

Ontonagon Village Housing Commission
Regular Meeting – Village Housing Community Room
5:15 PM, December 16st, 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 November 18th, 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. Public Hearing
 - i. Smoke Free Policy
 - B. Automatic door opener quote
 - C. Security Deposit
 - D. Bed Bug inspections
- 10) Commissioners Comments
- 11) Announcements
- 12) Adjourn Meeting

Next regular meeting January 20^h, 2025 @ 5:15 PM

Ontonagon Village Housing Commission
Regular Meeting 5:15 PM, Tuesday November 18th, 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 November 18th, 2025. Present were Rich Ernest, Robert Seid, Jim Kangas, and Danielle Reath. Absent, but listening via telephone, was Sylvia Lehto. Also present was Secretary Karen Jackson.

Public Comment – Board wanted to thank Dot Phillips (who was in the crowd) for her many years of service and welcome Jim Kangas to the board as the new member.

Approval of Agenda – Motion was made by R Seid, supported by D Reath, to approve the agenda with the additions of new business - D. Resolution 2026-06 Disposal of Stoves and correction of A. to change the disposal of Stoves to Washing Machines. All voting aye, motion carried.

Approval of Meeting Minutes – Motion was made by D Reath, supported by J Kangas, to approve the meeting minutes from October 21st as presented. All voting aye, motion carried.

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

Executive Directors 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

Motion was made by R Seid, supported by D Reath, 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 J Kangas, to acknowledge and approve the Expenditure for the month of November, Aye – D Reath, J Kangas, R Seid, and R Ernest. Nay-none, motion carried.

Unfinished Business

- None

New Business.

- Motion was made by J Kangas, supported by D Reath, to approve Resolution 2026-04 Disposal of Washing Machine. Aye – J Kangas, D Reath, R Seid and R Ernest, Nay – none, motion carried.
- Motion was made by J Kangas, supported by D Reath, to approve Resolution 2026-05 Disposal of Refrigerators. Aye – J Kangas, D Reath, R Seid and R Ernest, Nay – none, motion carried.
- Motion was made by R Seid, supported by D Reath, to approve Resolution 2026-06 Disposal of Stoves. Aye – R Seid, D Reath, J Kangas and R Ernest, Nay – none, motion carried.
- Motion was made by R Seid, supported by D Reath, to accept the new Flat rate rent of \$711 for a one bedroom and \$779 for a two bedroom effective January 1, 2026. Aye – R Seid, D Reath, J Kangas and R Ernest, Nay – none. Motion carried.

Commissioners Comments – none

Next Meeting date – December 16th, 2025 @ 5:15 PM.

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

Chairperson

Date

Secretary

Date

Financial Report As of November30, 2025

Financial Account balances

Citizens State Bank - Checking	0.00%	\$55,044.51	Citizen
Citizen Security Deposit Trust acct	0.00%	\$19,237.00	
ICS Citizen Account	3.50%	\$811,529.74	
Miners Money Market	1.30%	\$52,598.84	

Total of financial accounts **\$938,410.09**

Capital Funds Available

Capital Funds 2024	\$10,683.91
Capital Funds 2025	\$131,147.00

Total Capital funds available **\$141,830.91**

Total funds available **\$1,080,241.00**

Income

Rent collected	\$24,798.19	\$28,861.08
Security & Pet deposit	\$0.00	
Storage sheds-Gazebo	\$100.00	
Excess utility charge	\$213.61	
Late fee/Bank charges		
Community room	\$40.00	
stamps	\$15.60	
Misc	\$189.48	flooring, washer, unit , pay account
laundry Machines	\$554.60	
sale of ref and stoves	\$2,320.00	
Pop Machine	\$367.10	Balance \$1,003.33
Snack Machine	\$262.50	Balance (\$1,666.20)
Resident Advisory account		Balance \$176.57
interest	\$2,386.76	
eLOCCS draw of Operating funds	\$9,173.00	
eLOCCS draw CFP 2024	\$25,438.00	Stoves, refrigerators, and washer
eLOCCS draw CFP 2025	\$10,000.00	Down payment to Burke Construction

Total income **\$75,858.84**

Total Expenses **\$80,943.93** CFP draw items above plus Faucet and sinks \$24,287.00

Net Income **-\$5,085.09**

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 5 Months Ended November 30, 2025

	1 Month Ended	5 Months Ended		
	<u>November 30, 2025</u>	<u>November 30, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Operating Revenue				
Tenant Rental Revenue				
3110 - Net Tenant Rental Revenue	\$ 24,733.00	\$ 123,160.00	\$ 295,000	\$ 171,840.00
3120 - Tenant Revenue - Excess Utilities	252.35	1,344.22	2,400	1,055.78
3690 - Tenant Revenue - Tenant Charges	145.00	838.45	1,000	161.55
Total Tenant Rental Revenue	<u>25,130.35</u>	<u>125,342.67</u>	<u>298,400</u>	<u>173,057.33</u>
HUD PHA Grant Revenue				
3401.2 - Operating Subsidy	9,173.00	47,783.00	107,484	59,701.00
Total HUD PHA Grant Revenue	<u>9,173.00</u>	<u>47,783.00</u>	<u>107,484</u>	<u>59,701.00</u>
Other Revenue				
3190 - Nondwelling Rental Revenue	40.00	440.00	1,500	1,060.00
3610 - Interest Income	2,386.76	12,102.01	28,000	15,897.99
3690.1 - Other Revenue	1,283.07	6,985.80	9,500	2,514.20
3690.2 - Gain/Loss-Disposal of Fixed Assets	2,320.00	2,320.00	0	(2,320.00)
Total Other Revenue	<u>6,029.83</u>	<u>21,847.81</u>	<u>39,000</u>	<u>17,152.19</u>
Total Operating Revenue	<u>\$ 40,333.18</u>	<u>\$ 194,973.48</u>	<u>\$ 444,884</u>	<u>\$ 249,910.52</u>
Operating Expenses				
Routine Expense				
Administration				
4110 - Administrative Salaries	\$ 4,061.50	\$ 17,781.75	\$ 54,482	\$ 36,700.25
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	400	400.00
4170 - Accounting Fees	878.50	2,367.50	5,750	3,382.50
4171 - Auditing	0.00	5,300.00	5,500	200.00
4182 - Employee Benefits - Admin	310.71	1,382.31	8,286	6,903.69
4185 - Telephone/Internet	121.23	615.85	1,500	884.15
4190.2 - Membership Dues and Fees	0.00	0.00	400	400.00
4190.3 - Admin Service Contracts	345.00	4,045.53	5,500	1,454.47
4190.4 - Office Supplies	0.00	0.00	500	500.00
4190.5 - Other Sundry Expense	473.58	2,334.46	3,500	1,165.54
4190.6 - Advertising	0.00	0.00	100	100.00
Total Administration	<u>6,190.52</u>	<u>33,827.40</u>	<u>87,168</u>	<u>53,340.60</u>
Tenant Services				
4220 - Tenant Services - Other	0.00	450.00	1,000	550.00
Total Tenant Services	<u>0.00</u>	<u>450.00</u>	<u>1,000</u>	<u>550.00</u>

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	1 Month Ended	5 Months Ended		
	<u>November 30, 2025</u>	<u>November 30, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Utilities				
4310 - Water	2,883.46	12,113.87	28,600	16,486.13
4320 - Electricity	4,495.35	25,636.43	80,000	54,363.57
4330 - Gas	0.00	0.00	100	100.00
4340 - Propane	0.00	598.62	850	251.38
Total Utilities	<u>7,378.81</u>	<u>38,348.92</u>	<u>109,550</u>	<u>71,201.08</u>
Ordinary Maint. & Operations				
4410 - Labor, Maintenance	4,442.40	19,985.20	57,821	37,835.80
4420 - Materials	1,721.16	6,472.89	48,650	42,177.11
4430.01 - Garbage Removal Contracts	1,036.57	4,563.24	11,000	6,436.76
4430.02 - Heating & Cooling Contracts	0.00	0.00	1,000	1,000.00
4430.05 - Landscape & Grounds Contracts	0.00	6,250.00	1,000	(5,250.00)
4430.06 - Unit Turnaround Contracts	5,464.68	5,464.68	8,000	2,535.32
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.	320.56	2,346.30	9,221	6,874.70
Total Ordinary Maint. & Oper	<u>12,985.37</u>	<u>45,207.31</u>	<u>140,692</u>	<u>95,484.69</u>
General Expense				
4510 - Insurance	2,217.91	10,965.37	28,000	17,034.63
4520 - Payments in Lieu of Taxes	1,670.00	8,350.00	20,000	11,650.00
4550 - Compensated Absences	0.00	0.00	2,000	2,000.00
Total General Expense	<u>3,887.91</u>	<u>19,315.37</u>	<u>50,000</u>	<u>30,684.63</u>
Total Routine Expense	<u>30,442.61</u>	<u>137,149.00</u>	<u>388,410</u>	<u>251,261.00</u>
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	0.00	0.00	0	0.00
Casualty Losses-Not Cap.				
Total Casualty Losses	0.00	0.00	0	0.00
Total Non-Routine Expense	0.00	0.00	0	0.00
Total Operating Expenses	<u>30,442.61</u>	<u>137,149.00</u>	<u>388,410</u>	<u>251,261.00</u>
Operating Income (Loss)	<u>\$ 9,890.57</u>	<u>\$ 57,824.48</u>	<u>\$ 56,474</u>	<u>\$ (1,350.48)</u>

**Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 5 Months Ended November 30, 2025**

	1 Month Ended	5 Months Ended		
	<u>November 30, 2025</u>	<u>November 30, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Depreciation Expense				
4800 - Depreciation - Current Year	8,930.00	44,650.00	0	(44,650.00)
Total Depreciation Expense	8,930.00	44,650.00	0	(44,650.00)
Capital Expenditures				
7540 - Building Improvements	18,932.87	18,932.87	0	(18,932.87)
Total Capital Expenditures	18,932.87	18,932.87	0	(18,932.87)
Other Financial Items				
Total Other Financial Items	0.00	0.00	0	0.00
 HUD Net Income (Loss)	 \$ (11,362.30)	 \$ 36,571.61	 \$ 56,474	 \$ 19,902.39
GAAP Net Income (Loss)	<u>\$ 960.57</u>	<u>\$ 13,174.48</u>		

Directors report December

- The Christmas party is tomorrow (17th) at 4:00. Board members and a guest are welcomed. We had 34 individuals sign up which is less than last year
- Had a plumbing repair that cost us about 8 hours of Billy time plus 1.5 hours of overtime and \$500.00 for contractor to come help unclog the line. Someone had cut up a towel like material and was flushing them down the toilet
- I will be holding a RAB (resident advisory board) meeting in the coming weeks to get input from the resident on the CFP funds for 2026 and how best to spend them.
- I have received a Civil Rights Complaint that I have responded to. I opted to go to mediation but am unsure how the resident will want to proceed.
- A group of resident have formed a "Cane Court Tenant's Union". Not sure what process they are following or if they will involve me at any point. One member delivered notices to each resident screen door clip early evening and caused several residents to be very concerned for their safety not knowing who was opening their screen door. Both Billy and I received phone calls with their concerns. I will be addressing this with the resident.
- The mini splits are installed but they have a few minor things to finish.
- Burke Construction will begin the kitchen remodeling after the first of the year.

Bills for December 2025			
	<u>Expense to Acknowledged</u>	<u>Amount</u>	<u>Description of purchase</u>
Ck #			
echeck	Chase Ink-credit card	\$523.63	\$119.10 office, rest material
Auto	Waste Management-Dumpster	\$132.82	dumpster
	Total	\$656.45	
	<u>Expenses to Approve</u>		
10113	Wynn O Jones & Assoc	\$105,376.68	Kitchen cabinets
10114	Housing Authority Accounting	\$278.50	
10115	U Save Ace Hardware	\$60.72	
10116	Hancock Bottling	\$189.00	
10117	UP Drains	\$500.00	unclog sewer line in the 200 building
10118	Bay Auto Parts	\$64.64	
10119	Ontonagon Telephone	\$121.99	
10120	HDS	\$240.00	quarterly MCDS report transmittion
10121	Krist Oil Company	\$124.45	
10122	A+ Pest Management	\$1,840.00	inspect 4 units, treat 2 units
10123	resident	\$56.74	remainder of security deposit
10125	Specialty Sales	\$171.34	
10128	Patriot Disposal	\$735.00	
	Ontonagon Water Service		
echeck	UPPCO	\$7,068.09	
	Total	\$116,827.15	
	<u>Employee Expense-Gross</u>		
10111	Karen Jackson	\$1,857.50	11/16/25 to 11/31/25 (70 hrs)
10126	Karen Jackson	\$2,030.75	12/01/25 to 12/15/25 (77 hrs)
	Payroll taxes	\$297.45	for the month
10112	Billy Marks	\$2,165.20	11/16/25 to 11/30/25 (80 hrs)
10127	Billy Marks	\$2,551.49	12/01/25 to 12/15/25 (88. 9.83 Over Time)
	Payroll taxes	\$360.83	for the month
	Total	\$9,263.22	
	Grand Total - Expenses	\$126,746.82	
	<u>Non-expense items</u>		
10124	Aflac	\$251.94	individual policy
	Total	\$251.94	



Dell Pro Slim

Prepared by:

East Michigan

Jeff Seelenbinder

616-264-6725

seelenbinderj@peopledriven.com

Dawn Batson

batsond@peopledriven.com

Prepared for:

Ontonagon Village Housing Commission

Karen Jackson

needtoobtain@email.com

Quote Information:

Quote #: 024055

Version: 1

Delivery Date: 11/18/2025

Expiration Date: 12/18/2025

Hardware

Line	Qty	Part Number	Description	Price	Extended Price
1	1	PDT25C-223250	Dell Pro Slim: Intel i5-14500, 16GB RAM, 256GB M.2 PCIe NVMe SSD, Integrated Graphics, Gigabit ethernet, supports wireless card, (1) HDMI, (1) DP, wired USB keyboard, wired USB optical mouse, Windows 11 Pro, Dell Three Year Onsite Warranty.	\$525.30	\$525.30
2	1	PDT25C-223250-512GB	Upgrade from 256GB SSD to 512GB SSD (Pro Slim)	\$77.75	\$77.75
3	1	PDT25C-NoSTF	Non STF Windows Pro for Non-Eligible Agencies (Non-K-12) (From STD)	\$75.56	\$75.56
REMO SAVE 2025-26 Computers Contract (4/1/25-3/31/26)					

Subtotal: **\$678.61**

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.

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

Ontonagon Village Housing Commission



100 Cane Court
Ontonagon MI 49953
ontvilhc@villageofontonagon.org
906-884-2258 Fax 906-884-2204

Community Room Rules and Regulations – Rental Agreement

All applicable fire and building codes must be followed. Room Capacity shall not exceed over 75 people.

All events must conform to all local, state and federal laws and regulations.

All events must have an applicant present (at least 18 years or older) who is responsible for the participants attending.

Room set-up is the responsibility of the applicant. Each organization must clean up the Community room and return it to the condition in which it was found (you do not have to put the tables back). A charge will be assessed for any special cleaning or repairs made necessary by the groups use at actual cost to the Village Housing.

There is a smart TV available for your use and a non-password protected Wi-Fi connection at Cane Court – Guest 5G.

The Ontonagon Village Housing will not care for or store any organization's materials and will not take responsibility for materials left by an organization.

Smoking is prohibited on all Village Housing Property other than the Visitor Parking lot. Because this is a federal building use of marijuana is also not allowed anywhere on the property.

All trash, and garbage must be taken or placed in the dumpster located by the north side of the building.

Parking should be in the parking lot located north of the building. Please do not park next to the building on the north side as that parking is for resident doing their laundry. You can pull into those spots to unload but then please move the car to the parking lot.

We keep **45 chairs** in the Community room but have **30 additional chairs in storage**. If you think you will need any additional chairs please call or stop by and let us know how many more you will need and we will be glad to move them from storage for you.

Signature of Applicant: _____ Date: _____

If the Housing Commission determines that a Resident must transfer to another unit based on family composition, the Housing Commission shall notify the Resident. The Resident may ask for an explanation stating the specific grounds of the determination, and if the Resident does not agree with the determination, the Resident may request a hearing in accordance with the Housing Commission's grievance procedures.

16. **LEASE TERMINATION BY HOUSING COMMISSION:** Any termination of this Lease shall be carried out in accordance with U.S. Department of Housing and Urban Development regulations, State and local law, and the terms of this Lease.

The Housing Commission shall not terminate or refuse to renew the Lease other than for serious or repeated violation (3 per year) of material terms of the Lease, such as, but not limited to, the following:

- a. nonpayment of rent or other charges due under the Lease (i.e. utilities), or repeated chronic late payment of rent (four times in a twelve month period);
- b. failure to provide timely and accurate statements of income, assets, expenses and family composition at Admission, Interim, Special or Annual Rent Recertifications, to attend scheduled reexamination interviews or to cooperate in the verification process if the Resident has chosen to pay rent based on a percentage of income;
- c. furnishing false or misleading information during the application or review process;
- d. assignment or subleasing of the premises or providing accommodation for boarders or lodgers;
- e. use of the premises for purposes other than solely as a dwelling unit for the Resident and Resident's household as identified in this Lease, or permitting its use for any other purpose without the written permission of the Housing Commission;
- f. failure to abide by necessary and reasonable rules made by the Housing Commission for the benefit and well-being of the housing development and the Residents;
- g. failure to abide by applicable building and housing codes materially affecting health or safety;
- h. failure to dispose of garbage, waste and rubbish in a safe and sanitary manner;
- i. failure to use electrical, plumbing, sanitary, heating, ventilating, air conditioning and other equipment, including elevators, in a safe manner;
- j. acts of destruction, defacement or removal of any part of the premises, or failure to cause guests to refrain from such acts;
- k. failure to pay reasonable charges for the repair of damages to the premises, property buildings, facilities or common areas;
- l. any activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other Residents, employees of the Commission, or other persons living in the immediate vicinity of the premises by the Resident or a guest of the Resident;

- 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 – Smoke free 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.

NO SMOKING - SMOKE FREE HOUSING POLICY FOR ONTONAGON VILLAGE HOUSING COMMISSION

In accordance with PIH 2017-03, issued on February 15, 2017, the Ontonagon Village Commission shall implement the following No Smoking - Smoke Free policy, updated on May 16, 2023 and effective June 14, 2023.

The Final Rule issued by HUD, does not prohibit smoking by residents. Under the Rule, a housing commission must, at a minimum, ban the use of all prohibited tobacco products, which are defined as items that involve the ignition and burning of tobacco leaves, such as (but not limited to) cigarettes, cigars, and pipes, and water pipes or hookahs within 25 feet of any Housing Building or structure.

Pursuant to the Rule, the housing commission may, but is not required to, further restrict smoking to outdoor dedicated smoking areas outside the restricted areas, created additional restricted areas in which smoking is prohibited, or alternatively, make their entire grounds No Smoking - Smoke Free.

Now therefore, the Ontonagon Village Housing Commission adopts this revised No Smoking - Smoke Free housing policy for 100 Cane Court, Ontonagon MI.

1. **Purpose of Policy:** The No Smoking - Smoke Free policy is intended to benefit the Ontonagon Village Housing Commission and all of its public housing residents, visitors, and staff by mitigating the irritation and known adverse health effects from secondhand smoke, the increased maintenance, cleaning, and redecorating costs from smoking, the increased risk from fire from smoking, and the higher costs of fire insurance for a non-smoke free building.
2. **Definitions:** "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and waterpipes, whether natural or synthetic, in any manner or form. "Smoking" also includes the use of any electronic smoking device which creates an aerosol or vapor, in any manner or in any form.

"Electronic Smoking Device" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or description.

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 January 1, 2026. All others are not allowed to smoke in any capacity.
4. **Smoking on Grounds of Buildings:** For residents admitted prior to January 1, 2025, 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, including visitors and guests, 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 January 1, 2025 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; ashtrays filled with butts, ashes, etc., the odor of smoke, yellowing of walls, appliances, curtains/blinds, and burn holes in carpet.

10. **Housing Commission Not Guarantor of No Smoking - Smoke Free**

Environment: The Housing Commission's adoption of this No Smoking - Smoke Free policy does not make the Ontonagon Village Housing Commission or any of its officers, employees, or agents, the guarantor of the health of any tenant or of the smoke free condition of the portions of its properties in which smoking is prohibited under the policy. However, the Housing Commission will take reasonable steps to enforce the policy. The Housing Commission is not required to take steps in response to smoking in violation of this policy unless the Housing Commission has actual knowledge of the smoking and the identity of the responsible tenant or has been given written notice of the smoking.

11. **Marijuana Usage:** Ontonagon Village Housing Commission is a federally funded property. The Housing Commission is subject to the federal regulations regarding marijuana. Federal regulations classify all forms of marijuana as a Schedule I substance, even if state law permits it. Smoking marijuana is grounds for the Housing Commission to deny housing or terminate a tenancy.

The resident certifies that he/she has received a copy of this Policy and has reviewed and understand the policy and rules and agree to conform to the same.

Resident _____ Date _____

Resident _____ Date _____

Executive Director _____ Date _____

Adopted __May 16, 2023_____

Adopted _____



DOOR SOLUTIONS & GLASS

55155 Traprock Valley Rd. Phone: (906) 296-2071 Cell #: (906) 281-3930

Lake Linden, MI 49945 e-mail: doorsolutionsandglass@gmail.com

****AAADM Certified Installer****

Proposal to bid

Replying to subject inquiry, we pleased to quote as follows; and unless otherwise agreed in writing, the conditions constitute a part of the quotation.

To: Ontonagon Village Hall

Project: Auto operators

Attn: Karen Jackson

Location: Ontonagon, MI

Prop. # 10425

****This Proposal valid for 30 days from December 4th 2025***

Furnish and install Stanley Magic Force Automatic Operators (low energy)

Above operator packages to be consisting of:

- 39" Header Case (Clear)
- Magic Force Operator
- IQ Control
- Arm package
- Wireless Push Pads

FOR THE SUM OF: \$ 3'250.00

NOTES: BY OTHERS

- Electrical hook up
- Proper backing for anchoring of header case

Acceptance of this proposal by Buyer/Contractor shall be acceptance of all terms and conditions recited herein which shall supersede any conflicting term in any other contract document. Any of the Buyer's/Contractor's terms and conditions in addition or different from this proposal are objected to and shall have no effect. Buyer's/Contractor's agreement herewith shall be evidenced by Buyer's/Contractor's signature hereon or by permitting Door Solutions & Glass to commence work for project.

Date of Acceptance: _____

Signature: _____

Company: _____



PO Box 600
Hancock, MI 49930

www.aplustestmgmt.com
office@apluspestmgmt.com

Service Proposal and Agreement

Date: 12/12/25

Technician Name: John Reynolds

Office: 906-481-7378

Billing Address and Contact Information

Name: **KAREN JACKSON**
Business: **ONTONAGON VILLAGE HOUSING COMMISSION**
Address: **100 CANE CT**
City, St, Zip: **ONTONAGON, MI 49953**
Phone: **906-884-2258**
Billing Email: **ontvilhc@villageofontonagon.org**

Service Address and Contact Information

Business: **ONTONAGON VILLAGE HOUSING COMMISSION**
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Phone: **906-884-2258**
Site Email: **ontvilhc@villageofontonagon.org**

Target Pests		Services Included		Service Specification
Ants	Centipedes	Exterior	Crack & Crevice	A+ Pest Management agrees to provide professional pest control service to the entire location inside and outside year round, when accessible . A+ Pest Management will use the safest and most effective procedures for the elimination and prevention of pest problems.
Beetles	Crickets	<i>Backpack txmt</i>	<i>Treatments</i>	
Flour Beetles	Earwigs	<i>Power txmt</i>	<i>Spot Treatment</i>	Location / Client Responsibilities Your cooperation regarding sanitation deficiencies and structural / maintenance defects is essential to maximize the effectiveness of the pest solutions program. The client shall allow A+ Pest Management a reasonable amount of time to correct pest problems.
Ground Beetles	Millipedes	<i>Insect Bait</i>	<i>Insect Monitors</i>	
Larder Beetles	Silverfish	Interior		
Occasional	Spiders	<i>Inspection</i>		
Invaders				
Sowbugs	Mice			
		Site of Service		
		# of Buildings on site: 17		
		# of Units on site: 60		

ADDITIONAL SERVICES INCLUDED IN THIS PROPOSAL AND AGREEMENT	OTHER SERVICES AVAILABLE			
	Bedbugs	Carpenter Ants	Moths	Cluster Flies
	Fleas	Wasps / Hornets	Indian Meal Moths	Fruit Flies
	Cockroaches			Phorid Flies
QUOTE	PAYMENT OPTIONS			
Set Up Fee: _____	Check: Mail to PO Box 600, Hancock, MI 49930			
Price: \$700 Per: Service	Venmo: @APLusPestManagement / phone ext 4975			
Price: \$ Per: Year	Credit Card: Call 906-481-7378 with CC number or fill out below.			
Annual Inspection of 60 units (64 beds) for Bedbugs in January.	Credit Card: Auto Pay Per Inv VISA MC AmEx Disc			
	Acct #:			
	Exp Date:		Sec Code:	

Acceptance of Service Proposal and Agreement and Terms

This Agreement is effective on the month contracted for one year. It shall renew itself month to month thereafter.

Either party may cancel this agreement upon a written 30-day notice. Charges will be reviewed annually and client will be given 30-day notice prior to any adjustment.

I hereby authorize A+ Pest Management to provide service in accordance with this proposal and agree to pay the cost of service as specified above. This agreement can be terminated with 30-day notice of cancelation to A+ Pest Management.

Customer Signature

Date

Thank you for letting A+ Pest Management protect your health and property.

A+ will maintain all pest management devices. The customer/owner is responsible for any lost or damaged equipment after the initial service. A+ complies with all laws and regulations concerning products used in and around your property.

A+ is certified, licensed and insured in all categories for commercial pesticide applicators. A+ maintains liability insurance for the entire term of the agreement. A copy of our Certificate of Liability Insurance is available upon request.

A+ technician, truck and equipment are licensed and insured. A copy of any license, specimen labels, MSDS, W-9 or any legal document available upon request.