**Big Prairie Township Parks Commission**

Wednesday September 22, 2021

Meeting Called to Order: 5 P.M.

**Pledge of Allegiance**

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

**Public Input:** Vern Huston, Bob Jackson, Jack & Donna Orange present.

Vern – no comment.

Bob – Seasonal guests - concerned regarding the $25 fee to register boat trailers. If trailer fits on your lot no fee, however, not everyone’s lot can accommodate additional items due to size. Board stands firm on the $25 registration fee for boat trailers. Management needs has to be able to identify guests personal belongings in case of emergency and or removal.

Proposed a special 21-day fee for those who didn’t receive a lot during the lottery. Board to discuss under Miscellaneous on agenda.

Suggested any seasonal lot vacant, due to more lots available than entries in the lottery, be offered to lottery guests not fortunate to secure a seasonal lot at first choice park. Board to discuss under Miscellaneous on agenda.

Suggested asking seasonal guests to participate in the Fall Clean Up day.

Advised to place a stronger material around the drain field/septic area. Some boulders are just too small.

Donna – BB Camp 1 – bathrooms look good. #39 – water hole, doesn’t drain properly.

Jack – would like minutes on webpage in a more timely matter. Suggested posting in offices additionally.

Office employees should finish with customer in front of them, answer the phone last.

**Approval of Agenda:** Motion by Ruehmeier, 2nd by Middleton to approve the agenda with the addition under New Business 1) Sewer Lines and remove Review Board Stipend. Motion carried.

**Approval of Minutes:** Motion by Ruehmeier, 2nd by VanDam to approve the minutes from September 8, 2021 as written. Motion carried.

**Camp Host:** Johanne – BB – Improvements looks good. No other issues to bring to the board.

**Board Reports:** Chairman – Grass seed has been purchased for fall planting. Garage/Pole barns at both parks will be cleaned out and inventory taken. Additional offices to be added at both parks within pole barns for maintenance and cleaning lead persons. Equipment maintenance plan to be put in place. Will contact Nick at county to discuss bridge pay vs bookyoursite fees.

Vice Chair – 0

Secretary – 0

Treasurer – Ox – 1 new dryer, BB – 2 new dryers and 1 new washer has been purchased and installed. JD Builders – Oxbow office – there is no evidence of a written estimate, apparently all verbal with Greg. Cement was being poured today also a slab for the new shed. Two (2) windows for Ox Office have been ordered. Sherry & Rick will be reviewing electrical status at Oxbow Office on October 15, 2021. Paper shredding company – no reply – will search for another company.

Trustee – will put together a small crew who will be operating the wood chipper on clean-up days. BB - October 23rd and Ox – November 6th.

Treasurer Report: Sept 3-9, 2021 = $30,063.56 Sept 10-16, 2021 = $42,200.59 Total = $72,264.15

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

**Present and Pay Bills:** Motion by Ryman, 2nd by Middleton to approve the bills as follows; Gross Payroll week ending September 2, 2021 = $18,903.86. Bills = $25,066.05. Motion carried.

**Maintenance Report:** Four received bids for BB tree removal at Oxbow Park as follows;

Trumans $6000.00. Big Chipper $5619.00. Balls Tree $4300.00. Wrights Tree $2400.00

Motion by Tucker, 2nd by Ryman to contact Big Chipper and Balls Tree to inquire on timeline for each company as we need these trees removed ASAP. Company with earliest schedule to remove wins the bid. If both company have the same day, board choses to hire the lowest bid of the two mentioned above. Motion carried.

Ox - #42 needs stumps removed.

Chairman and Treasurer to meet with Greg to recover list of current projects and those in limbo for various reasons.

**Office Report:** Quarterly Water Testing – Good.

Lottery – board discussed a process fee deducted from deposit if lottery guests backs out of or refuses to speak a lot choice at the time of the lottery.

Ms. Doering was pleased with last meeting she attended and excited things are being accomplished.

Lottery procedures at both parks are all set.

Camper Appreciation Day set for Saturday October 2. Ox – noon. BB – 5 pm.

Employee meeting set for next Wednesday, Oxbow, 11:30 am. Topic: Fall Clean Up

**Old Business:** RFB – Request For Bid – will review later in the year.

**New Business:** BB – Trailer Park – Consumers Energy quote for upgrade power for full hook is $500.50.

Fall Clean Up Plan – Beautification Day – all employees to be included. Email to be sent to seasonal guests re: times and place if they wish to attend. Lunch to be provided to all participants. Tentative schedule BB – Oct 23 at 9am. OX – Nov 6 at 9am.

Overflow Parking – BB – possibly create an area (at old boat/trailer area) for all to park and designated as such. Still designate “visitor parking only” in certain areas.

Policy Hot Boat and Dam Nation – **Proposal** by Tucker – to secure prior approval for all “Special Events” that include the need for but not limited to DJ, Bands, Amplifiers, Special Lighting, Equipment or Large Gatherings.

This special event permit may include extension of quiet time from 11P.M. to 12 A.M. Application approval must be 14 days in advanced of event. NOTE: this proposal has not been discussed in depth at this printing.

Sewer Lines - Waste Recovery Systems – estimate to descale and re-coat cast iron sewer lines in Four (4) buildings at $5370.00 per building. Board discussed having camera placed down additional buildings to know which one(s) are actually in need of descale and re-coat then ask for re-estimate for work that has been deemed necessary.

**Miscellaneous:** 21- Day camping fee – board discussed and determined the following;

Motion by Ruehmeier, 2nd by Ryman to set a special rate for 21- day camping **for seasonal guests who have properly, timely and legally entered the lottery, attended the lottery draw(or by proxy) at the perspective park but were not successful at the drawing**. Those meeting the above criteria will be entitled to the reduced rate for 21-day camping of $360.00. However, electric usage will continued to be metered and must be paid on time by seasonal guest. Additionally, all 21-day holders must adhere to the rules set forth and be prepared to move on the 21st day to another lot pre-reserved lot along with all personal belongings. Failure to follow any and all rules can lead to loss of privileges. Motion carried.

Vacancy of Seasonal lots during lottery – board discussed and determined the following;

Motion by Ruehmeier, 2nd by Middleton to offer vacant seasonal lots (if available) at the end of the lottery **for seasonal guests who have properly, timely and legally entered the lottery, attended the lottery draw (or by proxy) at the perspective park but were not successful at the drawing**. Seasonal lottery guests will have the opportunity to accept or decline a seasonal lot (if available) at the sister park in the order drawn at the lottery they attended until all vacant lots are filled. NOTE: any seasonal guest that declines a sister lot will, at that point, forfeit the opportunity to secure a seasonal vacant lot as a lottery patron but may ask to be placed on the general list for contact in the event a seasonal lot becomes available. Motion carried.

**Adjournment:** Motion by Ruehmeier, 2nd by Middleton to adjourn this meeting at 9:00 P.M. Motion carried.

Next regular meeting to be Wednesday October 6, 2021 – 5:00 P.M. – Big Prairie Township Hall.

Submitted for Approval

Colleen Ryman

Secretary

Approved 10-6-2021