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TRIBAL COUNCIL

Little River Band of Ottawa Indians

2021 MAR 24 PM 2: 54



Housing Commission Meeting
Aki maadiziwin Conference Room
Agenda

February 4, 2021

1. Prayer
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
 - a. *January 7*
 - b. *January 21*
5. Department Update:
6. Unified Legal Update
7. Closed Session:
 - a.
 - b.
8. General Business:
 - a. Chapters
 - b. Rental Lease
9. Open Session:
10. Policies and Procedures
11. Public Comment
12. Next Meeting Date: February 18, 2021
13. Adjournment



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

Meeting Held on: February 4, 2021

Members Present at Meeting: 3d'4c

1. Julia Chapman Julia Chapman Attended Yes ☒ No ☐
2. Marcella Leusby Marcella Leusby Attended Yes ☒ No ☐
3. Theresa Callis Theresa Callis Attended Yes ☒ No ☐
4. Margaret Kowalkowski Margaret Kowalkowski Attended Yes ☒ No ☐

Tom Guenthardt _____ Yes No ☒

Sandy Lewis _____ Attended Yes ☐ No ☒

Ron Wittenberg _____ Attended Yes ☐ No ☒

Shannon Crampton _____ Attended Yes ☐ No ☒

Meeting start time: 10:00 am

Meeting end time: 12:15 pm

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

Certification

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

Theresa Callis
Chairperson Signature

2/4/21
Date

Marcella Leusby
Commissioner

2/4/2021
Date

Little River Band of Ottawa Indians



Housing Commission Aki Maadiziwin Conference Room MEETING MINUTES February 4, 2021

1-3. Opening Prayer, Roll Call and Stipend

Commissioner Teresa Callis called meeting to order at 10:00 AM.

Roll Call:

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

Quorum: 4-0-0-0

Others Present: None

4. Approval of Agenda-

Motion to approve the Agenda for February 4, 2021

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

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

Quorum: 4-0-0-0

5. Approval on Minutes-

Motion to approve minutes for:

Commissioner made motion to approve minutes Commission seconds motion. Motion carries.

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

Quorum: 0-0-0-0

6. Closed Session: None

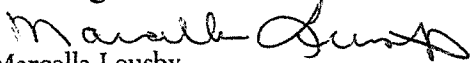
7. Business: Commission talked of Chapters 2,4,6,7 that are up for public comment. Seeing that neither Tara or Elise was at the meeting we couldn't ask any questions. Commission went over Chapter 5 and talked of the Housing lease Agreement for Aki residents. We would like updates on some of the changes to the lease agreement and some of the other chapters. We need to set up a date for the yearly Tenant meeting, also need to do a survey for the Aki tenants.

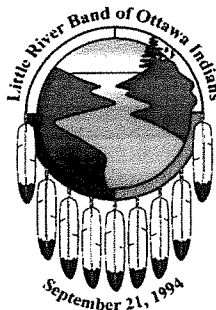
8. Public Comment: None

9. Next Meeting: February 18, 2021

10. Adjournment: Teres Callis made motion to ajourn meeting, Margaret Kowalkowski seconded, meeting adjourned at 12:30 pm

Housing Commission Secretary


Marcella Leusby



Little River Band of Ottawa Indians
Housing Department
Mailing Address: 2608 Government Center Drive
Physical Address: 2953 Shaw Be Quo ung
Manistee, Michigan 49660
231-723-8288

HOUSING DEPARTMENT
Report to Housing Commission
For February 2021

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: 1

Annual Inspections: 0 (Annual inspections on hold still due to COVID-19)

Move-out Inspections: 1

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: 2

Total Amount of Awards for the Year: \$10,000

The Housing Department has assisted with \$615,000 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2021!

- C.** Received notice that the Department of Treasury had funds allocated to them for an Emergency Rental Assistance Program to assist families that are struggling due to the COVID-19 pandemic. LRBOI applied for the funds and received notice on 1/28 that we are receiving \$365,299.91 in funding! It was determined that the Housing Department would be providing this service to membership and are currently in the process of finalizing the policy for the program before implementation.
- D.** The RFP for the 5 new homes in Aki from the ICDBG grant has gone out and is due back on March 16.
- E.** Chapters 2/4/6/7 are currently out for public comment and the 30-day comment period will end on 3/10. Once complete, can then go back to TC for final approval.

II. Rental Payment Information for the Month.

- A.** Notice of Delinquency issued: 0

- B.** Termination Notice(s) issued: 0

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

- D.** Court Filing(s): 0

- E.** Due to the Executive Order regarding COVID-19 and the hold on lease terminations for non-payment of rent, we currently have \$22,273 in arrearages from 10 residents. 1 resident has not paid since April and 1 since July. We have contacted via phone, sent letters and still no response.

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, this allows maintenance staff to work independently from each other.
- C. All maintenance on HVAC systems has been completed and there is a few follow up items that need to be completed by Housing maintenance. Only 1 follow up is required at this time for HVAC inspection.

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 51 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 27 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 7 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

- A. The elder's complex new laundry area is near completion, the electrical and plumbing has been completed. The new commercial washer and dryer and laundry carts have been purchased and are waiting to be installed. Maintenance staff has to complete the drywall repairs and install the equipment.

VI. Plans for the Future.

Will start working with Housing Commission on Chapters 1/3/5/8 of Housing Regulations to update as needed.

VII. Other Information

End of Report
Tara Bailey, Housing Director
February 4, 2021

Cc: File

Little River Band of Ottawa Indians



Housing Commission Meeting
Aki maadiziwin Conference Room

Agenda
February 18, 2021

1. Prayer
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
 - a.
 - b.
5. Department Update:
 - a. Utilities Department
 - b. Emergency Rental Assistance program
 - c. Update on ICDBG Grant
6. Unified Legal Update
7. Closed Session:
 - a.
 - b.
8. General Business:
9. Open Session
10. Policies and Procedures
11. Public Comment
12. Next Meeting Date
13. Adjournment



Little River Band of Ottawa Indians
Stipend Payment Request
Housing Commission

Meeting Held on: February 18, 2021

Members Present at Meeting:

1. Julia Chapman Julia Chapman Attended? Yes ☒ No ☐
2. Margaret Kowalkowski Margaret Kowalkowski Attended? Yes ☒ No ☐
3. Marcella Leusby Marcella Leusby Attended? Yes ☒ No ☐
4. Teresa Callis Teresa A. Callis Attended? Yes ☒ No ☐
5. _____ Attended? Yes ☐ No ☐

Sandy Lewis _____ Attended? Yes ☐ No ☐
Ron Wittenberg _____ Attended? Yes ☐ No ☐
Shannon Crampton _____ Attended? Yes ☐ No ☐
Tom Guenthardt _____ Attend? Yes ☐ No ☐

Meeting start time: _____

Meeting end time: _____

The stipend for this Commission is \$125.00 for attendance in person.

Certification

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

Teresa A. Callis
Chairperson Signature

2/18/2021
Date

Marcella Leusby
Commissioner

2/18/2021
Date

Little River Band of Ottawa Indians

Housing Commission

Aki Maadiziwin Conference Room

February 18, 2021

1-3. Opening Prayer, Roll Call and Stipend

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

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

Quorum: 4-0-0-0

Others Present: Tara Bailey. On phone- Diane Kerr and Elise McGowen-Cuellar

4. Approval of Agenda:

Commissioner Margaret Kowalkowski approves agenda. Commissioner Julia Chapman seconds. Motion carries.

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

Quorum: 4-0-0-0

5. Approval of Minutes: Approve minutes February 4, 2021

Commissioner Teresa Callis approves minutes for February 4th. Commissioner Julia Chapman seconds, motion carries.

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

Quorum: 4-0-0-0

6. Business: Phone conference with Diane Kerr and Elise on resolution 18-0809-04 for the procedure of maximum allotted use of water that the Housing Department will pay for Elders Designated Housing.

Housing has determined that elders can use up to 500 gallons per unit, per month. Utilities will alert Housing of overuse of water. Housing will let elder know of overage of water amount and it will be added to monthly amount due, tenant will be responsible for paying the difference.

Tara gave update on Housing. They received a emergency rental / Utility assistance program from the EPA. This is to help members with the hardships from the pandemic. It's good for

one year from March 2020 to December, 2021. Housing will be checking into how this program will work. Housing is still working on a grant for the development on the back acreage of Aki.

Commission is working on a plan of how to do the yearly tenant/commission meeting. They are working on finishing up the chapters.

7. Legal: talked about chapters and changes to them.

8. Public Comment: None

9. Closed Session: None

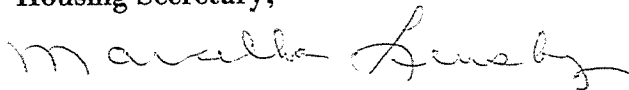
10. Closing: Commissioner moves to close meeting. Meeting closes at 12:10 pm.

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

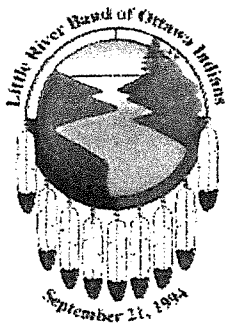
Quorum: 4-0-0-0

11. Next meeting: March 4, 2021

Housing Secretary,



Marcella Leusby



**Little River Band of Ottawa Indians
Housing Commission
2608 Government Center Dr.
Manistee, MI 49660
(231) 723-8288**

Resolution # 21-0218-01

Resolution clarifying Resolution 18-0809-04 to establish the procedure for maximum allotted amount of water that the Housing Department will pay for in Elder Designated Housing

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 Little River Band are vested in the Tribal Council at Article IV, Section 7 of the Constitution; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) of the Constitution to enact ordinances and adopt resolutions to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members and to govern the conduct of members of the Little River Band and other persons within its jurisdiction; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(f) to create by ordinance regulatory commissions or subordinate organizations and to delegate to such organizations the power to manage the affairs of the Little River Band; and

WHEREAS, the Tribal Council did by Ordinance #04-700-01 create the Housing Commission to oversee and regulate the Tribe's housing with the delegated power in Section 6.01(a) of that ordinance to develop and adopt regulations governing Tribal housing on Tribal trust or fee lands; and

WHEREAS, the Housing Department has determined that the average use of water by Elder's in Elder designated housing is 5000 gallons per unit, per month; and

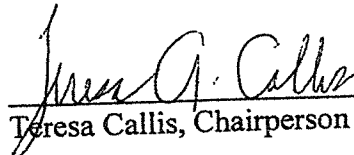
WHEREAS, the Housing Commission passed Resolution 18-0809-04, stating that the Utilities Department would accept payment on behalf of the tribe, however, the Housing Department has been facilitating the overpayment and the Housing Department shall facilitate the overpayment; and

NOW THEREFORE IT IS RESOLVED and clarifies the Utilities Department will alert the Housing Department of the amount of the overage of an elder designated unit. The Housing Department will provide the Elder with the overage amount which will be added to the Housing Department's monthly's amount due. The tenant(s) will be responsible for paying the difference to the Little River Band of Ottawa Indians.

IT IS FINALLY RESOLVED that the Housing Commission shall forward this resolution to the Housing Department, the Accounting Department, and the Utilities Department for clarification and implementation.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Housing Commission with 4 FOR, 0 AGAINST, 0 ABSTAINING 0 and 0 ABSENT at a regular session of the Little River Band of Ottawa Indians Housing Commission held on February 18, 2021, at the Aki Maadiziwin Community Center in Manistee, Michigan, with a quorum being present for such vote.


Teresa Callis, Chairperson

Distribution: Tribal Council
Utilities Department
Accounting Department
Housing Department
Unified Legal Department