

Ontonagon Village Housing Commission
Regular Meeting – Village Housing Community Room
5:15 PM, September 10th, 2024

Order of Business:

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Public Comment – 5 minutes per person
- 4) Approval of Agenda
- 5) Approval of Meeting Minutes Aug 13th, 2024
- 6) Reports
 - A. Financial Report – June year end
 - B. Executive Director's Report
 - C. Resident Advisory Committee Report
 - D. Additional Committee Report – None
- 7) Acknowledge/Approval of bills
- 8) Unfinished Business
 - A. Executive Director Evaluation
 - B. Replace/Repair pickup truck
- 9) New Business
 - A. Fair Market rent – Flat Rate rent
 - B. Board member term expires
 - C. Proposal from UPEA on generator project
- 10) Commissioners Comments
- 11) Announcements
- 12) Adjourn Meeting

Next regular meeting– October 15th, 2024 @ 5:15 PM

Ontonagon Village Housing Commission
Regular Meeting 5:15 PM, Tuesday August 13th, 2024
Ontonagon Village Housing Community Room

Pledge of Allegiance

Roll Call - A regular meeting of the Ontonagon Village Housing Commission was called to order at 5:20 PM by Commission member Sylvia Lehto at the Ontonagon Housing Commission Office, Ontonagon MI on Tuesday August 13th, 2024. Present were Sylvia Lehto, Danielle Reath and Dot Phillips. Absent was Rich Ernest and Robert Seid. Also present was Secretary Karen Jackson.

Public Comment – None.

Approval of Agenda – Motion was made by D Phillips, supported by D Reath, to approve the agenda as presented. All voting aye, motion carried.

Approval of Meeting Minutes – Motion was made by D Phillips, supported by S Lehto, to approve the meeting minutes for the July 16th as presented. All voting aye, motion carried.

Financial Report – Motion was made by D Reath, supported by D Phillips to accept the financial reports as presented and place them on file. All voting aye, motion carried.

Executive Directors Report –

- I ordered new blinds for this room, they should be here end of the month. The current ones do not open and close properly.
- Michigan State University Extension office will be offering Tai Chi for Arthritis and Fall Prevention. It will be held in the Community room starting with a introduction on Sept 30th at 3:00 PM and then Wednesdays from Oct 2 through Dec 18th at 3:00 PM. Call Anita at 906-360-9732 with questions or to register
- Picnic was pretty well attended (about 40) and I was told the food was good. There was also music which was a nice addition
- I plan on doing some adjustments to the security cameras to cover the gazebo and back of the garage area. We have no coverage there and have had a few issues with individuals taking produce out of the gardens.

Motion was made by S Lehto, supported by D Phillips, to accept the director's report as presented. All voting aye, motion carried.

Resident Advisory Committee Report – There will no longer be music at the resident events as no one stays to enjoy it.

Additional Committee Report – None

Acknowledgment/Approval of Bills – Motion was made by D Reath, supported by D Phillips, to acknowledge and approve the Expenditures for the month of July, Aye- D Reath, D Phillips and S Lehto. Nay-none, motion carried.

Unfinished Business

- Executive Director Evaluation will be postponed until next meeting.

New Business.

- Motion was made by S Lehto, supported by D Reath, to accept the low bid of \$19,860.00 from Burke Construction for the Laundry remodel and \$22,600.00 from John Coponen Construction for the Concrete slab & Sidewalk repair. Aye – S Lehto, D Reath and D Phillips Nay – None, motion carried.
- Replace/Repair pickup is postponed to September meeting
- Motion was made by D Phillips, seconded by S Lehto, to sign the contract with Settlers Co-Operative for Propane at a fixed price of \$1.69 per gallon for the 2024-2025 season. Aye – D Phillips, S Lehto and D Reath, Nay – None, motion carried.
- Motion was made by D Reath, supported by D Phillips, to purchase one washing machine and two dryers from Pillowman Appliance for the cost of \$6,250.00. Aye – D Reath, D Phillips and S Lehto, Nay – None, motion carried.
- Meeting date for September will be changed to September 10th if that works for the absent board members.

Commissioners Comments – None

Next Meeting date – September 10th Tentative to absent board members approval. (note the date change) 2024 @ 5:15 PM.

Adjourn Meeting – Motion was made by D Phillips, supported by D Reath, to adjourn the meeting at 5:50 PM.

Chairperson

Date

Secretary

Date

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 12 Months Ended June 30, 2024

	1 Month Ended	12 Months Ended		
	<u>June 30, 2024</u>	<u>June 30, 2024</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Operating Revenue				
Tenant Rental Revenue				
3110 - Net Tenant Rental Revenue	\$ 23,942.00	\$ 281,399.00	\$ 260,000	\$ (21,399.00)
3120 - Tenant Revenue - Excess Utilities	155.97	2,231.52	1,000	(1,231.52)
3690 - Tenant Revenue - Tenant Charges	115.00	2,152.84	1,500	(652.84)
Total Tenant Rental Revenue	<u>24,212.97</u>	<u>285,783.36</u>	<u>262,500</u>	<u>(23,263.36)</u>
HUD PHA Grant Revenue				
3401.2 - Operating Subsidy	6,678.00	126,862.00	144,415	17,553.00
Total HUD PHA Grant Revenue	<u>6,678.00</u>	<u>126,862.00</u>	<u>144,415</u>	<u>17,553.00</u>
Other Revenue				
3190 - Nondwelling Rental Revenue	120.00	1,140.00	1,200	60.00
3610 - Interest Income	2,650.90	24,780.03	7,000	(17,780.03)
3690.1 - Other Revenue	860.02	10,103.02	9,000	(1,103.02)
Total Other Revenue	<u>3,630.92</u>	<u>36,023.05</u>	<u>17,200</u>	<u>(18,823.05)</u>
Total Operating Revenue	<u>\$ 34,521.89</u>	<u>\$ 448,668.41</u>	<u>\$ 424,115</u>	<u>\$ (24,553.41)</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,748.74	\$ 46,379.20	\$ 52,009	\$ 5,629.80
4130 - Legal Expense	(2,310.00)	0.00	1,000	1,000.00
4140 - Staff Training	(229.00)	195.00	0	(195.00)
4150 - Travel Expense	0.00	548.02	500	(48.02)
4170 - Accounting Fees	303.90	4,467.00	4,200	(267.00)
4171 - Auditing	0.00	5,100.00	5,200	100.00
4182 - Employee Benefits - Admin	320.27	7,236.36	7,899	662.64
4185 - Telephone/Internet	110.03	1,332.04	1,350	17.96
4190.1 - Publications	0.00	1,557.00	0	(1,557.00)
4190.2 - Membership Dues and Fees	0.00	200.00	200	0.00
4190.3 - Admin Service Contracts	1,116.49	5,832.96	4,750	(1,082.96)
4190.4 - Office Supplies	(29.97)	304.29	500	195.71
4190.5 - Other Sundry Expense	192.87	1,884.79	2,750	865.21
4190.6 - Advertising	0.00	24.00	150	126.00
Total Administration	<u>3,223.33</u>	<u>75,060.66</u>	<u>80,508</u>	<u>5,447.34</u>
Tenant Services				
4220 - Tenant Services - Other	0.00	890.97	750	(140.97)
Total Tenant Services	<u>0.00</u>	<u>890.97</u>	<u>750</u>	<u>(140.97)</u>

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 12 Months Ended June 30, 2024

	1 Month Ended	12 Months Ended		
	<u>June 30, 2024</u>	<u>June 30, 2024</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Utilities				
4310 - Water	1,817.44	22,649.76	25,000	2,350.24
4320 - Electricity	3,921.40	71,231.58	65,000	(6,231.58)
4340 - Propane	79.98	671.48	850	178.52
Total Utilities	<u>5,818.82</u>	<u>94,552.82</u>	<u>90,850</u>	<u>(3,702.82)</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	4,109.92	53,106.69	55,313	2,206.31
4420 - Materials	2,279.70	13,533.65	20,000	6,466.35
4430.01 - Garbage Removal Contracts	70.89	8,775.07	9,750	974.93
4430.02 - Heating & Cooling Contracts	0.00	370.00	1,000	630.00
4430.05 - Landscape & Grounds Contracts	0.00	0.00	1,000	1,000.00
4430.06 - Unit Turnaround Contracts	0.00	0.00	1,000	1,000.00
4430.07 - Electrical Contracts	507.55	507.55	1,000	492.45
4430.08 - Plumbing Contracts	0.00	1,201.67	1,000	(201.67)
4430.10 - Janitorial Contracts	0.00	0.00	500	500.00
4430.11 - Routine Maintenance Contracts	89.70	89.70	50	(39.70)
4430.12 - Miscellaneous Contracts	0.00	925.00	1,000	75.00
4433 - Employee Benefits - Maint.	292.58	8,866.01	8,848	(18.01)
Total Ordinary Maint. & Oper	<u>7,350.34</u>	<u>87,375.34</u>	<u>100,461</u>	<u>13,085.66</u>
General Expense				
4510 - Insurance	2,124.41	26,623.19	22,250	(4,373.19)
4520 - Payments in Lieu of Taxes	2,938.14	18,558.14	17,000	(1,558.14)
4550 - Compensated Absences	967.76	967.76	2,000	1,032.24
4570 - Bad Debt - Tenant Rents	0.00	0.00	200	200.00
Total General Expense	<u>6,030.31</u>	<u>46,149.09</u>	<u>41,450</u>	<u>(4,699.09)</u>
Total Routine Expense	<u>22,422.80</u>	<u>304,028.88</u>	<u>314,019</u>	<u>9,990.12</u>
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	0.00	0.00	0	0.00
Casualty Losses-Not Cap.				
Total Casualty Losses	0.00	0.00	0	0.00
Total Non-Routine Expense	0.00	0.00	0	0.00
Total Operating Expenses	<u>22,422.80</u>	<u>304,028.88</u>	<u>314,019</u>	<u>9,990.12</u>
Operating Income (Loss)	<u>\$ 12,099.09</u>	<u>\$ 144,639.53</u>	<u>\$ 110,096</u>	<u>\$ (34,543.53)</u>

**Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 12 Months Ended June 30, 2024**

	1 Month Ended	12 Months Ended		
	<u>June 30, 2024</u>	<u>June 30, 2024</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Depreciation Expense				
4800 - Depreciation - Current Year	<u>22,232.35</u>	<u>109,022.35</u>	<u>0</u>	<u>(109,022.35)</u>
Total Depreciation Expense	<u>22,232.35</u>	<u>109,022.35</u>	<u>0</u>	<u>(109,022.35)</u>
Capital Expenditures				
7540 - Building Improvements	<u>0.00</u>	<u>59,045.89</u>	<u>58,559</u>	<u>(486.89)</u>
Total Capital Expenditures	<u>0.00</u>	<u>59,045.89</u>	<u>58,559</u>	<u>(486.89)</u>
Other Financial Items				
8010 - CFP Operating Transfer	<u>0.00</u>	<u>1,350.00</u>	<u>0</u>	<u>(1,350.00)</u>
Total Other Financial Items	<u>0.00</u>	<u>1,350.00</u>	<u>0</u>	<u>(1,350.00)</u>
 HUD Net Income (Loss)	 <u>\$ 12,099.09</u>	 <u>\$ 86,943.64</u>	 <u>\$ 51,537</u>	 <u>\$ (35,406.64)</u>
GAAP Net Income (Loss)	<u>\$ (10,133.26)</u>	<u>\$ 36,967.18</u>		

Financial Report As of August 31, 2024			
Financial Account balances			Total
Citizens State Bank - Checking	0.00%	\$65,871.38	Citizen \$84,361.38
Citizen Security Deposit Trust acct	0.00%	\$18,490.00	
ICS Citizen Account	4.35%	\$736,250.03	
Miners Money Market	1.30%	\$51,748.49	\$51,748.49
Total of financial accounts		\$872,359.90	
Capital Funds Available			
Capital Funds 2023		\$0.00	
Capital Funds 2024		\$136,459.58	
Total Capital funds available		\$136,459.58	
Total funds available		\$1,008,819.48	
Income			
Rent collected		\$24,349.76	\$25,647.84 to balance
Security & Pet deposit		\$123.00	
Storage sheds		\$100.00	
Excess utility charge		\$209.58	
Late fee/Bank charges		\$0.00	
Community room		\$0.00	
stamps		\$27.20	
Misc		\$24.49	sale of therm. cover, copies
laundry Machines		\$527.81	
Pop Machine		\$286.00	
Resident Advisory account			
interest		\$2,771.52	
eLOCCS draw of Operating funds		\$11,687.75	
eLOCCS draw CFP 2023			
Total income		\$40,107.11	
Total Expenses		\$19,358.85	
Net Income		\$20,748.26	

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 1 Month Ended July 31, 2024

	1 Month Ended	1 Month Ended		
	<u>July 31, 2024</u>	<u>July 31, 2024</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Operating Revenue				
Tenant Rental Revenue				
3110 - Net Tenant Rental Revenue	\$ 23,799.00	\$ 23,799.00	\$ 275,000	\$ 251,201.00
3120 - Tenant Revenue - Excess Utilities	181.48	181.48	2,000	1,818.52
3690 - Tenant Revenue - Tenant Charges	<u>120.00</u>	<u>120.00</u>	<u>1,500</u>	<u>1,380.00</u>
Total Tenant Rental Revenue	24,100.48	24,100.48	278,500	254,399.52
HUD PHA Grant Revenue				
3401.2 - Operating Subsidy	<u>16,697.50</u>	<u>16,697.50</u>	<u>125,000</u>	<u>108,302.50</u>
Total HUD PHA Grant Revenue	16,697.50	16,697.50	125,000	108,302.50
Other Revenue				
3190 - Nondwelling Rental Revenue	160.00	160.00	1,000	840.00
3610 - Interest Income	2,761.45	2,761.45	24,000	21,238.55
3690.1 - Other Revenue	<u>778.38</u>	<u>778.38</u>	<u>9,000</u>	<u>8,221.62</u>
Total Other Revenue	3,699.83	3,699.83	34,000	30,300.17
Total Operating Revenue	\$ 44,497.81	\$ 44,497.81	\$ 437,500	\$ 393,002.19
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,749.51	\$ 3,749.51	\$ 52,984	\$ 49,234.49
4130 - Legal Expense	0.00	0.00	1,000	1,000.00
4140 - Staff Training	0.00	0.00	250	250.00
4150 - Travel Expense	0.00	0.00	250	250.00
4170 - Accounting Fees	278.50	278.50	5,750	5,471.50
4171 - Auditing	0.00	0.00	5,500	5,500.00
4182 - Employee Benefits - Admin	2,122.00	2,122.00	8,052	5,930.00
4185 - Telephone/Internet	110.97	110.97	1,350	1,239.03
4190.2 - Membership Dues and Fees	0.00	0.00	200	200.00
4190.3 - Admin Service Contracts	4,006.77	4,006.77	4,750	743.23
4190.4 - Office Supplies	0.00	0.00	500	500.00
4190.5 - Other Sundry Expense	189.85	189.85	2,000	1,810.15
4190.6 - Advertising	<u>0.00</u>	<u>0.00</u>	<u>150</u>	<u>150.00</u>
Total Administration	10,457.60	10,457.60	82,736	72,278.40
Tenant Services				
4220 - Tenant Services - Other	<u>0.00</u>	<u>0.00</u>	<u>900</u>	<u>900.00</u>
Total Tenant Services	0.00	0.00	900	900.00

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 1 Month Ended July 31, 2024

	1 Month Ended	1 Month Ended		
	<u>July 31, 2024</u>	<u>July 31, 2024</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Utilities				
4310 - Water	2,309.12	2,309.12	28,600	26,290.88
4320 - Electricity	4,736.95	4,736.95	65,000	60,263.05
4340 - Propane	0.00	0.00	850	850.00
Total Utilities	<u>7,046.07</u>	<u>7,046.07</u>	<u>94,450</u>	<u>87,403.93</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	4,119.60	4,119.60	56,303	52,183.40
4420 - Materials	1,603.72	1,603.72	17,000	15,396.28
4430.01 - Garbage Removal Contracts	791.46	791.46	10,000	9,208.54
4430.02 - Heating & Cooling Contracts	0.00	0.00	1,000	1,000.00
4430.05 - Landscape & Grounds Contracts	0.00	0.00	1,000	1,000.00
4430.06 - Unit Turnaround Contracts	0.00	0.00	1,000	1,000.00
4430.07 - Electrical Contracts	0.00	0.00	1,500	1,500.00
4430.08 - Plumbing Contracts	0.00	0.00	1,000	1,000.00
4430.10 - Janitorial Contracts	0.00	0.00	500	500.00
4430.12 - Miscellaneous Contracts	0.00	0.00	1,000	1,000.00
4433 - Employee Benefits - Maint.	3,219.12	3,219.12	9,840	6,620.88
Total Ordinary Maint. & Oper	<u>9,733.90</u>	<u>9,733.90</u>	<u>100,143</u>	<u>90,409.10</u>
General Expense				
4510 - Insurance	2,103.42	2,103.42	30,000	27,896.58
4520 - Payments in Lieu of Taxes	1,505.00	1,505.00	20,000	18,495.00
4550 - Compensated Absences	0.00	0.00	2,000	2,000.00
4570 - Bad Debt - Tenant Rents	0.00	0.00	200	200.00
Total General Expense	<u>3,608.42</u>	<u>3,608.42</u>	<u>52,200</u>	<u>48,591.58</u>
Total Routine Expense	<u>30,845.99</u>	<u>30,845.99</u>	<u>330,429</u>	<u>299,583.01</u>
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	0.00	0.00	0	0.00
Casualty Losses-Not Cap.				
Total Casualty Losses	0.00	0.00	0	0.00
Total Non-Routine Expense	0.00	0.00	0	0.00
Total Operating Expenses	<u>30,845.99</u>	<u>30,845.99</u>	<u>330,429</u>	<u>299,583.01</u>
Operating Income (Loss)	<u>\$ 13,651.82</u>	<u>\$ 13,651.82</u>	<u>\$ 107,071</u>	<u>\$ 93,419.18</u>

**Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 1 Month Ended July 31, 2024**

	1 Month Ended	1 Month Ended		
	<u>July 31, 2024</u>	<u>July 31, 2024</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Depreciation Expense				
4800 - Depreciation - Current Year	<u>8,415.00</u>	<u>8,415.00</u>	<u>95,000</u>	<u>86,585.00</u>
Total Depreciation Expense	<u>8,415.00</u>	<u>8,415.00</u>	<u>95,000</u>	<u>86,585.00</u>
Capital Expenditures				
Total Capital Expenditures	0.00	0.00	0	0.00
Other Financial Items				
Total Other Financial Items	0.00	0.00	0	0.00
 HUD Net Income (Loss)	 <u>\$ 13,651.82</u>	 <u>\$ 13,651.82</u>	 <u>\$ 107,071</u>	 <u>\$ 93,419.18</u>
GAAP Net Income (Loss)	<u>\$ 5,236.82</u>	<u>\$ 5,236.82</u>		

Director's report

- I will be on vacation the 16 to the 20th. Billy will be here to do any work orders.
- DHHS will be holding a flu clinic here on September 23.
- The contract for the concrete work has been signed. They began the work today.
- The laundry room contract has been sent out and I am waiting for it to be returned.

Bills for September 2024			
	<u>Expense to Acknowledged</u>	<u>Amount</u>	<u>Description of purchase</u>
Ck #			
echeck	Chase Ink-credit card	\$327.56	\$31.41 office, \$296.15 material
echeck	Holiday Circle K gas	\$75.00	
9814	Settler Co-op	\$507.00	Prepay contract @ \$1.69 for 300 gallons
Auto	Waste Management-Dumpster	\$68.80	dumpster
	Total	\$978.36	
	<u>Expenses to Approve</u>		
	Ontonagon Water Service	\$2,000.00	est. no bill issued
9818	Hancock Bottling	\$158.00	
9819	Kendricks Bordeau	\$82.50	Called, will be calling back
9820	U Save Ace Hardware	\$627.10	\$559 for water heater
9821	Patriot Disposal	\$675.00	
9822	Ontonagon Telephone	\$109.33	
9823	Housing Authority Accounting	\$878.50	\$600 for unedited REAC
9824	906 Services INC	\$446.90	fix golf cart
9825	Village of Ontonagon	\$18,558.14	PILOT
9826	Ontonagon Herald	\$39.00	add for bids
echeck	UPPCO	\$4,315.69	
	Total	\$27,890.16	
	<u>Employee Expense-Gross</u>		
9815	Karen Jackson	\$1,975.31	08/16/24 to 08/31/24 (77 hrs)
9827	Karen Jackson	\$1,807.10	09/01/24 to 09/15/24 (70 hrs)
	Payroll taxes	\$289.35	for the month
9816	Billy Marks	\$1,543.52	08/16/24 to 08/31/24 (88 hrs)
9828	Billy Marks	\$1,907.35	09/01/24 to 09/15/24 (80 hrs)
	Payroll taxes	\$263.99	for the month
	Total	\$7,786.63	
Grand Total - Expenses		\$36,655.15	
	<u>Non-expense items</u>		
9817	Aflac	\$251.94	individual policy
	Total	\$251.94	



	Current Flat rate rent	Unadjusted rent for area	80%		Fair Market Rent Ont. County	80%
One bedroom	\$ 525.00	\$ 648.00	\$ 518.40	down \$6.00	\$ 843.00	\$ 674.40
Two Bedroom	\$ 592.00	\$ 717.00	\$ 573.60	down \$16.00	\$ 933.00	\$ 746.40
15 one bedroom units will be affected						
? two bedroom units						
History of changes						
	2011	2013	2015	2019	2023	
One Bedroom	\$ 400.00	\$ 425.00	\$ 475.00	\$ 484.00	\$ 525.00	
Two Bedroom			\$ 510.00	\$ 560.00	\$ 590.00	