

Big Prairie Township Parks Commission

Wednesday October 5, 2022

Meeting Called to Order: 2 P.M.

Pledge of Allegiance

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

Public Input: Introduction of Fred Ball from Ball's Tree Service.

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

Approval of Minutes: Motion by VanDam, 2nd by Middleton to approve the minutes from September 21, 2022 as written. Motion carried.

Maintenance Report: Welcome to Jimmy Murawa as the new lead supervisor for BB.

BB – Meters on lot # 75 & 76 seem to not be working. Rick will be sent to trouble shoot. May need to replace meters.

BB – Camp 1 – behind lots #1-5 will have culvert type work to prevent lots from flooding. PD to contact winter camping guests of lot #6 informing them of the construction and moving them to another lot during construction.

BB – Pit toilets – roofs need replacing. Framing will likely also need replaced. Mark to work with Jimmy to measure and collect cost estimate for entire projects. Bring to next board meeting.

BB – May need one shower valve. Blow out lines, add antifreeze then watch over the winter.

BB – Jimmy to look over all trees (63) that have been marked with Brian and or Mark for removal. In the event more than 63 trees have been marked, pick the worst ones.

OX – All Out-Jons have been re-roofed and painted along with shed and pole barn.

OX – Cabin #2 – Would like to insulate ceiling and possibly place tongue & groove pine boards over it.

Discussed white wash painting the lumber for the ceiling. Approx. \$691 plus cost of paint.

*Motion by Ruehmeier, 2nd by VanDam to purchase the materials needed to insulate, and apply white washed pine board on ceiling. Motion carried.

OX – Shower valves are needed in bathhouse #2. Will wait until spring and see how well they hold up over the winter to retrieve a more accurate count of those needing replaced. Will place in next year's budget.

OX – Lot # 12 & 78 need to have electrical pedestal placed on the lot. Currently, guests transverse across other lots to plug in.

OX – Recent identified area for 11 to 15 additional lots need to be walked off, measured, marked and mapped on paper. To be developed with water and electric. These additional lots will not increase lots allowed under the current license. These will replace the lots lost when parks' current lots are resized.

Both BB/OX – Older style cabins – inside walls – possibly use tongue & groove style pine horizontally on walls or half way up (chair rail style) with clear coat. Discussed taking measurements, collecting samples of different grade pine lumber, secure a cost estimate and bring to the next meeting for further discussion.

Back Hoe – has worn parts and leaking of some fluids. It is a valuable piece of equipment for both parks. Mark to research value of backhoe as is and if parts were replaced. Research current pricing of used also. Bring to next meeting.

Board Reports: Chairman – Fremont Foundation awarded a 63K grant to BPTPC to use on ADA/UNIVERSAL access projects. Laurie Voice (non-profit) – has granted BPTPC two (2) beach chairs. A firm out of the state of Maryland has given BPTPC/grant writer valuable advice free of charge. DNR Grant – all last chance information has been submitted.

Vice Chairman – 0

Secretary – Legal Counsel

Treasurer – New account (Grant of 63K) checks have arrived.

Pontoon boat is titled. Waiting until spring to register.

Two (2) terminals at no cost to us for the Brick (fundraiser) sales. Each park will have a dedicated terminal in the office for guest(s) convenience to purchase. Additionally, Parks webpage will include a link to purchase the bricks as well.

Letter has been sent to Dave Wright, BPT Supervisor re: UIA.

Trustee: Rocks are on the trailer all set to go to work site.

Treasurer Report: Sept 16-22 2022 = \$5,987.21. Sept 23-29, 2022 = \$4,905.36. Total = \$10,892.57

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

Present & Pay Bills: *Motion by Ryman, 2nd by VanDam to the following; Gross payroll week ending 9-29-2022 = \$18,234.88. Bills = \$21,827.91. Motion carried.

Grant Report: 0

Park Director Report: Camp Host – BB – had issues with an individual, PD to speak with that person. Follow up with alleged aggressive dog is still pending.

Office – OX – police report re: incident date 6-30-2022 received.

BB - Incident report – Newaygo County Sheriff says no record of the incident exists. PD stated possibly it was State Police that handled it. PD to contact Jerry's Towing and request their information.

OVDP – Pit toilet – Women's – No cracks or leaks and nothing appeared broken.

System Update – email to campers to verify the correct lot and or dock # that were awarded to them during the lottery for the 2023 season. Board decided to disregard stating info re: draw down of water the day after Labor Day 2023. Instead wait until June 2023 when plans for Hardy Dam construction are finalized and released from Consumers Energy.

Nov – PD plans to finalize Apparel and Store ordering of items for 2023 season.

General – BB/OX - crews are busy with general maintenance and fall clean up.

Angie's List representative is continuing to work on the Reyes Painting account.

American Classic was contacted re: dumpster rental. Treasurer to review in the spring.

Online payments for "Bricks are us" fundraiser – Board rejected and wishes to simply place the link on the webpage for those wishing to purchase.

Board agreed to purchase, from former employee, one (1) three spot coffee maker and one (1) portable free standing air conditioner for the combined total of Three hundred Twenty Five dollars (\$325.00).

Forester – Hillary – clearing of any brush needs to be brought to her attention prior to removal of.

Annual Employee End of Year Luncheon – October 11, 2022 @ Township Hall 1 P.M.

Old Business: Tree Bids – Only one bid was received.

*Motion by Middleton, 2nd by VanDam to accept the bid from Ball's Tree Service as follows: \$24,000.00 includes, downing of all clearly marked trees in Big Bend (63) and Oxbow (65) for a total of 128 trees, chipping of all branches 3" and smaller, leaving all branches 4" – 11", removal from park(s) all branches 12" and larger, grinding the stump of trees that are taken down, all downed or damaged tree(s), branch(s) during the process that were **not marked** are to be treated as if marked. Can commence this job at any time as long as no guest(s) or their unit(s) are in harm's way. Latest start date is October 21, 2022. Motion carried.

New Business: Employee Resignation - has been accepted.

C.E. Meeting – Construction on Hardy Dam – Cofferdam will be built for the working environment from OVDP to Marina. Road to be 2 ft. wider. Walkway to be on the water side. Spillway will be relocated with a different appearance than the current one. Will know a more solid date in the spring of commencement.

OVDP – Spicer Group will need a survey for the ADA/UNIVERSAL access plan for the trailhead of the Dragon Trail with parking. Chairman to be in contact with Nick Smith, Newaygo County Parks & Recreation Director. There will need to be three (3) van accessible handicap parking spots. Brick Walkway - from the parking lot towards the trail head and then will turn and continue towards the beach. Considering biker parking across 36th with painted crosswalk for safety.

Shore Station – OX – is being removed from the park.

Miscellaneous: 0

Adjournment: Motion by Middleton, 2nd by Tucker to adjourn this meeting at 4:58 P.M. Motion carried.

Next regular meeting to be Wednesday October 19, 2022 @ Big Prairie Township Hall – 2 P.M.

Submitted for Approval

Colleen Ryman
BPTPC
Secretary

Approved on 10-19-2022