

Ontonagon Village Housing Commission
Regular Meeting – Village Housing Community Room
5:15 PM, January 20st, 2026

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 December 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
- 9) New Business
 - A. February meeting date
 - B. Generator and the public
 - C. Electrical quote for Community room
- 10) Commissioners Comments
- 11) Announcements
- 12) Adjourn Meeting

Next regular meeting February 10th, 2026 @ 5:15 PM

Ontonagon Village Housing Commission
Regular Meeting 5:15 PM, Tuesday December 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 December 16th, 2025. Present were Rich Ernest, Robert Seid, and Jim Kangas. Absent Danielle Reath, also absent, but listening via telephone, was Sylvia Lehto. Also present was Secretary Karen Jackson.

Public Comment – Resident Jade commented on the proposed policy to not allow smokers to apply to live here and would like any action postponed for the group to do more research. This will be addressed more at the public hearing later.

Approval of Agenda – Motion was made by J Kangas, supported by R Seid, to approve the agenda with the additions of Unfinished Business - A. Computer Bids. All voting aye, motion carried.

Approval of Meeting Minutes – Motion was made by R Seid, supported by J Kangas, to approve the meeting minutes from November 18st as presented. All voting aye, motion carried.

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

Executive Directors Report –

- 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.
- We will have the electrician that is doing the kitchen work, disconnect the old baseboards and install new plugins in the area where the baseboards are being removed as the plugins are currently part of the baseboards. Suggested to have a plug in every 8 feet.

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

Unfinished Business

- Motion was made by R Seid, supported by R Ernest, to accept the bid from People Driven Technology to purchase 3 new computers for \$678.61 each and include the new version of Office. Aye – R Seid, R Ernest and J Kangas, Nay – none, motion carried.

New Business.

- Motion was made by J Kangas, supported by R Ernest, to close the regular meeting at 5:40. All aye, motion carried.
- Motion was made by J Kangas, supported by R Seid, to open the meeting to the Public Hearing. All aye, motion carried.

Public Hearing

- No Smoking - Smoke Free Policy
 - Resident Jade voiced the concern on behalf of a newly created Cane Court Tenants Union with the Policy and that it is an extreme measure.
 - Resident Nevins also felt the policy was not fair to those applying for housing and if it goes into effect maybe the current resident not be allowed to smoke any more.
 - Director pointed out the cost to housing, the rights of those that do not smoke to clean air free of the smell of cigarette smoke.
 - Resident Sharkey was concerned about how this would be implemented as a lease amendment. This is not an issue as it applies only to new applicants.
 - Chairman Ernest clarified that this will only be for new applicants and will not affect current residents.
 - Resident Jade would like an extension for this policy be implemented and would like to have more time to investigate. Also concerned that the new policy include e-cigarettes.
- Motion was made by R Seid, supported by J Kangas, to close the Public Hearing at 6:05, all aye, motion carried.
- Motion was made by J Kangas, supported by R Seid, to go back into regular session, all aye, motion carried.

New Business

- Motion was made by R Ernest, supported by R Seid, to approve the revised No Smoking – Smoke Free Policy and other effected documents. Aye – R Ernest, R Seid and J Kangas. Aye – R Ernest, R Seid and J Kangas Nay – none, motion carried.
- Bid for repairing the automatic door opener was presented. The board requested the Director to check with other businesses to see what company they use.
- Discussion on if we want to continue charging one month rent for security deposits now that the Flat Rate rent increased so much. There was no support to change it but continue to allow a payment plan of 3 months to pay the security deposit.
- Director informed the board of our first ever bedbug incident. A proposal was presented by A+ Pest Management to do annual inspections. The board felt that is was not necessary at this point but if we have future problems then it might be warranted.

Commissioners Comments – none

Next Meeting date – January 20th, 2026 @ 5:15 PM.

Adjourn Meeting – Motion was made by J Kangas, supported by R Seid, to adjourn the meeting at 6:30 PM.

Chairperson

Date

Secretary

Date

Financial Report As of December 31, 2025			
Financial Account balances			
Citizens State Bank - Checking	0.00%	\$56,797.06	Citizen
Citizen Security Deposit Trust acct	0.00%	\$19,237.00	
ICS Citizen Account	3.50%	\$813,945.54	
Miners Money Market	1.30%	\$52,646.47	
Total of financial accounts		\$942,626.07	
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		\$1,084,456.98	
Income			
Rent collected		\$23,109.43	\$24,590.78
Security & Pet deposit		\$0.00	
Storage sheds-Gazebo		\$110.00	
Excess utility charge		\$106.94	
Late fee/Bank charges		\$0.00	
Community room		\$160.00	
stamps		\$9.36	
Misc		\$0.00	flooring, washer, unit , pay account
laundry Machines		\$416.00	
Pop Machine		\$436.05	Balance \$992.38
Snack Machine		\$243.00	Balance (\$1564.24)
Resident Advisory account			Balance \$176.57
interest		\$2,473.43	
eLOCCS draw of Operating funds		\$9,188.00	
eLOCCS draw CFP 2024		\$0.00	
eLOCCS draw CFP 2025		\$105,376.68	
Total income		\$141,628.89	
Total Expenses		\$126,746.82	\$105,376.68 for kitchen cabinets
Net Income		\$14,882.07	

Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 6 Months Ended December 31, 2025

	1 Month Ended	6 Months Ended			
	<u>December 31, 2025</u>	<u>December 31, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>	
Operating Revenue					0%
Tenant Rental Revenue					50
3110 - Net Tenant Rental Revenue	\$ 24,890.00	\$ 148,050.00	\$ 295,000	\$ 146,950.00	50
3120 - Tenant Revenue - Excess Utilities	139.34	1,483.56	2,400	916.44	62
3690 - Tenant Revenue - Tenant Charges	373.99	1,212.44	1,000	(212.44)	121
Total Tenant Rental Revenue	<u>25,403.33</u>	<u>150,746.00</u>	<u>298,400</u>	<u>147,654.00</u>	50%
HUD PHA Grant Revenue					
3401.2 - Operating Subsidy	9,188.00	56,971.00	107,484	50,513.00	53
Total HUD PHA Grant Revenue	<u>9,188.00</u>	<u>56,971.00</u>	<u>107,484</u>	<u>50,513.00</u>	
Other Revenue					
3190 - Nondwelling Rental Revenue	160.00	600.00	1,500	900.00	
3610 - Interest Income	2,473.43	14,575.44	28,000	13,424.56	
3690.1 - Other Revenue	1,104.41	8,090.21	9,500	1,409.79	
3690.2 - Gain/Loss-Disposal of Fixed Assets	0.00	2,320.00	0	(2,320.00)	65
Total Other Revenue	<u>3,737.84</u>	<u>25,585.65</u>	<u>39,000</u>	<u>13,414.35</u>	
Total Operating Revenue	<u>\$ 38,329.17</u>	<u>\$ 233,302.65</u>	<u>\$ 444,884</u>	<u>\$ 211,581.35</u>	52.4
Operating Expenses					
Routine Expense					
Administration					
4110 - Administrative Salaries	\$ 3,888.25	\$ 21,670.00	\$ 54,482	\$ 32,812.00	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	278.50	2,646.00	5,750	3,104.00	46
4171 - Auditing	0.00	5,300.00	5,500	200.00	93
4182 - Employee Benefits - Admin	297.45	1,679.76	8,286	6,606.24	20
4185 - Telephone/Internet	121.99	737.84	1,500	762.16	49
4190.2 - Membership Dues and Fees	0.00	0.00	400	400.00	-
4190.3 - Admin Service Contracts	265.00	4,310.53	5,500	1,189.47	78
4190.4 - Office Supplies	0.00	0.00	500	500.00	-
4190.5 - Other Sundry Expense	360.34	2,694.80	3,500	805.20	77
4190.6 - Advertising	0.00	0.00	100	100.00	-
Total Administration	<u>5,211.53</u>	<u>39,038.93</u>	<u>87,168</u>	<u>48,129.07</u>	45
Tenant Services					
4220 - Tenant Services - Other	0.00	450.00	1,000	550.00	45
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	6 Months Ended			
	<u>December 31, 2025</u>	<u>December 31, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>	
Utilities					40
4310 - Water	0.00	12,113.87	28,600	16,486.13	44
4320 - Electricity	7,068.09	32,704.52	80,000	47,295.48	41
4330 - Gas	0.00	0.00	100	100.00	-
4340 - Propane	0.00	598.62	850	251.38	70
Total Utilities	<u>7,068.09</u>	<u>45,417.01</u>	<u>109,550</u>	<u>64,132.99</u>	41
Ordinary Maint. & Operations					
4410 - Labor, Maintenance	4,716.69	24,701.89	57,821	33,119.11	43
4420 - Materials	748.44	7,221.33	48,650	41,428.67	15
4430.01 - Garbage Removal Contracts	867.82	5,431.06	11,000	5,568.94	49
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)	625
4430.06 - Unit Turnaround Contracts	0.00	5,464.68	8,000	2,535.32	68
4430.07 - Electrical Contracts	0.00	0.00	1,000	1,000.00	-
4430.08 - Plumbing Contracts	500.00	625.00	1,000	375.00	62
4430.09 - Extermination Contracts	1,840.00	1,840.00	0	(1,840.00)	New
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.	341.55	2,687.85	9,221	6,533.15	29
Total Ordinary Maint. & Oper	<u>9,014.50</u>	<u>54,221.81</u>	<u>140,692</u>	<u>86,470.19</u>	52
General Expense					
4510 - Insurance	2,217.91	13,183.28	28,000	14,816.72	47
4520 - Payments in Lieu of Taxes	1,670.00	10,020.00	20,000	9,980.00	50
4550 - Compensated Absences	0.00	0.00	2,000	2,000.00	-
Total General Expense	<u>3,887.91</u>	<u>23,203.28</u>	<u>50,000</u>	<u>26,796.72</u>	46
Total Routine Expense	<u>25,182.03</u>	<u>162,331.03</u>	<u>388,410</u>	<u>226,078.97</u>	42
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>25,182.03</u>	<u>162,331.03</u>	<u>388,410</u>	<u>226,078.97</u>	42
Operating Income (Loss)	<u>\$ 13,147.14</u>	<u>\$ 70,971.62</u>	<u>\$ 56,474</u>	<u>\$ (14,497.62)</u>	

**Ontonagon Housing Commission
Low Rent Public Housing
Statement of Revenue & Expense
For the 1 Month and 6 Months Ended December 31, 2025**

	1 Month Ended	6 Months Ended		
	<u>December 31, 2025</u>	<u>December 31, 2025</u>	<u>BUDGET</u>	<u>VARIANCE</u>
Depreciation Expense				
4800 - Depreciation - Current Year	8,930.00	53,580.00	0	(53,580.00)
Total Depreciation Expense	8,930.00	53,580.00	0	(53,580.00)
Capital Expenditures				
7540 - Building Improvements	0.00	18,932.87	0	(18,932.87)
Total Capital Expenditures	0.00	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)	 \$ 13,147.14	 \$ 49,718.75	 \$ 56,474	 \$ 6,755.25
GAAP Net Income (Loss)	<u>\$ 4,217.14</u>	<u>\$ 17,391.62</u>		

Directors report Jan 20, 2026

- Still waiting to get the computers price and place the order.
- We were scheduled for a HUD inspection on the units for February 17th but I am on vacation and am waiting to hear if they can change the date or will do the inspection without my presence.
- The Christmas Party was attended by approx. 40 individuals. The meal provided by Syl's was good as always.
- The automatic door opener has been fixed and only cost us \$580 rather than the \$3200 quote to replace it.
- We had a RAC (Resident Advisory Committee) meeting to discuss the spending of 2026 Capital Funds with 4 residents attending. There were a few new ideas but the cost for them would come out of operation funds rather than Capital funds. One suggestion was to have two dumpsters. We would not get two dumpster but the cost of weekly pickup vs every other week would be from \$116.28 to \$200.22 plus the energy surcharges.

Bills for January 2026			
	<u>Expense to Acknowledged</u>	<u>Amount</u>	<u>Description of purchase</u>
Ck #			
echeck	Chase Ink-credit card	\$602.84	
Auto	Waste Management-Dumpster	\$131.23	dumpster
	Total	\$734.07	
	<u>Expenses to Approve</u>		
10131	Ontonagon Water Service	\$2,216.90	
10134	Specialty Sales	\$141.34	
10135	Snow Plow	\$60.00	Billy gone
10136	Ontonagon Telephone	\$124.87	
10137	Housing Authority Accounting	\$353.50	
10138	Hancock Bottling	\$412.00	
10139	U Save Ace Hardware	\$219.22	
10140	Semco	\$69.94	
10141	HD Supply	\$199.50	pallet of salt minus credit for damaged refrig
10142	A+ Pest Management	\$50.00	resident pickup
10143	Krist Oil Company	\$217.29	
10144	Wards Sales and Service	\$797.57	oil, filter and first time maintenace
10145	MML Workers Comp	\$18.00	Audit FY 2025
10146	Entrance Technologies	\$582.83	fix automatic door opener
10148	Nationwide Inv Services	\$2,187.89	Billy IRA
10149	Nationwide Inv Services	\$1,911.36	Karen IRA
10150	Patriot Disposal	\$735.00	
10151	Keweenaw Power & Lite	\$3,388.50	final payment on generator
echeck	UPPCO	\$10,668.74	
	Total	\$24,354.45	
	<u>Employee Expense-Gross</u>		
10129	Karen Jackson	\$2,204.00	12/16/25 to 12/31/25 (84 hrs)
10132	Karen Jackson	\$2,030.75	1/01/26 to 1/15/26 (77 hrs)
	Payroll taxes	\$323.96	for the month
10130	Billy Marks	\$2,646.69	12/16/25 to 12/31/25 (101.5 hrs 4.33 OT)
10133	Billy Marks	\$2,221.20	1/01/26 to 1/15/26 (88 hrs)
	Payroll taxes	\$372.39	for the month
	Total	\$9,798.99	
	Grand Total - Expenses	\$34,887.51	
	<u>Non-expense items</u>		
10147	Aflac	\$251.94	individual policy
	Total	\$251.94	

T C ELECTRIC

15909 Mission Rd.
PO BOX 32
BARAGA, MI 49908

Proposal

Date	Estimate #
12/15/2025	1437

Proposal to:
Ontonagon Housing Commission 100 Cane Court Cir. Ontonagon, MI 49958

Project

Item	Description	Total
Labor and Material	T C Electric is pleased to quote the following electrical project for the Ontonagon Housing Commission. Remove electric baseboard heaters and install outlets in the community room. Our work includes... Remove power to electric baseboards in community room that are no longer in use. Remove electric baseboard heaters. Provide and install boxes and run 1/2" cmt for new receptacles. Pull in wire and install 120 volt 15 amp outlets. Rewire circuits to provide power to outlets. plug in in ceiling	2,200.00

		Total	\$2,200.00
Acceptance of Proposal The above prices, specifications, and conditions are satisfactory and are hereby accepted.		(906) 896-0530	Accepted by: [Signature]
Signature	Date		