

Co-An Park Committee Regular Meeting Minutes

Meeting Date: Wednesday, May 8, 2019

Walk Around 4:30pm

Meeting Time: 5:00 pm

Location: Co-An Park Office

11071 11th Concession Rd, McGregor, Ontario

1. Roll Call

Christine (Tina) McAgy – Town of Essex, Chairman

Kim Verbeek – Councillor Ward 2 – Town of Essex

Jonathan Little - Town of Essex

Jennie Lajoie - Town of Amherstburg

Jim Meloche – Town of Essex, Vice-Chairman

Murray Sellars – Town of Amherstburg

Joanne Bissonnette – Recording Secretary Treasurer

Absent:

Rick Lawrence – Town of Amherstburg

Leo Meloche – Deputy Mayor Town of Amherstburg

Delegates

Gary Rocheleau – Co-An Park Maintenance Contractor

Gary Struhar – President ECGSEM

Morris Kursuk – Vice-President ECGSEM

Francis Roelens – Director/Maintenance ECGSEM

Rob Repko- Director ECSGEM

2. Call to Order

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

3. Declarations of Conflict of Interest

None reported

4. Adoption of Published Agenda

4.1 May 8, 2019 Regular Co-An Park Committee Meeting Agenda

Moved by Jennie Lajoie

Seconded by Murray Sellars

(CAP-2019-05-19) That the published agenda for May 8, 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 April 10, 2019

Moved by Jennie Lajoie

Seconded by Jonathan Little

(CAP-2019-05-20) That the minutes of the Regular Meeting for the Co-An Park held April 10, 2019 be adopted as circulated **Carried**

6. Delegates

6.1 Gary Rocheleau – 5:00 pm

Discussion took place regarding park grounds, some areas of concern were addressed in park

tour; members noted Gary doing an excellent job, the park is looking great and acknowledged

with all the rain the diamonds are being well maintained.

6.2 Essex County Steam & Gas Engine Executive 5:15 pm

1) Discussion took place regarding parking and noted there is someone causing damage to

grounds at night; Co-An committee advised ECGSEM to call police anytime issues arise, they said

vandalism has become less with the installation of their cameras which record and archive.

2) Co-An Committee thanked their committee for the continued help when called upon; noting

their help with unloading our bleachers.

3) Their annual show is slated for August 9-11, 2019; they do require an area 100 ft x 100ft for

Lazy G horse riding; horse trailers will be in designated areas off of diamonds and outfields.

4) Baseball during their event; if diamonds are needed the Co-An committee is requesting that

the EGSEM consider allowing the games, possibly a snow fence can be erected to deter entrance

without paying fees to their show. Sunday baseball will proceed on diamonds 3,4,5 and 6.

7. Old Business

7.1 Pirates Bounty Tournament

Recap; Tournament went well no issues were noted other than the weather, donation of \$750 has been received, they wish to re-book next season April 25/26, 2020

7.2 Pizza Fund Raiser in Essex

Fund raiser deferred to the fall.

8. New Business

8.1 Co-An Tournament/Steak BBQ – July 27, 2019

1) Committee confirmed event, and will request quote from the McGregor Columbian Club regarding supplying the sides for the steak dinner; also contact Jim Bullard to see if he'd be willing to barbecue steaks again this year.

2) Tree dedication(s); committee will put forth a candidate and will discuss next meeting

8.2 Kiddie Land Equipment

Committee requested that a quote be sought regarding the large swings be moved to the playground area near the washrooms, and that the monkey bars be dismantled

9. Costing Report – See attachment

Moved by Kim Verbeek

Seconded by Murray Sellars

(CAP-2019-05-21) That the Costing report be approved as written/amended Carried

10. Next Meeting

10.1 Regular Co-An Park meetings

Wednesday, June 12, 2019 5:00 PM

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

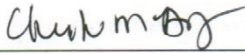
11. Adjournment

Moved by Murray Sellars

Seconded by Jennie Lajoie

(CAP-2019-05- 22) That the meeting be adjourned at 5:53 pm

Carried



Christine McAgy – Chairman



Joanne Bissonnette - Secretary Treasurer

CO-AN Park - Costing Report May 1, 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
		\$ 17,500	\$ 35,000	36,894	19,394
				-	-
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	\$ 1,342	\$ 6,776	7,000	5,658
4205	Events -Family Reunions/Organizations	\$ 450	\$ 2,899	1,975	1,525
4200	Events - Jack n Jills	\$ 2,100	\$ 4,400	4,500	2,400
4430	Insurance - Town of Essex Rider	\$ 265	\$ 734	725	460
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
		\$ 4,802	\$ 35,039	31,775	26,973

Concession Stand

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

Total Revenue - Operating Funds		\$ 28,881		75,248	52,946
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EXPENDITURES

Contracted Services	2019 Actual	2018 Actual	2019 Budget	Variance
5720 Park Maintenance Wage	\$ 3,415	\$ 23,900	25,000	21,585
5720 Insurance/Park Maintenance	\$ 977	\$ 918	-	(977)
5784 Office Wage	\$ 5,400	\$ 14,000	15,400	10,000
	\$ 9,792	\$ 38,818	40,400	30,608

Concession Stand -Supplies & wages				
5755 Pop Stand - repairs, maintenance	\$ 374	\$ 2,506	1,200	826
	\$ 374	\$ 2,506	1,200	826

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	\$ 533	\$ 3,311	3,200	2,667
5626 Building Maintenance - due to vandalism	\$ -	\$ 215	-	-
5645 Co-An Appreciation Day	\$ -	\$ 7,377	7,500	7,500
5730 Equipment Vehicle - Fuel & repair	\$ 450	\$ 1,854	1,800	1,350
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)	\$ 214	\$ 676	725	512
5695 Janitorial supplies	\$ 553	\$ 966	1,000	447
5755 Pop Stand - tank rental	\$ -	\$ 125	125	125
5700 Office supplies/Admin expenses	\$ 728	\$ 1,637	1,800	1,072
5781 Sanitation	\$ -	\$ -	325	325
4200 Security deposits reimbursed	\$ -	\$ 696	725	725
5630 Soccer field - supplies	\$ -	\$ -	750	750
5790 Utilites	\$ 2,623	\$ 9,643	9,800	7,177
			0	-
	\$ 5,134	\$ 28,551	30,870	25,736

5900 Capital to be reimbursed to Operating \$ 395

Total Operating Expenses	\$ 15,695	72,470	57,170
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Net Total - Revenue less Expenses \$ 13,186 2,778 (4,224)

Break Down of RBC Account

Fundraising Held @ RBC	\$ 1,003
Rubber Base Held @ RBC	\$ 2,225
Operating Funds balance - Held @ RBC	\$ 9,958
Total held at RBC @ May 1, 2019	\$ 13,186
Total held in Trust @ May 1, 2019	\$ 36,372