

Ontonagon Village Housing Commission
Regular Meeting – Village Housing Community Room
5:15 PM, June 17th, 2025

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 May 20th, 2025
- 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. Heating for the Community Room
 - B. Executive Director Performance review
 - C. Kitchen bids, progress
- 9) New Business
 - A. Golf Cart
- 10) Commissioners Comments
- 11) Announcements
- 12) Adjourn Meeting

Next regular meeting– July 15th, 2025 @ 5:15 PM

Ontonagon Village Housing Commission
Regular Meeting 5:15 PM, Tuesday May 20th, 2025
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 Richard Ernest at the Ontonagon Housing Commission Office, Ontonagon MI on Tuesday May 20th, 2025. Present were Robert Seid, Sylvia Lehto, 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 R Seid, supported by D Phillips, 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 as presented. All voting aye, motion carried.

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

Executive Directors Report –

- The amount of the CFP funds for 2025 is \$141,147.00. This will be primarily used for the kitchen remodeling to be discussed later
- We purchased additional flooring with operation funds. The style we had been using has been discontinued. I was able to get the last of what they had in stock at a reduced rate and have selected a new style that will hopefully be available for many years.
- Department of Health and Human Services is requiring that the PHA return of interest earned exceeding \$500.00 per year on all Federal Grant funds (operating subsidy). I am hoping for more guidance on this issue but that could be approx. \$10,000 having to be given to HHS at the end of the year.
- I had the executive Director from Bessemer perform the required verification of tenant files. No major issues were found.
- Billy has the new tractor. He is enjoying using it to get around until we can get a better mode of transportation for him.
- I have purchased flowers and dirt to get the flower pots out again this year. I will have Billy water them on Fridays using water mixed with fertilizer. We will need to purchase a 20/30 gallon water container and pump for this.

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

Resident Advisory Committee Report – Need to set up time and date for the Resident Picnic

Additional Committee Report – None

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

Unfinished Business

- No bids were received for the replacement of the heating system in the Administration Building. Some phone calls will be made to see if we can get a few contractors interested in giving us a bid number.
- Rich is putting together the Executive Directors Performance review from the forms turned in by the board members.

New Business.

- Motion was made by R Seid, supported by D Phillips, to close the regular meeting and open the Public Hearing on the budget at 5:37, all voting aye, motion carried.

Public Hearing

- There was no public comments, the board asked for a few line item clarifications..
- Motion was mad by D Phillips, supported by S Lehto, to close the public Hearing and go back into regular business at 5:45, all voting aye, motion carried.

New Business

- Motion was made by D Phillips, supported by S Lehto, to approve Resolution 2025-06 Budget for FY 2026. Aye – D Phillips, S Lehto, R Seid and R Ernest, Nay – none, motion carried
- Motion was made by D Phillips, supported by R Seid, to accept the lawn mower donated by the Executive Director and make repairs within reasonable cost. Aye – D Phillips, R Seid, S Lehto and R Ernest, nay – none, motion carried.
- Motion was made by R Ernest, supported by D Phillips, to accept the bid for a new copier from OPG without the extra drawer or stand and applying the credit for the remainder of the contract that has already been paid for. Aye – R Ernest, D Phillips, S Lehto and R Seid, nay – none, motion carried.
- Motion made by S Lehto, supported by R Seid, to approve membership to PHADA a cost of \$195 per year. Aye – S Lehto, R Seid, D Phillips and R Ernest, nay – none, motion carried.
- Motion was made by R Ernest, supported by S Lehto, to have D&E cut down the 4 dead trees and have Timberline locate the other corner pin and determine what other trees may need to come down. Aye – R Ernest, S Lehto, D Phillips and R Seid, nay – none, motion carried.
- The Executive Director gave an update on the kitchen remodeling progress and it was determined that the layout of the kitchen will remain as it is.

Commissioners Comments – none

Next Meeting date – June 17th, 2025 @ 5:15 PM.

Adjourn Meeting – Motion was made by D Phillips, supported by S Lehto, to adjourn the meeting at 6:30 PM.

Chairperson

Date

Secretary

Date

Ontonagon Village Housing Commission
Annual Meeting 6:30 PM, Tuesday May 20th, 2025
Ontonagon Village Housing Community Room

Roll Call – The Annual meeting of the Ontonagon Village Housing Commission was called to order at 6:30 PM by President Richard Ernest in the Ontonagon Housing Commission Office, Ontonagon MI on Tuesday May 20st, 2025. Present were Rich Ernest, Robert Seid, Dot Phillips and Sylvia Lehto. Absent were Danielle Reath. Also present was Secretary Karen Jackson.

Public Comment – None

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

New Business

- D Phillips nominated Rich Ernest for President for a one year term, supported by S Lehto. Aye – D Phillips, S Lehto and R Seid, nay – none, motion carried
- D Phillips nominated Robert Seid for Vice President for a one year term, supported by S Lehto. Aye – D Phillips, S Lehto and R Ernest, nay - none, motion carried.
- Motion was made by D Phillips, supported by R Seid, to continue with dates and times of regular meeting which are the third Tuesday of the month at 5:15 PM, Aye – D Phillips, R Seid, R Seid and R Ernest, nay - none, motion carried
- Motion made by D Phillips, supported by R Seid, to authorize the President Richard Ernest, Executive Director Karen Jackson and Vice President Robert Seid to have the authority to sign check and other documents as may be required. Aye – D Phillips, R Seid, S Lehto and R Ernest, nay – none, motion carried.
- Motion made by D Phillips, supported by S Lehto, to approval the use of the Citizen State Bank of Ontonagon MI and Miners State Bank of Ontonagon MI as the financial Institution to be used by the Ontonagon Village Housing Commission. Aye – D Phillips, S Lehto, R Seid and R Ernest, nay - none, motion carried.

Adjourn Meeting – Motion made by S Lehto, supported by R Seid, to adjourn the meeting at 6:35 PM.

Chairperson

Date

Secretary

Date

Financial Report As of May 31, 2025			
Financial Account balances			Total
Citizens State Bank - Checking	0.00%	\$39,404.50	Citizen \$856,055.64
Citizen Security Deposit Trust acct	0.00%	\$19,237.00	
ICS Citizen Account	3.50%	\$797,414.14	
Miners Money Market	1.30%	\$52,249.93	\$52,249.93
Total of financial accounts		\$908,305.57	
Capital Funds Available			
Capital Funds 2024		\$59,386.92	
Capital Funds 2025		\$141,147.00	
Total Capital funds available		\$200,533.92	
Total funds available		\$1,108,839.49	
Income			
Rent collected		\$24,857.47	\$26,281.94 to balance
Security & Pet deposit			
Storage sheds-Gazebo		\$100.00	
Excess utility charge		\$223.21	
Late fee/Bank charges			
Community room		\$40.00	
stamps		\$24.09	
Misc		\$1.00	
laundry Machines		\$516.27	
Damage payment		\$49.90	
Pop Machine		\$342.00	Balance \$591.92
Snack Machine		\$128.00	Balance (\$1978.64)
Resident Advisory account			Balance \$176.57
interest		\$2,423.91	
eLOCCS draw of Operating funds		\$12,053.00	
eLOCCS draw CFP 2024			
Total income		\$40,758.85	
Total Expenses		\$23,374.55	
Net Income		\$17,384.30	

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 11 Months Ended May 31, 2025

	1 Month Ended	11 Months Ended		
	<u>May 31, 2025</u>	<u>May 31, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Operating Revenue				
Tenant Rental Revenue				
3110 - Net Tenant Rental Revenue	\$ 24,749.00	\$ 269,651.20	\$ 275,000	\$ 5,348.80
3120 - Tenant Revenue - Excess Utilities	213.39	2,150.88	2,000	(150.88)
3690 - Tenant Revenue - Tenant Charges	100.00	1,775.78	1,500	(275.78)
Total Tenant Rental Revenue	<u>25,062.39</u>	<u>273,577.86</u>	<u>278,500</u>	<u>4,922.14</u>
HUD PHA Grant Revenue				
3401.2 - Operating Subsidy	12,053.00	112,584.00	125,000	12,416.00
Total HUD PHA Grant Revenue	<u>12,053.00</u>	<u>112,584.00</u>	<u>125,000</u>	<u>12,416.00</u>
Other Revenue				
3190 - Nondwelling Rental Revenue	40.00	920.00	1,000	80.00
3610 - Interest Income	2,423.91	27,198.52	24,000	(3,198.52)
3690.1 - Other Revenue	1,011.36	9,567.78	9,000	(567.78)
3690.2 - Gain/Loss-Disposal of Fixed Assets	0.00	4,100.75	0	(4,100.75)
Total Other Revenue	<u>3,475.27</u>	<u>41,787.05</u>	<u>34,000</u>	<u>(7,787.05)</u>
Total Operating Revenue	<u>\$ 40,590.66</u>	<u>\$ 427,948.91</u>	<u>\$ 437,500</u>	<u>\$ 9,551.09</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,950.62	\$ 43,347.20	\$ 52,984	\$ 9,636.80
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	278.05	250	(28.05)
4170 - Accounting Fees	278.50	4,188.50	5,750	1,561.50
4171 - Auditing	0.00	5,200.00	5,500	300.00
4182 - Employee Benefits - Admin	302.22	7,059.76	8,052	992.24
4185 - Telephone/Internet	120.63	1,294.80	1,350	55.20
4190.1 - Publications	0.00	239.00	0	(239.00)
4190.2 - Membership Dues and Fees	0.00	350.00	200	(150.00)
4190.3 - Admin Service Contracts	299.58	4,992.77	4,750	(242.77)
4190.4 - Office Supplies	0.00	314.04	500	185.96
4190.5 - Other Sundry Expense	481.97	2,807.57	2,000	(807.57)
4190.6 - Advertising	35.00	74.00	150	76.00
Total Administration	<u>5,468.52</u>	<u>70,145.69</u>	<u>82,736</u>	<u>12,590.31</u>
Tenant Services				
4220 - Tenant Services - Other	0.00	900.00	900	0.00
Total Tenant Services	<u>0.00</u>	<u>900.00</u>	<u>900</u>	<u>0.00</u>

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 11 Months Ended May 31, 2025

	1 Month Ended	11 Months Ended		
	<u>May 31, 2025</u>	<u>May 31, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Utilities				
4310 - Water	2,308.90	21,859.75	28,600	6,740.25
4320 - Electricity	6,021.11	72,603.29	65,000	(7,603.29)
4340 - Propane	0.00	507.00	850	343.00
Total Utilities	<u>8,330.01</u>	<u>94,970.04</u>	<u>94,450</u>	<u>(520.04)</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	4,328.00	50,305.66	56,303	5,997.34
4420 - Materials	660.11	10,556.28	17,000	6,443.72
4430.01 - Garbage Removal Contracts	866.18	8,872.20	10,000	1,127.80
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	957.20	1,500	542.80
4430.08 - Plumbing Contracts	0.00	0.00	1,000	1,000.00
4430.10 - Janitorial Contracts	0.00	0.00	500	500.00
4430.11 - Routine Maintenance Contracts	0.00	15.31	0	(15.31)
4430.12 - Miscellaneous Contracts	0.00	446.90	1,000	553.10
4433 - Employee Benefits - Maint.	311.81	8,848.99	9,840	991.01
Total Ordinary Maint. & Oper	<u>6,166.10</u>	<u>80,002.54</u>	<u>100,143</u>	<u>20,140.46</u>
General Expense				
4510 - Insurance	2,180.57	24,229.87	30,000	5,770.13
4520 - Payments in Lieu of Taxes	1,505.00	16,556.00	20,000	3,445.00
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>3,685.57</u>	<u>40,784.87</u>	<u>52,200</u>	<u>11,415.13</u>
Total Routine Expense	<u>23,650.20</u>	<u>286,803.14</u>	<u>330,429</u>	<u>43,625.86</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>23,650.20</u>	<u>286,803.14</u>	<u>330,429</u>	<u>43,625.86</u>
Operating Income (Loss)	<u>\$ 16,940.46</u>	<u>\$ 141,145.77</u>	<u>\$ 107,071</u>	<u>\$ (34,074.77)</u>

**Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 11 Months Ended May 31, 2025**

	1 Month Ended	11 Months Ended		
	<u>May 31, 2025</u>	<u>May 31, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Depreciation Expense				
4800 - Depreciation - Current Year	8,415.00	92,565.00	95,000	2,435.00
Total Depreciation Expense	8,415.00	92,565.00	95,000	2,435.00
Capital Expenditures				
7530 - Admin Equipment	0.00	63,038.06	0	(63,038.06)
7540 - Building Improvements	0.00	665.68	0	(665.68)
Total Capital Expenditures	0.00	63,703.74	0	(63,703.74)
Other Financial Items				
Total Other Financial Items	0.00	0.00	0	0.00
 HUD Net Income (Loss)	 \$ 16,940.46	 \$ 73,341.28	 \$ 107,071	 \$ 33,729.72
GAAP Net Income (Loss)	<u>8,525.46</u>	<u>48,580.77</u>		

Director's report

- We had no accounts to write off this year
- The new copier is installed working good
- Timberline Surveyor came and located the corner post that we could not find. It indicates that most of the trees behind the 800 and 900 building are on our property. We will have to determine how many, if any, of them we want to have removed.
- The generator installation should begin in the next couple of weeks. I have not heard from Semco on the installation of the gas line.
- The new loan closet storage shed has been placed in the parking lot and the items have been moved over. We did need to have a zoning permit so I went to the village and got that taken care of.
- The resident Picnic is July 16th. Board members and guest are welcomed to come

Bills for June 2025			
	<u>Expense to Acknowledged</u>	<u>Amount</u>	<u>Description of purchase</u>
Ck #			
echeck	Chase Ink-credit card	\$10,624.77	\$373.79 office, \$253.75 materials, \$13.86 postage, \$9907.39 flooring
Auto	Waste Management-Dumpster	\$131.28	dumpster
	Total	\$10,756.05	
	<u>Expenses to Approve</u>		
9992	Ontonagon Water Service	\$2,265.26	up by \$296 per month for increase fee
9993	Hancock Bottling	\$130.00	
9994	Patriot Disposal	\$1,470.00	two months no longer late
9995	JF Ahern Co	\$89.70	Annual fire extinguisher inspection
9996	906 Service	\$405.13	carbonator on lawn mower for transportation
9997	Ontonagon Telephone	\$120.12	
9998	Miners Bank	\$10.00	Keep account active
9999	U Save Ace Hardware	\$122.92	
10000	Bessemer Housing	\$60.00	Verification of Resident Files
10001	MML Workers Compensation Fund	\$2,215.00	
10002	Krist Oil	\$137.28	
10003	Bay Auto Parts	\$185.55	
10005	Specialty Sales	\$183.45	
10006	Resident	\$106.29	remainder of security deposit
10007	Cleaner	\$287.50	resident move out
10008	Waste Mangmt (Karen Jackson)	\$57.59	resident dump run
10009	Housing Authority Accounting	\$278.50	
echeck	UPPCO	\$2,380.64	
	Total	\$10,504.93	
	<u>Employee Expense-Gross</u>		
9988	Karen Jackson	\$1,975.31	5/16/25 to 5/31/25 (77 hrs)
9990	Karen Jackson	\$1,807.10	6/01/25 to 6/15/25 (70 hrs)
	Payroll taxes	\$289.35	for the month
9989	Billy Marks	\$2,164.00	5/16/25 to 5/31/25 (88 hrs)
9991	Billy Marks	\$1,990.00	6/01/25 to 6/15/25 (80 hrs)
	Payroll taxes	\$317.78	for the month
	Total	\$8,543.55	
	Grand Total - Expenses	\$29,804.53	
	<u>Non-expense items</u>		
10004	Aflac	\$251.94	individual policy
	Total	\$251.94	



Wynn O. Jones & Associates
754 Alderson Street
Schofield, WI 54476-0318
(715) 359-5196 PH (715) 355-4197 FX

June 4, 2025

Ontonagon Village Housing Commission
100 Crane Ct.
Ontonagon, MI 49953
Attn: Karen Jackson

Ref: *Quote for Laminate Casework – Schulist's Custom Cabinets*

Dear Karen:

Please find the attached quotation for the Schulist's Custom Cabinets, laminate casework products that you requested the other day. The pricing summary, in accordance with our attached drawings dated 05/27/25, is as follows:

➤ Base Price:

We propose to deliver all high-pressure plastic laminate casework, laminate counters and misc. required filler panels for (Qty. 38) small kitchens. Pricing is for one casework shipment and one countertop shipment and is based upon 4th Qtr. 2025 delivery.

GRAND TOTAL \$97,111.00



Above prices do not include installation or sales tax charges. Shipping is included. Delivery of the above items can be made after receipt of your purchase order, approved shop drawings, verified field dimensions, hardware/finish selections, and a copy of this quotation. Currently, manufacturing completion is being scheduled in the 4th Qtr. 2025 timeframe. This quote is valid for 30 days. Payment terms are net 30 days.

Clarifications:

1. Schulist's flush-overlay plastic laminate casework series has been quoted.
2. Worksurfaces to be supplied will be tri-cove high-pressure laminate with integral back splashes.
3. Sinks and plumbing service fixtures are not included.
4. Blocking/backing required in building walls is required and should be provided by the general contractor.
5. Base molding is not included since this is usually provided by the flooring contractor.
6. We do not include labor to receive material or to provide installation services. Verified field dimensions will be needed before material is released for manufacturing.
7. We have not included the cost of supplying temporary hoisting or lifting.
8. Manufacturer's standard finish colors and cabinet hardware options have been quoted.



Wynn O. Jones & Associates
754 Alderson Street
Schofield, WI 54476-0318
(715) 359-5196 PH (715) 355-4197 FX

June 5, 2025

Ontonagon Village Housing Commission
100 Crane Ct.
Ontonagon, MI 49953
Attn: Karen Jackson

Ref: *Quote for Laminate Casework – TMI Systems*

Dear Karen:

Please find the attached quotation for the TMI Systems laminate casework products that you requested the other day. The pricing summary, in accordance with our attached drawings dated 05/27/25, is as follows:

➤ Base Price:

We propose to deliver all high-pressure plastic laminate casework, laminate counters and misc. required filler panels for (Qty. 38) small kitchens. Pricing is for one casework shipment and one countertop shipment and is based upon 4th Qtr. 2025 delivery.



GRAND TOTAL \$94,654.68

Above prices do not include installation or sales tax charges. Shipping is included. Delivery of the above items can be made after receipt of your purchase order, approved shop drawings, verified field dimensions, hardware/finish selections, and a copy of this quotation. Currently, manufacturing completion is being scheduled in the 4th Qtr. 2025 timeframe. This quote is valid for 30 days. Payment terms are net 30 days.

Clarifications:

1. TMI's flush-overlay plastic laminate casework series has been quoted.
2. Worksurfaces to be supplied will be tri-cove high-pressure laminate with integral back splashes.
3. Sinks and plumbing service fixtures are not included.
4. Blocking/backing required in building walls is required and should be provided by the general contractor.
5. Base molding is not included since this is usually provided by the flooring contractor.
6. We do not include labor to receive material or to provide installation services. Verified field dimensions will be needed before material is released for manufacturing.
7. We have not included the cost of supplying temporary hoisting or lifting.
8. Manufacturer's standard finish colors and cabinet hardware options have been quoted.



Wynn O. Jones & Associates
754 Alderson Street
Schofield, WI 54476-0318
(715) 359-5196 PH (715) 355-4197 FX

June 5, 2025

Ontonagon Village Housing Commission
100 Crane Ct.
Ontonagon, MI 49953
Attn: Karen Jackson

Ref: **Quote for Laminate Casework – WB Mfg.**

Dear Karen:

Please find the attached quotation for the WB Mfg. laminate casework products that you requested the other day. The pricing summary, in accordance with our attached drawings dated 05/27/25, is as follows:

➤ **Base Price:**

We propose to deliver all high-pressure plastic laminate casework, laminate counters and misc. required filler panels for (Qty. 38) small kitchens. Pricing is for one casework shipment and one countertop shipment and is based upon 4th Qtr. 2025 delivery.

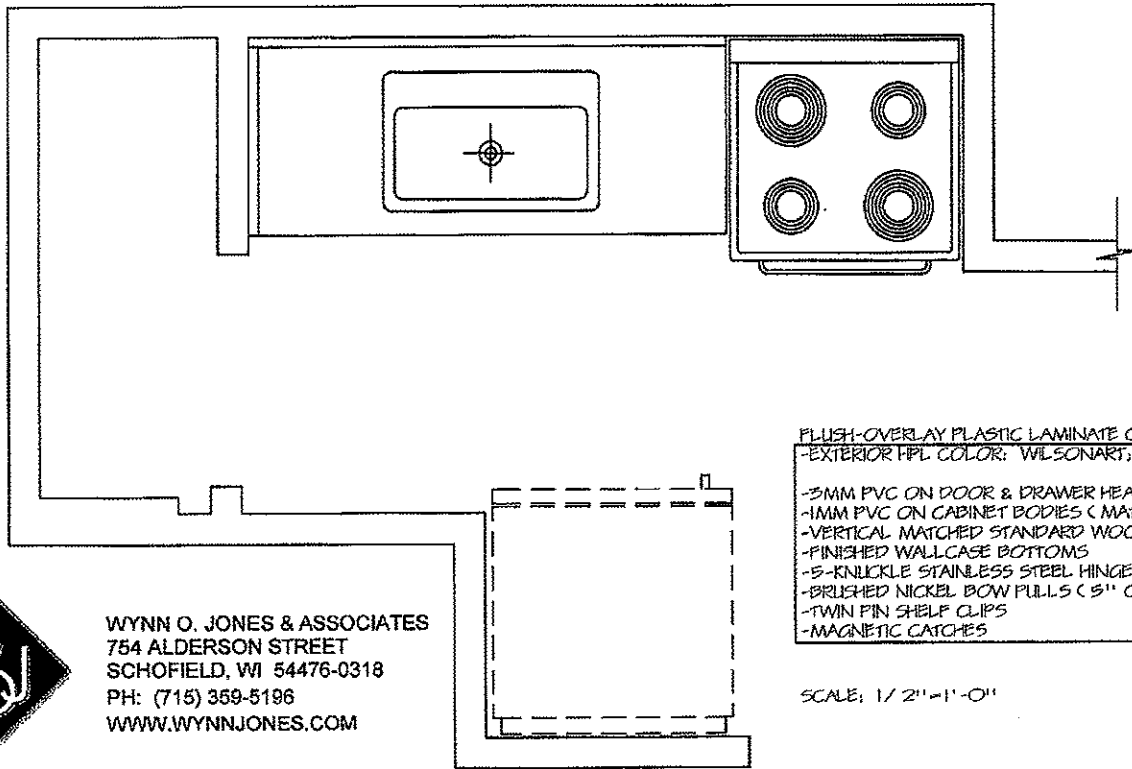


GRAND TOTAL \$126,951.18

Above prices do not include installation or sales tax charges. Shipping is included. Delivery of the above items can be made after receipt of your purchase order, approved shop drawings, verified field dimensions, hardware/finish selections, and a copy of this quotation. Currently, manufacturing completion is being scheduled in the 4th Qtr. 2025 timeframe. This quote is valid for 30 days. Payment terms are net 30 days.

Clarifications:

1. WB Mfg's flush-overlay plastic laminate casework series has been quoted.
2. Worksurfaces to be supplied will be tri-cove high-pressure laminate with integral back splashes.
3. Sinks and plumbing service fixtures are not included.
4. Blocking/backing required in building walls is required and should be provided by the general contractor.
5. Base molding is not included since this is usually provided by the flooring contractor.
6. We do not include labor to receive material or to provide installation services. Verified field dimensions will be needed before material is released for manufacturing.
7. We have not included the cost of supplying temporary hoisting or lifting.
8. Manufacturer's standard finish colors and cabinet hardware options have been quoted.



SMALL KITCHEN - (QTY. 19)
 ONTONAGON VILLAGE HOUSING - ONTONAGON, MI 49953

