

Hickory Lake Campground Cooperative Association

Board Meeting Agenda

Date: September 17, 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, Sean Brown, Troy Shafer

1. Call to order: Meeting was called to order at 10:00 by Jim Apple

2. Consent Agenda

- a. Rental application Site 54
 - i. Approve 5-0
- b. Posting of prior minutes
 - i. Redact confidential information from the 8/27 meeting prior to posting
 - 1. Approve 5-0

3. Insurance

- a. Open claims
 - i. Work comp claim update, fight appears to be over attorneys fees
- b. General Policy for 2024 went up \$542
 - i. Statement of values, make changes, notify of updates to house?
 - 1. Will update the electric, plumbing, and heat
 - ii. Changes
 - 1. None, nothing we can change
 - iii. Meet with Mark
 - 1. Don't feel the need right now
 - 2. Will let Mark go ahead with the changes to electric, plumbing, and heat.

4. Treasury Report (Scott)

- a. Current Balances
 - i. Operating Fund
 - ii. Operating Reserves
 - iii. Capital Fund
 - iv. Accounts Payable
 - v. Account Receivable

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1. Still waiting on a few sites for Q3 dues.
- b. Financial Summary
 - i. Operating balance: \$26,239
 - ii. Operating reserve: \$10,925.52
 - iii. Capital Reserve: \$13,231
- c. Capital Plan
- d. Fall clean up \$500 for basketball team
- e. Docks out \$500 for basketball team

5. Retaining Wall

- a. We do have enough in capital to do the retaining wall this fall if we choose.
- b. Bids
 - i. Sean, \$44,000 bid does come with a 5 year warranty and he likes that.
 - ii. Jim, boulder wall- electric and sewer does not need to be moved.
 - iii. Confirm with boulder wall to make sure we have at least 1 year warranty
 - iv. Question about type of boulder wall
 1. Will use larger and smaller boulders depending on size needed
 2. Request pictures of previous wall contractor has done so we can see what it generally looks like.
 - v. Jim will call tomorrow to get questions answered and the board will vote on the 3 different bids after information about the boulder wall is received.

6. Slips

- a. Written lease agreements for 2024
 - i. Will reflect lease of 2023
 - ii. Will be sent out in spring
 - iii. Slips are not inheritable assets
 1. Motion to approve, 5-0 for the above
- b. Repairing the boat slip dock section that is being held together by chains.
 - i. Section would need to be removed from the rest of the dock and brought to the shop area to get fixed.
 1. Either use our welder or rent a welder to fix it.
 - ii. Will take a look at the section once we get the docks out to see if it can get fixed this year while Mike is still working.

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- c. Possibility of putting in an extra ramp on the boat dock to extend docks a little to help with low water year.

7. Annual Meeting

- a. Agenda ready by next board meeting
- b. 2024 Budget
 - i. Added \$1,000 to insurance.
 - 1. We are not sure what workers comp claim is going to do to our rates
 - ii. Weed control
 - 1. Removed puck pellets and PLM
 - a. These are not working like we would like them to for the cost
 - 2. Included getting a turbo blaster to better control weeds
 - iii. Septic
 - 1. Budgeted for 3 pumps a year
 - a. Every year something happens
 - iv. 2 options for 2024 budget
 - 1. Option 1 seasonal caretaker, pt mower, heat house to 50 in winter, caretaker electric, house for summer, rent site, Clint would work the pool one day a week.
 - a. Would finish the year \$11,428 to the good
 - b. Thought from Scott is to decrease operational dues and increase capital dues, keeping dues the same. It would just keep money in the right pots when we are spending it.
 - 2. Option 2 year round caretaker (1430 hours), pt mower, \$150/month caretaker to pay utilities in winter, rent site, Clint would work the pool one day a week.
 - a. Would finish the year \$4,921 to the good
 - b. Overall this option is exactly what we have done budget wise 2023
 - 3. Sean motions to proceed with option 2, Jim A second. Board votes 4-1 for option 2 with Troy Shafer voting for option 1.
- c. Scratchpad document items for meeting
 - i. Feel free to add things to bring up at the meeting

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8. Succession Planning/Election

- a. Nominating committee update
 - i. So far Lisa Boldenow and Jim LeTourneau have shown interest.
 - ii. Will email other members that have not been approached.
- b. Board duties document
- c. Email list for ballot - Jim A

9. Employee Discussion

- a. Recap discussion with attorney
 - i. Overtime must be paid for over 48 hours in one week
 - ii. Not able to pay salary since it is not a management position
 1. Attorney suggestion is to drop the hourly wage to make it take into account the overtime. Would have to change roughly \$10 per hour.
 2. Pay would remain the same over the whole year
 - a. Caretaker would get paid more in the summer than the winter months
 - iii. Will ask attorney
 1. Recreational campgrounds are exempt
 - a. We are a recreational campground per MDH
 2. If we are exempt we can go back to salaried position and go over 12 months.
 3. Jim A. is going to bring this to the attorney to clarify
 - iv. Employment agreement and lease agreement will work hand in hand.
 1. Question is if and how often we can inspect house for damages
 - a. We would like to check at beginning and end of season
 2. If we have to pay hourly, can we do deferred compensation for employee?
 3. We are allowed to withhold damages beyond normal wear and tear from pay
 4. Pet policy
 - a. we will keep the same rule as we have for members. If pet damages house, they would have to pay for the damages
 5. Time to vacate
 - a. 2 weeks at end of employment
- b. Job description

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10. Fall Shutdown

- a. Pool closed
- b. Laundry 9/28
- c. Docks out 10/7
- d. Water off to sites 10/15
- e. Fall cleanup 10/21
- f. Garbage service suspend 10/27
- g. Water off to shower house tentative 10/28 or as weather dictates
- h. WiFi speed turn down 10/30

11. Volunteer/Employee To-Do Lists

- a. To Do List for employees and volunteers
 - i. Priority is pool, grounds, house/projects
 - ii. 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.

12. Other / Closing Topics

- a. Meter on Lot 46 replaced
- b. Gutters for Gathering Room - purchased
- c. Culvert
- d. CD discussion tabled
 - i. Next year
- e. Slip expansion tabled
 - i. Will bring up at annual meeting
- f. Lot Sale Checklist
- g. Staining/Painting Schedule
- h. Electric meters
 - i. Would like to have staff check all of them on Sept. 29th, so bills can get sent out.
 - ii. In years past we have charged 19cents/kwh, true charge is actually 13.95 cents/kwh

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- iii. Scott brought this up as he feels we are obligated to charge what it is and no extra.
 - 1. Board agrees 5-0 to charge the current rate for electric, nothing over.
- iv. If meters don't work, staff will inform the board, then the board will notify Boyd to get them fixed by May of next year.

13. Prior Actions of the Board (Informational)

- a. Approve Membership for Tom Brudeli (site 22)
- b. Approve Membership of Gary and Michelle Wilson (site 19)
- c. Approve Lot 52 planting Hostas
- d. Approve Lot 43 platform deck and shed

14. Save the dates 2023 Schedule (Informational)

- a. All annual dates have been added to the board calendar with reminders set
- b. Laundry 9/28
- c. Docks out 10/7/23
- d. Board Meeting 10/8/23 @ HLCCA 11:00 AM
- e. Owners Annual Meeting 10/11/23 Virtual (google meet) and in person at HLCCA
- f. Water off to sites 10/15/23
- g. Fall clean up 10/21/23
- h. Water off to shower house 10/28 or as weather dictates
- i. Garbage service suspend after 10/27/23 pick up
- j. Wifi speed turned down, 10/30/23
- k. Election 11/6/23 - 11/20/23
- l. Organizational Meeting/Board Meeting 12/13/23

15. Adjourn: Motion to adjourn made by Jim Apple, Tara Bubar seconded; meeting adjourned at 11:16.

Respectfully submitted,

Tara Bubar