

Co-An Park Committee Regular Meeting Minutes

Meeting Date: Tuesday, July 28, 2020 - 5:00 pm

Location: Virtual Online meeting- Teams Link supplied

1. Roll Call

Present:

For the Town of Essex:

Kim Verbeek – Councillor Ward 2

Christine (Tina) McAgy – Chairman 2019-2022 Term

Jim Meloche – Vice-Chairman 2019-2022 Term

Jonathan Little

For the Town of Amherstburg:

Leo Meloche – Deputy Mayor Town of Amherstburg

Murray Sellars

Jennie Lajoie

Vacancy

2. Call to Order

Tina McAgy, Chairman of the Co-An Park Committee called meeting to order

3. Declarations of Conflict of Interest

No conflicts of interest was declared

4. Adoption of Published Agenda

a) July 28, 2020 Regular Co-An Park Committee Meeting Agenda

Moved by Leo Meloche

Seconded by Jim Meloche

(CAP-2020-07-18) That the published agenda for July 28, 2020 Regular Co-An Park Committee meeting be adopted as presented ...carried

5. Adoption of Minutes

5.1 Co-An Park Committee Regular Meeting Minutes June 10, 2020

Moved by Kim Verbeek

Seconded by Leo Meloche

(CAP-2020-07-19) That the minutes of the Regular Meeting for the Co-An Park held June 10, 2020 be adopted as circulated ...carried

6. OLD BUSINESS

6.1 Pavilion Roofs

Quotes have been obtained to paint White roofs (Capital funds) all subject to HST

Quote# 1 – Gary Lucier Sandblasting

To prep and paint White roofs, eveastroughs \$6,500

Quote #2 - Mark Damphouse Sandblasting & Painting

To prep and paint White Roofs, eveastroughs, fill cracks with seam seal..... \$ 15,600

Quote #3 – Bennett Sandblasting

To prep and paint White Roofs, eveastroughs \$ 7,000

Moved by Leo Meloche

Seconded By Jennie Lajoie

(CAP-2020-07-20) That Quote #1 and #3 be asked to provide more specifics as outlined in Quote #2 for a better comparison where committee will re-evaluate along with timeline of completion ...carried

6.2 Security Cameras

New quotes have been received from Network Technical Services; discussion took place,

Quote#1 – Avigilon System with 6 cameras complete\$16,006.47 Plus taxes

Quote #2 – Avigilon System with 14 cameras complete\$28,467.47 plus taxes

Quote #3 – Monitored Alarm system (\$27.95 plus tax per month),5 door contacts, 3 motion sensors,1 siren \$1,908.58 plus taxes

Moved by Leo Meloche

Seconded by Kim Verbeek

(CAP-2020-07-21) That the quotes from Network Technical Services be noted as received and committee to speak to towns for their perspective regarding security at the Co-An Park ...carried

6.3 Calendar of Events -

Committee discussed balance of 2020 season – All events have cancelled except one August function

Moved by Jonathon Little

Seconded by Murray Sellars

(CAP-2020-07-22) That the Co-An Park not facilitate any events for the 2020 season due to the Co-vid pandemic and that the August event is advised and funds to be reimbursed ...carried

6.4 Capital Projects – Additional areas of concern

6.4.1 Installation of Dug outs at Dia#3 and #4 – Quote received

Quote #1 - Guardian Fence

- Roof Fencing, 8' x 7' back, 32' long, metal roofing, includes player bench \$7500 per dug out

Committee needs additional quotes and requests Shawn Feurth be contacted from Maidstone and obtain information on their installation.

6.4.2 Purchase of a new Small Lawn tractor - \$2,800 Hydrostatic Briggs/Staton

Use of lawn tractor

- pulls new cart purchased last season for garbage, bases, paint, hauling branch/brush trimmings
- cuts sides of ditch on east side / uses weed eater on west side
- cuts lawn inside the fence area
- Gary wanted to note a self-propelled push mower would work nice on ditch bank, Avg cost \$640; committee feels rider should cut as close as possible then weed eater should be used; Committee requesting (3) quotes for Riding Lawn Tractor

6.5 Maintenance Contract

Committee noted - Gary has been working on list of deficiencies and is almost complete; as well Stage roof has been repaired and entire area painted, Chairman very pleased with progress.

7. Costing Report/ 2020 Capital Budget – See attachment

7.1 Costing Report

July 27, 2020 Costing report reviewed

Moved by Leo Meloche

Seconded by Jonathon Little

(CAP-2020-07-23) That the July 27, 2020 Costing report be approved as amended ...carried

8. New Business

8.1 - Accessible equipment

Committee wishes to install an Accessible Swing; either free standing or a unit; prices to be obtained and letter forwarded to groups to help fund

8.2 - Tennis Courts

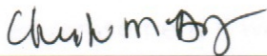
Committee requests that signs be fabricated and posted on both entrances of Tennis courts advising "Due to Co-vid Pandemic - no more than (4) persons allowed on each court at any given time, non-compliance will result in Officials being called"

9. Adjournment

Moved by Jim Meloche

Seconded by Jonathon Little

(CAP-2020-07- 24) That the meeting be adjourned at 6:00 pm ...carried



Christine McAgy – Chairman



Joanne Bissonnette - Secretary Treasurer

CO-AN PARK - July 27, 2020

REVENUE	2020	2020	2019	2020
Operating Line	Actual	Budget	Actual	Variance
4030 Town of Amherstburg	\$ 17,500	\$ 20,000	\$ 17,500	\$ 2,500
4020 Town of Essex	\$ 20,000	\$ 20,000	\$ 17,500	\$ -
				\$ -
2654 Town of Amherstburg - Capital	\$ -	\$ 1,285	\$ -	\$ 1,285
2654 Town of Essex - Capital	\$ 1,285	\$ 1,285	\$ -	-\$ 0
	\$ 38,785	\$ 42,569	\$ 35,000	\$ 3,784

1060 RBC Balance @ Year End 12/31	\$ 6,407	\$ 6,407	\$ 6,386	
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Investments & Other Income	Held	Held	Held
Capital Grants	In Trust	In Trust	In Trust
1202 Town of Amherstburg - 2019 Reserve	\$ 1,508	2,793	5,379
1203 Town of Essex - 2019 Reserve	\$ 1,508	2,793	5,379
1202 Town of Amherstburg - 2020 Reserve	\$ 15,000	15,000	15,000
1203 Town of Essex - 2020 Reserve	\$ 15,000	15,000	15,000
Total Reserve Funds	\$ 33,017	35,585	40,758

User Fees & Services	2020	2020	2019	2020
	Actual	Budget	Actual	Variance
4460 Equipment sold (Pulverizer)	\$ -	\$ -	\$ 1,000	\$ -
4450 Donations - Accessible Picnic tables	\$ -	\$ -	\$ 5,654	\$ -
4422 Food Rights Sold	\$ -	\$ 1,200	\$ 907	\$ 1,200
1506 Bench Tribute (Sawyer Family)	\$ 366	\$ 750	\$ 750	\$ 384
4445 Fund Raising Events	\$ -	\$ 2,500	\$ -	\$ 2,500
4040 User fees / Baseball	\$ -	\$ 7,810	\$ 8,210	\$ 7,810
4205 Events -Family Reunions/Organizations	\$ 125	\$ 2,000	\$ 2,225	\$ 1,875
4200 Events - Jack n Jills	\$ -	\$ 4,600	\$ 4,600	\$ 4,600
4430 Insurance - Town of Essex Rider	\$ 33	\$ 450	\$ 763	\$ 418
4201 Events - Heater	\$ -	\$ -	\$ -	\$ -
4250 Advance deposit for Year 2021	\$ 1,400	\$ -	\$ 450	-\$ 1,400
4240 Rubber Base Revenue	\$ -	\$ 330	\$ 330	\$ 330
4230 Set Up Fees	\$ -	\$ 2,500	\$ 1,810	\$ 2,500
4040 User Fees / Soccer	\$ -	\$ 2,100	\$ 2,464	\$ 2,100
4420 Appreciation Day	\$ -	\$ 9,300	\$ 9,356	\$ 9,300
4210 Events - Baseball Tournaments	\$ -	\$ 1,450	\$ 1,400	\$ 1,450
	\$ 1,924	\$ 34,990	\$ 39,918	\$ 33,067

Concession Stand				
4220 Pop stand	\$ 125	\$ -	\$ -	\$ -
	\$ 125	\$ -	\$ -	\$ -

Total Revenue - Operating Funds	\$ 47,241	\$ 83,966	\$ 81,304	\$ 36,726
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EXPENDITURES - July 27, 2020

Contracted Services	2020 Actual	2020 Budget	2019 Actual	2020 Variance
5720 Park Maintenance Wage	\$ 13,660	\$ 23,900	\$ 23,900	\$ 10,240
5685 Insurance	\$ 1,031	\$ 1,100	\$ 977	\$ 69
5784 Office Wage	\$ 12,000	\$ 17,500	\$ 15,500	\$ 5,500
	\$ 26,691	\$ 42,500	\$ 40,377	\$ 15,809
				\$ -
Concession Stand -Supplies & wages				\$ -
5755 Pop Stand - repairs, maintenance	\$ -	\$ 500	\$ 576	\$ 500
	\$ -	\$ 500	\$ 576	\$ 500

Materials, Supplies & Services	2020 Actual	2020 Budget	2019 Actual	2020 Variance
5615 Advertising	\$ -	\$ -	\$ -	\$ -
4200 Security deposits reimbursed	\$ -	\$ 725	\$ 800	\$ 725
5620 Bank fees	\$ 55	\$ 132	\$ 142	\$ 77
5626 Building Maintenance - due to vandalism	\$ -	\$ -	\$ -	\$ -
5625 Building Maintenance - supplies/repairs	\$ 874	\$ 2,000	\$ 1,111	\$ 1,126
5630 Tennis Courts - supplies/repairs	\$ -	\$ -	\$ 1,107	\$ -
5630 Baseball Diamonds - supplies	\$ -	\$ 750	\$ 606	\$ 750
5630 Soccer field - supplies	\$ -	\$ 750	\$ 175	\$ 750
5645 Co-An Appreciation Day	\$ -	\$ 7,500	\$ 7,558	\$ 7,500
5680 Grounds, parking lot, landscape	\$ -	\$ 1,100	\$ 175	\$ 1,100
5685 Insurance-Town of Essex Rider-Recoverable	\$ -	\$ 725	\$ 604	\$ 725
5695 Janitorial supplies	\$ -	\$ 1,000	\$ 1,161	\$ 1,000
5700 Office supplies/Admin expenses	\$ 1,015	\$ 1,500	\$ 1,590	\$ 485
5730 Equipment Vehicle - Fuel & repair	\$ -	\$ 850	\$ 1,413	\$ 850
5755 Pop Stand - tank rental	\$ -	\$ 125	\$ 125	\$ 125
5781 Sanitation	\$ -	\$ 325	\$ -	\$ 325
5790 Utilities	\$ 3,430	\$ 9,500	\$ 9,650	\$ 6,070
5890 Waste Collection fees	\$ 43	\$ 1,150	\$ 1,227	\$ 1,107
5900 Assets out of Operating	\$ 1,013	\$ -		-\$ 1,013
	\$ 6,431	\$ 28,132	\$ 27,444	\$ 21,701
				\$ -
				\$ -
Total Operating Expenses	\$ 33,122	\$ 71,132	\$ 68,397	\$ 38,010

Net Total - Revenue less Expenses \$ 14,119

Break Down of RBC Account

Fundraising Held @ RBC

Rubber Base Held @ RBC

Operating Funds balance - Held @ RBC

Operating held at RBC @ July 27/20 \$ 14,119

Capital held at RBC @ July 27/20 \$ 33,017

