

Higgins Lake Utility Authority
Beaver Creek Township Hall
Special Meeting Minutes
June 21, 2019

The meeting was called to order by Chairperson Cook at 1:01 p.m.

The Pledge of Allegiance was recited.

Roll call: Present: Cook, English, Van Nuck, Earley and Keipert. Absent: None

Motion by Van Nuck, second by Earley, **CARRIED** to approve the agenda. Yeas: All Nays: None

The purpose of this special meeting was to Discuss the 2019-2020 budget and ER&R future funding.

Motion by Keipert, second by Van Nuck, **CARRIED** to add an ER&R fee of \$35.00 Per quarter starting with the July 2019 invoices. ER&R fee will be reviewed annually during budget discussions. Roll Call Vote Yeas: 3 Nays: 2 (Cook, Earley).

Motion by Van Nuck, second by English, **CARRIED** to add a rate increase message to the July and October 2019 invoices and to the website. The chairperson and the Secretary together will have the authority to change the language to fit the invoices. Yeas: All Nays: None

- Motion by Van Nuck, second by English, **CARRIED** to change the description on Income 537.608 and Expense 537.729 to Equipment Replacement & Repair. Yeas: All Nays: None
- Motion by Van Nuck, second by English **CARRIED** to approve the 2019-2020 budget with the following changes, Income 537.608 – Equipment Replacement & Repair \$56,700.00, Expense 537.729 Equipment Replacement & Repair \$56,700 and Expense Miscellaneous Expense O&M \$12,060 with a balanced budget. Yeas: All Nays: None

Public Comment:

Meeting adjourned 1:49 pm

Respectfully submitted

Paul Tatro
Business Manager

Doug Keipert
Secretary

\$35.00 x 405 x 4 = \$56,700.00
\$42.50 x 405 x 4 = \$68,850.00
\$50.00 x 405 x 4 = \$81,000.00
\$71.00 x 405 x 4 = \$115,020.00

\$42.50 x 405 x 3 = \$51,637.50

\$158,290.90 + \$51,637.50 = \$209,928.40 in 1 year
\$209,928.40 + (\$68,850.00 x 2) = \$347,628.40 3yrs
\$209,928.40 + (\$68,850.00 x 4) = \$485,328.40 5yrs
\$209,928.40 + (\$68,850.00 x 9) = \$829,578.40 10yrs

Motion by _____ supported by _____ to add an ER&R Fee of \$0.00 to the July 2019 invoices.

Roll Call Vote: _____ Motion _____

Motion by _____ supported by _____ to change the ER&R Fee to \$ _____ per quarter per user, starting with the October 2019 invoices.

Roll Call Vote: _____ Motion _____

Rate increase message:

After 10 years of operation, the HLUA O&M Fee of \$105.00 is no longer able to support saving for Future Equipment Replacement costs. The O&M Fee will remain at \$105.00 per quarter per user. Beginning with the October 2019 quarterly invoices, a new ER&R Fee of \$ _____ per quarter per user will be added. The ER&R Fee will only be used for Equipment Replacement and Repair costs. The O&M Fee and ER&R Fee will be reviewed each year at budget time to determine if changes are needed.

Motion by _____ supported by _____ to add rate increase message to the July 2019 invoices, October 2019 invoices, and HLUA website. The Chairperson and Secretary together will have the authority to change the language to fit the invoices.

Yeas: _____ Nays: _____ Motion _____

Motion by _____ supported by _____ to keep the O&M Fee at \$105.00 per quarter per user.

Roll Call Vote: _____ Motion _____

Income 537.608 - Equip Replace & Reserve (Equipment Replacement & Repair)
Expense 537.729 - Equipment Replacement Reserve (Equipment Replacement & Repair)

Motion by _____ supported by _____ to approve the 2019-2020 Budget with the following changes, Income 537.608 - Equip Replace & Reserve \$ _____, Expense 537.729 - Equipment Replacement Reserve \$ _____, and Expense 537.959 - Miscellaneous Expense-O&M \$12,060.00.

Roll Call Vote: _____ Motion _____

Higgins Lake Utilities Authority
Profit & Loss Budget Overview
 July 2019 through June 2020

	Jul '19 - Jun 20
Ordinary Income/Expense	
Income	
537.607 · Sewer Fees	170,100.00
537.608 · Equip Replace & Reserve	0.00
537.609 · Delinquent Sewer Fees	2,000.00
537.664 · Interest-O&M	100.00
537.671 · Misc Income-O&M	200.00
537.672 · Bad Check Charges	10.00
Total Income	172,410.00
Expense	
537.153 · Office Equipment	0.00
537.701 · Wages	0.00
537.710 · Per Diem	1,500.00
537.726 · Office Supplies	250.00
537.727 · Equipment Purchases-Large	0.00
537.728 · Equipment Purchases-Small	0.00
537.729 · Equipment Replacement Reserve	0.00
537.735 · Operating Supplies	100.00
537.801 · Legal & Professional	2,000.00
537.802 · Contractual Services-Operations	60,000.00
537.803 · Insurance	3,300.00
537.804 · Contractual-Administrative	28,800.00
537.805 · Contract-Repairs	0.00
537.806 · Contract-Audit Fees	2,150.00
537.850 · Telephone & Internet	1,200.00
537.900 · Printing & Publishing	300.00
537.920 · Utilities	49,000.00
537.940 · Office Rent	4,200.00
537.955 · Education, Dues & Subscriptions	900.00
537.956 · Computer Hardware & Software	2,000.00
537.957 · Permits & Fees	3,650.00
537.958 · Postage	1,000.00
Total Expense	160,350.00
Net Ordinary Income	12,060.00
Net Income	12,060.00

HIGGINS LAKE UTILITIES AUTHORITY
PO BOX 437
HIGGINS LAKE, MI 48627-0437
(989) 745-3755

Service Address: 106 CASTNER LEGION DRIVE
Parcel Number: 007-940-167-0000

SEWER BILL

COOK BRIAN R ETAL
106 CASTNER LEGION DRIVE
ROSCOMMON, MI 48653

Amount Due Prior to Due Date:

\$105.00

Payment Due By:

04/30/2019

Amount Due After Due Date:

\$110.25

PAYMENT MUST BE RECEIVED BY 2 PM ON DUE DATE
Please allow 5 days for mail to reach this office
Please Detach and Return This Part With Your Payment

Keep This Statement For Your Records

Service Address: 106 CASTNER LEGION DRIVE

Parcel Number: 007-940-167-0000

Make checks payable to: **Higgins Lake Utilities Authority (HLUA)**
Please do not staple check to payment stub.

Code	Amount
PB	\$0.00
SW	\$105.00
	-

TOTAL DUE **\$105.00**

PLEASE NOTIFY THE HLUA DIRECTLY OF ADDRESS AND/OR OWNER CHANGES

PO BOX 437 HIGGINS LAKE MI 48627-0437

CONTACT BUSINESS MANAGER PAUL TATRO 989-745-3755

DUE DATE **04/30/2019**

CONTACT EMERGENCY SERVICE AND REPAIRS 989-745-4314 WEBSITE: WWW.HLUA.ORG

*****IMPORTANT REMINDERS*****

Do not flush wipes of any kind or paper towel, even if the label claims the product is flushable

Please remember to keep pump station covers clear of debris. This helps to keep the moisture out and to prevent freeze ups.

Explanation of Codes

PB - Previous Balance

SW - Sewer Flat

NS - NSF Fee

5% late fee charged on accounts not paid by DUE DATE

If due date falls on a weekend or holiday, payments accepted on next business day

Charges more than 3 months delinquent as of August 1 become a lien against the property and are placed on the December tax roll