

Little River Band of Ottawa Indians



Housing Commission Meeting  
Aki maadiziwin Conference Room

**February 2, 2023**  
**Agenda**

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

**Little River Band of Ottawa Indians**

**Housing Commission**

**Aki Maadiziwin Conference Room**

**January 5, 2023**

**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.**

<b>Margaret Kowalkowski- here</b>	<b>Julia Chapman-here</b>	<b>Robert Deboer-phone</b>
<b>Teresa Callis-here</b>	<b>Marcella Leusby-here</b>	

**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**

<b>Margaret Kowalkowski-yes</b>	<b>Julia Chapman-yes</b>	<b>Robert Deboer-Phone -yes</b>
<b>Teresa Callis-yes</b>	<b>Marcella Leusby-yes</b>	

**Quorum: 5-0-0-0**

**4. Approval of Minutes: Teresa Callis makes a motion to approve the minutes. Commissioner Margaret Kowalkowski seconds. Motion carries.**

<b>Margaret Kowalkowski-yes</b>	<b>Julia Chapman-yes</b>	<b>Robert Deboer-phone-yes</b>
<b>Teresa Callis-yes</b>	<b>Marcella Leusby-yes</b>	

**Quorum: 5-0-0-0**

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

**6. Unified Legal Update: Elise our tribal lawyer, did not bring a red-line copy of our By-Law changes to this meeting. We will table this until our next meeting. We do know and understand that she is doing the workload of more than one lawyer for our tribe.**

**7. Closed Session: none**

**8. Open Session: none**

**9. Policies and Procedures: none**

**10. General Business: none**

**11. Next Meeting Date: February 2, 2023**


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

<b>Margaret Kowalkowski- yes</b>	<b>Julia Chapman- yes</b>	<b>Robert Deboer- Phone -yes</b>
<b>Teresa Callis- yes</b>	<b>Marcella Leusby- yes</b>	

**Quorum: 5-0-0-0**

**13. Meeting closed at 12:00 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 January 2023**

**I. Housing Activities.**

- A. During the month, the Department performed the following activities.  
Lease renewals due during the month: 7  
Leases renewed: 8  
New leases: 0  
Annual Inspections: 7  
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: 1  
Total Amount of Awards for the Year: \$3630
- C. The Homeowners Assistance Fund received no new applications this month. The program provided assistance in the amount of \$7655 for the month of January and a total of \$59261 since it began.
- D. January was Radon Awareness Month, so there was Radon testing kits made available to all residents and postcards were sent out to everyone. Four households took advantage of the kits.
- E. The new Emergency Home Repair program was approved by Tribal Council on January 25<sup>th</sup>. Applications are available via email, tribal website, mail, or at the Housing office.
- F. The Final closeout report for the Treasury Emergency Rental Assistance program is due to January 30<sup>th</sup>. The program ended on September 30<sup>th</sup> but the final close out is now due.
- G. The Housing Director will now begin preparing the Annual Performance Reports for the IHBG grants from HUD that are due the end of March.

**II. Rental Payment Information for the Month.**

- A. Notice of Delinquency issued: 9
- 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. 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 81 were rented giving us an occupancy rating of 94%.

- A. Aki has 60 income based rental units of which 56 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 33 low-income family rental units and 30 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. UPDATE: Meeting was scheduled with vendor and staff to go over the plan on 1/26/23 but had to be rescheduled until 2/2/23.

**VI. Plans for the Future.**

**End of Report**  
**Tara Bailey, Housing Director**  
February 2, 2023

## Little River Band of Ottawa Indians Housing Tenants



### Free Radon Test Kits

Boozhoo-

January is Radon Awareness month and as a result the District Health Department #10 in Manistee has free Radon test kits in the month of January. It only takes a couple minutes to pick up a kit and all they want is your name, address and phone number. The kit is free to individuals.

**The kits are available for your convenience at the Housing Department office between 8:00 a.m. – 4:30 p.m. Monday - Friday**

When you receive your results, please copy us on it so we can save it as history for the unit, you can delete your name as we just need the address for future reference.

Kchi Miiigwech,  
Little River Band Housing Department

## Little River Band of Ottawa Indians Housing Tenants



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## Little River Band of Ottawa Indians Housing Tenants



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Little River Band Housing Department

## Little River Band of Ottawa Indians Housing Tenants



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When you receive your results, please copy us on it so we can save it as history for the unit, you can delete your name as we just need the address for future reference.

Kchi Miiigwech,  
Little River Band Housing Department



# EMERGENCY HOME REPAIR

\*\*\*Funds are limited and applications will be accepted on first come, first serve basis up to \$15000 per home  
Once funds are expended the program will be discontinued\*\*\*

**IS YOUR HOME IN NEED OF EMERGENCY REPAIR?  
PLEASE CONTACT KRYSTAL IN THE HOUSING DEPARTMENT AT  
231-398-6878, EMAIL LRBOIHOUSING@LRBOI-NSN.GOV OR VIEW  
THE APPLICATION ON OUR WEBSITE WWW.LRBOI-NSN.GOV**



**NO INCOME LIMITS  
NO GEOGRAPHICAL LIMITATIONS  
MUST BE AT LEAST 21 OR OLDER  
MUST BE OWNER OF RECORD  
MUST BE LRBOI MEMBER OR GUARDIAN**

Little River Band of Ottawa Indians



Housing Commission Meeting  
Aki maadiziwin Conference Room

**March 2, 2023**

**Agenda**

1. Prayer
2. Roll Call
3. Approval of Agenda
  - a. *March 2, 2023*
  - b.
4. Approval of Minutes
  - a. *February 2, 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  
*April 6, 2023*
13. Adjournment



**Little River Band of Ottawa Indians**

**Housing Commission**

**Aki Maadiziwin Conference Room**

**February 2, 2023**

**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.**

<b>Margaret Kowalkowski- here</b>	<b>Julia Chapman-here</b>	<b>Robert Deboer-phone</b>
<b>Teresa Callis-here</b>	<b>Marcella Leusby-here</b>	

**Quorum: 5-0-0-0**

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

<b>Margaret Kowalkowski-yes</b>	<b>Julia Chapman-yes</b>	<b>Robert Deboer-Phone -yes</b>
<b>Teresa Callis-yes</b>	<b>Marcella Leusby-yes</b>	

**Quorum: 5-0-0-0**

**4. Approval of Minutes: Teresa Callis makes a motion to approve the minutes. Commissioner Marcella Leusby seconds. Motion carries.**

<b>Margaret Kowalkowski-yes</b>	<b>Julia Chapman-yes</b>	<b>Robert Deboer-phone-yes</b>
<b>Teresa Callis-yes</b>	<b>Marcella Leusby-yes</b>	

**Quorum: 5-0-0-0**

**5. Housing Department Update: Housing Director, Tara Bailey gave her report for January 2023. Housing Specialist, Kristal Davis gave us Home Owners Repair Applications and explained how this grant was to be used by home-owner.**

**6. Unified Legal Update: Elise McGowan-Cuellar (former Staff Attorney) sent Teresa Callis HC chairman an e-mail explaining that she no longer works for any Tribal Commissions. She now works for Ogema Larry Romanelli.**

**7. Closed Session: The Margaret Kowalkowski Housing Appeal Decision letter was presented by Marcella Leusby at 11:00 a.m. We moved to closed session to discuss some of the letter's content.**

**8. Open Session: At 11:15 a.m. Teresa moved our meeting back into open session.**

**9. Policies and Procedures: We will review our By-Laws at our next meeting on March 2, 2023.**

**10. General Business: none**

**11. Next Meeting Date: March 2, 2023**

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

<b>Margaret Kowalkowski- yes</b>	<b>Julia Chapman- yes</b>	<b>Robert Deboer- Phone -yes</b>
<b>Teresa Callis- yes</b>	<b>Marcella Leusby- yes</b>	

**Quorum: 5-0-0-0**

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

**Housing Secretary,**



**Margaret Kowalkowski**



## Little River Band of Ottawa Indians Housing Commission

**REVISED**

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

The Housing Commission has scheduled quarterly monthly meetings to accommodate the membership (indicated below), to be held at the Elders Apartment Complex

Meeting dates and times are listed below.

All meetings shall be held at the Aki maadiziwin Conference Room unless otherwise specified above.

### Housing Commission Meeting Dates for 2023

#### Regular Meetings

January 5, 2023  
February 2, 2023  
March 2, 2023  
April 6, 2023 @ 5p.m.  
May 4, 2023  
June 1, 2023

July 6, 2023 @ 5 p.m.  
August 3, 2023  
September 7, 2023  
October 5, 2023 @ 5 p.m.  
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

**April 6, 2023**  
**Agenda**

1. Prayer
2. Roll Call
3. Approval of Agenda
  - a. *April 6, 2023*
  - b.
4. Approval of Minutes
  - a. *March 2, 2023*
  - b.
5. Department Update
6. Legal Update
7. Closed Session
  - a. *Hearing 11:00 a.m.*
  - b. *Hearing 1:00 p.m.*
8. Open Session
9. General Business
10. Policies and Procedures
11. Public Comment
12. Next Meeting Date  
*May 4, 2023*
13. Adjournment

**Little River Band of Ottawa Indians**

**Housing Commission**

**Aki Maadiziwin Conference Room**

**March 2, 2023**

**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.**

<b>Margaret Kowalkowski- here</b>	<b>Julia Chapman-here</b>	<b>Robert Deboer-absent</b>
<b>Teresa Callis-here</b>	<b>Marcella Leusby-here</b>	

**Quorum: 5-0-1-0**

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

<b>Margaret Kowalkowski-yes</b>	<b>Julia Chapman-yes</b>	<b>Robert Deboer-absent</b>
<b>Teresa Callis-yes</b>	<b>Marcella Leusby-yes</b>	

**Quorum: 5-0-1-0**

**4. Approval of Minutes: Marcella Leusby makes a motion to approve the minutes. Commissioner Margaret Kowalkowski seconds. Motion carries.**

<b>Margaret Kowalkowski-yes</b>	<b>Julia Chapman-yes</b>	<b>Robert Deboer-absent</b>
<b>Teresa Callis-yes</b>	<b>Marcella Leusby-yes</b>	

**Quorum: 5-0-1-0**

**5. Housing Department Update: Housing Director Tara Bailey absent, she will bring in February 2023 and March 2023 monthly reports to our April 6, 2023, meeting.**

**6. Unified Legal Update: none**

**7. Closed Session: 10:30-11:00 a.m. We went into closed session to discuss the Emergency Repair Grant. As of now (12) tribal members were serviced other members will be serviced with the remainder of the funds.**

**8. Open Session: 11:00 a.m.**

**9. Policies and Procedures: We sent our red-line By-Laws to Venus at the Tribal Council office.**

**10. General Business: none**

**11. Next Meeting Date: April 6, 2023**

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

<b>Margaret Kowalkowski- yes</b>	<b>Julia Chapman- yes</b>	<b>Robert Deboer- absent</b>
<b>Teresa Callis- yes</b>	<b>Marcella Leusby- yes</b>	

**Quorum: 5-0-1-0**

**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

## Emergency Home Repair

This is an ARPA-BIA funded program with limited funds available.  
Applications will be accepted on a first come, first serve basis up to  
\$15,000 per home.

- Completed Application must be received in the Housing Office before determination can be made.
- Provide a copy of your active and current Tribal Identification or the parent or legal guardian of a Little River Band of Ottawa Indians member who has not reached the age of 18 (must show minor Tribal identification)
- Provide proof of ownership of property (Title, Deed, Life Lease, Etc.)  
Upon receipt of the application, a Housing Representative will inspect your application and address specific issues within 7 business days.
- Homeowners that have utilized the down-payment assistance program within the last 5 years are ineligible.
- Minimum of 3 bids are required from licensed and insured contractors, obtained by the homeowner.

## Little River Band of Ottawa Indians Housing Department Emergency Home Repair Regulations

1. The emergency fund shall be used only for EMERGENCY repairs of LRBOI members who own their own home, anywhere within the United States.
2. EMERGENCY shall be defined as: **No heat, No hot water, Electrical hazards, Plumbing, Mold, Roof, Windows, Entry Doors, Imminent structural collapse** (foundation, floor, wall, roof that is determined by LRBOI Housing Department as ready to collapse.) **Minimum State Building Standards will be met.** Upgrades optional at the homeowner's expense.
3. Once the Emergency Home Repair program is used by an individual, Down Payment Assistance cannot be accessed for a period of five (5) years from the latest date the program was used.

4. No more than \$15,000 will be accessed by any homeowner for this program. If a Tribal member does not use the whole \$15,000 at one time and has another emergency while funds are available, they may access the program again but cannot access more than the \$15,000 combined.
5. The Tribal member must own the home that is to be repaired and the home must be the full-time permanent residence of the Tribal member. (No rentals or land contracts).
6. The Emergency Home Repair Program may also be accessed for Tribal members for placement of mobile/modular units not to exceed \$2500. Units must either have a BOCA or an ICC approved label or a label required by Section 2323.362 (2) of the federal Mobile Home Procedural and Enforcement Regulations. The home has been purchased and wishes to have it "set" on a track of land for set up costs. (Water, Electric, Skirting, Winterizing, Plumbing). This is not a down payment resource but is intended to aide the Tribal member to set up a mobile/modular home and to make sure the unit safe and healthy for family occupancy.
7. All funding for repairs will be at the discretion of the Housing Director and made by licensed and insured contractors. Appeals of the decisions made by the Housing Director may be made through the Housing Commission Appeal process unless the denial was based on no funding available.
8. All payments will be made directly to the contractor/vendor (licensed and insured).



**Little River Band of Ottawa Indians  
Housing Department  
Emergency Home Repair Program Application**

Assistance you are applying for: (Please circle all that apply)

- Heating Issues (furnace)
- Water issues (hot water heater, well pump, etc)
- Electrical Standards
- Plumbing
- Mold
- Roof
- Windows
- Entry Doors
- Imminent structural collapse
- Modular/Mobile Set up
- Septic Pumpout (cannot be accessed more than once every 24 months)

**Applicant Information:**

Full name of Applicant: \_\_\_\_\_

Spouse's Full Name: \_\_\_\_\_

Are you an enrolled member of LRBOI? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, ID# \_\_\_\_\_ Copy of Current Tribal ID is required.

Is your spouse an enrolled member of LRBOI? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, ID# \_\_\_\_\_

Physical Address: \_\_\_\_\_

---

Mailing Address if different: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Home/Work

\_\_\_\_\_ Cell Phone

Email: \_\_\_\_\_

**Household Information:**

1. Proof of Homeownership is required.
2. List all who live in your home

Name	Relationship	Date of birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Any comments you would like to make?

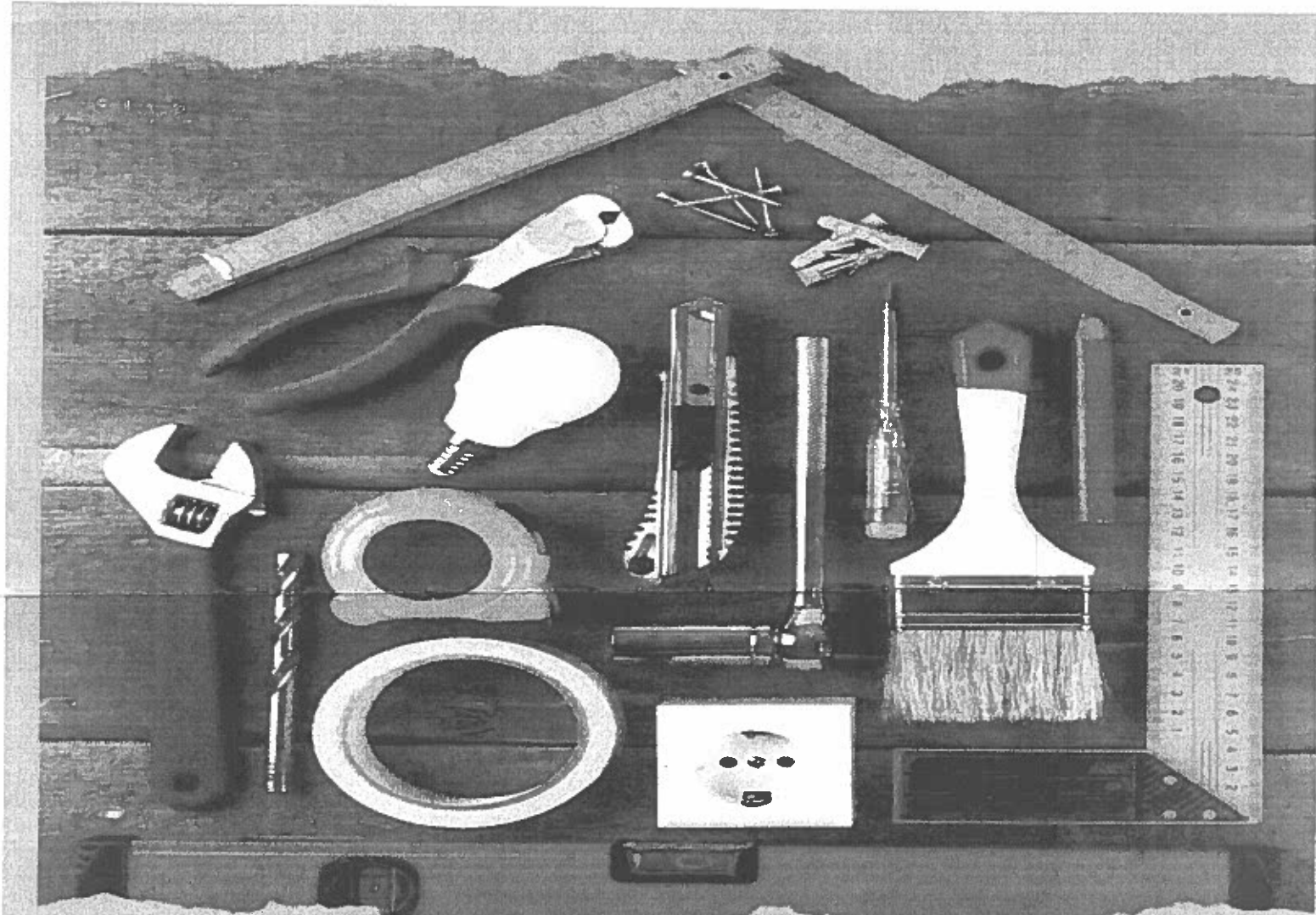
\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Office Use Only

Application Received:

DPA? Yes \_\_\_\_\_ Date: \_\_\_\_\_ No \_\_\_\_\_ Amount Available: \_\_\_\_\_

Application Approved: \_\_\_\_\_ Denied (Reason) \_\_\_\_\_



EMERGENCY HOME

# REPAIR

*\$15,000 per home*

*Handwritten signature*

\*\*\*Funds are limited and applications will be accepted on first come, first serve basis up to \$15000 per home  
Once funds are expended the program will be discontinued\*\*\*

**IS YOUR HOME IN NEED OF EMERGENCY REPAIR?  
PLEASE CONTACT KRYSTAL IN THE HOUSING DEPARTMENT AT  
231-398-6878, EMAIL LRBOIHOUSING@LRBOI-NSN.GOV OR VIEW  
THE APPLICATION ON OUR WEBSITE WWW.LRBOI-NSN.GOV**



NO INCOME LIMITS  
NO GEOGRAPHICAL LIMITATIONS  
MUST BE AT LEAST 21 OR OLDER  
MUST BE OWNER OF RECORD  
MUST BE LRBOI MEMBER OR GUARDIAN



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**Housing Department**  
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231-723-8288

**HOUSING DEPARTMENT**  
**Report to the Housing Commission**  
**For February 2023**

**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: 6  
New leases: 1  
Annual Inspections: 6  
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: 1  
Total Amount of Awards for the Year: \$3630
- C.** The Homeowners Assistance Fund received no new applications this month. The program has provided \$59261 in assistance since it began in 2022.
- D.** The new Emergency Home Repair program was approved by Tribal Council on January 25<sup>th</sup>. Applications are available via email, tribal website, mail, or at the Housing office. At the end of February we have already provided \$130,325.80 in emergency home repair assistance to tribal membership. We are no longer accepting applications for the program as we currently have a log of 20 applications waiting on approvals or denials as the funding is almost expended out.
- E.** The Housing Director will now preparing the Annual Performance Reports for the IHBG grants from HUD that are due the end of March. These will be presented to TC for approval in the month of March.
- F.** Additional funding that was provided in 2020 from the IHBG-CARES in the amount of \$91,607 has been expended. This additional funding provided some assistance to the Members Assistance programs for utility, mortgage, and rental assistance.
- G.** The Housing Director will begin looking into how we go about changing the budget that was provided to the Treasury Department with out Homeowners assistance plan as we are seeing the assistance needed at this time for homeowners is with home repairs to keep their homes livable and safe for them. The current budget provided to the Treasury is for foreclosure assistance but the requests coming in are for other assistance.
- H.** The Housing Director is working with Steve Parsons and an outside vendors on coming up with a plan for the lights within the Aki Community. The first phase is to get a map done of all the electrical lines and other utilities. Further information provided further in report.

**II. Rental Payment Information for the Month.**

- A. Notice of Delinquency issued: 13
- B. Termination Notice(s) issued: 6
- 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. Units inspected this month are in safe and decent conditions; except for two units that are requiring follow up inspections due to the condition of their unit.

**IV. Number of Units and Vacancies.**

LRBOI Housing Department has 86 rental units in total of which 81 were rented giving us an occupancy rating of 94%.

- A. Aki has 60 income based rental units of which 56 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 33 low-income family rental units and 30 are rented.
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  - 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. UPDATE: There was a meeting on 2/2/23 with Steve Parsons, Ken Ockert-GTEC and Scott Buzzell from C&I Electric on how we should proceed on this issue. The first phase will be for C&I electric to do a map of all the current electrical poles/lines in the AKI community, a blue print will then be done by GTEC of the electrical lines and all other utilities. The final goal is to get updated electrical lines to the existing poles and replace poles, if required. This will eliminate the continual band-aid of fixing electrical lines in the ground from old splices and old wires that are now over 20 years old. The current electrical lines are not laid in conduit but are simply laying in the ground.

**VI. Plans for the Future.**

**End of Report**  
**Tara Bailey, Housing Director**  
March 6, 2023



V.E.

## 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 April 2023

#### 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: 0

Annual Inspections:

Move-out Inspections: 1

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: 2

Total Amount of Awards for the Year: \$7127

- C. The Homeowners Assistance Fund received two (2) new applications this month. The program has provided \$74,502 in assistance since it began in 2022 and \$544.07 in assistance in the month of April.
- D. The Housing Director has submitted a budget request to the Treasury department for the HAF program, transferring funds from mortgage assistance to displacement line item as we are seeing requests not for assistance with mortgages but for assistance with items in their home such as roofs, windows, etc that would allow them to keep their home habitable and prevent displacement.

#### II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 9

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. Units inspected this month are in safe and decent conditions; except for two units that are requiring follow up inspections due to the condition of their unit.

#### IV. Number of Units and Vacancies.

LRBOI Housing Department has 86 rental units in total of which 81 were rented giving us an occupancy rating of 94%.

- A. Aki has 60 income based rental units of which 56 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 29 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.

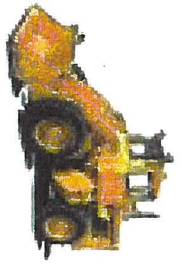
**V. Significant Problems and Accomplishments.**

**VI. Plans for the Future.**

- A. Purchase a new snow plow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Look at the updates needed for the elders complex including providing activities for elders
- D. Start the RFP process in getting blue prints for the maintenance garage expansion
- E. The week of June 5 will be Spring Clean up within the AKI community.
- F. Would like to do a community event in the AKI playground/pavilion this summer with other departments attending and offering events/handouts for the residents and children of the community. Tentative date July 19, 2023.

**End of Report**  
**Tara Bailey, Housing Director**  
May 3, 2023

**Aki Maadiziwin  
CONSTRUCTION  
NOTICE**



We will begin the construction of Aki road repairs on 5/4/2023 & will continue for several weeks, for the entryway road & neighborhood, also this summer we are going to repair the streetlights to have them fixed permanently, so you may experience streetlight outages periodically. Thank you for your patience

**Fire Safety Tips**

**MAKE** a home escape plan, Draw a map of your home showing all doors & windows. Discuss the plan with everyone in the home.



**HAVE** an outside meeting place (like the light pole or mailbox) a safe distance from the home where everyone should meet.

**PRACTICE** your home fire drill at night & during the day with everyone in your home, twice a year

**Just a Friendly Reminder**



The sidewalks are intended for walking and riding your bike. Under Housing Regulation # R700-01:HC- Section 4-4. Parking (in part) 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. We thank you & your neighbors Thank you! :)

**Michigan's Marijuana Law Update**

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.

**Housing Commission Meeting Dates 2023**

Regular Housing Commission meetings have been established for the first Thursday of each month starting at 10:00 a.m. All meetings held at Aki Conference Room

May 4, 2023	September 7, 2023
June 1, 2023	October 5, 2023
July 6, 2023	November 2, 2023
August 3, 2023	December 7, 2023

**Annual Informational Meeting for all LRBOI Membership**

on August 3, 2023 at 1:00 p.m. at Aki maadiziwin Community Center  
Dates, times and location maybe changed without notice

The Housing Department now has it's own email, if you have any concerns, questions or needs etc.. Please email us at lrboihousing@lrboi-nsn.gov

**Spring Clean Up Notice**

**Curb Side Service**

Please set your items to the road by June 5, 2023, 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.



**Clip & Save  
Little River Tribal Events**

Listed below are just a few events going on in your Tribal Community. Watch for more events and details in the next Currents

- Memorial Day May 29, 2023  
Government Office's Closed
- Independence Day July 4, 2023  
Government Office's Closed
- Jiingtamok 2023 — Pow Wow  
July 15 & 16, 2023  
at the Tribal Gathering Grounds
- 2023 Anishnaabe Family Language & Culture Camp July 28 & 29, 2023  
at the Tribal Gathering Grounds
- Labor Day September 4, 2023  
Government Office's Closed
- **SAVE THE DATE** —  
20th Annual Sturgeon Release  
September 09, 2023
- Reaffirmation Day September 21, 2023  
Government Office's Closed
- Fall Membership Meeting  
October 7, 2023 @ LRCR

If you would like your rental payment receipt emailed to you every month, just email Michelle @ michellepepera@lrboi-nsn.gov

**Please remember there is  
No Smoking in LRBOI  
rental units**





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

Are you interested in owning or building your own home?

## 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.

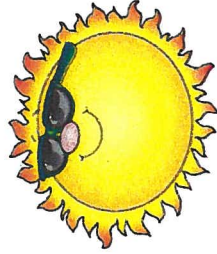
The assistance is calculated on the total purchase price of the mortgage.

If you are interested in the Homeownership Initiative Program contact:

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



The Pavilion will be opening for the  
Summer Season on  
May 8, 2023  
and with warmer  
weather come's out-  
door fun!



With that in mind we  
would like to ask every one to be respect-  
ful of your neighbor's right to the  
peaceful enjoyment of their residences  
and yards. When your children are using  
the playground please be sure they are be-  
ing monitored so as to avoid misbehaving.  
We have had some instances of this which  
only adds to the importance of the  
parent's responsibility for their children.  
**Quite time shall be from 10 p.m. - 8:00 a.m.**

### What's Your Number??

Please update your phone  
number with the Housing  
Department that way to

set up an appointment for maintenance  
or a 3 party delivery we will have the  
right number on file to reach you.

Thank you in advance for your cooperation.



For residents who have pets this is a reminder

Under Chapter 6, Section 4. Animal Control

*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 unat-  
tended is not under the control of an adult.  
Questions about pets call 231-398-6878

Little River Band of Ottawa Indians



Housing Commission Meeting  
Aki maadiziwin Conference Room

**May 4, 2023**  
**Agenda**

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

**Little River Band of Ottawa Indians**

**Housing Commission**

**Aki Maadiziwin Conference Room**

**April 6, 2023**

**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.**

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

**Quorum: 4-0-0-1**

**3. Approval of Agenda: Commissioner Teresa Callas approves agenda. Commissioner Marcella Leusby seconds. Motion carries.**

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

**Quorum: 4-0-0-1**

**4. Approval of Minutes: Commissioner Marcella Leusby approves minutes Commissioner Margaret Kowalkowski seconds. Motion carries.**

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

**Quorum: 4-0-0-1**

**5. Housing Department Update: Director Tara Bailey submitted February and March housing department reports.**

**6. Legal Update: none**

**7. Closed Session: First hearing started at 11:15 a.m. ended at 12: 45 p.m. The Second Hearing started at 1:00 p.m. Finished at 2:10 p.m.**

**8. Open Session: reconvened at 2:15 p.m.**

**Little River Band of Ottawa Indians**

**Housing Commission**

**Aki Maadiziwin Conference Room**

**June 1, 2023**

**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.**

<b>Margaret Kowalkowski-yes</b>	<b>Teresa Callis-yes</b>	<b>Robert Deboer-absent</b>
<b>Marcella Leusby-yes</b>		

**Quorum: 4-0-0-1**

**3. Approval of Agenda: Commissioner Marcella Leusby approves agenda.**

**Commissioner Teresa Callis seconds. Motion carries.**

<b>Margaret Kowalkowski-yes</b>	<b>Teresa Callis-yes</b>	<b>Robert Deboer-absent</b>
<b>Marcella Leusby-yes</b>		

**Quorum: 4-0-0-1**

**4. Approval of Minutes: Commissioner Marcella Leusby approves minutes.**

**Commissioner Margaret Kowalkowski seconds.**

**Motion carries.**

<b>Margaret Kowalkowski-yes</b>	<b>Teresa Callis-yes</b>	<b>Robert Deboer-absent</b>
<b>Marcella Leusby-yes</b>		

**Quorum: 4-0-0-1**

**5. Housing Department Update: Director Tara Bailey will submit the May housing department report to the housing commission at our July meeting.**

**6. Legal Update: As of present meeting there is litigation Between the executive attorney representing Little River Band of Ottawa Indians and a tribal member.**

Little River Band of Ottawa Indians



Housing Commission Meeting  
Aki maadiziwin Conference Room

**July 6, 2023**  
**Agenda**

1. Prayer
2. Roll Call
3. Approval of Agenda
  - a. July 6, 2023
  - b.
4. Approval of Minutes
  - a. *June 1, 2023*
  - 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  
*August 3, 2023*
13. Adjournment



## 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 May 2023

#### 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: 10

Leases renewed: 10

New leases: 0

Annual Inspections: 10

Move-out Inspections: 1

Move outs: 0

Transfers: 1

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

Applications received this month: 1

Total Number of Awards made during the Year: 2

Total Amount of Awards for the Year: \$7127

- C. The Homeowners Assistance Fund received one (1) new application this month. The program has provided \$78,721.24 in assistance since it began in 2022 and \$4219.24 in assistance in the month of May.
- D. May 16-18, 2023, Michelle Pepera and the Housing Director went to Richmond, VA for training on Strategic Planning. This training was done by our local ONAP HUD office and was informative as to how to get started with strategic planning, who needs to be involved and what it should all include.

#### II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 10

- B. Termination Notice(s) issued: 3

- 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 6 units to complete for a move in at this time.

- C. Units inspected this month are in safe and decent conditions; except for two units that are requiring follow up inspections due to the condition of their unit.

#### 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 94%.

- A. Aki has 60 income based rental units of which 56 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 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 24 are rented.

**V. Significant Problems and Accomplishments.**

**VI. Plans for the Future.**

- A. Purchase a new snowplow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Look at the updates needed for the elders complex including providing activities for elders
- D. Start the RFP process in getting blueprints for the maintenance garage expansion
- E. Preparing for a community event in the AKI playground/pavilion this summer with other departments attending and offering events/handouts for the residents and children of the community. The date is set for July 19, 2023, 3-6 p.m., you and your staff are invited to attended.

**End of Report**  
**Tara Bailey, Housing Director**  
June 9, 2023

V.E

**Little River Band f Ottawa Indians**

**Housing Commission**

**Aki Maadiziwin Conference Room**

**July 6, 2023**

**1. Opening Prayer:**

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

**2. Roll Call:**

**Commissioner, Marcella Leusby took Roll Call.**

<b>Margaret Kowalkowski- yes</b>	<b>Teresa Callis- yes</b>	<b>Robert Deboer- yes</b>
<b>Marcella Leusby- yes</b>		

**Quorum: 4-0-0-0**

**3. Approval of Agenda: Commissioner Teresa Callis approves the agenda.  
Commissioner**

**Marcella Leusby seconds. Motion carries**

<b>Margaret Kowalkowski- yes</b>	<b>Teresa Callis- yes</b>	<b>Robert Deboer- yes</b>
<b>Marcella Leusby- yes</b>		

**Quorum: 4-0-0-0**

**4. Approval of Minutes: Commissioner Marcella Leusby approves the minutes.  
Commissioner**

**Margaret Kowalkowski seconds. Motion carries.**

<b>Margaret Kowalkowski- yes</b>	<b>Teresa Callis- yes</b>	<b>Robert Deboer- yes</b>
<b>Marcella Leusby- yes</b>		

**Quorum: 4-0-0-0**

**5. Housing Department Update: June report was not submitted to the July meeting.**

**6. Legal Update: We no longer have this department.**





## 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 June 2023

#### 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: 5

New leases: 0

Annual Inspections: 7

Move-out Inspections: 0

Move outs: 0

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: 2

Total Amount of Awards for the Year: \$7127

- C. The Homeowners Assistance Fund received one (1) new application this month. The program has provided \$83451 in assistance since it began in 2022 and \$5274.3 in assistance in the month of May.
- D. A flyer was mailed out on June 22nd to all AKI residents informing them of the AKI community Picnic that the Housing Department is hosting for them on July 19<sup>th</sup> from 3p-6pm.
- E. The Housing Director was out on IFMLA for the month of June.

#### II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 12

- B. Termination Notice(s) issued: 7

- 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.

#### 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 94%.

- A. Aki has 60 income based rental units of which 56 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 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 24 are rented.

**V. Significant Problems and Accomplishments.**

**VI. Plans for the Future.**

- A. Purchase a new snowplow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Look at the updates needed for the elders complex including providing activities for elders
- D. Start the RFP process in getting blueprints for the maintenance garage expansion

**End of Report**  
**Tara Bailey, Housing Director**  
July 11, 2023

V.E

Little River Band of Ottawa Indians



**Housing Commission Meeting  
Aki maadiziwin Conference Room**

**August 3, 2023  
Agenda**

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



**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 July 2023**

**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: 3

New leases: 1

Annual Inspections: 5

Move-out Inspections: 2

Move outs: 2

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: 2

Total Amount of Awards for the Year: \$7127

**C.** The Homeowners Assistance Fund received one (1) new application this month, one (1) denial. The program has provided \$84250.96 in assistance since it began in 2022 and \$799.96 in assistance in the month of July.

**D.** The Housing Department held a community picnic on July 19<sup>th</sup> from 3p-6p and it was well attended (pictures attached). The picnic had representation from various departments who also provided swag, information and prizes to the picnic and the local fire truck was there also. Hot dogs/chips/drinks, dessert and prizes consisting of weed whackers and corn hole along with prizes for the children was provided by the Housing Department. The Housing Department hopes to make this an annual event.

**E.** The Housing Director was out on IFMLA and bereavement until July 10<sup>th</sup>.

**F.** The Housing Director attended the Monthly Directors meeting on July 27<sup>th</sup>.

**G.** An analysis was completed to see about having a painter come in and a cleaning company to help get units turned over quicker but due to costs being so high and the amount of time it would take to get contracts in place, it was determined that it did not make sense to do so at this time.

**H.** A job requisition was completed in July for an additional maintenance technician, so in August we will have another maintenance tech available to assist in completing unit turnovers.

**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): There is 4 pending to sent to court if no response is received by residents.

**III. Condition of Properties.**

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 6 units to complete for a move in currently. Two of which will be completed in the first week in August. We have 4 units that will need to be completely repainted, flooring redone and minor damage repair then final cleaning.

**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 56 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 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 24 are rented.

**V. Significant Problems and Accomplishments.**

**VI. Plans for the Future.**

- A. Purchase a new snowplow truck for maintenance.
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Look at the updates needed for the elders complex including providing activities for elders
- D. Start the RFP process in getting blueprints for the maintenance garage expansion
- E. HUD Training on August 15-16<sup>th</sup> for Program Income from our Indian Housing Block Grants
- F. August 8-10<sup>th</sup> Housing Director and Administrative Assistant will be attending training in Denver, CO regarding our tenant accounting software we use called Doorways for tenant tracking of tenant ledgers and work orders.
- G. September 12-14<sup>th</sup> the Housing Director will be attending via Zoom training regarding Structuring Rents. This will assist in deciding whether our current rent structure needs to be evaluated and changed.

**End of Report**  
**Tara Bailey, Housing Director**  
August 3, 2023



**Little River Band of Ottawa Indians**

**Housing Commission**

**Aki Maadiziwin Conference Room**

**August 3, 2023**

**1. Opening Prayer:**

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

**2. Roll Call:**

Commissioner, Margaret Kowalkowski took Roll Call.

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

Quorum: 4-0-0-2

**3. Approval of Agenda: Commissioner Teresa Callis approves the agenda. Commissioner Margaret Kowalkowski seconds. Motion carries.**

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

Quorum: 4-0-0-2

**4. Approval of Minutes: Commissioner Teresa Callis approves minutes. Commissioner Margaret Kowalkowski seconds. Motion carries.**

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

Quorum: 4-0-0-2

**5. Housing Department Update: Housing Director Tara Bailey and lesion Ron Wittenberg will make sure only AKI residents receive the drawn prizes at the picnic.**

**6. Legal Update: The two lesions Ron Wittenberg and Al Metzger on our commission are working to help our commission get legal representation.**

**7. Closed Session: We went into closed session at 11:am to review the surveys.**

8. Open Session: At 11:40 a.m. We went back into open session after reviewing the surveys.

9. Policies and Procedures: Today we are having our Annual Meeting/ Picnic with residents.

10. General Business:

11. Next Meeting Date: October 5, 2023

12. Adjournment: Commissioner Margaret Kowalkowski moved to adjourn. Teresa Callis seconds. Motion carries.

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

Quorum: 4-

13. Meeting closed at 12:p.m.

Housing Secretary,

Margaret Kowalkowski *jk*





**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 August 2023**

**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: 6
  - New leases: 1
  - Annual Inspections: 5
  - Move-out Inspections: 2
  - Move outs: 1
  - 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: 5
  - Total Amount of Awards for the Year: \$22127
- C. The Homeowners Assistance Fund received one (2) new application this month, 0 denial. The program has provided \$84250.96 in assistance since it began in 2022.
- D. The Housing Commission held their annual resident meeting on August 3 and it was attended by approximately 6 residents.
- E. The Housing Director and the Administrative Assistant went to a Kanso Housing Summit held in Denver, CO for the software the housing department uses for resident accounting. The summit provided classes on various components of the program and what was new and upcoming with the software.
- F. The Housing Director attended the Monthly Directors meeting on August 31<sup>st</sup> that was held in The Lodge and the purchasing department did a presentation on the proper use of the purchase and requisition procedures.
- G. August 17<sup>th</sup> was a staff in-service day for all staff and this year the theme was team work and various activities were set up that incorporated team work to get accomplished. The day seemed to be a hit with staff members.
- H. August 15-16<sup>th</sup>, the Director did an online HUD training regarding Program Income for IHBG programs.
- I. Information notice was sent out to residents on 8/28 for the resealing of the AKI community roads and AKI community building. The work was to begin on August 30<sup>th</sup> and be completed by Sept. 2<sup>nd</sup>.
- J. A job requisition was completed in July for an additional maintenance technician, so in August we will have another maintenance tech available to assist in completing unit turnovers. UPDATE: The maintenance technician is to begin on September 4<sup>th</sup>.
- K. The Housing Director/Executive Lead has spent most of the month of August working with the Members Assistance department due to turnover in staff and issues within the department.

**II. Rental Payment Information for the Month.**

- A. Notice of Delinquency issued: 10
- B. Termination Notice(s) issued: 4
- C. Notice(s) to Vacate or Renew: 2
- D. Court Filing(s): There is 2 pending as the information has been sent to the legal department.

**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. We have 4 units that will need to be completely repainted, flooring redone and minor damage repaired then final cleaning.

**IV. Number of Units and Vacancies.**

LRBOI Housing Department has 86 rental units in total of which 79 were rented giving us an occupancy rating of 92%.

- 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 6 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 8 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. Purchase a new snowplow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Look at the updates needed for the elders complex including providing activities for elders
- D. Start the RFP process in getting blueprints for the maintenance garage expansion
- E. September 26-28<sup>th</sup> onsite training with NAIHC regarding Environmental Reviews for the Housing Director.
- F. September 20-22<sup>nd</sup> the Housing Director will be attending via Zoom training regarding Structuring Rents. This will assist in deciding whether our current rent structure needs to be evaluated and changed.

**End of Report**  
**Tara Bailey, Housing Director**  
September 11, 2023

V.E

**Little River Band of Ottawa Indians**



**Housing Commission**

**Aki Maadiziwin Conference Room**

**September 7, 2023**

**1-3. Opening Prayer, Roll Call and Stipend**

**Roll Call: Chairperson Terea Callis calls meeting to order at 10:15 am.**

<b>Margaret Kowalkowski-absent</b>	<b>Bob Deboer-absent</b>	
<b>Teresa Callis- here</b>	<b>Marcella Leusby-here</b>	

**Quorum: 2-2-0-0-**

**Others Present: 0**

**4. Approval of Agenda:**

**Commissioner Marcella Leusby approves agenda, Commissioner Teresa Callis seconded. Motion carries.**

<b>Margaret Kowalkowski-absent</b>	<b>Bob Deboer-absent</b>	
<b>Teresa Callis-yes</b>	<b>Marcella Leusby:yes</b>	

**Quorum:2-2-0-0**

**5. Approval of Minutes: Approve minutes for August 10, 2023**

**Commissioner Teresa Callis approves minutes for August. Commissioner Marcella Leusby seconds, motion carries.**

<b>Margaret Kowalkowski-absent</b>	<b>Bob Deboer-absent</b>	
<b>Teresa Callis-yes</b>	<b>Marcella Leusby-yes</b>	

**Quorum:2-2-0-0**

**6. General Business:**

At the Yearly Aki Tenants meeting one flag was missing from the order. Teresa called to check the whereabouts of that flag. Have not heard anything back yet.

Teresa Callis and Marcella have to renew their seat on the Housing Commission this month.

There were no update on Housing this month because Tara was on travel.

We went into closed session to go over a forthcoming case. It was decided to take it to Peacekeeping and Teresa filled out the form to schedule a meeting.

We went over the survey. We did not get very many surveys back We thought the quarterly meetings might help more with the tenants problems. We are hoping to get those started this fall.

There were no open session or policies and procedures.

We talked of updating the Housing Commission resolution.

7. Legal:None

8. Public Comment: None

9. Closed Session:None

10. Closing: Commissioner Teresa Callis moves to close meeting. Commission Marcella Leusby seconds. All approves

Meeting closes at 12:25 pm.

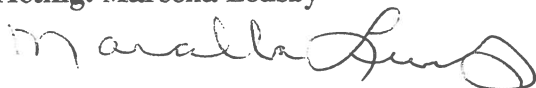
Margaret Kowalkowski-absent	Bob Dober-absent	
Teresa Callis-yes	Marcella Leusby-yes	

Quorum:

11. Next meeting: October 6, 2023

Housing Secretary,

Acting: Marcella Leusby



**Little River Band of Ottawa Indians**



**Housing Commission**

**Aki Maadiziwin Conference Room**

**November 2, 2023**

**1-3. Opening Prayer, Roll Call and Stipend**

**Roll Call: Chairperson Terea Callis calls meeting to order at 10:15 am.**

<b>Margaret Kowalkowski-here</b>	<b>Bob Deboer-absent</b>	
<b>Teresa Callis- here</b>	<b>Marcella Leusby-here</b>	

**Quorum: 3-1-0-0**

**4. Approval of Agenda:**

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

<b>Margaret Kowalkowski-yes</b>	<b>Bob Deboer-absent</b>	
<b>Teresa Callis-yes</b>	<b>Marcella Leusby:yes</b>	

**Quorum: 3-1-0-0**

**5. Approval of Minutes: None**

**Commissioner approves minutes for August. Commissioner seconds, motion carries.**

<b>Margaret Kowalkowski-</b>	<b>Bob Deboer-</b>	
<b>Teresa Callis-</b>	<b>Marcella Leusby-</b>	

**Quorum:0-0-0-0**

**6. General Business: We talked about making changes to time limits on some misdemeanors for housing applications. Tara gave her monthly report. She talked of getting some new furniture for the Elders Common area at the apartment complex. She also talked of having more get togethers with the other Aki elders. Tara is also looking at getting a grant to put in a storage area for the apartment complex.**

**7. Public Comment: None**

**8. Closed Session: 2 hearings scheduled. One is at 11:00 am and the other at 1:00 pm.**

**Discussion on removal of Commissioner due to absentee.**

**9. Closing: Commissioner Teresa Callis moves to close meeting. Commission Marcella Leusby seconds. All approves. Meeting closes at 2:25 pm.**

<b>Margaret Kowalkowski-yes</b>	<b>Bob Dober-absent</b>	
<b>Teresa Callis-yes</b>	<b>Marcella Leusby-yes</b>	

**Quorum: 3-1-0-0**

**10. Next meeting: December 7, 2023**

**Housing Secretary,**

**Acting: Marcella Leusby**  
*Marcella Leusby*