

## **Big Prairie Township Parks Commission**

Tuesday August 23, 2022 – Note day change and time.

**Meeting Called to Order:** 12 P.M.

**Pledge of Allegiance**

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

**Public Input:** 0

**Approval of Agenda:** Motion by Ruehmeier, 2<sup>nd</sup> by Middleton to approve the agenda as presented. Motion carried.

**Approval of Minutes:** Tabled

### **Board Reports:**

Chairman – Employee is home from hospital recovering.

Attended a Team meeting and reports good improvements since inception (Spring 2022).

One seasonal guest may be leaving prior to October 15, 2022, reminder there is no refund.

Vice Chairman – 0

Treasurer – Spicer Group – has been confirmed by Chairman, the latest billing was by mistake and Treasurer can disregard. Chairman, Treasurer and Grant Writer will schedule a conference call with Spicer Group to reiterate contract details to protect all interested parties.

Reyes Builders & Painting - Small Claims court date is September 13, 2022 @ 11:30 A.M. Chairman and Parks Director to be present. Angie's List Customer Solutions issued a 48 hour response to Reyes Builders & Painting, Wyoming MI.

Picnic Tables – TSC - Credit was issued for ½ the shipping cost.

Checked on insurance pricing to show movies within the parks in the future. \$550.00 per park per year. Will check with Twp. Clerk re: Insurance policy.

True North – Fremont – hosting a 50<sup>th</sup> Celebration, Thursday September 15, 2022. Tickets \$25.00 per person.

Secretary – presented a notice from UIA.

Trustee – presented to the board the work ethics, attendance and ambition of an employee.

**Treasurer Report:** August 15-11, 2022 = \$18,208.80. August 12-18, 2022 = \$12,987.68. Total = \$31,196.48.

Motion by Ryman, 2<sup>nd</sup> by Middleton to approve the Treasurer report as presented. Motion carried.

**Present & Pay Bills:** Motion by Middleton, 2<sup>nd</sup> by Ryman to approve the following; Gross payroll ending 8-18-2022 = \$19,701.13. Bills = \$17,222.07. Motion carried.

**Grant Report:** Four board members were present to walk Oxbow Park with Jill, grant writer and Alex from the DNR - Grants. This is formality that allows DNR grant scorers to physically view the property in which a grant has been submitted for.

Middleton spoke with American Legion post master re: potential fundraising opportunities. He will continue to update board as warranted.

Brick Sale – American Legion is excited to help promote. Board would like to focus on a Military Veterans walkway proudly showcasing the bricks. Walkways designating honor, memory of etc. has also been discussed.

**Park Director:** Camp Host – BB – 0; OX – PD - has been good. A few violations being written.

OX – Security is now Tina, Alonzo is no longer interested in the position.

PD has instructed camp hosts to furnish their reports for this meeting, just not being done.

Maintenance – OX – looking into purchasing a push style leaf blower. Presented quote \$1600.00 - \$1900.00 (self-propelled.) Board requires additional price checking.

ADA 3 Lots – need improved walkway access. Need to remove current medium and replace with dolomite and crushed limestone.

ADA boat launch walkway – PD to talk to Brooke to possibly use concrete for this walkway.

BB – Cabin 3; electrical being connected this week by Neiboer Electric, Fremont MI.

Remove one swing set unit from trailer park.

One vehicle (diesel) needs brake line work – parts are being ordered.

Office – BB/OX – exterminator to be scheduled to remove wasp/bee nests.

BB – Mgr. is working on schedules for the rest of the seasons.

General – PD to reserve 21 day lots for seasonal who legally entered the 2023 Lottery but were not successful.

Forester is scheduled to perform a walk thru and determine the fate of (dead) trees. PD to secure bids on the trees deemed removal by Hillary. BB will be scheduled later.

Lottery Entries – Two (2) guests, who wrote checks for the deposit required to enter have returned NSF. PD has contact to both via email and phone call with a pay by date that passed without payment. Board implemented a final courtesy contact/message, 24 hours to pay **all** debts. If not within time allotment they are removed from the seasonal lot/dock choice that was made on August 13, 2022 Lottery Draw for 2023 Season.

Guest inquired about switching campground lottery to a park that has less entries prior to the lottery draw day. Board agreed to NOT allow this. Confusion and paperwork could lead to missed entries. Leave as is.

Presented the board with an employee letter for consideration. PD to express the boards wishes to the employee re: boundaries' of the job, attitude and behavior.

**Old Business:** OX lot leveling – four board members accompanied the PD in the Bluff area to determine which lots needed top priority leveling. Approx. 20 lots were identified. September 12, 2022 is the projected start date of the Lot Leveling project. Mark to secure two (2) bids for this project. American Landscape & Lawn Care to submit a bid.

**New Business:** Dock resizing – revisit at a later date.

Tree on #183 – per forester this tree is not eligible for removal. Therefore, it must remain. Seasonal guests wishing to choose this lot must understand and realize that the camp unit must fit within the 2ft. from the lot line rule. With or without slide outs and or awning extended.

End of day procedures – PD to instruct security to monitor this activity, at both parks, at close.

Solar Lights – suggested to purchase 8 solar lights and place in a section. See how it's received by guests, possibly order more. Not all board members were in agreement. Parks already have enough lights.

OX - High Bank Project – preliminary discussion – utilize the current primitive camping area as “replacement lots” when resizing of all lots is complete. This would include adding electrical and water service to the replacement lots. These replacements would become premium lots due to waterfront view. Additionally, create a new area for primitive camping in the same general area.

**Miscellaneous:** Discussed ways to increase activity attendance at BB Park. Due to layout of the park there were many factors mentioned as to why attendance is extremely low. Board decided the activities needed to be brought to the sections of the park. Perhaps consider an Activities Director position.

**Adjournment:** Motion by VanDam, 2<sup>nd</sup> by Ruehmeier to adjourn this meeting at 3:42 P.M. Motion carried.

Submitted for Approval

Colleen Ryman  
BPTPC  
Secretary

Approved on 9-7-2022