



4/21/2022 Meeting Minutes

Trustees Present: Fred Wells, Laurie Albrecht (Treasurer), Gloria Brain (Secretary), Jeff Gubbe, Shawnta Mulligan, Debbie Epperson, Michelle Chalcraft, Ruth Rabdau and Anna Loudenback

Others Present: Anne-Marie Davidson (President), ~~Nichole Fischer~~ (Vice-President), Jay Sutton (Facility Manager) and Melissa Gubbe (Assistant Treasurer and Executive Secretary)

Guests Present:

Call to Order: President Anne-Marie Davidson called the meeting to order at 7:01pm.

This board meeting was done on Zoom.

Good of the Order:

Old Business:

Otter update: Still out there. **INFO**

Investing Reserve monies: USBank had no options for us. **INFO**

Emergency Rate for employees: No action taken. **INFO**

New Business: Facilities Manager: Report for April 2022:

Upper Park: The upper park has been looking good. I raked the gravel parking lot to smooth out the skid marks again. There has been an issue with someone doing donuts with a vehicle in the parking lots. If you observe anything, please let me know. I placed new garbage containers for the rear entrance, dog park and the ball field. I have the new security camera system that will be installed soon.

Pool: I have been maintaining the water level to ensure everything continues to work properly. We have resident ducks hanging out at the pool, but no damage is being caused. Security system install and operational. Rat found in pool pump room.

Lower Park: The lower park has been good. I placed new garbage containers at the porta potty and by the beach.

Lake: The lake has been staying full in the winter months and I will continue to monitor and keep the drain clean.

Secretary:

- Meeting minutes from March 2022. **MSC** to approve.
- Vandalism cases are still in the pretrial phase, no update. **INFO**

Treasurer:

- Financial Report for: March 2022. **MSC** to approve.
- Budget: Reviewed and approved. **MSC** to approve.

President:

- Would like to get our files centralized and jointly accessible to those who need access to them, using Google Drive; you get up to 15GB for free, and right now my Lake Jane files take up a whopping 1.52GB of space. Also, assuming we hit 15GB at some point, right now it's \$19.99 a year to take it up to 100GB, so it'd be way cheaper than Dropbox. **MSC** to approve. Melissa will update the BPM.
- Would like to add the following to the BPM:

4.1.3 Staff Evaluations:

Year-round paid staff (presently the facility manager, assistant secretary, and assistant treasurer) will have a performance review once yearly in December or January. The president is responsible for collecting feedback from the board on each staff person along with conducting the review with each staff member. The evaluation should be seen as an opportunity for a broader conversation on the role, responsibilities, and overall vision for Lake Jane; to highlight both strengths and opportunities for the employee; and to listen and receive feedback on how Lake Jane functions. Part-time staff members (presently lifeguards, pool hut workers, park worker) will not have a formal evaluation but will receive feedback as appropriate during the season from their supervisor (pool committee members / facility manager). **MSC to approve.** Melissa will update the BPM

Vice President:

Absent

Pool:

- Cash register: Motion to approve up to \$400.00 to purchase a new cash register for the pool. Money to come out of savings. **MSC** to approve.
- Member vs Non-member use of pool (employees):. **1st** motion: To allow non-member lifeguards as part of their employment use of the pool only on the days that they are working, after their shift is over. **MSC** to approve. **2nd** motion: To allow non-member lifeguards families to use the pool on days that the lifeguard works. **Motion fails**, 5 (no's) to 4 (yes's). **CLOSED**
- Lifeguard chairs: Motion to purchase 1 poly-wood lifeguard chair for the pool. Money to come out of savings, approx. \$600.00. **MSC** to approve.

• Lights:

Purpose: To provide light around the pool deck for a safe environment in the evenings.
How: Attach Edison Lights to 2x2x8 pressure treated wood poles secured to the existing cyclone fence poles around the pool.

Option 1: Lights hang above three sides of fence.

- 4 strands of Costco Edison Lights, 48 feet long \$59.99 ea. x 4 = \$239.96
- 9 pressure-treated 2x2x8 from Lowes, \$7.32 ea. x 4 = \$29.29
- 27 metal zip ties from Lowes, \$14.01 for pack of 10 x 3 = \$42.03
- 1 50 ft. extension cord from Lowes = \$16.58

Sub Total	\$327.86
Est. Tax	<u>\$ 32.78</u>
Total	\$360.64

Option 2: Lights hang on long side of fence.

- 2 strands of Costco Edison Lights, 48 feet long \$59.99 ea. x 2 = \$119.98
- 6 pressure- treated 2x2x8 from Lowes, \$7.32 ea. x 6 = \$ 43.92
- 18 metal zip ties from Lowes, \$14.01 for pack of 10 x 2 = \$ 28.01
- 1- 100 ft. extension cord from Lowes = \$ 25.98

Sub Total	\$217.89
Ext. Tax	<u>\$ 21.78</u>
Total	\$239.67

Estimated Difference between options: \$120.91.

Labor costs: Pool Committee Volunteers and possible Facilities Manager hours.

Motion to table till July 2022 meeting, when we are in a new budget. Jay will try to connect current disconnected lights to work first. **ONGOING**

Park:

- No report.

Lake:

- No lake testing training on April 30th. **INFO**

Motion: To sponsor an elementary get together popsicle function in the upper park on May 25th, 2022, from 6-7:30pm. LJE will fund the treats up to \$100.00 out of the Community account. **MSC** to approve.

Meeting adjourned by President Anne-Marie Davidson at 8:40 pm.

Respectfully submitted by Melissa Gubbe.

