



Co-An Park Committee Meeting Minutes

April 13, 2022 – Time 5:00 PM

Location: Co-An Park Office 11071 11th Concession Rd, McGregor, Ontario

Accessible formats or communication supports are available upon request. Please contact the Clerk's

Office at clerks@essex.ca or 519-776-7336 extension 1100 or 1101

Present:

Jim Meloche - Co-Chair Town of Essex Committee Member

Murray Sellars – Town of Amherstburg Committee Member

Kim Verbeek – Town of Essex Ward 2 Councillor

Leo Meloche – Deputy Mayor Town of Amherstburg

Jennie Lajoie – Town of Amherstburg Committee Member

Vacancy -Town of Amherstburg

Also Present:

Joanne Bissonnette – Secretary Treasurer for the Co-An Park

Jake Morassut – Town of Essex Mgr. Parks and Facilities

Regrets:

Jonathon Little – Town of Essex Committee Member

Christine McAgy – Chair -Town of Essex Committee Member

1. Call to Order

The Co-Chair called the meeting to order at 5:00 pm

2. Declarations of Conflict of Interest

There were no declarations of conflict of interest noted at this time

3. Adoption of Published Agenda

3.1 Co-An Park Committee Meeting Agenda for April 13, 2022

CAP 22-03-007

Moved by Deputy Mayor Leo Meloche

Seconded by Murray Sellars

That the published agenda for April 13, 2022, listed in Agenda item 3.1 for the

Co-An Park Committee Meeting be adopted as presented

Carried

4. Adoption of Minutes

4.1 Co-An Park Committee Meeting Minutes for February 9, 2022

CAP 22-03-008

Moved by Deputy Mayor Leo Meloche

Seconded by Councillor Kim Verbeek

That the minutes listed in Agenda item 4.1 for the Co-An Park Committee Meeting held February 9, 2022 be adopted as circulated

Carried

5. Old Business

5.1 Septic System

See Agenda November 10, 2021, Item 6.1; On the advice of Heaton Sanitation, Gary had put Root X in lines to stop growth and destroy existing roots – we will not know if this worked until optimal usage; Gary tried to dig to replace line from tank to office, he said too many roots and confirmed there is an existing PVC pipe.

Committee to monitor system noting Deputy Mayor Meloche has stated future growth of McGregor has included plans to expand water/waste system which will include the Co-An park and we should do all we can to maintain the present system in working order.

6. Reports from Administration

6.1 Costing Report – attached see CAP Costing report April 5, 2022

CAP 22-03-009

Moved by Deputy Mayor Leo Meloche

Seconded by Jennie Lajoie

That the CAP-Costing report, dated April 5, 2022, in both docx. and pdf formats presented in Agenda item 6.1 be received and approved for distribution **Carried**

7. Capital Budget

7.1 Committee discussed Items requested to be brought back for discussion – see Agenda dated November 24, 2021, item 5.2

7.1.1 Committee considering designating Diamond #3 as an accessible diamond but need information on accessibility regulations and related costs to add dug outs and player benches- committee requests item 7.1.1 be brought back for discussion once quotes are obtained.

7.1.1.1 Committee to also obtain quotes to install 1 – 2 sets of dug outs and player benches on either or both diamonds #4 and #5 in the 2022 season depending on costs. Requirements is surround fencing, ¼" clear gravel floor and galvanized steel roof.

7.1.2 Accessible picnic tables – Co-An Committee requests that letters be written to each of the town's accessibility committees requesting donation to cover two accessible picnic tables

7.1.3 New cooling unit for walk in cooler – Committee requests quotes on new and used units and to bring back for review

7.1.4 Tennis court gates – The committee noted with gratitude that gates have been installed through the winter by the Town of Essex

7.1.5 Red Clay – The Co-An committee wish to a lot \$6500 towards red clay, to be ordered and spread in fall

7.1.6 New Rubber Bases – The Co-An committee wish to purchase (2) sets of Rubber bases; Marco Clay has a purchase price of approximately \$350 each

7.1.7 Topcoat for Pathway – Jake Morassut to look into possible cost savings through pricing with another upcoming job in Harrow; will advise

CAP 22-03-010

Moved by Councillor Kim Verbeek

Seconded by Deputy Mayor Leo Meloche

That items discussed for purchase referenced in 7.1.1.1, 7.1.5, 7.1.6 and 7.1.7 be approved for purchase in the 2022 season **Carried**

8. New Business

8.1 Mug Run

CAP 22-03-011

Co-Chair put forth motion moved by Christine McAggy

Seconded by Councillor Kim Verbeek

That the Mug Run scheduled for September 17, 2022, be charged \$200 per Food vendor as well \$1.50 per patron for food rights **Carried**

8.2 Maidstone Family Games – Tentatively August 7, 2022

Co-An committee discussed offer to run bar for a Family game day but feel at this time they must turn down.

8.3 Concession Stand

CAP 22-03-012

Moved by Jennie Lajoie

Seconded by Deputy Mayor Leo Meloche

That the Co-An Concession stand will no longer carry ice and that all leagues to be advised that they should be prepared to have cold packs/ice on hand to be used when applicable; a first aid kit will still be available for public use in concession stand and that a cheese machine up to a value of \$350 may be purchased **Carried**

8.4 Essex Community Living Request

CAP 22-03-013

Moved by Murray Sellars

Seconded by Deputy Mayor Leo Meloche

That Community Living at their Multi-food vendor event slated for July 22, 2022, be allowed to have Food trucks at their event at a cost of \$50 per truck and trusting they consider the Co-An concession menu when choosing additional food vendors **Carried**

8.5 Essex County Steam and Gas Engine Museum Correspondence

Discussion took place regarding letters received from ECSGEM and Wildwood Golf and Resort regarding a 4-day talent show scheduled with the Windsor/Chatham Kennel Club on Labour Day weekend; they expect roughly 30 trailers/RVs as well as 3-4 security trailers and request to have overnight camping for the duration, noting they have insurance coverage, and this organization has club rules and are firm with

the use of leashes and picking up behind their pets; with consulting our chairman
replied that security

CAP 22-03-014

Moved by Murray Sellars

Seconded by Deputy Mayor Leo Meloche

That under advisement of Town administration it is recommended that the CO-An
Park not allow overnight camping **Carried**

8.6 Fundraising

Jennie Lajoie has requested that the Co-An park host a fundraising event to help
victims in the war-torn Ukraine. The event is scheduled for Sunday, August 28, 2022,
and will be a day of games "Play for Ukraine". Jennie was hoping to have a joint
venture between both towns possibly: Corn hole tournament, town verses town
baseball games or tug of war, etc. Jennie requested that everyone message park
secretary with ideas; Leo will work with Jennie to prepare a presentation for both
councils, as well seek a reputable contact or church to disburse funds once collected.

9. Adjournment

CAP 22-03-015


Moved by Deputy Mayor Leo Meloche

Seconded by Jennie Lajoie

That the regular meeting for the Co-An Committee be adjourned at 7:00 pm **Carried**

10. Future Meetings

Wednesday, May 11, 2022, 5:00 PM, Co-An Park Office



Christine McAgy - Chairman



Joanne Bissonnette – Secretary Treasurer

Co-An Park
5 Year Forecast - Capital Expense

SCHEDULE "A"

April 13, 2022

Annual Capital - Co-AN Budget	Description of Requirements	Estimated Expense	Projected Capital Monetary Requirements				
			Actual 2021	Proposed 2022	2023	Beyond 2024	Accum.
Baseball Diamonds	Update player benches/Add Dug Outs Dia #4, Dia #5	\$ -		\$ 30,000			
Baseball Diamonds	Add storage boxes per diamond	\$ -					
Baseball Diamonds	New boards on back stops, fix side wings	\$ -					
Baseball Diamonds	Top Dressing for diamonds (Red Clay) Annually	\$ 5,000		\$ 6,500			
Baseball Diamonds	New Rubber bases	\$ 400		\$ 700			
Concession Equipment	Indoor fridges,coolers, exhaust fan	\$ -					
Pavilion	Picnic tables	\$ -					
Pavilion	New Walk in cooler	\$ -		\$ 2,500			
Perimeter Fencing	Replace Western perimeter fence	\$ 23,000	\$ 23,404				
Sidewalks, Walkways	Pathway - needs rubberized surface	\$ 1,625		\$ 1,625			
Speaker System	Stage /pavilion system	\$ -					
Washrooms	Update walls (tile), new ceiling	\$ -					
Forecast Capital - ADD TO TOWN MASTER PLAN (Large capital expenditures)							
Splash Pad/Change Rooms	Splash Pad/Change Rooms						
Soccer	Land purchase,acreage east of park, site preparation						
Soccer	New courts, bleachers, benches, parking						
New Playground Structure	Playground /Senior activity area						
Floor Hockey Court	Floor Hockey court, have paved area need fencing						
Basket ball court	Basket ball court, fencing and hoops						
Baseball Diamonds	Lights on Diamond #1						
Baseball Diamonds	Replace lights/towers on Dia#3						
Baseball Diamonds	Dug Outs (6 Diamonds)						
Slo Pitch Batting Cage	Recoverable expenditure with user fees						
Concession Stand	Facility upgrade - flooring, windows,doors, cabinets						
Running/Walking Track	Running/Walking Track						
Septic System	Need replacing in next ten years						
Skate Board Park	Skate Board park						
Parking Lot(s)	Pave Parking Lot, painted lines						
Pylon Sign	New Road sign						
Tennis Courts	Upgrade court surface when needed						
Total Forecasted /Annual 2021 Capital Requirement		\$ 30,025	\$ 23,404	\$ 41,325			
		2022 Allocated Thus Far		\$ 41,325			

Capital allotted in 2020

Balance Capital Funding previous years - Town of Amherstburg
 Balance Capital Funding previous years - Town of Essex
 2021 Capital Funding - Town of Essex
 2021 Capital funding -Town of Amherstburg

Total Capital Available for 2021 Projects

\$ 11,591
 \$ 11,591
 \$ 15,000
 \$ 15,000
\$ 53,182
 \$ 53,182
 \$ (23,404)
\$ 29,778
\$30,000
\$ 59,778
 \$ (41,325)
 \$ 18,453

Balance at Year End Dec 31, 2021
 2022 Capital Funding from Towns
Capital Available for 2022 Projects
 2022 Allocated expense
 Balance for 2022