

Little River Band of Ottawa Indians



Housing Commission Meeting  
Aki maadiziwin Conference Room

**February 2, 2023**  
**Agenda**

1. Prayer
2. Roll Call
3. Approval of Agenda  
*February 2, 2023*
4. Approval of Minutes
  - a. *January 5, 2023*
  - b.
5. Department Update
6. Unified Legal Update
7. Closed Session
  - a.
  - b.
8. Open Session
  - a.
9. General Business
10. Policies and Procedures
11. Public Comment
12. Next Meeting Date: *March 2, 2023*
13. Adjournment

**Little River Band of Ottawa Indians**

**Housing Commission**

**Aki Maadiziwin Conference Room**

**January 5, 2023**

**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</b>
<b>Teresa Callis-here</b>	<b>Marcella Leusby-here</b>	

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

**3. Approval of Agenda: Commissioner, Marcella Leusby makes a motion to approve the agenda. Commissioner, Julia Chapman seconds. Motion carries**

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

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

**4. Approval of Minutes: Teresa Callis makes a motion to approve the minutes. Commissioner Margaret Kowalkowski seconds. Motion carries.**

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

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

**5. Housing Department Update: Housing Director, Tara Bailey brought in November 2022 and December 2022 monthly reports at our January 5, 2023, meeting.**

**6. Unified Legal Update: Elise our tribal lawyer, did not bring a red-line copy of our By-Law changes to this meeting. We will table this until our next meeting. We do know and understand that she is doing the workload of more than one lawyer for our tribe.**

**7. Closed Session: none**

**8. Open Session: none**

**9. Policies and Procedures: none**

**10. General Business: none**

**11. Next Meeting Date: February 2, 2023**


**12. 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- Phone -yes</b>
<b>Teresa Callis- yes</b>	<b>Marcella Leusby- yes</b>	

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

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

**Housing Secretary,**



**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 the Housing Commission**  
**For January 2023**

**I. Housing Activities.**

- A. During the month, the Department performed the following activities.  
Lease renewals due during the month: 7  
Leases renewed: 8  
New leases: 0  
Annual Inspections: 7  
Move-out Inspections: 1  
Move outs: 1  
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: 1  
Total Amount of Awards for the Year: \$3630
- C. The Homeowners Assistance Fund received no new applications this month. The program provided assistance in the amount of \$7655 for the month of January and a total of \$59261 since it began.
- D. January was Radon Awareness Month, so there was Radon testing kits made available to all residents and postcards were sent out to everyone. Four households took advantage of the kits.
- E. The new Emergency Home Repair program was approved by Tribal Council on January 25<sup>th</sup>. Applications are available via email, tribal website, mail, or at the Housing office.
- F. The Final closeout report for the Treasury Emergency Rental Assistance program is due to January 30<sup>th</sup>. The program ended on September 30<sup>th</sup> but the final close out is now due.
- G. The Housing Director will now begin preparing the Annual Performance Reports for the IHBG grants from HUD that are due the end of March.

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

- A. Notice of Delinquency issued: 9
- 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. Units inspected this month are in safe and decent conditions.

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

LRBOI Housing Department has 86 rental units in total of which 81 were rented giving us an occupancy rating of 94%.

- A. Aki has 60 income based rental units of which 56 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 33 low-income family rental units and 30 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 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

**V. Significant Problems and Accomplishments.**

The AKI community continues to experience light outages, these are due to over the years of wear and tear on the light lines between the poles and transformers. We are currently working with a vendor to get a quote on redoing all of the lines so that we will no longer have these ongoing issues. UPDATE: Meeting was scheduled with vendor and staff to go over the plan on 1/26/23 but had to be rescheduled until 2/2/23.

**VI. Plans for the Future.**

**End of Report**  
**Tara Bailey, Housing Director**  
February 2, 2023

## Little River Band of Ottawa Indians Housing Tenants



### Free Radon Test Kits

Boozhoo-

January is Radon Awareness month and as a result the District Health Department #10 in Manistee has free Radon test kits in the month of January. It only takes a couple minutes to pick up a kit and all they want is your name, address and phone number. The kit is free to individuals.

**The kits are available for your convenience at the Housing Department office between 8:00 a.m. – 4:30 p.m. Monday - Friday**

When you receive your results, please copy us on it so we can save it as history for the unit, you can delete your name as we just need the address for future reference.

Kchi Miiigwech,  
Little River Band Housing Department

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# EMERGENCY HOME REPAIR

\*\*\*Funds are limited and applications will be accepted on first come, first serve basis up to \$15000 per home  
Once funds are expended the program will be discontinued\*\*\*

**IS YOUR HOME IN NEED OF EMERGENCY REPAIR?  
PLEASE CONTACT KRYSTAL IN THE HOUSING DEPARTMENT AT  
231-398-6878, EMAIL LRBOIHOUSING@LRBOI-NSN.GOV OR VIEW  
THE APPLICATION ON OUR WEBSITE WWW.LRBOI-NSN.GOV**



**NO INCOME LIMITS  
NO GEOGRAPHICAL LIMITATIONS  
MUST BE AT LEAST 21 OR OLDER  
MUST BE OWNER OF RECORD  
MUST BE LRBOI MEMBER OR GUARDIAN**