

**Ontonagon Village Housing Commission
Regular Meeting – Village Housing Community Room
5:15 PM, April 21, 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 March 24th, 2026
- 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. Preliminary budget
 - B. Procurement Policy
- 9) New Business
 - A. Executive Director review
- 10) Commissioners Comments
- 11) Announcements
- 12) Adjourn Meeting
Next regular meeting May 19th, 2026 @ 5:15 PM

Ontonagon Village Housing Commission
Regular Meeting 5:15 PM, Tuesday March 24th, 2026
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 March 24th, 2026. Present were Rich Ernest, Danielle Reath and Jim Kangas. Absent Robert Seid and absent but listening via telephone, was Sylvia Lehto. Also present was Secretary Karen Jackson.

Public Comment – None.

Approval of Agenda – Motion was made by D Reath, supported by J Kangas, to approve the agenda with the addition of New Business C. Approval of Procurement Policy updates. 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 February 10th as presented. All voting aye, motion carried.

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

Executive Directors Report –

- Inspection results. We received at 98 out of 100 on the NSPIRE inspection. The findings we had were for 2 kitchens being torn up for remodeling, a toilet seat missing in a unit we were turning over and a toilet that was loose at the base.
- Electrical work is done in community room
- I will be on vacation for two weeks, April 6 through April 17
- Computers are in and are being set up and should be installed this week.
- We won the eviction case due to the resident not attending the hearing. He has until the 19th to be moved out or a filing will be made to evict with a police escort.
- First 3 kitchens have been completed, they will start in full force Monday.
- Handed out the criteria for being a board member

Motion was made by J Kangas, supported by, 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 March, Aye – D Reath, J Kangas and R Ernest. Nay-none, motion carried.

Unfinished Business - None

New Business.

- Preliminary budget was presented and will be part of the public hearing in May
- Scheduled and posted the public hearing and annual meeting for May 19th, 2026
- Updates have been made to the Procurement Policy and will also be part of the Public Hearing in May

Commissioners Comments – none

Next Meeting date – April 21st, 2026 @ 5:15 PM.

Adjourn Meeting – Motion was made by D Reath, supported by J Kangas, to adjourn the meeting at 5:25 PM.

Chairperson

Date

Secretary

Date

DRAFT

Financial Report As of March 31, 2026

Financial Account balances

Citizens State Bank - Checking	0.00%	\$80,487.46	Citizen
Citizen Security Deposit Trust acct	0.00%	\$20,062.00	
ICS Citizen Account	3.50%	\$820,999.99	
Miners Money Market	1.30%	\$52,824.14	

Total of financial accounts **\$974,373.59**

Capital Funds Available

Capital Funds 2024			
Capital Funds 2025		\$25,770.30	

Total Capital funds available **\$25,770.30**

Total funds available **\$1,000,143.89**

Income

Rent collected		\$23,083.00	\$24,943.67
Security & Pet deposit		\$407.00	
Storage sheds-Gazebo		\$100.00	
Excess utility charge		\$74.93	
Late fee/Bank charges			
Community room		\$120.00	
stamps		\$35.10	
Misc		\$67.63	
laundry Machines		\$533.00	
Pop Machine		\$273.76	Balance \$
Snack Machine		\$249.25	Balance (\$)
Resident Advisory account			Balance \$176.57
interest		\$2,494.56	

eLOCCS draw of Operating funds \$7,122.00

eLOCCS draw CFP 2024 \$7,449.41

eLOCCS draw CFP 2025

Total income **\$42,009.64**

Total Expenses **\$41,742.97**

\$1958 new computers, \$9,807 heating system, extra payroll

Net Income **\$266.67**

Directors Report

- CFP funding for 2026 is \$143, 827. We will probably be able to add new stoves for Fred Glaser and Spence Ross.
- Cabinets are done. We will have to do a walk through before final payment is made.
- It ended up costing about 2, 000 in lawyer fees to evict plus about 1,500 in owed rent and other costs. Individual has until Wednesday to get his personal property, or it will be disposed of as we see fit.
- New computers are installed in my office and the resident one should be installed this week.

Bills for April 2026			
	Expense to Acknowledged	Amount	Description of purchase
Ck #			
echeck	Chase Ink-credit card	\$574.66	
Auto	ADP	\$64.96	
Auto	Waste Management-Dumpster	\$139.71	
Auto	Semco	\$21.73	
	Total	\$801.06	
	Expenses to Approve		
10212	Sherwin Williams	\$407.60	
10208	Specialty Sales	\$320.46	
10217	Krist Oil	\$137.99	
10207	Ontonagon Water Service	\$5,325.44	two months
10204	Burke Construction	\$10,000.00	
10205	Burke Construction	\$10,000.00	
10206	Burke Construction	\$10,000.00	
10216	Kendricks Bordeau	\$1,717.64	\$200 smoking policy, rest eviction
10209	Nan McKay	\$239.00	annual sub for ACOP
10210	Aflac	\$1,070.16	Billy short term dis, and life insurance
10215	U Save Ace Hardware	\$538.96	
10214	Housing Authority Accounting	\$256.20	
10211	Hancock Bottling	\$223.00	
10221	Ontonagon Telephone	\$122.53	
10220	Ont Herald	\$9.00	
10219	HDS	\$311.55	lazer checks
10213	Petty Cash	\$51.37	
10222	Patriot Disposal	\$735.00	
echeck	UPPCO	\$8,663.36	
	Total	\$50,129.26	
	Employee Expense-Gross		
10201	Karen Jackson	\$2,204.00	3/16/26 to 3/31/26 (84 hrs)
10203	Karen Jackson	\$2,030.75	04/01/26 to 4/15/26 (77 hrs)
	Payroll taxes	\$155.35	for the month
10200	Billy Marks	\$2,434.00	3/16/26 to 3/31/26 (80 hrs)
10202	Billy Marks	\$2,221.20	4/01/26 to 4/15/26 (88 hrs)
	Payroll taxes	\$169.92	for the month
	Total	\$7,011.22	
	Grand Total - Expenses	\$57,941.54	
	Non-expense items		
	Aflac	\$251.94	individual policy
10218	Total	\$251.94	

ONTONAGON VILLAGE HOUSING COMMISSION

BUDGET

Act #	Operating Income	FY 2020 (2019-2020)		FY 2021 (2020-2021)		FY 2022 (2021-2022)		FY 2023 (2022-2023)		FY 2024 (2023-2024)		FY 2025 (2024-2025)		FY 2026 (2025-2026)		Revised FY 2026 (2025-2026)		6 month in		FY 2027 (2025-2027)	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
3110	Unit Pents	\$ 237,205.00		\$ 243,279.00		\$ 250,560.00		\$ 266,902.00		\$ 281,399.00		\$ 294,137.20		\$ 295,000.00	\$ 295,000.00	\$ 295,000.00	\$ 295,000.00	\$ 295,000.00	\$ 148,050.00	\$ 297,000.00	
3120	Excess Utilities-	\$ 635.00		\$ 975.00		\$ 830.00		\$ 1,201.79		\$ 2,231.52		\$ 2,331.29		\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 1,483.56	\$ 2,200.00	
3690	Other Tenant like-line 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	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,212.44	\$ 1,500.00	
3401.1	HUD CFP to Operations	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
3401.2	HUD Operating Subsidy	\$ 99,983.00		\$ 116,043.00		\$ 127,233.00		\$ 126,492.00		\$ 126,862.00		\$ 124,637.00		\$ 107,484.00	\$ 107,484.00	\$ 107,484.00	\$ 107,484.00	\$ 107,484.00	\$ 56,971.00	\$ 94,846.00	x
3401.4	HUD Operating Subsidy	\$ 1,885.66		\$ 5,476.19		\$ 4,315.35		\$ 980.00		\$ 1,140.00		\$ 1,520.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,500.00	
3190	Other Rents-Comm Room	\$ 640.00		\$ 640.00		\$ 1,000.00		\$ 980.00		\$ 24,780.03		\$ 29,551.02		\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 14,575.44	\$ 27,000.00	
3610	Investment Interest	\$ 2,429.66		\$ 2,889.91		\$ 2,403.93		\$ 7,989.35		\$ 10,120.28		\$ 10,922.31		\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 8,090.21	\$ 13,500.00	
3690.1	Non-Tenant Income-Laundry, copy, pop/stamps, stamps/grant	\$ 54,851.97		\$ 175,320.98		\$ 18,469.31		\$ (208.09)		\$ (208.09)		\$ 9,500.75		\$ 444,884.00	\$ 444,884.00	\$ 444,884.00	\$ 444,884.00	\$ 444,884.00	\$ 233,302.65	\$ 437,546.00	
3690.2	Gain/Loss Disposal fixed asset	\$ 700.00		\$ 547.20		\$ -		\$ -		\$ -		\$ 474,753.06		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,300.00	\$ -	
	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	\$ 444,884.00	\$ 444,884.00	\$ 444,884.00	\$ 233,302.65	\$ 437,546.00	
Act #	Operating Expense	Actual		Actual		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	\$ 54,481.87	\$ 54,481.87	\$ 54,481.87	\$ 21,670.00	\$ 55,509.60	2%
4130	Legal Expense	\$ -		\$ 300.00		\$ -		\$ 2,310.00		\$ 195.00		\$ -		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00		
4140	Staff Training	\$ -		\$ -		\$ -		\$ 239.00		\$ 548.02		\$ 278.05		\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ -	\$ 250.00		
4150	Travel/Training	\$ -		\$ -		\$ 171.32		\$ 366.62		\$ 4467.00		\$ 4,467.00		\$ 5,750.00	\$ 5,750.00	\$ 5,750.00	\$ 5,750.00	\$ 2,646.00	\$ 5,250.00		
4170	Accounting-vaass monthly fee	\$ 3,933.83		\$ 3,858.43		\$ 3,969.94		\$ 4,000.66		\$ 4,467.00		\$ 4,467.00		\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,300.00	\$ 5,500.00	
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	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,300.00	\$ 5,500.00	
4182	Employee Benefits-Admin- payroll tax reliefment	\$ 5,969.49		\$ 6,996.72		\$ 6,681.80		\$ 7,129.17		\$ 7,236.36		\$ 7,385.25		\$ 8,286.41	\$ 8,286.41	\$ 8,286.41	\$ 8,286.41	\$ 1,679.76	\$ 8,447.25		
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	\$ 1,500.00	\$ 1,500.00	\$ 737.84	\$ 1,500.00		
4190.1	Publications	\$ 350.00		\$ 350.00		\$ -		\$ 140.00		\$ 1,157.00		\$ 239.00		\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ -	\$ 600.00		
4190.2	Membership & Dues	\$ 122.00		\$ 122.00		\$ 122.00		\$ 140.00		\$ 200.00		\$ 545.00		\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	XXX	
4190.3	Admin- Service Contracts	\$ 3,697.19		\$ 3,722.36		\$ 3,832.02		\$ 3,155.12		\$ 5,832.96		\$ 4,521.28		\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 4,310.53	\$ 7,500.00		
4190.4	Office Supplies	\$ 621.29		\$ 910.90		\$ 339.88		\$ 366.47		\$ 304.29		\$ 539.64		\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 2,694.80	\$ 5,300.00		
4190.5	Other-pop, stamps, stamps, org copies	\$ 2,279.28		\$ 5,246.93		\$ 2,644.72		\$ 1,560.92		\$ 1,884.79		\$ 3,147.76		\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 2,694.80	\$ 5,300.00		
4190.6	Advertising	\$ -		\$ 33.00		\$ 44.00		\$ 24.00		\$ 24.00		\$ 74.09		\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	\$ 150.00		
	TOTAL	\$ 54,943.97		\$ 67,688.98		\$ 66,772.13		\$ 71,193.28		\$ 75,060.66		\$ 75,152.62		\$ 87,168.28	\$ 87,168.28	\$ 87,168.28	\$ 87,168.28	\$ 87,168.28	\$ 39,038.93	\$ 92,006.85	
4220	Tenant Serv- Recreation-Thymaslogic	\$ 747.23		\$ 60.97		\$ 1,184.05		\$ 708.74		\$ 890.97		\$ 900.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 450.00	\$ 1,000.00		
	TOTAL	\$ 747.23		\$ 60.97		\$ 1,184.05		\$ 708.74		\$ 890.97		\$ 900.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 450.00	\$ 1,000.00		
	Utility Expenses	Actual		Actual		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	\$ 28,600.00	\$ 28,600.00	\$ 28,600.00	\$ 12,113.87	\$ 28,000.00	
4320	Electricity	\$ 75,202.43		\$ 70,480.18		\$ 67,994.83		\$ 63,985.28		\$ 71,231.58		\$ 76,842.59		\$ 62,000.00	\$ 62,000.00	\$ 62,000.00	\$ 62,000.00	\$ 32,704.52	\$ 77,000.00		
4330	Natural Gas (admin, water heater, generator)	\$ 520.13		\$ 564.00		\$ 802.53		\$ 780.02		\$ 671.48		\$ 507.00		\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 598.62	\$ 850.00		
4340	Propane	\$ 98,376.80		\$ 93,874.46		\$ 91,184.40		\$ 86,514.26		\$ 94,552.82		\$ 101,474.60		\$ 94,450.00	\$ 94,450.00	\$ 94,450.00	\$ 94,450.00	\$ 45,417.01	\$ 106,200.00		
	TOTAL	\$ 98,376.80		\$ 93,874.46		\$ 91,184.40		\$ 86,514.26		\$ 94,552.82		\$ 101,474.60		\$ 94,450.00	\$ 94,450.00	\$ 94,450.00	\$ 94,450.00	\$ 45,417.01	\$ 106,200.00		
	Ordinary Maintenance	Actual		Actual		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	\$ 57,821.46	\$ 57,821.46	\$ 57,821.46	\$ 24,701.89	\$ 62,351.00	2%
4410.4	Materials	\$ 17,993.48		\$ 16,432.55		\$ 21,808.52		\$ 17,886.03		\$ 13,533.65		\$ 20,637.07		\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 48,650.00	\$ 7,221.33	\$ 15,000.00	
4430.01	Garbage Removal	\$ 6,828.63		\$ 7,277.75		\$ 7,744.03		\$ 9,353.36		\$ 8,775.07		\$ 11,398.26		\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 5,431.06	\$ 11,000.00		
4430.2	HVAC Contracts	\$ 140.00		\$ -		\$ -		\$ 156.25		\$ 370.00		\$ -		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00		
4430.3	Snow Removal Contracts	\$ 50.00		\$ -		\$ 125.00		\$ -		\$ -		\$ -		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00		
4430.5	Landscape & Grounds Contracts	\$ 1,535.00		\$ 280.00		\$ 1,050.00		\$ 549.00		\$ -		\$ 287.50		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 5,164.68	\$ 1,000.00		
4430.6	Unit Turnaround Contracts	\$ 95.00		\$ 366.30		\$ 104.25		\$ 80.00		\$ 507.55		\$ 957.20		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00		
4430.7	Electrical Contracts	\$ 365.40		\$ 300.00		\$ 1,095.00		\$ 1,785.65		\$ 1,201.67		\$ -		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 625.00	\$ 1,000.00		
4430.8	Plumbing Contracts	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	
4430.9	Extermination Contract	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,840.00	\$ -	
4430.1	Janitorial Contracts	\$ 28.00		\$ -		\$ 28.00		\$ 89.70		\$ 89.70		\$ 105.01		\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ 500.00		
4430.11	Routine Maintenance Contracts	\$ 524.00		\$ 2,888.41		\$ 649.50		\$ 2,445.11		\$ 975.00		\$ 852.03		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00		
4430.12	Miscellaneous Contracts	\$ 8,233.33		\$ 8,619.54		\$ 8,733.47		\$ 8,994.13		\$ 8,866.01		\$ 9,214.28		\$ 9,221.12	\$ 9,221.12	\$ 9,221.12	\$ 9,221.12	\$ 2,687.85	\$ 9,374.00		
4433	Employee Benefits - payroll w/ retirement, life/disability	\$ 76,708.50		\$ 77,686.18		\$ 93,912.62		\$ 94,977.63		\$ 87,375.34		\$ 98,119.41		\$ 100,042.58	\$ 100,042.58	\$ 100,042.58	\$ 100,042.58	\$ 54,221.61	\$ 106,725.00		
	TOTAL	\$ 76,708.50		\$ 77,686.18		\$ 93,912.62															

	Current wage	1% Increase	1.5% Increase	2% Increase	2.5% Increase	3% Increase	3.5% Increase	4% Increase	4.5% Increase	5% Increase
Karen										
hourly (2080)	\$24.75	\$25.00	\$25.12	\$25.25	\$25.37	\$25.49	\$25.62	\$25.74	\$25.86	\$25.99
Annual	\$51,480.00	\$51,994.80	\$52,252.20	\$52,509.60	\$52,767.00	\$53,024.40	\$53,281.80	\$53,539.20	\$53,796.60	\$54,054.00
extra pay	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Wage	\$54,480.00	\$54,994.80	\$55,252.20	\$55,509.60	\$55,767.00	\$56,024.40	\$56,281.80	\$56,539.20	\$56,796.60	\$57,054.00
IRA (8%)	\$4,118.40	\$4,159.58	\$4,180.18	\$4,200.77	\$4,221.36	\$4,241.95	\$4,262.54	\$4,283.14	\$4,303.73	\$4,324.32
FICA (7.65%)	\$4,167.72	\$4,207.10	\$4,226.79	\$4,246.48	\$4,266.18	\$4,285.87	\$4,305.56	\$4,325.25	\$4,344.94	\$4,364.63
Benefits	\$8,286.12	\$8,366.69	\$8,406.97	\$8,447.25	\$8,487.54	\$8,527.82	\$8,568.10	\$8,608.38	\$8,648.67	\$8,688.95
Total	\$62,766.12	\$63,361.49	\$63,659.17	\$63,956.85	\$64,254.54	\$64,552.22	\$64,849.90	\$65,147.58	\$65,445.27	\$65,742.95
Billy										
Hourly (2080)	\$22.40	\$22.62	\$22.74	\$22.85	\$22.96	\$23.07	\$23.18	\$23.30	\$23.41	\$23.52
Annual	\$46,592.00	\$47,057.92	\$47,290.88	\$47,523.84	\$47,756.80	\$47,989.76	\$48,222.72	\$48,455.68	\$48,688.64	\$48,921.60
extra pay	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Longevity (4%)	\$1,863.68	\$1,882.32	\$1,891.64	\$1,900.95	\$1,910.27	\$1,919.59	\$1,928.91	\$1,938.23	\$1,947.55	\$1,956.87
Wage-No OT	\$54,455.68	\$54,940.24	\$55,182.52	\$55,424.79	\$55,667.07	\$55,909.35	\$56,151.63	\$56,393.91	\$56,776.63	\$57,019.58
OT (100 hrs)	\$3,360.00	\$3,393.60	\$3,410.40	\$3,427.20	\$3,444.00	\$3,460.80	\$3,477.60	\$3,494.40	\$3,511.20	\$3,528.00
Wage	\$57,815.68	\$58,333.84	\$58,592.92	\$58,851.99	\$59,111.07	\$59,370.15	\$59,629.23	\$59,888.31	\$60,287.83	\$60,547.58
IRA (8%)	\$3,727.36	\$3,764.63	\$3,783.27	\$3,801.91	\$3,820.54	\$3,839.18	\$3,857.82	\$3,876.45	\$4,175.99	\$4,195.97
Life/Dis (set)	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00	\$1,070.00
FICA (7.65%)	\$4,422.90	\$4,462.54	\$4,482.36	\$4,502.18	\$4,522.00	\$4,541.82	\$4,561.64	\$4,581.46	\$4,612.02	\$4,631.89
Benefits	\$9,220.26	\$9,297.17	\$9,335.63	\$9,374.08	\$9,412.54	\$9,451.00	\$9,489.45	\$9,527.91	\$9,588.01	\$9,897.86
Total	\$67,035.94	\$67,631.01	\$67,928.54	\$68,226.08	\$68,523.61	\$68,821.15	\$69,118.68	\$69,416.22	\$70,145.84	\$70,445.44

INFORMAL PROCUREMENT METHODS

For any amounts above the petty cash ceiling, but not exceeding \$350,000, the ONTONAGON VILLAGE HOUSNG COMMISSION may use simplified acquisitions procedures. Under informal procurement methods, the ONTONAGON VILLAGE HOUSNG COMMISSION shall obtain a reasonable number of quotes (preferably three); however, for purchases of less than \$15,000 for goods and services, also known as micro-purchases, only one quote is required provided the quote is considered reasonable. To the greatest extent feasible, and to promote competition, informal procurements should be distributed among qualified sources. Quotes may be obtained orally (either in person or by phone), by fax, in writing, or through e-procurement. Award shall be made to the qualified vendor that provides the best value to the ONTONAGON VILLAGE HOUSNG COMMISSION. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. The ONTONAGON VILLAGE HOUSNG COMMISSION shall not break down requirements aggregating more than the simplified acquisition threshold (or the micro-purchase threshold) into several purchases that are less than the applicable threshold merely to: (1) permit use of the simplified acquisitions procedures or (2) avoid any requirements that applies to purchases that exceed the micro-purchase threshold.

SEALED BIDS

Sealed bidding shall be used for all contracts that exceed the simplified acquisition threshold and that are not competitive proposals or non-competitive proposals as these terms are defined in this document. Under sealed bids, the ONTONAGON VILLAGE HOUSNG COMMISSION publicly solicits bids and awards a firm fixed-price contract (lump sum or unit price) to the responsible bidder whose bid, conforming with all the material terms and conditions of the Invitation for Bid (IFB), is the lowest in price. Sealed bidding is the preferred method for procuring construction, supply, and non-complex service contracts that are expected to exceed \$350,000.

Conditions for Using Sealed Bids. ONTONAGON VILLAGE HOUSNG COMMISSION shall use the sealed bid method if the following conditions are present: a complete, adequate, and realistic statement of work, specification, or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the contract can be awarded based on a firm fixed price; and the selection of the successful bidder can be made principally on the lowest price.

Solicitation and Receipt of Bids. An IFB is issued which includes the specifications and all contractual terms and conditions applicable to the procurement, and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the solicitation. The IFB must state the time and place for both receiving the bids and the public bid opening. All bids received will be date and time-stamped and stored unopened in a secure place until the public bid opening. A bidder may withdraw the bid at any time prior to the bid opening.

Bid Opening and Award. Bids shall be opened publicly. All bids received shall be recorded on an abstract (tabulation) of bids and then made available for public inspection. If equal low bids are received from responsible bidders, selection shall be made by drawing lots or other similar random method. The method for doing this shall be stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless the price can be determined to be reasonable based on a cost or price analysis.

Leadership Performance Evaluation

ED Name: Karen Jackson Date:

For the following questions, please rate the Executive Director's job performance for the past year

Section 1: Leadership					
Please rate the Executive Director's mastery of modeling core values and mission, vision, continuous improvement, empowering others, and community leadership.	Exceptional	Good	Improvement Needed	Unacceptable	Don't Know
<p>Modeling Core Values:</p> <ul style="list-style-type: none"> Clearly articulates and models the organization's values and mission to the staff, board, funders, consumers and the community <p>Vision:</p> <ul style="list-style-type: none"> Shares her/his vision for X organization and inspires visionary thinking and action in others consistent with the mission <p>Continuous Improvement:</p> <ul style="list-style-type: none"> Seeks, evaluates and acts upon opportunities for innovation to change, grow and improve <p>Community Leadership:</p> <ul style="list-style-type: none"> Identifies, develops, and maintains the key relationships in the community necessary to support an effective organization 					
Section 2: Management Performance					
Please rate the Executive Director's performance in the following management areas of human resources, financial, philanthropy/fund development and governance:	Exceptional	Good	Needs Improvement	Unacceptable	Don't Know
<p>Human Resources:</p> <ul style="list-style-type: none"> Recruits, develops and retains a capable staff and manages its performance effectively through clear job descriptions, periodic feedback, training, and performance reviews Manages the development and retention of community volunteers necessary to achieve the organization's mission <p>Finance:</p> <ul style="list-style-type: none"> Works with the staff, finance committee and the board to prepare budgets, monitor progress, and initiate changes (to operations and/or to budgets), as appropriate Assures adequate control and accounting of all funds, including maintaining sound financial practices, and complying with all laws <p>Governance:</p> <ul style="list-style-type: none"> Works with the board to develop strategies for achieving the mission, goals and financial viability of the organization Provides suitable and timely information to the board about key issues for discussion, analysis and decision making that allows the board to set the agenda and focus of meetings 					
Section 3: Goals and Performance improvement plan					