

# Co-An Park Committee Regular Meeting Minutes

Meeting Date: Wednesday, June 10, 2020 - Time: 5:00 pm

Location: Teams Online Meeting

## 1. Roll Call

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

Recording 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 was declared

## 4. Adoption of Published Agenda

a) June 10, 2020 Regular Co-An Park Committee Meeting Agenda

Moved by Jonathon Little

Seconded by Jim Meloche

**(CAP-2020-06-11)** That the published agenda for June 10, 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 February 12, 2020

Moved by Jonathon Little

Seconded by Kim Verbeek

**(CAP-2020-06-12) That** the minutes of the Regular Meeting for the Co-An Park held February 12, 2020 be adopted as circulated

**Carried**

## 6. NEW BUSINESS

### 6.1 Stage Roof

**Quote #1** Gary has submitted two different scenarios and quotes;

1.1) Complete tear off, repairing rotten chip board sections, replace with new shingles, and drip edge (Material & labour \$1055)

1.2) Complete tear off, including chip board, strap ceiling joists with 1 x 4" boards and drip edge, install new White metal sheets to match existing pavilion (Material and labour \$1080) - To add new chip board additional \$143, he is suggesting no chip board just strapping

**Quote #2** - J.D. Custom Construction

1) Complete tear off, strip shingles to plywood, replace sections of rotten wood, replace with new white metal sheeting, drip edge \$1500 including taxes

**Quote #3** - 2010076 Ont Ltd

1) Complete tear off, replace with new shingles, 100% underlayment and drip edge - Approx. 13 bundles \$1356 incl. taxes, plus \$60 sheet (\$2 sq. ft.) to replace rotten plywood

Moved by Jonathon Little

Seconded by Jennie Lajoie

**(CAP-2020-06-13 That** Quote #6.1.2 be accepted and stage roof is approved to be repaired by Gary Rocheleau, with the following amendments; tear off of shingles, chipboard needs to remain on structure with repairs to rotten sections, no strapping required, drip edge to be installed and metal sheets to match existing be installed.

**Carried**

## 6.2 Pavilion Roofs

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

### Quote# 1 – Gary Lucier Sandblasting

To prep and paint White roofs, eveastroughs, incl. unfinished trim at upper level...\$6,500 + tax

### Quote #2 - Mark Damphouse Sandblasting & Painting

To prep and paint White Roofs, eveastroughs ..... \$ N/A to date

### Quote #3 – Bennett Sandblasting

To prep and paint White Roofs, eveastroughs ..... \$5,500 plus \$1500 to complete trim on upper section plus applicable taxes

**Committee discussed** and would like to make a list of 2020 projects with all prices before decision is made; item to be brought back to next meeting

## 6.3 Security Cameras

Councilor Kim Verbeek has received the Town of Essex's approval to commit up to \$11,500 towards security cameras if the Town of Amherstburg matches funding, there were two quotes that was presented to council.

Quote #11018 – Empire Communications \$23,639.10

Quote # 11020 - Empire Communications \$18,707.94

**Committee discussed** cameras and have decided to seek additional options for cameras; Jonathon to look into and will advise.

**6.4 Calendar of Events** - See attachment, April, May, June and most of July have been cancelled, Committee to access balance of 2020 season, as well July 25 Appreciation Date **Committee discussed** at great lengths and has decided to speak to larger events to get their perspectives before making decisions to cancel balance of events for 2020; Jonathon noting that if Ontario lifts restrictions events should have the option to carry on , it would be their choice for costs incurred knowing that restrictions may not be lifted as well if restrictions are lifted and our canteen feels opening would be too costly that the committee consider allowing food trucks; this item to be brought back to next meeting.

## 6.5 Capital Projects – Additional areas of concern

**Committee discussed** and would like to make a list of 2020 projects with all prices before decision is made; item 6.5 to be brought back to next meeting

**6.5.1** Installation of Dug outs at Dia#3 and #4

**6.5.2** Purchase of a new Small Lawn tractor

## **6.6 Maintenance Contract**

Committee had discussion regarding maintenance deficiencies within the park; a walk around was taken and a list created.

Moved by Leo Meloche

Seconded by Kim Verbeek

**(CAP-2020-06-14)** That a list outlining deficiencies and a time frame for corrections be sent to Maintenance and to advise walk a rounds will be on going periodically **Carried**

## **7. Costing Report/ 2020 Capital Budget – See attachment**

### **7.1 Costing Report**

June 5, 2020 Costing report to be reviewed with projected loss to be discussed

Moved by Jonathon Little

Seconded by Leo Meloche

**(CAP-2020-06-15)** That the June 5, 2020 Costing report be approved as amended **Carried**

## **8. Tennis Courts**

Last season we had costs of \$1200 to repair posts which were compromised by the wind screens; at that time the screens were taken down and confirming they should not be re-installed.

Moved by Jonathon Little

Seconded by Jim Meloche

**(CAP-2020-06-16)** That wind screens are not re-installed as they are causing structure posts to be compromised **Carried**

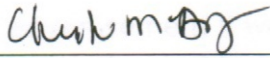
**9. Adjournment**

Moved by Kim Verbeek

Seconded by Jonathon Little

**(CAP-2020-06 -17) That** the meeting be adjourned at 6:29 pm

**Carried**



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Christine McAgy – Chairman



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Joanne Bissonnette - Secretary Treasurer

**CO-AN PARK - June 5, 2020**

<b>REVENUE Operating Line</b>	<b>2020 Actual</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>2020 Variance</b>
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
	<b>\$ 38,785</b>	<b>\$ 42,569</b>	<b>\$ 35,000</b>	<b>\$ 3,784</b>

1060 RBC Balance @ Year End 12/31 **\$ 6,407 \$ 6,407 \$ 6,386**

<b>Investments &amp; Other Income Capital Grants</b>	<b>Held In Trust</b>	<b>Held In Trust</b>	<b>Held In Trust</b>
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>

<b>User Fees &amp; Services</b>	<b>2020 Actual</b>	<b>2020 Budget</b>	<b>2019 Actual</b>	<b>2020 Variance</b>
4460 Equipment sold (Pulverizer)	\$ -	\$ -	\$ 1,000	\$ -
4450 Donations - Acessible 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	\$ 1,750	\$ 4,600	\$ 4,600	\$ 2,850
4430 Insurance - Town of Essex Rider	\$ -	\$ 450	\$ 763	\$ 450
4201 Events - Heater	\$ -	\$ -	\$ -	\$ -
4250 Advance deposit	\$ 450	\$ -	\$ 450	-\$ 450
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	\$ 875	\$ 1,450	\$ 1,400	\$ 575
	<b>\$ 3,566</b>	<b>\$ 34,990</b>	<b>\$ 39,918</b>	<b>\$ 31,424</b>

<b>Concession Stand</b>				
4220 Pop stand	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

**Total Revenue - Operating Funds \$ 48,758 \$ 83,966 \$ 81,304 \$ 35,208**

## EXPENDITURES -June 5, 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	\$ 6,830	\$ 23,900	\$ 23,900	\$ 17,070
5685 Insurance	\$ 1,031	\$ 1,100	\$ 977	\$ 69
5784 Office Wage	\$ 9,000	\$ 17,500	\$ 15,500	\$ 8,500
	<b>\$ 16,861</b>	<b>\$ 42,500</b>	<b>\$ 40,377</b>	<b>\$ 25,639</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	\$ 44	\$ 132	\$ 142	\$ 88
5626 Building Maintenance - due to vandalism	\$ -	\$ -	\$ -	\$ -
5625 Building Maintenance - supplies/repairs	\$ 622	\$ 2,000	\$ 1,111	\$ 1,378
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 Utilites	\$ 3,307	\$ 9,500	\$ 9,650	\$ 6,193
5890 Waste Collection fees	\$ -	\$ 1,150	\$ 1,227	\$ 1,150
5900 Assets out of Operating	\$ -	\$ -	\$ -	\$ -
	<b>\$ 4,989</b>	<b>\$ 28,132</b>	<b>\$ 27,444</b>	<b>\$ 23,143</b>
				\$ -
				\$ -
<b>Total Operating Expenses</b>	<b>\$ 21,850</b>	<b>\$ 71,132</b>	<b>\$ 68,397</b>	<b>\$ 49,282</b>

**Net Total - Revenue less Expenses \$ 26,908**

### Break Down of RBC Account

Fundraising Held @ RBC

Rubber Base Held @ RBC

Operating Funds balance - Held @ RBC

**Operating held at RBC @ Jun 5/20 \$ 26,908**

**Capital held at RBC @ Jun 5/20 \$ 33,017**

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

2020 - 2024

Category	Description of Requirements	Estimated Expense	Projected Capital Monetary Requirements				Beyond	Beyond
			2020	2021	2022	2023	2024	2025
<b>Buildings</b>								
Roofs - All Bldgs	Roof surface needs paint	\$ 34,000	\$ 8,500	\$ 12,750	\$ 12,750			\$ 34,000
Office	Flooring	\$ -						\$ -
Pavilion	Tarp System/Valance							\$ -
Washrooms	Update walls, ceiling							\$ -
<b>Equipment</b>								
Concession Equipment	Picnic tables	\$ 5,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 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	\$ 188	\$ 9,000	\$ 10,000	\$ 10,000	\$ 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	\$ 6,000				\$ 6,000		\$ 6,000
Lawn Tractor	Replace current lawn tractor	\$ 3,391	\$ 3,391					\$ 3,391
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)	Aditonal stone	\$ 1,000	\$ 562	438				\$ 1,000
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	\$ 9,000	\$ 12,000	\$ 10,000	\$ 10,000	\$ 9,000	\$ 50,000
								\$ -
								\$ -
<b>Property (Grounds)</b>								
Baseball Diamonds	New Bleachers - Soccer Field							\$ -
Baseball Diamonds	New Rubber Bases	\$ 2,100		\$ 700	\$ 700	\$ 700		\$ 2,100
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	\$ 15,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000
Baseball Diamonds	Dug Outs (6 Diamonds)	\$ 55,000	\$ 6,500	\$ 15,500	\$ 11,000	\$ 11,000	\$ 11,000	\$ 55,000
Recreational Equipment	Basket ball court/Floor Hockey court	\$ 50,000		\$ 5,000	\$ 5,000	\$ 5,000	\$ 35,000	\$ 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		\$ 150,000	\$ 150,000			\$ 300,000
Soccer field	New fields, washrooms, parking	\$ 150,000			\$ 50,000	\$ 50,000	\$ 50,000	\$ 150,000
Splash Pad/Change Rooms	Splash Pad/Change Rooms	\$ 350,000		\$ 150,000	\$ 150,000	\$ 50,000		\$ 350,000
Pylon Sign	New Road sign	\$ 30,000		\$ 30,000				\$ 30,000
New Playground Structure	Playground /Senior activity area	\$ 200,000				\$ 25,000	\$ 175,000	\$ 200,000
<b>Total Forecasted Capital Requirement</b>		<b>\$ 1,895,937</b>	<b>\$ 35,586</b>	<b>\$ 385,576</b>	<b>\$ 442,450</b>	<b>\$ 298,325</b>	<b>\$ 734,000</b>	<b>\$ 1,895,937</b>
			Spent Thus Far	\$ 2,570				
			Balance	\$ 33,016				
<b>Capital allotted in 2020</b>								
	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						
<b>Total Capital Available for 2019 Projects</b>		<b>\$ 33,016</b>						