



Memorandum

To: ACL Board

Date: January 9, 2019

From: Megan Shamp

Memo #: 2019-1

Topic: January committee changes

Recommendation: To appoint Allen Hendren to the Deer Management Committee.

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To operate at full efficiency and effectiveness for the benefit of the
Association***



Memorandum

To: ACL Board

Date: January 9, 2019

From: Shaun Nordlie

Memo #: 2019-2

Topic: Legislative Action Committee

Issue & Analysis: The Legislative Action Committee has been inactive since 2006. The committee was formed to “seek solutions to the collective concerns of Apple Canyon Lake Property Owners, regarding issues that pertain to local services that are funded by property tax dollars, through the petition of those individuals and/or committees having the power to facilitate change.”

Our legal counsel Key & Costello keeps us abreast of any pending legislative changes on the state level that could impact the Association. The General Manager also actively participates in IALC, where these issues and potential issues that may affect lake associations are discussed.

The Governing Documents Alignment Ad Hoc Committee has started their review of codification provided by American Legal Publishing. The inactive Legislative Action Committee is referenced in the Committee Practices and Procedures, Statements and Charges. At this time, staff does not feel a Legislative Action Committee is needed, and recommends the committee be dissolved.

Recommendation: To dissolve the inactive Legislative Action Committee.

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Memorandum

To: Board of Directors

Date: January 11, 2019

From: Jody Ware

Memo: 2019-5

Topic: General Manager's Employment Agreement

Issue & Analysis: The Executive Committee is responsible for providing the General Manager with instructions, directions, goals and objectives regarding his/her duties within the scope of duties and authority delegated to the General Manager by the Board. The Executive Committee is to annually evaluate the General Manager's performance with input from all Board members, and recommend for the Board's approval of the annual evaluation and compensation package for the following year consistent with any employment agreement between the Association and the General Manager.

As Mr. Nordlie's completes his third year of employment, it is recommended to adjust his employment agreement.

Recommendation: To approve adjustment in the General Manager's employment agreement as agreed upon by the Board of Directors.



Memorandum

To: ACL Board

Date: January 9, 2019

From: Shaun Nordlie

Memo #: 2019-3

Topic: Organizational Chart Update

Issue & Analysis: With the addition of managerial positions in 2018 and 2019, the organizational chart needs to be updated and approved by the Board of Directors. All additional positions were approved in the 2019 operating budget.

Recommendation: To approve the changes to the ACL Organizational Chart.

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Memorandum

To: ACL Board

Date: January 9, 2019

From: Shaun Nordlie

Memo #: 2019-4

Topic: Fairway Mower Purchase

Issue & Analysis: During the budget process for 2019, a bid was obtained for a new fairway mower for the golf course. The initial proposal asked for \$70,000 to cover all expenses for the mower. When the 2019 R & R budget was finalized, the amount budgeted for the mower was reduced to \$61,000 based on a quote from August. This quote did not include sufficient sales tax. Now that we are ready to order the new mower, the quoted price is higher due to a sales tax rate of 8.5%. The total price for the mower is now \$63,936.69 which is \$2,639.69 over budget. Money will come out of the 2019 R & R budget which I believe will be under budget at the end of 2019.

Recommendation: To approve the additional expenditure of \$2,636.69 for the purchase of a John Deere 7500A Fairway Mower from JW Turf out of Elgin, IL. The additional money will come out of the 2019 R & R budget.

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Memorandum

To: Board of Directors

Date: January 11, 2019

From: Shaun Nordlie

Memo: 2019-6

Topic: Scavenger Services Agreement

Issue & Analysis: The Scavenger Services agreement with Montgomery Trucking expired at the end of 2018. Staff sent out an RFP for a new contract in November 2018. Only one request was returned, by Montgomery Trucking. A contract was drawn up by Association legal counsel and agreed to by Montgomery. The new contract is for a five-year term, similar to the expiring contract.

Recommendation: To approve the new contract with Montgomery Trucking of Galena, IL.