

# **Hickory Lake Campground Cooperative Association**

## **Board Meeting Agenda**

Date: July 22, 2023

Time: 10:00 AM

Type of Meeting: Regular Monthly

Meeting Facilitator: Jim Apple

Invitees: Jim Apple, Tara Bubar, Scott Bjork, Sean Brown, Troy Shafer

Attendees: Jim Apple, Tara Bubar, Scott Bjork, Troy Shafer, Sean Brown

**1. Call to order:** Meeting was called to order at 10:04 by Jim Apple

**2. Lot Alteration Request**

a. Site 50

Approved 5-0

**3. Erickson Application for Membership**

Approve 5-0

**4. Treasury Report (Scott)**

a. Current Balances

i. Operating Fund

ii. Operating Reserves

iii. Capital Fund

iv. Accounts Payable

v. Account Receivable

b. Financial Summary

c. 2024 Budget thoughts

i. Docks/Slips

Declarations Article II, Section 7(b)

Money that is generated by the docks goes to the docks first and then extra money goes to the general fund.

ii. Mowing

Idea to use Aitkin High School to complete the mowing. Will come up with an amount in future if we decide to go that way. If we would go that way then we can look at other options for caretakers and their responsibilities.

Company that was willing to contract mowing was \$900 per week for the season which equates to around \$22,800.

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Scott will work on capital plan so that board can look at it next month.

### **5. Insurance**

- a. Open claims
  - i. No change from last month in regards to previous open claims
  - ii. Work comp settlement accepted, no further updates

### **6. Gate**

- a. Work is completed

### **7. WiFi**

- a. Broken cable back to Boldenows repaired
- b. Network speed limits policies have not been automatically enforced, over the holiday weekend only 25% of available bandwidth was used.
- c. Problems seem to be internal to the campground.
- d. For the people having some issues, it seems like it might be an issue with Roku.  
Jim A will continue working on the issue

### **8. Pool**

- a. Pool was closed for a few days due to a fecal incident
- b. Camera, \$187?  
No for now

### **9. Impervious Surface Documentation**

- a. Summary document in Board Policies and Procedures folder on Google Drive

### **10. MDH Inspection**

- a. No issues noted that need immediate action
  - i. Replace pool drain covers next spring
  - ii. Old well still needs to be capped.  
A certified well driller needs to to this and around \$2000

### **11. Aitkin County Planning and Zoning**

- a. Permit issuance is two weeks behind

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- b. Violations are reported to campground  
Walkthrough will happen at some time in the future.
- c. Setbacks
  - i. 1,2,3,4,5,6 have a variance- 20 foot setback from property line
  - ii. Everything else is 30 foot
- d. Beach sand
  - i. Lake Setback Survey Map
  - ii. DNR has jurisdiction below OHWL
    - 1. Can only add sand once, no records kept (Karen McLellan, DNR)
    - 2. 6 inches thick and cover only 10 foot from OHWL towards lake
    - 3. [Sand Blanket DNR Factsheet](#)
  - iii. Aitkin County has jurisdiction above OHWL, 30 cubic yard limit above OHWL, can only be added once.
    - 1. Not approving new sand blankets or beach areas
    - 2. [2023 Aitkin County Shoreland District Summary](#)
- e. Broken culvert - Henry Englund, Aitkin wetlands specialist, is checking on who is responsible and possible repair or removal.

### **12. Email request on slip allocation and docks**

There are 5 on the waiting list right now

No changes to the current rule for right now

### **13. Employee Discussion**

- a. Drug/Alcohol Policy  
When do hours start and end
- b. Employment Agreements  
Scott B. wants Phaedra to look over our employee contracts for legal purposes. For now, Jim A. will talk with Jodi B. who works in HR to possibly look over current employee agreement and get her thoughts. Scott B. will go back and pay Terry for his salaried contract. There were some weeks he did not get paid for 40 hours and some weeks he was paid over time.
- c. Caretaker in house discussion  
There are a lot of legal things that will need to be looked at. Employment attorney would need to come up with an agreement.

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Contract would be from May 1- April 30.

Board discussed it may be beneficial to have a caretaker year round at the same salary as the summer, but able to live in the house. The caretaker would pay for utilities.

Coming from a money standpoint, it would not cost more per Scott B.

No final decision has been made. Will continue to have discussion at the next board meeting.

### **14. Membership Meetings**

- a. Request from a member to return to an in person annual meeting.  
Jim A. will come up on Wed., Oct. 11 for people that would want to attend an in person meeting.
- b. Request from a member for a special meeting prior to end of season  
The board does not think a special meeting is necessary at this time  
If membership wants a special meeting, per HLCCA Bylaws, The president will call a special meeting within 60 days upon the president's receipt of a written demand for a special meeting from not less than twenty percent of the Members. The demand must state the purpose for which the special meeting is to be held.

### **15. Survey Results**

- a. Action/Discussion Items
- b. eMail follow up  
Jim A. will send a follow up email with results and what the plan is going forward.

### **16. Succession Planning**

Coming up with what happens if Jim A. does not re-run or does not get re-elected.

Would we expect a new member to step in as president?

Would most likely need to be a current member at large.

Scott B. also stated that he is going to have an accountant give him a price for how much it would be to do daily/monthly books in case any future treasurer does not have a background in accounting.

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### **17. Volunteer/Employee To-Do Lists**

- a. To Do List for employees and volunteers
  - Updates to reflect that priority is pool, grounds, house/projects
  - Daily and weekly tasks added
- b. If you see something that needs to be done, add it to the list. Staff checks the list daily.

### **18. Other / Closing Topics**

- a. Meter on Lot 46 not working, Boyd needs to install.
  - Scott B. will connect with Boyd
- b. Gutters for Gathering Room - August
- c. Group/individual text messages
  - i. If something is too in depth, any board member can ask for a special board meeting.
- d. CD discussion tabled

### **19. Prior Actions of the Board (Informational)**

- a. Approve lot 8 and 9 deck (Benoit)
- b. Approve lot 20 rock (DeHaan)

### **20. Other Items:**

- a. Dock slips
  - Suggested to move the south slips to the north slip dock. Decided there was not enough space to do so.
  - Jim A. and Sean B. will switch boat slips.
  - DNR was contacted by Jim A. and they confirmed we cannot clear weeds where we don't have the permit.
- b. Member verbally attacking board member Jim Apple
  - Scott B. made a motion to have written warning to a member for verbally attacking Jim Apple outside of official duties of board meeting. Second by Sean Brown
  - Vote 3-1 with Troy Shafer voting no and Jim Apple abstaining. Motion passes 3-1. Scott B. will write a draft.

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### **21. Save the dates 2023 Schedule (Informational)**

- a. All annual dates have been added to the board calendar with reminders set
- b. Board Meeting 8/20/23 @ HLCCA 10:00 AM
- c. Board Meeting 9/17/23 @ HLCCA 10:00 AM
- d. Docks out 10/7/23
- e. Board Meeting 10/8/23 @ HLCCA 10:00 AM
- f. Owners Annual Meeting tentative 10/11/23 7:00 PM Virtual(google meet)
- g. Water off to sites 10/14/23
- h. Fall clean up tentative 10/21/23
- i. Water off to shower house TBD
- j. Garbage service suspend after 10/27/23 pick up
- k. Wifi speed turned down, 10/30/23
- l. Election 11/6/23 - 11/20/23
- m. Organizational Meeting/Board Meeting 12/13/23

**22. Adjourn:** Troy motioned and Jim Apple seconded that the meeting be adjourned. All were in favor. Meeting adjourned at 12:12PM

Respectfully submitted,  
Tara Bubar