

**Rural Municipality of Kinkora
Regular Meeting of Council
March 28, 2022
Minutes**

Present: Mayor Robert Duffy, Councilors Lesley Cousins, Harrison Duffy, Amanda Dwyer, Marisa McNeill, and Roger Shea

Absent: Andrew McCarville

Meeting Chair: Mayor Robert Duffy

Meeting Recorder: CAO Tina Harvey

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1. **Call to Order:** 7:00
 2. **Reminder of the Code of Conduct and Conflict of Interest bylaws and that the meeting is recorded.**
 3. **Review/Additions to the Agenda**
 4. **Approval of Agenda**

MOTION: Moved by Lesley Cousins and seconded by Harrison Duffy *“to approve the agenda.”*
All in favour. Motion carried.

5. **Public Presentations** – none
6. **Review/Approval of Minutes**

Regular Meeting – February 28, 2022

MOTION: Moved by Marisa McNeill and seconded by Lesley Cousins *“to approve the minutes from February 28th.”* All in favour. Motion carried.

Public Budget Presentation – March 7, 2022

MOTION: Moved by Roger Shea and seconded by Marisa McNeill *“to approve the March 7th minutes pertaining to the Financial Plan of 2022-23.”* All in favour. Motion carried.

7. **Business Arising from the Minutes**

Red Sands Property Management informed that council would like them to look into either a large commercial waste bin or a building around the current bins. They had Island Waste Management Corporation drop off an additional 8 black bins for excess waste as a start.

CAO reached out to planner Samantha Murphy about meeting with council. This would not be until mid or late-April.

Council must file a proposal with the Island Regulatory and Appeals Commission in order to restructure municipal boundaries. This was referred to the Planning Board.

8. Correspondence

Central Region Sport and Recreation – Request for funding to assist in hiring a senior summer student. Council decided against the request. The Jobs for Youth and Post-Secondary Student funding programs are still taking applications.

9. Reports

a) Fire Department – no report

b) KABC – no report

c) CAO – written report attached

d) Finance – Committee Chair Roger Shea

- the end of the fiscal year is coming up on March 31
- there are no surprises in the attached financial documents to date, with a surplus predicted at year end

e) Facility – no report

f) Sewer and Utility – no report

g) Parks, Recreation and Youth – Committee Chair Harrison Duffy

- Three quotes received for Heritage Park playground equipment
- Chose to go with ABC Playground Equipment; the price was a little higher but products met what was wanted
- Heritage Park Committee wanted all pieces which would have come in over budget so the committee is fundraising. These efforts sit at just over \$39,000
- The hope is to have the project completed in July

h) Events – Committee Chair Lesley Cousins (written report attached)

- The Festival of Small Halls show in Kinkora will be “Girls Night Out” on June 18

- Fall Flavours Festival inquired about venue availability for an annual event celebrating PEI potatoes
- i) **Daycare** – no report
- j) **Planning Board** – Board Chair Amanda Dwyer
- A meeting was scheduled for March 21 but did not have quorum

10. New Business

a. **2022 Tax Rates**

- Tax rates have been set at \$0.55/\$100 of assessed value for non-commercial and \$0.57/\$100 of assessed value for commercial for several years
- Council did not increase these amounts in the 2022-2023 Financial Plan

MOTION: Moved by Roger Shea and seconded by Lesley Cousins *“to maintain the existing tax rates for the Rural Municipality of Kinkora for the 2022-23 fiscal year.”* All in favour. Motion carried.

b. **2022-2023 Financial Plan** (attached)

MOTION: Moved by Roger Shea and seconded by Marisa McNeill *“to adopt the 2022-23 Financial Plan.”* All in favour. Motion carried.

11. Old Business/Carry Forward Items

a. **Canada Community Building Fund (formerly Gas Tax Fund) – Capital Investment Plan for the 2022 Official Plan Review**

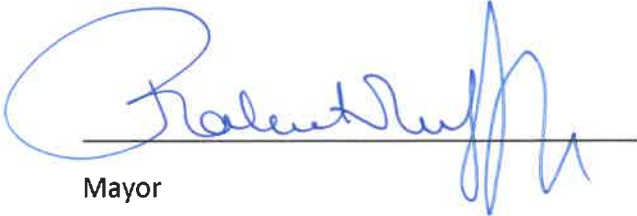
MOTION: Moved by Amanda Dwyer and seconded by Lesley Cousins *“to approve the 2022 Official Plan Review Capital Investment Plan application under the Canada Community Building Fund.”* All in favour. Motion carried.

MOTION: Moved by Amanda Dwyer and seconded by Harrison Duffy *“to move \$50,000 from the Sportsplex Playground Project to the 2022 Official Plan Review Project.”* All in favour. Motion carried.

12. Date of Next Meeting – April 25, 2022 at 7 pm

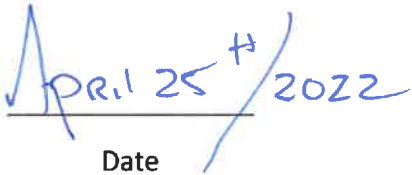
13. Adjournment

MOTION: Moved by Lesley Cousins and seconded by Marisa McNeill “to adjourn the meeting at 8:04 pm.” All in favour. Motion carried.



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Mayor



Handwritten date "April 25th / 2022" in blue ink, written over a horizontal line.

Date



Handwritten signature of Tina Hawes in blue ink, written over a horizontal line.

Chief Administrative Officer



Handwritten date "April 25/22" in blue ink, written over a horizontal line.

Date

CAO's Report – March 28, 2022

- 1) **FPEIM Annual Meeting** – The Federation of PEI Municipalities annual meeting will be hosted by the Rural Municipality of North Shore on Monday, April 25th at the North Shore Community Center. Registration information will be forthcoming if any members of council would like to attend.
- 2) **Shared Office Space** – Julia Smith, the CAO for the Rural Municipality of Breadalbane, reached out to see if the municipality would be interested in sharing office space. Julia has a full-time job outside of her CAO duties and they would not be able to meet the MGA requirement to have an office open 20 hours per week by the end of this year.
- 3) **St. Malachy's Property** – Representatives from the church are scheduled to meet this week and will discuss the possibility of the municipality purchasing that portion of the church PID that includes the Kinkora Place parking lot and green space back to the tree line. According to Development Officer Derek French this portion is approximately 1.08 acres.
- 4) **Vacation** – The office will be closed from April 4-8 for vacation.



Tina Harvey

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES

Figures up to March 25, 2022

MUNICIPALITY OPERATING REVENUE	2021-22 Budget	To Date
Assessable municipal property taxes	\$ 113,927.00	\$ 119,483.38
Equalization grant from provincial government (MSG payment)	\$ 53,802.00	\$ 53,802.00
Municipal Capital Expenditure Grant (MCEG)	\$ 16,000.00	\$ -
Events - Regular and Special	\$ 235,100.00	\$ 133,598.17
Multiplex Board Signage	\$ 10,400.00	\$ 6,800.00
Early Learning Center Revenue	\$ 292,070.00	\$ 354,452.64
Other Income (Donations, permits, etc.)	\$ 5,000.00	\$ 5,795.29
Total	\$ 726,299.00	\$ 673,931.48

MUNICIPALITY OPERATING EXPENSES	2021-22 Budget	To Date
Administration	\$ 160,000.00	\$ 134,411.70
Facility	\$ 87,100.00	\$ 44,522.73
Events	\$ 170,776.00	\$ 89,053.89
Parks and Recreation	\$ 9,000.00	\$ 413.17
Early Learning Center	\$ 292,070.00	\$ 314,796.50
Reserve Funds	\$ 3,500.00	\$ 3,500.00
Total	\$ 722,446.00	\$ 586,697.99

Operating Surplus	\$ 3,853.00	\$ 87,233.49
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SEWER UTILITY OPERATING REVENUE	2021-22 Budget	To Date
Flat Rate Sewer Fees	\$ 82,000.00	\$ 82,419.87
Total	\$ 82,000.00	\$ 82,419.87

SEWER UTILITY OPERATING EXPENSES	2021-22 Budget	To Date
Total Operating Expenses	\$ 82,000.00	\$ 76,352.22

Sewer Operating Surplus	\$ -	\$ 6,067.65
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MUNICIPALITY OPERATING EXPENSES**2021-22 Budget****To Date**

Administration			
Advertising	\$	5,000.00	\$ 2,443.58
Donations	\$	1,500.00	\$ 1,000.00
Dues/Grants	\$	1,000.00	\$ 963.57
Accounting Fees	\$	10,000.00	\$ 8,220.34
Insurance	\$	7,000.00	\$ 6,613.43
Interest on Loans	\$	18,000.00	\$ 22,153.42
Office Supplies	\$	2,500.00	\$ 2,085.52
Debit Machine	\$	800.00	\$ 426.88
Professional Fees	\$	4,000.00	\$ 2,838.01
Library	\$	300.00	\$ 300.00
Travel	\$	1,400.00	\$ -
Wages	\$	42,000.00	\$ 25,855.65
Community Programs (Black Fly)	\$	7,200.00	\$ 5,722.23
Bank Charges	\$	900.00	\$ 570.00
Honorariums	\$	3,300.00	\$ 3,112.50
Training	\$	500.00	\$ 500.00
Internet and Phone	\$	2,500.00	\$ 2,343.33
Website	\$	1,000.00	\$ 387.20
Fire Dues	\$	24,000.00	\$ 22,749.00
Accounting Software	\$	1,100.00	\$ 718.86
Loan Repayment	\$	26,000.00	\$ 25,408.18
Total	\$	160,000.00	\$ 134,411.70

Facility and Public Property

Property Tax	\$	2,000.00	\$ 2,077.29
Snow Removal	\$	28,500.00	\$ 458.04
Repairs and Maintenance	\$	15,000.00	\$ 13,776.07
Utilities	\$	26,000.00	\$ 15,979.82
Landscaping	\$	5,600.00	\$ 3,993.21
Cleaning and Supplies	\$	10,000.00	\$ 8,238.30
Total	\$	87,100.00	\$ 44,522.73

Events

Bar	\$	4,000.00	\$ 1,279.81
Bingo	\$	3,000.00	\$ -
Kitchen/Canteen	\$	4,000.00	\$ 548.09
Special Events	\$	4,000.00	\$ 4,918.18
Bartenders	\$	2,000.00	\$ 444.34
Security	\$	2,000.00	\$ 449.40
Raffle Fundraiser	\$	151,776.00	\$ 81,414.07
Total	\$	170,776.00	\$ 89,053.89

MUNICIPALITY OPERATING EXPENSES	2021-22 Budget	To Date
Parks and Recreation		
Supplies	\$ 2,000.00	\$ -
Rink	\$ 7,000.00	\$ 413.17
Total	\$ 9,000.00	\$ 413.17

Early Learning Center		
Administration	\$ 244,930.00	\$ 274,549.13
Facility Costs	\$ 27,000.00	\$ 23,769.51
Food	\$ 18,900.00	\$ 13,238.44
Supplies	\$ 1,240.00	\$ 3,239.42
Total	\$ 292,070.00	\$ 314,796.50

SEWER UTILITY OPERATING EXPENSES	2021-22 Budget	To Date
Administration	\$ 14,000.00	\$ 12,120.50
Bank Fees	\$ 300.00	\$ 228.00
Accounting Fees	\$ 5,000.00	\$ 3,288.13
Contribution to Reserve Fund	\$ 4,000.00	\$ -
Interest on Debt	\$ 5,000.00	\$ 2,817.22
Debit Machine	\$ 800.00	\$ 675.65
Repairs and Maintenance	\$ 18,100.00	\$ 30,644.03
Supplies	\$ 4,000.00	\$ 880.00
Internet and Phone	\$ 800.00	\$ 781.13
Electricity	\$ 4,000.00	\$ 1,785.50
Loan Repayment	\$ 26,000.00	\$ 23,132.06
Total	\$ 82,000.00	\$ 76,352.22

Community/Fire/Sewer Loan Payments January to March 2022

Date	Loan Number	Purpose	Auth Amount	Principal	Interest	Total	Balance
04-Jan-22	13041-020376984470	Firehall Renov	\$ 34,585.05	\$ 702.83	\$ 46.44	\$ 749.27	\$ 27,627.30
01-Jan-22	13041-020570341171	Complex Improvement	\$ 92,000.00	\$ -	\$ -	\$ -	\$ 73,514.20
06-Jan-22	13041-020547370071	Firetruck Loan	\$ 165,932.44	\$ 2,690.88	\$ 246.67	\$ 2,937.55	\$ 118,325.33
10-Jan-22	13041-020505215078	Upgrade to Kinkora Place	\$ 166,224.79	\$ 789.24	\$ 427.85	\$ 1,217.09	\$ 130,057.63
17-Jan-22	13041-020597318677	Sidewalk/Sewer	\$ 325,000.00	\$ 998.12	\$ 971.32	\$ 1,969.44	\$ 284,914.52
		Community - January		\$ 1,787.36	\$ 1,399.17	\$ 3,186.53	\$ 488,486.35
		Fire Department - January		\$ 3,393.71	\$ 293.11	\$ 3,686.82	\$ 145,952.63

Date	Loan Number	Purpose	Auth Amount	Principal	Interest	Total	Balance
01-Feb-22	13041-020376984470	Firehall Renov	\$ 34,585.05	\$ 703.98	\$ 45.29	\$ 749.27	\$ 26,923.32
07-Feb-22	13041-020570341171	Complex Improvement	\$ 92,000.00	\$ 950.61	\$ 599.07	\$ 1,549.68	\$ 72,563.59
07-Feb-22	13041-020547370071	Firetruck Loan	\$ 165,932.44	\$ 2,696.36	\$ 241.19	\$ 2,937.55	\$ 115,628.97
10-Feb-22	13041-020505215078	Upgrade to Kinkora Place	\$ 166,224.79	\$ 791.82	\$ 425.27	\$ 1,217.09	\$ 129,265.81
15-Feb-22	13041-020597318677	Sidewalk/Sewer	\$ 325,000.00	\$ 1,001.51	\$ 967.93	\$ 1,969.44	\$ 283,913.01
		Community - February		\$ 2,743.94	\$ 1,992.27	\$ 4,736.21	\$ 485,742.41
		Fire Department - February		\$ 3,400.34	\$ 286.48	\$ 3,686.82	\$ 142,552.29

Date	Loan Number	Purpose	Auth Amount	Principal	Interest	Total	Balance
01-Mar-22	13041-020376984470	Firehall Renov	\$ 34,585.05	\$ 709.41	\$ 39.86	\$ 749.27	\$ 26,213.91
07-Mar-22	13041-020570341171	Complex Improvement	\$ 92,000.00	\$ 335.65	\$ 180.91	\$ 516.56	\$ 72,227.94
07-Mar-22	13041-020547370071	Firetruck Loan	\$ 165,932.44	\$ 2,724.67	\$ 212.88	\$ 2,937.55	\$ 112,904.30
10-Mar-22	13041-020505215078	Upgrade to Kinkora Place	\$ 166,224.79	\$ 835.31	\$ 381.78	\$ 1,217.09	\$ 128,430.50
15-Mar-22	13041-020597318677	Sidewalk/Sewer	\$ 325,000.00	\$ 1,098.25	\$ 871.19	\$ 1,969.44	\$ 282,814.76
		Community - March		\$ 2,269.21	\$ 1,433.88	\$ 3,703.09	\$ 483,473.20
		Fire Department - March		\$ 3,434.08	\$ 252.74	\$ 3,686.82	\$ 139,118.21

March 2022 Events Committee Report – March 28, 2022

- 1. Events Committee will be meeting in April.**
- 2. Kinkora Pot of Gold – Financial records attached. Currently closing a lottery license (March 31st) and applying for new one.**
- 3. Crib has resumed on Saturday afternoons.**
- 4. Ceilidh was held on Sunday, March 27th.**
- 5. Good Neighbour Award nomination information will be going out in April. This will be presented on Canada Day.**
- 6. Community Yard Sale – beginning stages of planning for a community yard sale. Hope to start advertising in the community in the next few weeks.**
- 7. Hall is booked for a number of weddings and occasions during the summer months.**
- 8. Somerset Festival Committee met a few weeks ago. Wonder if there is interest in the Council putting in a float for the parade. It is the 40th anniversary for Somerset Festival.**

Submitted by Lesley Cousins – March 28, 2022

Prize Draws - Lottery License #16159		
January 27, 2021 to March 31, 2021		
Total profit (License 16159):	\$	10,712.46
Prize Draws - Lottery License #16189		
March 10, 2021 to June 30, 2021		
Total profit (License 16189)	\$	20,988.28
Prize Draws - Lottery License #16242		
July 7, 2021 to October 20, 2021		
Total profit to date (License 16242)	\$	13,730.88
Prize Draws - Lottery License #16355		
October 27, 2021 to December 1, 2021		
Total profit to date (License 16355)	\$	3,760.70
Prize Draws - Lottery License #16392		
January 19, 2022 to March 30, 2022		
Total profit to date (License 16392)	\$	7,827.71
Total Pot of Gold Raffle profit to date (all licenses)	\$	57,020.03

RURAL MUNICIPALITY OF KINKORA
SUMMARY OF OPERATING REVENUE AND EXPENSES

MUNICIPALITY OPERATING REVENUE	2022-23 Budget
Assessable municipal property taxes	\$ 123,323.00
Equalization grant from provincial government (MSG payment)	\$ 61,203.52
Municipal Capital Expenditure Grant (MCEG)	\$ 11,800.00
Events - Regular and Special	\$ 104,870.00
Multiplex Board Signage	\$ 9,600.00
Early Learning Center Revenue	\$ 539,000.00
Other Income (Donations, permits, etc.)	\$ 5,000.00
Total	\$ 854,796.52

MUNICIPALITY OPERATING EXPENSES	2022-23 Budget
Administration	\$ 149,566.00
Facility	\$ 75,900.00
Events	\$ 65,500.00
Parks and Recreation	\$ 11,000.00
Early Learning Center	\$ 498,300.00
Reserve Funds	\$ 3,500.00
Total	\$ 803,766.00

Operating Surplus	\$ 51,030.52
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SEWER UTILITY OPERATING REVENUE	2022-23 Budget
Flat Rate Sewer Fees	\$ 82,000.00
Total	\$ 82,000.00

SEWER UTILITY OPERATING EXPENSES	2022-23 Budget
Total Operating Expenses	\$ 82,000.00

Sewer Operating Surplus	\$ -
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MUNICIPALITY OPERATING EXPENSES**2022-23 Budget**

Administration	
Advertising	\$ 5,000.00
Donations	\$ 2,000.00
Dues/Grants	\$ 1,000.00
Accounting Fees	\$ 10,000.00
Insurance	\$ 7,000.00
Interest on Loans	\$ 18,900.00
Office Supplies	\$ 2,500.00
POS Fees	\$ 500.00
Professional Fees	\$ 4,000.00
Library	\$ 300.00
Travel	\$ 1,000.00
Wages and Benefits	\$ 28,000.00
Community Programs (Black Fly)	\$ 6,000.00
Bank Charges	\$ 600.00
Honorariums	\$ 3,300.00
Training	\$ 2,000.00
Internet and Phone	\$ 2,500.00
Website	\$ 1,000.00
Fire Dues	\$ 26,866.00
Accounting Software	\$ 1,100.00
Loan Repayment	\$ 26,000.00
Total	\$ 149,566.00

Facility and Public Property

Property Tax	\$ 2,300.00
Snow Removal	\$ 5,000.00
Repairs and Maintenance	\$ 22,000.00
Utilities	\$ 21,000.00
Landscaping	\$ 5,600.00
Cleaning and Supplies	\$ 10,000.00
Wages	\$ 10,000.00
Total	\$ 75,900.00

Events

Bar	\$ 3,000.00
Bingo	\$ -
Kitchen/Canteen	\$ 1,000.00
Special Events	\$ 5,500.00
Bartenders	\$ 2,000.00
Security	\$ 2,000.00
Raffle Fundraiser	\$ 52,000.00
Total	\$ 65,500.00

MUNICIPALITY OPERATING EXPENSES**2022-23 Budget****Parks and Recreation**

Supplies	\$	2,000.00
Rink	\$	9,000.00

Total	\$	11,000.00
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Early Learning Center

Administration	\$	443,800.00
Facility Costs	\$	35,000.00
Food	\$	15,000.00
Supplies	\$	4,500.00

Total	\$	498,300.00
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SEWER UTILITY OPERATING EXPENSES**2022-23 Budget**

Administration	\$	16,000.00
Bank Fees	\$	300.00
Accounting Fees	\$	5,000.00
Interest on Debt	\$	5,000.00
Debit Machine	\$	800.00
Repairs and Maintenance	\$	18,100.00
Supplies	\$	4,000.00
Internet and Phone	\$	800.00
Electricity	\$	2,000.00
Loan Repayment	\$	30,000.00
Total	\$	82,000.00

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF OPERATING REVENUE AND EXPENSES - KINKORA EARLY LEARNING CENTER

KELC OPERATING REVENUE	2022-23 Budget
Parent Fees	\$ 314,000.00
Designation Funding	\$ 225,000.00
Total Operating Revenue	\$ 539,000.00

KELC OPERATING EXPENSES	2022-23 Budget
Administration	
Advertising	\$ 100.00
Accounting Fees	\$ 5,000.00
Insurance	\$ 3,500.00
Office Supplies	\$ 2,500.00
Travel	\$ 500.00
Wages	\$ 419,300.00
Bank Fees	\$ 400.00
Benefits (Healthcare Spending Account)	\$ 8,000.00
Training	\$ 2,000.00
Internet and Phone	\$ 1,600.00
Website	\$ 400.00
Accounting Software	\$ 500.00
Total	\$ 443,800.00

Facility	
Property Tax	\$ 1,000.00
Snow Removal	\$ 1,000.00
Repairs and Maintenance	\$ 4,000.00
Utilities	\$ 16,000.00
Cleaning and Supplies	\$ 5,000.00
Wages	\$ 8,000.00
Total	\$ 35,000.00

Food	
Daily Lunch and Snacks	\$ 15,000.00
Total	\$ 15,000.00

Supplies	
Craft Supplies	\$ 4,000.00
Supplies	\$ 500.00
Total	\$ 4,500.00

Total Operating Expenses	\$ 498,300.00
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RURAL MUNICIPALITY OF KINKORA

SUMMARY OF CAPITAL PROJECTS/FUNDING 2022-2023

MUNICIPAL CAPITAL PROJECTS	PROJECT DESCRIPTION	FUNDING SOURCE	2022-23 BUDGET
Kinkora Place Improvement	New eavestrough for Kinkora Place	Cash on hand	\$ 7,000.00
Fire Pump	Fire pump/high capacity well	Funding/Financing/Cash on hand	\$ 130,000.00
Kinkora Early Learning Center	Learning Centre Furniture	Cash on hand	\$ 15,000.00
McGuigan Lane Extension	Roadway at the end of McGuigan Lane to R4 Lot	MSC/KABC	\$ 107,140.00
Snow Clearing Equipment	Piece of snow clearing equipment	Financing	\$ 15,000.00
Upgrade UV Chamber	Upgrades to UV Chamber at Lagoon	ICIP Funding/Cash on hand	\$ 56,000.00
Heritage Park Revitalization	New equipment, signage etc at Heritage Park	Gas Tax Funding	\$ 100,000.00
Official Plan Review	Mandated review of 2015 Official Plan	Gas Tax Funding	\$ 50,000.00
New Community Center/Daycare	New build to house comm center or daycare	Funding/Financing	\$ 2,000,000.00

Total Capital Expenditures \$ 2,480,140.00

RURAL MUNICIPALITY OF KINKORA

SUMMARY OF CAPITAL PROJECTS/FUNDING 2022-2026

CAPITAL PROJECTS	PROJECT DESCRIPTION	FUNDING SOURCE	BUDGET	YEAR
Kinkora Place Improvement	New eavestrough for Kinkora Place	Cash on hand	\$ 7,000.00	22-23
Fire Pump	Fire pump with high capacity well	Funding/financing/cash on hand	\$ 130,000.00	22-23
Kinkora Early Learning Center	Learning Centre Furniture	Cash on hand	\$ 15,000.00	22-23
McGuigan Lane Extension	Road at the end of McGuigan Lane to R4 Lot	MSC/KABC	\$ 107,140.00	22-23
Snow Clearing Equipment	Piece of snow clearing equipment	Financing	\$ 15,000.00	22-23
Upgrade UV Chamber	Upgrades to UV Chamber at Lagoon	ICIP Funding/Cash on hand	\$ 56,000.00	22-23
Heritage Park Playground	Revitalization of Heritage Park/Playground	Gas Tax Funding	\$ 100,000.00	22-23
Official Plan Review	Mandated review of 2015 Official Plan	Gas Tax Funding	\$ 50,000.00	22-23
New Comm Center/Daycare	New build to house comm center or daycare	Funding/Financing	\$ 2,000,000.00	22-23
Kinkora Place Improvement	Construct fenced-in deck at side doors	Cash on hand	\$ 5,000.00	23-24
Sportsplex Playground	Addition to Multiplex Facility	Gas Tax Funding	\$ 52,000.00	23-24
Kinkora Place Improvement	Windows along west side of building	Rural Development Funding	\$ 5,000.00	23-24
Computer/Laptop	Replacement of computer/laptop	Cash on hand	\$ 2,000.00	23-24