

V.E

Little River Band f Ottawa Indians

Housing Commission

Aki Maadiziwin Conference Room

July 6, 2023

1. Opening Prayer:

Chairperson, Teresa Callis called for silent Prayer and meeting to order at 10:00a.m.

2. Roll Call:

Commissioner, Marcella Leusby took Roll Call.

Margaret Kowalkowski- yes	Teresa Callis- yes	Robert Deboer- yes
Marcella Leusby- yes		

Quorum: 4-0-0-0

**3. Approval of Agenda: Commissioner Teresa Callis approves the agenda.
Commissioner**

Marcella Leusby seconds. Motion carries

Margaret Kowalkowski- yes	Teresa Callis- yes	Robert Deboer- yes
Marcella Leusby- yes		

Quorum: 4-0-0-0

**4. Approval of Minutes: Commissioner Marcella Leusby approves the minutes.
Commissioner**

Margaret Kowalkowski seconds. Motion carries.

Margaret Kowalkowski- yes	Teresa Callis- yes	Robert Deboer- yes
Marcella Leusby- yes		

Quorum: 4-0-0-0

5. Housing Department Update: June report was not submitted to the July meeting.

6. Legal Update: We no longer have this department.



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 June 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: 7

Leases renewed: 5

New leases: 0

Annual Inspections: 7

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: 2

Total Amount of Awards for the Year: \$7127

- C. The Homeowners Assistance Fund received one (1) new application this month. The program has provided \$83451 in assistance since it began in 2022 and \$5274.3 in assistance in the month of May.
- D. A flyer was mailed out on June 22nd to all AKI residents informing them of the AKI community Picnic that the Housing Department is hosting for them on July 19th from 3p-6pm.
- E. The Housing Director was out on IFMLA for the month of June.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 12

- B. Termination Notice(s) issued: 7

- 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 5 units to complete for a move in at this time.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 86 rental units in total of which 80 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 9 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 9 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. Purchase a new snowplow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Look at the updates needed for the elders complex including providing activities for elders
- D. Start the RFP process in getting blueprints for the maintenance garage expansion

End of Report
Tara Bailey, Housing Director
July 11, 2023

V.E

Little River Band of Ottawa Indians



**Housing Commission Meeting
Aki maadiziwin Conference Room**

**August 3, 2023
Agenda**

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



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Manistee, Michigan 49660
231-723-8288

HOUSING DEPARTMENT
Report to the Housing Commission
For July 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: 5

Leases renewed: 3

New leases: 1

Annual Inspections: 5

Move-out Inspections: 2

Move outs: 2

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: 2

Total Amount of Awards for the Year: \$7127

C. The Homeowners Assistance Fund received one (1) new application this month, one (1) denial. The program has provided \$84250.96 in assistance since it began in 2022 and \$799.96 in assistance in the month of July.

D. The Housing Department held a community picnic on July 19th from 3p-6p and it was well attended (pictures attached). The picnic had representation from various departments who also provided swag, information and prizes to the picnic and the local fire truck was there also. Hot dogs/chips/drinks, dessert and prizes consisting of weed whackers and corn hole along with prizes for the children was provided by the Housing Department. The Housing Department hopes to make this an annual event.

E. The Housing Director was out on IFMLA and bereavement until July 10th.

F. The Housing Director attended the Monthly Directors meeting on July 27th.

G. An analysis was completed to see about having a painter come in and a cleaning company to help get units turned over quicker but due to costs being so high and the amount of time it would take to get contracts in place, it was determined that it did not make sense to do so at this time.

H. A job requisition was completed in July for an additional maintenance technician, so in August we will have another maintenance tech available to assist in completing unit turnovers.

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 8

B. Termination Notice(s) issued: 4

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

D. Court Filing(s): There is 4 pending to sent to court if no response is received by residents.

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 6 units to complete for a move in currently. Two of which will be completed in the first week in August. We have 4 units that will need to be completely repainted, flooring redone and minor damage repair then final cleaning.

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- C. Look at the updates needed for the elders complex including providing activities for elders
- D. Start the RFP process in getting blueprints for the maintenance garage expansion
- E. HUD Training on August 15-16th for Program Income from our Indian Housing Block Grants
- F. August 8-10th Housing Director and Administrative Assistant will be attending training in Denver, CO regarding our tenant accounting software we use called Doorways for tenant tracking of tenant ledgers and work orders.
- G. September 12-14th the Housing Director will be attending via Zoom training regarding Structuring Rents. This will assist in deciding whether our current rent structure needs to be evaluated and changed.

End of Report
Tara Bailey, Housing Director
August 3, 2023

