

TOWN OF LUMSDEN
MINUTES OF THE GROUP I MEETING HELD ON
May 23rd, 2013

The Group I Committee convened their monthly meeting in the Municipal Office in Lumsden, on Thursday, May 23rd, 2013 at 4 pm. with Jane Cogger chairing the meeting.

Present: Chairperson: Jane Cogger
 Mayor: Bryan Matheson
 Community Coordinator: Chris Exner
 Councillors: Wes Holobetz, Reggie Newkirk

Open Discussion:

- a) General Government - no report.
- b) Recreation and Culture - Wes is checking dates and will plan a meeting with Chris within the next two weeks.

Community Coordinator's Report:

Community Coordinator's Report – May/2013

• **Campground**

- Lorne / Gail Stockbrugger have been hired as Campground Hosts for the 2013 season, May 1st to September 30th.
- Current rates are 30 night/150 week/500 month. \$20 Septic Dump for non-campers.
- We had a very slow start to the camping season compared to 2012. We were unable to access the campground in April because of heavy snowpack. We could not get campers into sites until the 2nd week of May.
- It would be beneficial to build two service centers (water/power) in the group camping area. There is a demand for this service during ball tournaments, special events, weddings etc..
- The week of May 13th we added aggregate to ¾ of our sites, the remaining 10 sites will get some more aggregate before the end of May. I expect to use about 40 yards of aggregate in total. I had Lorne do most of the aggregate spreading, public works did not have to do any hauling or spreading.
- We have had some problems with the tank less water heater in the single washroom. We have talked to the manufacturer and they are sending us a new one on warranty. Should be operational by the end of May.
- Mike and Donna Fischer are in their final year of their contract with the concession. They are now open and operating.

- **Campground Revenue Review**

April 2011	0	April 2012	3824.11	April 2013	0
May 2011	1837.56	May 2012	8860.00	May 2013	7 520.00 (up to May 22)
June 2011	5130.00	June 2012	17355.00	June 2013	
July 2011	17 418.00	July 2012	18600.00	July 2013	
Aug 2011	11 211.00	Aug 2012	14 825.00	Aug 2013	
Sept 2011	4365.00	Sept 2012	5625.00	Sept 2013	
Oct 2011	430.00	Oct 2012	600.00	Oct 2013	
Apr to Nov 2011	\$40 391.56	Apr to Nov 2012	\$69 689.11	Apr to May 2013	\$7 520.00

- Concession Revenue: 2011 - **\$4 068.13** 2012 - **\$3 057.95** 2013 -

- **2012 Campground Expenditures:**

Campground Host Contract	9 000.00
Electrical Upgrades	29 067.00
Aggregate	7 000.00
Septic Hauling	1 500.00
Saskpower	2 000.00
Misc	2 000.00
Total	50 567.00

2013 Campground Expenditures

Campground Host Contract
Aggregate
Septic Hauling

Total

- Need to Develop a Policy and Procedure Manual for the RiverPark Campground; table of contents to include:

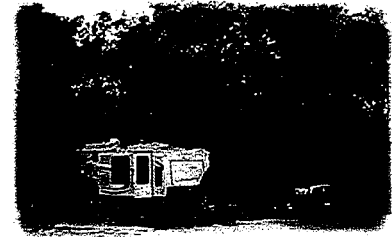
1. RiverPark Campground Site Map
2. Campground Host
3. Facilities
4. Campground Rates
5. Campground rules and regulations
6. Campground 5 year plan

- **Maintenance:** aggregate and grading campground road, build and install a locking gate to the campground area, clean up small washroom/needs paint and vinyl commercial wall covering.

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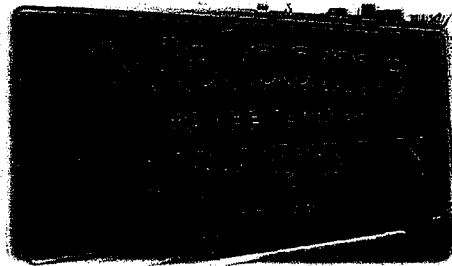
- Capital:

- 1- Build two service centres on the east side (over-flow area)
- 2- Add two double electrical pedestals (\$1000 each) bringing us to 35 serviced sites
- 3- Permanent picnic tables, currently have 12 – need 23 more
- 4- Fire pits need installation
- 5- Wood shed so we can sell packaged firewood – there is a demand



• Promotion

- The new town sign is set to be installed on Thursday, May 23rd. The sign will be set in place with a crane, public works will shore the sign up until the grout sets. I have ordered trees and shrubs for planting around the sign. The landscaping around the sign should be completed the week of May 27th. **(Discussion - Town Sign area should be totally complete by May 31st)**
- Friday, June 7th will be a big day for the Town of Lumsden. CTV Regina will be in Lumsden with their Home Town Tour. They will video various spots in Lumsden from 1 to 4 pm, then from 6 to 7 pm CTV will do a live broadcast from RiverPark. I am putting together the agenda for the day. I will try and get lots of people in the park for the live broadcast.
- All our seasonal promotions for the town are completed; ads have been submitted for Explore Regina and Tourism Saskatchewan resources. The attached photo is the promotion in the South Saskatchewan Vacation Guide.
- I asked the Lumsden Chamber of Commerce if they would be interested in sharing the cost of the advertising in "Explore Regina" publication, this would enable us to get an extra page, increasing the awareness and opportunity of Lumsden. Chamber declined on the idea. **(Discussion – Chris will check with arrange council to attend a Chamber mtg.. everyone agrees there is a lot of potential with the Lumsden Chamber.)**



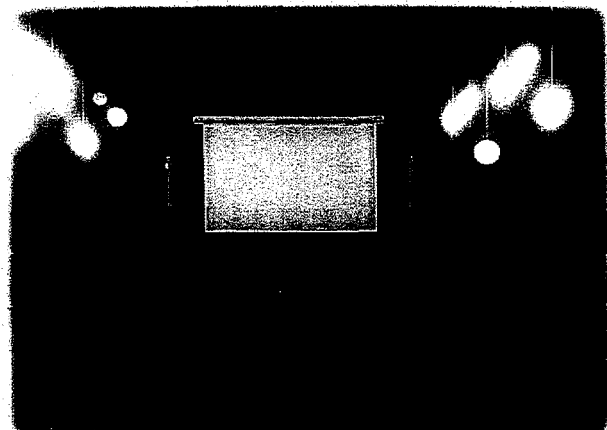
• Centennial Hall

- Main level audio/video system has been installed and is now available to use. The system includes a 10 x 12 motorized screen, Epson projector and Bose sound system. A cabinet was made to store the components for the system. **(Discussion, rate review \$400 for the hall – includes 1 microphone/no access to the audio/video cabinet. \$400 for audio video system. Review the rate again at the end of the year).**
- The custodial contract for Centennial Hall/Library/Town Office expires May 31, 2013. Tender was put in the paper, it is now closed. **(Recommend renewing the contract with Whitney Heatherington effective June 1st, 2013 and ending on May 31, 2016 for the sum of \$1500/month).**
- Landscaping in front of the hall is scheduled for Friday, May 24th.

- Maintenance: basement washroom baseboards, basement entry-way, basement vent covers, venting for preschool room, landscaping, kitchen kickplate.

- Capital:

- 1. Banquet stacking chairs (\$2500)
- 2. Town backup server room (5 x 5)
- 3. 60" gas range in the basement kitchen
- 4. Upgrade furnaces \$12 000



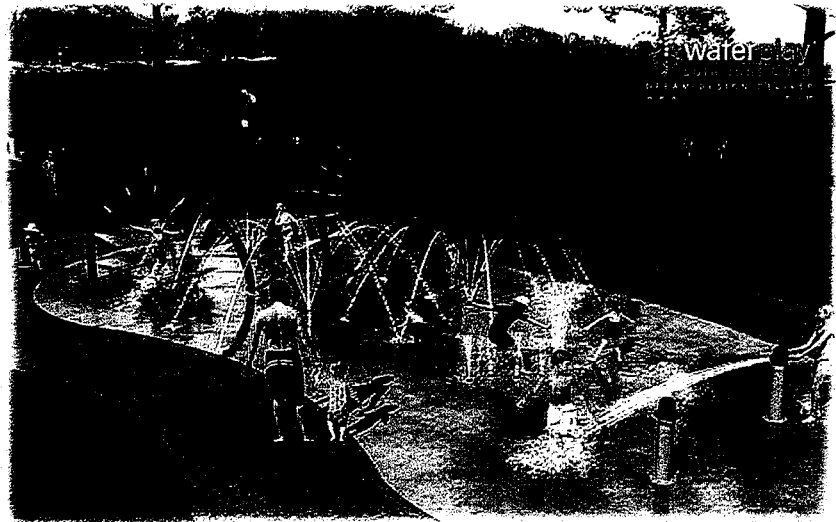
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• **SprayPark**

- Completion date is now looking like mid- July 2013. Funding and our unusual late spring pushed the project back a few weeks.
- Below is the final rendering of the Lumsden Spray Pad.
- We have entered a contract with Dynamic Construction to install the Spray Pad. The components are all Canadian made by WaterPlay. We have had in-kind donations for services from Voltz Electric, MCM Signs, Klomp Plumbing and Heating.
- We recently received a donation of \$10 000 from Conexus.
- We have currently raised \$97 836.38.
- I will plan to have the surveying completed in conjunction with the surveying needed at the campground, this will save some \$\$.
- We are still looking for more \$\$\$. We are currently approaching companies to donate concrete, rebar and aggregate.
- **(Discussion; about doing Phase 1 and Phase 2. Committee will do a fundraiser during winter 2013/14 to raise funds for the addition 2 components to the pad in Spring 2014. Chris is to check out the possibility of draining into the oxbow and re-using the water for ball diamond irrigation – report back to council)**

- **Financial Report:**

Donations/Grants	
Optimist Club	20 265.49
RBC Foundation	1 000.00
IBEW Local 2038	250.00
Movie Night (2011)	1 854.00
Rider Games (2011)	100.00
Frog Promo (2011)	1 095.00
Magic Show (May 2012)	1 845.00
CIF Grant (2012)	20 000.00
Lemonade Stand (June 9/12)	230.28
BigWay Donation	150.00
BBQ (June 9/12)	511.25
Trade Show (June 16/12)	2 431.26
Mike Fischer bbq	200.00
July – hot dog sale	169.00
August – Lemonade Stand	242.13
August Bottle Drive (2012)	3 778.50
Duck Derby (2012)	337.75
CPS (2012)	250.00
Horse Racing 50/50 (2012)	221.25
Birthday Parties (Hodson/Darr)	225.00
CCR Construction	300.00
Halloween Cabaret (2012)	2 918.44
October Bottle Drive (2012)	3 694.69
Trade Show (Nov 2012)	1 656.95
Lion's Christmas (2012)	4 085.37
Babey Donation (2012)	3 694.69
Rock of Valley (2013)	400.00
Greek Night (2013)	13 370.69
RCMP (2013)	969.00
Conexus (2013)	10 000.00
Esso Recycle 2013	86.95
Distill Hot Dog Sale 2013	273.35
Donations/Grant Total	\$97 836.38
In-Kind Donations	
Electrical Work	2 500.00
Plumbing Work	2 500.00
Excavation	5 000.00
Landscaping	10 000.00
REVENUE TOTAL	117 476.08



• **Library Project**

- Town of Lumsden has submitted an offer to purchase the Legion building. The Legion executive is now taking the offer to the members for a vote. We expect to hear back from the Legion by the end of May.
- The offer included the following conditions; the building remains "The Legion", the Legion members continue to have a meeting room in the basement, the Legion group will have a secure separate entrance to the meeting room, the Town would renovate the main floor to suit the library needs, the roof would be fixed and re-done, the exterior doors would be upgraded.
- All renovations would be coordinated by the Town of Lumsden.



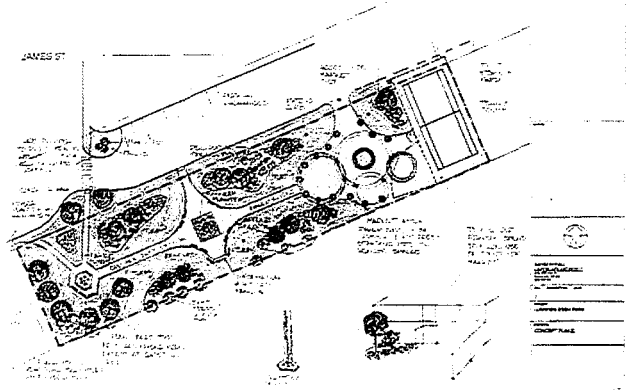
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- **Parks**

- 2013 will be the 2nd year of the Town/Lion's Playground Project. This year's project will be Lion's Park, we will install a 9 hole disc golf course. Lion's Park is an ideal location for a disc golf course. We have received a grant of \$1500.00 from PCDSR for the project. Each hole will consist of a concrete t-off pad, a disc basket and signage. We will also be upgrading the landing surface around the swings and installing a new Lion's Park sign. We are getting quotes to put a covered shelter over the existing cement pad in the park. **(Discussion; Chris is putting together a small group of people to help with the design of the disc golf course).**
- We have had recent communication with Imperial Oil in Calgary regarding the former Esso Site in Lumsden. There will be some extensive soil testing at the site in June. They expect to get results back in July, they will then contact us. We are still working towards getting a long-term lease of the land and turning the area into a downtown greenspace.

- **Maintenance:** cleaning tree wells in Lion's park.
- **Capital**

- 1- Dinosaur equipment at Broad Street Park
- 2- LED trail lighting in Lion's park
- 3- Gazebo at Lion's Park
- 4- Rock Creek at Elgin Park
- 5- Paved walking path at RiverPark
- 6- Central Park (Esso Land)



- **Trees**

- Trees have currently been ordered for planting at; Town Sign, Spray Pad, Lion's Park, 7th ave and the cemetery.
- **(Discussion; if there are any extra trees, we will continue the planting along the allowance land of the Esso property).**
- Remaining budget will be used for planting in the fall.

- **Town Office**

- Two exposed aggregate pots were purchased for outside of the Town Office. Flowers will be planted on Friday, May 24th.
- Office roof will get some patching done along the north seam and the joint between the office and library.
- Damaged ceiling tiles in the library washroom, storage area and council room will have to be replaced.
- Acrylic office decals above main doors will be replaced.
- Exterior lights will be removed, painted and reinstalled.

- **RiverPark Centre**

- Audio/video equipment is now installed (The system includes; Epson mounted projector, Da-Lite motorized screen 5 ft x 8 ft., Bose sound system and a Kramer room controller) for the RiverPark Centre. **(Discussion; the cost of renting system is \$200/day, the rate will be reviewed December 2013).**
- The current rates are; \$75/half day fee for birthdays/anniversaries etc.. \$150 fee for full day conferences.
- 6 acoustic tiles are to be installed in June.
- We have several hundred scanned flood pictures from the museum. Now choosing which ones to get printed and put up in the meeting room. Have photos from every decade.
- **Maintenance;** clean out the air conditioning unit, upgrade washroom mirrors, washroom signage.

- **Capital:**

- 1- Lumsden historical wall prints
- 2- Serving window – canteen (\$750)
- 3- RiverPark Centre Sign
- 4- Disposal and Recycling center near canteen



- **Ball Diamonds**

- Fence repairs are booked for June. Some minor work will be completed.
- Minor Ball is currently constructing 4 batting/pitching cages.
- The Annual Fun in the Sun Mixed Slo-pitch tournament is a great annual event for the community. I will contact the organizers and discuss details to ensure another safe and successful event.

- **Maintenance:** dugouts for the Jet's diamond, bottom rail on the fencing at the Jet's diamond, filling holes from old bullards.
- **Capital:**
 - 1- Purchase and install 3 compact enviro bins at the 3 ball diamonds
 - 2- 2 special event power cabinets, replacing the two remaining SaskPower poles
 - 3- Backstop Cubs Diamond
 - 4- Bleachers (7th East and West), player's bench 7th west
 - 5- Bleacher (Sitter, Cubs and Jets)



- **Special Events**

- CTV Home Town Tour on Friday, June 7th. **(Discussion; we are currently finalizing the day's agenda. I will then email out helper duties to volunteers who have offered to help out. I will be providing complimentary hot dogs to kids that will be involved with the planned activities. I am arranging all the food services through the canteen at the RiverPark Centre).**
- Special event power cabinet needed by Jets Diamond for Duck Derby and other events.
- Additional special event picnic tables would be an asset.
- Canada Day Grant 2013, receiving \$1000.00.
- 2013 Street Market Dates: June 8th, July 13th and August 10th.
- Duck Derby September 2nd
- **(Discussion; the community will miss the Annual ScareCrow Festival, this is an event we don't want to lose).**

- **Swim Program**

- Dates for the 2013 program. Session 1 – July 2nd to 13th. Session 2 – August 19th to 30th.
- Have hired 4 instructors and have 1 trainer that needs to get her volunteers hours completed.
- Two pools have been booked for both sessions.
- Instructor shirts are in.
- Registration forms will be available June 1st. **(Discussion; the program is always close to breaking even financially. Userfees are similar to the fees charged in the city, the fees in the city are subsidized).**

Chris Exner


- c) **Protective Services** – Reggie reported flood control was very good this year.
- d) **Library** – Reggie reported that there are two fundraisers coming up for the Library; steak night at the Bistro June 6th and a Book Sale in July.
- e) **Planning and Economic Development** – No Report
- f) **Lumsden Fire District** – Bryan reported that there were two call-outs today.

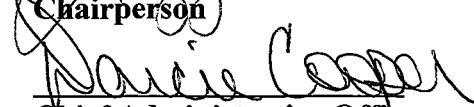
New Business:

- **Summer Students;** We have hired two University Students and three high school students. University students started in May and the high school students are starting in July. Our original plan was to hire 4 university students from May to the end of August covering a total of 64 weeks. With the combination we have, we will have 51 weeks of summer student employment. We did not receive any federal funding for students this year.
- Next Scheduled Group 1 meeting is Thursday, September 26th at 4 pm in council chambers.

Adjournment:

The meeting was adjourned at 5:25 p.m.



 Chairperson


 Chief Administrative Officer