

Big Prairie Township Parks Commission

Wednesday February 23, 2022

Meeting Called to Order: 2 P.M.

Pledge of Allegiance

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

Public Input: 0

Ruehmeier called and requested, to listen only with no comments or voting, but was denied by the Chairman, whom informed the board via email on this day, stating that Zoom meetings were no longer legal as of January 1, 2022. Chairman stated he verified the information as being accurate per MTA (Michigan Township Association) (Mike). Ruehmeier was told she could not attend per the law and instructed to end the call in order for the meeting to continue. Call was ended.

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

Approval of Minutes: Motion by Middleton, 2nd by Tucker to approve the minutes from February 9, 2022 as written. Motion carried.

Camp Host: 0

Board Reports: Chairman – Had phone conversation with Mike at MTA re: No Zoom Meetings were allowed starting January 1, 2022. Chairman has implemented an account (personal) with MTA for the following: stay abreast of current rules, regulations and laws pertaining to BPTPC; receive training, attend seminars etc.; access to all publications etc. Chairman further stated “will share any and all information with BPTPC board”

Budget – will present to Big Prairie Township board on March 11, 2022 @ 7 P.M.

Vice Chairman – Wood Cutting project? – Chairman stated maintenance will return March 1, 2022 to resume cutting of wood maintain project schedule.

Fence at OVDP – in need of repair. Board to include fence repair during the Dragon Trail project planning progress.

Secretary – Follow up – Truck brakes have been completed. Sewer lines at each park have been complete – will inquire with Treasurer to determine status.

Cabin mattresses ship date from factory is March 9, 2022. Estes Express – will call Oxbow 24 hours prior to delivery. Maintenance to be present to inspect and accept freight pending conditions of items.

Newaygo County Tourist Council – Donation was invoiced and not considered a bill.

Treasurer – 0

Trustee – Flooding at BB Camp 1. Project deferred to maintenance.

Treasurer Report: Feb 4-10, 2022 = \$8,746.93 Feb 11-17, 2022 = \$12,787.00 Total = \$21,533.93

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

NewayGO tourist magazine ad – Motion by Ryman, 2nd by VanDam to purchase one (1) full page glossy ad with change/add to include (1) Corn Hole Courts to amenities and (2) a picture of the courts, at the cost of \$630.00. Motion carried.

Present & Pay Bills: Motion by Ryman, 2nd by Middleton to pay the bills as follows: Gross payroll week ending February 14, 2022 = \$3,630.00. Bills = \$14,246.63. Motion carried.

Grant Report: Spicer Group – Prime Professional required - Management and Administration of the Grant and construction requirements if approved. Initial cost \$4,000.00 with balance due only after BPTPC has been awarded the grant. Balance due is approximately \$50,200.00 (Fifty Thousand Two Hundred) dollars.

Secretary presented to the Board the Treasures Finance Report (perception of finances) when Consumers Energy draws down the water for repair/reconstruction on the Hardy Dam. Copy is on file with Twp. Treasurer as well.

Roll Call vote was asked for by Secretary.

Motion by Tucker, 2nd by VanDam to continue and complete the grant application for the proposed new office at Oxbow Park at 2973 Cottonwood Ave, Newaygo MI 49349 with the application submitted by April 1, 2022 to the DNR and subsequent approval by the Big Prairie Township Board by Resolution for the said grant. Thus granting permission to the Chairman to sign the initial proposal by Spicer Group for the amount of \$4000.00 (Four Thousand) dollars. Motion carried by: Yea: Middleton, VanDam and Tucker. Nays: Ryman.

Brooke McTaggart (Consumers Energy) has approved the writing of “Letter of Support” for grant purposes.

Jill May (Trisector) will continue to search for matching grant funds. All matching funds are utilized before grant (DNR) monies are used.

Proposal – to move forward for a grant to build a new bathhouse at Big Bend Park.

Motion by Ryman, 2nd by Middleton to research and plan a process to work towards potentially securing a grant to construct a new bathhouse with possible small laundry facility at Big Bend Park. Motion carried.

Maintenance Report: Oxbow – pole barn office and employee breakroom is complete as well as the new counter/cabinets in the main office.

BB – flooding in Camp 1 – propose to place shallow containments (5 gallon barrels) to allow rain/snow melt water to flow into to prevent flooding. Soil removed to place barrels will be repurposed to fill in other low areas as needed.

Office Report: Glass Cooler – possibly a small beverage cooler for Iced Teas, Monsters, Lemonade etc. type drinks.

Application Utilization with Excel is going well.

Applied for 5 interns for the 2022 season.

Special Use Permit – Secretary provided an example to Teresa.

Old Business: Paint Quotes - Bids were emailed and voted on via email/text by board members, Tucker, Middleton, VanDam and Reuhmeier in order to schedule immediately with winning bidder to have the job complete as close to or just after park opening 2022. Therefore no motion was proposed to act on.

Employee Recommendations – Chairman states this was not the task for Park Board but instead the Park Director. This was worked on by Chairman, ~~Treasurer~~ and Teresa.

New Business: Cabin Match Budget – needed by Nick Smith, Newaygo County Parks & Rec Director in order to submit proof of our paid match towards the grant for the cabin received in 2021. Teresa to submit receipts ASAP.

Operations Plan (OPS PLAN) – 2022 – updated list of capital improvement made in 2021.

Budget – Motion by VanDam, 2nd by Tucker to approve the 2022-2023 BPTPC budget as presented after removing the word “less” in front of Contingency Fund and correcting the balance. Motion carried.

Miscellaneous: 0

Adjournment: Motion by Middleton, 2nd by VanDam to adjourn this meeting at 5:47 P.M. Motion carried.

Next regular meeting to be Wednesday March 9, 2022 – 5 P.M. – Big Prairie Township Hall.

Submitted for Approval

Colleen Ryman
Secretary

Approved on 3-9-2022