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**Little River Band of Ottawa Indians**



**Housing Commission Meeting  
Aki maadiziwin Conference Room**

**September 1, 2022  
Agenda**

1. Prayer
2. Roll Call
3. Approval of Agenda
  - a. *September 1, 2022*
4. Approval of Minutes
  - a. *August 4, 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: *October 6, 2022*
13. Adjournment

**Little River Band of Ottawa Indians**

**Housing Commission**

**Aki Maadiziwin Conference Room**

**August 4, 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.**

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

**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, Robert Deboer seconds. Motion carries**

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

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

**5. Approval of Minutes:**

**Commissioner Teresa Callis makes motion to approve the minutes,**

**Commissioner, Julia Chapman seconds. Motion carries.**

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

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

**6. Housing Department Update: Housing Director, Tara Bailey passed out both June and July's monthly reports. Tara went over the reports with us.**

**7. Unified Legal Update: Elise is on vacation.**

**8. Closed Session:**

**9. Open Session: . Policies and Procedures: Marcella wrote a resolution**

**10. At our Annual Meeting on July 7th at 1pm, we received AKI tenants' question surveys. Drawings and prizes followed, most of the prizes were of our Native American theme. Winners did not need to be present to win.**

**11. Next Meeting Date: September 1, 2022**

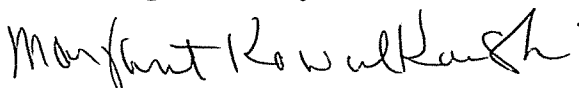
**12. Adjournment: commissioner Teresa Callis moved to adjourn. Commissioner Margaret Kowalkowski seconds. Motion carries.**

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

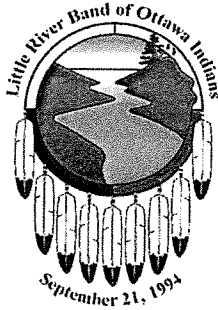
**Quorum: 4-0-1-0**

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

**Housing Secretary,**



**Margaret Kowalkowski**



**Little River Band of Ottawa Indians**  
**Housing Department**  
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**HOUSING DEPARTMENT**  
**Report to the Housing Commission**  
**For August 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: 5
  - New leases: 1
  - Annual Inspections: 9 (3 Annual inspections and 6 Past 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: 1
  - Total Number of Awards made during the Year: 7
  - Total Amount of Awards for the Year: \$28192
- C. The vacant maintenance position had an applicant for the part time position and an interview was completed but the applicant has not been accepted as of this date.
- D. The Housing Director attended the quarterly GLIHA meeting which was held at the Leelanau Sands Casino in Peshawbestown, MI. The meeting was very information with representatives from MSHDA, HUD, USDA, EPA, Seven Generations architectural firm, RT Hawk Alliance LLC, and Big Water Consulting out of WA. The meeting was August 2-3<sup>rd</sup>.
- E. The Emergency Rental Assistance program has received 7 new applications in the month of August and has assisted with \$42,278 in assistance in August. There was two denials for the month due to over income. 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 five homes are moving readily along towards a Sept 30<sup>th</sup> completion date. All 5 garages and porches are on. There are a few warranty issues already that Champion, the manufacture will be out to address.
- G. The Housing Director is working on a few new policies that will be presented to the Housing Commission in October regarding maintenance policy, updating a few areas within Chapter 2 and 3. And once completed with them, they will come to TC for consideration and approval.
- H. The Housing Director attended Indian Housing Plan and Annual Performance Report training through HUD on August 18-19<sup>th</sup> via Zoom. This is helpful to ensure we are in compliance and assists in knowing what HUD is expecting in these two reports.

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

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 3

- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0 (There was an eviction hearing held on August 1<sup>st</sup> which resulted in not an actual eviction but the resident agreeing to move out by September 30<sup>th</sup>. This was a result of 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 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.
  - 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 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.
- B. The Housing Director will be working on the 2023 Indian Housing Plan in September as it is due to HUD 75 days before the end of the fiscal year.

**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.

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

**End of Report**  
**Tara Bailey, Housing Director**  
September 1, 2022