

## **Big Prairie Township Parks Commission**

Wednesday January 12, 2022

**Meeting Called to Order:** 2 P.M.

**Pledge of Allegiance**

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

**Public Input:** 0

**Camp Host:** 0

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

**Approval of Minutes:** Motion by Tucker, 2<sup>nd</sup> by Ruehmeier to approve the minutes from December 29, 2021 as written. Motion carried.

**Board Reports:** Chairman – Oxbow store – ceiling is nearly complete. Walls to be painted next. Andy to secure pricing for accessories associated with the grid panel.

Vice Chairman – 0

Secretary – update on the purchase of furnishings for the new cabin.

Treasurer – Need to reduce lighting at Oxbow Park during the winter.

Teresa to report electric usage at Oxbow Office since new furnace has been installed at next meeting.

**Treasurer Report:** Dec 24-30, 2021 =\$400.00 Dec 31- Jan 6, 2022 = \$22,895.94 Total = \$23,295.94  
Motion by Ryman, 2<sup>nd</sup> by VanDam to approve the Treasurer report as presented. Motion carried.

**Present and Pay Bills:** Motion by Ruehmeier, 2<sup>nd</sup> by Ryman to pay the bills as follows; Gross payroll week ending January 6, 2022 = \$6965.00. Bills = \$15,935.01. Motion carried.

**Maintenance Report:** Entry/Exit gates - \$18,226.00 per park with a 20% discount to \$14,580.00. Each set would require additional spending of \$1,000.00 (One Thousand) for battery backup unit if desired. Board further discussed gates and decided not to move forward on purchase at this time. Instead, board agreed to fence around Oxbow Park's refuge container area and include a locking gate. This is to help prevent locals using the refuge containers for their trash.

Andy to measure circumference of refuge container area for fencing and gate. Measurements to be presented at next meeting.

Oxbow pole barn office – near completion, refrigerator has been moved to the new area. Seating is in.

**Office Report:** Work near the Hardy Dam per Consumers Energy is slated for January 17 – April 1, 2022 which will consist of tree removal southeast of 36<sup>th</sup> Street.

Seasonal – 2022 lottery patron has decided to cancel. Refund made. Lot has been filled from the waiting list.

Reservations for 2022 season have begun.  
Rewriting job descriptions.

Training newly hired employee for two (2) weeks.

Have interviewed a potential hire with retail sales experience.

Errors on the webpage re: Fee Schedule are being addressed with webmaster.

**Old Business:** ATM – no information at this time.  
Bottle Return options – still in progress.  
BB Full Hook – approval from DEQ still pending.

**New Business:** Truck Camper – Motion by Ryman, 2<sup>nd</sup> by Ruehmeier to allow both transient and seasonal truck mounted camper units into our parks with the following stipulation – all truck mounted camper units must **remain attached to vehicle at ALL times**. If unattached, guest(s) will be asked to re-mount and vacate the park immediately. Motion carried.

Offices/Pole Barn – Teresa to secure estimates for painting BB/Ox – Office and Oxbow pole barn.

Inventory Control – can print off reports from Astra program.

Help Wanted ads – Teresa to begin placing ads Feb 1, 2022.

**Miscellaneous:** Big Prairie Twp. Supervisor and Clerk have stated to Chairman Tucker that they are willing to aid BPTPC, when applying for grants within their capacity.

Mapping out of ADA playground has begun.

Cabin - Chairman has contacted Newaygo County Vocational Technical School in Fremont regarding a small change in the floor plan for the current cabin being built. The new floor plan has been approved and building progress is on schedule.

**Adjournment:** Motion by VanDam, 2<sup>nd</sup> by Tucker to adjourn this meeting at 4:05 P.M. Motion carried.

Submitted for Approval

Colleen Ryman  
Secretary

Approved on: 1-26-2022