



4/18/2019 Meeting Minutes

Trustees Present: Lenore Faulk, Fred Wells, Laurie Albrecht, Kelly McClimans, Gloria Brain, Mady Burgstahler, Jeff Gubbe, ~~Wendy Miller~~ and Michael Farmer

Others Present: Anne-Marie Davidson, ~~Jessica Olives~~, Jeff Brain and Melissa Gubbe

Guests Present: Jarna Rainey & Ruth Rabdau

Call to Order: President Anne-Marie Davidson called the meeting to order at 7:05 pm.

Good of the Order:

Old Business:

Pool:

Tasks:

Park:

Tasks:

Lake:

Tasks:

Vice President:

Tasks:

President:

Tasks: Salary Ranges Committee is Michael, Lenore, Mady and Anne-Marie. Melissa will send committee the positions responsibilities and the committee will research ranges to submit to the Board at a later date. **INFO**

Secretary:

Tasks:

Treasurer:

Tasks:

Facilities Manager:

Tasks:

New Business: Facilities Manager Report for March and April:

- The power went out at the lower park gate because the GFCI inexplicably tripped. After resetting the GFCI, the gate still wouldn't function. A technician was called in. A part was ordered to remedy the problem. In the mean time I opened and closed the gate manually for two days.
- The lock box over the outlet on the lower park shelter was vandalized. I repaired the damage.
- The upper park back gate was opened and closed for the UpTekk recycling event.

Secretary:

- Meeting minutes from 3-14-2019. **MSC** to approve.
- Revised BPM, 4.1.1. Updated as below:
 - **4.1 Staff Compensation.** The board is expected to hire, train, motivate, compensate, and terminate staff in a professional fashion. Salaries will be determined by the board, should be considered fair and does not include vacation benefits. Sick Leave is included, see below.
 - 4.1.1 Salaries for the Assistant Treasurer, Assistant Secretary and Facility Manager will be reviewed by the Board every February. We will automatically adjust the Asst. Treasurer, Asst. Secretary and Facility Manager by the federal cost of living increase each July 1st. Also removed "and caring" **MSC** to approve changes as stated. Melissa will update BPM.
- Newsletter articles are due May 2nd. **INFO**
- Kauffmann shed on 192nd, approved by Architectural Committee. **INFO**

Treasurer:

- Financial Report for March 2019. **MSC** to approve.
- 2019-20 & 2020-2021 Budget Review. **MSC** to approve
- Amazing Landscapes Contract. **MSC** to approve
- Knapp update: Bank will be paying off balance due. **INFO**
- Vacations for Melissa G and Jeff B. **INFO**.

Vice President:

- Absent

President:

- No report

Pool:

- Need 2 lifeguards.
- Interviews for all staff is 4/27/19, 10am for Lifeguards, 11am for Hut staff.

Park:

- No report.

Lake:

- No report

Meeting was adjourned by President Anne-Marie Davidson at 8:00 pm.

Respectfully submitted by Melissa Gubbe.

