Minutes: ***Final***

Date: March 31, 2021

Torch Lake Township - Day Park Advisory Committee

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| **Meeting** | Wednesday, March 31, 2021 |
| **Time:** | 11:30 AM |
| **Attendees** | Leon Darga, Virginia Hawkins (Chair), Jim Meinke, Sue Sarin, Rita Service (Vice Chair) |
| **Absent** | Bob Hawkins, Christine Szejbach |
| **Secretary** | Rita Service |
| **Audience** | 1 |

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| 1. **Approval of Minutes** |
| 2/23/21 minutes approved. Leon Darga motioned, Sue Sarin seconded |

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| 1. **Agenda** |
| L. Darga made motion to accept Agenda with addition of OMA discussion, Sue Sarin seconded. Passed 4-0 |

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| 1. **Citizen Commentary –** None |

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| 1. **Old Business** |
| * 1. **Parking Resident ID & Collection**: Park Attendant will have list of residents’ name & address. Cash box to be used to collection non-resident parking fees..   2. **Park Lead Coordinator**: Want ad to be placed in Elk Rapids newspaper on March 31,2021 at $17/hr.   3. **RFP’s for Park Janitorial Services:** Two RFPs sent out (no response from either): Avalon Janitorial (Petoskey) & Mr. Clean Janitorial Services (Traverse City). No request sent to JennyClean (prior year’s service). V. Hawkins to call on March 31, 2021 requesting pricing.   Proposals need to be submitted to TLT Board for review & recommendation.   * 1. **Parking Envelope Examples:** Suggested: Special printing (same vendor as boat launch), print cards for dashboards, plain envelopes (to keep costs down), parking tags (make in-house, change color, etc.)   2. **Design/create Perimeter safety barrier:** 2/17/21 BV. Hawkins noticed fencing used in Traverse City (no cost estimate). Need Deputy Supervisor’s input/recommendations as expenditure is Capital Outlay & falls within his jurisdiction. |

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| 1. **New Business:** |
| * 1. **Website:** Work in process by V. Hawkins.   2. **Boat Staging Area – Signage & Location:**      1. Require boat launch users to have boat “ready to go” before accessing ramp. Congestion in 2020 due to unpreparedness of boat owners.      2. Location: Space available along southern side of approach, parallel to grounds.      3. Signage: Simple temporary inexpensive signs to put at top of road & in area when Park busy.      4. S. Sarin to check signage language at Elk Rapids’ boat ramp   3. **One way signage for car parking:**   No permanent signs. Purchase temporary signs when Park busy to avoid congestion.ps. No final decision made.   * 1. **Pop-up canopy at Park entrance**: Funds available within Misc. Expense in approved 2021 Day Park Budget. 2 chairs to be purchased as well for attendants’ usage.   2. **OMA**: Committee members to familiarize themselves with Michigan’s Open Meeting Act. |

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| 1. **Summary Actions for Next Meeting** |
| 1. Follow-up with janitorial vendors 2. Place Lead Coordinator want ad in Elk Rapids newspaper 3. V. Hawkins to call JennyClean for 2021 pricing 4. S. Sarin research Elk Rapids’ boat ramp language 5. S. Sarin purchase popup canopy & chairs for attendants (when on sale) 6. Committee members to re-familiarize themselves with OMA 7. Temporary signage as needed |

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| 1. **Next Meeting**  April 21, 2021 @ 12:00 noon |

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| 1. **Citizen Commentary:** Mr. Cook reiterated that, consistent with the previous Township Board’s action, the current Board has given the Day Park Committee authority to use the funds as approved in the ‘21/’22 fiscal budget. Any contracts must be approved by the Board but discretionary funds’ usage is controlled by the Day Park Committee. Any questions may be addressed to the Supervisor. |

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| 1. **Committee Members Commentary:** |
| R. Service also commented to a Committee member that the Committee is *fully aware* that it can NOT hire individuals or spend Capital Outlay without Board approval. |
| 1. **Adjournment** – 12:55 P.M. Leon Darga motioned, Sue Sarin seconded) |