

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

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**