

# Co-An Park Committee Regular Meeting Minutes

Meeting Date: Wednesday, March 6, 2019

Time: 5:00 pm

Location: McGregor Community Centre  
Small Meeting Room

9571 Walker Road, McGregor, Ontario

## 1. Roll Call

**Present:** Tina McAgy – Town of Essex  
Jonathon Little – Town of Essex  
Jim Meloche – Town of Essex  
Kim Verbeek – Town of Essex Councillor – Ward1  
Rick Lawrence – Town of Amherstburg  
Jennie Lajoie – Town of Amherstburg  
Leo Meloche – Town of Amherstburg Deputy Mayor  
Joanne Bissonnette - Recording Secretary

**Absent:** Murray Sellars – Town of Amherstburg

## 2. Call to Order

### 2.1 Welcome Members

Joanne Bissonnette/ Co-An Recording Secretary to open meeting; the Co-An Park is jointly

owned by the Town of Essex and the Town of Amherstburg and have (1) member of Council

plus 3 (three) lay persons from each municipality forming the Co-An Park Committee. Their

appointment to this committee of council is for a 4 (four) year term ending in November 2022.

### 2.2 The Committee is as follows:

For the Town of Essex:

Kim Verbeek – Councillor Ward 2

Christine (Tina) McAgy

Jim Meloche

Jonathan Little

Joe Garon – Alternate Councilor Ward 1 Member

For the Town of Amherstburg:

Leo Meloche – Deputy Mayor Town of Amherstburg

Murray Sellars

Rick Lawrence

Jennie Lajoie

### **3. Elections**

#### **3.1 Nominations for Chairperson**

Recording Secretary Joanne Bissonnette, opened the floor to call for nominations for the Chairperson seat for the 4 year term, the following nominations were received and recorded:

Moved by Deputy Mayor Leo Meloche

Seconded by Councillor Kim Verbeek

**(CAP- 2019 -03-01)** That Tina McAgy be nominated for chairperson

Tina McAgy accepted nomination.

**Carried**

As no further nominations were presented to the floor nominations were closed,

**(CAP- 2019 -03-02)** That Tina McAgy is the newly elected Chairperson for the 2019-2022 term for the Co-An Park Committee.

**Carried**

#### **3.2 Nominations for Vice – Chairperson**

Tina McAgy has taken over the meeting and has opened the floor to call for nominations for the

Vice Chairperson seat; the following nominations were received and recorded:

Moved by Deputy Mayor Leo Meloche

Seconded by Councillor Kim Verbeek

**(CAP-2019-03-03)** That Jim Meloche be nominated for Vice-chairperson.

**Carried**

Jim Meloche accepted nomination

As no further nominations were presented to the floor nominations were closed.

**(CAP- 2019 -03- 04)** That Jim Meloche is the newly elected Vice-Chairperson for the 2019-2022

term for the Co-An Park Committee.

**Carried**

#### **4. Declarations of Conflict of Interest**

No declarations of conflict of interest reported.

#### **5. Adoption of Published Agenda**

##### **5.1 March 6, 2019 Regular Co-An Park Committee Meeting Agenda**

Moved by Jennie Lajoie

Seconded by Jim Meloche

**(CAP-2019-03-05)** That the published agenda for March 6, 2019 Regular Co-An Park Committee meeting be adopted as presented/amended **Carried**

#### **6. Adoption of Minutes**

##### **6.1 Co-An Park Committee Regular Meeting Minutes October 16, 2018**

Moved by Jim Meloche

Seconded by Deputy Mayor Leo Meloche

**(CAP-2019-03-06)** That the minutes of the Regular Meeting for the Co-An Park held October 16, 2018 be adopted as circulated **Carried**

#### **7. NEW BUSINESS**

##### **7.1 User Fees**

Moved by Deputy Mayor Leo Meloche

Seconded by Rick Lawrence

**(CAP-2019-03-07)** That User fees for 2019 remain at a rate of \$11 per player per sport and will be reviewed in the summer giving all leagues sufficient notice if price were to increase **Carried**

**7.2 Contract Pricing and Format - Baseball, Jack n Jills, Family/Other - See attachments**

**7.2.1** Email was noted by committee; received from Leeann Shepley expressing concerns of individuals booking tournaments then canceling at last minute

Moved by Jim Meloche

Seconded by Deputy Mayor Leo Meloche

**(CAP-2019-03-08)** That all contracts are accepted and pricing confirmed as discussed;  
with

Baseball tournaments remitting daily rates due at time of signing of contract

**Carried**

**7.3 Calendar of Events** - See attachments

Committee noted and reviewed calendar of events

**7.4 ATM Flyer Insert**

The Co-An Committee reviewed the Flyer insert which will accompany Co-An  
Park contracts

**7.5 Bleacher Purchase** - 5 Row by 12ft long Used Aluminum Bleacher Unit Model:  
5R12AP

Cost: \$2,836.00 + Freight + HST (price increase of \$600 due to cost of aluminum)

Moved by Rick Lawrence

Seconded by Jennie Lajoie

**(CAP-2019-03-09)** That the final bleacher needed to accommodate all ball diamonds be  
purchased from the Bleacher Guys at a cost of \$4,141.66 tax, freight included

**Carried**

**7.6 Pavilion Curtains**

Moved by Deputy Mayor Leo Meloche

Seconded by Jim Meloche

**(CAP-2019-03-10)** That Windsor Tent and Awning install new tracks at a cost of \$2 per  
foot

and install same as well as repaired curtains at \$55 per hour ensuring turn key fasteners  
are in

working order and all meet with committee's approval.

**Carried**

## **7.7 Fundraising**

Jim Meloche has been in contact with Woodcraft Pizza & Bar, the owner would like to set aside

a night for a fundraiser for Co-AN Park but would need an extension to serve alcohol on the

grassed property adjacent to his business and permission from the Town of Essex; Councillor

Verbeek to speak to Dough Sweet and will advise

## **8. Costing Report/ 2019 Budget – See attachment**

Moved by Jennie Lajoie

Seconded by Jonathon Little

**(CAP-2019-03-11)** That the 2019 Budget be approved as written/amended

**Carried**

## **9. Co-An Park Secretary Wage**

**9.1** Joanne Bissonnette left meeting at 5:50 pm and returned at 6:00 pm as a discussion was

taken regarding secretarial wages

Moved by Councillor Kim Verbeek

Seconded by Jonathon Little

**(CAP-2019-03-12)** That the secretarial position wage be increased \$500 to a salary of \$14,000 per year, which constitutes 3.7% increase with a merit increase if funds area available

**Carried**

## **10. Concession Stand Lease**

### **10.1 Tricia Meloche's Lease Contract**

All terms were reviewed by Tricia Meloche and verbally agreed to as outlined on October 16,

2018 Co-An regular meeting minutes section 8 (ii), contract revised and ready for signatures.

## 11. Future Meetings

### 11.1 Regular Co-An Park meetings

Wednesday, April 10, 2019 5:00 PM, shall be the next scheduled meeting

Location: McGregor Community Center

#### 11.1.1 Calendar Update

Committee requests that all meetings be set up in Outlook calendar and disperse  
to all  
members

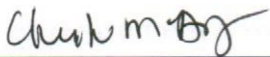
## 12. Adjournment

Moved by Deputy Mayor Leo Meloche

Seconded by Jonathon Little

**(CAP-2019-03-13)** That the meeting be adjourned at 6:30 pm

**Carried**



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Christine McAgy – Chairman



\_\_\_\_\_  
Joanne Bissonnette - Secretary Treasurer

**Co-An Park  
2019 RATES**

**FAMILY EVENTS**

<p><b>\$125.00</b> (includes non-refundable and refundable deposit fees)</p>	<p>\$100 Non-refundable (If cancelled within 60 days of event) daily rates required as deposit due with signed contract Includes \$25 refundable security deposit if no damage &amp; clean Balance of payment due 30 days prior to event Baseball may be scheduled during event PAL Insurance/SOP required if alcohol present \$5M Liability insurance required naming: Co-An Park, Corp of Town of Essex, &amp; Corp Town of Amherstburg as additional insured - Non-alcohol events can purchase thru park Extra \$100 to rent outdoor heaters incl propane, <u>plus</u> \$100 security deposit Extra \$75 to rent cooler * Pig Roast are an additional fee \$50 over family event rate</p>
<p>REFUND \$25</p>	

**JACK N JILLS**

<p><b>\$450.00</b> (includes non-refundable and refundable deposit fees)</p>	<p>\$100 Non-refundable (if cancelled within 60 days of event) deposit required due with signed contract Balance of payment due 30 days prior to event Use of pavilion one baseball diamond \$5M Liability insurance required naming: Co-An Park, Corp of Town of Essex, &amp; Corp Town of Amherstburg as additional insured SOP required/PAL Insurance required for all events with alcohol served Includes Walk-in-cooler Baseball may be scheduled during event Extra \$100 to rent outdoor heaters incl propane, plus \$100 security deposit Includes \$50 refundable security deposit if no damage &amp; clean No games with broken glass, no eggs, no staples, no firepits, no camping</p>
<p>REFUND \$50</p>	

**BASEBALL TOURNAMENTS**

<p><b>\$125 per day</b> (includes non-refundable fees)</p>	<p>\$100 Non-refundable (If cancelled 90 days prior to event) deposit required due with signed contract Balance of payment due 30 days prior to event \$5M Liability insurance required naming: Co-An Park, Corp Town of Essex &amp; Corp Town of Amherstburg as additional insured SOP required / PAL insurance / Sports Liability Insurance Co-An park has all food rights Extra \$75 per day use of Walk in Cooler Extra \$10 per diamond per day to set up, chalk bases Extra \$50 per day use of park bases Extra \$100 to rent outdoor heaters incl propane, <u>plus</u> \$100 security deposit Extra \$25 per day use of Lights Dia#3</p>
<p>NO REFUNDS</p>	

**Special Rates**

Free of charge subject to approval

Elementary School Functions - Ball tournament park rental will continue to be no charge  
Alhambra Picnic

<p>\$11.00 per player/per league \$5.00 per diamond/per game \$5.00 per diamond/per game</p>	<p>User Fee baseball / 2019 rates \$12 per player proposed by 2014-2018 Committee Chalking diamonds Base set up on diamonds</p>
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**CO-AN Park - Costing Report March 6, 2019**

<b>REVENUE</b>	<b>2019 Actual</b>	<b>2018 Actual</b>	<b>Proposed 2019</b>
<b>Operating Line</b>			
4030 Town of Amherstburg	\$ -	\$ 17,500	17,500
4020 Town of Essex	\$ -	\$ 17,500	17,500
	\$ -	\$ -	-
2654 Town of Amherstburg - Capital	\$ -	\$ -	947
2654 Town of Essex - Capital	\$ -	\$ -	947
	<b>\$ -</b>	<b>\$ 35,000</b>	<b>36,894</b>
1060 RBC Balance @ Year End 12/31/18	<b>\$ 6,579</b>	<b>\$ 11,007</b>	<b>6,579</b>

**Investments & Other Income**  
**Capital Grants**

	Held In Trust	Held In Trust	2019 Capital Expenses
Town of Amherstburg - 2018 Reserve	5,379	15,000	\$3,140
Town of Essex - 2018 Reserve	5,379	15,000	\$3,140
Town of Amherstburg - 2019 Reserve	15,000		
Town of Essex - 2019 Reserve	15,000		
Total Reserve Funds	<b>40,758</b>	<b>30,000</b>	<b>\$6,280</b>

**User Fees & Services**

	<b>2019 Actual</b>	<b>2018 Actual</b>	<b>Proposed 2019</b>
4460 Equipment sold (Pulverizer)		\$ 300	
4425 Banner Advertising	\$ -	\$ -	
Food Rights Sold	\$ -	\$ 1,124	925
4450 Donations (Pirates Bounty)	\$ -	\$ 1,000	1,000
4040 User fees / Baseball	\$ -	\$ 6,919	7,000
4205 Events -Family Reunions/Organizations	\$ -	\$ 1,950	1,975
4200 Events - Jack n Jills	\$ -	\$ 4,950	4,500
4430 Insurance - Town of Essex Rider	\$ -	\$ 734	725
4201 Events - Heater	\$ -	\$ -	-
4240 Rubber Base Revenue	\$ -	\$ 1,000	650
4230 Set Up Fees	\$ -	\$ 705	2,500
4040 User Fees / Soccer	\$ -	\$ 1,980	2,000
4040 User Fees / Tennis	\$ -	\$ -	-
4420 Appreciation Day	\$ -	\$ 10,647	8,500
4210 Events - Baseball Tournaments	\$ -	\$ 2,035	2,000
	<b>\$ -</b>	<b>\$ 33,343</b>	<b>31,775</b>

**Concession Stand**

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

<b>Total Revenue - Operating Funds</b>	<b>\$ 6,579</b>	<b>\$ 79,350</b>	<b>75,248</b>
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## EXPENDITURES

Contracted Services	2019 Actual	2018 Actual	Proposed
			2019 Budget
5720 Park Maintenance Wage	\$ -	\$ 20,735	25,000
5784 Office Wage	\$ 2,000	\$ 12,650	15,400
	<b>\$ 2,000</b>	<b>\$ 33,385</b>	<b>40,400</b>

Concession Stand -Supplies & wages	2019 Actual	2018 Actual	Proposed
			2019 Budget
5755 Pop Stand - repairs, maintenance	\$ -	\$ 2,506	1,200
	<b>\$ -</b>	<b>\$ 2,506</b>	<b>1,200</b>

Materials, Supplies & Services	2019 Actual	2018 Actual	Proposed
			2019 Budget
5615 Advertising	\$ -	\$ 115	-
5620 Bank fees	\$ 22	\$ 118	120
5630 Baseball Diamonds - supplies	\$ -	\$ 292	750
5625 Building Maintenance - supplies/repairs	\$ 143	\$ 1,618	3,200
5626 Building Maintenance - due to vandalism	\$ -	\$ 215	-
5645 Co-An Appreciation Day	\$ -	\$ 7,377	7,500
5730 Equipment Vehicle - Fuel & repair	\$ -	\$ 1,569	1,800
			-
5890 Waste Collection fees	\$ -	\$ 775	1,150
5680 Grounds, parking lot, landscape	\$ -	\$ -	1,100
5685 Insurance - Town of Essex Rider (Recoverable)	\$ -	\$ 705	725
5695 Janitorial supplies	\$ -	\$ 966	1,000
5755 Pop Stand - tank rental	\$ -	\$ 125	125
5700 Office supplies/Admin expenses	\$ 187	\$ 1,104	1,800
5781 Sanitation	\$ -	\$ -	325
4200 Security deposits reimbursed	\$ -	\$ 725	725
5630 Soccer field - supplies	\$ -	\$ -	750
5790 Utilites	\$ 514	\$ 7,841	9,800
5900 Capital Asset Expenditures(Recoverable)	\$ 395	\$ 15,736	0
	<b>\$ 1,261</b>	<b>\$ 39,281</b>	<b>30,870</b>

<b>Total Operating Expenses</b>	<b>\$ 3,261</b>	<b>\$ 75,172</b>	<b>72,470</b>
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<b>Net Total - Revenue less Expenses</b>	<b>\$ 3,318</b>	<b>\$ 4,179</b>	<b>2,778</b>
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### Break Down of RBC Account

Fundraising Held @ RBC

Rubber Base Held @ RBC

Operating Funds balance - Held @ RBC

**Total held at RBC @ March 6, 2019**

**Total held in Trust @ March 6, 2019**

**\$ 40,758**

**Variance**

17,500
17,500
-
947
947
<hr/>
<b>36,894</b>
-
<hr/>
<b>6,579</b>

Variance

\$	2,239
\$	2,239
\$	15,000
\$	15,000
<hr/>	
<b>\$</b>	<b>34,478</b>

**Variance**

-
925
1,000
7,000
1,975
4,500
725
-
650
2,500
2,000
-
8,500
2,000
<hr/>
<b>31,775</b>

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<b>75,248</b>

**Variance**

25,000

13,400

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**38,400**

1,200

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**1,200**

**Variance**

-

98

750

3,057

-

7,500

1,800

-

1,150

1,100

725

1,000

125

1,613

325

725

750

9,286

(395)

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**29,609**

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**69,209**

**6,039**

\$ 1,003

\$ 2,225

\$ 90

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**\$ 3,318**

## CO- An Park 2019 BOOKINGS / ESTIMATED ATTENDANCE

Sunday Co-Ed League 5:30-9pm	6050	275 Weekly May thru Sept
Monday Minor League 5:30 - 9 pm	3087	350 2X Weekly May thru June
Tuesday - Essex Minor Ball 5:30-9pm	150	Rookie - practices 4 dia
Wednesday Minor League 5:30 - 9 pm	3087	350 2 x Weekly May thry June
Thursday Ladies League 5:30 -9 pm	6050	275 Weekly May thru Sept <b>#3 Lights</b>
Friday Mens League 5:30-9pm	4950	225 Weekly May thru Sept/Pewee1 dia
Soccer Minor League 5:30 - 9 pm	4200	525 Twice (Tues/Thur)a week July & Aug
Dog Walkers	3650	5-10 Daily throughout year
Parents/Todlers/Walkers	2140	5-10 Daily April - Oct (Play Equipment)
Tennis/ Pickle Ball (various - no league)	1840	2-10 Daily May thru Oct

### APRIL

April-24-19	150	WECCSA 4 Dia ( Noon - 5:30pm ) / Rain date not scheduled
*** April-26-19	850	2 DayBall Tourn – J Long/J Beaudoin (38 teams) 8am - 9pm
*** April-27-19	850	2 Day Ball Tourn – J Long/J Beaudoin (38 teams) 8am - 5pm

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Rain Date WECCSA 4 Dia ( Noon - 5:30pm ) / Rain date for April 24

### MAY

May-03-19	150	WECCSA 4Dia - Noon to 5pm / Rain date - not scheduled
May-04-19	200	Jack n Jill
***	Rain Date	WECCSA 4Dia - Noonto 5pm / Rain date For May 3
*** May-08-19	300	LA Shepley – High School Weekday Tourn 8:30 - 4pm
May-11-19	300	A.M -. GECDSB School Tourn / PM -Jack n Jill
May-18-19		
May-25-19	200	A.M -. GECDSB School Tourn / PM
*** May-28-19	250	Wecssa Tourn - 4 Dia 3:30 - 5pm
*** May-31-19	150	Jack n Jill

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### JUNE

*** June-01-19	400	Tournament - T Hebert
June-02-19	400	Tournament - T Hebert
June-03-19	450	WECCSSA - Noon - 5:30
June-04-19	450	WECCSSA - All Day
*** June-08-19	400	A.M- GECDSB School Tourn / PM- Tentative Wine tour
June-09-19	600	Music Jamboree
June-11-19	450	Alhambra Picnic
June-13-19	450	Scarlet Nobles Picnic
*** June-15-19	500	Jack n Jill
June-22-19	200	Jack n Jill

June-24-18	125	Jack n Jill
June-30-19	125	Family Reunion

**JULY**

July-06-19	200	Jack n Jill
July-12-19	800	LA Shepley - 3 Day Tourn
*** July-13-19	800	LA Shepley - 3 Day Tourn
July-14-19	800	LA Shepley - 3 Day Tourn
July-20-18	100	Family Reunion
July-21-19		
July-27-18	350	Co-An Co-Ed Tournament - tentative
July-28-18		

**AUGUST**

August-03-19	400	Wedding
Aug 9, 10, 11	750	Essex County Gas & Steam Show/Parade
August-14-18	200	WEHC picnic
August-16-19		
August-17-19		
August-18-19		
August-24-19		
August-25-19	300	Family Reunion
August-31-19		OBA tentative

**SEPTEMBER**

*** Sept 1,2		OBA - tentative
*** September-07-19	450	Company Picnic
September-08-19		Church picnic - tentative
*** September-14-19	600	St Mary's Tourn
*** September-15-19	Rain Date	St Mary's Rain Date
September-20-19	200	AMA Tournament D Renaud
September-21-19	200	AMA Tournament D Renaud
September-25-19	200	Safety Patrols
September-27-19	30	Mug Run Set UP
September-28-19	900	Mug Run - R Raymond
September-29-19	30	Mug Run - Take Down
***		

**OCTOBER**

October-05-19

**Estimated Yearly Attendance**

**50,464**