not participate in an official capacity in any matter involving his or her individual rights, obligations or status as a tenant.
 - b. *Employees Prohibited from Appointment.* A person shall not be eligible to be appointed as a commissioner if he or she is employed by the Housing Department.
- 2.02. *Appointment to Vacancy.* In the event of a vacancy before the expiration of a term, an individual appointed to the Commission shall fill the remainder of the term of the vacant

Housing Commission By-Laws

Adopted by Housing Commission Resolution #HC 20-1203-03

Adopted by Tribal Council Resolution #20-1216-364

office. If less than six (6) months remain of the vacant term, the individual shall be appointed for the remainder of the term and a full term thereafter.

2.03. *Officers.* The Housing Commission shall have the following officers elected by its members for a one (1) year term of office. Officer elections shall be held annually in December. No member may serve in two officer positions simultaneously. If an officer's seat becomes vacant, the members shall elect a new officer for the remainder of the vacant term and for one full term thereafter.

a. *Chairperson.* This officer shall be responsible for:

1. Calling all meetings.
2. Presiding at all meetings.
3. Managing and reporting on all finances of the entity, including review of budget of Commission.
4. Reporting to the Tribal Council and other entities or persons as directed.
5. Signing all correspondence and representing the Commission at all meetings with outside entities unless the Housing Commission designates another member to act as a representative at such a meeting by motion.
6. Appoint Secretary in the event of a vacancy in that office before elections.

b. *Secretary.* This officer shall be responsible for:

1. Maintaining all minutes, agendas, reports, and correspondence of the Housing Commission at a secure location at the office of the Housing Department or as directed by Tribal Council.
2. Presiding at duly called meetings in the absence of the Chairperson.
3. Provide agenda to Commission members and for public posting prior to meetings.

2.04. *Resignations.* Resignation of a commissioner is effective upon submission of a written resignation to the Chairperson or Secretary.

Article III. Duties and Responsibilities.

3.01. The Housing Commission has the following responsibilities and is delegated all necessary power by the Tribal Council to carry out these responsibilities:

Housing Commission By-Laws

Adopted by Housing Commission Resolution #HC 20-1203-03

Adopted by Tribal Council Resolution #20-1216-364

- a. To implement the provisions of the Housing Commission Ordinance, Ordinance #04-700-01, and any other ordinance adopted by Tribal Council governing housing activities on Tribal lands;
- b. To create, adopt and amend regulations, subject to Tribal Council adoption, on the following subject matters:
 1. Tribal housing on Tribal trust or fee lands;
 2. The implementation of federally-funded projects regarding housing, including but not limited to, the development, construction, maintenance and repairs of housing projects;
 3. The implementation of market-based rental housing, low-income tenancy or home ownership, federal tax credit rentals or home ownership and private mortgage financing for home ownership on Tribal trust or fee lands;
 4. Further regulations as the Commission may deem necessary and desirable to effectuate the powers granted by the Housing Commissions Ordinance, Ordinance #04-700-01;
- c. To adopt regulations on the foregoing subject matters for emergency implementation without Tribal Council adoption, provided that adoption of emergency regulations satisfies the procedures for the adoption of emergency amendments as provided in the Administrative Procedures Act, Ordinance #04-100-07, and that emergency regulations not exceed ninety (90) calendar days in duration without formal adoption by the Commission and approval by Tribal Council;
- d. To develop and complete an annual survey and assessment of housing needs of the Tribal membership, and to determine and implement appropriate housing programs to meet the identified needs, subject to the approval of the Tribal Council and to design and carry out studies and analyses of housing needs, as may be necessary from time to time, to ensure the accuracy of housing information for planning purposes, for the information of Tribal Council and the Ogema;
- e. To issue orders and directives not inconsistent with regulations adopted by the Commission, the Housing Commission Ordinance, or ordinances regulating the housing activities of the Tribe;
- f. To develop and foster cooperative and constructive working relationships with governments, organizations, and agencies to benefit the housing needs of the Tribal membership;

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Adopted by Housing Commission Resolution #HC 20-1203-03

Adopted by Tribal Council Resolution #20-1216-364

- g. To set forth the criteria for the selection of tenancy, including the establishment of priorities for assignment of housing, occupancy, rental, care and management of housing units, to identify income requirements for tenancy and to set occupancy rates for regulated housing units;
- h. To plan for the development of land set aside for the use of low-income and other housing projects consistent with the Tribe's land use and/or acquisition plans(s) and in collaboration with other departments as directed, and subject to the approval of Tribal Council;
- i. To ensure the development of private housing finance mechanisms for members seeking to build on trust and fee lands or purchase housing on fee lands;
- j. To prepare and present to the Tribal Council a proposed budget requesting an appropriation of funds to permit the Commission to carry out the responsibilities of the Housing Commission Ordinance and other ordinances governing Tribal housing activities; and
- k. The Commission shall act as the hearing body according to this subsection and any regulations adopted by the Commission governing the conduct of administrative hearings.
 - 1. The Commission shall have original jurisdiction to hear:
 - A. All appeals of denials, suspensions, revocations or other Departmental actions involving Tribal Members or lessees;
 - B. All cases where a lease or rental agreement allegedly breached by a tenant have resulted in notice of termination or eviction issued by the Housing Department;
 - C. All cases in which a tenant disputes a withholding by the Housing Department of all or any part of the person's security deposit;
 - D. All cases in which the Housing Department requests a variance from Tribal building, housing, or zoning codes. The standard in any such case shall be whether the requested variance is necessary and reasonable. The Tribal Building Official shall be a necessary party to any such action.
 - 2. The Commission shall adopt all decisions by a majority vote in an order that clearly identifies the parties, facts, issues, rules and decision.

Housing Commission By-Laws

Adopted by Housing Commission Resolution #HC 20-1203-03

Adopted by Tribal Council Resolution #20-1216-364

3. Decisions of the Commission, acting as a hearing body may be appealed to the Tribal Court on an appeal review of an administrative decision and not as an original hearing.
4. The Housing Department may appeal an adverse decision of the Commission only with the approval of the Ogema.
5. The Commission shall maintain all records and filings submitted during this administrative hearing process in a secure location.

Article IV. Commission Meetings.

4.01. Regular Meetings.

- a. The Housing Commission meeting shall have at least one (1) regular meeting per month, but shall not meet more than three (3) times monthly.
- b. The Commission shall establish its regular meeting schedule for the next calendar year no later than the last meeting before the end of the current calendar year. Upon adoption, the meeting schedule shall be posted at Tribal properties and on the Tribal website or social media page(s). The meeting schedule shall also be published in the Tribe's next available newsletter and submitted to Tribal Council no later than the Commission's yearly January report.
- c. The meeting place shall be the Aki Maadiziwin Conference Room or other location as directed by the Tribal Council. The meeting location shall be posted with the meeting schedule and the monthly agenda.

4.02. Special Meetings.

- a. Special meetings may be called as needed to conduct business or convene hearings that, if delayed, would be detrimental to the health, safety or welfare of the Tribe, its members or the regulated activity.
- b. The chairperson, or any two commissioners, may call a special meeting on twenty-four (24) hours' notice to the commissioners and the public. Notice may be provided by telephone to commissioners with written notice to follow as early as practicable by hand or e-mail.

4.03. *Quorum.* Quorum for the Housing Commission's meetings shall consist of at least one officer and at least one (1) other member. A Tribal Council liaison may act as a commissioner for a meeting to satisfy quorum.

4.04. Agenda.

Housing Commission By-Laws

Adopted by Housing Commission Resolution #HC 20-1203-03

Adopted by Tribal Council Resolution #20-1216-364

- a. Every meeting of the Housing Commission shall be conducted in accordance with an agenda delivered before the meeting by hand, mail, e-mail or other transmission method to each commissioner and posted for the public.
- b. At the time of the meeting, the Commission may, by majority vote, accept additional items for the agenda which were not give prior notice, with the exception of the election of officers.
- c. Each agenda shall be drafted to clearly identify the following:
 1. Opening Prayer
 2. General Business
 - A. Call to order and time of call
 - B. Roll call of commissioners present
 - C. Approval of agenda
 - D. Approval of available open session minutes
 3. Hearings, if any
 4. Housing Department update – no more than thirty minutes
 5. Unified Legal Department update – no more than thirty minutes
 6. Regulatory drafting
 7. Public Comment
 8. Closed Session – for items pertaining to contracts, litigation, personnel or hearings on request of the Tribal Member subject to the hearing
 - A. Approval of available closed session minutes
 - B. Closed hearings, if any
 - C. Litigation update, if any
 9. Return to open session

10. Agenda items and date for next meeting
11. Adjournment

4.05. *Open and closed meeting sessions.*

- a. Commission business shall be conducted in open session; however, the Commission, by proper motion, may move that a topic under discussion be discussed in closed session.
- b. Records of the Commission shall be considered public documents; however confidential records pertaining to contracts, litigation, personnel or hearings on the request of the Tribal Member subject to the hearing shall remain confidential and non-public documents, and shall be discussed in closed session.
- c. No persons, other than commissioners, shall attend closed sessions of the Commission, except upon proper motion of the Commission. Legal counsel may be permitted to remain in closed session unless excused by motion of the Commission.

4.06. *Minutes.* Commission minutes shall be drafted to clearly identify

- a. The date, time and place the Commission meeting or hearing was called to order;
- b. The names of commissioners and guests present, and whether a commissioner is not present;
- c. Adoption of the agenda, and any amendments;
- d. Any action taken regarding each agenda item;
- e. The date and time the meeting was concluded, and the manner in which it was concluded (i.e., loss of quorum, completed, etc.);
- f. The date(s) of any minutes approved;
- g. The times a commissioner arrives or departs the meeting if the commissioner arrives late or leaves early; and
- h. The date, time and place of the next regular meeting.

4.07. *Compensation; Attendance.* Commissioners may attend by telephone or by real-time electronic remote access with audio and visual technology. A commissioner shall be

Housing Commission By-Laws

Adopted by Housing Commission Resolution #HC 20-1203-03

Adopted by Tribal Council Resolution #20-1216-364

entitled to compensation only if the commissioner is in attendance for at least half of a Commission meeting, unless otherwise determined by motion of the remaining commissioners present. Tribal Council may overrule the Commission's motion to grant a stipend to a commissioner under this subsection.

Article V. Liaisons; Employees.

5.01. Liaisons.

- a. The Housing Department shall identify a liaison to whom the Commission shall forward correspondence, requests and other like material. The liaison shall be responsible for ensuring the delivery of Department reports or other information to the Commission.
- b. The Tribal Council shall assign as a liaison a Council Member to provide communication between the Council and the Commission.
- c. The Commission Chairperson shall act as a liaison to Tribal Council to provide communication to the Department and Tribal Council at work sessions, public meetings or otherwise. The Commission may select a commissioner other than the Chairperson to act as liaison by majority vote.

5.02. Employees of the Commission. The Commission does not have the power to employ individuals.

Article VI. Amendment; Repeal.

6.01. Amendment.

- a. The Commission shall review its bylaws by the end of each year for amendments and re-authorization.
- b. Amendments must be presented at least one (1) meeting before scheduled action by the Commission and must be adopted by a majority vote of the commissioners present.
- c. Amendments shall be final after presentation to and approval by Tribal Council resolution.

6.02. Repeal.

- a. These bylaws may be repealed by the presentation of a resolution to the Tribal Council by the Commission containing the reasons why a repeal of these bylaws is necessary.

Housing Commission By-Laws

Adopted by Housing Commission Resolution #HC 20-1203-03

Adopted by Tribal Council Resolution #20-1216-364

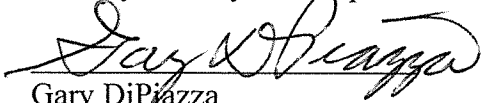
- b. The Commission must approve the resolution requesting repeal by a majority vote of the commissioner's present.
- c. The Tribal Council may unilaterally repeal these bylaws by amendment to the creating ordinance, or by adoption of a resolution repealing these bylaws.

CERTIFICATION

I, Teresa Callis, as Chairperson of the Housing Commission, do hereby certify that the Housing Commission adopted these by-laws at a regular meeting with Housing Commission Resolution #HC20-1203-03.

_____ Date

I, Gary DiPiazza, Tribal Council Recorder, do hereby certify that the Tribal Council, approved these by-laws by the adoption of Tribal Council Resolution #20-1216-364.



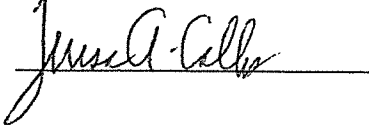
Gary DiPiazza
Tribal Council Recorder

12-16-2020
Date

- b. The Commission must approve the resolution requesting repeal by a majority vote of the commissioner's present.
- c. The Tribal Council may unilaterally repeal these bylaws by amendment to the creating ordinance, or by adoption of a resolution repealing these bylaws.

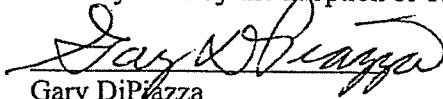
CERTIFICATION

I, Teresa Callis, as Chairperson of the Housing Commission, do hereby certify that the Housing Commission adopted these by-laws at a regular meeting with Housing Commission Resolution #HC20-1203-03.



12/17/2020
Date

I, Gary DiPiazza, Tribal Council Recorder, do hereby certify that the Tribal Council, approved these by-laws by the adoption of Tribal Council Resolution #20-1216-364.



Gary DiPiazza
Tribal Council Recorder

12-16-2020
Date