

Big Prairie Township Parks Commission

Wednesday February 9, 2022

Meeting Called to Order: 2 P.M.

Pledge of Allegiance

Roll Call: Middleton, Ruchmeier (zoom, Pima Co., Arizona), Ryman, Tucker and VanDam present.

Public Input: 0

Camp Host: 0

Approval of Agenda: Motion by VanDam, 2nd by Middleton to approve the agenda as presented. Motion carried.

Approval of Minutes: Motion by Middleton, 2nd by Ruchmeier to approve the minutes from January 26, 2022 as written. Motion carried.

Board Reports: Chairman – Teresa and Andy will not be attending today’s meeting as they are attending a wholesale convention out of town and have an appointment to view a vehicle for BB.

Vice Chairman – 0

Secretary – Related to board that we should review and address any needed changes to BPTPC Bylaws.

Treasurer –

Ross Accounting – has not reconciled BPTPC QuickBooks with Independent Bank since November 2021. BPTPC Treasurer will contact Ross Accounting (Cindy) and inquire regarding the delay in reconciliation. BPTPC Treasurer and Big Prairie Township Treasurer will meet in the spring to reconcile if Ross Accounting does not perform this tasks as they are paid to do.

Trustee – Brian and Teresa to map the location(s) and identify the best suited tree(s) for each identified area and implement the Tree Planting project commencing year 2022.

Would like to add reflective dock numbers to the water side on all dock slips at both parks. By doing so, dock renters whether seasonal, community or transient would see the dock slip assigned to them when entering the docks from the water. BPTPC would repurpose all material in current use as best as possible.

Treasurer Report: January 21-27, 2022 = \$9,572.00 January 28- February 3, 2022 = \$11,157.50
Total = \$20,729.50. Motion by Ryman, 2nd by VanDam to approve the Treasurer report as presented. Motion carried.

Present & Pay Bills: Motion by Ryman, 2nd by Tucker to approve the bills as follows; Gross payroll week ending February 3, 2022 = \$4,995.00. Bills = \$6,765.84. Motion carried.

Grant Report: DNR has again approved the 5 Year Recreation Plan for BPTPC.

Trustee Grant – Jill has begun the application process online. This is a 25% matching grant.

Prime Professional – required by DNR to oversee all site planning aspects and supply the required stamp of approval for grant application. Cost: approximately \$40K - \$45K.

ADA Project Committee – Identified the following projects to be ADA compliant: Oxbow Park - Playground Equipment – strategically place in identified areas.
Kayak Launch – area to be determined.
Fishing Pier – at least one and would consider a second.
Paved parking with handicapped and van accessible lots marked.

After extensive discussion it was determined to relinquish this project for Oxbow Park and pivot the ADA Project to Big Bend Park.

Motion by Ruehmeier, 2nd by Tucker to pursue the **planning** for Big Bend Park for expansion of the beach area to include playground equipment, improve access to the water and paved parking to comply with the Americans with Disabilities Act. (ADA). Motion carried.

Maintenance Report: Pursuing purchase of a vehicle for office and camp host use at BB. Oxbow office – remodel is nearing completion. Store expansion flooring to be put down soon. All furnishing for new cabin have been purchased minus mattresses.

Office Report: Job descriptions are completed. Staff training (required) to be scheduled. Call backs have been completed.

Old Business: Have reviewed Oxbow office electrical usage and seems the meter (office and lots behind it) is using approximately 9% more kilowatts than previous months. BPTPC has installed a new energy efficient furnace and smaller energy efficient water heater although kilowatt usage seems to be increasing.

Oxbow Paint Quotes – pending.

Oxbow Waste Receptacle Fence – pending.

Exit Gates/Dog House - Oxbow – will revisit at a later date if applicable.

New Business: Ice Cream and Cooler – Teresa to report at next meeting.

AED's – quote was shared for 5 AED's and 5 cabinets in which they are housed.
AEDs - \$10,925.00. Cabinets - \$1,875.00. Secretary to gather information re: possible Grant and forward to Jill.

Cabin Mattresses – quote was shared for 4 – Twin includes shipping \$848.85. 8 - Twin includes shipping \$1,548.42.

Board decided to only purchase the 4 twin. We will order again when the 2nd cabin arrives this fall.

NCTC Donation – Annual donation of \$3,000.00 was agreed by all board members.

Motion by VanDam, 2nd by Middleton to donate \$3,000.00 to Newaygo County Tourist Council for the 2022 year. Motion carried.

Miscellaneous: Board received a phone call from Teresa re: the vehicle she and Andy had examined, test drove and considered it a great buy.

After board discussion the following took place:

Motion by Ryman, 2nd by VanDam to purchase the 2001 Ford Ranger, 6ft bed with a hard shelled locking tonneau cover, 67k miles and in excellent condition for the amount of \$6,000.00. Motion carried.

Pinkys Palace – Grand Rapids - requests for annual donation was once again denied by BPTPC. BPTPC instead supports and donates to Peacock Reality - Mecosta County and True North - Newaygo County – back to school supply programs for students.

Adjournment: Motion by Middleton, 2nd by Tucker to adjourn this meeting at 4:28 P.M. Motion carried.

Submitted for Approval

Colleen Ryman
Secretary

Approved on 2-23-2022