

Ontonagon Village Housing Commission
Regular Meeting – Village Housing Community Room
5:15 PM, October 21st, 2025

Order of Business:

- 1) Pledge of Allegiance
- 2) Roll Call
- 3) Public Comment – 5 minutes per person
 - Medicare Changes – Fern Malila
- 4) Approval of Agenda
- 5) Approval of Meeting Minutes September 16th, 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. Resident charge for washer damage
- 9) New Business
 - A. Resolution 2026-03 Budget Revisions
 - B. Excess stove and refrigerators-selling
 - C. Non rental to smokers
 - D. Commissioners term ending October 31, 2025
 - E. E-bikes, scooter, wheelchairs batteries
 - F. New Computers and Windows products.
- 10) Commissioners Comments
- 11) Announcements
- 12) Adjourn Meeting

Next regular meeting– November 18th, 2025 @ 5:15 PM

Ontonagon Village Housing Commission
Regular Meeting 5:15 PM, Tuesday September 16th, 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 Rich Ernest at the Ontonagon Housing Commission Office, Ontonagon MI on Tuesday September 16th, 2025. Present were Rich Ernest, Robert Seid, Sylvia Lehto, and Danielle Reath, absent was Dot Phillips. Also present was Secretary Karen Jackson.

Public Comment – Pot holes in front of the office needs to be fixed. ED will call the village office.

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

Approval of Meeting Minutes – Motion was made by R Seid, supported by D Reath, to approve the meeting minutes from August 19th as presented. All voting aye, motion carried.

Financial Report – Motion was made by S Lehto, supported by D Reath, to accept the financial reports, including FY 2025 end, as presented and place on file. All voting aye, motion carried.

Executive Directors Report –

- Kitchen project is on track. I have a sample sink and faucet and cabinets are in the works. We will also need more flooring and stoves
- The 9 new trees have been planted and look good. We are waiting for the 4 trees that has been approved to be cut down to be put on the schedule.
- Fall color tour ORV ride is on the 25th. They will not be bringing the school bus to Housing parking lot due to the lack of individuals that have signed up in the past. Anyone wanting to go must sign up by the 22nd.
- I will be on vacation from the 22nd to the 26th. Billy will be gone from the 26th to the 30th.

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 – None

Additional Committee Report – None

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

Unfinished Business

- Motion was made by R Ernest, supported by D Reath, to approve the proposal presented by REMC1 to provide managed services for our computer system. Aye – R Ernest, D Reath, R Seid and S Lehto, Nay – none, motion carried.

New Business.

- Motion was made by R Ernest, supported by D Reath, to approve the new Flat Rate Rent of \$542 for a one bedroom and \$594 for the two bedrooms effective December 31, 2025 Aye – R Ernest, D Reath and S Lehto, Nay – R Seid, motion carried.
- Dot Phillips term ends as of October 31, 2025.
- Motion was made by R Ernest, supported by S Lehto, to adjust the budget for FY 2026 as follows: increase 7540 Building Improvements to \$40,650, 4320 Electric to \$80,000 and Natural Gas to \$100. Aye – R Ernest, S Lehto, D Reath and R Seid, nay – none, motion carried.
- Resident damaged a washing machine so that it no longer is in working condition. Ed will get prices for a new one that will help the board determine what to charge the resident.

Commissioners Comments – none

Next Meeting date – October 21st, 2025 @ 5:15 PM.

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

Chairperson

Date

Secretary

Date

Financial Report As of September 30, 2025

Financial Account balances			Total
Citizens State Bank - Checking	0.00%	\$44,894.08	Citizen \$870,928.07
Citizen Security Deposit Trust acct	0.00%	\$19,237.00	
ICS Citizen Account	3.50%	\$806,796.99	
Miners Money Market	1.30%	\$52,485.63	\$52,485.63
Total of financial accounts		\$923,413.70	
Capital Funds Available			
Capital Funds 2024		\$45,832.92	
Capital Funds 2025		\$141,147.00	
Total Capital funds available		\$186,979.92	
Total funds available		\$1,110,393.62	
Income			
Rent collected		\$25,151.39	\$27,154.26 to balance
Security & Pet deposit		\$100.00	
Storage sheds-Gazebo		\$100.00	
Excess utility charge		\$359.29	
Late fee/Bank charges			
Community room		\$120.00	
stamps			
Misc		\$25.00	damage to washer
laundry Machines		\$609.50	
Pop Machine		\$437.08	Balance \$608.23
Snack Machine		\$252.00	Balance (\$1796.30)
Resident Advisory account			Balance \$176.57
interest		\$2,373.04	
eLOCCS draw of Operating funds		\$9,173.00	
eLOCCS draw CFP 2024		\$13,554.00	Keweenaw Power & lite
Total income		\$52,254.30	
Total Expenses		\$52,671.56	\$19,371 PILOT, \$13,554 Keweenaw Power & Lite
Net Income		-\$417.26	

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 3 Months Ended September 30, 2025

	1 Month Ended	3 Months Ended		
	<u>September 30, 2025</u>	<u>September 30, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Operating Revenue				
Tenant Rental Revenue				
3110 - Net Tenant Rental Revenue	\$ 24,700.00	\$ 73,750.00	\$ 295,000	\$ 221,250.00
3120 - Tenant Revenue - Excess Utilities	291.30	691.56	2,400	1,708.44
3690 - Tenant Revenue - Tenant Charges	<u>200.44</u>	<u>484.22</u>	<u>1,000</u>	<u>515.78</u>
Total Tenant Rental Revenue	<u>25,191.74</u>	<u>74,925.78</u>	<u>298,400</u>	<u>223,474.22</u>
HUD PHA Grant Revenue				
3401.2 - Operating Subsidy	<u>9,173.00</u>	<u>29,163.00</u>	<u>107,484</u>	<u>78,321.00</u>
Total HUD PHA Grant Revenue	<u>9,173.00</u>	<u>29,163.00</u>	<u>107,484</u>	<u>78,321.00</u>
Other Revenue				
3190 - Nondwelling Rental Revenue	120.00	140.00	1,500	1,360.00
3610 - Interest Income	2,373.04	7,256.05	28,000	20,743.95
3690.1 - Other Revenue	<u>1,298.58</u>	<u>3,903.45</u>	<u>9,500</u>	<u>5,596.55</u>
Total Other Revenue	<u>3,791.62</u>	<u>11,299.50</u>	<u>39,000</u>	<u>27,700.50</u>
Total Operating Revenue	<u>\$ 38,156.36</u>	<u>\$ 115,388.28</u>	<u>\$ 444,884</u>	<u>\$ 329,495.72</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,888.25	\$ 9,781.60	\$ 53,982	\$ 44,200.40
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	400	400.00
4170 - Accounting Fees	653.50	1,210.50	5,750	4,539.50
4171 - Auditing	0.00	0.00	5,500	5,500.00
4182 - Employee Benefits - Admin	319.45	770.30	8,208	7,437.70
4185 - Telephone/Internet	123.68	373.63	1,500	1,126.37
4190.2 - Membership Dues and Fees	0.00	0.00	400	400.00
4190.3 - Admin Service Contracts	25.00	3,675.53	5,500	1,824.47
4190.4 - Office Supplies	0.00	0.00	500	500.00
4190.5 - Other Sundry Expense	456.78	1,405.54	3,500	2,094.46
4190.6 - Advertising	<u>0.00</u>	<u>0.00</u>	<u>100</u>	<u>100.00</u>
Total Administration	<u>5,466.66</u>	<u>17,217.10</u>	<u>86,590</u>	<u>69,372.90</u>
Tenant Services				
4220 - Tenant Services - Other	<u>0.00</u>	<u>450.00</u>	<u>1,000</u>	<u>550.00</u>
Total Tenant Services	<u>0.00</u>	<u>450.00</u>	<u>1,000</u>	<u>550.00</u>

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 3 Months Ended September 30, 2025

	1 Month Ended	3 Months Ended		
	<u>September 30, 2025</u>	<u>September 30, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Utilities				
4310 - Water	0.00	4,516.24	28,600	24,083.76
4320 - Electricity	5,487.87	16,022.39	62,000	45,977.61
4330 - Gas	0.00	0.00	3,000	3,000.00
4340 - Propane	598.62	598.62	850	251.38
Total Utilities	<u>6,086.49</u>	<u>21,137.25</u>	<u>94,450</u>	<u>73,312.75</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	4,280.00	11,065.60	57,318	46,252.40
4420 - Materials	321.40	3,027.33	15,000	11,972.67
4430.01 - Garbage Removal Contracts	866.93	2,659.51	11,000	8,340.49
4430.02 - Heating & Cooling Contracts	0.00	0.00	1,000	1,000.00
4430.05 - Landscape & Grounds Contracts	2,250.00	4,200.00	1,000	(3,200.00)
4430.06 - Unit Turnaround Contracts	0.00	0.00	1,000	1,000.00
4430.07 - Electrical Contracts	0.00	0.00	1,000	1,000.00
4430.08 - Plumbing Contracts	125.00	125.00	1,000	875.00
4430.10 - Janitorial Contracts	0.00	0.00	500	500.00
4430.11 - Routine Maintenance 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.	330.13	1,702.49	9,146	7,443.51
Total Ordinary Maint. & Oper	<u>8,173.46</u>	<u>22,779.93</u>	<u>99,464</u>	<u>76,684.07</u>
General Expense				
4510 - Insurance	2,176.51	6,529.55	28,000	21,470.45
4520 - Payments in Lieu of Taxes	1,670.00	5,010.00	20,000	14,990.00
4550 - Compensated Absences	0.00	0.00	2,000	2,000.00
Total General Expense	<u>3,846.51</u>	<u>11,539.55</u>	<u>50,000</u>	<u>38,460.45</u>
Total Routine Expense	<u>23,573.12</u>	<u>73,123.83</u>	<u>331,504</u>	<u>258,380.17</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>23,573.12</u>	<u>73,123.83</u>	<u>331,504</u>	<u>258,380.17</u>
Operating Income (Loss)	<u>\$ 14,583.24</u>	<u>\$ 42,264.45</u>	<u>\$ 113,380</u>	<u>\$ 71,115.55</u>

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 3 Months Ended September 30, 2025

	1 Month Ended	3 Months Ended		
	<u>September 30, 2025</u>	<u>September 30, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Depreciation Expense				
4800 - Depreciation - Current Year	<u>8,930.00</u>	<u>26,790.00</u>	<u>0</u>	<u>(26,790.00)</u>
Total Depreciation Expense	<u>8,930.00</u>	<u>26,790.00</u>	<u>0</u>	<u>(26,790.00)</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>\$ 14,583.24</u>	 <u>\$ 42,264.45</u>	 <u>\$ 113,380</u>	 <u>\$ 71,115.55</u>
GAAP Net Income (Loss)	<u>\$ 5,653.24</u>	<u>\$ 15,474.45</u>		

ONTONAGON VILLAGE HOUSING COMMISSION

MANAGEMENT DISCUSSION AND ANALYSIS

June 30, 2025

(Continued)

REPORTING THE COMMISSION'S MOST SIGNIFICANT FUNDS (continued)

- *Proprietary funds* – The Commission charges tenants rent for the housing services it provides and these services are reported in a proprietary fund. Proprietary funds are reported in the same way for its activities and are reported in the Statement of Net Position and the Statement of Revenues, Expenses, and Change in Net Position.

THE COMMISSION AS A WHOLE

The Commission's combined net position for the year ended June 30, 2025 increased \$119,931 from the year ended June 30, 2024.

Table 1

NET POSITION

	June 30,	
	2025	2024
Assets		
Current assets	\$ 930,160	\$ 849,819
Capital assets (net)	870,952	833,347
Total assets	<u>1,801,112</u>	<u>1,683,166</u>
Liabilities		
Current liabilities	58,070	61,074
Noncurrent liabilities	10,264	9,245
Total liabilities	<u>68,334</u>	<u>70,319</u>
Net Position		
Net investment in capital assets	870,952	833,347
Unrestricted	861,826	779,500
Net Position	<u>\$ 1,732,778</u>	<u>\$ 1,612,847</u>

Net position of the Commission stood at \$1,732,778 for the year ended June 30, 2025 compared to \$1,612,847 for the year ended June 30, 2024. Unrestricted net position was \$861,826 for the year ended June 30, 2025 compared to \$779,500 for the year ended June 30, 2024. In general, the Commission's unrestricted net position is used to fund operations of the Commission. The increase in current assets was largely due to a \$79,815 increase in cash and investments and a \$764 increase in prepaid expenses offset by a \$238 decrease in accounts receivable. The decrease in current liabilities was largely due to a \$3,964 decrease in accrued liabilities offset by a \$1,275 increase in compensated absences.

ONTONAGON VILLAGE HOUSING COMMISSION

MANAGEMENT DISCUSSION AND ANALYSIS

June 30, 2025

(Continued)

BUSINESS - TYPE ACTIVITIES

Table 2

CHANGE IN NET POSITION

	<u>Year Ended June 30,</u>	
	<u>2025</u>	<u>2024</u>
Revenues:		
Program revenues:		
Charges for services	\$ 298,622	\$ 285,783
Program grants and subsidies	202,754	140,642
General revenues:		
Other revenues	21,943	11,243
Unrestricted investment earnings	<u>29,551</u>	<u>24,780</u>
Total revenues	<u>552,870</u>	<u>462,448</u>
Program Expenses:		
Operating expenses	<u>432,939</u>	<u>413,050</u>
Total expenses	<u>432,939</u>	<u>413,050</u>
Change in net position	119,931	49,398
Net position - beginning of period	<u>1,612,847</u>	<u>1,563,449</u>
Net position - end of period	<u>\$ 1,732,778</u>	<u>\$ 1,612,847</u>

Total revenues for the Commission were \$552,870 for the year ended June 30, 2025 compared to \$462,448 for the year ended June 30, 2024. The Commission's average unit months leased on a monthly basis had increased slightly during the current year. In addition, HUD operating funds and capital funding grants had increased during the current year. The Commission depends on HUD operating and capital grants to assist in covering its operating expenses. The increase in operating expenses was largely due to a \$13,059 increase in maintenance expenses, a \$6,922 increase in utilities, and a \$1,927 increase in general expenses offset by a \$2,122 decrease in depreciation.

ONTONAGON VILLAGE HOUSING COMMISSION

MANAGEMENT DISCUSSION AND ANALYSIS

June 30, 2025

(Continued)

CAPITAL ASSETS

Capital Assets

The Commission had \$3,840,978 invested in a variety of capital assets including land, equipment and buildings for the year ended June 30, 2025 compared to \$3,744,696 for the year ended June 30, 2024.

Table 3

CAPITAL ASSETS Business - Type Activity

	June 30,	
	2025	2024
Land	\$ 39,627	\$ 39,627
Building and improvements	3,623,728	3,571,189
Equipment	160,680	133,880
Construction in progress	16,943	-
Total	3,840,978	3,744,696
Less accumulated depreciation	<u>(2,970,026)</u>	<u>(2,911,349)</u>
NET CAPITAL ASSETS	<u>\$ 870,952</u>	<u>\$ 833,347</u>

The Commission invested \$144,506 in capital assets during the year ended June 30, 2025.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Commission's appointed officials considered many factors when setting the budget for the fiscal year 2026. The current availability of low income and elderly tenants has been a major contributing factor in establishing the budgeted amounts. In the upcoming year, we do not anticipate any significant change in the occupancy rate and availability of new tenants that will provide any substantial increase in revenues. There continues to be a variety of inflationary cost and expense issues out of the control of the Commission. All of these were taken into consideration during the fiscal year 2026 budget process.

CONTACTING THE COMMISSION'S FINANCIAL MANAGEMENT

This financial report is designed to provide the readers with a general overview of the Commission's finances and to show the Commission's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Commission's Executive Director, Karen Jackson, at 100 Cane Court, Ontonagon, Michigan 49953, or call 906-884-2258.

Directors Report October 21st, 2025

- Mini split installation in the community room is scheduled for mid-December
- Trees have been removed, will have a few more that will need to be cut down in the spring
- The sinks and faucets are in for the remodeling project
- Cabinets are scheduled to be delivered mid-November, with state date in early December
- Cash management 425 update
- Inspections went well. We have two units that need to get rid of some of the clutter/hording and I am working with them and several units that needed to address some cleaning issues.
- I only had 3 individuals that signed up to hand out candy for Halloween so we will not be doing that event this year. There are plenty of other activates that go on so the kids will still have candy and have a good time.

Bills for October 2025			
	<u>Expense to Acknowledged</u>	<u>Amount</u>	<u>Description of purchase</u>
Ck #			
echeck	Chase Ink-credit card	\$1,044.22	\$748.00 trial faucets and sink, \$41 smoke alarms
Auto	Waste Management-Dumpster	\$132.16	\$80.78 ceiling fan \$39.98 exit lights
			dumpster
	Total	\$1,176.38	
	<u>Expenses to Approve</u>		
10074	Dusty Linder	\$2,050.00	cut 4 trees and stumps along with extra stump
10075	Sherwin Williams	\$391.60	8 gallons paint
10076	Housing Authority Accounting	\$278.50	
10077	Stop's Heating and Cooling	\$9,557.00	1/2 down on mini split in Comm room
10078	Anderson Tackman	\$5,300.00	FY 2025 Audit
10079	Hancock Bottling	\$242.00	
10080	Bay Auto Parts	\$11.07	
10081	Ontonagon Telephone	\$120.99	
10082	U Save Ace Hardware	\$82.57	
10083	refund on Commity room	\$40.00	
10084	Krist Oil	\$169.53	
10086	Ontonagon Water Service	\$4,714.17	
10087	Patriot Disposal	\$735.00	
10088	Specialty Sales	\$213.34	
echeck	UPPCO	\$5,118.69	
	Total	\$29,024.46	
	<u>Employee Expense-Gross</u>		
10070	Karen Jackson	\$1,857.50	9/16/25 to 9/30/25 (70 hrs-7 LWOP)
10072	Karen Jackson	\$2,081.15	10/01/25 to 10/15/25 (77 hrs)
	Payroll taxes	\$301.31	for the month
10071	Billy Marks	\$2,198.80	9/16/25 to 9/30/25 (87 hrs- 1 LOWP)
10073	Billy Marks	\$2,278.40	10/01/25 to 10/15/25 (88 hrs)
	Payroll taxes	\$342.51	for the month
	Total	\$9,059.66	
	Grand Total - Expenses	\$39,260.50	
	<u>Non-expense items</u>		
10085	Aflac	\$251.94	individual policy
	Total	\$251.94	

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0026
(exp. 04/30/2027)

Public reporting burden for this collection of information is estimated to average 136.2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, completing the operating budget and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street SW, Room 8210, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0026. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed and budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating budget adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA complies with HUD prescribed procedures. PHA boards must approve the operating budget, and HUD requires boards to certify their approval through this form. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Ontonagon Housing Commission PHA Code: MI042

PHA Fiscal Year Beginning: 07/01/2025

Board Resolution Number: 2026-03

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson or Executive Director (as authorized), I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☐ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☒ Operating Budget revision approved by Board resolution on: 10/21/2025
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

PHA Comments:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. § 3729, 3802).

Board Chairperson or Executive Director's Name, as authorized:	Signature:	Date:
Auto-populated upon e-signature completion		

Identification: MI042-Ontonagon Housing Commission PHA Board Resolution form HUD-52574 (ID - 10629) for CY 2025 printed by Karen Jackson in HUD Secure Systems/Public Housing Portal at 09/30/2025 02:14PM EST

BUDGET

		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Revised FY
		(2019-2020)	(2020-2021)	(2021-2022)	(2022-2023)	(2023-2024)	(2024-2025)	(2025-2026)	(2025-2026)
Act. #	Operating Income	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget
3110	Unit Rents	\$ 237,205.00	\$ 243,279.00	\$ 250,560.00	\$ 266,902.00	\$ 281,399.00	\$ 294,137.20	\$ 295,000.00	\$ 295,000.00
3120	Excess Utilities-	\$ 635.00	\$ 975.00	\$ 830.00	\$ 1,201.79	\$ 2,231.52	\$ 2,331.29	\$ 2,400.00	\$ 2,400.00
3690	Other Tenant Inc-late fee security, storage, move out	\$ 570.00	\$ 2,135.97	\$ 3,298.43	\$ 3,593.73	\$ 2,152.84	\$ 2,153.49	\$ 1,000.00	\$ 1,000.00
3401.1	HUD CFP to Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3401.2	HUD Operating Subsidy	\$ 99,983.00	\$ 116,043.00	\$ 127,235.00	\$ 126,492.00	\$ 126,862.00	\$ 124,637.00	\$ 107,484.00	\$ 107,484.00
3401.4	HUD Operating Grant	\$ 1,885.66	\$ 5,476.19	\$ 4,315.35	\$ -	\$ -	\$ -	\$ -	\$ -
3190	Other Rents-Comm Room	\$ 640.00	\$ 640.00	\$ 1,000.00	\$ 980.00	\$ 1,140.00	\$ 1,520.00	\$ 1,500.00	\$ 1,500.00
3610	Investment Interest	\$ 2,429.66	\$ 2,889.91	\$ 2,403.93	\$ 7,989.35	\$ 24,780.03	\$ 29,551.02	\$ 28,000.00	\$ 28,000.00
3690.1	Non-Tenant Income-Laundry, copy, pop,snacks, stamps,grant	\$ 54,851.97	\$ 175,320.98	\$ 18,469.31	\$ 10,120.28	\$ 10,103.02	\$ 10,922.31	\$ 9,500.00	\$ 9,500.00
3690.2	Gain/loss Disposal fixed asset	\$ 700.00	\$ 547.20	\$ -	\$ (208.06)	\$ 5,500.75	\$ 9,500.75	\$ -	\$ -
	TOTAL	\$ 398,900.29	\$ 547,307.25	\$ 408,112.02	\$ 417,071.09	\$ 448,668.41	\$ 474,753.06	\$ 444,884.00	\$ 444,884.00
Act. #	Operating Expense	Actual	Actual	Actual	Actual				
4110	Director Salary-wage, extra pay	\$ 31,505.66	\$ 40,873.50	\$ 43,002.00	\$ 45,588.20	\$ 46,379.20	\$ 47,330.72	\$ 54,481.87	\$ 54,481.87
4130	Legal Expense	\$ -	\$ 300.00	\$ -	\$ 2,310.00	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
4140	Staff Training	\$ -	\$ -	\$ -	\$ 239.00	\$ 195.00	\$ -	\$ 250.00	\$ 250.00
4150	Travel/Training	\$ -	\$ -	\$ 171.32	\$ 366.62	\$ 548.02	\$ 278.05	\$ 400.00	\$ 400.00
4170	Accounting-class monthly fee	\$ 3,933.83	\$ 3,888.43	\$ 3,969.94	\$ 4,000.66	\$ 4,467.00	\$ 4,467.00	\$ 5,750.00	\$ 5,750.00
4171	Auditing	\$ 5,200.00	\$ 4,600.00	\$ 4,700.00	\$ 5,000.00	\$ 5,100.00	\$ 5,200.00	\$ 5,500.00	\$ 5,500.00
4182	Employee Benefits-Admin-Payroll tax, retirement	\$ 5,969.49	\$ 6,396.72	\$ 6,681.80	\$ 7,129.17	\$ 7,236.36	\$ 7,385.25	\$ 8,286.41	\$ 8,286.41
4185	Telephone	\$ 1,265.23	\$ 1,275.14	\$ 1,264.45	\$ 1,313.12	\$ 1,332.04	\$ 1,414.92	\$ 1,500.00	\$ 1,500.00
4190.1	Publications	\$ 350.00	\$ 350.00	\$ -	\$ -	\$ 1,557.00	\$ 239.00	\$ 400.00	\$ 400.00
4190.2	Membership & Dues	\$ 122.00	\$ 122.00	\$ 122.00	\$ 140.00	\$ 200.00	\$ 545.00	\$ 5,500.00	\$ 5,500.00
4190.3	Admin. Service Contracts	\$ 3,697.19	\$ 3,722.36	\$ 3,832.02	\$ 3,155.12	\$ 5,832.96	\$ 4,531.28	\$ 500.00	\$ 500.00
4190.4	Office Supplies	\$ 621.29	\$ 910.90	\$ 339.88	\$ 366.47	\$ 304.29	\$ 539.64	\$ 3,500.00	\$ 3,500.00
4190.5	Other-Pop, snacks, stamps,ORG copies	\$ 2,279.28	\$ 5,246.93	\$ 2,644.72	\$ 1,560.92	\$ 1,884.79	\$ 3,147.76	\$ 100.00	\$ 100.00
4190.6	Advertising	\$ -	\$ 33.00	\$ 44.00	\$ 24.00	\$ 24.00	\$ 74.00	\$ -	\$ -
	TOTAL	\$ 54,963.97	\$ 67,688.98	\$ 66,772.13	\$ 71,193.28	\$ 75,060.66	\$ 75,152.62	\$ 87,168.28	\$ 87,168.28
	Tenant Services	Actual	Actual	Actual	Actual				
4220	Tenant Serv-Recreation -Xmas, picnic	\$ 747.23	\$ 60.97	\$ 1,184.05	\$ 708.74	\$ 890.97	\$ 900.00	\$ 1,000.00	\$ 1,000.00
	TOTAL	\$ 747.23	\$ 60.97	\$ 1,184.05	\$ 708.74	\$ 890.97	\$ 900.00	\$ 1,000.00	\$ 1,000.00
	Utility Expenses	Actual	Actual	Actual	Actual				
4310	Water & Sewer	\$ 22,654.24	\$ 22,830.28	\$ 22,387.04	\$ 21,748.96	\$ 22,649.76	\$ 24,125.01	\$ 28,600.00	\$ 28,600.00
4320	Electricity	\$ 75,202.43	\$ 70,480.18	\$ 67,994.83	\$ 63,985.28	\$ 71,231.58	\$ 76,842.59	\$ 62,000.00	\$ 80,000.00
4340	Propane	\$ 520.13	\$ 564.00	\$ 802.53	\$ 780.02	\$ 671.48	\$ 507.00	\$ 850.00	\$ 850.00
	Natural Gas (Admin, water heater, generator)							\$ 3,000.00	\$ 100.00
	TOTAL	\$ 98,376.80	\$ 93,874.46	\$ 91,184.40	\$ 86,514.26	\$ 94,552.82	\$ 101,474.60	\$ 94,450.00	\$ 109,550.00
	Ordinary Maintenance	Actual	Actual	Actual	Actual				
4410.2	Labor + 100 hours OT - wage, extra pay, longevity	\$ 40,915.66	\$ 41,521.63	\$ 48,614.87	\$ 53,323.40	\$ 53,106.69	\$ 54,668.06	\$ 57,821.46	\$ 57,821.46
4410.4	Labor - Part Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ 48,650.00
4420	Materials	\$ 17,993.48	\$ 16,432.55	\$ 21,808.52	\$ 17,896.03	\$ 13,533.65	\$ 20,637.07	\$ 11,000.00	\$ 11,000.00
4430.01	Garbage Removal	\$ 6,828.63	\$ 7,277.75	\$ 7,744.03	\$ 9,353.36	\$ 8,775.07	\$ 11,398.26	\$ 1,000.00	\$ 1,000.00
4430.2	HVAC Contracts	\$ 140.00	\$ -	\$ -	\$ 156.25	\$ 370.00	\$ -	\$ 1,000.00	\$ 1,000.00
4430.3	Snow Removal Contracts	\$ 50.00	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ -	\$ -
4430.5	Landscape & Grounds Contracts	\$ 1,535.00	\$ -	\$ 3,959.98	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00

		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Revised FY
		(2019-2020)	(2020-2021)	(2021-2022)	(2022-2023)	(2023-2024)	(2024-2025)	(2025-2026)	(2025-2026)
4430.6	Unit Turnaround Contracts	\$ 95.00	\$ 280.00	\$ 1,050.00	\$ 549.00	\$ -	\$ 287.50	\$ 1,000.00	\$ 8,000.00
4430.7	Electrical Contracts	\$ 365.40	\$ 366.30	\$ 104.25	\$ 80.00	\$ 507.55	\$ 957.20	\$ 1,000.00	\$ 1,000.00
4430.8	Plumbing Contracts	\$ -	\$ 300.00	\$ 1,095.00	\$ 1,785.65	\$ 1,201.67	\$ -	\$ 1,000.00	\$ 1,000.00
4430.1	Janitorial Contracts		\$ -		\$ 305.00	\$ -	\$ -	\$ 500.00	\$ 500.00
4430.11	Route Maintenance Contracts	\$ 28.00	\$ -	\$ 28.00	\$ 89.70	\$ 89.70	\$ 105.01	\$ 500.00	\$ 500.00
4430.12	Miscellaneous Contracts	\$ 524.00	\$ 2,888.41	\$ 649.50	\$ 2,445.11	\$ 925.00	\$ 852.03	\$ 1,000.00	\$ 1,000.00
4433	Employee Benefits - payroll & retirement, life/disability	\$ 8,233.33	\$ 8,619.54	\$ 8,733.47	\$ 8,994.13	\$ 8,866.01	\$ 9,214.28	\$ 9,221.12	\$ 9,221.12
	TOTAL	\$ 76,708.50	\$ 77,666.18	\$ 93,912.62	\$ 94,977.63	\$ 87,375.34	\$ 98,119.41	\$ 100,042.58	\$ 140,692.58
	General Expense	Actual	Actual	Actual	Actual				
4510	Insurance	\$ 14,887.84	\$ 16,362.00	\$ 18,245.00	\$ 20,151.03	\$ 26,623.19	\$ 26,410.44	\$ 28,000.00	\$ 28,000.00
4520	Payment in Lieu of Taxes	\$ 12,886.68	\$ 13,883.11	\$ 15,824.15	\$ 17,841.01	\$ 18,558.14	\$ 19,371.66	\$ 20,000.00	\$ 20,000.00
4550	Compensated Absences	\$ 2,682.60	\$ 598.99	\$ 2,039.10	\$ 1,604.41	\$ 967.76	\$ 8,366.15	\$ 2,000.00	\$ 2,000.00
4570	Collection Losses	\$ (9.00)	\$ -	\$ 368.00	\$ 133.31	\$ -	\$ -		
4590	Other Expense	\$ 565.32	\$ 11.06	\$ 42.85	\$ 125.97				
	TOTAL	\$ 31,013.44	\$ 30,865.16	\$ 36,519.10	\$ 39,855.73	\$ 46,149.09	\$ 54,148.25	\$ 50,000.00	\$ 50,000.00
	Ordinary Expenses	\$ 261,789.94	\$ 270,175.75	\$ 289,572.30	\$ 293,249.64	\$ 304,028.88	\$ 329,794.88	\$ 332,660.86	\$ 388,410.86
	Operating Income (loss)	\$ 137,110.35	\$ 277,131.50	\$ 118,539.72	\$ 123,821.45	\$ 144,639.53	\$ 144,958.18	\$ 112,223.14	\$ 56,473.14
	Extraordinary Expense	Actual	Actual	Actual	Actual				
	Casualty Loss	\$ -							
	Other Capital Expenses	\$ -							
	Other Expenses	\$ -							
4800	Depreciation Expense	\$ 50,790.89	\$ 75,000.00	\$ 86,316.92	\$ 94,352.48	\$ 109,022.35	\$ 106,900.29	\$ 100,000.00	\$ 100,000.00
	Transfer to Capital Improvements	\$ 0.00							
	TOTAL	\$ 50,790.89	\$ 75,000.00	\$ 83,316.92	\$ 94,352.48	\$ 109,022.35	\$ 106,900.29	\$ 100,000.00	\$ 100,000.00
	Operating Revenues	\$ 398,900.29	\$ 547,307.25	\$ 408,112.02	\$ 417,071.09	\$ 448,668.41	\$ 474,753.06	\$ 444,884.00	\$ 444,884.00
	Operating Expenditures	\$ 312,580.83	\$ 345,175.75	\$ 372,889.22	\$ 387,602.12	\$ 413,051.23	\$ 436,695.17	\$ 432,660.86	\$ 488,410.86
		\$ 86,319.46	\$ 202,131.50	\$ 335,222.80	\$ 29,468.97	\$ 35,617.18	\$ 38,057.89	\$ 12,223.14	\$ (43,526.86)
	Cash Surplus	\$ 137,110.35	\$ 277,131.50	\$ 337,666.42	\$ 358,133.15	\$ 377,434.05	\$ 398,637.28	\$ 420,437.72	\$ 591,937.72
	Capital Expense	Actual	Actual	Actual	Actual				
7520	Dwelling Equipment	\$ 39,864.00			\$ 900.00		\$ 68,038.06		
7530	Admin Equipment	\$ (700.00)		\$ 1,163.00	\$ 5,802.95		\$ 665.68		
7540	Building Improvements	\$ 738.50	\$ 72,000.00	\$ 5,240.64	\$ 9,277.57	\$ 59,045.89			
7590	Operating Expenditures Contra	\$ (39,902.50)		\$ (6,403.64)					
	TOTAL	\$ -	\$ 72,000.00	\$ -	\$ 15,980.52	\$ 59,045.89	\$ 68,703.74		
8010	CFP operating transfer				\$ 1,000.00	1350			
	HUD Net Income	\$ 96,489.85	\$ 110,266.56	\$ 112,136.08	\$ 109,048.99	\$ 86,943.64	\$ 66,753.69		
	GAAP Net Income	\$ 86,301.46	\$ 210,107.94	\$ 32,222.80	\$ 30,468.97	\$ 36,967.18	\$ 38,057.89		
	General Accepted Accounting Principals								

Application for Housing

Household Information: Complete the following information for each household member that will occupy the unit at the time of move-in:

Name (Last, First, MI)	Relationship to the Head of Household	Sex	Birth Date	Disabled Y/N	Smoker of Tobacco Products or e-cigarettes Y/N	Social Security Number
	Head of Household					

Current Address: _____

Primary Phone () Alternate Phone ()

Email address: _____

Race of Head of Household: ☐ White ☐ Black Other: _____

Are you a veteran: Yes No

We are a non-smoking facility. So answering yes to the smoking question will prevent us from renting to the individual listed as smoking. You are committing fraud if you sign this form knowing that you provide false or misleading information and can lead to your immediate termination if you are currently housed.

Type of Apartment(s) Requested

☐ One Bedroom ☐ Two Bedroom (Must have two or more people)

Would you or anyone in your household benefit from a barrier-free unit?

Barrier free units are wheelchair and scooter accessible with wider doorways, open cabinet areas, lowered light switches, etc. ☐ Yes ☐ No

If you were to be offered an apartment that you are not eligible for such as being placed as a single person into a two bedroom unit, would you be willing to sign a rider to your lease stating that you would be willing to transfer to a more appropriate unit within the building, at your own cost, if there is a need for the unit that you occupy? This option may reduce your wait time on the waitlist. ☐ Yes ☐ No

Chapter 3

ELIGIBILITY

INTRODUCTION

The PHA is responsible for ensuring that every individual and family admitted to the public housing program meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information needed by the PHA to confirm eligibility and determine the level of the family's assistance.

To be eligible for the public housing program:

- The applicant family must:
 - Qualify as a family as defined by HUD and the PHA.
 - Have income at or below HUD-specified income limits.
 - Qualify on the basis of citizenship or the eligible immigrant status of family members.
 - Provide social security number information for household members as required.
 - Consent to the PHA's collection and use of family information as provided for in PHA-provided consent forms.
 - Not currently be receiving a duplicative subsidy.
 - Meet net asset and property ownership restriction requirements.
 - Not have anyone in the family that will have residency that smokes tobacco products or e-cigarettes. (Marijuana is not legal on Federal property)
- The PHA must determine that the current or past behavior of household members does not include activities that are prohibited by HUD or the PHA.

This chapter contains three parts:

Part I: Definitions of Family and Household Members. This part contains HUD and PHA definitions of family and household members and explains initial and ongoing eligibility issues related to these members.

Part II: Basic Eligibility Criteria. This part discusses income eligibility, and rules regarding citizenship, social security numbers, and family consent.

Part III: Denial of Admission. This part covers factors related to an applicant's past or current conduct (e.g., criminal activity) that can cause the PHA to deny admission as well as the asset limitation for public housing.

- m. failure to abide by the provisions of the pet policy;
- n. any violent or drug-related criminal activity on or off the premises, not just on or near the premises. This includes any tenant, member of the tenant's household or guest, and any such activity engaged in on the premises by any other person under the tenant's control;
- o. alcohol abuse that the Housing Commission determines interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents;
- p. failure to perform required community service or be exempted therefrom;
- q. failure to allow inspection of the dwelling unit;
- r. determination that a family member has knowingly permitted an ineligible non-citizen not listed on the lease to permanently reside in their public housing unit;
- s. determination or discovery that a resident is a registered sex offender;
- t. determination that any member of the household has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing;
- u. determination that a household member is illegally using a drug or when the Ontonagon Village Housing Commission determines that a pattern of illegal use of a drug interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents;
- v. if a Resident is fleeing to avoid prosecution, or custody or confinement after conviction of a crime that is a felony;
- w. removing any batteries from a smoke detector or failing to notify the Housing Commission if the smoke detector is inoperable for any reason;
- x. failure to promptly notify the Housing Commission of any pest infestations noted in or around their dwelling unit;
- y. failure to fully cooperate in any pest control efforts made by the Housing Commission;
- z. Violate the Housing Commission's No Smoking policy by either falsely answering the "Do you Smoke" statement on the application or by beginning smoking once you take residence at Village Housing. Both of these are considered serious lease violations
- aa. Being over-income for a consecutive 24-month period (over-income is defined in section 26 of this lease or
- bb. any other good cause.

3. **All Property Owned by Village Housing Is To Be No Smoking - Smoke Free:** All public housing property shall be No smoking – smoke free property. Smoking is prohibited in all living units, in the common areas of the buildings, including but not limited to, community rooms, community bathrooms, lobbies, multi-purpose rooms, laundry rooms, and offices by those that were admitted prior to _____. All others are not allowed to smoke in any capacity.
4. **Smoking on Grounds of Buildings:** For residents admitted prior to _____ Smoking is prohibited anywhere on the grounds or and any buildings or structures other than the designated smoking areas. The designated areas are the entire Cane Court circle grass area (signs are posted) and the smoking shack located at Fred Glaser or within 10 feet left of that smoking shacks. No cigarette butts are to leave this area and are to be placed in the containers designated for this purpose. All others are not allowed to smoke in any capacity.
5. **Applicability of Policy:** This policy is applicable to all residents, employees, visitors, contractors, volunteers, and vendors.
6. **Responsibility of Tenants:** Tenants and household members shall be responsible to enforce this policy to their guests, invitees, and visitors. Further, a tenant shall promptly give the housing commission a written statement of any incident where tobacco or marijuana smoke or vapor from an electronic cigarette is migrating into the tenant's apartment from sources outside the tenant's unit (i.e.: neighbor's apartment).
7. **Housing Commission to Promote No Smoking - Smoke Free Policy:** The Housing Commission shall post no-smoking signs at common areas, and conspicuous places on the grounds of administrative office buildings; In addition, the Housing Commission shall provide a copy of this policy to all tenants and prospective tenants.
8. **Violations of Policy:** A violation of this No Smoking - Smoke Free policy shall be considered a material breach of the Tenant's lease and grounds for enforcement actions, including eviction by the Housing Commission. A tenant who violates the policy shall also be liable to the housing commission for the costs of repair to the tenant's apartment due to the damage from smoke odors and/or residue. Any resident admitted after _____, violation of this policy will result in termination for being untruthful (committing fraud) when completing the application.
9. **Enforcement of Policy:** Management does not need to witness a resident, guests, or visitors to enforce the policy and take appropriate action. A lease violation will be issued for violation of the No Smoking - Smoke Free policy when it is obvious that smoking has occurred in the apartment. This includes but is not limited to;

	stove	price	refrig	size	CF			refrig bottom freezer	size	CF			coin washer			
Mattson																
Frigidaire	FCR3022BW	\$ 749.00	Midea	27.6 x 28.8 x 60	14.3	MRT1402BWW		Midea		19	MRB19B7AWW	\$ 895.00	Whirlpool	CAE2745FQ	\$ 1,295.00	
Amana	ACR4503SPW	\$ 749.00	Frigidaire		14	FFHT1425VW										
Whirlpool	WFC31SSQJW	\$ 749.00	Whirlpool	29 x2 32 x 67	16.3	WRTX5328PW		\$ 849.00								
Newman																
Whirlpool	WFC31SSQJW	\$ 699.00	whirlpool		18.3	WRT148FZQW		\$ 598.00	Whirlpool	18.7	WRB329DMAW	\$ 1,599.00	Whirlpool	CAE2745FQ	\$ 1,299.00	
HD supply																
GE	JBZ56DWW	\$ 610.00	Season	27.5 x 28.8 x 60.6	14.2	MSTF14WHR		Seasons		29.5 x 31 x 67	18.7	MSBF18WHIM	\$ 550.00	Whirlpool	CAE2745FQ	\$ 1,016.00
Season	Glass top	\$ 425.15	Seasons	29.5 x 31 x 67	18											
Kirkish																
Amana	ACR4503SPW	\$ 577.00	Amana		19.3	ARTX2419SW		\$ 672.00	GE	21	GDE21EGKWW	\$ 2,048.00	Whirlpool	CAE2745FQ	\$ 1,145.00	
GE	JBZ56DWW	\$ 565.00	GE		16.6	GTE17DTNRWW		\$ 839.00	Whirlpool	18.7	WRB329DMBW	\$ 1,342.00		\$ 25-\$2.00		
Whirlpool	WFC31SSQJW	\$ 565.00	Whirlpool	29.75 x 33.5 x 65.8	18.2	WRT148FZDW		\$ 732.00					Whirlpool	CAE27791Q	\$ 1,365.00	
			GE		17.5	GTE18GTRWW		\$ 945.00						\$ 25-\$99.00		

All but HD Supply provide service on the items they sell only.

All but HD Supply provide service on the items they sell only.