

Minutes: **Final**

Date: February 2, 2021

Torch Lake Township - Day Park Advisory Committee

Meeting	Tuesday, February 2, 2021 (via Zoom)
Time:	12:04 PM
Attendees	Leon Darga, Bob Hawkins, Virginia Hawkins (Chair), Jim Meinke, Sue Sarin, Rita Service (Vice Chair), Christine Szejbach, Jason Merchant (trustee & Budget rep)
Absent	Wendy Davidson
Secretary	Rita Service
Audience	1

1. Approval of Minutes
8/3/20 minutes approved. Leon Darga motioned, Jim Meinke seconded 1/26/21 minutes approved as amended. Rita Service motioned, Sue Sarin seconded.

2. Agenda
Motion by Sue Sarin to accept Agenda, seconded by Virginia Hawkins. Passed 7-0

3. Citizen Commentary - None

4. Old Business
None.

5. New Business:
A. Review version 2 FY21/22 Day Park Budget:
1) Review Potential Capital Outlay Projects: Deputy Supervisor established expenditures \$5,000 or more to be viewed as Capital Outlay, therefore, Pylon repair, Tree removal/replacements & Upper Pavilion stair repair moved from Capital Outlay into Operational budget. Include perimeter control for Park (\$6K)
2) Review FY21/22 Operational Budget: Budget reviewed & suggested the following revisions: i. Non-resident parking fees: Fees to be charged on daily basis vs. Fri-Sun
3) Review Scenario B: no changes.
B. 2021 Boat Launch Envelopes
To be ordered soon...need change design to include kayak/canoe launches
C. Day Park website development
Virginia Hawkins in process of reviewing needs
D. Day Park 2020 Financial
Rita Service met with TLT Clerk on 2/1 to request several adjusting journal entries for 2020 Park financials.

6. Summary Actions for Next Meeting (Regular & Special)
(a) Revise budget for changes as noted in 5a. Special meeting: 2/5 at 11:30 to review final package (b) Develop Park Lead Coordinator job description (next Regular meeting) (c) Develop Park Attendant checklist (next Regular meeting) (d) Follow-up to ensure Clerk made adjusting journal entries

7. Next Meeting
Special Budget Meeting: February 5, 11:30 a.m. (Via Zoom) Regular Meeting: February 23, 11:00 a.m. (Via Zoom)

8. Citizen Commentary: None

7. Committee Members Commentary:
None.

8. Adjournment – 1:34 PM (J. Meinke motioned, seconded by S. Sarin)
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