

COBB-HIGHLAND RECREATION COMMISSION

Minutes from January 8, 2014

MEMBERS PRESENT: Al Kosharek, Al Linscheid, Tom Jenks, Bret Barr, Kris Schoville, Jeremy Simplot, Gail Richgels, Gerry Riley, Jim Eggers

MEMBERS ABSENT: Glen Gard

ALSO PRESENT: Dan Welsh, Park Manager
Stacey Hermansen, Offc Mngr/Acctnt and
Commission Clerk
Carol Anderson, Iowa County

Meeting notice was legally posted.

Meeting was called to order by Al Kosharek at approximately 7:03 pm.

Minutes from December 2013 meeting were reviewed. Motion by Al Linscheid, seconded by Jeremy Simplot, to approve. Motion carried by unanimous vote.

Treasurer's report for December 2013 given by Stacey Hermansen. Stacey informed the Commission that the park would be using a new accounting software program and that reports would be in a slightly different format going forward. Comparison statements will be manually prepared until the new software program has enough reporting periods to enable comparative reporting (eg. current year vs. past year). The increase in 2013 revenues over 2012 was discussed....attributed to more accurate accounting, added retail items, and sales tax collections (currently calculated on actual prices --- was formerly taken off the top to be paid). Motion by Al Linscheid, seconded by, Tom Jenks to accept report. Motion carried by unanimous vote.

Motion by Kris Schoville, seconded by Jeremy Simplot, to move \$20K from general checking to reserve accounts (\$10K to new buildings, \$10K to road repair). Motion carried by unanimous vote.

Bills for December 2013/January 2014 were reviewed. Motion by Jeremy Simplot, seconded by Al Linscheid, to approve bills. Motion carried by unanimous vote.

Check signing was discussed. One commission member and one manager (except for Stacey Hermansen, who writes the checks) must sign according to the "Segregation of Duties Procedures" that were approved last month. Al Linscheid, commission treasurer, will stop in the office on a weekly basis to sign payroll or bill payment checks.

The asset list on the balance sheet will be consolidated into appropriate categories before the audit and for future financial reporting. A separate schedule will be kept of all additions/deletions that have occurred over the years.

The IG Sno-Cats Radar Run will be held Feb. 8, 2014 on the lake. They may host their food tent on the ice this year instead of using the shelter. The DNR will issue the permit for the event.

The 2011 Kubota mower will be auctioned through WI Surplus with a minimum bid of \$9750. Bids will be requested (via Advisor/Chronicle) for a new mower of the same make and model/style.

The annual holiday party will be held at Castle Rock on January 18th with cocktails at 6pm, dinner at 7pm.

The next scheduled meeting will take place on March 12, 2014 at 7pm. If a February meeting is needed, management will inform the board with a week's notice.

Motion for adjournment made by Jeremy Simplot, seconded by Bret Barr. Motion carried by unanimous vote.

X

Commission Secretary

X

Commission Clerk