

Higgins Lake Utilities Authority
Beaver Creek Township Hall
Regular Meeting Minutes
October 13, 2022

The meeting was called to order by Chairperson Keipert at 4:00 pm.

Roll call: Present: Doug Keipert, Brian Cook, and Bill King. Absent: Lee Riley and open 50/50 position.

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

Motion by King, second by Keipert, **CARRIED** to approve the minutes from the September 8, 2022 regular meeting. Yeas: All Nays: None.

OPERATIONS REPORT: There was 2 service calls and 3 Miss Digs for the month of September 2022.

TREASURER'S REPORT: Motion by Cook, second by Keipert, **CARRIED** to approve the treasurer's reports for September 2022. Yeas: All Nays: None.

ACCOUNTS PAYABLE: Motion by King, second by Keipert, **CARRIED** to approve the accounts payable for October 2022, in the amount of \$13,104.25. Roll Call vote: Yeas: All Nays: None.

ADMINISTRATOR REPORT: Annual Audited Financial Statement has been completed. Nothing to report, audit had no issues.

CORRESPONDENCE: Fall MRWA review classes letter.

OLD BUSINESS: None.

NEW BUSINESS: Discussed Administrative contract renewal. Contract expires on December 31, 2022. We proposed a 10% increase and an 18-month contract to align with our fiscal year. Admin asked for a 10% increase and a 12-month contract. Discussed getting two credit cards, one for Administration and one for Operations. The Operations credit card should have a credit limit of \$25,000.00 and in Brian Cooks name. The Administration credit card credit limit and name, will be decided at our next board meeting. Received an email about Risk Reduction Grants being offered by the State of Michigan.

MEMBER COMMENTS: None.

PUBLIC COMMENTS: None.

Motion by Cook, second by King, **CARRIED** to adjourn the meeting. Yeas: All Nays: None.
Meeting adjourned at 4:59 pm.

Respectfully submitted,
Brian Cook
HLUA Secretary