

AGENDA

RV of Coteau Beach

April 8, 2018

1. Call to Order
2. Approval of the March 11, 2018 regular meeting minutes.
3. Business Arising from Minutes.
4. Bank Reconciliation & Financial Statement for March, 2018.
5. List of Accounts to be paid
6. Old Business
 - A. Grant Approval
 - B. Summer Students
 - C. Annexation
 - D. Maintenance Contract
7. New Business:
 - A. Budget
8. , 2018, next Council Meeting Date
9. Adjourn

WA
UP

**Minutes of the
Regular Meeting of the
Resort Village of Coteau Beach
March 11, 2018**

Present:

Mayor – Jeff Sopczak
Council: Grant Richards, Kay Henley, Dave Walker, Edie Thompson
Administrator: Kelly Dodd

CALL TO ORDER: Mayor Jeff Sopczak called the meeting to order at 1:00 p.m. in Saskatoon, SK.

18-01 MINUTES:
G. Richards – That the minutes of the Nov 30, 2017 regular meeting be adopted as read.
Secinded: D. Walker Carried

18-02 FINANCIAL STATEMENTS:
E. Thompson – That the Bank Rec & Financial statements for the month of Feb 28, 2018 be approved as presented and forming part of these minutes
Secinded: D. Walker Carried

18-03 BILLS:
E. Thompson – That the bills be paid as presented as attached and forming part of these minutes.
Secinded: G. Richards Carried

18-04 SPEED BUMPS:
K. Henley – That we purchase 4 sets of speed bumps for the village at an approximate cost of \$900.00 plus GST.
Secinded: E. Thompson Carried

18-05 YEAR-ROUND WATER SUPPLY:
D. Walker – That we proceed with the installation of a permanent water system; comprising of a gravity intake line to vertical well utilizing existing submersible pump at an approximate cost of \$40,000 plus applicable taxes.
Secinded: G. Richards Carried

18-06 ELECTRICAL BUILDING POWER:
G. Richards – That we have SaskPower isolate the power to the Pump House/ Electrical building at a cost of no more than \$5000.00 plus applicable taxes.
Secinded E. Thompson Carried

18-07 DOCK:
G. Richards – That we install a 40 ft. section of dock alongside the boat launch at an approximate cost of 5,000 plus taxes.
Secinded E. Thompson Carried

18-08 APPRAISAL
E. Thompson – That we have a pre-appraisal report completed through Affiliated Appraisals at a cost of \$1500.00 plus applicable taxes, and if the report is agreeable that we proceed with a complete land appraisal at an approximate cost of \$3500.00 plus meals and associated expenses to an approximate value of \$4500.00 plus applicable taxes.
Secinded K. Henley Carried

30
21

18-09 AED - TABLED

E. Thompson – That we purchase an AED to be kept at the Electrical Building at an approximate cost of \$2500.00 plus applicable taxes.

Tabled

18-10 ADMINISTRATOR

G. Richards – That we ratify the hiring of Kelly Dodd as administrator, and that we enter into a 6-month contract as attached and forming part of these minutes.

Seconded D. Walker

Carried

18-11 PRAIRE CENTRE CREDIT UNION

D. Walker – That Kelly Dodd be granted signing authority and access to online banking, and that we immediately begin to utilize the online payment module as offered at PCCU at no additional cost.

Seconded K. Hanley

Carried

CORRESPONDANCE:

1. None.

BUSINESS ARISING FROM CORRESPONDENCE:

- None.

ACTION ITEMS:

- ❖ Kelly to look for grants and funding to cover the cost of purchasing an AED
- ❖ Kelly to complete tax enforcement procedures according to the Tax Enforcement Act.
- ❖ Kelly and Dave to complete AgriSpirit Grant Application prior to Mar 29, 2018
- ❖ Kelly to look into investment options for the R.V.
- ❖ Kaye to order 4 sets of speed bumps

DISCUSSION:

- Spring Water Start Up
- Dust Control in May
- Start of season supplies
- Summer student and maintenance staff
- Investment options

NEXT MEETING:

The next meeting for the council of the Resort Village of Coteau Beach was set for April 8, 2018 in Saskatoon.

18-11 ADJOURN:

Deputy Mayor Edie Thompson adjourned the meeting at 4:34 pm.





MAYOR



ADMINISTRATOR

Resort Village of Coteau Beach
Bank Reconciliation - Operating Account
As of March 31, 2018

Credit Union

31-Mar-18

\$172,606.14

Adjustments:

-

Outstanding Deposits:

-

Ck No	Name	Description	Amount
	Trudy Eggleston	Admin Contract - Final	776.30
	Water Security	Permit Application	200.00

Outstanding cheques

\$ 976.30

Bank Balance as of February 28, 2018

\$ 171,629.84

Balance per 31 -Mar.-18

\$ 171,629.84

Fast Track Savings

Bank Balance of March 31, 2018

\$ 243,388.78



Jeff Sopczak Mayor



Kelly Dodd Administrator

Certified Correct This 8th Day of April, 2018

Report Date
5-Apr-18

RESORT VILLAGE OF COTEAU BEACH
Statement of Financial Activities - Detailed
For the Period Ending March 31, 2018

Budget Year to Date Current Last Year Variance

REVENUES

TAXATION

Municipal Tax Levy
Abatements/ Adjustments
Discount on Municipal Taxes
Penalty of Municipal Arrears

TOTAL TAXES

FEES & CHARGES

GG
GG - F&C - Photocopy/Fax
GG - F&C - Office Services
GG - F&C - Appeal Fees
GG - F&C - Tax Certificates
GG - F&C - Tax Enforcement
GG - Permits
GG - Rentals
GG - Contributions/Donations

TOTAL GG FEES & CHARGES

PS

PS - Police - Contracted
PS - Fire - Contracted Service
PS - Fire - Grants - Operating
PS - Other - 911

TOTAL PS FEES & CHARGES

TS

TS - Custom Work
TS - Custom Work - Dust Control
TS - Sale of Gravel
TS - Sale of Culverts
TS - Road Maintenance Fees

TOTAL TS FEES & CHARGES

EH

EH - Waste & Disposal Fees
EH - Sale of Pest Control Products
EH - Sale of Weed Control Products

TOTAL EH FEES & CHARGES

PD

PD - Fees - Development Permit
CDI Conditional Agreement

TOTAL PD FEES & CHARGES

	<u>Budget</u>	<u>Year to Date</u>	<u>Current</u>	<u>Last Year</u>	<u>Variance</u>
RC					
RC - Fees - HALL RENT					
RC - Fees - HALL DEPOSITS					
R&C-Fees-Golf Course					
R&C-Golf Course Proceeds					
RC - Insurance Proceeds					
RC - Tennis Court Donations					

TOTAL RC FEES & CHARGES

TOTAL FEES & CHARGES

UTILITIES

US - Water - Sales					
US - Water - Pump House Sales					
US - Water - Connection Fees					
US - Sewer - Charges					
US - Capital - Prov - Other #1					

TOTAL UTILITIES

GRANTS

Revenue Sharing - Unconditional					
Gax tax - Conditional		1192	1192	1192	0
Other Grants (AED, CIF)					
Grants in Lieu of taxes Sasktel					

TOTAL GRANTS

1192 1192 1192

INVESTMENT INCOME

Credit Union GIC Income

TOTAL INVESTMENT INCOME

RESERVES

Transfers from Reserves

RESERVES

TOTAL REVENUES

1192 1192

0

EXPENSES

GENERAL (GG - Reeve - Office Super/Travel

GG - Council - Meeting & Travel		67.15		126.02	58.87
GG - Council - Committee & Travel					
GG - Council - Convention					
GG - Council Honorarium					
GG - Other Boards Indemnity/Travel					
GG - Administrative Salaries					
GG-Contract Administrative					
GG - Admin. CPP, EI, Super		4,471.30	2000	2700	-1771.3
GG - Admin. Dis. Ins., WCB, etc.					
GG - Admin. Training & Travel					

	<u>Budget</u>	<u>Year to Date</u>	<u>Current</u>	<u>Last Year</u>	<u>Variance</u>
GG - Contracted - Assessment		2904		2912	8
GG - Contracted - Legal/ISC Fees					
GG - Contracted - Audit/Accounting					
GG - Contracted - Memberships	919.99			905.45	-14.54
GG - Contracted - Advertising				122.3	122.3
GG - Contracted - Insurance/Bond					
GG - Utilities - Power					
GG - Utilities - Heat					
GG - Utilities - Telephone/Fax					
GG - Utilities - Internet					
GG - Maint - Stationery/Supplies					
GG - Maint - Postage/Software	5				-5
GG - Maint - Copier/Computer/Other				156.93	156.93
GG - Interest & Bank Charges		46.2	15	45	-1.2
GG - Other -Canada Day					
TOTAL GENERAL GOV'T EXPENSE		8413.64	2015	6967.7	-1445.94

PROTECTIVE SERVICE

PS - Police - Contracted					
PS - Fire - Contracted Service					
PS - Fire - Grants - Operating					
PS - Other - 911		60		50	-10
TOTAL PROTECTIVE SERVICE		60		50	-10

TRANSPORTATION SERVICE


TS - Council - Indemnity					
TS - Council - Mileage					
TS - Wages					
TS - CPP Expense					
TS - EI Expense					
TS - MEPP Expense					
TS - WCB & Dis. Ins./Health Expense					
TS - Contract - Ins./Licences		499.02	156.02	467.03	-31.99
TS - Contract - Survey/Engineer					
TS - Contract - Maint.-Snow Removal					
TS - Contract - Maint.-Dust Control					
TS - Contract - Maint. - Surfacing					
TS - Contract - Maint. -Road Repair					
TS -Contract-Maint Culverts/Bridges					
TS - Contract - Workers					
TS - Utility - Shop - Power				157.91	157.91
TS - Utility - Shop - Heat					
TS - Utility - Shop - Telephone					
TS - Utility - Street Lights	811.52		585.93	673.99	-137.53
TS - Maint. - Workshop					
TS - Maint. - Fuel/Oil					
TS - Maint - Blades					
TS - Maint. - Machine Repairs					
TS - Material - Culverts/Drainage					
TS - Material -Surfacing/Dust Contr					
TS - Material - Signs					
TS - Material - Small Tool/Equip.					
TS - Material - Shop Supplies					
TS - Material - Other #1					
TS - Gravel					
TS - Other - Fence/Grass Seed					
TOTAL TRANSPORTATION		1310.54	741.95	1298.93	-11.61

BANK BALANCE	<u>Current:</u>
Petty Cash	0
Cash Demand	171,629.84
PC Savings	242,870.40
TOTAL BANK BALANCE	<u><u>\$414,500.24</u></u>

Certified Correct this April 8, 2018



 Mayor
 Jeff Spoczak



 Administrator
 Kelly Dodd

91

Budget Year to Date Current Last Year Variance

ENVIRONMENT & PUBLIC HEALTH SERVICE

EH - Contracted - Waste Disposal
 EH - Contracted - Pest Control
 EH - Contracted - Weed Control
 EH - Supplies - Pest Control
 EH - Supplies - Weed Control

TOTAL ENVIRONMENT & PUB HEALTH SERV

PLANNING & DEVELOPMENT

P&D - Contracted - Special Lease

TOTAL PLANNING & DEVELOPMENT

RECREATION, CULTURAL EXPENDITURES

R&C - Wages and Benefits
 R&C-Contract Workers-Golf Course
 R&C-Maint./Supplies-Golf Course
 R&C - Contracted - Membership
 R&C - Contracted - Library - Region
 R&C - Contracted - Gazebo Maint
 R&C - Utility - Power
 R&C - Utility - Heat
 R&C - Utility - Other #1
 R&C - Maint. - Repairs Pavilion
 Coteau Beach Plus 50
 R&C - Supplies - Rec
 R&C - Supplies -Fuel - Golf Course
 ASSET - Tree Management
 R&C - Grants -TIP
 R&C - ASSET-Tennis Court
 ASSET - Tree Management

TOTAL RECREATION AND CULTURE SERVIC

UTILITIES

Water - Contracted Service #1
 Water - Utility - Power & Heat
 Water-Utility-Power/Heat-Pump House
 Water -Utility-Power Reservoir
 Water - Utility - Other #1
 Water - Maint. - Repair
 Water - Maint. - Repair - Comm Well
 Water - Maint. - Chemicals
 Water - Maint. - Lab
 Water - Maint. - Line Repairs

TOTAL UTILITIES

TRANSFERS

Transfers to Reserves

TOTAL TRANSFERS

TOTAL EXPENSES

CHANGE IN NET ASSETS

10434.29 2956.95 9429.64 -1004.65

-10434.29 -1764.95 -8237.64 1004.65

RESORT VILLAGE OF COTEAU BEACH
Accounts for Approval
as of April 8, 2018

CHEQUE	PAYEE	DESCRIPTION	
908	Kelly Dodd	Mar - Contract	2000
909	Water Security Agency	Permit Application	200


CHEQUES	2200
----------------	-------------

ONLINE	PAYEE	DESCRIPTION	
290894901	SGI Auto		80.64
290894898	SGI Auto		75.38
122311	Sask Power		236.87
122312	SaskPower		379.9


ONLINE	772.79
---------------	---------------

TOTAL PAYMENTS	2972.79
-----------------------	----------------

Certified Correct this April 8, 2018



Mayor
Jeff Sopcak



Administrator
Kelly Dodd