

Emerald Lake Regional Park

Minutes

July 15th, 2013 – Main Store

Attendance: Vicki (N), Noreen (N), Yolaine (N), Roberta (N), Brad (N), Barb (N)

Regrets: Victor, Maurice

Brad called meeting to order at 7:00 p.m.

PRESENTATIONS:

Brian Drackett:

- Garbage Bins – Our bins are bulging. He takes the tractor and tries to push trash down as best he can. There is a pick up every Tuesday. If we call them in for extra pick up there is a \$100 charge. There is a deal where you can rent to own or pay a monthly rental fee. They charge a \$50 drop off fee and its \$43 per tip. Brad suggested we keep the way it is for now and look at it next year. Brian gave the information he had collected to Brad. Brian said it is an eye sore now but he will do his best to keep it under control.

ACTION: Put garbage bins on a later agenda to discuss again.

- Signs – Brian said approximately 26 different signs in the park. There are a few that need work. He showed examples of what this sign store can do for us. Noreen said we could possibly eliminate one of the signs at the entrance. Brian showed his reflective signs we could use in campground. The large sign – 4x8 feet is \$325; Governing Bodies sign – 3x6 = \$180; Gate sign - \$75, Cottage/seasonal sign - \$145 and Memorial sign is \$145. Roberta suggested we take the line from own sign "owned and operated..." And put it on the large sign to eliminate one sign.

ACTION: Brian to get actual estimate on the large sign at front of park, Dani Jean/Joan Gray Memorial signs, Gate sign/ Cabins/Campers sign. Quote first and if under \$800 will approve.

- Golf Course Hours – Maurice asked that he summarize hours spent on golf course – 56 hours to July 15th for all maintenance.
- Roads – Brian started some patching today. has someone interested in purchasing his equipment. Brian has concerns of safety with ruts in the road. We told Brian this is being discussed later in the meeting.
- Gate by main beach – He said Maurice had asked that he put the chain up there. We need to keep the roadway clear of vehicles for emergencies. They placed a fire lane no parking sign up on a post. There was concern that you could hurt yourself or tear clothing, etc. if you get too

close to the sign so they blocked that area with a chain. Barb said Friday night a golf cart drove through the chain. Noreen suggested a taller post for the sign.

ACTION: Board will review later and get back to Brian. (This was reviewed later and Brad will tell them to move the sign or raise it so that chain can be removed.

Jane Prosser:

- Freezer arrived from Foothills and it is wonderful. When it was delivered Jane was not told about the \$125 per month cost for use. This freezer has maintenance controlling the temperature. The old freezer we can keep as they have no record that we have it. It holds 18 containers of ice cream so she is suggesting we keep it for now. Roberta sent a cheque for July and August only.
- Receipts – Roberta has asked that she keep track of what is going to ice cream store. They are trying to do that.
- Debit machine – wireless is unreliable. They have been told it is due to “busy airspace”. They are recording when debit and cell phones go down. Noreen asked how often our debit machines are being used. Roberta suggested re-booting machine when having difficulty. Jane is concerned if we take the wired one away we may be stuck. Cannot use phone line when debit machine is in use.
- Staffing – Jane looked into staffing situation where four girls were seen working. One staff member worked extra time (on her own) to help out in a busy situation. There were 3 scheduled for the afternoon and evening shift. For August long weekend she only has 2 scheduled. has got a full time job in Saskatoon. She said she is staying on for Sat/Sun for now. is done at the end of the month and is not coming back. In August she has 3 people looking for time off. She has hired who is staying in . She will work casual hours in the ice cream store. The wages are less than the staff we are losing. The casuals we hired last year are soon to become our senior staff. 10:00 am start times now at ice cream store.
- Jane checked into placement of soft ice cream machine as she was told it was too close to the vent on wall. She phoned and they said it is ok where it is.
- Food Safety – said you only need one person per shift with certificate (what they learned in school). Yolaine also looked it up and got the same information.
- Cleaning of washrooms – Someone was urinating on the walls. Staff has done a great job of keeping them clean. They are cleaning twice a day.

ACTION: Boat launch site issues – Board will put on the agenda for a later meeting.

Brian and Jane left the meeting at 8:00 p.m.

ACTIONS FROM MAY 26 AND JUNE 9 MINUTES:

MOTION: made a motion to accept the actions from the May and June meetings. seconded. All in favour. MC.

ACTIONS FROM JULY 1ST MINUTES:

ACTION: Roberta to call the insurance company and see if there is a credit in the fall? She will go ahead with the less expensive route once she has the information – Roberta did call. They were unsure if another charge in fall. Just need a personal pack. Roberta paid for insurance.

ACTION: Maurice will get a log book and let staff know - complete

ACTION: Noreen will ask Jane for staff schedules to give to Roberta - complete.

ACTION: Noreen will tell Jane that staff without Food Safe Course can only do till work until further notice - complete.

ACTION: Yolaine to send a letter to approving requests after Board members review. Brad will let Yolaine know if approved - complete.

ACTION: Yolaine to send a letter to advising that we need a drawing and for building inspector to review and send in to Board – not complete as change in rules following meeting. Brad talked to him and he will get his builder to send in his plans.

ACTION: Noreen will talk to the to request drawing and advise - complete.

ACTION: Brad will arrange a meeting with as soon as possible – did not wish to have a meeting. thought the CO's were sending a letter. Board has not received it yet. Will put it on next agenda.

ACTION: Maurice asked that someone attend their council meeting to discuss partnership with them – Vicki did not want to go that route. Wants to talk to RM first.

ACTION: Vicki will spearhead research on the lagoons – wants to meet with RM.

ACTION: Yolaine to send a letter to the stating they were not late in paying their fees but missed the early discount but Board will not charge this year - complete

ACTION: Brad will revisit the site – put on re-measurement list

ACTION: Yolaine to send a letter to that they need to show their day pass or seasonal park sticker upon arrival. Charge will be \$12 per game. Ask for a list of participants – complete – let Jane know golf course closed for private function. Barb will let golf committee know so that this can be advertised – completed

ACTION: Brad will read through information from Ministry – not completed yet.

ACTION: Jane to replace First Aid Kit and price out burn kit – She took it to Shellbrooke and they did not want to do this. Noreen made several calls to pharmacies in Saskatoon. May be cheaper to just buy a new kit? Need extra bandaids. Yolaine will look into this as well.

ACTION: Barb will put together a plan/recommendation for future re: fireworks – working on it.

ACTION: Yolaine to advise that she can remove one tree if she plants two more in open area. Tree cannot be removed until her trailer is removed – put in letter as per minutes

ACTION: Yolaine will send a letter to advising complaints were made and this may affect future lease if ongoing - complete

ACTION: Brad will call him to see when he is here and when we can meet with him – cancelled meeting. We met with building inspector that day.

ACTION: Barb will draft up a letter to to address his concerns - completed.

MOTION: made a motion to accept actions from July 1st meeting. seconded. All in favour. MC.

CORRESPONDENCE:

1. Letter from : Privacy fence request and \$25 permit fee attached. Reviewed at the meeting and it was approved. Advised in person.

ACTION: Yolaine will send a formal letter to approving the 8' privacy fence.

2. Letter from the – Leaseholder does not think that Board knows costs of overhead as we are not charging enough for product at the ice cream store – no action required
3. Letter from – board launch issues

ACTION: Yolaine will send a letter to that board is working on this.

SUGGESTION BOX:

- Keep fireworks on the water
- When showers or toilets are broken – should not be out of order for more than 24 hours
- No charge for boats
- Several requests for water coolers for staff
- Vehicles/trailers/snowmobiles should be put in storage
- Mirrors in beach bathrooms
- Remove table outside of main store
- Move boats lifts, ice fishing shack, etc.

- Marina for day parking
- Anyone with boat lift should part in old dump ground
- Main store should have more grocery items
- Nachos at main store
- Spinal board at beach
- Vitamin water instead of 2 kinds of root beer

ACTION: Barb and Brad said they will start looking at cleaning up boat launch site

ACTION: Noreen will look in shed for spinal board and pole with hook on it. If she can't find one she will price out a new one.

TREASURER REPORT:

- Roberta emailed the June financials today.
- Net actual income was \$75,021.11 which is comparable to last year.
- Has not entered revenue or manual cheques for July yet.
- Set up beach concession expenses – not accurate as she hasn't transferred everything yet
- Send wireless for main store back – put the booster at beach store.
- invoice – send to Brent for him to review
- Rental cabin – needs a good cleaning

ACTION: Noreen will talk to Jane about getting deep cleaning done (walls, etc.)

ELLA REPORT:

- Barb will stay on as ELLA rep until she finds a suitable replacement
- August long weekend activities – night golf, silent auction, kids activities, fresh spudnuts, pancake breakfast – needs donations for silent auction
- Long term goals – mini golf and hiking trails – put aside \$5000
- Short term goals - golf course \$1000; a couple pieces of playground equipment \$1000; outdoor patio furniture at beach concession - \$2000
- Barb will send out to Board before she buys anything
- Bylaws – Barb has put them in a word document; has a document for policies/procedures
- Bylaw 57 discussed – sample bylaw provided by building inspector.
- Fireworks – Barb met with gentleman who was injured during fireworks. He is doing fine and made a suggestion for next time. He hopes lake will continue to have the fireworks. Camera did not get damaged. Board thought there may be some metal containers made from past fireworks and could be in the shed.

NEW BUSINESS:

- a) Construction – revisit at end of August to see if drawings have been provided. He has given a hand drawing to Brad.

ACTION: Yolaine to put on agenda for end of August to revisit construction.

- b) Staff end date – September long weekend. Roberta would like Jane to go through inventory in September.

ACTION: Noreen to find out how late she is working in September.

- c) AGM actions reviewed:
 - Look at other mortgage options

ACTION: Brad will call Sylvia and see if any lower rates at this time

- Purchase speciality coffee machines – Yolaine and Noreen looked into different options online and calling different coffee supply companies. Cost is too high at this time for late. Noreen talked to leaseholder who inquired about it already. Board will continue to look to see if any good deals come up.
- Sign should say “No Unauthorized Use of Fireworks...”

ACTION: Noreen will ask maintenance if he can get that sign changed as well while doing other signs.

- Board to look at public walkway in C section

- d) Roads – to charge \$1000 plus \$120 for 2 loads of pit run and gst/pst. He will put in culvert by ice cream store. There is \$300 left in sand/gravel budget and \$1600 in grounds upkeep. Vicki asked how much culvert was and Brad thought about \$300. Yolaine gave copy of minutes and example motion to Vicki as requested for application of disaster assistance. She has taken pictures.

ACTION: Vicki will talk to Maurice for input on budget (grounds upkeep any plans for rest of budget money?) She would like to take \$1200 from grounds upkeep and rest from gravel/sand budget

MOTION: made a motion to spend up to \$1500 on road improvement with Maurice’s input. seconded motion. All in favour. MC.

- e) Lot Dispute – discussed again.

MOTION: made a motion to give the and the as close to equal amounts of property as possible. The would end up with 44’ x 133’ = 5852 and the have three sections: #1 = 79’ x 52.5’ = 4147.5; #2 = 16’ x 54’ = 864’ and #3 = 54’ x 17.75’ = 959. Total square footage is 5970. She suggested if they wish to make their land smaller, they can re-forest. If they still do not

agree, they can discuss with each other and approach the board with their joint proposal. seconded.
4 were for; 1 against. MC.

ACTION: Noreen will do a letter to both parties advising of the board decision and to contact the board for re-measurement if they wish to downsize their lot. The letter should also include that the parking across the road is public parking.

ACTION: Noreen will go with maintenance department to the yards to mark out once the letters are delivered.

f) Chairs – Yolaine approached the board to spend money on new chairs for main store.

ACTION: Everyone will look to see what's out there and add to next year's budget.

g) Water Concerns – Roberta thought water is sent away at beginning of season and after season.
Testing is done once/week. Volumes of water is dependent on usage.

MOTION: Yolaine made a motion to adjourn the meeting at 11:10 p.m. Barb seconded. All in favour.
MC

Next meeting: July 29th at 7:00 p.m.