

Big Prairie Township Parks Commission

Wednesday December 29, 2021

Meeting Called to Order: 2 P.M.

Pledge of Allegiance

Roll Call: Middleton, Ruchmeier, Ryman, Tucker and VanDam present.

Public Input: 0

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

Approval of Minutes: Motion by Ruchmeier, 2nd by Middleton to approve the minutes from December 13, 2021 as written. Motion carried.

Camp Host: 0

Board Reports: Chairman – Landscaping ideas for Oxbow.

Vice Chairman – presented “Request for Bid” form in which BPTPC will utilize in the future.

Secretary – 0

Treasurer – Jeremy should be out in approximately 3 weeks. Josh Hunt will be working with BPTPC on new Oxbow office plans.

Trustee – 0

Treasurer Report: December-10-16, 2021 = \$0.00 December 17-23, 2021 =\$4,053.49 Total = \$4,053.49

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

Present and Pay Bills: Motion by Ryman, 2nd by Middleton to approve and pay the bills as follows; Gross payroll week ending December 23, 2021 \$. Bills - \$1,255.60. Motion carried.

Maintenance Report: Oxbow loft – Floor, window and electrical are done. Insulation and sheet rock next.

New Holland tractor is in need of repair or replace a rear tire which is currently flat. Andy to remove tire and take in for repair/replace.

Office Report: Seasonal – are seasonal campers allowed to use “truck camper” as seasonal unit? Truck and camper unit to be separated. Board would like more information from other seasonal parks. Teresa to contact County and inquire.

Old Business:

Astra – Teresa’s answer from Astra re: adding service fee to each credit card transaction was no, cannot charge additional charges outside of tax.

Astra – Teresa to contact and ask is what are the expected upgrades to the program in the future? Example, allowing business to add credit card service fees.

Ruchmeier asked to table Credit Card service fee until spring.

City Express van – both have had recalls and currently being repaired.

New Business: Corn Hole parking – after significant discussion re: hourly crew wages for parking area, it was decided by the board to pay American Landscape & Lawn care the sum of (One Thousand) \$1,000.00 dollars for the labor work provided at Big Bend park Corn Hole parking area.

Motion by Ruehmeier, 2nd by Ryman to pay American Landscape & Lawn care (One thousand) \$1,000.00 dollars for labor work provide at Big Bend park. Motion carried. Brian Middleton, abstained.

Purchases – non emergency – Board discussed and motioned a new policy.

Purchases – **Emergency** – Board discussed and motioned a new policy.

Motion by Ruehmeier, 2nd by VanDam that both non- emergency and emergency purchases over (Five Hundred) \$500.00 must be brought before the board for approval before the purchase can be made. However, Emergency purchase - Board furthermore agreed to an email/group text is to be sent to all board members immediately for response. If no response within a reasonable amount of time, defined by the emergency, purchase can be made. Motion carried.

ADA Grant Project: Grant writer is looking into ADA grants for possible submission for playground equipment and additional ADA items. A \$150,000.00 grant would require approximately \$50,000.00 from BPTPC. BPTPC Chairman, Vice Chairman and Trustee form the ADA project Committee 2022.

Miscellaneous: MTA – document giving our signature person(s) authority to apply DNR for grants.

Adjournment: Motion by Tucker, 2nd by Ruehmeier to adjourn this meeting at 3:40 P.M.

Next regular meeting to be Wednesday, January 12, 2022 – 2 P.M. @ Big Prairie Township Hall.

Submitted for Approval

Colleen Ryman

Approved January 12, 2022