

Little River Band of Ottawa Indians



Housing Commission Meeting  
Aki maadiziwin Conference Room

**April 6, 2023**  
**Agenda**

1. Prayer
2. Roll Call
3. Approval of Agenda
  - a. *April 6, 2023*
  - b.
4. Approval of Minutes
  - a. *March 2, 2023*
  - b.
5. Department Update
6. Legal Update
7. Closed Session
  - a. *Hearing 11:00 a.m.*
  - b. *Hearing 1:00 p.m.*
8. Open Session
9. General Business
10. Policies and Procedures
11. Public Comment
12. Next Meeting Date  
*May 4, 2023*
13. Adjournment

**Little River Band of Ottawa Indians**

**Housing Commission**

**Aki Maadiziwin Conference Room**

**March 2, 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-absent</b>
<b>Teresa Callis-here</b>	<b>Marcella Leusby-here</b>	

**Quorum: 5-0-1-0**

**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-absent</b>
<b>Teresa Callis-yes</b>	<b>Marcella Leusby-yes</b>	

**Quorum: 5-0-1-0**

**4. Approval of Minutes: Marcella Leusby 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-absent</b>
<b>Teresa Callis-yes</b>	<b>Marcella Leusby-yes</b>	

**Quorum: 5-0-1-0**

**5. Housing Department Update: Housing Director Tara Bailey absent, she will bring in February 2023 and March 2023 monthly reports to our April 6, 2023, meeting.**

**6. Unified Legal Update: none**

**7. Closed Session: 10:30-11:00 a.m. We went into closed session to discuss the Emergency Repair Grant. As of now (12) tribal members were serviced other members will be serviced with the remainder of the funds.**

**8. Open Session: 11:00 a.m.**

**9. Policies and Procedures: We sent our red-line By-Laws to Venus at the Tribal Council office.**

**10. General Business: none**

**11. Next Meeting Date: April 6, 2023**

**12. Adjournment: commissioner Teresa Callis moved to adjourn. Commissioner Marcella Leusby seconds. Motion carries.**

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

**Quorum: 5-0-1-0**

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

**Housing Secretary,**

*Margaret Kowalkowski*

**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

## Emergency Home Repair

This is an ARPA-BIA funded program with limited funds available.  
Applications will be accepted on a first come, first serve basis up to  
\$15,000 per home.

- Completed Application must be received in the Housing Office before determination can be made.
- Provide a copy of your active and current Tribal Identification or the parent or legal guardian of a Little River Band of Ottawa Indians member who has not reached the age of 18 (must show minor Tribal identification)
- Provide proof of ownership of property (Title, Deed, Life Lease, Etc.)
- Upon receipt of the application, a Housing Representative will inspect your application and address specific issues within 7 business days.
- Homeowners that have utilized the down-payment assistance program within the last 5 years are ineligible.
- Minimum of 3 bids are required from licensed and insured contractors, obtained by the homeowner.

## Little River Band of Ottawa Indians Housing Department Emergency Home Repair Regulations

1. The emergency fund shall be used only for EMERGENCY repairs of LRBOI members who own their own home, anywhere within the United States.
2. EMERGENCY shall be defined as: **No heat, No hot water, Electrical hazards, Plumbing, Mold, Roof, Windows, Entry Doors, Imminent structural collapse** (foundation, floor, wall, roof that is determined by LRBOI Housing Department as ready to collapse.) **Minimum State Building Standards will be met.** Upgrades optional at the homeowner's expense.
3. Once the Emergency Home Repair program is used by an individual, Down Payment Assistance cannot be accessed for a period of five (5) years from the latest date the program was used.

4. No more than \$15,000 will be accessed by any homeowner for this program. If a Tribal member does not use the whole \$15,000 at one time and has another emergency while funds are available, they may access the program again but cannot access more than the \$15,000 combined.
5. The Tribal member must own the home that is to be repaired and the home must be the full-time permanent residence of the Tribal member. (No rentals or land contracts).
6. The Emergency Home Repair Program may also be accessed for Tribal members for placement of mobile/modular units not to exceed \$2500. Units must either have a BOCA or an ICC approved label or a label required by Section 2323.362 (2) of the federal Mobile Home Procedural and Enforcement Regulations. The home has been purchased and wishes to have it "set" on a track of land for set up costs. (Water, Electric, Skirting, Winterizing, Plumbing). This is not a down payment resource but is intended to aide the Tribal member to set up a mobile/modular home and to make sure the unit safe and healthy for family occupancy.
7. All funding for repairs will be at the discretion of the Housing Director and made by licensed and insured contractors. Appeals of the decisions made by the Housing Director may be made through the Housing Commission Appeal process unless the denial was based on no funding available.
8. All payments will be made directly to the contractor/vendor (licensed and insured).

**Little River Band of Ottawa Indians  
Housing Department  
Emergency Home Repair Program Application**

Assistance you are applying for: (Please circle all that apply)

- Heating Issues (furnace)
- Water issues (hot water heater, well pump, etc)
- Electrical Standards
- Plumbing
- Mold
- Roof
- Windows
- Entry Doors
- Imminent structural collapse
- Modular/Mobile Set up
- Septic Pumpout (cannot be accessed more than once every 24 months)

**Applicant Information:**

Full name of Applicant: \_\_\_\_\_

Spouse's Full Name: \_\_\_\_\_

Are you an enrolled member of LRBOI? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, ID# \_\_\_\_\_ Copy of Current Tribal ID is required.

Is your spouse an enrolled member of LRBOI? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, ID# \_\_\_\_\_

Physical Address: \_\_\_\_\_

---

Mailing Address if different: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Home/Work

\_\_\_\_\_ Cell Phone

Email: \_\_\_\_\_

**Household Information:**

1. Proof of Homeownership is required.
2. List all who live in your home

<u>Name</u>	<u>Relationship</u>	<u>Date of birth</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Any comments you would like to make?

\_\_\_\_\_  
Signature of Applicant

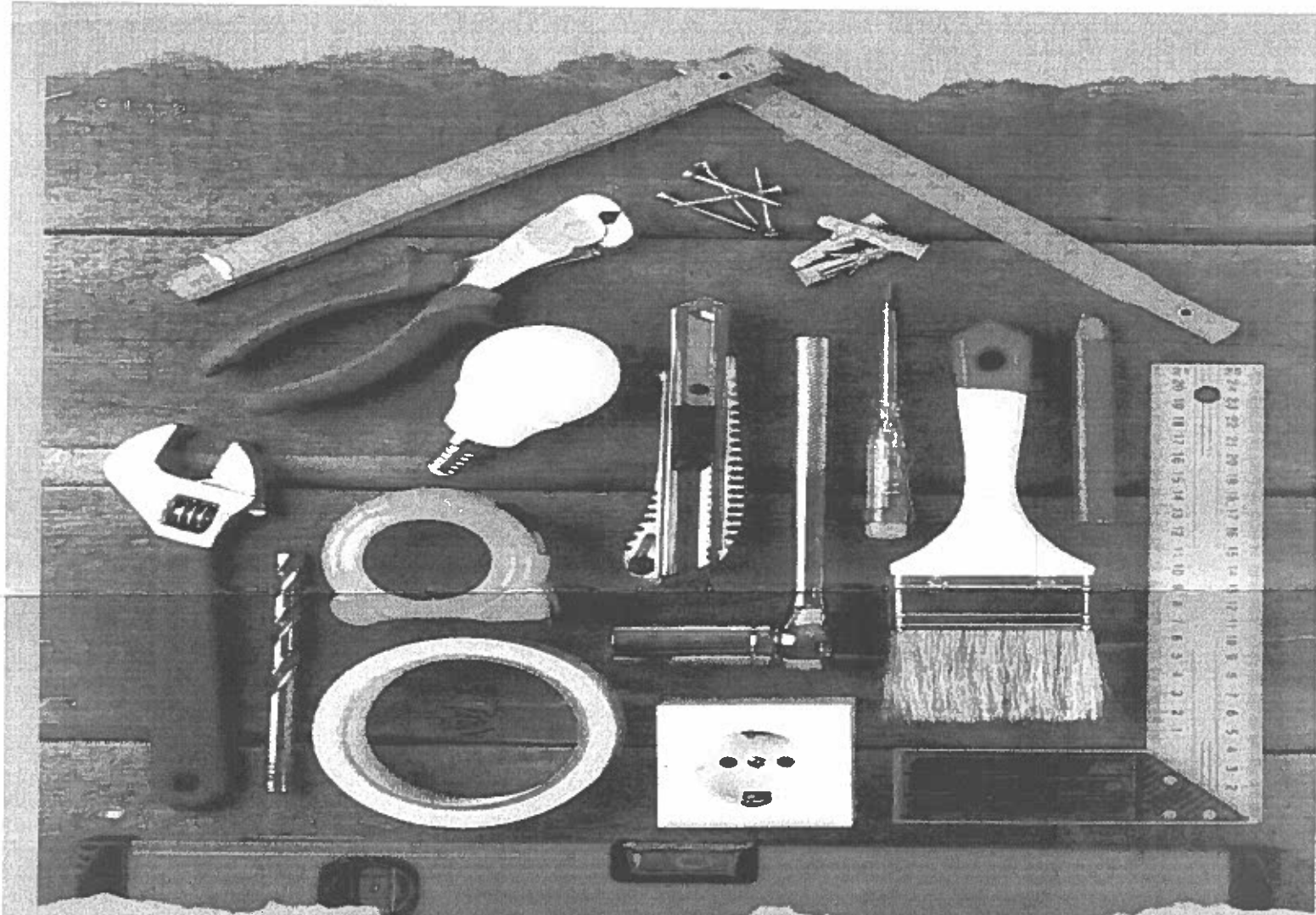
\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Use Only

Application Received:

DPA? Yes \_\_\_\_\_ Date: \_\_\_\_\_ No \_\_\_\_\_ Amount Available: \_\_\_\_\_

Application Approved: \_\_\_\_\_ Denied (Reason) \_\_\_\_\_



EMERGENCY HOME

# REPAIR

*\$15,000 per home*

*Handwritten signature*

\*\*\*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





**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 February 2023**

**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: 8  
Leases renewed: 6  
New leases: 1  
Annual Inspections: 6  
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 has provided \$59261 in assistance since it began in 2022.
- D.** 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. At the end of February we have already provided \$130,325.80 in emergency home repair assistance to tribal membership. We are no longer accepting applications for the program as we currently have a log of 20 applications waiting on approvals or denials as the funding is almost expended out.
- E.** The Housing Director will now preparing the Annual Performance Reports for the IHBG grants from HUD that are due the end of March. These will be presented to TC for approval in the month of March.
- F.** Additional funding that was provided in 2020 from the IHBG-CARES in the amount of \$91,607 has been expended. This additional funding provided some assistance to the Members Assistance programs for utility, mortgage, and rental assistance.
- G.** The Housing Director will begin looking into how we go about changing the budget that was provided to the Treasury Department with out Homeowners assistance plan as we are seeing the assistance needed at this time for homeowners is with home repairs to keep their homes livable and safe for them. The current budget provided to the Treasury is for foreclosure assistance but the requests coming in are for other assistance.
- H.** The Housing Director is working with Steve Parsons and an outside vendors on coming up with a plan for the lights within the Aki Community. The first phase is to get a map done of all the electrical lines and other utilities. Further information provided further in report.

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

- A. Notice of Delinquency issued: 13
- B. Termination Notice(s) issued: 6
- 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 4 units to complete for a move in at this time.
- C. Units inspected this month are in safe and decent conditions; except for two units that are requiring follow up inspections due to the condition of their unit.

**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: There was a meeting on 2/2/23 with Steve Parsons, Ken Ockert-GTEC and Scott Buzzell from C&I Electric on how we should proceed on this issue. The first phase will be for C&I electric to do a map of all the current electrical poles/lines in the AKI community, a blue print will then be done by GTEC of the electrical lines and all other utilities. The final goal is to get updated electrical lines to the existing poles and replace poles, if required. This will eliminate the continual band-aid of fixing electrical lines in the ground from old splices and old wires that are now over 20 years old. The current electrical lines are not laid in conduit but are simply laying in the ground.

**VI. Plans for the Future.**

**End of Report**  
**Tara Bailey, Housing Director**  
March 6, 2023