

Dunmore Community Association Board of Directors Meeting Minutes

June 9, 2021

Cypress Council Chamber

Present: Angela Aaby, Dawn Day, Olivia Whenham, Jenna Riess, Amy Edmonstone, Shevaun Perrault, Jody Phillips, Scott Plouff, and Alyssa Stork (via FaceTime), Dan Hamilton

Regrets: Nicole Johnson, Donna Basso

Meeting called to order by Shevaun at 6:35pm

New Business:

Electrical Requirements at West Side Park – Scott Plouffe

Irrigation at West Side Park – Scott Plouffe

Dunmore Days – Olivia Whenham

Municipal Development Plan and Land Use Bylaw – Jody Phillips

Old Business:

West Side Park – Shevaun Perrault

CFEP Grant Application – Jody Phillips

Table for next meeting

Upcoming Vacant Director Position

BMX

Review of Agenda and Previous Minutes:

Motion: Dawn made motion to accept the agenda - carried

Motion: Jenna made motion to accept May 12th/21 Board Meeting minutes – carried

President's Report – Shevaun Perrault

The grounds maintenance tender was advertised in the Cypress County Commentator and online. The contract was awarded to Elevation Landscaping & Maintenance and has commenced for the June 1-Sept 30 season. All parties were notified of the bid outcome on Friday June 28th.

A 12x20 shed has been ordered from Excel Quality Sheds. It will be delivered in approximately 2 months time and will sit on the front-facing left hand side of the rink. The shed will be on skids, and will not require a concrete pad.

Port-a-Potty's were delivered to both the West-side and East-side Parks on May 26th by Chris from CitiCans. The contract will terminate the end of September.

The concrete berm around the small enclosure at the park was completed by Prairie Concrete on May 28th. Prairie Concrete donated the materials and labour, and Inland Concrete donated the concrete for the project. The berm was slightly enlarged to meet current safety code requirements, and a bump-out was added for the new playhouse.

Alan at A.G. Core has donated 100 cubic meters of pea gravel to top off the large and small park enclosures, but we will still be required to cover the County levy fee, loading, fee and scale fee. This works out to 150 tons which he will charge at \$2 per ton for a total of around \$300 + tax.

Rite Enterprises – The Tree People donated their time and equipment to removing the series of stumps from the large enclosure area at the West Side Park. Removal was completed June 6th.

There are 17 houses listed so far on our website for the Dunmore Community Garage Sale Day. Jenna placed the ad in the Commentator and Medicine Hat News, and Jody put an ad on Kijiji as well as 8 Facebook Garage Sale groups.

Motion: Jody made motion to accept the President's Report – carried

Treasurer's Report – Presented on Nicole Johnson's behalf by Shevaun Perrault

Current bank balance is \$7586.82. We just made a \$40,000 payment to Blue Imp for the West Side Park Equipment, and the receipt has already been submitted to Cypress County for reimbursement. Refunds for expenses were issued to Shevaun for newspaper ads, and to Jody Phillips for the website and Stripe payment costs. All receipts were submitted.

Motion: Jenna made motion to accept the Treasurer's Report – carried

New Business:

Irrigation at West Side Park – Scott Plouffe

Scott met with Doran (Utilities Supervisor) on Tuesday June 8th at the West Side Park. Doran expressed concern with the existing vault as entry to control meter requires confined space, gas monitors, tripod, spotter, etc... To rectify these safety concerns, he recommends moving the meter to the new skate shack. The County has no records of where the water lines are. He recommends removing the curb stops in front of the rink completely to clean that area up, and putting a manifold into the shack to divert water to both the park irrigation system and the ball diamond irrigation system. He advised the trenching, running new lines, and filling in the culvert (old vault) would be between \$1000-\$5000 at the DCA's expense. Dan Hamilton advised the board to hold off on a decision. He will speak with Tarolyn about the County's responsibility for this since it is their property and infrastructure.

Motion: Jody made motion to accept as information – carried

Electrical Requirements at West Side Park – Scott Plouffe

Elhart Electrical will be extending the ground cable to the new shed. They have provided a quote for the cable, exterior light, interior lights, new electrical panel, 2 electric heaters, and the electrical boxes. They have generously donated the labour to install everything in the new shed. We will be responsible for trenching and purchasing the lighting and electrical equipment.

Motion: Amy made motion to approve quote so Elharts can get the supplies on order– carried

Dunmore Days – Olivia Whenham

Olivia reported that the first Dunmore Days Committee meeting was held on May 26th. The brainstorming session brought forward many ideas including: baseball tournament, splitting the rink for multiple sporting activities (hockey, basketball), face painting, bike parade, working with Rusty's Roadhouse to utilize their patio/bar, Remax hot air balloon, wooden toss games, and a concession. Want to keep cost down so first choice is a hotdog/chips/drink for \$5 as opposed to bringing in food trucks. Will have Covid back-up plan and find out food handling regulations.

Discussion centered around adding a fundraising component to the event, along with a membership sign-up table. The silent auction was also discussed as being incorporated into Dunmore Days as per our advertising agreement with local businesses. Olivia requested a \$1,500.00 budget for the event.

Motion: Scott made motion to approve \$1,500.00 budget for Dunmore Days– carried

Municipal Development Plan and Land Use Bylaw – Jody Phillips

Cypress County wishes to advise us that they are in the early process of undertaking a comprehensive review of their Municipal Development Plan and Land Use Bylaw. Our agency/group has been identified as a key stakeholder for this project. For further information, or to register for an in person engagement session with the project team we are to contact Kaylene Simpson (Planning Supervisor)

Virtual Information session:

- Monday, June 14th, 2021, held via Microsoft Teams Live Events – 6:30 PM to 7:30 PM (*Link to come*)

In-person engagement sessions (*held at the County Office, 816 – 2nd Avenue, Dunmore*):

- Thursday, June 17th, 6 PM – 9 PM, by registration only.
- Friday, June 18th, 9 AM – 2 PM, by registration only.

Motion: Jenna made motion that Shevaun will contact Kaylene Simpson to set up a meeting time and represent our group– carried

Old Business:

West Side Park

Park Project Schedule:

Monday June 14th - Richard Oster will be on site to remove the old park equipment and the gravel from the large enclosure.

June 15-18 - Mickey (equipment installer) will be on site in this time period with a welder to cut and move the swing set to its new location.

Monday June 21-Wed June 23 - Volunteers will be on site to assemble and install new park equipment. Art's Excavating will be there 9am Monday to drill holes, cost has been donated by Ken Jacobs at the WSP Group. Wednesday morning Richard will start moving old rock back into place, and in the afternoon the new rock will be arriving (4" top layer will be added).

Thurs June 24 - Finish rock deliveries and rake site. Removal of construction fencing.

Dan Hamilton will provide an enclosed trailer to remain on site during the park installation project to hold tools which will hold tools. It will be delivered Monday June 21st.

Tool Inventory List was circulated around: Directors to fill out what they can donate

Need person(s) to shop the list of items to be purchased and submit receipt to Nicole for reimbursement. – Shopping list provided to Scott Plouffe

Construction fencing will be delivered to the West Side Park at 10:00am on June 12th. We need 4 people to unload it and set it up. It will take approximately 2 hours. Richard Oster has marked the perimeter where the fencing should go. Shevaun to organize.

Volunteers Needed (2hr shifts): over half way there! (55% filled)

Monday June 21 – 8 of 25 shifts left to fill – assembling equipment

Tuesday June 22 – 17 of 25 shifts left to fill – piles

Wednesday June 23 – 16 of 25 shifts left to fill – raking/shoveling rock back in

Motion: Jody made motion for Scott to purchase park shopping list and submit for reimbursement, and for Shevaun to organize fencing volunteers for June 12– carried

The CFEP grant application is complete and Jody will be meeting with LesleyAnn tomorrow morning to do a final review and get the accompanying documents from Cypress County (letter of support, confirmation of approved funding, and a new lease agreement. Our current Lease does not specify an option to renew which is a requirement of the grant funding. LesleyAnn confirmed this was an oversight and an updated lease has been drafted.

Motion: Jenna made motion to accept as information– carried

Next Regular BOD Meeting: Wednesday July 14th, 6:30 at Cypress Council Chamber

Adjourned by Shevaun at 7:39pm