

## **Big Prairie Township Parks Commission**

Tuesday October 20, 2020

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

**Pledge of Allegiance**

**Roll Call:** Clark, Ruehmeier, Ryman, VanDam and VanderGalien present.

**Public Input:** 0

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

**Camp Host:** 0

**Maintenance Report:** All waterlines, both parks, have been blown out for winter. Greg looking into replacing the current backhoe which is in need of major repairs. Possibly a tractor for multiple use, including backhoe, instead of one piece of equipment that has limited use.

Big Bend – Tree work is continuing. Discussed possibility of re-routing park traffic at the entrance. Traffic would enter opposite side of current entrance at the office building and exit what is now used for both.

Oxbow Park – Discussed the possibility of a new office. Office is in dire need of repairs, replacements inside and out. Not sure spending money on current building is the right direction to go. Retaining wall at new bathhouse – work in progress.

**Approval of Minutes:** Motion by Ruehmeier, 2<sup>nd</sup> by VanDam to approve the minutes from October 6, 2020 as written. Motion carried.

**Board Reports:** Chairman – Dragon Trail – last bridge before Big Bend has been completely installed. This is the section that BPTPC helped fund.

Vice Chairman – 0

Secretary – 0

Treasurer – guests due a refund will no longer receive credit on their account at either park, they must receive the refund via issued check. Working with insurance company on labeling structures that are insured.

Currently, the list of structures insured is confusing due to no clear identification of such.

Sally – 0

**Treasurer Report:** October 2-8, 2020 = \$5,903.08    October 9-15, 2020 = \$7,336.12    Total = \$13,239.20  
Motion by Ryman, 2<sup>nd</sup> by VanderGalien to approve the Treasurer report as presented. Motion carried.

**Present and Pay Bills:** Motion by Ryman, 2<sup>nd</sup> by VanDam to approve the bills as follows – Gross Payroll – week ending October 15, 2020 - \$13,168.80. Bills - \$16,907.39. Motion carried.

**Office Report:** All office staff is done for the season.

Becky to be trained on additional procedures as she is the assistant manager.

Electric meter readings and billing is still being conducted.

Continue collecting payments from winter campers.

**Old Business:** 0

**New Business:** 0

**Miscellaneous:** All members were asked to bring their ideal drawing of a new office at Oxbow at the November 17, 2020 meeting.

There is no meeting November 3, 2020 as that is General Election day.

**Adjournment:** Motion by VanderGalien, 2<sup>nd</sup> by VanDam to adjourn this meeting at 3:23 P.M. Motion carried.

Submitted for Approval

Colleen Ryman  
Secretary

Approved November 17, 2020