

Ontonagon Village Housing Commission
Regular Meeting – Village Housing Community Room
5:15 PM, November 18st, 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 October 21th, 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
- 9) New Business
 - A. Resolution 2026-04 Disposal of Stoves
 - B. Resolution 2026-05 Disposal of refrigerators
 - C. Flat Rate Rent - Revised
- 10) Commissioners Comments
- 11) Announcements
- 12) Adjourn Meeting

Next regular meeting– December 16th, 2025 @ 5:15 PM

Ontonagon Village Housing Commission
Regular Meeting 5:15 PM, Tuesday October 21st, 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 Vice President Robert Seid at the Ontonagon Housing Commission Office, Ontonagon MI on Tuesday October 21st, 2025. Present were Robert Seid, Dot Phillips, and Danielle Reath. Absent was Rich Ernest. Also absent, but listening via telephone, was Sylvia Lehto. Also present was Secretary Karen Jackson.

Public Comment – Fern Malila gave a presentation on changes in Medicare Plans in Ontonagon County. If anyone needs more information or help with open season (Oct 15th to Dec 7th) they should call 211.

Approval of Agenda – Motion was made by D Phillips, supported by D Reath, to approve the agenda with the addition of new business G. New Stoves, refrigerators and washer. All voting aye, motion carried.

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

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

Executive Directors Report –

- 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.

Motion was made by D Reath, 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 D Reath, to acknowledge and approve the Expenditure for the month of October, Aye – R Seid, D Reath, and D Phillips. Nay-none, motion carried.

Unfinished Business

- Motion was made by D Reath, supported by R Seid, to allow the ED to make the decision on damages to charge residents for each situation. All voting eye, motion carried.

New Business.

- Motion was made by D Phillips, supported by D Reath, to approve Resolution 2026-03 Budget Revision. Aye – D Phillips, D Reath and R Seid, Nay – none, motion carried.
- Motion was made by R Seid, supported by D Phillips, to allow the ED to sell, donate to non-profit or dispose of the old refrigerator and stoves, which are listed as capital property, as she see fit. Aye – R Seid, D Phillips and D Reath, Nay – none, motion carried.
- Motion was made by D Phillips, supported by D Reath, to make the documents available for 45 day review relating to a revised Application, lease, No Smoking-Smoke Free Policy and ACOP that would no longer allow any future residents that smoke to move into Village Housing. All voting aye, motion carried. Public Hearing on this issue will be held during the December's meeting.
- Motion made by R Seid, supported by D Reath, to commend and Thank Dot Phillips for her 10 plus years of serving on the board. All voting aye, motion carried
- Postponing the agenda item of new computers and Window products to the next meeting waiting for pricing.
- Motion was made by D Reath, supported by D Phillips, to purchase 18 Season glass top stoves for \$425.15 from HD Supply, 27 Seasons bottom freezer refrigerator (after verifying that it is frost free and bottom freezer) for \$550.00 from HD Supply, if not then 27 Midea bottom freezer for \$895.00 from Mattson, and one Whirlpool coin washer for \$1,145.00 from Kirkish because of the repair service they provide. Aye – D Reath, D Phillips and R Seid, nay – none, motion carried.

Commissioners Comments – none

Next Meeting date – November 18th, 2025 @ 5:15 PM.

Adjourn Meeting – Motion was made by D Phillips, supported by D Reath, to adjourn the meeting at 6:47 PM.

Chairperson

Date

Secretary

Date

Financial Report As of October 31, 2025			
Financial Account balances			
Citizens State Bank - Checking	0.00%	\$64,959.50	Citizen
Citizen Security Deposit Trust acct	0.00%	\$19,237.00	
ICS Citizen Account	3.50%	\$809,198.69	
Miners Money Market	1.30%	\$52,543.13	
Total of financial accounts		\$945,938.32	
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		\$1,132,918.24	
Income			
Rent collected		\$24,672.19	\$27,710.71
Security & Pet deposit		\$622.00	
Storage sheds-Gazebo		\$100.00	
Excess utility charge		\$189.43	
Late fee/Bank charges		\$20.00	
Community room		\$260.00	
stamps		\$16.38	
Misc		\$53.06	\$25 damage to washer, rest copies
laundry Machines		\$659.55	
Pop Machine		\$389.10	Balance \$
Snack Machine		\$250.00	Balance (\$)
Dividend from MML insurance		\$479.00	
Resident Advisory account			Balance \$176.57
Interest		\$2,459.20	
eLOCCS draw of Operating funds		\$9,447.00	
eLOCCS draw CFP 2024		\$9,557.00	1/2 down on Mini split in Comm RM
Total income		\$49,173.91	
Total Expenses		\$39,260.50	Audit \$5,300, Mini split 1/2 down \$9,557
Net Income		\$9,913.41	

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 4 Months Ended October 31, 2025

	1 Month Ended	4 Months Ended		
	<u>October 31, 2025</u>	<u>October 31, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Operating Revenue				
Tenant Rental Revenue				
3110 - Net Tenant Rental Revenue	\$ 24,677.00	\$ 98,427.00	\$ 295,000	\$ 196,573.00
3120 - Tenant Revenue - Excess Utilities	400.31	1,091.87	2,400	1,308.13
3690 - Tenant Revenue - Tenant Charges	<u>209.23</u>	<u>693.45</u>	<u>1,000</u>	<u>308.55</u>
Total Tenant Rental Revenue	<u>25,286.54</u>	<u>100,212.32</u>	<u>298,400</u>	<u>198,187.68</u>
HUD PHA Grant Revenue				
3401.2 - Operating Subsidy	<u>9,447.00</u>	<u>38,610.00</u>	<u>107,484</u>	<u>68,874.00</u>
Total HUD PHA Grant Revenue	<u>9,447.00</u>	<u>38,610.00</u>	<u>107,484</u>	<u>68,874.00</u>
Other Revenue				
3190 - Nondwelling Rental Revenue	260.00	400.00	1,500	1,100.00
3610 - Interest Income	2,459.20	9,715.25	28,000	18,284.75
3690.1 - Other Revenue	<u>1,799.28</u>	<u>5,702.73</u>	<u>9,500</u>	<u>3,797.27</u>
Total Other Revenue	<u>4,518.48</u>	<u>15,817.98</u>	<u>39,000</u>	<u>23,182.02</u>
Total Operating Revenue	<u>\$ 39,252.02</u>	<u>\$ 154,640.30</u>	<u>\$ 444,884</u>	<u>\$ 290,243.70</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 3,938.65	\$ 13,720.25	\$ 54,482	\$ 40,761.75
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	278.50	1,489.00	5,750	4,261.00
4171 - Auditing	5,300.00	5,300.00	5,500	200.00
4182 - Employee Benefits - Admin	301.30	1,071.60	8,286	7,214.40
4185 - Telephone/Internet	120.99	494.62	1,500	1,005.38
4190.2 - Membership Dues and Fees	0.00	0.00	400	400.00
4190.3 - Admin Service Contracts	25.00	3,700.53	5,500	1,799.47
4190.4 - Office Supplies	0.00	0.00	500	500.00
4190.5 - Other Sundry Expense	455.34	1,860.88	3,500	1,639.12
4190.6 - Advertising	<u>0.00</u>	<u>0.00</u>	<u>100</u>	<u>100.00</u>
Total Administration	<u>10,419.78</u>	<u>27,636.88</u>	<u>87,168</u>	<u>59,531.12</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
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	1 Month Ended	4 Months Ended		
	<u>October 31, 2025</u>	<u>October 31, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Utilities				
4310 - Water	4,714.17	9,230.41	28,600	19,369.59
4320 - Electricity	5,118.69	21,141.08	80,000	58,858.92
4330 - Gas	0.00	0.00	100	100.00
4340 - Propane	0.00	598.62	850	251.38
Total Utilities	<u>9,832.86</u>	<u>30,970.11</u>	<u>109,550</u>	<u>78,579.89</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	4,477.20	15,542.80	57,821	42,278.20
4420 - Materials	1,724.40	4,751.73	48,650	43,898.27
4430.01 - Garbage Removal Contracts	867.16	3,528.67	11,000	7,473.33
4430.02 - Heating & Cooling Contracts	0.00	0.00	1,000	1,000.00
4430.05 - Landscape & Grounds Contracts	2,050.00	6,250.00	1,000	(5,250.00)
4430.06 - Unit Turnaround Contracts	0.00	0.00	8,000	8,000.00
4430.07 - Electrical Contracts	0.00	0.00	1,000	1,000.00
4430.08 - Plumbing Contracts	0.00	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	323.25	2,025.74	9,221	7,195.26
Total Ordinary Maint. & Oper	<u>9,442.01</u>	<u>32,221.94</u>	<u>140,692</u>	<u>108,470.06</u>
General Expense				
4510 - Insurance	2,217.91	8,747.46	28,000	19,252.54
4520 - Payments in Lieu of Taxes	1,670.00	6,680.00	20,000	13,320.00
4550 - Compensated Absences	0.00	0.00	2,000	2,000.00
Total General Expense	<u>3,887.91</u>	<u>15,427.46</u>	<u>50,000</u>	<u>34,572.54</u>
Total Routine Expense	<u>33,582.56</u>	<u>106,706.39</u>	<u>388,410</u>	<u>281,703.61</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>33,582.56</u>	<u>106,706.39</u>	<u>388,410</u>	<u>281,703.61</u>
Operating Income (Loss)	<u>\$ 5,669.46</u>	<u>\$ 47,933.91</u>	<u>\$ 56,474</u>	<u>\$ 8,540.09</u>

**Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 4 Months Ended October 31, 2025**

	1 Month Ended	4 Months Ended		
	<u>October 31, 2025</u>	<u>October 31, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Depreciation Expense				
4800 - Depreciation - Current Year	8,930.00	35,720.00	0	(35,720.00)
Total Depreciation Expense	8,930.00	35,720.00	0	(35,720.00)
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)	 \$ 5,669.46	 \$ 47,933.91	 \$ 56,474	 \$ 8,540.09
GAAP Net Income (Loss)	<u>\$ (3,260.54)</u>	<u>\$ 12,213.91</u>		

Director's report

- We have all the needed items for the kitchen remodeling project. Burke Construction has indicated they will start around December 1st
- The generator is fully installed. The meter is scheduled to be put in tomorrow. They will need to show us how to maintain it.
- We have installed motion LED lights in the overhang on the outside patio
- We have sold all of the refrigerators (\$2,325) and several of the stoves. The stoves are in pretty bad shape so we will probably be disposing most of them
- No smoking Policy – any feedback

Bills for November 2025			
	<u>Expense to Acknowledged</u>	<u>Amount</u>	<u>Description of purchase</u>
Ck #			
echeck	Chase Ink-credit card	\$23,687.91	\$18,823.34 sinks, faucets \$5,464.68 flooring,
Auto	Waste Management-Dumpster	\$131.90	dumpster
	Total	\$23,819.81	
	<u>Expenses to Approve</u>		
10090	Ontonagon Telephone	\$121.23	
10091	HD Supply	\$9,163.00	refrigerators, CFP 2024
10092	HD Supply	\$8,729.01	refrigerators, CFP 2024
10093	HD Supply	\$7,546.00	stoves, CFP 2024
10094	Specialty Sales	\$182.58	
10096	LandlordLocks	\$22.29	new keys
10097	Kirkish Furniture	\$1,145.00	new washing machine
10098	Housing Authority Accounting	\$878.00	Operating sub \$450, Audited REAC \$150
10100	Bay Auto Parts	\$8.64	
10101	Hancock Bottling	\$291.00	
10102	U Save Ace Hardware	\$274.54	
10103	Copper Coutry ISD-REMC	\$320.00	Quarterly payment for computer support
10104	resident	\$100.00	help with unloading the cabinets
10105	Pa't Heavy Equipment	\$1,075.00	rental of skidsteer and labor for running it
10106	Ontonagon Water Service	\$2,883.46	
10107	Burke Construction	\$10,000.00	first payment kitchen remodel, CFP 2025
10110	Patriot Disposal	\$735.00	
echeck	UPPCO	\$4,495.35	
	Total	\$47,970.10	
	<u>Employee Expense-Gross</u>		
10089	Karen Jackson	\$2,204.00	10/16/25 to 10/31/25 (84 hrs)
10108	Karen Jackson	\$1,857.50	11/01/25 to 11/15/25 (70 hrs)
	Payroll taxes	\$310.70	for the month
10090	Billy Marks	\$2,400.00	10/16/25 to 10/31/25 (96 hrs)
10109	Billy Marks	\$2,042.00	11/01/25 to 11/15/25 (80 hrs)
	Payroll taxes	\$339.81	for the month
	Total	\$9,154.02	
	Grand Total - Expenses	\$80,943.93	
	<u>Non-expense items</u>		
10095	Aflac	\$251.94	individual policy
	Total	\$251.94	

Ontonagon Village Housing Commission



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RESOLUTION
#2026-04

Resolution to **Disposal of Washing Machine**

WHEREAS it is the responsibility of the Board to control the disposition of capital property used in the daily running of the business of the Ontonagon Village Housing Commission

WHEREAS washing machine (serial number 1308034688) was damaged and unable to be repaired

WHEREAS it is necessary to maintain 5 washing machines for the number of residents at Village Housing.

WHEREAS a new washer (serial number CE2300030) has been purchased as a replacement washing machine.

NOW THEREFORE BE IT RESOLVED that disposal of the above mentioned washing machine was adopted through a motion made by __, supported by __, and passed by the board present this 18th of November 2025.

Certified by: _____

Karen Jackson
Executive Director

Date: _____

Ontonagon Village Housing Commission



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RESOLUTION
#2026-05

Resolution to **Dispose of Refrigerator**

WHEREAS it is the responsibility of the Board to control the disposition of capital property used in the daily running of the business of the Ontonagon Village Housing Commission

WHEREAS the refrigerator Serial numbers on the attached list are being replace with newer models

WHEREAS all of the listed refrigerators have been sold as a fair price

NOW THEREFORE BE IT RESOLVED that disposal/sale of the above mentioned refrigerator was adopted through a motion made by ____, supported by ____, and passed by the board present this 18th of November 2025.

Certified by: _____

Karen Jackson
Executive Director

Date: _____

*

	Current Flat rate rent	Fair Market Rent Ont. County	80%	SAFMR	80%	
One bedroom	\$ 525.00	\$ 888.00	\$ 710.40	\$ 890.00	\$ 712.00	
Two Bedroom	\$ 590.00	\$ 973.00	\$ 778.40	\$ 970.00	\$ 776.00	
History of changes						
	2011	2013	2015	2023	2024	2025
One Bedroom	\$ 400.00	\$ 425.00	\$ 475.00	\$ 484.00	\$ 525.00	\$ 525.00
Two Bedroom			\$ 510.00	\$ 560.00	\$ 590.00	\$ 590.00
	2026	New 2026	diff			
One Bedroom	\$ 542.00	\$ 711.00	\$ 169.00	182	184	
Two Bedroom	\$ 594.00	\$ 779.00	\$ 185.00	189	206	

49910	NCNTY26131N26131	Ortonagon County, MI	\$750	\$675	\$825	\$970	\$873	\$1,067	\$1,080	\$972
49912	NCNTY26131N26131	Ortonagon County, MI	\$690	\$621	\$759	\$890	\$801	\$979	\$970	\$873
49925	NCNTY26131N26131	Ortonagon County, MI	\$890	\$801	\$979	\$1,140	\$1,026	\$1,254	\$1,260	\$1,134
49929	NCNTY26131N26131	Ortonagon County, MI	\$690	\$621	\$759	\$890	\$801	\$979	\$970	\$873
49947	NCNTY26131N26131	Ortonagon County, MI	\$690	\$621	\$759	\$790	\$711	\$869	\$970	\$873
49948	NCNTY26131N26131	Ortonagon County, MI	\$690	\$621	\$759	\$890	\$801	\$979	\$970	\$873
49952	NCNTY26131N26131	Ortonagon County, MI	\$790	\$711	\$869	\$800	\$720	\$880	\$970	\$873
49953	NCNTY26131N26131	Ortonagon County, MI	\$690	\$621	\$759	\$890	\$801	\$979	\$970	\$873
49960	NCNTY26131N26131	Ortonagon County, MI	\$690	\$621	\$759	\$890	\$801	\$979	\$970	\$873
49965	NCNTY26131N26131	Ortonagon County, MI	\$790	\$711	\$869	\$800	\$720	\$880	\$970	\$873
49967	NCNTY26131N26131	Ortonagon County, MI	\$720	\$648	\$792	\$850	\$765	\$935	\$990	\$891
49971	NCNTY26131N26131	Ortonagon County, MI	\$690	\$621	\$759	\$890	\$801	\$979	\$970	\$873

Ontonagon Village Housing Commission



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RESOLUTION
#2026-06

Resolution to **Dispose of stoves**

WHEREAS it is the responsibility of the Board to control the disposition of capital property used in the daily running of the business of the Ontonagon Village Housing Commission

WHEREAS the stoves listed on the attached sheet have been replaced with new full size stoves as part of the future kitchen remodeling project

WHEREAS several were switched out with stoves that are older and in bad shape and several were sold at a fair price.

WHEREAS all usable items have been removed from any remaining stoves that will be disposed of.

NOW THEREFORE BE IT RESOLVED that disposal/sale of the above mentioned stoves was adopted through a motion made by ____ and supported by ____ and passed by the board members present this 18th of November.

Certified by: _____
Karen Jackson
Executive Director

Date: _____