

Little River Band of Ottawa Indians



Housing Commission Meeting

Aki Maadiziwin Conference Room

January 8, 2026

Agenda

10:00 am – Prayer

10:02 am - Roll call

10:05 am - Approval of agenda

10:10 am - Approval of December minutes

10:15 am - Department Update: HD Tara McCollum

10:45 am - Election of officers

11:00 am - Closed session

11:15 am - Open session

11:30 am - Public comment

12:00 pm - Review By-laws and Lease

Next meeting February 12, 2026

12:45 pm - Adjournment

Zoom meeting information

Meeting ID: 567 831 8925

Passcode: 1994

<https://us06web.zoom.us/j/5678318925?pwd=UkVzdVNMSFlxbIB6Y1M3RPQT09>

Little River Band of Ottawa Indians



Housing Commission Monthly Meeting

Aki Maadiziwin Conference Room

Minutes - December 4, 2025

1. Opening Prayer

2. Roll Call: Chairperson Teresa Callis called the meeting to order at 10:10 am.

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| Marcella Leusby: Present |
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| Teresa Callis: Present |
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| Linda Andre: Present |
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| Venus Battaglia: Present |
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| Autumn Moore: Absent |
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Present: 4, Absent: 1

Present: Council Member/Liaison Ron Wittenburg and Tribal Attorney Carrie Frias.

3. Approval of Agenda:

Commissioner Leusby made a motion to approve the agenda. Commissioner Battaglia seconded, motion carried.

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| Marcella Leusby: Yes |
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| Teresa Callis: Yes |
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| Linda Andre: Yes |
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| Venus Battaglia: Yes |
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| Autumn Moore: Absent |
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For: 4, Against: 0, Abstain: 0, Absent: 1

4. Approval of Minutes:

Commissioner Callis made a motion to approve November minutes.

Commissioner Leusby seconded, motion carried.

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| Marcella Leusby: Yes |
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| Teresa Callis: Yes |
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| Linda Andre: Yes |
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| Venus Battaglia: Yes |
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| Autumn Moore: Absent |
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## 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 2025

#### 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: 5

New leases: 0

Annual Inspections: 5

Move-out Inspections: 0

Move outs: 0

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: 7

Total Amount of Awards for the Year: \$29,733

- C. For the month of November, the weekly ride to the store for our AKI elders occurred 3 times for 3 different elders.

- D. Housing Director completed the FY2026 Indian Housing Plan that needs to be submitted by October 20<sup>th</sup> to HUD for acceptance. The estimated amount for FY is \$596,887. UPDATE: Completed and sent to HUD on October 17<sup>th</sup>. The Housing Director was contacted by HUD that a couple of minor corrections needed to be made on the 2026 Indian Housing Plan, those corrections were made and they can now complete their process for ensuring the IHP is in compliance and can be ready for when the FY2026 annual funding award is completed with the federal government.

- E. The Housing Director attended the NAIHC Legal Symposium in Durant, OK on November 17-20<sup>th</sup>. This symposium has various trainings available but also provides information on what is going on within Indian Housing on a national front and opportunities for networking with various vendors and other directors.

- F. The Housing Director completed the Annual Homeownership Assistance Fund report to the Treasury department that was due on November 14<sup>th</sup>. The grant has been obligated in its entirety and therefore, requested an early close out of the reporting process. This request has been approved by the Treasury department and the closeout report will be completed in December. The final report and close out was not due until November of 2026.

- G. In the month of November we have gotten snow, which has caused more delay in getting units completed since the maintenance staff are now having to snowplow, do snowblowing and shoveling the AKI community center, elders units and the AKI community streets/sidewalks. Consists of plowing/shoveling 25 units.

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

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 3
- C. Notice(s) to Vacate or Renew: 1
- D. Court Filing(s): 1 for non-payment of rent. Hearing scheduled with LRBOI court is on December 3<sup>rd</sup>.

### **III. Condition of Properties.**

- A. Maintenance currently has 4 units to complete for a move in.
- B. 20 Work orders were completed in the month of September.

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

LRBOI Housing Department has 84 (we have 86 but 2 unit is the fire unit so cant count for a move in) rental units in total of which 80 were rented giving us an occupancy rating of 95%.

- A. Aki has 58 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 8 units are rented.
  - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
  - 3. Aki has 31 low-income family rental units and 29 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 26 are rented.

### **V. Plans for the Future.**

- A. Complete and put out for bid a RFP for a consultant out of the MSHDA Pre-Development grant not to exceed \$75,000. – Working with Beaux Consulting who will assist on the RFP for this project.
- B. Putting together a RFP to send out to Architect/Project Manager for the bidding process of completing the other projects we need to complete.

**End of Report**  
**Tara Bailey, Housing Director**  
December 12, 2025



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Manistee, Michigan 49660

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#### 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: 9

New leases: 0

Annual Inspections: 9

Move-out Inspections: 0

Move outs: 0

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: 8

Total Amount of Awards for the Year: \$34,733

In comparison the total amount of awards for FY2024 was \$52,083 and 11 tribal members were assisted.

- C. For the month of December, the weekly ride to the store for our AKI elders occurred 3 times for 3 different elders.

- D. December 5<sup>th</sup>, the Housing Director attended an all day LRBOI Directors/Staff meeting held at Little River Casino.

- E. In the month of December due to snow and various long term maintenance staff taking time off before the end of the fiscal year has caused more delay in getting units completed since the maintenance staff are now having to snowplow, do snow blowing and shoveling the AKI community center, elders units and the AKI community streets/sidewalks. Consists of plowing/shoveling 25 units. We did have 12 new work orders put into the system and 7 of them were completed in the system.

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

- A. Notice of Delinquency issued: 6

- B. Termination Notice(s) issued: 6

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

- D. Court Filing(s): 1 for non-payment of rent. Hearing scheduled with LRBOI court is on December 3<sup>rd</sup>.

UPDATE: The Housing Department came up with an agreement with the resident before the scheduled court hearing, in which the tenant agreed to move out by February 1, 2026 so that they would not have an eviction on their record which could negatively impact any future applications to the Housing Department or other HUD funded residences.

- E. The Housing Director was in the office a total of 13 days in the month of December and during those days had to attend various meetings and provide assistance in the office as other staff was out of the office.

### **III. Condition of Properties.**

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**End of Report**  
**Tara Bailey, Housing Director**  
January 7, 2026