



Co-An Park Committee Meeting Minutes

June 8, 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

Kim Verbeek – Town of Essex Ward 2 Councillor

Leo Meloche – Deputy Mayor Town of Amherstburg

Jennie Lajoie – Town of Amherstburg Committee Member

Jim Meloche - Vice-Chair Town of Essex Committee Member

Jonathon Little – Town of Essex Committee Member

Vacancy -Town of Amherstburg

Also Present:

Essex Mayor Richard Meloche

Joanne Bissonnette – Secretary Treasurer for the Co-An Park

Jake Morassut – Town of Essex Mgr. Parks and Facilities

Gary Struhar – President Essex Steam and Gas Engine Museum

Morris Kursuk – Essex Steam and Gas Engine Museum

Absent:

Murray Sellars – Town of Amherstburg Committee Member

1. Call to Order

Chairman, Christine McAgy 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 June 8, 2022

CAP 22-06-021

Moved by Deputy Mayor Leo Meloche

Seconded by Jennie Lajoie

That the published agenda for June 8, 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 May 11, 2022

CAP 22-06-022

Moved by Jim Meloche

Seconded by Councillor Kim Verbeek

That the minutes listed in Agenda item 4.1 for the Co-An Park Committee Meeting held May 11, 2022, be adopted as circulated Carried

5. Guests

5.1 Essex County Steam and Gas Engine Museum (5:15 pm)

Gary Struhar brought two issues forward; Parking in inclement conditions, patrons are parking and making ruts in grass, request that they use stoned parking lots. The committee advised that there will be coroplast signs posted as to no parking on grassed areas. Secondly, there is approximately 200 feet of drainage tile that has been crushed through the years and they would like permission to fix, committee has no objections.

Gary also wanted noted that they have four events coming; (2) Steak barbecues June 18 and September 17, as well as their annual show August 13 through to August 15

and a Vendor show on September 24, 2022. Next year they are hosting an International Harvester Club which should bring a lot of campers; Co-An committee reaffirmed no general camping at park.

Jennie Lajoie asked if they would be available to open for the Ukraine fundraiser, but they have a private event and not available to participate.

6. Reports from Administration

6.1 Costing Report – attached see CAP Costing report June 2, 2022

CAP 22-06-023

Moved by Jim Meloche

Seconded by Deputy Mayor Leo Meloche

That the CAP-Costing report, dated June 2, 2022, in both docx. and pdf formats presented in Agenda item 6.1 be received and approved for distribution Carried

7. Old Business

7.1 Update Ukraine Fundraiser – See Minutes April 6, 2022, Section 8.6

Jennie Lajoie stated event will be August 28, 2022; 1 pm to 4 pm, working on Tug of War between towns, possibly a Corn Hole tournament and looking for raffle prizes. We do have an Essex Minor Pewee team that will be playing ball in the afternoon.

7.2 Septic System – See Minutes April 13, 2022, Section 5.1

Ongoing issues with washroom drainage; chemical Root X did not work, Riverside Eel was called to clean out roots and debris, it is temporarily working

CAP 22-06-024

Moved by Jonathan Little

Seconded by Deputy Mayor Leo Meloche

That existing sanitary line from washroom building to septic tank be replaced with new; work to be done as soon as possible Carried

8. Adjournment

CAP 22-06-025

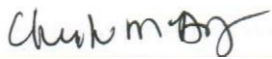
Moved by Jim Meloche

Seconded by Jonathan Little

That the regular meeting for the Co-An Committee be adjourned at 5:49pm.

9. Future Meetings

Wednesday, July 13, 2022, 5:00 PM, Co-An Park Office



Christine McAgy - Chairman



Joanne Bissonnette – Secretary Treasurer

CO-AN Park - June 2, 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	\$ 20,000	-\$ 1,000	\$ 21,000	\$ 20,000
4020 Town of Essex	\$ 20,000	\$ 20,000	\$ -	\$ 21,000	\$ 20,000
	\$ -	\$ -	\$ -		\$ 1,400
2654 Town of Amherstburg -Capital	\$ 1,026		-\$ 1,026		\$ 2,640
2654 Town of Essex - Capital	\$ 1,026		-\$ 1,026		\$ 2,640
Total Municipal Funding	\$ 43,052	\$ 40,000	-\$ 3,052	\$ 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	\$ 4,324	\$ 8,910	\$ 4,586	\$ 3,798	\$ 30
4205 Events -Family Reunions/Organizations	\$ 540	\$ 1,375	\$ 835	\$ 2,150	\$ -
4200 Events - Jack n Jills	\$ 4,275	\$ 3,600	-\$ 675	\$ -	\$ -
4430 Insurance - Town of Essex Rider	\$ -	\$ 725	\$ 725	\$ 581	\$ 170
4201 Events - Heater	\$ -	\$ -	\$ -	\$ -	\$ -
4240 Rubber Base Revenue	\$ 100	\$ 630	\$ 530	\$ 600	\$ -
4230 Set Up Fees	\$ 120	\$ 2,820	\$ 2,700	\$ 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	\$ 680	\$ 1,875	\$ 1,195	\$ -	\$ -
Total User Fees & Other Revenue	\$ 10,039	\$ 31,835	\$ 21,796	\$ 8,230	\$ 3,270
<u>Concession Stand Revenue</u>					
4220 Pop stand	\$ -	\$ -	\$ -	\$ -	\$ -
Total Concession Stand Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funding Sources	\$ 53,688	\$ 71,967	\$ 19,341	\$ 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	\$ 6,830	\$ 23,900	\$ 17,070	\$ 23,900	\$ 23,900
Insurance	\$ 1,069	\$ 1,100	\$ 31	\$ 1,031	\$ 1,031
5784 Office Wage	\$ 8,700	\$ 17,500	\$ 8,800	\$ 17,500	\$ 17,500
Total Contract Services	\$ 16,599	\$ 42,500	\$ 25,901	\$ 42,431	\$ 42,431
<u>Concession Stand Expenses</u>					
5755 Pop Stand - repairs, maintenance	\$ 2,052	\$ 1,500	-\$ 552	\$ -	\$ -
Total Concession Stand Expenses	\$ 2,052	\$ 1,500	-\$ 552	\$ -	\$ -
<u>Materials, Supplies & Services</u>					
5615 Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
5620 Bank fees	\$ 55	\$ 132	\$ 77	\$ 132	\$ 131
5630 Baseball Diamonds - supplies	\$ 400	\$ 750	\$ 350	\$ 220	
5625 Building Maintenance - supplies/repairs	\$ 239	\$ 2,000	\$ 1,762	\$ 440	\$ 2,834

5626 Building Maintenance - due to vandalism	\$ -	\$ -	\$ -	\$ -	\$ -
5645 Co-An Appreciation Day	\$ -	\$ 7,500	\$ 7,500	\$ -	\$ -
5730 Equipment Vehicle - Fuel & repair	\$ 1,715	\$ 1,200	-\$ 515	\$ 1,180	\$ 114
5890 Waste Collection fees	\$ 250	\$ 1,150	\$ 900	\$ 214	\$ 124
5680 Grounds, parking lot, landscape	\$ -	\$ 500	\$ 500	\$ 124	
5685 Insurance - Town of Essex Rider (Recoverable)	\$ -	\$ 725	\$ 725	\$ 581	\$ 170
5695 Janitorial supplies	\$ 783	\$ 1,100	\$ 317	\$ 281	
5755 Pop Stand - tank rental	\$ -	\$ 125	\$ 125	\$ 125	\$ 125
5700 Office supplies/Admin expenses	\$ 1,052	\$ 1,500	\$ 448	\$ 307	\$ 1,211
5781 Sanitation	\$ -	\$ -	\$ -	\$ 373	
4200 Security deposits reimbursed	\$ -	\$ 1,025	\$ 1,025	\$ 525	
5630 Soccer field - supplies	\$ -	\$ 750	\$ 750		
5790 Utilities	\$ 3,588	\$ 9,500	\$ 5,912	\$ 5,192	\$ 4,848
Total Materials, Supplies & Services	\$ 8,082	\$ 27,957	\$ 19,875	\$ 9,694	\$ 9,557

Total Operating Expenses	\$ 26,733	\$ 71,957	\$ 45,224	\$ 52,125	\$ 51,988
Operating Surplus/(Deficit)	\$ 26,955	\$ 10	-\$ 25,883	\$ 132	\$ 2,969

Capital Funding and Reserves

<u>Municipal Contributions</u>	2022 Actual	In Trust	In Trust	In Trust
Town of Amherstburg - 2021 Reserve	\$ 13,863	\$ 14,889		26,592
Town of Essex - 2021 Reserve	\$ 13,863	\$ 14,889		26,592
Town of Amherstburg - 2022 Reserve	\$ 15,000	\$ 15,000	14,889	
Town of Essex - 2022 Reserve	\$ 15,000	\$ 15,000	14,889	
Total Reserve Contributions	\$ 57,726	\$ 59,778	29,778	53,184
 <u>Grants</u>		\$ -	\$ -	\$ -
Total Funds Held in Reserve	\$ 57,726	\$ 59,778	\$ 29,778	\$ 53,184

Break Down of RBC Account

Fundraising Held @ RBC		Capital Spent	
Rubber Base Held @ RBC		Concession Stand - upgrade	\$ 2,052
Operating Funds balance - Held @ RBC	\$ 26,955		
Total Estimated held at RBC @ 5/05/22	\$ 26,955		
Total held in Trust @ 5/05/22	\$ 57,726		