

Big Prairie Township Parks Commission

Wednesday January 26, 2022

Meeting Called to Order: 2 P.M.

Pledge of Allegiance

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

Public Input: 0

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

Approval of Minutes: Motion by Middleton, 2nd by Ruchmeier to approve the minutes from January 12, 2022 as written. Motion carried.

Camp Host: 0

Board Reports: Chairman – Grant update in Old Business.

Vice Chairman – Bruce – B.D.D Construction will contact Tucker for further information in order to provide an estimate for construction of new Oxbow office.

Secretary – asked if signs for BB and OX boat launches stating “use at your own risk” had been ordered.

Teresa stated will be ordering later as there are other signs to order as well.

Rebates from Menards – go back to the department in which rebate came from. We have 1). Maintenance 2).

Office 3.) Kids Events 4).Camp Store categories for rebates.

Stated would like to add the title “Grant Reports” to the agenda. By doing so will keep grant information in one area and not all over in the minutes. Board agreed.

Treasurer – Independent Bank has begun to charge a percentage fee to certain accounts. Sherry to watch this closely. Board did agree to “days worked” not calendar days for potential wage increases.

Trustee – 0

Treasurer Report: January 7-13, 2022 = \$17,855.79 January 14-20, 2022 = \$4,652.00 Total = \$22,507.79

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

Present and Pay Bills: Motion by VanDam, 2nd by Ryman to approve the bills as follows; Gross payroll week ending January 20, 2022 = \$6,070.00. Bills \$14,541.44. Motion carried.

Maintenance Report: Oxbow pole barn office/breakroom is complete except two (2) cabinets to be purchased and installed.

Pallet rack (9ft) was to long and would not fit. Pallet rack to fit needs to be 8ft long. Sold the 9ft rack and looking for an 8ft rack.

Oxbow office countertop has been ordered but approximately out 2-3 weeks.

Fence brackets – board agrees to have Andy order only what is needed at this point.

Office Report: To clarify timeline of seasonal pass usage – January 1 – December 31 of the year in which they are purchased.

CHECK-OUT time change – to ensure adequate time to inspect and clean up a newly vacated site, the checkout time has changed to 11 A.M. commencing the season of 2022.

Presented board with an updated camp/dock release form. Board approved and agreed to begin immediate usage of the new updated form.

Short version of rules- addition of – *Truck Camper* – vehicle must remain attached to the camping unit at all times whether transient camping or seasonal.

Webpage – Fees list have been updated and accurate.

BB – Trailer Park – seems we had a person(s) who decided to remove sections of the split rail fencing in order to get, presumably, an ice shanty, snowmobiles, ATV(s) etc. out on the ice.

Old Business: Bottle return unit is not available to our type of business.

Electric Bill – Oxbow – Light poles to be marked with ribbon that could be turned off. Rick will address this project next week. Additionally, Teresa to send Sherry the account/meter # for Oxbow office and she'll compare kilowatt usage from last year to this year. Board is trying to determine why winter bill is consistently around \$500.00 per month.

Oxbow Office/Pole barn painting – Teresa to secure quotes from Wainwrights Painting, Bill Lawson and present at the next meeting.

DNR Grant – trees-access-webinar – Jill to look into the DNR grant for tree planting. Hillary, (Consumers Energy Forester) has given recommendations for types of trees to plant. After a grant is secured, tree selection and where to purchase will be discussed. *The above is in addition to the tree project that has been previously assigned to Middleton.* BPTPC is set for access with Migrants to submit grants. Chairman encouraged those available to attend the DNR Grant Writing webinar.

Waste Receptacle Fence – Oxbow – Andy to measure perimeter and secure estimate on cost to enclose area with locked gate. BB – Waste receptacles will be moved into the fenced maintenance area each winter and returned each spring. This is to prevent local person(s) wishing to use the receptacles for their household trash during the winter months. Small receptacles will be made available at both parks for winter campers.

New Business: Glass Cooler – Andy described how a glass cooler would benefit both camp stores as the cooler items we sell would be visible to patron(s) instead of on a paper menu. Board agreed to discuss potential purchase after seeking average cost for this type of unit.

Exit Gate/Dog House – presented to the board was another option for placement of gates. This would include a small ticket booth type unit which would house an employee during busy periods to check entering vehicles for valid entry pass and or allow for purchase of. Board discussed how this may be a better economical avenue and has asked for detailed estimate from Andy at the next meeting.

Soda Cost Increase – Board discussed increased cost to purchase soda no matter where you go in the United States. Board further discussed raising our price as well.

Motion by Middleton, 2nd by Ruehmeier to increase cost of each can of soda from current \$1.00 to \$2.00.

Motion carried.

Teresa to contact both Coca Cola and Pepsi as they will have to change the bill validator to reflect the new price prior to start of season 2022.

Miscellaneous: 0

Adjournment: Motion by Tucker, 2nd by Middleton to adjourn this meeting at 3:32 P.M. Motion carried.

Submitted for Approval

Colleen Ryman
Secretary

Approved on: 2-9-2022