

Big Prairie Township Parks Commission

Thursday March 24, 2022

Meeting Called to Order: 2 P.M.

Pledge of Allegiance

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

Public Input: 0

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

Approval of Minutes: Motion by VanDam, 2nd by Middleton to approve the minutes from March 9, 2022 as presented. Motion carried.

Camp Host: 0

Board Reports: Chairman – Scheduled meeting with Newaygo County Administrator, Chris Wren tomorrow. Will be a part of creating Consumers Energy ‘Messaging for Public Awareness’ when dam construction plan is final.

Overtime – Director to give prior approval and or explain scenarios to managers when it would be appropriate. Maintenance lead will attend meetings when required only.

Vice Chairman – Would like the painted split rail fencing removed to create an aesthetic appearance.

Secretary – Rules and Regulations amendment to BPT Ordinance 2022-004 was presented for approval before going to Clerk.

Asked for any changes to the Employee Handbook.

Memorial Chairs – Both Parks – BPTPC will provide contact information for guests to order a predetermined size name plaque if they wish to have one added at a specific park.

Board decided the Director to observe bagged ice levels at BB throughout the season and if needs arises, an additional ice chest could be placed.

Ask to have Director make correction to cabin 2 re: how many it sleeps.

Treasurer – 0

Trustee – Re: electric at corn hole courts area. Would like to donate poles for additional lighting at the designated parking area and courts area. Would like electrical outlets additionally at courts area. Employee to explore options with Brian.

Will initiate a tree planting program with Director next month.

Treasurer Report: March 4-10, 2022 = \$45,417.00 March 11-17, 2022 = \$56,218.86 Total = \$101,645.86

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

Present & Pay Bills: Motion by Ryman, 2nd by VanDam to pay the bills as follows; Gross payroll week ending March 17, 2022 = \$8,002.76. Bills = \$8,653.77. Motion carried.

Grant Report: Writer is finishing the grant to be submitted by April 1, 2022.

BB – playground equipment and improvement plan – committee to meet within next few weeks. Possibly add plans for Oxbow and OVDP.

Materials – possible discount for new “Welcome Center” materials, information forthcoming.

BPTPC would like to thank the entire board of Big Prairie Township officials for their leadership, working together and accepting our visions to ameliorate our parks within the township.

Maintenance Report: BB – power upgrade to be done first of May.
Tractor tire is being taken for repair or replacement.

Director Report: Received email from insurance re: Olsen, Randy.
Consumers Energy – Timber sale at BB is complete. Marking has taken place. Due to cut in fall 2022.
Guest has stated their boat lift has been damaged. As a reminder to all guests, the BPTPC is not responsible for damage, theft, destruction etc. as stated in the rules & regulations and on forms they may have to sign.
Consumers Energy – has approved the Operations Plan for 2022.
Maintenance Repair Sheet has been revised.
Presented to board a “Special Use Permit.” Managers will be responsible to reiterate rules to each guest applying for this permit. Board states a box to be added to be checked stating guest has received and agrees to rules when signing.
Oxbow – new computer was ordered for front office.
Director to hold a manager meeting next Tuesday. Entire staff meeting TBD.
Employee Hours: Eight hour days, 5 days a week. Clock in no more than 7 minutes prior or 7 minutes after scheduled time.
Workers Comp Audit is complete.
Crest Dairy is complete and set for this season.
Updated budget to be presented at TWP meeting on March 28, 2022.
Old Freezers – Two available. Will be offered to employees interested by drawing.

Old Business: 0

New Business: RFB – board to decide if any service(s) by RFB are beneficial to the parks and use periodically.

Wood Cutting – BB – 400 bundles. Oxbow – 1200 bundles. Employee vs Purchase details not available at this meeting.

Miscellaneous: 0

Adjournment: Motion by VanDam, 2nd by Middleton to adjourn this meeting at 4:25 P.M. Motion carried.

Submitted for Approval

Colleen Ryman
Secretary

Approved on