



Co-An Park Committee Meeting Minutes

May 11, 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:

Christine McAgy – 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

Sylene Argent – Essex Free Press Reporter

Regrets:

Jim Meloche - Vice-Chair Town of Essex Committee Member

Jonathon Little – Town of Essex Committee Member

1. Call to Order

Chairman, Christine McAgy called the meeting to order at 5:30 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 May 11, 2022

CAP 22 05 016

Moved by Murray Sellars

Seconded by Deputy Mayor Leo Meloche

That the published agenda for May 11, 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 April 13, 2022

CAP 22 05 017

Moved by Jennie Lajoie

Seconded by Councillor Kim Verbeek

That the minutes listed in Agenda item 4.1 for the Co-An Park Committee Meeting held April 13, 2022, be adopted as circulated. **Carried**

5. Park Tour

5.1 Committee members toured park at 5:00 PM

Discussions took place during tour regarding various areas and compiled a list for maintenance and future capital updates needed – see attached Schedule A

6. Reports from Administration

CAP 22 05 018

Costing Report – attached see CAP Costing report May 5, 2022

Moved by Jennie Lajoie

Seconded by Deputy Mayor Leo Meloche

That the CAP-Costing report, dated May 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 Quotes are still be sought for items below; discussion took place

- 1) Update player benches / add new dug outs – more information needed
- 2) Accessible picnic tables – request donations from Accessible committees from both Town of Essex and Town of Amherstburg
- 3) New cooling unit for walk in cooler – awaiting quote
- 4) New Rubber bases
- 5) Topcoat for pathway

CAP 22 05 019

Moved by Deputy Mayor Leo Meloche

Seconded by Councillor Kim Verbeek

That the Co-An Committee purchase Two (2) new sets of rubber bases and that we have A-1 Driveways add filler and topcoat to walking path **Carried**

8. Old Business

8.1 Concession Stand – See CAP 21-11-34 allowance for possible repairs

Committee noted and requested two roof quotes to investigate and submit cost on repair; the opening of the Concession Stand, some water damage to griddle was observed but able to salvage, exhaust fan would not turn on, all fire extinguishers needed to be replaced. Capital costs were observed in the amount of \$2,051.90;

Roof is still leaking, initially thought stack was the issue but further inspection needed.

8.2 Correspondence - Essex County Steam and Gas Engine Museum (Reference CAP 22-4-014)

Committee noted that Gary Struhar, president of ECSGEM called, requested a letter from the Town of Essex stating they cannot have overnight camping for the Dog show on Labour Day weekend. This request was directed to Jake Morassut where he responded, "the event could proceed without overnight camping, and if the Town of Essex were to grant permission for overnight camping, the Town of Amherstburg would have to grant permission as well.

8.3 Update Ukraine Fundraiser – See Minutes of April 6, 2022, section 8.6

Jennie Lajoie updated committee on fundraising plans for August 28, 2022, where they noted; day to begin with a mass, leading into children's games, face and rock painting, hoping for a town verses town tug of war, possibly baseball, she's presently looking for sponsors to cover some costs, Deputy Mayor Leo Meloche suggested to have the purchase of tickets to play games which would generate donations.

Councillor Verbeek suggested to look into the Town of Essex Special Event Fund

9. New Business

9.1 Parking during Large events – restrict access to soccer fields

During the park tour, No parking / Tow away zone coroplast signs on H-stands were suggested to deter patrons from parking on soccer fields. Committee feels this may be a cheaper and safer way to restrict parking access to soccer fields, will look into costs and have signs made.

10. Adjournment

CAP 22-05-020

Moved by Murray Sellars

Seconded by Jennie Lajoie

That the regular meeting for the Co-An Committee be adjourned
at 6:30 pm.

Carried

11. Future Meetings

Wednesday, June 8, 2022, 5:00 PM, Co-An Park Office



Christine McAgy, Chairman



Joanne Bissonnette – Secretary Treasurer

Schedule "A" – See Item 5.1 – May 11, 2022

List of items for maintenance

1. Trees

- Request arborist from Town to give direction for continue growth
- Straighten leaning trees with stakes
- Remove suckers, cut lower branches
- Request mulch from Town of Essex
- Look into evergreens and the trimming of all lower section

2. Diamond # 1

- Player Bench board in left dug out – needs replacing
- Dug Out on right side – roof needs replacing – Capital item
- - Player bench – loose, needs additional screws at bottom
- Bleachers – rotting on ends, cut off 1-2" to preserve wood

3. Memorial Plaques and Benches

- Clean and possibly put sealer
- Add mulch to trees and build up around plaques with dirt
- Add dirt to sides of cement around memorial benches where needed

4. Sertoma Shelter

- Check seats for stress cracks on swings
- Work up sand under swing
- Picnic tables need some screws tightened and check for stability
- Add No smoking sign
- Gravel needed down Sertoma Lane

5. Concession Stand

- Some screws are lifting near entrance on roof if they could be tightened

CO-AN Park -April 5, 2022

Funding Sources and Uses - Operations

	2022 Actual	2022 Budget	2022 Outstanding	2021 Actual	2020 Actual
<u>Municipal Funding</u>					
4030 Town of Amherstburg	\$ 21,000.00	\$ 20,000	-\$ 1,000	\$ 21,000	\$ 20,000
4020 Town of Essex	\$ 20,000.00	\$ 20,000	\$ -	\$ 21,000	\$ 20,000
	\$ -	\$ -	\$ -		\$ 1,400
2654 Town of Amherstburg -Capital	\$ -		\$ -		\$ 2,640
2654 Town of Essex - Capital	\$ -		\$ -		\$ 2,640
Total Municipal Funding	\$ 41,000	\$ 40,000	-\$ 1,000	\$ 42,000	\$ 46,680
1060 Prior Year Surplus/(Deficit)	\$ 597	\$ 132	\$ 597	\$ 2,027	\$ 5,007
<u>User Fees & Other Revenue</u>					
4460 Equipment sold (Pulverizer)	\$ -	\$ -	\$ -	\$ -	\$ -
4425 Banner Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
Food Rights Sold	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ -
4450 Donations	\$ -	\$ -	\$ -		\$ 3,000
4445 Fund Raising Events	\$ -	\$ -	\$ -	\$ -	\$ -
4040 User fees / Baseball	\$ -	\$ 8,910	\$ 8,910	\$ 3,798	\$ 30
4205 Events -Family Reunions/Organizations	\$ 250	\$ 1,375	\$ 1,125	\$ 2,150	\$ -
4200 Events - Jack n Jills	\$ 1,400	\$ 3,600	\$ 2,200	\$ -	\$ -
4430 Insurance - Town of Essex Rider	\$ -	\$ 725	\$ 725	\$ 581	\$ 170
4201 Events - Heater	\$ -	\$ -	\$ -	\$ -	\$ -
4240 Rubber Base Revenue	\$ -	\$ 630	\$ 630	\$ 600	\$ -
4230 Set Up Fees	\$ -	\$ 2,820	\$ 2,820	\$ 1,101	\$ 70
4040 User Fees / Soccer	\$ -	\$ 2,100	\$ 2,100	\$ -	\$ -
4040 User Fees / Tennis	\$ -	\$ 100	\$ 100	\$ -	\$ -
4420 Appreciation Day	\$ -	\$ 8,500	\$ 8,500	\$ -	\$ -
4210 Events - Baseball Tournaments	\$ -	\$ 1,875	\$ 1,875	\$ -	\$ -
Total User Fees & Other Revenue	\$ 1,650	\$ 31,835	\$ 30,185	\$ 8,230	\$ 3,270
<u>Concession Stand Revenue</u>					
4220 Pop stand	\$ -	\$ -	\$ -	\$ -	\$ -
Total Concession Stand Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funding Sources	\$ 43,247	\$ 71,967	\$ 29,782	\$ 52,257	\$ 54,957

	2022 Actual	2022 Budget	2022 Outstanding	2021 Actual	2020 Actual
<u>Operational Expenses</u>					
<u>Contracted Services</u>					
5720 Park Maintenance Wage	\$ -	\$ 23,900	\$ 23,900	\$ 23,900	\$ 23,900
Insurance	\$ -	\$ 1,100	\$ 1,100	\$ 1,031	\$ 1,031
5784 Office Wage	\$ 5,800	\$ 17,500	\$ 11,700	\$ 17,500	\$ 17,500
Total Contract Services	\$ 5,800	\$ 42,500	\$ 36,700	\$ 42,431	\$ 42,431
<u>Concession Stand Expenses</u>					
5755 Pop Stand - repairs, maintenance	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ -
Total Concession Stand Expenses	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ -
<u>Materials, Supplies & Services</u>					
5615 Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
5620 Bank fees	\$ 33	\$ 132	\$ 99	\$ 132	\$ 131
5630 Baseball Diamonds - supplies	\$ -	\$ 750	\$ 750	\$ 220	
5625 Building Maintenance - supplies/repairs	\$ -	\$ 2,000	\$ 2,000	\$ 440	\$ 2,834

5626 Building Maintenance - due to vandalism	\$ -	\$ -	\$ -	\$ -	\$ -
5645 Co-An Appreciation Day	\$ -	\$ 7,500	\$ 7,500	\$ -	\$ -
5730 Equipment Vehicle - Fuel & repair	\$ -	\$ 1,200	\$ 1,200	\$ 1,180	\$ 114
5890 Waste Collection fees	\$ -	\$ 1,150	\$ 1,150	\$ 214	\$ 124
5680 Grounds, parking lot, landscape	\$ -	\$ 500	\$ 500	\$ 124	
5685 Insurance - Town of Essex Rider (Recoverable)	\$ -	\$ 725	\$ 725	\$ 581	\$ 170
5695 Janitorial supplies	\$ -	\$ 1,100	\$ 1,100	\$ 281	
5755 Pop Stand - tank rental	\$ -	\$ 125	\$ 125	\$ 125	\$ 125
5700 Office supplies/Admin expenses	\$ 164	\$ 1,500	\$ 1,336	\$ 307	\$ 1,211
5781 Sanitation	\$ -	\$ -	\$ -	\$ 373	
4200 Security deposits reimbursed	\$ -	\$ 1,025	\$ 1,025	\$ 525	
5630 Soccer field - supplies	\$ -	\$ 750	\$ 750		
5790 Utilities	\$ 1,215	\$ 9,500	\$ 8,285	\$ 5,192	\$ 4,848
Total Materials, Supplies & Services	\$ 1,412	\$ 27,957	\$ 26,545	\$ 9,694	\$ 9,557

Total Operating Expenses	\$ 7,212	\$ 71,957	\$ 64,745	\$ 52,125	\$ 51,988
Operating Surplus/(Deficit)	\$ 36,035	\$ 10	-\$ 34,963	\$ 132	\$ 2,969

Capital Funding & Reserves

Municipal Contributions

		In Trust	In Trust	In Trust
Town of Amherstburg - 2021 Reserve	\$ 14,889	\$ 14,889		26,592
Town of Essex - 2021 Reserve	\$ 14,889	\$ 14,889		26,592
Town of Amherstburg - 2022 Reserve	\$ -	\$ 15,000	14,889	
Town of Essex - 2022 Reserve	\$ -	\$ 15,000	14,889	
Total Reserve Contributions	\$ 29,778	\$ 59,778	29,778	53,184

Grants

	\$ -	\$ -	\$ -
Total Funds Held in Reserve	\$ 29,778	\$ 59,778	\$ 29,778

Break Down of RBC Account

Fundraising Held @ RBC	
Rubber Base Held @ RBC	
Operating Funds balance - Held @ RBC	\$ 36,035
Total Estimated held at RBC @ 4/05/22	\$ 36,035
Total held in Trust @ 4/05/22	\$ 29,778