

Minutes: **Final**

Date: February 23, 2021

Torch Lake Township - Day Park Advisory Committee

Meeting	Tuesday, February 23, 2021 (via Zoom)
Time:	11:05 AM
Attendees	Leon Darga, Bob Hawkins, Virginia Hawkins (Chair), Jim Meinke, Sue Sarin, Rita Service (Vice Chair), Christine Szejbach
Absent	Wendy Davidson (gave notice to V. Hawkins of resignation of Committee due to current job requirements)
Secretary	Rita Service
Audience	2

1. Approval of Minutes

2/2/21 minutes approved. Leon Darga motioned, Jim Meinke seconded
2/5/21 minutes approved as amended. Rita Service motioned, Leon Darga seconded.

2. Agenda

Rita Service requested addition to Agenda to update Committee on Board's 2/17/21 Special Meeting Budget working session as item "D" under "Old Business". Jim Meinke made motion to accept amended Agenda, Chris Szejbach seconded. Passed 7-0

3. Citizen Commentary – Unknown if called, but Zoning Administrator commented via Zoom's "chat" during meeting

4. Old Business

- A. **Park Attendants' Schedule & Duties:** Virginia noted that she was working on the schedule & potential duties, but Committee suggested to delay further action/discussion until TLT's Annual meeting to see what is approved.
- B. **Signage Update:** Virginia placed order for: 3 signs (12"x18") "No RV/Motor home/Campers" & 3 (12"x18") "No Smoking, Cigarettes, Vaping"
- C. **Restroom Cleaning Update:** Board recommended getting RFPs (Request for Proposal) from janitorial service companies to see if Park can lower budgeted costs. Bob Hawkins volunteered to get some proposals. J. Meinke volunteered to oversee trash removal during Park's season
- D. **Budget Update:** 2/17/21 Board Special Meeting (Budget working session) modified Day Park's budget as follows:
 - i. Increased Misc. Expense from \$200 to \$1,000
 - ii. Amended proposed Attendant wage from \$15/hour to a scale of \$12-15/hr based on experience.
 - iii. Removed \$6.4K Road Jurisdiction expense as Board, as a whole, felt numerous projects already on Committee's 2021 "to do's" & postpone for another year

5. New Business:

- A. **Parking Fee Identification & Collection Plan:** Preliminary suggestions included: Resident vs. non-resident: driver's licenses, resident decal. Identify Paid: garage sale multi-color dots, colored post-its, tags hang from rearview mirror.
- B. **Discuss 2021 Lead Coordinator job description & pay scale:**
 - i. Suggested duties include, but not limited to: collecting ramp/Park data from attendants & prepare Board report, monitor restroom cleanliness, supervise attendants, manage attendants' schedules, coordinate responsibilities, collect time sheets, develop attendant communication plan, manage petty cash, ensure boat ramp kiosk has fee envelopes, report violations.
 - ii. Place ad for candidates. Currently budgeted at \$17/hr but need to get final approval at Annual Meeting.
 - iii. Request Board to have Lead Coordinator report into Deputy Clerk
- C. **Trailer & Non-Resident Parking envelopes:**
Suggestion included colored envelopes. No final decision made.
- D. **Design/Create Perimeter Safety Barrier:** R. Service motioned to table discussion until TLT Annual Budget. J. Meinke seconded. Passed 7-0

E. **Website:** S. Sarin & C. Szejbach suggested separate website for Park when it is “Googled” to reflect accurate information (i.e. size of beach, non-resident parking fees, “No Smoking”, etc.). V. Hawkins discussed with TLT Supervisor (R. Cook) for approval.

6. Summary Actions for Next Meeting

- (a) Finalize Lead Coordinator job description
- (b) Review envelope examples
- (c) Discuss Perimeter Safety Control
- (d) Website Follow-up
- (e) Review Janitorial Requests for Proposals

7. Next Meeting March 17, 2021 @ 11am

8. Citizen Commentary: N/A due to Zoom issues with inability to unmute audience. No additional Zoom “chat” comments at this point.

7. Committee Members Commentary:

None.

8. Adjournment – 12:35 P.M. Leon Darga motioned, Virginia Hawkins seconded)