

Little River Band of Ottawa Indians

Housing Commission

Aki Maadiziwin Conference Room

May 6, 2021

1-3. 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: Tara Bailey, Amber Shepard, Detra Kelsey

3. Approval of Agenda:

Commissioner Marcella Luesby approves agenda. Commissioner Margaret Kowalkowski 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 Teresa Callis approves minutes. Marcella Luesby Commissioner seconds, motion carries. With corrections.

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

Quorum: 4-0-0-0

5. Department Update: Fall check up to include checking filters and vents. The commissioners would like the vents to be added to the fall maintenance check up. Teresa Callis brought to our attention of the lights being on for the time change at the elders apartments. Chapter 3 is out for 30 day comment and will end on May 14, 2021. Amber Shepard was introduced as the new Housing Specialist as of May 3, 2021. Chapters 2,4,6,7 approved by council on May 5, 2021 and up for 30 day comment.

6. Unified Legal Update: Rebecca updated us by phone. Elise will return on June 10, 2021. Language on chapters will be changed to read as tenants instead of residents.

7. Closed Session: none

8. General Business: none

9. Open Session: none

10. Polices and Procedures: none

11. Public Comment: Chapters 2,4,6,7 as of May 5,2021.

12. Next meeting Date: May 20, 2021

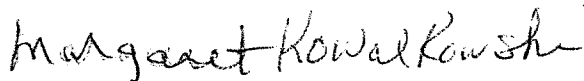
13. Closing: Commissioner Teresa Callis moves to close meeting. Commission Margaret Kowalkowski seconds. All approves

Meeting closes at 12:30 pm.

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

Quorum: 4-0-0-0

Housing Secretary,



Margaret Kowalkowski

Acting Secretary

Little River Band of Ottawa Indians

Housing Commission

Aki Maadiziwin Conference Room

May 20, 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: Tara Bailey and Rebecca Liebring

3. Approval of Agenda:

Commissioner: Marcella Leusby 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: Margaret Kowalkowski approves minutes with corrections. Commissioner: Julia Chapman seconds, motion carries.

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

Quorum:4-0-0-0

5. Department Update: The first four new houses will be funded by the ICBG, Indian Community Block Grant. The fifth new house will be funded by the IHBG, Indian Housing Block Grant. Elders are able to transfer to other elder housing without reason.

6. Unified Legal Update: Monday May 24, 2021, Tara Bailey and Rebecca Liebring will meet with council to go over changes in chapter 3. The Housing Commission has already approved the resolution for chapter 3. Rebecca Liebring proofread and started a red line copy on chapters 1,5, and 8. Lease changes: once chapter 3 is complete the changes it will be finalized in the tenants lease. Rebecca will have these ready by July.

7. Closed Sessions: none

8. General Business: It was suggested that our annual Housing Commission meeting should be held at the public elder meeting. We could be available with an informational table and answer any questions. Kathleen Bowers suggested we make a motion explaining Marcella Leusby

stepping down as Housing Commission secretary and Margaret Kowalkowski would be acting secretary until one is voted in.

9. Open Session:

10. Policies and Procedures:

11. Public Comment: none

12. Next Meeting Date: June 3, 2021

13. Adjournment: Commissioner Teresa Callis moves to close meeting at 12:15PM. Commission Julia Chapman seconds. All approves

Meeting closes at 12:00 pm.

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

Quorum: 4-0-0-0

Housing Secretary,

Margaret Kowalkowski

Acting Secretary



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 May 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: 3
 - Leases renewed: 3
 - New leases: 1
 - Annual Inspections: 0 (Annual inspections on hold still due to COVID-19)
 - Move-out Inspections: 0
 - Move outs: 0
 - 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: \$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. 11 applications have been received to date (25 applications were mailed out). With one being completed and funds sent to landlord to assist tribal member from being evicted.
- D. Chapters 2/4/6/7 updates have been approved and Housing Department sent the new copies to Tribal residents on 5/17/21.
- E. The vacant maintenance position will be filled in June.
- F. LRBOI Housing has an additional sum available of \$201,721 from HUD for our IHBG, the amended IHP for this was sent to HUD on 5/28/21. This additional funding will allow for an additional home to be built along with the 4 home project currently in progress.
- G. The Housing Director attended Microsoft 365 training on May 11th at the casino.
- H. The Housing Director attended a Great Lakes Indian Housing Association meeting via Zoom on May 12-13th. The meeting was the first in-person meeting for the association in over a year but the Director elected to still do this meeting via zoom.
- I. The Housing Department received approval to start using Docu-Sign through a contract with the Accounting department. This will allow Tribal Membership to do housing applications and other forms through Docu-Sign, making it easier and more efficient for them.
- J. Chapter 3 of the Housing Regulations is on the agenda for June 2nd approval by Tribal Council.

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. We currently have \$18,695 in arrearages. Housing has sent out updated account balance letters along with a copy of the new Emergency rental assistance program that may be available for them for rental assistance and also the new executive order regarding the need to provide documentation on housing instability due to the pandemic. We have received 4 applications from residents that have arrearages more than two months old. So, we are hopeful and confident we will be able to assist them with the program.

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.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 77 were rented giving us an occupancy rating of 95%.

- A. Aki has 55 income based rental units of which 52 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 7 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

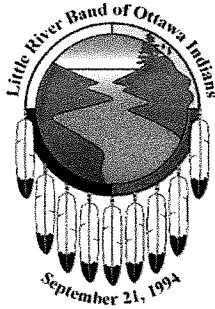
Housing Maintenance is currently seeking bids on what it would cost to landscape the area around the elders complex with some additional shrubs and all new grass.

VII. Other Information.

On May 24th the Housing Department mailed out reminder cards to residents for the Spring Clean up that is scheduled to begin on June 7th and also a reminder on the ERA Program through Housing.

On May 10th, Michelle Pepera graciously volunteered her time to assist with the first spring clean up for all LRBOI areas such as the AKI community center and residential area, campground, Administration building and Public Safety. Thank you, Michelle!

End of Report
Tara Bailey, Housing Director
June 2, 2021



Little River Band of Ottawa Indians
Housing Department
Office Location: 2953 Shaw Be Quo ung
Mailing Address: 2608 Government Center Drive
Manistee MI 49660
(231) 723-8288

May 17, 2021

To: Head of Household

Re: Updated Housing Regulations
Sub: Chapters 2, 4, 6 & 7

The Housing Commission has been working with the Unified Legal Department to update the Housing Regulations and has completed that task for Chapters 2, 4, 6 & 7.

On May 5, 2021, Tribal Council, at their regularly scheduled council meeting, implemented the revisions which then became effective as of that date.

Enclosed are the revised Chapters 2, 4, 6 & 7 of the Housing Regulations for your information and use. Please replace the previous Chapters 2, 4, 6 & 7 with the new ones in the booklet we provided to you at your initial lease signing.

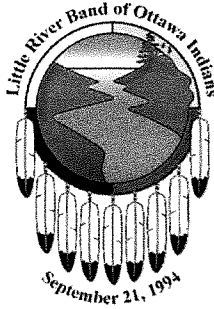
These are important documents which affect your lease agreement and your responsibilities as a tenant. Please become familiar with the changes

If you have any questions, please call the office.

Sincerely,

Tara Bailey
Housing Director

cc: Household file
Housing Commission
Unified Legal Department



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

May 24, 2021

Dear Head of Household:

This year the Curb Side Pickup for Spring Trash will start on June 7, 2021, 8 a.m., please set your items to the road and the Maintenance Tech's will come around and pick up your items, once they pick up at your home they will not be coming back, so make sure everything is out the first time. Now would be a good time to clean out your basement, garage and your yard and dispose of any items that you may not be using anymore and make storage room for the items you do use!!

Please refrain from putting your own items in the dumpster's

Items that are not allowed are tires, yard waste, liquid flammables and freon appliances.

Any questions please call the Housing Office @ 231-398-6875.

Little River Band of Ottawa Indians
Emergency Rental Assistance Program (ERAP)

Has the COVID-19 pandemic significantly impacted your ability to pay your rent or utilities? If so, we may be able to help!

Little River Band Housing Department

Email: lrboihousing@lrboi-nsn.gov or call 231-398-6875 for more information

The application and ERAP Policy is on the LRBOI website: lrboi-nsn.gov