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TRIBAL COUNCIL  
2021 JUN 28 AM 11:59

## Little River Band of Ottawa Indians

### Housing Commission

#### Aki Maadiziwin Conference Room

June 3, 2021

#### 1-2. Opening Prayer, Roll Call

Roll Call: Chairperson Teresa 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: None

#### 3. Approval of Agenda:

Commissioner: Julia Chapman approves agenda. Commissioner: Teresa Callis seconds. Motion carries.

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

Quorum: 4-0-0-0

#### 4. Approval of Minutes:

Commissioner: Julia Chapman approves minutes with corrections. Commissioner: Teresa Callis seconds, motion carries.

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

Quorum:4-0-0-0

5. Department Update: Michelle gave update on the Department. There were 3 lease renewals, 1 new lease and 6 awards @ \$30,000 combined.

6. Unified Legal Update: Elise McGowan-Cuellar is back from maternity leave but is in a meeting today. Chapter 2,4,6 and 7 are still out for comment. Chapter 3 was not voted on due to the conflict at the council meeting on June 19, 2021.

7. Closed Sessions: none

8. General Business: Maintenance Position will be filled in June 2021. We talked about setting up a table on July 15, 2021 at the Annual Housing Commission Meeting. Elders lunches will start July 16, 2021.

9. Open Session: none

10. Policies and Procedures: none

**11. Public Comment: none**

**12. Next Meeting Date: July 1, 2021**

**13. Adjournment: Commissioner Teresa Callis moves to close meeting at 12:00PM. Commission Marcella Leusby seconds. All approved.**

**Meeting closes at 12:00 pm.**

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

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

**Housing Secretary,**

**Margaret Kowalkowski**

**Acting Secretary**

RECEIVED  
TRIBAL COUNCIL  
2021 JUL -6 AM 9:54

**Little River Band of Ottawa Indians**

**Housing Commission**

**Aki Maadiziwin Conference Room**

**June 17, 2021**

**1-2. Opening Prayer, Roll Call**

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

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

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

**Others Present: None**

**3. Approval of Agenda:**

**Commissioner: Marcella Leusby approves agenda. Commissioner: Teresa Callis seconds. Motion carries.**

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

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

**4. Approval of Minutes: with one correction of Elders Luncheons starting on July 6, 2021.**

**Commissioner: Marcella Luesby approves minutes with corrections. Commissioner: Margaret Kowoalkowski seconds, motion carries.**

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

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

**5. Department Update: Tara Bailey gave the housing report. a. Chapter 3 is on the June 19, 2021 council meeting agenda. Council questioned some of the changes in our Rules and Regulations for Chapter 3. Another work session will be held to go over this.**

**6. Unified Legal Update: Elise McGowan-Cuellar attended by phone. She informed us of the council having amended meeting dates which will include some evenings and Saturdays. Chapters 1,5,8 are up for redline review. Chapters 2,4,6,7 were approved. Elise mentioned we are getting a new commissioner. At the July 1, 2021 meeting Elise will have Chapter 1 ready for us to get approval from council.**

**7. Closed Sessions: none**

**8. General Business: Tereasa Callis suggested that we mail a survey to the tenants. In the survey Tara Bailey suggested that we give away three lawn mowers. All tennants will be given the chance to win by**

random drawing upon completion of the survey. Marcella Luesby and Teresa Callis suggested that we apply for a grant to put up carports in the Elders apartment complex

**9. Open Session: none**

**10. Policies and Procedures: On August 19, 2021 we will be having our work session meeting. Our annual meeting will follow on that same day.**

**11. Public Comment: none**

**12. Next Meeting Date: July 1, 2021**

**13. Adjournment: Commissioner Marcella Luesby moves to close meeting at 12:15pm. Commission Teresa Callis seconds. All approved.**

**Meeting closes at 12:15 pm.**

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

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

**Housing Secretary,**

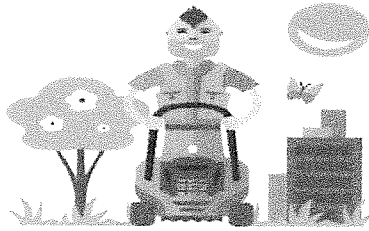
**Margaret Kowalkowski**

**Acting Secretary**

# Annual Housing Commission Survey and Meeting

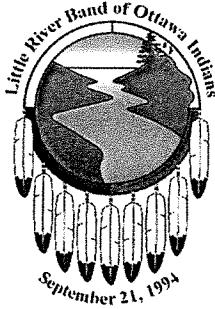
July 15th at 1:00 at the Aki Community Building

Fill out this survey and return it to the mailbox in front of the Aki entrance, between now and the 15th for a chance to win one of 3 lawn mowers, and other giveaways. please include your name, one per household, open to tenants only.



- 1) Would you like to see two story 4 plex apartments?
- 2) Do you have an interest in an area just for elder homes?
- 3) What suggestions do you have for things you would like to see done?
- 4) Are your needs being met? (use back for answers)

Name-----



## **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 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: 4

Leases renewed: 6

New leases: 1

Annual Inspections: 0 (Annual inspections on hold still due to COVID-1- These will resume in Sept)

Move-out Inspections: 0

Move outs: 0

Transfers: 0

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

Applications received this month: 3

Total Number of Awards made during the Year: 6

Total Amount of Awards for the Year: \$30,000

The Housing Department has assisted with \$1,789,000 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2021!

- C. The Emergency Rental Assistance Program for LRBOI tribal membership is now open and the Housing Department is accepting applications. Only 6 applications have been received in June. 2 were processed for a total of \$2560 in assistance sent out and 1 application denied.
- D. The vacant maintenance position has not been filled as we only received two applicants and neither of them responded to requests for an interview; therefore, the position has been reposted.
- E. Chapter 3 of the Housing Regulations has not been approved and it has been requested to bring back to the Housing Commission to do a further review of the Chapter.
- F. The Director will be requesting from the Ogema to send an updated data sheet request to HUD regarding tribal membership enrollment to secure additional funding through our annual IHBG formulation due to increase in membership.
- G. We have been contacted by Housing Data Systems (HDS) and they have begun the process of building our housing data into their software system, Doorways. This is the first step in Housing getting housing information automated.
- H. The excavating on the new housing project has begun at the end of June.

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

- A. Notice of Delinquency issued: 16
- B. Termination Notice(s) issued: 0
- 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 1 unit to complete for a move in at this time.
- C. Have requested a quote from Anthony's Landscaping to have additional mulch put in at that playground as it is down about 6 inches.

### **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 28 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 25 are rented.

### **V. Significant Problems and Accomplishments.**

- A. The security camera that is on the pole going up to the AKI community was apparently struck by lightning and needs to be fixed. A purchase order has been completed and work just needs to be scheduled at this time.
- B. Been trying to get Joseph from Wieland Builds to send someone in to complete door repair at the elders complex that is an outstanding item from early 2020.
- C. Housing had a report that one of the lights in the community was "sparking" during a rain storm, this light has been shut down but it seems to have affected about 20 lights at this time. This will be addressed by our electrical company.

### **VI. Plans for the Future.**

- A. Housing Maintenance is currently seeking bids on what it would cost to landscape the area around the elders complex with some additional shrubs and all new grass.
- B. Director did budget modifications on 4 separate IHBG budgets in an attempt to get a couple closed out by the end of this year. This will include the purchase of a new plow truck for maintenance staff.
- C. Working on RFP for maintenance garage addition to building
- D. Working on RFP for the replacement of 12 elders' homes roofs that need to be redone due to age.

### **VII. Other Information.**

The electrical company we work with (C&I Electric) has informed us that the lights that are on the light poles at this time are under warranty and that the company who manufactures them will be replacing all of them. Our 10 year warranty on the lights will then begin again. They are replacing them due to a defect they found in their product.

**End of Report**  
**Tara Bailey, Housing Director**  
July 1, 2021