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Little River Band of Ottawa Indians



Housing Commission Meeting  
Aki maadiziwin Conference Room

**Agenda**  
**November 3, 2022**

1. Prayer
2. Roll Call
3. Approval of Agenda
  - a. *November 3, 2022*
  - b.
4. Approval of Minutes
  - a. *October 6, 2022*
  - b.
5. Department Update:
6. Unified Legal Update
7. Closed Session:
  1. *Hearing 11:00 a.m.*
  2. *Hearing 12:00 p.m.*
8. General Business:
9. Open Session
10. Policies and Procedures
11. Public Comment
12. Next Meeting Date: *December 1, 2022*
13. Adjournment

**Little River Band of Ottawa Indians**

**Housing Commission**

**Aki Maadiziwin Conference Room**

**October 6, 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/yes</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, Margaret Kowalkowski seconds. Motion carries**

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

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

**6. Housing Department Update: Housing Administrative Assistant, Michelle Pepera reviewed report with commissioners. The part-time maintenance position was filled, new applicant's start date is October 10, 2022.**

**7. Unified Legal Update: none**

**8. General Business: Michelle Pepera took the Housing Commissioners for a tour of the new (5) houses in the AKI community. We were impressed with the spacious floor plan also the colors chosen for cupboards and flooring. We toured the three bedroom and a two bedroom.**

**9. Closed Session: 11:30 a.m. Teresa Callis went over notes from our September 1st hearing for Commissioner Robert Deboer due to his absence at that meeting.**

**10. Open Session: 11:50 a.m.**

**11. Policies and Procedures: none**

**12. Next Meeting Date: November 3, 2022**

**13. Adjournment: commissioner Teresa Callis moved to adjourn. Commissioner Julia Chapman seconds. Motion carries.**

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

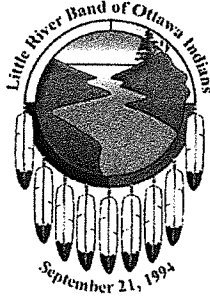
**Quorum: 4-0-1-0**

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

**Housing Secretary,**

*Margaret Kowalkowski*

**Margaret Kowalkowski**



**Little River Band of Ottawa Indians**  
**Housing Department**

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**HOUSING DEPARTMENT**  
**Report to Housing Commission**  
**For October 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: 9
  - Leases renewed: 8
  - New leases: 0
  - Annual Inspections: 8
  - Move-out Inspections: 0
  - Move outs: 0
  - 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: 8
  - Total Amount of Awards for the Year: \$33192
- C. The Emergency Rental Assistance program ended on 9/30/22; housing is now working on closing out the grant with the funding agency.
- D. The new Homeowners Assistance Fund received 3 applications this month. The program provided assistance in the amount of \$9945 and a total of \$26,479 since the program started.
- E. The 5-home project in AKI is moving closer to completion, the completion date was for September 30<sup>th</sup> and they are nearly done but due to utility hook ups and continual delays with sub-contractors we are hopeful to have the homes completed by mid-November. The process has started to get new residents into the homes by the time we receive occupancy permits.
- F. The Housing Director presented a new Emergency Home Repair program to Tribal Council and is currently working on requested changes but is waiting on information pertaining to the funding source. The funds will be from the BIA ARPA funds.
- G. The Housing Director is working on the ASER report due to HUD for the ICDBG grant that is due November 15<sup>th</sup>. This report is for the 5-home project whose main source of funding is the ICDBG grant.
- H. Jim Stuck, Housing Maintenance has transferred to Government EVS effective October 10<sup>th</sup>. His presence and knowledge will be missed by the department, but he said we can still call on him.
- I. The 2023 Indian Housing Plan was submitted to HUD on October 14<sup>th</sup>, meeting the October 15<sup>th</sup> deadline.

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

- A. Notice of Delinquency issued: 2
- B. Termination Notice(s) issued: 2
- 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) 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.

**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. Annual inspections of units have commenced, and units inspected this month are in safe and decent conditions.
- D. During inspections we are finding many smoke detectors out of date; therefore, new smoke detectors have been ordered and will be replaced.
- E. 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.

**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 97%.

- 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 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. UPDATE: The project has been put on hold until Spring due to weather conditions.

**VII. Other Information.**

The Housing Director was out of office for a good portion of the month due to family emergencies.

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