

AGENDA

RV of Coteau Beach

March 11, 2018

1. Call to Order
2. Approval of the November 30, 2017 regular meeting minutes.
3. Business Arising from Minutes.
4. Bank Reconciliation & Financial Statement for February, 2018.
5. List of Accounts to be paid
6. Old Business
 - A. Work Sheets
 - B. Dumpsters
 - C. Spring Water Start Up date
 - D. Dust proofing Roads
 - E. Speed bumps (2-3 pair)
 - F. Supplies needed to start season
 - G. Quonset
 - H. Summer Contractor
 - I. Tax Enforcement
 - J. Year Round Water
 - K. Increased Fire Protection
 - L. Lucky Lake & District Fire Corp Request
 - M. Rate Payer Request – Ken Burrs
 - N. SaskPower Isolation of Power- Pumphouse/ Electrical Building
 - O. Investments
 - P. Boat Dock Installation
 - Q. RVCB Leased Land Valuation
 - R. AED
 - S. Annexation
 - T. Asset Management
7. New Business:
 - A. Ratify hiring of administrator, contract & signing authority.
 - B. Online banking & Direct Deposit payment
 - C. Building Inspector & Building Permits
 - D. Council Meeting Packages
8. Correspondence
 - None
9. April 8, 2018, next Council Meeting Date
10. Adjourn

Minutes of the
Regular Meeting of the
Resort Village of Coteau Beach
November 30, 2017

Present: Mayor – Jeff Sopczak

Council: Grant Richards, Kay Henley, Dave Walker, Edie Thompson

Absent:

CALL TO ORDER: Mayor Jeff Sopczak called the meeting to order at 5:00 p.m. in Saskatoon, SK.

17-42 MINUTES:

E. Thompson – That the minutes of the October 18, 2017 regular meeting be adopted as read.

Seconded: K. Henley Carried

17-43 MINUTES:

K. Henley – That the minutes of the November 20, 2017 special meeting be adopted as read.

Seconded: D. Walker Carried

17-44 FINANCIAL STATEMENTS:

E. Thompson – That the financial statements as presented and forming part of these minutes be approved.

Seconded: D. Walker Carried

17-45 BILLS:

E. Thompson – That the bills as presented be approved for payment.

Seconded: G. Richards Carried

17-46 EPT PAYMENTS:

G. Richards – That the Administrator for the Resort Village of Coteau Beach be authorized to remit Education Property Tax payments by electronic means without dual signature to avoid possible penalties.

Seconded: E. Thompson Carried

17-47 AUDITOR:

G. Richards – That Jensen Stromberg Chartered Accountants be retained by the Resort Village of Coteau Beach as auditor for 2017.

Seconded: D. Walker Carried

17-48 OFFER TO PURCHASE:

G. Richards – That the Resort Village of Coteau Beach agrees to sale of three-point mower as per offer to purchase from Roy Jennett.

Seconded D. Walker Carried

CORRESPONDANCE:

1. Letters from from Roy Jennett read to council and discussed.
2. Government of Saskatchewan – Lease renewal SW-29-25-06-3 & SE-30-25-06-3 RM255 was signed.

BUSINESS ARISING FROM CORRESPONDENCE:

- T. Eggleston will contact (email) Brandi Losi to get information on Waterwolf District Planning Committee.
- J. Sopczak will create a notice to be uploaded to Coteau Beach Website in response to letter from Roy Jennett.



LIENS:

- It was agreed by consensus that Grant Richards will apply liens as required for Tax Enforcement for 2017.

ACTION ITEMS:

- ❖ Trudy will create a detailed list of duties as Administrator for Council.
- ❖ Trudy will contact Justice Department regarding Policing.
- ❖ Councillor Walker presented an outline on how the RVCB could proceed with implementation of an asset management plan – it was the consensus of the meeting to proceed as per outline presented.

DISCUSSION:

- CDI
- Leases
- Job Descriptions- Administrator, Golf Course Maintenance and RVCB Maintenance workers.

NEXT MEETING:

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

17-49 ADJOURN:

Deputy Mayor Edie Thompson adjourned the meeting at 8:00 pm.

(Seal)



MAYOR



ADMINISTRATOR

Resort Village of Coteau Beach
Bank Reconciliation - Operating Account
As of February 28, 2018

Credit Union 18-Feb-28 \$174,717.78

Adjustments:

Outstanding Deposits:

_____ -

CK No	Name	Description	Amount
29/11/2017	L. Young	Refund Taxes	15.85

Outstanding cheques

_____ \$ 15.85

Bank Balance as of February 28, 2018

_____ \$ 174,701.93

Balance per G.L. - 28 -Feb.-18

_____ \$ 174,701.93

Fast Track Savings

Bank Balance of February 28, 2018

_____ \$ 243,202.88



Jeff Sopczak Mayor



Kelly Dodd Administrator

Certified Correct This 11th Day of March, 2018

RESORT VILLAGE OF COTEAU BEACH
Account Reconciliation Detail Report 02/01/2018 to 02/28/2018
Report By: Statement end date

Deposit ...	Date	Trans. #	Source	Comment	Status	Amount	Subsection	Section Total
Account: 1025 Prairie Centre CU								
Statement start date:				02/01/2018				175,843.59
Statement end date:				02/28/2018				
Reconciliation date:				02/28/2018				
Financial Institution								
Statement Balance Forward as of 02/01/2018								
Transactions on or before 02/28/2018								
Deposits recorded in Statement								
01/31/2018	J12		Deposit		Cleared	874.66		
01/31/2018	J18		ADJAdju...	Reversing J17. Correction is J...	Adjust...	0.01		
02/18/2018	J23		Deposit		Cleared	2,959.08		
Total Deposits recorded in Statement							3,833.75	
Withdrawals recorded in Statement								
01/31/2018	J8		899	January 2018, Eggleston, Trudy	Cleared	-1,200.00		
01/31/2018	J9		900	2018 Membership, Saskatche...	Cleared	-50.00		
01/31/2018	J10		901	4503 Council Mtg, Cuenaere...	Cleared	-70.32		
01/31/2018	J13		SETS	EPT Remittance Monthly	Cleared	-339.33		
01/31/2018	J17		Adjustment		Rever...	-0.01		
02/11/2018	J20		904	2018 Mbrsp, Parcs Member S...	Cleared	-225.00		
02/11/2018	J21		905	201804, SAMA	Cleared	-2,904.00		
02/28/2018	J26		JE	Bank Charge - Feb	Cleared	-15.00		
02/28/2018	J27		SGI Auto...		Cleared	-80.60		
02/28/2018	J27		SGI Auto...		Cleared	-75.30		
Withdrawals recorded in Statement Transactions							-4,959.56	-1,125.81
Bank Transactions								
Income								
Expense								
Total Bank Transactions								
Adjustment Required								
Statement End Balance as of 02/28/2018							0.00	174,717.78
Statement End Balance as of 02/28/2018								174,717.78
Outstanding Transactions as of 02/28/2018							0.00	
Outstanding Deposits								
Outstanding Withdrawals								
11/29/2017	J386		788	Refund 0/pd taxes, LAURIE Y...	Outst...	-15.85		
Total Outstanding Withdrawals							-15.85	-15.85
Total Outstanding Transactions as of 02/28/2018								174,701.93
Adjusted Statement End Balance as of 02/28/2018								
General Ledger Account								
Book balance as of 01/31/2018								175,042.75
Transactions on or before 02/28/2018								
Transactions recorded in account								
02/18/2018	J23		Deposit		Cleared	2,959.08		
Total Debits recorded in account							2,959.08	
Credits recorded in account								
02/11/2018	J20		904	2018 Mbrsp, Parcs Member S...	Cleared	-225.00		
02/11/2018	J21		905	201804, SAMA	Cleared	-2,904.00		
02/28/2018	J26		JE	Bank Charge - Feb	Cleared	-15.00		
02/28/2018	J27		SGI Auto...		Cleared	-80.60		
02/28/2018	J27		SGI Auto...		Cleared	-75.30		
Total Credits recorded in account							-3,299.90	-340.82
Net Amount recorded in account								174,701.93
Book balance as of 02/28/2018								
Bank Transactions								
Income								
Expense								
Total Bank Transactions								
Adjustment Required								
Adjusted Book Balance as of 02/28/2018								174,701.93

RESORT VILLAGE OF COTEAU BEACH

Comparative Income Statement

	Budget 01/01/2018 to 12/31/2018	Actual 02/01/2018 to 02/28/2018
REVENUE		
TAXATION	140,519.56	0.00
ral Municipal Levy	140,519.56	0.00
MUNICIPAL TAX	140,519.56	0.00
TOTAL TAXES	140,519.56	0.00
UNCONDITIONAL GRANTS		
Unconditional - Revenue Sharing	11,000.00	0.00
TOTAL UNCONDITIONAL GRANTS	11,000.00	0.00
GENERAL GOV'T SERVICES		
GG - Sale of Other #1	350.00	0.00
GG - Interest Revenue	1,500.00	0.00
TOTAL GENERAL GOV'T SERVICES	1,850.00	0.00
TRANSPORTATION SERVICES		
TS - Sale of Other #1	100.00	0.00
TOTAL TRANSPORTATION SERVICES	100.00	0.00
PLANNING & DEVELOPMENT		
PD - Conditional - Prov - Gas Tax	2,320.00	0.00
TOTAL PLANNING & DEVELOPMENT	2,320.00	0.00
RECREATION & PUBLIC HEALTH SERVICES		
RC - Fees - HALL RENT	900.00	0.00
R&C-Golf Course Proceeds	7,500.00	0.00
TOTAL RECREATION & CULTURE	8,400.00	0.00
TOTAL REVENUE	164,189.56	0.00
EXPENSE		
GENERAL GOV'T SERVICE		
GG-Contract Administrative	15,000.00	0.00
GG - Admin Dis. Ins., WCB, etc.	500.00	0.00
GG - Admin. Training & Travel	2,500.00	0.00
GG - Contracted - Assessment	4,000.00	2,904.00
GG - Contracted - Legal/ISC Fees	100.00	0.00
GG - Contracted - Audit/Accounting	4,200.00	0.00
GG - Contracted - Memberships	1,400.00	225.00
GG - Contracted - Advertising	350.00	0.00
GG - Contracted - Insurance/Bond	3,000.00	0.00
GG - Utilities - Internet	300.00	0.00
GG - Maint. - Stationery/Supplies	300.00	0.00
GG - Maint. - Postage/Software	1,500.00	0.00
GG - Maint. - Copier/Computer/Other	250.00	0.00
- Interest & Bank Charges	300.00	15.00
- Other-Canada Day	1,500.00	0.00
TOTAL GENERAL GOV'T EXPENSE	35,200.00	3,144.00
PROTECTIVE SERVICE		
PS - Police - Contracted	1,850.00	0.00
PS - Fire - Contracted Service	1,000.00	0.00
PS - Other - 911	50.00	0.00
TOTAL PROTECTIVE SERVICE	2,900.00	0.00
TRANSPORTATION SERVICE		
TS - Contract - Ins./Licences	1,500.00	155.90
TS - Contract - Maint.-Snow Removal	1,000.00	0.00
TS - Contract - Maint.-Dust Control	7,000.00	0.00
TS - Contract - Workers	23,000.00	0.00
TS - Contract - Other #2	3,000.00	0.00
TS - Utility - Shop - Power	600.00	0.00
TS - Utility - Street Lights	3,000.00	0.00
TS - Maint. - Fuel/Oil	2,000.00	0.00
TS - Maint. - Machine Repairs	1,000.00	0.00
TS - Maint. - Quonset repair	600.00	0.00
Maint. - Other #2 Gravel, supp	5,000.00	0.00
TOTAL TRANSPORTATION	47,700.00	155.90
ENVIRONMENT & PUBLIC HEALTH SERVICES		
EH - Contracted - Waste Disposal	8,000.00	0.00
EH - Supplies - Weed Control	1,000.00	0.00
EH - Supplies - Weed -Golf C.	1,000.00	0.00
TOTAL ENVIRONMENT & PUB HEALTH ...	10,000.00	0.00
PLANNING & DEVELOPMENT EXPENSES		
P&D - Contracted - Special Lease	50.00	0.00

RESORT VILLAGE OF COTEAU BEACH

Comparative Income Statement

	Budget 01/01/2018 to 12/31/2018	Actual 02/01/2018 to 02/28/2018
TOTAL PLANNING & DEVELOPMENT E...	50.00	0.00
RECREATION, CULTURAL EXPENDITU...		
Contract Workers-Golf Course	13,000.00	0.00
Maint./Supplies-Golf Course	2,500.00	0.00
R&C - Contracted - Library - Region	300.00	0.00
R&C - Utility - Power	700.00	0.00
R&C - Utility - Other #1	1,500.00	0.00
R&C - Maint. - Repairs Pavilion	1,000.00	0.00
R&C - Maint. - Community Club	8,500.00	0.00
R&C - ASSET- Purch - Land/Land Imp.	17,000.00	0.00
R&C - ASSET- Purchase - Building	5,200.00	0.00
R&C - ASSET- Purchase-Machine/Equip	2,500.00	0.00
TOTAL RECREATION AND CULTURE S...	<u>52,200.00</u>	<u>0.00</u>
UTILITIES		
Water-Utility-Power/Heat-Pump House	5,000.00	0.00
Water - Maint. - Repair	6,500.00	0.00
Water - Maint. - Lab	100.00	0.00
Water - Maint. - Line Repairs	2,000.00	0.00
Sewer - Contracted Service #1	2,500.00	0.00
TOTAL UTILITIES	<u>16,100.00</u>	<u>0.00</u>
TOTAL EXPENSE	<u>164,150.00</u>	<u>3,299.90</u>
NET INCOME	<u>39.56</u>	<u>-3,299.90</u>