

Big Prairie Township Parks Commission

Wednesday April 20, 2022

Meeting Called to Order: 2 P.M.

Pledge of Allegiance

Roll Call: Ruehmeier, Ryman, Tucker and VanDam present. Middleton absent.

Public Input: Jackie Thompson asked if BPTPC would donate the use of the backhoe for Township Clean-Up Day, May 14. Board agreed to donate.

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

Approval of Minutes: Motion by Ruehmeier, 2nd by Tucker to approve the minutes from 4-6-2022 as presented. Motion carried.

Camp Host: 0

Board Reports: Chairman – Introduction of new Oxbow maintenance lead employee.

Meeting with grant writer May 2.

Andy and Mark will map out areas for kayak launch and fishing piers for both parks. Additionally, may decide to place a locking free standing kayak rack. Guests would be required to supply their own locking devise. After observation, it is necessary to have internet installed at the pole barn in Big Bend for maintenance purposes.

Parliamentarian Class is June 1, 2022 for those interested.

New cabin due to arrive 3rd or 4th week in July at Big Bend.

Police presence – Reuben to make contact with Chad P., and discuss schedule.

BPTPC is hosting a “HEALTH CARE WORKERS WEEKEND.” This would be at a reduced rate for this event only. Guests must show proof of employment in the field.

Vice Chairman – 0

Secretary – 0

Treasurer – Peacock Reality has sent request for donation to “Back to School” program for children. Board agrees to support this program with a \$250.00 donation.

Board agreed that both Andy and Mark will have 1). Menards, 2). Lowes, 3) Chase Inc credit cards.

Treasurer to secure the cards. Both employees will be required to contact Director prior to purchases. If director is not available next contact is Chairman. If Chairman is not available next contact is any board member.

IRS – request for Schedule B-941 bi-weekly pay schedule has been addressed and scheduled. Treasurer has further requested a locking mailbox for all mail sent to Oxbow Park. Only Treasurer and Director will have a key for access.

Trustee – 0

Treasurer Report: April 1-7-2022 = \$4,783.34 April 8-14, 2022 = \$3,527.00 Total = \$8,310.34

Motion by Ryman, 2nd by VanDam to approve the Treasurer report as presented. Motion carried.

Present & Pay Bills: Motion by VanDam, 2nd by Ryman to pay the bills as follows, Gross payroll week ending April 14, 2022 = \$11,528.25. Bills = \$19,286.31. Motion carried.

Grant Report: Welcome Center grant has been accepted. Review to take place between now and October. Notification in December if granted or declined.

Maintenance Report: Oxbow – recommended purchase of walk behind blower for leaf clean up.

Cabin 1 – needs roof replaced. Roof over porch – need wood replaced. Vinyl screen door, decking sealed and power washed are on the list for improvements.

Cabin 2 – inside flooring needs redone. Vinyl screen door, decking sealed and power washed are on the list for improvements.

Outhouse – across from beach – roof overhang need repaired.

Lot 77 – breaker needs replaced.

Garage/Shop – needs gravel.

Proposed to provide each employee a tool bag with average daily used tools. Mark will provide a list of needed tools and costs for each bag at the next meeting. Board to then decide.

Bathhouse 3 – concrete approach will be installed by park employees to shore up eroded slope. Mulch to be added to sandy area.

New bathhouse – shower faucets were not properly winterized. New valves are needed before usable.

Handicapped shower needs replacing as well.

BB & OX - Board decided there will be absolutely NO PARKING on the Greenbelt. This includes short term parking for any reason.

Board discussed and determined that seasonal guests who wish to park in visitor parking **must** additionally purchase a visitor seasonal pass. Both seasonal and visitor passes must be affixed to windshield when utilizing any visitor parking.

Genie Lift – Explore options to replace lift with another type of lift.

Harley Rake – looked into other options. Discussed a possible Box Blade. Reviewed quotes of three price ranges.

Motion by Ruehmeier, 2nd by Tucker to purchase one (1) BB15/25 Series Box Scrapper for the amount of Twenty-Four Hundred dollars (\$2,400.00). This will be used for one year then determined if 2nd purchase should be made. If 2nd is purchased each park will have their own. Motion carried.

REGARDING 50 AMP SERVICE – other than 2 at BB and 3 at Oxbow parks, no other 50 amp receptacles will be available. Park electrician has determined that line size is inadequate for any further upgrades.

Director Report: Oxbow - Lot # 10 to be a fall project as there is not enough time to remove current medium and replace with either dolomite or grass.

Big Bend – Camp 1 – lots 2-4 will remain open after hot boat and blocked after October 15, 2022 for maintenance. Previous minutes state they would be blocked after hot boat for maintenance.

Incident – BB office - wall furnace, child touched and burnt. Did not need medical attention. This unit will be moved to a safer location as the office will be remodeled.

Heartsaver, First Aid, CPR and AED training – Newaygo County - \$30.50 per participant.

Board decided to send; Oxbow – Teresa, Mark, Becca, Carol and Laura. Big Bend – Andy, Jennifer, Shari and Jimmy M. Teresa to make arrangements.

Water samples were submitted and waiting for results.

Ice Cream coolers/product due to arrive by Friday April 22, 2022.

Employee Orientation scheduled for Wednesday, April 29, 2022 Oxbow @ 9 a.m.

Old Business: 0

New Business: 0

Miscellaneous: Proposed to name the cabins in each park. Already being done.

Adjournment: Motion by Ryman, 2nd by VanDam to adjourn this meeting at 5:55 P.M. Motion carried.

Next regular meeting to be May 4, 2022 – Big Prairie Township Hall – 5 P.M.

Submitted for Approval

Colleen Ryman
Secretary

Approved on 5-4-2022