Date: June 17, 2020

Torch Lake Township - Day Park Advisory Committee

Amended & Approved on: June 29, 2020

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| 1. **Time:** | 12:10 PM |

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| 1. **Attendees** | Present: Wendy Davidson, Robert (Bob) Hawkins, Virginia (Ginny) Hawkins, Jim Meinke, Sue Sarin, Rita Service, and Christine Szejbach (was delayed)  Absent: Leon Darga,  Audience: Alan Martel as secretary, Deb Graber |

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| 1. **Approval of Agenda Content** Motion by Jim Meinke to accept the agenda content with added Commercial Launch Contracts under New Business, seconded by Susan Sarin. Passed 6:0 |

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| 1. **Approval of Minutes** Minutes June 11, 2020 not completed. |

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| 1. **Citizen Comments** Martel summarized Park items since the meeting on June 11, 2020: 2. Virginia Hawkins and Alan Martel visited the Men’s and Ladie’s restrooms at the Park. For social distancing, the urinal closest to the non-handicap toilet stall can be used and the other one closest to the sinks, blocked from use. Only the handicapped toilet stall will be available.   In the Lady’s bathroom, there are three toilet stalls. The middle stall can be blocked from use, leaving the stall closest to the sinks and the handicapped stall available  Because the bathroom opened from inside of the bathroom to exit the facility, hand sanitizers can be mounted to the hallway wall opposite the doors allowing a person to sanitize their hands after exiting.   1. Virginia made contact with JennyClean, a cleaning company based in Traverse City. They currently travel, on a daily basis, to clients in Charlevoix & Petoskey. They may give us a bid for cleaning. 2. Due to the COVID-19 pandemic, a concern was raised if the Elk Rapids’ volunteers would still be willing to accept the Park’s returnables. 3. Alan Martel reported that Ted Schroeder said there are surveillance cameras on the west side of the restroom/maintenance building. Per Virginia Hawkins, Ted gave access to her, as the Day Park Chairperson, to view footage of the Park. 4. The water at the Day Park has not been tested. This may take some time to arrange and organize because seasonal contracts with the health department have been discontinued. A discussion ensued re: placement of signs in the restrooms warning about the water’s potability. 5. Wendy and Allen Davidson have been picking up trash at the Park. We will need to organize this with the Park Attendants and others. 6. Alan Martel left a message with a painter who does painting on pavements. He, as yet, had not returned the call. |

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| 1. **Old Business** 2. **Park closure: parking lot entrance and exit blocked.** The Park is not going to be closed? 3. **Staffing of the Park** 4. **Ads in newspaper and website** Ads for Park Attendants have been placed in the Elk Rapids News and the Antrim Review. Rita Service and Deb Graber will build a file to help track Park Attendants’ schedules & costs. 5. **Signage** Motion by Rita Service to do the pavement painted signs ourselves that will be located at the end of the pier that read: NO SWIMMING, NO DIVING, and NO JUMPING, NO MOORING. In addition, there will be a “No Mooring” sign attached to the water side of the current “No Swimming” sign. Seconded by Jim Meinke. Passed 7-0   Motion by Susan Sarin to have a sign made for the west side of the gate to the pier “Pedestrian Traffic Only.” Seconded by Bob Hawkins. Passed 7-0.  Motion by Bob Hawkins to post in various areas of the Park Covid 19 Social Distancing and Cleanliness signs. Seconded by Susan Sarin. Passed 7-0.  Other signage considerations by playground and swings “Equipment Not Sanitized.”  Motion by Rita Service to make the park a Smoke Free environment. Seconded by Bob Hawkins. Passed 7-0.   1. **Supplies for restrooms-** Alan Martel is checking with a KSS Enterprise company for cleaning supplies. Recommended by White Water Township Clerk, Cheryl Goss. 2. **Ordinance Compliance Officer-** After review, Rita Service made some recommended changes that will be passed on to the board. 3. **Purchase of Returnable Containers-** Virginia Hawkins and Alan Martel recommended a total of three such containers. 4. **Temporary Schedule for opening of park before a hired park attendant.** Will be covered? 5. **Janitorial Service-** Waiting to hear from JennyClean in TC |
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| 1. **New Business** 2. **Commercial Launch Contracts-** Currently only three companies have signed contracts, Boat House, Poseidon, Dry Harbour, and North Shore. There are reports of other commercial users. Virginia Hawkins to review footage for commercial launches that are out of compliance with Ordinance #2019-01. |
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| 1. **Summary of Actions for Next Meeting-** 1) For the Day Park Ordinance, proposed Smoke Free amendment at the Park and reduced fee for non-motorized water craft launching. 2) Finalization of Ordinance Compliance Officer job description. |
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| 1. **Citizen Comment-** None |
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| 1. **Committee Member Comments-** None. Next meeting scheduled for June 29, 2020 at noon. |