

Big Prairie Township Parks Commission

Tuesday December 1, 2020

Meeting Called to Order: 2 P.M.

Pledge of Allegiance

Roll Call: Clark, Rushmeier, Ryman, Tucker and VanDam present.

Public Input: 0

Camp Host: 0

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

Maintenance Report: Pulled docks from areas where most damage **could** occur if water level is not reduced as Consumers Energy has stated.

Equipment is being put up for the winter.

Spring 2021 – road gravel work to be done.

Information on backhoe rental - \$2100.00 per month with 100 hours of use time. Does not include delivery.

Big Bend – Resizing of lots – soil work is complete. Raking and grass to be planted in the spring.

Oxbow – New lots (4) have been placed at sight of previous dumpsters. These do not add to number of sites per license. These lots replace the lots lost during resizing.

All maintenance employees will be done for the season December 8, 2020.

Approval of Minutes: Motion by Clark, 2nd by VanDam to approve the minutes from November 17, 2020 as written. Motion carried.

Board Reports: Chairman – 0

Vice Chairman – 0

Secretary – 0

Treasurer – Insurance coverage adjustments for both parks is complete.

Discussed information given through Ray Huckleberry re: credit card fees. Reduce parks cost of card fees by implementing a customer pay percent charge per swipe of card.

Treasurer Report: November 13-19, 2020 = \$570.56 November 20-26, 2020 = \$191.80 Total = \$762.36

Motion by Ryman, 2nd by VanDam to approve the Treasurers Report as presented. Motion carried.

Present and Pay Bills: Motion by Clark, 2nd by Tucker to redeem CD #09-1 (\$64,957.79) and deposit into checking account. Motion carried.

Motion by Tucker, 2nd by Clark to reconcile checkbook with Twp. Treasurer and pay bills in which funds are available. Once approved (transfer of CD) funds are secured, the remaining bills are to be paid. Gross Payroll ending week November 19, 2020 - \$5,573.52. Bills - \$30,789.64. Motion carried.

Office Report: Sticker sale will commence January 1-14, 2021. Board opts to not spend monies on advertising, however, the event will be placed on webpage and Facebook.

Guests with unapplied funds on their account to be issued a refund check.

Modification to Reservation Policy – to add “any change of date(s) is considered a cancellation.”

Police report has been filed regarding damage to Operators Village Day Park entrance.

Possibly have dumpsters at Oxbow removed for the winter and have a smaller container at office.

Rules committee to meet Tuesday December 8th at 10am at Twp. Hall.

Old Business: Budget – continuation into next meeting.

New Business: Employee Reviews – Teresa asked for closed session but did not want to be present. Greg asked for closed session and wants to be present.

Motion by Clark, 2nd by Ryman to close this meeting at 4:05 P.M. and go into a closed meeting appointing the Chairman to open the evaluation and discussion of employee review and wages. Motion carried.

Opened Closed Meeting at 4:06 P.M.

Closed the Closed Meeting at 5:41 P.M.

Miscellaneous: 0

Adjournment: Motion by Ryman, 2nd by Clark to adjourn this meeting at 5:43 P.M. Motion carried.

Next regular meeting to be Tuesday December 15, 2020 – 2 P.M. @ Big Prairie Twp. Hall.

Submitted for Approval

Colleen Ryman
Secretary

Approved at December 15, 2020 meeting.