



## LNNLRCD Meeting

Date: December 02, 2004 Time: 7:00PM

I. **Call to Order and Roll Call** – Joe called the November 4<sup>th</sup> RCD meeting to order at 7:06PM.

<b>Board Member Present:</b>	<b>Joe Olliges</b>	-	<b>Secretary</b>
	<b>Herb Hill</b>	-	<b>Personnel</b>
	<b>Bill Piper</b>	-	<b>Treasurer</b>
<b>Absent:</b>	<b>Jerry Sellers</b>	-	<b>Member at Large</b>
<b>Guests:</b>	<b>Bob Bortman</b>		<b>Joe Gargano</b>
	<b>Chuck Jolicoeur</b>		<b>John Mulholland</b>
	<b>Daniel J. Nicolini</b>		
<b>Employees:</b>	<b>Becky Breckenfelder</b>		

II. **Pledge of Allegiance**

III. **Approval of Agenda:** (Any guests wishing to speak will be considered at this time) Joe motioned to change the order of Joe G.'s award presentation to before the approval of the minutes on the agenda. Herb seconded the motion. Motion approved unanimously by roll-call vote. [12-04-01].

IV. **Presentation of Award to Joe Gargano** - Joe O. said that it has been his pleasure, being an acquaintance and friend of Joe G.'s for 30 years, to present Joe G. with a certificate of appreciation and a gift certificate in thanks for all the time that Joe G. has volunteered during his past 2 ½ years on the board. Joe G. thanked Becky and Herb for their help and said that Bill and Joe O. are doing a fine job. He thanked the guests, acknowledging that they attend most of the meetings and he appreciates the support they have shown in the past. He also thanked John Mulholland for assisting with the boat racks and cleaning up the beach.

V. **Approval of Minutes:** Bill and Herb looked over the minutes. Joe said that they need to ensure that Bill and Herb get copies of the minutes ahead of time. Joe motioned to approve the November 4<sup>th</sup> minutes. Herb seconded the motion. Motion approved unanimously by roll-call vote. [12-04-02]

VI. **Treasurer's Report:** Bill talked with a representative of Amcore to check out the signatures that are on the account. Everything is in order except that Joe cannot sign checks. Bill wants to wait until they get a full board to have everyone sign the new signature cards. All the board members will be able to access the accounts and be signers on the accounts, while Becky will only be authorized to access information on the accounts. Bill and Becky are setting up the accounts so that Becky can access the information on-line. Bill made a deposit of \$6,507.37 yesterday, which will show up on next month's report. The money market and CD rates are really low right now, so those accounts didn't earn a lot of interest. There will be an insurance payment coming up at the end of the year of about \$10,000. In checking and savings, they have about \$81,500 as of the end of November and \$87,000 as of today. Bill asked where the balance of the loan shows up in the monthly statements and Becky said that that only shows up in the annual

report. Bill said that it should show up in the monthly report. Joe asked about the minuses that are used on the front page and on the budget page to show how much money they have left to spend and he wants to know why. Bill said that that is the way that that particular program is set up. Joe said that it is confusing for anyone looking at the report other than the board. He'd like the program to show parenthesis instead of minuses. Becky said that she can take his question down and try to contact QuickBooks to ask them if the program can be altered, otherwise, she wouldn't know how to change the program as she just took the existing program over and learned how to use it – but she wouldn't know how to alter the format of the reports. The \$44,185.67 includes two payments of \$29,000 and \$13,000 made to Superior for the building renovations. Bill has ensured that they have plenty of money in the account to cover the final payouts on the building renovations and the insurance payment that is coming due. He is researching the total mowing expenses to include repairs, gas, wages, and contract mowing so that the board can consider what they want to do in the future. Joe said that Doug will be putting in a couple more hours to clean up the mower. Joe asked about the payout to Mike and Becky said that he took care of the building for Don while he was on vacation. \$2160 was the last payout for excavating. Joe asked if the of \$695 to Wendler Engineering was an additional amount over and above the amount they already paid and Becky said - it was for engineering services that they performed during the building renovations. Becky said that instead of taking off the \$5 that they charge us, they charged us another \$5 fee. Becky spoke to a bank representative earlier today and the matter should be rectified on next month's bank statement. Bill motioned to approve the treasurer's report. Herb seconded the motion. Motion approved unanimously by roll-call vote. [12-04-03]

## **VII. Board Member Reports**

**A. Joe Olliges** – Joe said that Doug will be putting in more time, getting the mower cleaned up and He and his son Luke may try to get the raft by the dam out of the water. Joe asked if Herb would be available to pull the bolts out of the piers to let them float up and then put up some caution tape. John Mulholland has a roll of the tape that the RCD can use and the RCD will replace it.

**B. Bill Piper** – Bill wants to bring the 4-drawer file cabinet over to Becky's house so that she can consolidate the records. Becky said that she would like to make copies of important documents to keep off-site.

**C. Herb Hill** – Herb suggested an increase in the pay of the Lake Court Center Maintenance position, as they had discussed previously at the executive session. Bill motioned to increase the position of building maintenance from \$8.50 an hour to \$10.00 hour, effective December 1. Herb seconded the motion. Motion approved unanimously by roll-call vote. [12-04-04]

**D. Jerry Sellers – No Report**

## **VIII. Employee Reports**

**A. Becky** – Becky said that she found an insurance policy book that explains what is insured under the current policy and when she paged through it, she found that they were still carrying insurance on the hydraulic dredge so she had that taken off of the policy. She also added on the two lots on Oak Lane that they purchased and asked the insurance company if they need legal descriptions on all the property that the RCD owns in order for it to be covered, and if so, do they have that information – (they are supposed to be getting back to her on that). Becky will also find out if they could get a credit for the Rotomite being unnecessarily covered.

Joe said that he is in the process of filling out the paperwork to get those two lots exempt from the RCD paying property taxes. The document has to be notarized and they have to send a picture of the property with the request.

Joe said that we should do an inventory of all the items that the RCD does own and has insured to keep it up to date. Bill asked if the RCD owns all the chairs and tables and stuff that is in this building and is it covered? Becky said yes. Herb asked if there is an inventory list of all the items that the RCD owns. Becky didn't think so. Joe said that it was just a set dollar figure that they estimated it would cost to replace everything. Joe said that they may want to inventory everything to ensure that nothing goes missing. Herb asked if they know the capacity of the room and Joe said that the main room can hold 300 people standing, however with the chairs in place, it is about 100-150 capacity.

They discussed how often they should inventory the items that the RCD owns and Dan suggested that they could set it up annually. Bob said that they may want set up an asset management plan so that they can have the funds available in the future to replace certain items. Becky said that replacement of the high-end office equipment, like the computer and the printer, are factored into the annual budget. Bob recalled that Tina and Amy had compiled a list of inventory in the past.

## **IX. Old Business**

**A. Board Member Reappointments** – Joe recommended that the positions of President and Vice President be appointed as Acting President and Acting Vice President until May, when they will have a full board and when they vote for the year. Bill didn't feel that they needed a vice-president at this time, he added that, as treasurer, he could take over the meetings if the president wasn't available. Bill motioned to appoint Joe Olliges as Acting President until they have their annual vote in May to assign all the board members positions. Herb seconded the motion. Motion approved unanimously by roll-call vote. [12-04-05]

**B. Lake Court Center Renovations** – Herb said they are about 99% complete on the Renovations. The contractor put in a request for final payout based on 100% completion, which Herb rejected because there are some minor issues that need to be resolved like the down-spout connections are not acceptable, the wrong seed was used in the site-grading, and they are rather thin on soil. The other cooking grill hasn't been installed either, which the RCD can do later. Joe asked if there is a punch list of all the things that Herb is requesting and Herb said yes. Herb went over the numbers with Scott Brown from Wendler and changed the figures. Scott brought up the fact that the seed was wrong and Herb noticed that there is a pond at the end of the sidewalk that has to be corrected - he feels that it can be remedied with proper grading. He said that they did a perfect job on the south sidewalk, just not on the other. They also haven't finished relocating the air conditioner. Bob suggested to Herb that they lay down some sod on the soil that is alongside the sidewalks to cut down on the amount of mud that is running onto the concrete. Bob spent some time hosing off the sidewalk and got it cleaned up, however, he thought it might help lessen the amount of work Don has to do it cleaning up the tracked in mud. Herb said that it might be too late in the season to obtain sod. John Mulholland said he can look into that. Herb said that he could ask Mike, from Superior, if he can remedy the situation.

**C. Trash Cans on RCD Property** – Becky still hasn't been able to obtain the information from Rock Valley regarding the number and size of trashcans that they service for the RCD. Becky asked the board if one of them could get a list of the cans at the RCD properties. Bonnie, with Rock Valley did say that they could move the trashcans from the N. Beach to the campground, also, if they didn't want to go to a larger size of trashcan at some of the properties, they could opt to have more pickups during the week. The charge for adding an extra can or an extra pickup is \$18 a month for the smaller sized can. Joe thought that a double pick-up might be the way to go in season.

Joe asked if the port-a-potty was picked up from the campground and Becky said that she did schedule it to be picked up, however, she hasn't gone down there and checked.

If the RCD wants to have a trashcan put at the turn-around on the other side of the dam, then they are going to need to find out if there is a weight restriction on the dam. They discussed getting the dam inspected too and Bob said that a professional diver has to go underwater to inspect it. He figures it has to be certified by a diver every 2-3 years.

**X. New Business**

**A. Kitchen Renovations** – Herb went to Menards to look at cabinets and found that oak Cabinets are cheaper than pine. Joe said that the RCD isn't doing it themselves and Herb agreed, however, he felt that they do need to purchase the cabinets right away because there is a 4-6 week time needed for delivery. Herb plans on having the labor, flooring, & electrical, etc. contracted out. Joe said that original plan was to put in an 8' island, remove the heater from underneath that wall and fill it in with a cabinet. Joe thinks that they should let the contractor worry about getting the cabinets. Herb was concerned with the time constraints they will already encounter in getting bids for the job and Joe said that the job is going to cost well under \$10,000 and so will not need to go out to bid.

Bob said that the board may want to consider putting in an outside door in the kitchen to increase the capacity. Joe said that the capacity of the room right now is 4 and, regarding serving lines, they can have people going through the kitchen as long as they are not staying. If they put in a door it will increase the capacity to 8 and so they have to ascertain whether that is worth the cost of putting in a door. The board discussed putting in another door and what type – they discussed putting in a steel door with a small window and a panic bar. John Mulholland said that they should look into the future needs of the community and whether the building is going to get longer or wider. The board agreed that the community was getting bigger, although Joe said that if they have to be mindful of the neighbors if they do decide to expand the building and not let it overpower them. They all agreed that the best time to put a door in would be during the renovations.

Joe said that there are some other safety considerations that they have to make when they do the update such as fire extinguishers, panic bars on the doors and more exit door lights.

The board discussed the cabinets a little more at length and Bob suggested that locks be put on some of the cabinets for stuff that the social committee has. Herb said he would be talking to representatives from different community organizations like the social committee, the fishing club, and senior focus on ideas for the kitchen renovations. He has four people in mind right now to talk to. Joe and Bill felt that the contractor could worry about supplying the cabinets for the job while Herb felt that they should order the cabinets themselves to ensure that they would arrive in time to complete the job. Joe said that the tile that matches the floor is a commercial tile that they can purchase at Menards. Bob pointed out that there is a corner loose on the tile that was put in by the carpet. Joe asked Herb to draw up a plan for a proposal after he talks to the committees, then he can draw it up to hand to contractors. Joe O. will give Herb the past proposals that were submitted in the past. Joe asked what they could spend on the kitchen renovations. Herb asked if they could budget \$5,000 and Bill said yes, that was what they originally planned to budget the job. They talked a little more about cabinets and where to get them.

**XI. Guests/Public Opinion  
(Limit 10 minutes per guest/group. Please hold all comments until this time)**

**XII. Adjourn:** Bill motioned to adjourn the meeting. Herb seconded the motion. Motion approved unanimously by roll-call vote at 8:40PM. [12-04-06]

**Next Scheduled Date: January 6, 2004**

**December 2, 2004 Motion List**

1. Joe motioned to change the order of Joe G.'s award presentation to before the approval of the minutes on the agenda. Herb seconded the motion. Motion approved unanimously by roll-call vote. [12-04-01].
2. Joe motioned to approve the November 4<sup>th</sup> minutes. Herb seconded the motion. Motion approved unanimously by roll-call vote. [12-04-02]
3. Bill motioned to approve the treasurer's report. Herb seconded the motion. Motion approved unanimously by roll-call vote. [12-04-03]
4. Bill motioned to increase the position of building maintenance from \$8.50 an hour to \$10.00 hour, effective December 1. Herb seconded the motion. Motion approved unanimously by roll-call vote. [12-04-04]
5. Bill motioned to appoint Joe Olliges as Acting President until they have their annual vote in May to assign all the board members positions. Herb seconded the motion. Motion approved unanimously by roll-call vote. [12-04-05]
6. Bill motioned to adjourn the meeting. Herb seconded the motion. Motion approved unanimously by roll-call vote at 8:40PM. [12-04-06]