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

6) Reports
   A. Financial Report
   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

9) New Business
   A. Fern presentation on Medicare
   B. CFP 2025-2029
   C. Mini Split proposals
   D. Old Pickup
   E. Golf cart repairs

10) Commissioners Comments

11) Announcements

12) Adjourn Meeting

Next regular meeting– November 19th, 2024 @ 5:15 PM

Ontonagon Village Housing Commission
Regular Meeting 5:15 PM, Tuesday September 10th, 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 5:15 PM by Board President Rich Ernest at the Ontonagon Housing Commission Office, Ontonagon MI on Tuesday September 10th, 2024. Present were Sylvia Lehto, Robert Seid, Rich Ernest and Dot Phillips. Absent was Danielle Reath. Also present was Secretary Karen Jackson.

Public Comment – None.

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

Approval of Meeting Minutes – Motion was made by S Lehto, supported by D Phillips, to approve the meeting minutes for August 13th as presented. All voting aye, motion carried.

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

Executive Directors 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.

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 – None

Additional Committee Report – None

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

Unfinished Business

- Motion was made by R Seid, supported by S Lehto, to replace the truck bed with treated lumber. All voting aye, motion carried.
- Motion was made by R Ernest, supported by D Phillips, to spend up to $25,000 on a new/used plow truck. All voting aye, motion carried

New Business.

- Motion was made by D Phillips, supported by S Lehto, to keep the flat rate rents at the current amount of $525.00 for a one bedroom and $592.00 for the two bedroom units. Aye – D Phillips, S Lehto and R Ernest, Nay – B Seid, motion carried.
- The board supported the reappointment of Sylvia Lehto whose term expires at the end of October.

Commissioners Comments – None

Next Meeting date – October 15th, 2024 @ 5:15 PM.

Adjourn Meeting – Motion was made by D Phillips, supported by R Seid, to adjourn the meeting at 6:10 PM.

Chairperson	Date
Secretary	Date

Financial Report As of September 30, 2024				
Financial Account balances				Total
Citizens State Bank - Checking	0.00%	$70,214.73	Citizen	$88,704.73
Citizen Security Deposit Trust acct	0.00%	$18,490.00		
ICS Citizen Account	4.35%	$736,250.03		
Miners Money Market	1.30%	$51,803.36		$51,803.36
Total of financial accounts		**$876,758.12**		
Capital Funds Available				
Capital Funds 2024		$114,197.58		
Total Capital funds available		**$114,197.58**		
Total funds available		**$990,955.70**		
Income				
Rent collected		$24,019.24	$25,596.87	to balance
Security & Pet deposit		$93.00		
Storage sheds		$90.00		
Excess utility charge		$254.94		
Late fee/Bank charges		$0.00		
Community room		$0.00		
stamps		$48.20		
Misc		$300.00	goes into resident account for items sold for her	
laundry Machines		$558.00		
Pop Machine		$233.49	Balance $	
Resident Advisory account		$0.00	Balance $	
interest		$2,769.76		
eLOCCS draw of Operating funds		$11,687.75		
eLOCCS draw CFP 2023		$22,600.00		
Total income		**$62,654.38**		
Expenses acknowledged in Oct for Sept		**$67,562.34**		
Approved Expenses		**$34,655.15**		
Total Expenses		**$102,217.49**		
Net Income		**-$39,563.11**		

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 3 Months Ended September 30, 2024

	1 Month Ended September 30, 2024	3 Months Ended September 30, 2024	BUDGET	VARIANCE
Operating Revenue				
Tenant Rental Revenue				
3110 - Net Tenant Rental Revenue	$ 24,061.00	$ 71,856.00	$ 275,000	$ 203,144.00
3120 - Tenant Revenue - Excess Utilities	255.32	658.84	2,000	1,341.16
3690 - Tenant Revenue - Tenant Charges	100.00	340.00	1,500	1,160.00
Total Tenant Rental Revenue	24,416.32	72,854.84	278,500	205,645.16
HUD PHA Grant Revenue				
3401.2 - Operating Subsidy	11,687.75	40,073.00	125,000	84,927.00
Total HUD PHA Grant Revenue	11,687.75	40,073.00	125,000	84,927.00
Other Revenue				
3190 - Nondwelling Rental Revenue	0.00	160.00	1,000	840.00
3610 - Interest Income	2,691.75	8,224.72	24,000	15,775.28
3690.1 - Other Revenue	848.15	2,490.04	9,000	6,509.96
Total Other Revenue	3,539.90	10,874.76	34,000	23,125.24
Total Operating Revenue	$ 39,643.97	$ 123,802.60	$ 437,500	$ 313,697.40
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	$ 3,782.41	$ 11,650.75	$ 52,984	$ 41,333.25
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	878.50	1,435.50	5,750	4,314.50
4171 - Auditing	0.00	0.00	5,500	5,500.00
4182 - Employee Benefits - Admin	289.36	2,726.45	8,052	5,325.55
4185 - Telephone/Internet	109.33	331.40	1,350	1,018.60
4190.2 - Membership Dues and Fees	0.00	0.00	200	200.00
4190.3 - Admin Service Contracts	31.41	4,063.18	4,750	686.82
4190.4 - Office Supplies	0.00	106.96	500	393.04
4190.5 - Other Sundry Expense	158.00	692.33	2,000	1,307.67
4190.6 - Advertising	39.00	39.00	150	111.00
Total Administration	5,288.01	21,045.57	82,736	61,690.43
Tenant Services				
4220 - Tenant Services - Other	0.00	450.00	900	450.00
Total Tenant Services	0.00	450.00	900	450.00

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 3 Months Ended September 30, 2024

	1 Month Ended September 30, 2024	3 Months Ended September 30, 2024	BUDGET	VARIANCE
Utilities				
4310 - Water	1,974.34	6,162.50	28,600	22,437.50
4320 - Electricity	4,315.69	13,385.67	65,000	51,614.33
4340 - Propane	0.00	507.00	850	343.00
Total Utilities	6,290.03	20,055.17	94,450	74,394.83
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	4,071.35	12,692.95	56,303	43,610.05
4420 - Materials	1,215.51	3,882.20	17,000	13,117.80
4430.01 - Garbage Removal Contracts	743.80	2,326.65	10,000	7,673.35
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	446.90	446.90	1,000	553.10
4433 - Employee Benefits - Maint.	292.17	3,836.44	9,840	6,003.56
Total Ordinary Maint. & Oper	6,769.73	23,185.14	100,143	76,957.86
General Expense				
4510 - Insurance	2,103.42	6,310.26	30,000	23,689.74
4520 - Payments in Lieu of Taxes	1,505.00	4,515.00	20,000	15,485.00
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	3,608.42	10,825.26	52,200	41,374.74
Total Routine Expense	21,956.19	75,561.14	330,429	254,867.86
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	21,956.19	75,561.14	330,429	254,867.86
Operating Income (Loss)	$ 17,687.78	$ 48,241.46	$ 107,071	$ 58,829.54

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 3 Months Ended September 30, 2024

	1 Month Ended September 30, 2024	3 Months Ended September 30, 2024	BUDGET	VARIANCE
Depreciation Expense				
4800 - Depreciation - Current Year	8,415.00	25,245.00	95,000	69,755.00
Total Depreciation Expense	8,415.00	25,245.00	95,000	69,755.00
Capital Expenditures				
7530 - Admin Equipment	19,000.00	19,000.00	0	(19,000.00)
Total Capital Expenditures	19,000.00	19,000.00	0	(19,000.00)
Other Financial Items				
Total Other Financial Items	0.00	0.00	0	0.00
HUD Net Income (Loss)	$ (1,312.22)	$ 29,241.46	$ 107,071	$ 77,829.54
GAAP Net Income (Loss)	$ 9,272.78	$ 22,996.46		

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 2 Months Ended August 31, 2024

	1 Month Ended August 31, 2024	2 Months Ended August 31, 2024	BUDGET	VARIANCE
Operating Revenue				
Tenant Rental Revenue				
3110 - Net Tenant Rental Revenue	$ 23,996.00	$ 47,795.00	$ 275,000	$ 227,205.00
3120 - Tenant Revenue - Excess Utilities	222.04	403.52	2,000	1,596.48
3690 - Tenant Revenue - Tenant Charges	120.00	240.00	1,500	1,260.00
Total Tenant Rental Revenue	24,338.04	48,438.52	278,500	230,061.48
HUD PHA Grant Revenue				
3401.2 - Operating Subsidy	11,687.75	28,385.25	125,000	96,614.75
Total HUD PHA Grant Revenue	11,687.75	28,385.25	125,000	96,614.75
Other Revenue				
3190 - Nondwelling Rental Revenue	0.00	160.00	1,000	840.00
3610 - Interest Income	2,771.52	5,532.97	24,000	18,467.03
3690.1 - Other Revenue	863.51	1,641.89	9,000	7,358.11
Total Other Revenue	3,635.03	7,334.86	34,000	26,665.14
Total Operating Revenue	$ 39,660.82	$ 84,158.63	$ 437,500	$ 353,341.37
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	$ 4,118.83	$ 7,868.34	$ 52,984	$ 45,115.66
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	557.00	5,750	5,193.00
4171 - Auditing	0.00	0.00	5,500	5,500.00
4182 - Employee Benefits - Admin	315.09	2,437.09	8,052	5,614.91
4185 - Telephone/Internet	111.10	222.07	1,350	1,127.93
4190.2 - Membership Dues and Fees	0.00	0.00	200	200.00
4190.3 - Admin Service Contracts	25.00	4,031.77	4,750	718.23
4190.4 - Office Supplies	106.96	106.96	500	393.04
4190.5 - Other Sundry Expense	344.48	534.33	2,000	1,465.67
4190.6 - Advertising	0.00	0.00	150	150.00
Total Administration	5,299.96	15,757.56	82,736	66,978.44
Tenant Services				
4220 - Tenant Services - Other	450.00	450.00	900	450.00
Total Tenant Services	450.00	450.00	900	450.00

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 2 Months Ended August 31, 2024

	1 Month Ended August 31, 2024	2 Months Ended August 31, 2024	BUDGET	VARIANCE
Utilities				
4310 - Water	1,879.04	4,188.16	28,600	24,411.84
4320 - Electricity	4,333.03	9,069.98	65,000	55,930.02
4340 - Propane	507.00	507.00	850	343.00
Total Utilities	6,719.07	13,765.14	94,450	80,684.86
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	4,502.00	8,621.60	56,303	47,681.40
4420 - Materials	1,062.97	2,666.69	17,000	14,333.31
4430.01 - Garbage Removal Contracts	791.39	1,582.85	10,000	8,417.15
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.	325.15	3,544.27	9,840	6,295.73
Total Ordinary Maint. & Oper	6,681.51	16,415.41	100,143	83,727.59
General Expense				
4510 - Insurance	2,103.42	4,206.84	30,000	25,793.16
4520 - Payments in Lieu of Taxes	1,505.00	3,010.00	20,000	16,990.00
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	3,608.42	7,216.84	52,200	44,983.16
Total Routine Expense	22,758.96	53,604.95	330,429	276,824.05
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	22,758.96	53,604.95	330,429	276,824.05
Operating Income (Loss)	$ 16,901.86	$ 30,553.68	$ 107,071	$ 76,517.32

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 2 Months Ended August 31, 2024

	1 Month Ended August 31, 2024	2 Months Ended August 31, 2024	BUDGET	VARIANCE
Depreciation Expense				
4800 - Depreciation - Current Year	8,415.00	16,830.00	95,000	78,170.00
Total Depreciation Expense	8,415.00	16,830.00	95,000	78,170.00
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)	$ 16,901.86	$ 30,553.68	$ 107,071	$ 76,517.32
GAAP Net Income (Loss)	$ 8,486.86	$ 13,723.68		

Director Report

- I had an electrician look at installing the middle row of lights and replacing the patio lights with recessed along with moving the light switch for these lights. He will do it when they have time.
- We have decided to leave the flower pots out and invite the residents to decorate them from the winter holidays (Halloween, Thanksgiving/Fall, Christmas, Valentine and Easter). I have also asked the public if they have old decorations they will not be using consider donating them for the residents that will not/cannot decorate their pots. We will see how this goes.
- I sent a request for a quote from Generac Generator Company. I have not heard back from them.
- We will be handing out candy for Halloween in the community again as long as we get enough residents signed up.

	Bills for October 2024		
	Expense to Acknowledged	**Amount**	**Description of purchase**
Ck #			
9829	Mike Menghini	$19,000.00	Dodge Ram pickup and plow
9830	MML Liability and Property Insur	$23,903.00	
9831	Billy Marks	$85.00	paid cash for gas in new truck
9832	Ontongon Water Service	$1,974.34	
9833	John Coponen Construction	$22,600.00	
	Sept expenses (not included here)	$67,562.34	
echeck	Chase Ink-credit card	$2,212.56	gas $81.71, ceiling gan $109, phone $90, periscope ducting for dryer $148, office supplies $116, blinds CFP funds $1608
Auto	Waste Management-Dumpster	$115.36	dumpster
	Total	**$2,327.92**	
	Expenses to Approve		
9834	VOID	$0.00	
9835	VOID	$0.00	
9838	Ontonagon Water Service	$2,004.35	
9839	resident	$100.00	return of pet deposit
9840	Billy Marks	$67.67	Meilage reimb for trip to Lance for plow truck
9841	Hancock Bottling	$223.00	
9842	Patriot Disposal	$675.00	
9843	Housing Authority Accounting	$278.50	
9844	Ontonagon Telephone	$110.20	
9845	resident	$570.00	return of security deposit and sale of personal items
9846	resident	$232.77	return of security deposit
9847	Anderson Tackman	$1,945.00	Audit progress billing
9848	U Save Ace Hardware	$111.69	
9850	Pillowman	$6,250.00	washer and 2 dryers CFP 2024 funds
9851	VOID	$0.00	
9852	HDS	$240.00	
echeck	UPPCO	$4,263.59	
	Total	**$17,071.77**	
	Employee Expense-Gross		
9836	Karen Jackson	$1,975.31	09/16/24 to 09/30/24 (77 hrs)
9853	Karen Jackson	$1,975.31	10/01/24 to 10/15/24 (77 hrs)
	Payroll taxes	$302.22	for the month
9837	Billy Marks	$2,164.00	09/16/24 to 09/30/24 (88 hrs)
9854	Billy Marks	$2,164.00	10/01/24 to 10/15/24 (88 hrs)
	Payroll taxes	$331.09	for the month
	Total	**$8,911.93**	
Grand Total - Expenses		**$28,311.62**	
	Non-expense items		
9849	Aflac	$251.94	individual policy
	Total	**$251.94**	

This is the items to complete with HUD funding in 2025-2029.							
items	**2024**	**Cost**	**2025**	**2026**	**2027**	**2028**	**2029**
operations	XX	$ 1,000.00	XX	XX	XX	XX	XX
flooring	XX	$ 16,650.00			XX		
flooring for laundry	XX						
add water to the garage		$ 500.00			XX		
add light row to community room	XX	$ 250.00					
add (move) light switch for patio lights	XX	$ 100.00					
fix heat in community room-minisplit	XX	$ 5,000.00					
generator	XX	$ 18,000.00					
Hot water heater		$ 2,000.00			XX		XX
replace stoves in FG and SP		$ 5,000.00				XX	
Refrigerators **Stainless steel or white**							
2012 and older - 12		$ 12,000.00					
2013 - 15			XX	XX			
2014 - 14					XX	XX	
replace bathroom fans							
have 8 or more foot trees planted							
car ports							
remodel kitchens in Cane Court - stoves							
convert last 4 bathrooms showers							
redo baseboard trim in Cane Court			XX	XX			
add fold down shelf in kitchen??							
Insulated blinds/shades for the units							
ADA toilets (25 or so left to replace) ($250)		$ 6,250.00			XX		
medicine cabinets ($150)		$ 9,000.00				XX	
plug-in in the pantry							
sitting area in Cane Court circle							
Basketball hoop							
Landscapeing							
New garbage cans			XX				
reverse osamosis water filter							
snow block around entry way							
3rd smoke shack							
TV for large community room			XX				
outside storage units							
Total cost		$ 75,750.00					
funds available		$ 137,166.00					
Budget line 1480 -		$ 102,500.00					
Budget line 1410 - Administration		$ 2,500.00					
Budget line 1406 - operations		$ 32,166.00					