

Co-An Park Committee Regular Meeting Minutes

Meeting Date: Wednesday, September 11, 2019

Meeting Time: 6:00 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

Jonathan Little - Town of Essex

Rick Lawrence – Town of Amherstburg

Jennie Lajoie - Town of Amherstburg

Jim Meloche – Town of Essex, Vice-Chairman

Murray Sellars – Town of Amherstburg

Leo Meloche – Deputy Mayor Town of Amherstburg

Joanne Bissonnette – Recording Secretary Treasurer

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 September 11, 2019 Regular Co-An Park Committee Meeting Agenda

Moved by Jennie Lajoie

Seconded by Jonathan Little

(CAP-2019-09- 27) That the published agenda for September 11, 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 June 12, 2019

Moved by Jonathan Little

Seconded by Jim Meloche

(CAP-2019-09-28) That the minutes of the Regular Meeting for the Co-An Park held June 12, 2019 be adopted as circulated.

Carried

6. Delegates

6.2 Gary Rocheleau – 6:00 pm

a) Discussion took place regarding 2019 season, the committee commended Gary on his performance. Gary advised of equipment needing attention for next season and stated he is interested in renewing his contract for the 2020 season.

Moved by Leo Meloche

Seconded by Rick Lawrence

(CAP-2019-09-29) That the Co-An Committee renew Gary Rocheleau's Maintenance contract as written/amended for the 2020 season; contract to commence April 1, 2020 and end October 31, 2020 with an option for renewal.

Carried

6.2 Tricia Meloche

a) Tricia was unavailable to attend meeting but acknowledged that she would be interested in leasing the concession stand for next season.

Moved by Jonathon Little

Seconded by Murray Sellars

(CAP-2019-09-30) That the CO-An Committee renew the lease as written/amended with Tricia Meloche; contract to begin April 1, 2020 and end October 31, 2020.

Carried

7. Old Business

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

The Co-An realized a profit of \$1,798; discussion took place, next season no comedy show and possibly having a fundraiser at the Knights of Columbus Hall in the winter.

7.2 Secretarial Wage

CAP-2019-03-12 increased wage to \$14,000 per year, and increase was requested to bring wage in line with hour's worked and minimum wage, a merit increase was to be discussed in fall Joanne Bissonnette removed herself from meeting at 6:30 pm and returned when discussion was completed at 6:38 pm.

Moved by Murray Sellars
Seconded by Jim Meloche

(CAP-2019-09-31) That a remuneration merit increase of \$1500 be approved for Joanne Bissonnette; Co-An Committee has also approved a wage of \$17,500 starting in 2020 dependant on Operating Fund increase from the Towns.

Carried

7.3 Small Business Lighting Program

Co-An Park Committee noted - The park was accessed and approved for the Small Business Lighting Grant, to retrofit all lighting except parking lot and Diamond#3cost is \$2,767.37; our cost is \$428.65. Some fixtures may need replacing, this will be at our cost; if new fixtures approved an amount of \$1928 has been aside on capital budget. Projected annual savings is \$1,535, estimated install date to be 3rd week of September 2019.

8. Costing Report – See attachment

Moved by Jonathan Little
Seconded by Murray Sellars

(CAP-2019-09-32) That the Costing report dated September 6 2019 be approved as written

Carried

9. New Business

9.1 Accessibility Committee of Amherstburg

Letter to be forwarded requesting any extra funds be allocated to the Co-An park for new picnic tables accessible for wheel chairs, as well towards accessible play equipment.

9.2 5 Year Plan

a) Discussion took place with current needs of the park and to reallocate 2019 capital budget

Moved by Leo Meloche
Seconded by Jonathan Little

(CAP-2019-09-33) That the Co-An committee reallocate up to \$15,000 towards main parking lot expansion of approximately 6ft x 250 ft along the east side of lot from the allotted Capital reserve.

Carried

b) Discussion took place regarding light fixtures and the Small Business Lighting grant

Moved by Leo Meloche
Seconded by Jim Verbeek

(CAP-2019-09-35) That the Co-An committee reallocate up to \$2,500 towards new fixtures to support the new lighting bulb/ballast grant from the allotted Capital reserve

Carried

9.3 2020 Budget

a) Discussion took place regarding the 2020 budget proposal

Moved by Jonathan Little
Seconded by Murray Sellars

(CAP-2019-09-34) That the 2020 Operating Budget be approved as proposed /amended and submitted to both towns for approval

Carried

9.4 League Information Packet

a) Discussion took place regarding lighting of Diamond #3, going forward a fee of \$25 will be charged to use lights, and they must be on a scheduled game commencing after 8:00pm

b) Discussion took place regarding the locking of front gates; Essex Steam and Gas Engine Museum going forward cannot lock our gates, they can man them or close but cannot put a lock

10. Next Meeting

10.1 Regular Co-An Park meetings

Wednesday, February 12, 2020 5:00 PM

Location: McGregor Community Center, 9571 Cty Rd 11, McGregor, Ontario

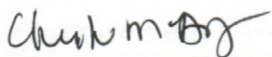
11. Adjournment

Moved by Jennie Lajoie

Seconded by Murray Sellars

(CAP-2019-09-28) That the meeting be adjourned

Carried



Christine McAgy – Chairman



Joanne Bissonnette - Secretary Treasurer

CO-AN Park - Costing Report September 6, 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	\$ 35,000	36,894	1,894
			-	-
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	\$5,379	\$ -
Town of Essex - 2018 Reserve	5,379	\$5,379	\$ -
Town of Amherstburg - 2019 Reserve	15,000	\$2,401	\$ 12,599
Town of Essex - 2019 Reserve	15,000	\$2,401	\$ 12,599
Total Reserve Funds	40,758	\$15,560	\$ 25,198

User Fees & Services

1550 Equipment Sold	\$ 1,000	\$ 300		
4425 Banner Advertising	\$ -	\$ -		-
4422 Food Rights Sold	\$ 1,200	\$ 329	925	(275)
4450 Donations (Pirates Bounty)	\$ 750	\$ 1,000	1,000	250
4040 User fees / Baseball	\$ 7,810	\$ 6,776	7,000	(810)
4205 Events -Family Reunions/Organizations	\$ 2,225	\$ 2,899	1,975	(250)
4200 Events - Jack n Jills	\$ 4,600	\$ 4,400	4,500	(100)
4250 Advance deposits - Next season	\$ 450	\$ -	-	(450)
4430 Insurance - Town of Essex Rider	\$ 763	\$ 734	725	(38)
4201 Events - Heater	\$ -	\$ 100	-	-
4240 Rubber Base Revenue	\$ 330	\$ 700	650	320
4230 Set Up Fees	\$ 685	\$ 2,765	2,500	1,815
4040 User Fees / Soccer	\$ 2,164	\$ 1,980	2,000	(164)
4040 User Fees / Tennis	\$ -	\$ -	-	-
4420 Appreciation Day	\$ 9,356	\$ 10,647	8,500	(856)
4210 Events - Baseball Tournaments	\$ 1,450	\$ 2,410	2,000	550
	\$ 31,782	\$ 35,039	31,775	(7)

Concession Stand

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

Total Revenue - Operating Funds	\$ 73,361		75,248	8,466
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EXPENDITURES

Contracted Services	2019 Actual	2018 Actual	2019 Budget	Variance
5720 Park Maintenance Wage	\$ 17,075	\$ 23,900	23,900	6,825
5720 Insurance/Park Maintenance	\$ 977	\$ 918	1,100	123
5784 Office Wage	\$ 11,400	\$ 14,000	15,400	4,000
	\$ 29,452	\$ 38,818	40,400	10,948

Concession Stand -Supplies & wages				
5755 Pop Stand - repairs, maintenance	\$ 575	\$ 2,506	1,200	625
	\$ 575	\$ 2,506	1,200	625

Materials, Supplies & Services	2019 Actual	2018 Actual	2019 Budget	Variance
5615 Advertising	\$ -	\$ 115	-	-
5620 Bank fees	\$ 88	\$ 153	120	32
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	\$ 7,558	\$ 7,377	7,500	(58)
5730 Equipment Vehicle - Fuel & repair	\$ 450	\$ 1,854	1,800	1,350
5890 Waste Collection fees	\$ 1,052	\$ 1,141	1,150	98
5680 Grounds, parking lot, landscape	\$ 175	\$ 213	1,100	925
5685 Insurance - Town of Essex Rider (Recoverable)	\$ 604	\$ 676	725	121
5695 Janitorial supplies	\$ 768	\$ 966	1,000	232
5755 Pop Stand - tank rental	\$ 125	\$ 125	125	0
5700 Office supplies/Admin expenses	\$ 369	\$ 1,637	1,800	1,431
5781 Sanitation	\$ -	\$ -	325	325
4200 Security deposits reimbursed	\$ 700	\$ 696	725	25
5630 Soccer field - supplies	\$ 201	\$ -	750	549
5790 Utilites	\$ 6,748	\$ 9,643	9,800	3,052
			0	-
	\$ 20,228	\$ 28,551	30,870	10,642

5900 Capital to be reimbursed to Operating	\$ 6,301			
1200 Outstanding A/Receivable	\$ 3,485			

Total Operating Expenses	\$ 60,042	72,470	22,214
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Net Total - Revenue less Expenses \$ 13,320 2,778 (13,749)

Break Down of RBC Account

Fundraising Held @ RBC		\$ 2,801
Rubber Base Held @ RBC		\$ 2,555
Operating Funds balance - Held @ RBC	(plus o/s A/Rec \$9786)	\$ 7,964
Total held at RBC @ Sep 5, 2019		\$ 13,320
Total Capital funds held in Trust @ Sept 6, 2019		\$ 25,198

CO-AN Park -Budget 2020

REVENUE

Operating Line	2020 Proposed	2019 Actual	2018 Actual
4030 Town of Amherstburg	\$ 20,000	\$ 17,500	\$ 17,500
4020 Town of Essex	\$ 20,000	\$ 17,500	\$ 17,500
	\$ -	\$ -	\$ -
2654 Town of Amherstburg - Capital	\$ -	\$ -	\$ -
2654 Town of Essex - Capital	\$ -	\$ -	\$ -
	\$ 40,000	\$ 35,000	\$ 35,000
1060 RBC Balance @ Year End 12/31/19	\$ 4,000	\$ 4,000	

Investments & Other Income Capital Grants

	Held In Trust	Held In Trust
Town of Amherstburg - 2019 Reserve		5,379
Town of Essex - 2019 Reserve		5,379
Town of Amherstburg - 2020 Reserve	15,000	15,000
Town of Essex - 2020 Reserve	15,000	15,000
Total Reserve Funds	30,000	40,758

User Fees & Services

	2020 Proposed	2019 Actual	2018 Actual
4460 Equipment sold (Pulverizer)	\$ -	\$ 1,000	\$ 300
4425 Banner Advertising	\$ -	\$ -	\$ -
Food Rights Sold	\$ 1,200	\$ 1,200	\$ 329
4450 Donations (Pirates Bounty)	\$ 750	\$ 750	\$ 1,000
4445 Fund Raising Events	\$ 2,500	\$ -	\$ -
4040 User fees / Baseball	\$ 7,810	\$ 7,810	\$ 6,776
4205 Events -Family Reunions/Organizations	\$ 2,000	\$ 2,225	\$ 2,899
4200 Events - Jack n Jills	\$ 4,600	\$ 4,600	\$ 4,400
4430 Insurance - Town of Essex Rider	\$ 450	\$ 450	\$ 734
4201 Events - Heater	\$ -	\$ -	\$ 100
4240 Rubber Base Revenue	\$ 330	\$ 330	\$ 700
4230 Set Up Fees	\$ 2,500	\$ 2,295	\$ 2,765
4040 User Fees / Soccer	\$ 2,100	\$ 2,164	\$ 1,980
4040 User Fees / Tennis	\$ -	\$ -	\$ -
4420 Appreciation Day	\$ 9,300	\$ 9,356	\$ 10,647
4210 Events - Baseball Tournaments	\$ 1,450	\$ 1,450	\$ 2,410
	\$ 34,990	\$ 32,630	\$ 35,039

Concession Stand

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

Total Revenue - Operating Funds	\$ 78,990	\$ 71,630	\$ 70,039
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EXPENDITURES

Contracted Services	2020	2019	
	Proposed	Actual	Actual
5720 Park Maintenance Wage	\$ 23,900	\$ 23,900	\$ 23,900
Insurance	\$ 1,100	\$ 977	\$ 918
5784 Office Wage	\$ 17,500	\$ 14,000	\$ 14,000
	\$ 42,500	\$ 38,877	\$ 38,818

Concession Stand -Supplies & wages			
5755 Pop Stand - repairs, maintenance	\$ 500	\$ 575	\$ 2,506
	\$ 500	\$ 575	\$ 2,506

Materials, Supplies & Services	2020	Estimated	
	Proposed	2019 Actual	2018 Actual
5615 Advertising	\$ -	\$ -	\$ 115
5620 Bank fees	\$ 132	\$ 132	\$ 153
5630 Baseball Diamonds - supplies	\$ 750	\$ 405	\$ 431
5625 Building Maintenance - supplies/repairs	\$ 2,000	\$ 985	\$ 3,311
5626 Building Maintenance - due to vandalism	\$ -	\$ -	\$ 215
5645 Co-An Appreciation Day	\$ 7,500	\$ 7,558	\$ 7,377
5730 Equipment Vehicle - Fuel & repair	\$ 850	\$ 1,237	\$ 1,854
5890 Waste Collection fees	\$ 1,150	\$ 1,052	\$ 1,141
5680 Grounds, parking lot, landscape	\$ 1,100	\$ 175	\$ 213
5685 Insurance - Town of Essex Rider (Recoverable)	\$ 725	\$ 604	\$ 676
5695 Janitorial supplies	\$ 1,000	\$ 768	\$ 966
5755 Pop Stand - tank rental	\$ 125	\$ 125	\$ 125
5700 Office supplies/Admin expenses	\$ 1,500	\$ 1,469	\$ 1,637
5781 Sanitation	\$ 325	\$ -	\$ -
4200 Security deposits reimbursed	\$ 725	\$ 700	\$ 696
5630 Soccer field - supplies	\$ 750	\$ 201	\$ -
5790 Utilites	\$ 9,500	\$ 9,643	\$ 9,643
	\$ 28,132	\$ 25,054	\$ 28,551

Total Operating Expenses	\$ 71,132	\$ 64,506	\$ 69,875
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Net Total - Revenue less Expenses \$ 7,858 \$ 7,123

Break Down of RBC Account

Fundraising Held @ RBC
 Rubber Base Held @ RBC
 Operating Funds balance - Held @ RBC
Total held at RBC @
Total held in Trust @