Minutes: ***Final***

Date: September 13, 2023

Torch Lake Township - Day Park Advisory Committee Meeting

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| **Meeting**  | Wednesday, September 13, 2023 |
| **Time:**  | 10:37 a.m.  |
| **Attendees**  | Dave Eggebrecht, Virginia Hawkins, Bob Hawkins, Charlotte Lundy, Sue Sarin, Rita Service, Sheila Wright |
| **Absent** | Michael Healey, Donna Purvis |
| **Secretary** | Rita Service |
| **Audience** | 0 |

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| 1. **Agenda Approval**
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| Agenda approved with changes. M/S: V Hawkins, S. Sarin Passed 7-0 |

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| 1. **Approval of Minutes**
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| * August 9, 2023 approved with changes. M/S: V. Hawkins, S. Sarin Passed 7-0
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| 1. **Citizen Commentary –** None
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| 1. **Old Business:**
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| * **Dark Sky Lighting:**  B. Hawkins to buy light meter. S. Wright contact Great Lakes Energy re: lightbulb.
* **Pier gate & rear safety signs:** Discussion on what should be on sign. Ordinance one must be updated but 8/9/23 meeting discussed not mentioning specific non-resident launching fee as it will probably change, however, will mention that non-resident fee is due. No specific details mentioned during meeting for new signs. Also discussed were size of signs & heavily anchored to prevent future vandalism..
* **Mission Statement:** S. Wright passed around her summary of Master Plan. Also handed out her request from 2022’s Tip of Mitts suggestion for plantings. To be reviewed & discussed at next Day Park meeting.
* **E-coli prevention:** No action taken as Committee does not want to interfere with wildlife.
* **Bike rack construction :**. Pad to be built. Grant letter requires: recognition, a picture of completed project, and a letter stating the project’s completion. CCC stickers to be placed on rack once pad completed. V Hawkins to write a letter of thanks to CCC to fulfill recognition requirement, in addition she will request TLT Supervisor to incorporate in his monthly letter.
* **Trees:** Invoice for new trees paid. Need to coordinate planting with dead tree removal. Also discussed were ideas for additional picnic tables. Suggestion made to approach UTLA to request funds for some more tables & plantings.
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| 1. **New Business**
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| * **Budget suggestions:** Committee members brainstormed several items including, but not limited to: buoys, attendant uniforms, picnic tables, dumpster enclosure, signage, trash cans, restroom & maintenance shed doors’ repair/replacement, park beautification. The only new capital item suggested was for funds for new perimeter plantings. Budget needs to incorporate 22/23 incomplete capital items (i.e., handicap accessibility). As boat launch & Park covered under 2 ordinances, suggested 2 budgets be created. Additional ideas to be sent to V. Hawkins before the next meeting.

 * **Boat Launch Statistics:**: V. Hawkins gathered data from boat launch fee envelopes: ~654 launches, local launches down, out-of-state are up. Non-local Michigan launches are up.
* **August Financials:** Launch/Park continue historic trend of running at deficit. R. Service stated that budget prep needs to consider this carefully in preparation of upcoming budget.
* **Commercial launch contract review:** V. Hawkins suggested review in early January so commercial users may also incorporate in their budget process. Suggestion that penalty of launch abuse to be included in future contracts.
* **Boat launch fee kiosk**: Additional signage suggested to be part of budget process, however, immediate action to paint kiosk orange to increase its visibility. M/S: S. Sarin / B. Hawkins. Passed 7-0.
* **Entrance Info Board:** Repair/replacement to be part of budget process.
* **Grant for installed fence reimbursement denied.** Per V. Hawkins, grant should have been applied for before fence installed.
* **Park website:** V. Hawkins to contact Mr. Nye re: updates & corrections.
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| 1. **Summary of Meeting Action Steps**
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| * **Bob Hawkings:**
* Purchase light meter.
* Oversee Kiosk painting.
* Oversee bike pad construction.

 * **Sheila Wright:**:
* Contact Great Lakes Energy re: night sky lightbulb.
* Contact TLT Supervisor about tree status.
* Sign suggestions (safety sign & ordinance sign).
* **Virginia Hawkins**
* CCC recognition letter
* Request TLT Supervisor to incorporate CCC recognition in monthly community newsletter.
* Park website updates / corrections
* **Rita Service**
* Prepare draft budget model based on meetings’ ideas.
* **All Committee Members:**
* Review TLT Master Plan & Tipp of Mitt suggestions
* Send Budget suggestions to V. Hawkins asap
* **No Owner**
* Request UTLA funds for Park picnic tables & some small plantings
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| 1. **Next Meeting: Wednesday, October 11, 2023 @ 10:30 a.m.**
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| 1. **Agenda Suggestions to V. Hawkins: Friday, October 6. Final Agenda: October 10, 2023**
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| 1. **Citizen Commentary:** None
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| 1. **Committee Member Commentary:** None
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| 1. **Adjournment**  12:14 PM M/S: C. Lundy, S. Sarin Passed 7-0
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