

Northport/Leelanau Township Utilities Authority

116 W. Nagonaba, PO Box 158

Northport, MI 49670

Draft Minutes

January 15, 2019

Regular Meeting

I. CALL TO ORDER

Chairperson, Barb Von Voigtlander called the meeting to order at 9:30 AM in the Village conference room.

II. ROLL CALL

Board Members **Present:** Barb Von Voigtlander, Tim Overdier, Bob Featherly and Gary Fredrickson

Staff Present: Joni Scott, Chris Holton,

Mark Huggard, and Andy Campbell, Umbaugh and Associates

Public Present: Tom Gremel and Hugh Cook

III. APPROVAL OF BOARD MEETING MINUTES

The October 16, 2018 regular meeting minutes were accepted as presented.

V. PUBLIC COMMENT

None.

VI. PAYMENT OF BILLS

Bob Featherly **Moved, Supported by** Gary Fredrickson to approve the bills to be paid for the month of November in the amount of \$48,676.50

Roll Call Vote Yeas (4) Nays (0) Absent (0) **Motion Approved.**

Gary Fredrickson **Moved, Supported by** Bob Featherly to approve the bills to be paid for the month of December in the amount of \$32,048.58
Roll Call Vote Yeas (4) Nays (0) Absent (0) **Motion Approved.**

Gary Fredrickson **Moved, Supported by** Tim Overdier to approve the bills to be paid for the month of January in the amount of \$18,806.02
Roll Call Vote Yeas (4) Nays (0) Absent (0) **Motion Approved.**

VII. STAFF REPORTS

A. Superintendent's Report

Superintendent Chris Holton reported a power outage on New Years Eve at the Northport Point Lift Station and the Seventh Street Lift Station. Holton explained how he and Mark Huggard had to mand the generator between both pump stations. Clerk Scott mentioned that the Authority may want to look at pricing a permanent generator for the Northport Lift Station.

B. Treasurer/Clerk Report

Joni Scott provided a financial report for the months of October, November and December.

The Treasurers report was accepted as presented.

C. Treatment Plant Operator Report

Mark Huggard reported on the New Years Eve power outages at the Northport Point Lift Station and the Seventh Street Lift Station.

VIII. COMMITTEE REPORTS

A. Umbaugh presentation on SAW grant, CIP

Andy Campbell from Umbaugh and Associates provided a presentation on the Capital Improvement Plan and a financial analysis of the Authority.

The analysis recommended a 2.25% increase in operations and maintenance fees to support the CIP for upcoming years. The Board also had a discussion about costs included in the 20 year CIP and the potential need for a bond.

IX. CORRESPONDENCE

None

X. DISCUSSION & ACTION ITEMS

A. Increase in quarterly fees based on CIP

Tim Overdier **Moved, Supported by** Bob Featherly to approve an increase in operations and maintenance fees of \$5 per REU per quarter commencing with the April 2019 quarterly billing.

Roll Call Vote: Yeas (4) Nays (0) **Motion Approved.**

B. Adoption of draft budget:

Bob Featherly **Moved, Supported by** Tim Overdier to adopt the Budget for the 2019-20 fiscal year end.

Roll Call Vote: Yeas (4) Nays (0) **Motion Approved.**

C. Adopt Schedule of Meeting dates:

Gary Fredrickson **Moved, Supported by** Tim Overdier to adopt the quarterly meeting schedule provided.

Roll Call Vote: Yeas (4) Nays (0) **Motion Approved.**

D. Appoint a temporary acting Chair:

Chair Barb Von Voigtlander explained that she was unsure how the appointments for Village representative would go. Therefore, she asked the Board to name an acting Chair.

Bob Featherly nominated Tim Overdier to serve as an acting Chair until the next Board meeting in April if needed. The Board agreed by consensus.

VIII. PUBLIC COMMENT

None.

IX. MEMBER COMMENTS

Tim Overdier commended Jacobs on their great work and Thanked Nathan for his presentation to the Cracker Barrel.

The Board also had a discussion with Mark Huggard about doing a power point presentation for the website and also the need for an informational brochure. Mark Huggard offered to provide the Board with some language and suggestions for the next meeting.

X. ADJOURNMENT

Bob Featherly **Moved, Supported by** Gary Fredrickson to adjourn the meeting at 11:25 am. Motion Approved.

The next Authority meeting will be an Annual meeting followed by a regular meeting held on April 16, 2019, in the Village meeting room at 7:00 pm.

Joni L. Scott,
Treasurer

