Minutes: ***Final***

Date: June 23, 2021

Torch Lake Township - Day Park Advisory Committee

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| **Meeting** | Wednesday, June 23, 2021 |
| **Time:** | 12:35 PM |
| **Attendees** | Virginia Hawkins, Bob Hawkins, Rita Service, Robert Cook |
| **Secretary** | Rita Service |
| **Audience** | 0 |

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| 1. **Agenda Approval** |
| Motion to approve with changes: R. Service; 2nd by B. Hawkins. Passed 3-0 |

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| 1. **Approval of Minutes** |
| May 5, 2021: Motion to approve: R. Service; 2nd by V. Hawkins. Passed 3-0  June 9, 2021: Motion to approve with revisions: R. Service, 2nd by V. Hawkins. Passed 3-0R. Service made motion to accept Agenda changes, B. Hawkins seconded. Passed 3-0 |

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| 1. **Citizen Commentary –** None |

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| 1. **Old Business** |
| * 1. **Deputy Supervisor Updates (via phone):**      1. Cameras – Meeting scheduled for week of June 28, 2021      2. Upper Pavilion Step Repair – Meeting scheduled for June 25, 2021      3. Parking Lot dust control – will be in process (rain delayed treatment)      4. Boulders – moved from certain areas as result of Park survey   2. **Park Attendants’ Scheduling:**      1. Should be done on a weekly basis by Lead Coordinator      2. Discussion ensued regarding several instances where patrons were not notified that Park rules were being violated. Committee agreed that printed rules needed to be written & kept in attendants’ possession. Committee will also set up a training session for Lead Coordinator & current/future attendants. Will request special Committee meeting on June 30th at 12:30 p.m.   3. **Park Perimeter Control:**       1. Committee agreed to either “pool type” or chain link fence with 5’ height. Length to run from “water edge” along Public Dock Road property line up to tree.      2. B. Hawkins volunteered to get pricing/specs for next meeting   4. **Trash Clean up:**       1. Bob Cook to talk with A. Davidson re: scope of work.      2. B. Hawkins currently picking up trash   5. **Playground Chips:** S. Shultz waiting on cost estimate. Discussion tabled until estimate received. |

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| 1. **New Business:** |
| * 1. **No Parking Signs:** B. Cook to call B. Thompson (Antrim Co. Road Commission) to order 6 signs.   2. **Commercial Boat Launch Status:** 8 permits issued. R. Service to validate monies booked correctly in general ledger.   3. **Violations**: Currently 1 boat launch violation outstanding   4. **Park Attendant Applications:** Received two applicants. B. Hawkins, R. Service, V. Beitner to interview candidates. Tentatively scheduled for Friday, June 25th at 12:30 p.m.   5. **Access to Launch Envelopes**: V. Hawkins to discuss with TLT Treasurer to review envelopes for issue resolution.   6. **American Waste pickup**: Appears pickups not occurring as scheduled. V. Hawkins to call & discuss timing, etc.   7. **Election of Committee Officers:**      1. Chairperson: R. Service motioned & 2nd by B. Hawkins for Virginia Hawkins to be Park Chairperson. Passed 3-0      2. Vice Chair & Secretary: V. Hawkins motioned & 2nd by B. Hawkins for Rita Service to be Park Chair & Secretary |

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| 1. **Summary Actions for Next Meeting** |
| 1. Park Rules: Bob Hawkins to build framework of Park rules for Attendants/Lead Coordinator reference. R. Service to formalize framework. Timing: Prior to June 30th. 2. Formal Training Session for Park seasonal workers: To be led by Virginia & Bob Hawkins. Timing: New applicants hired. 3. 3 “Smoke Free” signs to be posted by June 25 4. Fencing Estimates: B. Hawkins. Timing: Prior to July 13th meeting 5. Attendant Interviews: V. Hawkins to see if applicants & Veronica available June 25th starting at 12:30 6. No Parking Signs: B. Cook to talk with B. Thompson Timing: June 23-24, 2021 7. Trash Pick-up: B. Cook to talk with A. Davidson Timing: June 23-24, 2021 |

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| 1. **Next Meeting(s):** 2. Special Committee Meeting: June 30, 2021 @ 12:30 3. Regular Committee Meeting: July 13, 2021 @ 12:30 p.m. |

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| 1. **Citizen Commentary:** None |

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| 1. **Committee Members Commentary:** None |

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| 1. **Adjournment**  2:05 pm. V. Hawkins motioned, B. Hawkins seconded |