

# **Hickory Lake Campground Cooperative Association**

## **Board Meeting Agenda**

Date: October 8, 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 by Jim Apple at 10:05

**2. Insurance**

- a. No changes from last meeting
- b. Jim A signed statement of values for renewal period
- c. General Policy for 2024 went up \$542

**3. Treasury Report (Scott)**

- a. Current Balances
  - i. Operating Fund
  - ii. Operating Reserves
  - iii. Capital Fund
    - 1. Nothing planned for 2024 capital budget, hopefully will be a replenishment year
  - iv. Accounts Payable
  - v. Account Receivable
- b. Financial Summary
  - i. Finish the year at \$2200 to the good
- c. Capital Plan
- d. Google
  - i. Changing their billing to \$7.20 per month unless you pay yearly, then it will stay at \$6.00 per month.
    - 1. Will pay yearly.

**4. 2024 Budget**

- a. Need numbers for annual meeting
  - i. Year round caretaker
    - 1. Brought down electric amount due to decreased rate
      - a. Caretaker will pay for electric year round

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- b. Plan on coming out right around 3600 which will allow to fund the capital fund
- c. Plan on 3 septic pumps since they seem to go out
- d. Added turbo blaster and took money out of muck pucks and PLM
  - i. So either way it will cover the weed control, but turbo blaster may require some up front costs due to electrical needs of turbo blaster.
- e. Jim Apple motioned to adopt, Tara Bubar seconded it. Budget adopted 5-0.

### **5. Maintenance Plan**

- a. 2024 Maintenance Plan
- b. Motion to adopt made by Jim Apple, seconded by Sean Brown. Motion passed 5-0.

### **6. Retaining Wall**

- a. Work to start in October
  - i. Work will start Monday Oct. 9.
- b. Mike staying on until work is complete
  - i. Mike can work on other things while they are doing the work and be around in case anything happens.

### **7. Fall Cleanup**

- a. Basketball team only has 1 confirmed to help.
  - i. Will pull the plug on basketball.
- b. We will have about 12 people from the campground that are available as of this meeting.
- c. Will ask again at annual meeting
- d. Plan will be blow leaves and then mulch all the leaves to at least have it mulched for spring
- e. Scott made note that mulching and leaving it in the grass will kill the grass.
- f. We will do the best we can with how many people we can get to show up.

### **8. Employee Discussion**

- a. Recap discussion with attorney
- b. Employment contracts
  - i. Everything we asked for from the attorney we were able to put in the employment and housing agreement.

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- ii. We are able to pay salary and not hourly starting April 1, 2024; this will be when the yearly contract starts.
- iii. Damage question
  - 1. If damage occurs we can take out of caretaker paycheck as low as the MN minimum wage per MN state law.
  - 2. Would it be better to have a damage deposit up front?
    - a. If they were terminated in fall, they would lose that salary over the winter and we could gain that back.
    - b. This can be our leverage instead of needing a damage deposit
- c. Candidate discussion
  - i. Four candidates applied
  - ii. Tara reached out to all four asking if they are still interested and interested in an interview.
  - iii. Two candidates responded that they were interested, two never responded
  - iv. Jeffery Phetterplace and Mike McNeil were interviewed
    - 1. Jeffery Phetterplace quit interview after detailing pay schedule as he could not make the pay work over the winter
    - 2. Mike McNeil was interviewed and is still interested in job
  - v. Motion by Jim Apple to hire Mike McNeil, seconded by Sean Brown.
    - 1. Vote 4 yes, Troy abstaining. Motion passed 4-0.

### **9. Election/Nominating Committee/Succession Planning**

- a. Update
  - i. Jim LeTourneau so far is the only candidate, has asked for candidacy form again. Was emailed to him on 10/8
- b. Board duties document
- c. Email list for ballot - Jim A
- d. Ballot Questions from survey results
  - i. Nothing pressing to add or survey the community on
- e. Organizational Meeting 12/13/23 - Tara will lead if there is a new board member
  - i. May need to look at changing this date. That will be decided after the election.

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### **10. Annual Meeting**

- a. Draft agenda
- b. Other Agenda items
  - i. Sean- Feels there are enough able bodied members and that we should be able to have enough people to volunteer. If we are not going to get enough volunteers, do we look at raising dues to cover those tasks (fall/spring clean up, docks, etc)?
    1. Will bring up as agenda item at annual meeting

### **11. Fall Shutdown**

- a. Water off to sites 10/15
- b. Fall cleanup 10/21
- c. Garbage service suspend after 10/27 pick up
- d. Water off to shower house tentative 10/28 or as weather dictates
- e. WiFi speed turn down 10/30

### **12. 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.

### **13. Other / Closing Topics**

- a. Garbage service
- b. Gutters for the Gathering Room, work has started.
- c. Culvert
- d. CD discussion tabled
  - i. Not looking at any longer
- e. Slip expansion tabled
  - i. Possible 2025
- f. Lot Sale Checklist
- g. Staining/Painting Schedule
- h. Welding

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- i. If our new caretaker can weld, can we look at making a ramp for the boat slip dock to push the dock out a little further? This will help those that have slips closest to shore to stay out of muck in August.
  1. May encroach on rice patty out past docks. Will have to take a look at it.
- ii. Bring it up at the annual meeting

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

- a. Approve rental of Lot 50
- b. Approve rental of Lot 54

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

- a. All annual dates have been added to the board calendar with reminders set
- b. Board Meeting 10/8/23 @ HLCCA 110:00 AM
- c. Owners Annual Meeting 10/11/23 Virtual (google meet) and in person at HLCCA
- d. Water off to sites 10/15
- e. Fall clean up 10/21
- f. Water off to shower house 10/28 or as weather dictates
- g. Garbage service suspend after 10/27/23 pick up
- h. Wifi speed turned down, 10/30/23
- i. Election 11/6/23 - 11/20/23
- j. Organizational Meeting/Board Meeting 12/13/23

**16. Adjourn:** Motion to adjourn made by Tara Bubar, seconded by Sean Brown. All in favor and meeting adjourned at 11:06.

Respectfully submitted,  
Tara Bubar