Minutes: ***Final***

Date: February 2, 2021

Torch Lake Township - Day Park Advisory Committee

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| **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 |

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| 1. **Approval of Minutes**
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| 8/3/20 minutes approved. Leon Darga motioned, Jim Meinke seconded1/26/21 minutes approved as amended. Rita Service motioned, Sue Sarin seconded.  |

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| 1. **Agenda**
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| Motion by Sue Sarin to accept Agenda, seconded by Virginia Hawkins. Passed 7-0  |
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| 1. **Citizen Commentary - None**
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| 1. **Old Business**
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|  None.  |

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| 1. **New Business:**
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| 1. **Review version 2 FY21/22 Day Park Budget:**
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| * 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)* 1. Review FY21/22 Operational Budget:

Budget reviewed & suggested the following revisions:1. Non-resident parking fees: Fees to be charged on daily basis vs. Fri-Sun
	1. Review Scenario B: no changes.
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| 1. **2021 Boat Launch Envelopes**
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|  To be ordered soon…need change design to include kayak/canoe launches |
| 1. **Day Park website development**
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| Virginia Hawkins in process of reviewing needs |
| 1. **Day Park 2020 Financial**
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| Rita Service met with TLT Clerk on 2/1 to request several adjusting journal entries for 2020 Park financials.  |

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| 1. **Summary Actions for Next Meeting (Regular & Special)**
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| 1. Revise budget for changes as noted in 5a. Special meeting: 2/5 at 11:30 to review final package
2. Develop Park Lead Coordinator job description (next Regular meeting)
3. Develop Park Attendant checklist (next Regular meeting)
4. Follow-up to ensure Clerk made adjusting journal entries
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| 1. **Next Meeting**
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| Special Budget Meeting: February 5, 11:30 a.m. (Via Zoom)Regular Meeting: February 23, 11:00 a.m. (Via Zoom( |

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| 1. **Citizen Commentary: None**
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| 1. **Committee Members Commentary:**
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| None. |
| 1. **Adjournment –** 1:34 PM (J. Meinke motioned, seconded by S. Sarin
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