Minutes

Friday August 23, 2019 ~~DRAFT~~

Torch Lake Township - Day Park Advisory Committee

Minutes ApprovedSeptember 20, 2019

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| **Meeting** | No.1 - 2019 |
| **Time:** | 10:00 AM, ended 12:00 (Noon) |
| **Attendees** | Leon Darga, Wendy Davidson, Robert (Bob) Hawkins, Virginia (Ginny) Hawkins, Jim Meinke, Sue Sarin, Christine Szejbach, and Rita Service. |
| **Absent** | None |
| **Secretary** | Alan Martel |
| **Minute Draft** | by Alan Martel |
| **Audience** | Deborah Graber |
| **Agenda** | Attached |

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| 1. **Approval of Agenda Content** |
| Approved by consensus. Martel noted that #7 in the agenda allowed for additional items as they may result during the meeting |

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| 1. **Citizen Comment** |
| None |

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| 1. **Introductions and Roster** |
| There were general introductions before the meeting began. Martel passed out a general roster and asked the committee to fill in and correct the information as needed. Martel said, at this time, he would have the committee members listed on the township web page, but would not include their phone numbers or e-mail address. Persons would be directed to contact Martel and he would direct their inquiry to the committee, or to a particular member as may be needed. Also, for now, committee members are recommended to not contact one another by e-mail. What is important is that as much of the development of ideas for the park be contained within an official meeting where the public has complete access to the deliberations. This process may change in the future. |

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| 1. **Open Meetings Act (OMA) and Freedom of Information Act (FOIA)** |
| Martel explained the need for the committee to not deliberate outside of an official committee meeting. All information related to a decision, including information gathered for that purpose, is to be given to the committee at a meeting to determine its usefulness. The committee should save all materials given to them as part of an agenda to be retained until approval of the minutes of that meeting. |

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| 1. **Committee Purpose and Relationship to the Park Ordinance** |
| Martel explained that this kind of committee is a basic citizens group for this kind of function in a township. The law allows park committees to be formed with varying levels of authority, up to and including total taxing and administrative authority. Martel noted that the Park Committee purpose, as approved by the board, focused on safety. Any and all aspects of the park are open to the committee for investigation and recommendation. Most changes recommended by the committee to the board, will result in changes to the Park Ordinance. |

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| 1. **Review of Park Areas and Activities** |
| **PIER** |
| 1. **Problems** - The committee felt the pier was relatively safe. The main issue was persons diving off of the end, the riding of bicycles onto the pier and sometimes into the water. More enforcement is needed in this regard. 2. **Considerations** 3. Approach young people with a reasoned explanation as   to the reason for not jumping off of the pier.   1. Enlarge the swimming area to add a swimming raft. 2. Large painted letters painted on the pier surface reading as one walks towards the end of the pier, [“NO DIVING, NO JUMPING, NO CYCLING INTO THE WATER FROM THIS PIER!” Recording secretary’s paraphrase and emphasis.] 3. Tickets for violators. |

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| **BOAT RAMP** |
| 1. **Problems** – Boat prepping at ramp or shortly before that holds up launch flow.   Contamination of lake from boat hulls  Cement repair needed on the submerged part of the ramp.  Some flow over to neighbor on the property north side of the ramp.  Fees for kayaks too high.  Other processes for ramp fees   1. **Considerations** 2. Some procedural instructions for boat launching. 3. Possible inclusion of boat washing station before launching. Where? 4. Property post and signage at ~~south~~ north property line. 5. Repair of ramp cement for next season 6. Develop kayak launching fee. 7. Use of kiosks for ramp fees. |

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| **Swimming Area** |
| 1. **Problems** – Kayaks and other non-motorized watercraft using swim area.   Spill over to neighboring property on the South.  Moving of buoy anchors weighted at the bottom of the lake.   1. **Considerations** 2. Kayak launching is to be done on the boat ramp area on the north side of the ramp. 3. Addition of more “no watercraft” buoys 4. Property post and signage at ~~north south~~ property line. 5. Have diving company review bottom buoy anchors. |

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| **Beach and Adjoining Area** |
| 1. **Problems** - Some edging breakdown and weed problems that surrounds the playground area.   Geese and ducks in the swim area.  General grassy area needs weed control and seeding.   1. **Considerations** 2. Contact environmentally friendly weed control (Weed Man). No phosphates or nitrates 3. Allowing dogs to use swim area may keep ducks and geese out of the area. |

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| **Play Ground, Volley Ball, Basketball, Sand Box** |
| 1. **Problems** - Ground mat chips needed for playground area (environmentally friendly). 2. **Considerations** - Order mat chips for next season. |

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| **Road Way (Pubic Dock Road)** |
| 1. **Problems** – Unsafe speeding   County Road, county jurisdiction  Parking along roadway during busy times  Boat prepping along road that blocks other boats that are ready to launch.   1. **Considerations** – 2. Addition of speed bumps. 3. Reduce speed limit. No posted speed limit signs. 4. Meet with county regarding problems. 5. Obtain some jurisdictional control from the county on road. 6. Add side pavement for boat launch prepping. |

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| **East Pavilion** |
| 1. **Problems** – Check structure for splinters and loose wiring.   Rental fees.   1. **Considerations** 2. Review maintenance with park maintenance. 3. Review current rental fees. |

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| **General Park Area and Trash** |
| 1. **Problems** – Not recycling. Not dealing with deposit cans and bottles. 2. **Considerations** 3. Containers for trash, recycles and deposit returns. 4. Contact American Waste about recycle containers. |

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| **Land Scaping** |
| 1. **Problems** - Need to replace some screening foliage.   Possible addition of shade trees in park.  Park entrance sign seems in need of gardening attention   1. **Considerations** – 2. Review all of landscaping for future budgeting. 3. Check with volunteers or a nursery for guidance as to improvement. |

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| **Park Entrance** |
| 1. **Problems** – ~~Main~~ ~~e~~ Entry into park, but not used for direction or organization of park users. 2. **Considerations** 3. Initial point of entrance to park. 4. Possible place for seasonal shed style building for park attendant. 5. Possible point of fee collection. 6. Launching instructions. 7. Point of denial to enter park when full, for motor homes, oversize boats. 8. Large park sign at entrance with basic park rules. |

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| **Vehicle/Trailer Parking** |
| No serious problems. Signage and parking lines seem to be working. |

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| **Upper Pavilion and Area** |
| 1. **Problems** – Metal objects protruding from ground 2. **Considerations** – Look over area for hazards and debris that may threaten safe use |

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| Toilet Facilities |
| 1. **Problems** - Seems to be taking a long time.   There have been no progress reports or “change orders” as problems were encountered in the process.   1. **Considerations** – 2. Lay out a history of the drain field problem and the progress and costs to the current time. 3. Ask East Bay Excavating for an end date. Plus money spent. |

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| |  | | --- | | **Vehicle Parking** | | 1. **Problems** – Unknown parking capacity.   Unknown park capacity.  No charge for parking.  Motor homes and RV trailers against park ordinance.  No handicapped parking.   1. **Considerations** – 2. Study and recommend vehicle capacity. 3. Study and recommend person capacity. 4. Make lines for vehicle parking. 5. Add handicapped parking. 6. More control barriers to control parking. 7. Deny park use by motor home and RV trailers. 8. Consider parking fees, for all? for ~~township~~ non-township property owners? 9. Consider parking free stickers to township property owners 10. Consider reservations for park use. 11. Use of parking kiosks for parking area. |  | |