

VE.

Little River Band of Ottawa Indians



Housing Commission Meeting  
Aki maadiziwin Conference Room

**August 4, 2022 Agenda**

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

**Little River Band of Ottawa Indians**

**Housing Commission**

**Aki Maadiziwin Conference Room**

**July 7, 2022**

**1- Opening Prayer:**

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

**2. Roll Call:**

**Secretary, Margaret Kowalkowski took Roll Call.**

**Guests in attendance: Rene and Ron Bankert.**

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

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

**3. Stipend sheet signed by Commissioners.**

**4. Approval of Agenda:**

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

<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-yes</b>	

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

**5. Approval of Minutes:**

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

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

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

**6. Housing Department Update:** Housing Director, Tara is on vacation. When she returns for our August meeting, she will bring in June and July's monthly reports.

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

**8. Closed Session:** Marcella suggested that we have quarterly meetings at the Elder Complex. We voted on this, all voted yes. **Quorum: 5-0-0-0.**

**9. Open Session:** We discussed more on the quarterly meetings they will not be added as extra meetings for our commission. We will have (4) evening meeting a year. We will follow the per cap calendar on these, our first meeting will be October 7<sup>th</sup> at 6 p.m. Marcella will make flyers to let AKI residents aware of the quarterly meetings.

**10. Policies and Procedures:** none

**11. Next Meeting Date:** August 4, 2022

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

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

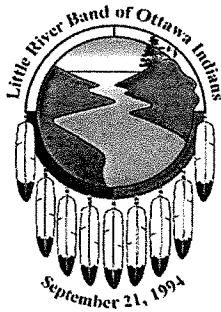
**Quorum: 5-0-0-0**

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

**Housing Secretary,**

*Margaret Kowalkowski*

**Margaret Kowalkowski**



## **Little River Band of Ottawa Indians**

### **Housing Department**

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

### **HOUSING DEPARTMENT**

#### **Report to Housing Commission**

**For June 2022**

#### **I. Housing Activities.**

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

Lease renewals due during the month: 5

Leases renewed: 4

New leases: 0

Annual Inspections: 5

Move-out Inspections: 1

Move outs: 1

Transfers: 0

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

Applications received this month: 1

Total Number of Awards made during the Year: 6

Total Amount of Awards for the Year: \$24862

- C. The vacant maintenance position has not been filled; will request from Ogema to have this turned into a part time position to see if this will help in getting it filled.

- D. Housing Office Staff attended a training on June 20<sup>th</sup> regarding Self-monitoring. This training helps us be prepared for should we ever get audited by HUD on our IHBG programs.

- E. The Emergency Rental Assistance program has received one new application in the month of June and has assisted with \$19,963 in assistance in June.

- F. The 5 home project in AKI has been granted an extension from HUD until September 30, 2022 due to the 3 remaining homes still in production at the factory due to delays in goods needed to complete them like lack of furnace availability.

- G. We received our award letter for our 2022 IHBG in the amount of \$401,582. The budget is complete and will be taken to TC in July for acceptance into the budget.

- H. Housing Director has completed the policies and procedures for a Homeownership Improvement Program (HIP) as we received \$180,914 in HIP funds from the BIA in last years ARP funding. UPDATE: After further review with our regional director, this program has been changed to an Emergency Home Repair Program and will be presented to TC in July.

- I. On May 31<sup>st</sup> and June 1<sup>st</sup>, Housing staff attended an Admissions and Occupancy training (as a refresher to a couple and new information for new staff) via Zoom from NAIHC.

- J. Housing Director attended a HUD Environmental Review training on June 22, a series of 4 classes will be held throughout the remainder of the year.

- K. On June 6-9<sup>th</sup> Spring Clean up was conducted in the AKI community with a total of 4 - 30 yard dumpsters being filled, so was a successful clean up.

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

- A. Notice of Delinquency issued: 10

- B. Termination Notice(s) issued: 5

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

- D. Court Filing(s): 0

**III. Condition of Properties.**

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

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

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

- A. Aki has 55 income based rental units of which 50 were rented during the month as follows:
  - 1. Aki has 9 low income elder designated rental units and 7 units are rented.
  - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
  - 3. Aki has 28 low-income family rental units and 26 are rented.
  - 4. Aki has 6 low income family ADA rental units and 5 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

**V. Significant Problems and Accomplishments.**

**VI. Plans for the Future.**

**VII. Other Information.**

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

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



## **Little River Band of Ottawa Indians**

### **Housing Department**

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

### **HOUSING DEPARTMENT**

#### **Report to Housing Commission**

**For July 2022**

#### **Department Overview**

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

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

#### **I. Housing Activities.**

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

Lease renewals due during the month: 4

Leases renewed: 4

New leases: 2

Annual Inspections: 12 (4 Annual inspections and 8 Past Annual Inspections)

Move-out Inspections: 0

Move outs: 0

Transfers: 1

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

Applications received this month: 0

Total Number of Awards made during the Year: 6

Total Amount of Awards for the Year: \$24862

- C. The vacant maintenance position has not been filled; the position has been changed to a part time position in the hopes of receiving some interest from retirees looking to work part time with the skill and knowledge needed.

- D. The Housing Director attended the 2<sup>nd</sup> on July 26<sup>th</sup> in a series of 4 zoom trainings through HUD regarding Environmental Assessments and its requirements. Next training will be October 19<sup>th</sup>.

- E. The Emergency Rental Assistance program has received one new application in the month of July and has assisted with \$17,008 in assistance in July. The program ends on September 30.

- F. The 5 home project in AKI has been granted an extension from HUD until September 30, 2022. All 5 homes have now been delivered. The setting of the remaining 3 will take place on August 9<sup>th</sup> and framers will be on site for the garages beginning August 1<sup>st</sup>.

- G. We received our award letter for our 2022 IHBG in the amount of \$401,582. The budget is complete and will be taken to TC in July for acceptance into the budget. The budget was accepted by Tribal Council on July 13<sup>th</sup>.

- H. Housing Director has completed the policies and procedures for a Homeownership Improvement Program (HIP) as we received \$180,914 in HIP funds from the BIA in last years ARP funding. UPDATE: After further review with our regional director, this program has been changed to an Emergency Home Repair Program and will be presented to TC in July. UPDATE: Has not been presented as of yet due to needing legal review beforehand, should be completed in August.

- I. On July 13<sup>th</sup> a letter was sent out to all residents regarding community speed limit, dogs running at large and parking on sidewalks. It was a general informational letter regarding the policies and that Tribal Police has been asked to do additional patrols regarding the speeding complaints.

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

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

**III. Condition of Properties.**

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

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

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

- A. Aki has 55 income based rental units of which 53 were rented during the month as follows:
  - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
  - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
  - 3. Aki has 28 low-income family rental units and 27 are rented.
  - 4. Aki has 6 low income family ADA rental units and 5 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

**V. Significant Problems and Accomplishments.**

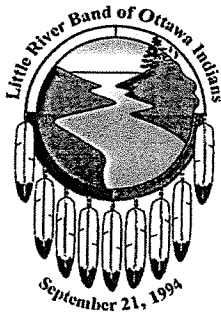
We have had continual problems with the light poles in the AKI community. The electrician has had to dig up in two different areas and replace old splices from years past to run new line to fix and so the lights will work. Due to the age of the underground wires and the fact they weren't put into conduit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

**VI. Plans for the Future.**

**VII. Other Information.**

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

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



## Little River Band of Ottawa Indians

### Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

July 13, 2022

Dear Aki Resident;

Aanii'

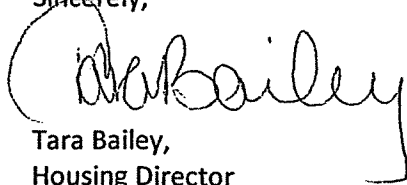
It has come to the attention of the Housing Department that either residents or guests are not following the posted speed limit signs of 15 MPH. This is a safety concern because children are currently out of school for summer break and we wish to keep them and all residents safe from speeders. Please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

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

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

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

Sincerely,



Tara Bailey,  
Housing Director