

# **Co-An Park Committee Regular Meeting Minutes**

**Meeting Date: Wednesday, September 9, 2020**

**5:00 pm**

**Location: Virtual Online Teams Meeting**

## **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

Jennie Lajoie

Vacancy

Secretary Treasurer

Joanne Bissonnette

### **Absent:**

Murray Sellars

## **2. Call to Order**

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

## **3. Declarations of Conflict of Interest**

No conflict of interest reported

## **4. Adoption of Published Agenda**

a) September 9, 2020 Regular Co-An Park Committee Meeting Agenda

Moved by Jonathon Little

Seconded by Leo Meloche

**(CAP-2020-09-32)** That the published agenda for September 9, 2020 Regular Co-An Park Committee meeting be adopted as presented/amended ....carried

**5. Adoption of Minutes**

**5.1 Co-An Park Committee Regular Meeting Minutes August 18, 2020**

Moved by Jonathon Little  
Seconded by Kim Verbeek

**(CAP-2020-09-33)** That the minutes of the Regular Meeting for the Co-An Park held August 18, 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 - Has not replied further

**Quote #2** - Mark Damhouse Sandblasting & Painting

To prep and paint White Roofs, eveastroughs, ..... \$ 15,600 - All white Roofs, Hot water alkaline solution, paint one coat urethane gloss enamel white, any loose screws to be fixed, automotive grade seam seal; exhaust fan incl. all trough cleaning incl.

**Quote #3** – Bennett Custom Airless Painting Inc.

To prep and paint White Roofs, eveastroughs ..... \$ 7,000 - Power wash all roofs with high pressure hot water, with rotating tip to remove all debris and oxidization. Install new caulking on ridge cap seams, check roof for any loose screws and tighten and/or replace missing. Seal seams if necessary. Paint with 11103 White Clover Dale Marine enamel rust resistance paint, Paint trim at top of main building, paint roof exhaust. 1 yr warranty usually lasts 10 years – 1 week notice

Moved by Leo Meloche  
Seconded by Jim Meloche

**(CAP-2020-09-34)** That Quote #3 from Bennett Custom Airless Painting be awarded the paint contract; work to begin as soon as possible ...carried

**6.2 Capital Projects – Dug Outs Dia #3**

Quotes have been sought from: Simpson Fence, Guardian Fence and Windsor Fence, Only one quote received to date from Guardian Fence, along with cement from Mark Martin and Aluminum bleachers from the Bleacher guy

Discussion took place; committee would like to review additional quotes before any decisions are entertained. Jonathon Little suggested the committee look at the western perimeter fence of the park as a priority and seek quotes as well, committee concurs.

### **6.3 Security Cameras**

July meeting CAP-2020-21, it was left to speak to towns and get their perspective; committee discussed further.

Moved by Jonathon Little

Seconded by Jennie Lajoie

**CAP-2020-09-35)** That the cost of security cameras at this time does not outweigh the benefit and that we not request the capital expense ...carried

## **7. Costing Report/ 2021 Capital Budget – See attachment**

### **7.1 Costing Report**

September 3, 2020 Costing report reviewed

Moved by Leo Meloche

Seconded by Jonathon Little

**(CAP-2020-09- 36)** That the September 3, 2020 Costing report be approved as written/amended ...carried

### **7.2 Operating Budget- 2021**

Committee discussed the 2021 Budget

Moved by Jennie Lajoie

Seconded by Jonathon Little

**(CAP-2020-09-37)** That the 2021 Co-An Park Budget be accepted and forwarded to towns for approval ...carried

## **8. New Business**

### **8.1 Donation**

Donation of \$3,000 has been given by Gary Rocheleau

Co-An Committee would like to extend their gratitude to Gary for the very generous donation and acknowledge his great service during this very changeling summer; a letter to be forwarded

### **8.2 Capital Project for Accessible Equipment**

Accessibility Capital Project – quote received from Mark Jones / Playworld Solutions Aero Glider complete system (site excavation, granular base, drainage and full of wood fiber surface) installation and delivery \$67,596 ; additional quote to be sought for the supply and installation of a single/double Accessible and regular swing structure along with supporting ground cover. If swing quote is within obtainable means, committee requests that letters be issued to various clubs to help fund project.

### **9. Adjournment**

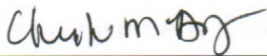
Next meeting scheduled for Wednesday, October 28, 2020 at 5pm by online teams

Moved by Jennie Lajoie

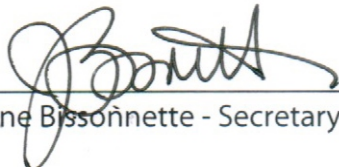
Seconded by Jim Meloche

**(CAP-2020-09-37)** That the meeting be adjourned at 6:00 pm

...carried



Christine McAgy – Chairman



Joanne Bissonnette - Secretary Treasurer

## Co-An Park September 3, 2020

### REVENUE

Operating Line	2020 Actual	2020 Budget	2019 Actual	2020 Variance
4030 Town of Amherstburg	\$ 17,500	\$ 20,000	\$ 17,500	\$ 2,500
4020 Town of Essex	\$ 20,000	\$ 20,000	\$ 17,500	\$ -
4250 Advance for 2021	\$ 1,400			-\$ 1,400
2654 Town of Amherstburg - Capital	\$ 1,285	\$ 1,285	\$ -	-\$ 0
2654 Town of Essex - Capital	\$ 1,285	\$ 1,285	\$ -	-\$ 0
	<b>\$ 41,470</b>	<b>\$ 42,569</b>	<b>\$ 35,000</b>	<b>\$ 1,099</b>

1060 RBC Balance @ Year End 12/31	<b>\$ 6,407</b>	<b>\$ 6,407</b>	<b>\$ 6,386</b>	
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### Investments & Other Income Capital Grants

	Held In Trust	Held In Trust	Held 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	<b>\$ 33,017</b>	<b>35,585</b>	<b>40,758</b>

### User Fees & Services

	2020 Actual	2020 Budget	2019 Actual	2020 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	\$ 480	\$ 7,810	\$ 8,210	\$ 7,330
4205 Events -Family Reunions/Organizations	\$ -	\$ 2,000	\$ 2,225	\$ 2,000
4200 Events - Jack n Jills	\$ -	\$ 4,600	\$ 4,600	\$ 4,600
4430 Insurance - Town of Essex Rider	\$ 170	\$ 450	\$ 763	\$ 280
4201 Events - Heater	\$ -	\$ -	\$ -	\$ -
4240 Rubber Base Revenue	\$ -	\$ 330	\$ 330	\$ 330
4230 Set Up Fees	\$ 70	\$ 2,500	\$ 1,810	\$ 2,430
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
	<b>\$ 1,086</b>	<b>\$ 34,990</b>	<b>\$ 39,468</b>	<b>\$ 33,904</b>

### Concession Stand

4220 Pop stand		\$ -	\$ -	-\$ 1,400
	\$ -	\$ -	\$ -	

				\$ -
<b>Total Revenue - Operating Funds</b>	<b>\$ 48,963</b>	<b>\$ 83,966</b>	<b>\$ 80,854</b>	<b>\$ 35,003</b>

## EXPENDITURES - September 3, 2020

<b>Contracted Services</b>	<b>2020 Actual</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>2020 Variance</b>
5720 Park Maintenance Wage	\$ 17,075	\$ 23,900	\$ 23,900	\$ 6,825
5685 Insurance	\$ 1,031	\$ 1,100	\$ 977	\$ 69
5784 Office Wage	\$ 12,000	\$ 17,500	\$ 15,500	\$ 5,500
	<b>\$ 30,106</b>	<b>\$ 42,500</b>	<b>\$ 40,377</b>	<b>\$ 12,394</b>
				\$ -
<b>Concession Stand -Supplies &amp; wages</b>				\$ -
5755 Pop Stand - repairs, maintenance	\$ -	\$ 500	\$ 576	\$ 500
	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 576</b>	<b>\$ 500</b>

<b>Materials, Supplies &amp; Services</b>	<b>2020 Actual</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>2020 Variance</b>
5615 Advertising	\$ -	\$ -	\$ -	\$ -
4200 Security deposits reimbursed	\$ -	\$ 725	\$ 800	\$ 725
5620 Bank fees	\$ 77	\$ 132	\$ 142	\$ 55
5626 Building Maintenance - due to vandalism	\$ -	\$ -	\$ -	\$ -
5625 Building Maintenance - supplies/repairs	\$ 2,405	\$ 2,000	\$ 1,111	-\$ 405
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	\$ 170	\$ 725	\$ 604	\$ 555
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	\$ 0
5781 Sanitation	\$ -	\$ 325	\$ -	\$ 325
5790 Utilites	\$ 4,435	\$ 9,500	\$ 9,650	\$ 5,065
5890 Waste Collection fees	\$ 43	\$ 1,150	\$ 1,227	\$ 1,107
5900 Assets out of Operating	\$ 2,710	\$ -	\$ -	-\$ 2,710
	<b>\$ 10,980</b>	<b>\$ 28,132</b>	<b>\$ 27,444</b>	<b>\$ 17,152</b>
				\$ -
				\$ -

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**Total Operating Expenses \$ 41,086 \$ 71,132 \$ 68,397 \$ 30,046**

**Net Total - Revenue less Expenses \$ 7,877**

### Break Down of RBC Account

Fundraising Held @ RBC	\$ 2,801
Rubber Base Held @ RBC	\$ 2,555
Operating Funds balance - Held @ RBC	\$ 2,521
<b>Operating held at RBC @ Sept 3/20</b>	<b>\$ 7,877</b>
<b>Capital held at RBC @ Sept 3/20</b>	<b>\$ 33,017</b>

## CO-AN Park -Budget 2021

REVENUE Operating Line	Estimated		
	2021 Proposed	2020 Actual	2019 Actual
4030 Town of Amherstburg	\$ 20,000	\$ 20,000	\$ 17,500
4020 Town of Essex	\$ 20,000	\$ 20,000	\$ 17,500
	\$ -	\$ -	\$ -
2654 Town of Amherstburg - Capital	\$ 1,355	\$ 1,285	\$ -
2654 Town of Essex - Capital	\$ 1,355	\$ 1,285	\$ -
	<b>\$ 42,710</b>	<b>\$ 42,570</b>	<b>\$ 35,000</b>
1060 RBC Balance @ Year End 12/31/20	<b>\$ 255</b>	<b>\$ 5,007</b>	<b>\$ 4,000</b>
<b>Investments &amp; Other Income</b>	Held	Held	Held
<b>Capital Grants</b>	In Trust	In Trust	In Trust
Town of Amherstburg - 2019/2020 Reserve		1,508	5,379
Town of Essex - 2019 /2020 Reserve		1,508	5,379
Town of Amherstburg - 2021 Reserve	\$ 15,000	15,000	15,000
Town of Essex - 2021 Reserve	\$ 15,000	15,000	15,000
Total Reserve Funds	<b>\$ 30,000</b>	<b>33,016</b>	<b>40,758</b>
<b>User Fees &amp; Services</b>	<b>2021 Proposed</b>	<b>Estimated 2020 Actual</b>	<b>2019 Actual</b>
4460 Equipment sold (Pulverizer)	\$ -	\$ -	\$ 1,000
4425 Banner Advertising	\$ -	\$ -	\$ -
Food Rights Sold	\$ 350	\$ -	\$ 1,200
4450 Donations	\$ -	\$ 3,000	\$ 750
4445 Fund Raising Events	\$ -	\$ -	\$ -
4040 User fees / Baseball	\$ 8,910	\$ 480	\$ 7,810
4205 Events -Family Reunions/Organizations	\$ 875	\$ -	\$ 2,225
4200 Events - Jack n Jills	\$ 3,600	\$ -	\$ 4,600
4430 Insurance - Town of Essex Rider	\$ 725	\$ 170	\$ 450
4201 Events - Heater	\$ -	\$ -	\$ -
4240 Rubber Base Revenue	\$ 630	\$ -	\$ 330
4230 Set Up Fees	\$ 2,820	\$ 70	\$ 2,295
4040 User Fees / Soccer	\$ 2,100	\$ -	\$ 2,164
4040 User Fees / Tennis	\$ 1,100	\$ -	\$ -
4420 Appreciation Day	\$ 9,300	\$ -	\$ 9,356
4210 Events - Baseball Tournaments	\$ 1,875	\$ -	\$ 1,450
	<b>\$ 32,285</b>	<b>\$ 3,720</b>	<b>\$ 32,630</b>
<b>Concession Stand</b>			
4220 Pop stand	\$ -	\$ -	\$ -
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Revenue - Operating Funds</b>			
	<b>\$ 75,250</b>	<b>\$ 51,297</b>	<b>\$ 71,630</b>

## EXPENDITURES

Contracted Services	Estimated		
	2021 Proposed	2020 Actual	2019 Actual
5720 Park Maintenance Wage	\$ 23,900	\$ 23,900	\$ 23,900
Insurance	\$ 1,100	\$ 1,100	\$ 977
5784 Office Wage	\$ 17,500	\$ 17,500	\$ 15,500
	<b>\$ 42,500</b>	<b>\$ 42,500</b>	<b>\$ 40,377</b>

Concession Stand -Supplies & wages	2021 Proposed	2020 Actual	2019 Actual
5755 Pop Stand - repairs, maintenance	\$ 500	\$ -	\$ 575
	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 575</b>

Materials, Supplies & Services	Estimated		
	2021 Proposed	2020 Actual	2019 Actual
5615 Advertising		\$ -	\$ -
5620 Bank fees	\$ 132	\$ 132	\$ 132
5630 Baseball Diamonds - supplies	\$ 750		\$ 405
5625 Building Maintenance - supplies/repairs	\$ 2,000	\$ 1,500	\$ 985
5626 Building Maintenance - due to vandalism	\$ -	\$ -	\$ -
5645 Co-An Appreciation Day	\$ 7,500		\$ 7,558
5730 Equipment Vehicle - Fuel & repair	\$ 1,200		\$ 1,237
5890 Waste Collection fees	\$ 1,150	\$ 100	\$ 1,052
5680 Grounds, parking lot, landscape	\$ 1,100		\$ 175
5685 Insurance - Town of Essex Rider (Recoverable)	\$ 725	\$ 170	\$ 604
5695 Janitorial supplies	\$ 1,100		\$ 768
5755 Pop Stand - tank rental	\$ 125	\$ 125	\$ 125
5700 Office supplies/Admin expenses	\$ 1,500	\$ 1,015	\$ 1,469
5781 Sanitation	\$ 325		\$ -
4200 Security deposits reimbursed	\$ 725		\$ 700
5630 Soccer field - supplies	\$ 750		\$ 201
5790 Utilites	\$ 9,500	\$ 5,500	\$ 9,643
	<b>\$ 28,582</b>	<b>\$ 8,542</b>	<b>\$ 25,054</b>

<b>Total Operating Expenses</b>	<b>\$ 71,582</b>	<b>\$ 51,042</b>	<b>\$ 66,006</b>
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<b>Net Total - Revenue less Expenses</b>	<b>\$ 3,668</b>	<b>\$ 255</b>	<b>\$ 5,623</b>
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### Break Down of RBC Account

Fundraising Held @ RBC	\$ 2,801
Rubber Base Held @ RBC	\$ 867
Operating Funds balance - Held @ RBC	
<b>Total held at RBC @ 12/31/2021</b>	<b>\$ 3,668</b>
<b>Total held in Trust @12/31/2021</b>	



**Co-An Park**  
**5 Year Forecast**

2020 - 2024 Sept 3, 2020

Projected Capital Monetary Requirements

Category	Description of Requirements	Estimated Expense	Beyond				Accum.
			2020	2021	2022	2023	
<b>Buildings</b>	Yearly Capital Budget Allotted		<b>\$ 30,000</b>	<b>\$ 30,000</b>			
Roofs - All Bldgs	Roof surface needs paint	\$ 7,910	\$ 7,910				\$ 7,910
Office	Flooring	\$ -					\$ -
Pavilion	Tarp System/Valance	\$ -					\$ -
Washrooms	Update walls, ceiling	\$ -					\$ -
<b>Equipment</b>							
Concession Equipment	Picnic tables	\$ 5,000			\$ 2,500	\$ 2,500	\$ 5,000
Concession Equipment	Indoor fridges,coolers, exhaust fan	\$ 5,000			\$ 5,000		\$ 5,000
Concession Upgrade	Facility upgrade - flooring, windows,doors, cabinets	\$ 30,000	\$ 812		\$ 10,000	\$ 19,188	\$ 30,000
Ground Maintenance Equipment							\$ -
Office Equipment	Cabinets, chairs, tables	\$ -					\$ -
Pavilion	New Walk in cooler	\$ 5,000			\$ 5,000		\$ 5,000
Pavilion Area	Security System/Cameras	\$ -					\$ -
Lawn Tractor	Replace current lawn tractor	\$ 2,710	\$ 2,710				\$ 2,710
Pepsi cooler, exhaust fan	Concession equipment - emergency purchases	\$ -					\$ -
<b>Parking Lot(s), Fencing, Lighting</b>							
Lighting in Parking Lot/pavilion	Improved lighting to LED	\$ 1,196	\$ 1,196				\$ 1,196
Parking Lot(s)	Additional stone	\$ 562	\$ 562				\$ 562
Sidewalks, Walkways	Pathway - needs rubberized surface	\$ 3,250		\$ 1,625		\$ 1,625	\$ 3,250
Perimeter Fencing	Replace Western perimeter fence and entrance fence	\$ 50,000	\$ 30,000			\$ 20,000	\$ 50,000
<b>Property (Grounds)</b>							
Baseball Diamonds	New Bleachers - Soccer Field	\$ -					\$ -
Baseball Diamonds	New Rubber Bases	\$ 1,400			\$ 700	\$ 700	\$ 1,400
Baseball Diamonds	Lights on Diamond #1	\$ 100,000				\$ 100,000	\$ 100,000
Baseball Diamonds	Replace lights/towers on Dia#3	\$ 30,000			\$ 30,000		\$ 30,000
Baseball Diamonds	Top Dressing for diamonds (Red Clay) Annually	\$ 12,000		\$ 3,000	\$ 3,000	\$ 6,000	\$ 12,000
Baseball Diamonds	Dug Outs (6 Diamonds)	\$ 120,000		\$ 30,000	\$ 30,000	\$ 60,000	\$ 120,000
Recreational Equipment	Basket ball court/Floor Hockey court	\$ 50,000				\$ 50,000	\$ 50,000
Soccer field	Upgrade court surface	\$ 5,000			\$ 5,000		\$ 5,000
Tennis Courts	Upgrade court surface	\$ 25,000				\$ 25,000	\$ 25,000
							\$ -
							\$ -
Parking Lot(s)	Pave Parking Lot, painted lines	\$ 440,000				\$ 440,000	\$ 440,000
New Land for Soccer	Land purchase, site preparation	\$ 300,000				\$ 300,000	\$ 300,000
Soccer field	New fields, washrooms, parking	\$ 150,000				\$ 150,000	\$ 150,000
Splash Pad/Change Rooms	Splash Pad/Change Rooms	\$ 350,000				\$ 350,000	\$ 350,000
Pylon Sign	New Road sign	\$ 30,000				\$ 30,000	\$ 30,000
New Playground Structure	Playground /Senior activity area	\$ 200,000				\$ 200,000	\$ 200,000
<b>Total Forecasted Capital Requirement</b>		<b>\$ 1,924,028</b>	<b>\$ 43,190</b>	<b>\$ 34,625</b>	<b>\$ 91,200</b>	<b>\$ 1,755,013</b>	<b>\$ 1,924,028</b>

Spent Thus Far in 2020

**\$ 13,190**

**Capital alloted in 2020**

Balance Capital Funding previous years - Town of Amherstburg	\$ 1,508
Balance Capital Funding previous years - Town of Essex	\$ 1,508
2020 Capital funding Town of Essex	\$ 15,000
2020 Capital funding -Town of Amherstburg	\$ 15,000
Total Capital Available for 2020 Projects	<b>\$ 19,826</b>
Capital Moving Forward 2021 - Perimeter Fence - \$30,000	