

Co-An Park Committee Regular Meeting Minutes

Meeting Date: Wednesday, June 12, 2019

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

Rick Lawrence – Town of Amherstburg

Jennie Lajoie - Town of Amherstburg

Jim Meloche – Town of Essex, Vice-Chairman

Leo Meloche – Deputy Mayor Town of Amherstburg

Joanne Bissonnette – Recording Secretary Treasurer

Regrets

Murray Sellars – Town of Amherstburg

Delegates

Gary Rocheleau – Co-An Park Maintenance Contractor

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 June 12, 2019 Regular Co-An Park Committee Meeting Agenda

Moved by Jim Meloche

Seconded by Kim Verbeek

(CAP-2019-06-23) That the published agenda for June 12, 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 May 8, 2019

Moved by Jennie Lajoie

Seconded by Kim Verbeek

(CAP-2019-06-24) That the minutes of the Regular Meeting for the Co-An Park held May 8, 2019 be adopted as circulated

Carried

6. Delegates

6.1 Gary Rocheleau – 5:00 pm

a) Re: Season / Park grounds, committee discussed equipment; everything is working great

b) Gary had a comment to make regarding school tournaments; the committee should consider charging to set up bases and chalking as he feels they may be abusing the free rental and no cost for base set up and not giving accurate numbers where he is preparing diamonds and they are not needed; committee will take his into consideration.

7. Old Business

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

7.1.1 Meal – Columbian Club cooking Chicken Parmesan and side dishes

- Jim Bullard will be barbecuing steak

7.1.2 Dedications - Evelyn Baker – Tree dedication

- Wayne Bondy – Diamond #2 Dedication

Letter sent out to Deputy Mayor Richard Meloche inviting him to present dedication for Evelyn Baker; Leo Meloche will be

available to present dedication to past Amherstburg resident, Wayne Bondy

7.1.3 Bar – Jim Meloche will be person in charge

7.1.4 Tournament

a) Jonathan Little with guidance of Jim will be tournament convenor

b) Tournament flyer sent out/\$560 per team includes; baseball, meal/comedy ticket additional meal tickets \$15 / Meal & comedy show \$30

7.1.5 Entertainment

- a) Leo Dufour confirmed 8:30 pm
- b) Bouncy Castle – Confirmed 2:30 pm – 4:30 pm
- c) DJ – confirmed 5pm – 8pm

7.1.6 Door Prizes – All members to solicit door prizes

8. Costing Report – See attachment

Moved by Leo Meloche

Seconded by Jennie Lajoie

(CAP-2019-06- 25) That the Costing report be approved as written/amended Carried

9. New Business

9.1 Stage

Committee noted repairs are needed; metal angle iron under stage has come un-welded and corner posts need replacing; temporary supports are in place

9.1.2 Concession Stand

Board of Health has requested that a fridge and freezer be accessible for product use at cooking area; the Co-An park will purchase and or reimburse Tricia Meloche for a small deep freeze valued at \$75 and bar fridge (Valued under \$200) for use at counter cooking area

10. Next Meeting

10.1 Regular Co-An Park meetings

Wednesday, Aug 14, 2019 5:00 PM

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

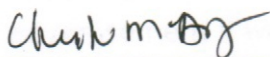
11. Adjournment

Moved by Leo Meloche


Seconded by Jennie Lajoie

(CAP-2019-06- 26) That the meeting be adjourned at 5:45 pm

Carried



Christine McAgy – Chairman



Joanne Bissonnette - Secretary Treasurer

CO-AN Park - Costing Report June 10, 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	\$ -	\$ -		-
4422 Food Rights Sold	\$ -	\$ 329	925	925
4450 Donations (Pirates Bounty)	\$ 750	\$ 1,000	1,000	250
4040 User fees / Baseball	\$ 5,598	\$ 6,776	7,000	1,402
4205 Events -Family Reunions/Organizations	\$ 1,300	\$ 2,899	1,975	675
4200 Events - Jack n Jills	\$ 3,250	\$ 4,400	4,500	1,250
4430 Insurance - Town of Essex Rider	\$ 530	\$ 734	725	195
4201 Events - Heater	\$ -	\$ 100	-	-
4240 Rubber Base Revenue	\$ 160	\$ 700	650	490
4230 Set Up Fees	\$ 160	\$ 2,765	2,500	2,340
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	\$ 525	\$ 2,410	2,000	1,475
	\$ 12,273	\$ 35,039	31,775	19,502

Concession Stand

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

Total Revenue - Operating Funds	\$ 36,352		75,248	45,475
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EXPENDITURES

Contracted Services	2019 Actual	2018 Actual	2019 Budget	Variance
5720 Park Maintenance Wage	\$ 6,830	\$ 23,900	23,900	17,070
5720 Insuarnc/Park Maintenance	\$ 977	\$ 918	1,100	123
5784 Office Wage	\$ 6,800	\$ 14,000	15,400	8,600
	\$ 14,607	\$ 38,818	40,400	25,793

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	\$ 66	\$ 153	120	54
5630 Baseball Diamonds - supplies	\$ 405	\$ 431	750	345
5625 Building Maintenance - supplies/repairs	\$ 985	\$ 3,311	3,200	2,215
5626 Building Maintenance - due to vandalism	\$ -	\$ 215	-	-
5645 Co-An Appreciation Day	\$ 430	\$ 7,377	7,500	7,070
5730 Equipment Vehicle - Fuel & repair	\$ 450	\$ 1,854	1,800	1,350
5890 Waste Collection fees	\$ 526	\$ 1,141	1,150	624
5680 Grounds, parking lot, landscape	\$ -	\$ 213	1,100	1,100
5685 Insurance - Town of Essex Rider (Recoverable)	\$ 349	\$ 676	725	377
5695 Janitorial supplies	\$ 945	\$ 966	1,000	55
5755 Pop Stand - tank rental	\$ -	\$ 125	125	125
5700 Office supplies/Admin expenses	\$ 250	\$ 1,637	1,800	1,550
5781 Sanitation	\$ -	\$ -	325	325
4200 Security deposits reimbursed	\$ 50	\$ 696	725	675
5630 Soccer field - supplies	\$ -	\$ -	750	750
5790 Utilites	\$ 3,871	\$ 9,643	9,800	5,929
			0	-
	\$ 8,327	\$ 28,551	30,870	22,543

5900 Capital to be reimbursed to Operating \$ 395

Total Operating Expenses	\$ 23,703	72,470	49,162
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Net Total - Revenue less Expenses \$ 12,649 2,778 (3,687)

Break Down of RBC Account

Fundraising Held @ RBC	\$ 1,003
Rubber Base Held @ RBC	\$ 2,225
Operating Funds balance - Held @ RBC	\$ 9,421
Total held at RBC @ June 10, 2019	\$ 12,649
Total held in Trust @ June 10, 2019	\$ 36,372