Minutes: ***Final***

Date: June 29, 2020

Torch Lake Township - Day Park Advisory Committee

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| **Meeting**  | Monday, June 29, 2020 |
| **Time:**  | 12:08 PM  |
| **Attendees**  | Wendy Davidson, Virginia Hawkins, Jim Meinke, Sue Sarin, Rita Service, Christine Szejbach |
| **Absent** | Leon Darga, Bob Hawkins, Alan Martel (Secretary volunteer) |
| **Secretary** | Rita Service |
| **Audience** | Deb Graber |

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| 1. **Approval of Agenda Content**
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| Motion by Rita Service to accept Agenda, seconded by Jim Meinke. Passed 6-0.  |

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| 1. **Minutes**
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| Motion by Wendy Davidson to approve June 17, 2020 minutes with corrections; seconded by Jim Meinke. Passed 6-0  |
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| 1. **Citizen Commentary - None**
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| 1. **Old Business**
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| **(a) Park Status:**  |
|  Park opened Saturday, June 27, 2020.  |
| **(b) Park Attendant Staffing Update:** |
|  No applications received through ads. Deb Graber received email with 3-4 potential candidates, but no applications completed to date. |
| **(c) Compliance Officer Staffing Update:** |
|  Virginia Hawkins received an application, however, needs to be reviewed by TLT Board. Deb Graber volunteered to scan & send to all the Board members. |
| **(d) Signage Update:** |
|  “Pedestrian Traffic Only” sign posted on Pier “No Mooring” sign attached to water side of current “No Swimming” sign on Pier “No Swimming”, “No Diving”, “No Jumping”, painted on Pier’s edges. Restroom signs posted encouraging social distancing due to COVID-19 pandemic. Rita Service made a motion to purchase two (2) signs stating: “No RV / Motor homes Allowed”, seconded by Chris Szejbach. Passed 6-0. Signs to be placed in the Boat/trailer parking area (items in FY20 Day Park Budget).  |
| **(e) Restroom Cleaning Contract:**  |
|  JennyClean estimate unclear as to timeframe. Estimate also contradictory as it currently states both the Day Park & JennyClean will provide toilet paper & hand soap. Virginia Hawkins will contact for revisions as well as to request supplies charge will be at cost. Contract needs to go to TLT Board for review & signature.  |

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| 1. **Old Business (continued)**
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| **(f) Returnable Container Purchase:** |
|  Discussion tabled as Alan Martel was absent & he was going to order 3 containers. Need update. |
| **(g) Commercial Launch Contracts:** |
|  As of June 29th, four (4) contracts were with TLT Clerk. Two contracts were booked in General Ledger (“G/L”) @ $250/each (Marine Launch Contract 101-101-608.010): North Shore & Poseidon Marine. Checks received & pending booking into G/L: Dry Harbour & Boathouse. |
| **(h) Park Attendant Schedule:** |
|  Deb Graber sent proposed template to Rita Service for review & commentary. Rita revised to have schedule feed into Payroll Cost Summary. Rita & Deb to complete template. Currently no Park Attendants, so no schedule has been required. It was requested that Day Park Committee Members & others who have worked at Park either manning boat launch, trash pick-up, restroom maintenance, etc. to track hours to be reimbursed at the budgeted Day Park Attendant rate of $15/hr. |
| **(i) Smoke Free Ordinance Language :** |
|  Rita Service presented proposed language to amend the Day Park’s 2019-01 Ordinance to make the Wm. K. Good Day Park a smoke-free park. Rita also noted that a change in this ordinance does not require it to go before the Planning Commission since this question was answered via a 2/26/20 email from township’s lawyer as the Park was designated a public place. As time was running out for the meeting, no discussion on the proposed language ensued. Rita requested members to review the language so it may be discussed at the next Day Park meeting. |

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| 1. **New Business:**
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| **(a) Transition of Park Committee to Day Park Recreation Commission:**  |
|  Brief discussion took place as to the purpose of the transition – compensate Committee for the extraordinary amount of time involved. Discussion tabled due to lack of time. To be discussed at next Park Committee meeting |
| **(b) Officers required if transition to Commission Approved.** |
|  Discussion tabled due to lack of time. |

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| 1. **Summary Actions for Next Meeting**
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| 1. Signage Purchase – RV / No Motor Homes
2. Status of JennyClean’s estimate revisions
3. Update from Alan Martel re: returnable containers purchase
4. Completed Template for Park Attendantant(s) schedule
5. Review / Discuss Proposed Smoke-Free language
6. Discuss Transition of Committee into a Commission
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| 1. **Citizen Commentary – None**
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| 1. **Committee Members Commentary**
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| None. Next meeting schedule is TBD. |

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| 1. **Adjournment –** 1:30 PM
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