

Minutes: **Final**

Date: March 31, 2021

Torch Lake Township - Day Park Advisory Committee

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

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

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| <b>2. Agenda</b>  |
| L. Darga made motion to accept Agenda with addition of OMA discussion, Sue Sarin seconded. Passed 4-0 |

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| <b>3. Citizen Commentary – None</b> |
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| <b>4. Old Business</b>  |
| <p><b>A. <u>Parking Resident ID &amp; Collection:</u></b> Park Attendant will have list of residents' name &amp; address. Cash box to be used to collection non-resident parking fees..</p> <p><b>B. <u>Park Lead Coordinator:</u></b> Want ad to be placed in Elk Rapids newspaper on March 31,2021 at \$17/hr.</p> <p><b>C. <u>RFP's for Park Janitorial Services:</u></b> Two RFPs sent out (no response from either): Avalon Janitorial (Petoskey) &amp; 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.</p> <p>Proposals need to be submitted to TLT Board for review &amp; recommendation.</p> <p><b>D. <u>Parking Envelope Examples:</u></b> 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.)</p> <p><b>E. <u>Design/create Perimeter safety barrier:</u></b> 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 &amp; falls within his jurisdiction.</p> |

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| <b>5. New Business:</b>   |
| <p><b>A. <u>Website:</u></b> Work in process by V. Hawkins.</p> <p><b>B. <u>Boat Staging Area – Signage &amp; Location:</u></b></p> <ul style="list-style-type: none"><li>i. Require boat launch users to have boat "ready to go" before accessing ramp. Congestion in 2020 due to unpreparedness of boat owners.</li><li>ii. Location: Space available along southern side of approach, parallel to grounds.</li><li>iii. Signage: Simple temporary inexpensive signs to put at top of road &amp; in area when Park busy.</li><li>iv. S. Sarin to check signage language at Elk Rapids' boat ramp</li></ul> <p><b>C. <u>One way signage for car parking:</u></b><br/>No permanent signs. Purchase temporary signs when Park busy to avoid congestion.ps. No final decision made.</p> <p><b>D. <u>Pop-up canopy at Park entrance:</u></b> Funds available within Misc. Expense in approved 2021 Day Park Budget. 2 chairs to be purchased as well for attendants' usage.</p> <p><b>E. <u>OMA:</u></b> Committee members to familiarize themselves with Michigan's Open Meeting Act.</p> |

**6. Summary Actions for Next Meeting**

- (a) Follow-up with janitorial vendors
- (b) Place Lead Coordinator want ad in Elk Rapids newspaper
- (c) V. Hawkins to call JennyClean for 2021 pricing
- (d) S. Sarin research Elk Rapids' boat ramp language
- (e) S. Sarin purchase popup canopy & chairs for attendants (when on sale)
- (f) Committee members to re-familiarize themselves with OMA
- (g) Temporary signage as needed

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

**8. 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.

**9. 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.

**10. Adjournment** – 12:55 P.M. Leon Darga motioned, Sue Sarin seconded)