

Co-An Park Committee Regular Meeting Minutes

Meeting Date: Wednesday, April 10, 2019

Time: 5:00 pm

Location: Co-An Park
Office

11071 11th Concession Rd, McGregor, Ontario

1. Roll Call

Present:

Christine (Tina) McAgy – Town of Essex, Chairman

Kim Verbeek – Councillor Ward 2 – Town of Essex

Leo Meloche – Deputy Mayor Town of Amherstburg

Murray Sellars – Town of Amherstburg

Rick Lawrence – Town of Amherstburg

Jennie Lajoie - Town of Amherstburg

Joanne Bissonnette – Secretary Treasurer

Regrets:

Jim Meloche – Town of Essex, Vice-Chairman

Jonathan Little Town of Essex

2. Call to Order

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

3. Declarations of Conflict of Interest

None reported

4. Adoption of Published Agenda

4.1 April 10, 2019 Regular Co-An Park Committee Meeting Agenda

Moved by Jennie Lajoie

Seconded by Rick Lawrence

(CAP-2019-04- 14) That the published agenda for April 10, 2019 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 March 6, 2019**

Moved by Jennie Lajoie

Seconded by Murray Sellars

(CAP-2019-04-15) That the minutes of the Regular Meeting for the Co-An Park held March 6, 2019 be adopted as circulated

Carried

6. Delegates

6.1 Gary Rocheleau – Co-An Park Maintenance Contract

Co-An Park Maintenance Contract ends October 31, 2019, it is to be noted at that time the park is

closed and signs should be posted as such, any persons entering should be removing there own

garbage; item to be reviewed at end of season as to locking gates or leaving open for police/fire

access

7. NEW BUSINESS

7.1 Town of Amherstburg -2019 Seasonal fees to turn on/off water

Letter was received from the Town of Amherstburg notifying us that a \$50 fee for seasonal water

turn-ons and turn- offs will be implemented. A memo was forwarded to Dan Beaulieu on March

22, 2019 requesting that the fees be waived with an on going basis for Co-AN Park, Deputy Major

Leo Meloche to look into and direct.

7.2 Country Music Jamboree

Moved by Leo Meloche

Seconded by Jennie Lajoie

(CAP – 2019-04 -16) That the Co-An Park waive the Walk In Cooler fee of \$75 for the Country

Music Jamboree on Sunday June 9, 2019

Carried

7.3 Pirates Bounty Tournament

Committee noting that; Pirate's tournament is the first of the season; April 27 and April 28, the

Co-An Improvement Committee has taken over the SOP and co-hosting the tournament where a

sizable donation will be given to the Co-An Park, Jason and Paul Beaudoin are assuming

responsibility and all insurances will be forwarded, as well any/all pertinent information. Smart

serve certifications have been photocopied and parking lot patrols set in place.

Discussion took place regarding the Co-An Improvement Committee, where Tina will request

CRA for forms to update members.

8. Costing Report/ 2019 Budget – See attachment

Moved by Kim Verbeek

Seconded by Murray Sellars

(CAP-2019-04- 17) That the Costing report be approved as written/amended **Carried**

11. Next Meeting

11.1 Regular Co-An Park meetings

Wednesday, May 8th, 2019 5:00 PM (Park walk around tour)

Location: CO-AN Park 11071 11th Concession Rd, in the office

12. Adjournment

Moved by Leo Meloche

Seconded by Murray Sellars

(CAP-2019-04- 18) That the meeting be adjourned at 6:30 pm

CO-AN Park - Costing Report April 5, 2019

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

Investments & Other Income Capital Grants

	Held In Trust	2019 Capital Expenses	Varriance
Town of Amherstburg - 2018 Reserve	5,379	\$3,140	\$ 2,239
Town of Essex - 2018 Reserve	5,379	\$3,140	\$ 2,239
Town of Amherstburg - 2019 Reserve	15,000		\$ 15,000
Town of Essex - 2019 Reserve	15,000		\$ 15,000
Total Reserve Funds	40,758	\$6,280	\$ 34,478

User Fees & Services

	Equipment Sold		\$ 300		
4425	Banner Advertising	\$ -	\$ -		-
	Food Rights Sold	\$ -	\$ 329	925	925
4450	Donations (Pirates Bounty)	\$ -	\$ 1,000	1,000	1,000
4040	User fees / Baseball	\$ -	\$ 6,776	7,000	7,000
4205	Events -Family Reunions/Organizations	\$ 125	\$ 2,899	1,975	1,850
4200	Events - Jack n Jills	\$ 1,100	\$ 4,400	4,500	3,400
4430	Insurance - Town of Essex Rider	\$ 33	\$ 734	725	693
4201	Events - Heater	\$ -	\$ 100	-	-
4240	Rubber Base Revenue	\$ 100	\$ 700	650	550
4230	Set Up Fees	\$ 120	\$ 2,765	2,500	2,380
4040	User Fees / Soccer	\$ -	\$ 1,980	2,000	2,000
4040	User Fees / Tennis	\$ -	\$ -	-	-
4420	Appreciation Day	\$ -	\$ 10,647	8,500	8,500
4210	Events - Baseball Tournaments	\$ 425	\$ 2,410	2,000	1,575
		\$ 1,903	\$ 35,039	31,775	29,873

Concession Stand

4220	Pop stand	\$ -	\$ -	-	-
		\$ -	\$ -	-	-

Total Revenue - Operating Funds		\$ 8,482		75,248	73,346
--	--	-----------------	--	---------------	---------------

EXPENDITURES

Contracted Services	2019 Actual	2018 Actual	2019 Budget	Variance
5720 Park Maintenance Wage	\$ -	\$ 23,900	25,000	25,000
5720 Insurance/Park Maintenance	\$ -	\$ 918	-	-
5784 Office Wage	\$ 3,000	\$ 14,000	15,400	12,400
	\$ 3,000	\$ 38,818	40,400	37,400

Concession Stand -Supplies & wages				
5755 Pop Stand - repairs, maintenance	\$ -	\$ 2,506	1,200	1,200
	\$ -	\$ 2,506	1,200	1,200

Materials, Supplies & Services	2019 Actual	2018 Actual	2019 Budget	Variance
5615 Advertising	\$ -	\$ 115	-	-
5620 Bank fees	\$ 33	\$ 153	120	87
5630 Baseball Diamonds - supplies	\$ -	\$ 431	750	750
5625 Building Maintenance - supplies/repairs	\$ 143	\$ 3,311	3,200	3,057
5626 Building Maintenance - due to vandalism	\$ -	\$ 215	-	-
5645 Co-An Appreciation Day	\$ -	\$ 7,377	7,500	7,500
5730 Equipment Vehicle - Fuel & repair	\$ -	\$ 1,854	1,800	1,800
5890 Waste Collection fees	\$ -	\$ 1,141	1,150	1,150
5680 Grounds, parking lot, landscape	\$ -	\$ 213	1,100	1,100
5685 Insurance - Town of Essex Rider (Recoverable)	\$ -	\$ 676	725	725
5695 Janitorial supplies	\$ -	\$ 966	1,000	1,000
5755 Pop Stand - tank rental	\$ -	\$ 125	125	125
5700 Office supplies/Admin expenses	\$ 188	\$ 1,637	1,800	1,612
5781 Sanitation	\$ -	\$ -	325	325
4200 Security deposits reimbursed	\$ -	\$ 696	725	725
5630 Soccer field - supplies	\$ -	\$ -	750	750
5790 Utilites	\$ 623	\$ 9,643	9,800	9,177
			0	-
	\$ 986	\$ 28,551	30,870	29,884

5900 Capital to be reimbursed to Operating \$ 395

Total Operating Expenses	\$ 4,381	72,470	68,484
---------------------------------	-----------------	---------------	---------------

Net Total - Revenue less Expenses \$ 4,101 2,778 4,861

Break Down of RBC Account

Fundraising Held @ RBC	\$ 1,003
Rubber Base Held @ RBC	\$ 2,225
Operating Funds balance - Held @ RBC	\$ 873
Total held at RBC @ April 5, 2019	\$ 4,101
Total held in Trust @ April 5, 2019	\$ 36,372