

# **Hickory Lake Campground Cooperative Association**

## **Board Meeting Agenda**

Date: January 23, 2024

Time: 7:00 PM

Type of Meeting: Regular Monthly

Meeting Facilitator: Jim Apple

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

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

**1. Call to order:** Meeting was called to order at by Jim Apple at 6:57PM

**2. Insurance**

- a. Work Comp settlement mediation 3/20/24

**3. Treasury Report (Scott)**

- a. Current Balances as of 12/31/23
  - i. Operating Fund \$21,773
  - ii. Operating Reserves \$10,938
  - iii. Capital Fund \$6,080
  - iv. Accounts Payable
    - 1. H&J
      - a. Paid this week
    - 2. Beartooth
      - a. Paid this week
    - 3. License
    - 4. Insurance (liability and WC)
      - a. WC came in at \$900
    - 5. Payroll taxes (paid)
    - 6. Google platform price change, monthly to yearly
  - v. Account Receivable
    - 1. 2023 Dues (\$375 - one overdue)
      - a. If paid by 1/26, no late fees
    - 2. 2023 Electric (\$66+\$272 - two overdue)
      - a. If paid by 1/26, no late fees
    - 3. FIRM 2023(Comes in February)
    - 4. Billing for house electrical usage (Will do this week)
- b. Financial Summary 2023
  - i. Finished year \$1700 to the good, will go into the capital fund.

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c. Financial Summary 2024

d. 2024 Budget

i. Fee Schedule

1. Overflow Lot Charging Fee

a. Assuming max usage: 300ah x 26 weeks =7800ah  
x14V=109.2kWh x.19=\$20.75

b. Using .139 as actual electrical cost \$15.16

c. Original board decision/agreement was \$50 per year until  
initial investment of \$700 was paid back.

d. Six users in 2023, revenue of \$210, cost of \$91, \$119  
towards repayment of original cost, \$581 remaining  
balance.

2. Boat slips

a. Last set of expansion paid for

b. Look at raising fees to allow to purchase another expansion  
sooner

3. Board decided to leave the fee schedule the way it is this year  
without any changes.

ii. Rental of caretaker site

1. Scott will list it on market place and other RV sites

2. Will charge \$3000 plus electrical for season

iii. Tree work

1. No room in budget unless tree falls down

iv. Accountant change for payroll and tax filings

v. AED

1. Pads will need to be replaced, Tara following up

### **4. Employee Update**

a. Mike full time salary begins 4/1

i. 40 hours per week (M-F)

ii. 54 hours per week pool open to pool close (W-M)

1. Still planning on Klint doing pool maintenance on Tuesday's

iii. back to 40 after pool closing (maintain availability for shutdown activities)

b. Hailey 16 hours per week pool open to close

i. Restrictions (email to Dept of Labor to clarify some rules)

1. Can she do other jobs, what can she and can't she do

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- c. 2024 Staining and Painting
- d. Sick Time (new [MN law](#))
  - i. Mike will earn 47 hours based upon his contracted work hours
  - ii. Hailey will earn 10-12 hours based on projected schedule
    - 1. Scott will check with the accountant to see if they will track it on paychecks.
- e. Paid Leave (2026 New [MN Law](#))
  - i. Payroll tax. It will be roughly \$115 per year

### **5. House**

- a. Flex Fuel (off peak) Meter
  - i. Turned off in December due to heat getting turned off for 5 hours at a time. Mike was having to use a space heater in the bedroom, which defeats the purpose of the program meter.
- b. Plumbing in office
  - i. Office maintaining 35 degrees or above last weekend when it was -10 outside
  - ii. Mike had to reroute the outside spigot, as it went right through shelving on the inside of the office. Put a shutoff valve and blowout on it

### **6. Annual Meeting Follow Up Items**

- a. Overflow Lot Parking
  - i. How to deal with people that have paid for electricity to make sure they have a spot to charge it.
    - 1. We don't want extension cords all over the place
    - 2. There is an electric pole on both sides of the parking lot.
      - a. Two parking spots on each side of poles could be marked for those that have paid for and need to charge boats.
      - b. Possible cones/custom boat charging area signs - Jim A will look into signs
      - c. Board will revisit this once we know how many people are going to pay to charge their boats.
  - ii. Any trailer for boat that is in water all season should be parked on drainage field
- b. Waterfront
  - i. PLM

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1. Expand area
  - a. Have always got denied, that probably won't change
2. PLM tabled for now until we get prices on other options
- ii. Aquathruster
  1. Jim A will call and get more information
  2. Get information on electric outlet cost
- iii. Rake
  1. We have rake already, will add it to weekly schedule for caretaker
- c. Game Room (from survey)
  - i. Will look more into getting our own games, pinball machines
    1. Cost and maintenance could be an issue
  - ii. Jim A will call the gaming company to see if we can get some new games (Buck Hunter, Golden Tee, pinball machine) with a credit card reader for payment.
  - iii. Make sure door is open (will talk to staff)

### **7. Board To Do List**

- a. Capital Plan (Scott & Troy)
  - i. Look over and see if it needs updating
- b. Rules and Regulations (Tara & Sean)
  - i. Look over to see what needs updating
- c. Slip lease agreements (Jim A)
  - i. Per Declarations, there will be signed agreements this year

### **8. 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
    1. Discussion to have a checklist that needs to be checked off so that we know they did it
- b. If you see something that needs to be done, add it to the list. Staff checks the list daily.
- c. Boat Launch
  - i. Jim and Justin N. will look at it in the spring to see if it needs more leveling

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- d. Culvert
  - i. If it stays dry in the spring, will have Justin N. remove

### **9. Other / Closing Topics**

- a. CD discussion tabled
- b. Slip expansion tabled
- c. Lot Sale Checklist

### **10. Prior Actions of the Board**

- a. Board positions remain the same for 2024

### **11. Save the dates 2024 Schedule**

#### **Meetings**

February 20 7:00 PM

March 19 7:00 PM

April 28 @HLC 10:00 AM

June 9 @HLC 10:00 AM

July 24 @HLC 10:00 AM

August 11 @HLC 10:00 AM

September 8 @HLC 10:00 AM

October 6 @HLC 10:00 AM

October 29 TBD (if needed)

December 10 Organizational TBD (if needed)

Annual Meeting October 8 7:00 PM

#### **Other Dates**

Waiting list confirmations February 1

Slip and Kayak Rental Renewal Notice March 1

Insurance Notification March 15

Annual Report due April 1

Pet Registration April 3

Overflow Lot Charging Notice April 10

Election November 1 through November 11

#### **Spring Opening (weather permitting)**

Water on to shower house 4/5

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Wifi turn up 4/15

Garbage service resume 4/19 or 4/26

Docks in 4/27 or 5/4

Spring cleanup 5/4 or 5/11

Pool Open 5/25 (TBD by Midnight Sun Schedule)

### **Fall (weather permitting)**

Pool Close 9/2 (TBD by Midnight Sun Schedule)

Docks out 10/5

Water off to sites 10/13 (compressor reserved)

Fall cleanup 10/19

Water off to shower house 10/27

Garbage suspend after 10/25 pick up

Wifi turned down 10/28

**12. Adjourn:** Tara Bubar motioned and seconded by Jim Apple that the meeting be adjourned. All were in favor. Meeting adjourned at 8:26PM

Respectfully submitted,

Tara Bubar