

Higgins Lake Utilities Authority
Meeting by Teleconference Call
Regular Meeting Minutes
January 7, 2021

The meeting was called to order by Chairperson Keipert at 10:00 am.

Roll call: All present, except open 50/50 position.

Motion by King, second by Riley, **CARRIED** to approve the agenda as presented. Yeas: All Nays: None.

Motion by Riley, second by King, **CARRIED** to approve the minutes from the December 3, 2020 regular meeting. Yeas: All Nays: None.

OPERATIONS REPORT: There were 2 service calls and 1 Miss Digs for the month of December 2020. There was a discussion about new posts needed for the alarm panels. There was a discussion about needing to order more new grinder pumps in the spring.

TREASURER'S REPORT: Motion by Cook, second by King, **CARRIED** to approve the treasurer's reports for December 2020. Yeas: All Nays: None.

ACCOUNTS PAYABLE: Motion by Cook, second by Riley, **CARRIED** to approve the accounts payable for January 2021. Roll Call vote: Yeas: All Nays: None.

ADMINISTRATOR REPORT: Anita stated that our office lease ends February 14, 2021. Need of additional storage space was discussed. Lease for current office space and additional storage space would be about \$350.00 per month at our current location. Approval of new lease will take place at our February 4, 2021 Board meeting.

CORRESPONDENCE: None.

OLD BUSINESS: None.

NEW BUSINESS:

Motion by Cook, second by Riley, **CARRIED** to approve Doug Keipert, Brian Cook, and Bill King as signatories on all TCF Bank accounts. Yeas: All Nays: None.

Motion by Cook, second by King, **CARRIED** to approve Anita Hazelton, Vivian Balmes, and Lee Riley to have view access to all TCF Bank accounts. Yeas: All Nays: None.

Motion by Keipert, second by King, **CARRIED** to approve a new administrative contract with CTC Services, LLC for 2 years at \$16,000.00 per year. Roll Call Vote: Yeas: All Nays: None.

Annual Audit 2019-2020: Keipert discussed some corrections needed on our annual audit. On page 10, Board make up needs to be updated. On page 14, note F, should be Beaver Creek and Lyon Township, not just Lyon Township. King would like Jim Anderson on our February 4, 2021 Board meeting to discuss the audit.

MEMBER COMMENTS: Riley discussed when posting public notice about having a Board meeting by teleconference, we also update the meeting schedule on our website to reflect the meeting being held by teleconference.

PUBLIC COMMENTS: None.

Motion by King, second by Riley, **CARRIED** to adjourn the meeting. Yeas: All Nays: None.
Meeting adjourned at 10:24 am.

Respectfully submitted,
Brian Cook
HLUA Secretary