

AGENDA FOR THE TOWN OF ROSETOWN
Protective Services and Public Works Committee Meeting

Tuesday, August 6, 2019

at 7:00 p.m.

to be held in the Town of Rosetown Council Chambers at Rosetown, Saskatchewan.

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| 7:00 p.m. | 1. | Call to Order. |
| 7:00 p.m. | 2. | Action Items. |
| 7:01 p.m. | 3. | Pecuniary Interest – Committee members to note any pecuniary interest that may be on the agenda. |
| 7:02 p.m. | 4. | Minutes:
- Protective Services & Public Works Committee – June 3, 2019. |
| 7:10 p.m. | 5. | Financial Statements – July 31, 2019. |
| 7:15 p.m. | 6. | Delegations:
Pierre Charpentier – Cemetery – 7:15 p.m. – 7:30 p.m.
Dennis Ogg, Fire Chief – 7:30 p.m. – 7:45 p.m. |
| 7:45 p.m. | 7. | Reports:
- Superintendent – July 2019. (Bob is away on holidays and this report will be circulated at the meeting)
- Bylaw Officer – June & July 2019. |
| 7:55 p.m. | 8. | 2019 SEPA Annual Conference – October 30 – 31, 2019. |
| 8:00 p.m. | 9. | EMO Update – Succession Plan for EMO Co-Ordinator. |
| 8:05 p.m. | 10. | Review Animal Bylaw No. 778-18. |
| 8:10 p.m. | 11. | Ridpath Road – Repaving of Street Petition. |
| 8:15 p.m. | 12. | Town of Rosetown Paving. (Engineer's are available to attend the September 3 Committee meeting at 7:30 p.m.) |
| 8:25 p.m. | 16. | Other. |
| 8:30 p.m. | 17. | Adjournment. |

PROTECTIVE SERVICES & PUBLIC WORKS COMMITTEE

Meeting – June 3, 2019

PRESENT: Chairman Darcy Olson, Councillor Trevor Hay, Superintendent Bob Bors and CAO Michele Schmidt.

ABSENT: Councillor Rome Molsberry.

VACANCY: Mayor seat vacant.

CALLED TO ORDER: Chairman Olson called the meeting to order at 6:00 p.m.

1. Action Items: Action items were reviewed by the Committee.
2. Pecuniary Interest – No Committee members indicated any pecuniary interest, at this time, regarding any items on the agenda.
3. Minutes:
Protective Services and Public Works May 6, 2019 minutes were reviewed by the Committee.
Business Arising: No Business arising.
4. Financial Statement: The Committee reviewed the May 2019 Departments Financial Statements.
Business Arising: No Business Arising.
5. Management Reports:
Superintendent report was reviewed by the Committee.
Business Arising: No Business arising.

Bylaw Officer report was reviewed by the Committee.
Business Arising: No Business arising.
6. Water Tower – Re-surface Quote:
Recommendations:
That we hereby recommend that we review the re-surfacing of the Water Tower within the 2020 or 2021 budget.
7. Saskatchewan Association for Resource Recovery - EcoCentre:
Recommendations:
That we hereby recommend that the CAO inform Saskatchewan Association of Resource Recovery that the Town of Rosetown is not interested in relocating the EcoCentre to the Transfer Station.

PROTECTIVE SERVICES & PUBLIC WORKS COMMITTEE

Meeting – June 3, 2019

8. Emergency Measures Organization Agreement:

Recommendations:

- a. That we hereby recommend that the Rosetown & District Control Group, which includes the RM of St. Andrews, RM of Marriott, RM of Pleasant Valley, RM of Mountain View, the Town of Zealandia and the Town of Rosetown EMO Co-ordinators, meet two (2) times per year to review changes, updates and emergency plans.
- b. That we hereby recommend that the Town of Rosetown Emergency Management Planning Committee comprised of the Rosetown EMO Co-ordinator, the Town of Rosetown Mayor and or the Deputy Mayor, the CAO, the Superintendent of Public Works, Bylaw Enforcement Officer, a representative of the Rosetown & District Health Care Center, a representative of Rosetown Fire Department, a representative of the Rosetown Local RCMP detachment and other volunteers meet at least five (5) times a year.

Councillor Hay declared a pecuniary interest in the next item of business and left the Council Chambers at 6:35 p.m.

9. EMO Coordinator – Secession Plan/Appointment:

Recommendations:

- a. That we hereby recommend that Brandee Hay hereby be appointed the Town of Rosetown Co-EMO Coordinator, effective June 1, 2019.
- b. That we hereby table the Town of Rosetown EMO Coordinator's remuneration to the September Committee meeting.

Councillor Hay returned to the Council Chambers and resumed his seat at 6:43 p.m.

10. Bylaw No. 807-19 – The Business License Bylaw:

Recommendations:

- a. That we hereby recommend that the Town of Rosetown Bylaw 807-19 be presented to Council for their review and approval.

11. Bylaw No. 809-19 – The Maintenance & Occupancy of Property & Nuisance Abatement Bylaw:

Recommendations:

- a. That we hereby recommend that the Town of Rosetown Bylaw 809-19 be presented to Council for their review and approval.

12. Ridpath Road – review homeowners concerns:

Recommendations:

That we hereby recommend that the bad patches within Ridpath Road be dug out and filled with gravel, then cap with hot mix.

PROTECTIVE SERVICES & PUBLIC WORKS COMMITTEE

Meeting – June 3, 2019

13. Gasper Family Foundation Spray Park – Supply & Installation of new services to spray park:
Recommendations:
That we hereby recommend that the Town of Rosetown shall supply all labour and equipment required to trench and install new water and sewer services to the Gasper Family Spray Park;
and;
Furthermore; that the Gasper Family Foundation shall be responsible for all costs related to the purchase of the supplies for the new water and sewer line and all costs related to the installation of power.
14. Adjournment: Chairman Olson adjourned the meeting at 7:21 p.m.

Darcy Olson, Chairman

Michele A. Schmidt, CAO

2019 Action Items

Meeting Date	Action Item	Employee / Department	Notes	Completed
March 27, 2018	Civic Centre - Sewer Lines	Recreation/PW	Dec-18	
March 27, 2018	Civic Centre - Downspouts	Recreation		
March 27, 2018	Civic Centre Sidewalk Shaving	Recreation/PW		
October 1, 2018	Council Tour Arena	Council	January 21, 2019 at 6:15 p.m.	Completed
January 31, 2019	Council Tour Pool	Council	Tuesday, May 21 at 6:00 p.m.	completed
January 31, 2019	Council Tour - Wells	Council	in September	
February 11, 2019	Council Tour - Transfer Station	Council	April 30, 2019 at 3:00 p.m.	Completed
Business Plan	Council & Staff Meeting	Administration	in Sept./Oct./Nov. -September 11, 2019	
	Review Strategic Plan with Council	Management Team	August 15, 2019 & August Council meeting	
	CAO Evaluation, in accordance with HR Manual	Council	must be completed no later than October 31	

Town of Rosetown
Public Works Revenue and Expense Report
For the Period Ending July 31, 2019

	Year to Date	Annual Budget	Budget Remaining	YDT (LY)
Revenue				
Fees & Charges				
420-100-100 - F&C - Custom Work - Public Works	2,742.17	1,000.00	1,742.17	8,979.33
420-950-100 - F&C - Lagoon Fees	1,750.00	3,000.00	(1,250.00)	1,500.00
430-200-100 - M&D - Development Levy				12,500.00
Total Fees & Charges:	4,492.17	4,000.00	492.17	22,979.33
Total Revenue:	4,492.17	4,000.00	492.17	22,979.33
Expenditures				
Wages/Benefits				
530-110-120 - TS - Superintendent	45,518.10	79,000.00	33,481.90	42,097.50
530-110-130 - TS - Machine Repair Salaries	39,034.77		(39,034.77)	39,241.26
530-110-160 - TS - Workshop Salaries	22,316.77	73,000.00	50,683.23	39,804.73
530-110-170 - TS - Street Maintenance Salaries	10,906.31	200,000.00	189,093.69	14,488.07
530-110-180 - TS - Drainage Salaries	13,075.93		(13,075.93)	25,144.18
580-110-120 - UT - Utility Maintenance Salaries	62,071.04	73,000.00	10,928.96	39,252.06
550-110-110 - H&W - cemetary salaries (PW)	2,105.62	6,000.00	3,894.38	1,833.20
537-110-120 - TS - Snow Removal Salaries	10,516.18		(10,516.18)	9,236.13
530-120-110 - TS - Maint. - Shop Benefits	57,702.03	105,000.00	47,297.97	56,491.67
530-120-124 - TS - Maint. - Worker's Comp	5,586.15	6,000.00	413.85	1,908.40
530-120-126 - TS - Maint. - Employee Appreciation	853.90	5,000.00	4,146.10	1,412.52
Total Wages/Benefits:	269,686.80	547,000.00	277,313.20	270,909.72
Materials and Supplies				
530-400-110 - TS - Maint. - Workshop materials	5,327.83	8,000.00	2,672.17	3,435.41
530-400-130 - TS - Maint. - Sidewalk maintenance		10,000.00	10,000.00	31.78
530-400-150 - TS - Maint. - Office Supplies	232.18	500.00	267.82	479.08
530-410-100 - TS - Maint. - Small Tools	8,205.69	10,000.00	1,794.31	2,773.63
530-410-120 - TS - Safety Equipment	2,150.93	10,000.00	7,849.07	1,795.49
530-420-100 - TS - Machine Repair	24,673.50	50,000.00	25,326.50	21,771.65
530-420-110 - TS - Maint. - Oil & Gas	21,151.54	50,000.00	28,848.46	24,261.37
530-440-100 - TS - Maint. - Gravel		20,000.00	20,000.00	
530-440-110 - TS - Snow removal /sanding		7,500.00	7,500.00	
530-450-100 - TS - Maint. - Drainage Maintenance	6,124.81	8,000.00	1,875.19	832.78
530-460-100 - TS - Street Maintenance and Materials	1,641.14	20,000.00	18,358.86	4,260.95
530-470-100 - TS - Maint. -Sign Materials	1,451.81	3,000.00	1,548.19	106.00
530-490-120 - TS - Banners/Lighting contractual		500.00	500.00	53.00
550-400-110 - H&W - Maint. - Cemetery Supplies	989.17	1,000.00	10.83	669.35
580-410-100 - UT - Water - Office Supplies				60.29
580-420-100 - UT - Water - Gravel/Sand				2,702.33
580-430-100 - UT - Water - Materials & Supplies	74,113.34	106,000.00	31,886.66	39,708.59
585-430-100 - UT - Sewer Maintenance Supplies	13,635.15	2,500.00	(11,135.15)	211.17
Total Materials and Supplies:	159,697.09	307,000.00	147,302.91	103,152.87
Prof/Contract Services				
530-250-100 - TS - Maint. - Training,Travel, Meals	2,137.80	8,000.00	5,862.20	4,401.81
530-260-100 - TS - Maint. - Insurance/Vehicle Reg.	26,385.05	36,000.00	9,614.95	26,327.95
530-260-110 - TS - Workshop repair Contract & Insur.	240.70	7,000.00	6,759.30	1,115.65
530-260-130 - TS - Street Maintenance Prof/Contractual		125,000.00	125,000.00	125,212.50
530-260-140 - TS - Urban Forestry / Elm Tree Pruning		40,000.00	40,000.00	5,654.25

Town of Rosetown
Public Works Revenue and Expense Report
For the Period Ending July 31, 2019

	Year to Date	Annual Budget	Budget Remaining	YDT (LY)
585-285-120 - UT - Sewer Maintenance Contractual	8,469.08	20,000.00	11,530.92	4,428.05
Total Prof/Contract Services:	37,232.63	236,000.00	198,767.37	167,140.21
Utilities				
530-300-110 - TS - Public Works Shop Energy	4,186.35	8,500.00	4,313.65	5,472.28
530-300-120 - TS - Public Works Shop Power	3,808.35	8,000.00	4,191.65	2,809.24
530-300-140 - TS - Public Works Shop Telephone	1,736.74	4,000.00	2,263.26	1,440.50
530-310-100 - TS - Street Lights/Crosswalk Power	31,087.74	63,000.00	31,912.26	31,289.63
Total Utilities:	40,819.18	83,500.00	42,680.82	41,011.65
Capital Expenditures				
530-600-150 - TS - Capital Paving Project	10,955.50		(10,955.50)	4,978.00
Total Capital Expenditures:	10,955.50	0.00	(10,955.50)	4,978.00
Total Expenditures:	518,391.20	1,173,500.00	655,108.80	587,192.45
Surplus/Deficit	(513,899.03)	(1,169,500.00)	655,600.97	(564,213.12)

TOWN of ROSETOWN
Landfill Revenue and Expense Report
For the Period Ending July 31, 2019

	Year to Date	Annual Budget	Budget Remaining	YTD (LY)
Revenue				
Fees & Charges				
420-850-110 - F&C - Landfill Fees	72,639.20	139,000.00	(66,360.80)	78,436.48
420-850-120 - F&C - Waste Collection Fees	70,128.10	150,000.00	(79,871.90)	42,616.50
420-850-130 - F&C - Recycle and Compost Fee	52,722.06	105,000.00	(52,277.94)	60,369.23
450-115-100 - Unconditional Local Grants - Landfill	25,431.97	22,000.00	3,431.97	20,000.00
450-300-130 - Multi-Material Stewardship Grant	10,552.50	18,000.00	(7,447.50)	9,919.35
Total Fees & Charges:	231,473.83	434,000.00	(202,526.17)	211,341.56
Total Revenue:	231,473.83	434,000.00	(202,526.17)	211,341.56
Expenditures				
Wages				
540-110-110 - EH - Waste Disposal Salaries	18,507.54	30,000.00	11,492.46	24,418.31
540-110-115 - EH - Landfill Supervisor Salary	21,636.08	40,000.00	18,363.92	20,051.04
Total Wages:	40,143.62	70,000.00	29,856.38	44,469.35
Materials and Supplies				
540-440-110 - EH - Waste Disposal Supplies	1,806.90	3,500.00	1,693.10	904.61
Total Materials and Supplies:	1,806.90	3,500.00	1,693.10	904.61
Prof/Contract Services				
540-200-110 - EH - Cont. - Waste Collection/Disposal	46,900.00	81,000.00	34,100.00	46,900.00
540-200-115 - EH - Recycling Collection / Disposal	38,301.38	85,000.00	46,698.62	35,506.74
540-200-120 - EH - Landfill Contractual	59,026.60	170,000.00	110,973.40	
540-200-121 - EH - Landfill Engineer		10,000.00	10,000.00	20,860.00
540-200-130 - Maint. - Insurance/Vehicle Rec.	596.50	1,500.00	903.50	124.11
540-200-135 - EH - Landfill Vehicle Maint.	55.12	2,000.00	1,944.88	1,054.25
540-210-101 - EH -Mosquito Control		6,000.00	6,000.00	49.08
Total Prof/Contract Services:	144,879.60	355,500.00	210,620.40	104,494.18
Utilities				
540-300-120 - EH - Utility - Power	1,311.66	2,500.00	1,188.34	1,088.84
540-300-140 - EH - Utility - Telephone	171.28	700.00	528.72	147.24
Total Utilities:	1,482.94	3,200.00	1,717.06	1,236.08
Capital Expenditures				
540-600-190 - EH - Landfill Capital				65,463.51
Total Capital Expenditures:	0.00	0.00	0.00	65,463.51
Total Expenditures:	188,313.06	432,200.00	243,886.94	216,567.73
Surplus/Deficit	43,160.77	1,800.00	41,360.77	(5,226.17)

TOWN of ROSETOWN
Water Treatment Plant Revenue and Expense Report
For the Period Ending July 31, 2019

	Year to Date	Annual Budget	Budget Remaining	YTD (LY)
Revenue				
Fees & Charges				
440-110-100 - Water - Water Sales	441,789.00	895,000.00	(453,211.00)	493,085.84
440-190-900 - Water - Other Revenue	15,799.81	25,000.00	(9,200.19)	16,021.17
440-220-100 - Sewer - Charges	94,410.15	180,000.00	(85,589.85)	97,798.78
Total Fees & Charges:	551,998.96	1,100,000.00	(548,001.04)	606,905.79
Total Revenue:	551,998.96	1,100,000.00	(548,001.04)	606,905.79
Expenditures				
Wages				
580-110-130 - UT - Treatment Plant Salaries	76,320.48	155,000.00	78,679.52	87,788.79
580-120-130 - UT - Treatment Plant Benefits	10,343.16	25,000.00	14,656.84	10,546.31
Total Wages:	86,663.64	180,000.00	93,336.36	98,335.10
Materials and Supplies				
580-410-100 - UT - Water - Office Supplies				60.29
580-420-100 - UT - Water - Gravel/Sand				2,702.33
580-430-100 - UT - Water - Materials & Supplies	74,113.34	106,000.00	31,886.66	39,708.59
580-430-120 - UT - Wells Maintenance supplies	322.54	5,000.00	4,677.46	161.46
580-430-130 - UT - Treatment Plant Maint. Supplies	3,850.44	30,000.00	26,149.56	18,700.62
580-430-135 - UT - Treatment Plant vehicle maint.	135.04	1,500.00	1,364.96	217.20
580-440-100 - UT - Water - Shop Supplies	11,745.00		(11,745.00)	
580-440-110 - UT - Water - Small Tools & Equipment	16.54	1,000.00	983.46	602.23
580-450-100 - UT - Treatment Plant Chemicals	18,104.11	70,000.00	51,895.89	40,445.29
Total Materials and Supplies:	108,287.01	213,500.00	105,212.99	102,598.01
Prof/Contract Services				
580-230-100 - UT - Water - Training, travel, meals	265.24	4,000.00	3,734.76	1,435.40
580-240-100 - UT - Water - Insurance - General & Bond	23,013.00	23,500.00	487.00	21,432.05
580-240-110 - Maint. - Insurance/Vehicle Reg.	1,338.06	1,500.00	161.94	1,394.46
580-285-130 - UT - Wells Contractual	840.00	44,500.00	43,660.00	1,039.25
580-285-140 - UT - Water - Cont. Repairs - W.T.P.	3,046.29	63,500.00	60,453.71	2,949.15
580-290-100 - UT - Water - Laboratory Testing	1,023.33	2,500.00	1,476.67	1,105.92
580-295-100 - UT - Water - Other Contractual	32,351.55	80,000.00	47,648.45	5,532.16
Total Prof/Contract Services:	61,877.47	219,500.00	157,622.53	34,888.39
Utilities				
580-300-110 - UT - Treatment Plant Energy	7,633.36	15,000.00	7,366.64	9,633.72
580-300-125 - UT - Treatment Plant EDR Power	39,135.76	78,000.00	38,864.24	40,458.93
580-300-140 - UT - Treatment Plant Telephone	1,941.15	4,500.00	2,558.85	1,825.62
580-300-150 - UT- Wells,Tower,Sewer Lifts Power/Energy	29,751.83	57,000.00	27,248.17	27,844.65
Total Utilities:	78,462.10	154,500.00	76,037.90	79,762.92
Capital Expenditures				
580-600-136 - UT - Tr. Plant Equipment	66,737.00		(66,737.00)	
580-600-140 - UT - Aquifer Testing & Well Development				19,720.00
Total Capital Expenditures:	66,737.00	0.00	(66,737.00)	19,720.00

Report Date
2019-08-02 8:34 AM

TOWN of ROSETOWN
Water Treatment Plant Revenue and Expense Report
For the Period Ending July 31, 2019

	Year to Date	Annual Budget	Budget Remaining	YTD (LY)
Total Expenditures:	402,027.22	767,500.00	365,472.78	335,304.42
Surplus/Deficit	149,971.74	332,500.00	(182,528.26)	271,601.37

TOWN of ROSETOWN
Protective Services Revenue and Expense Report
For the Period Ending July 31, 2019

	Year To Date	Annual Budget	Budget Remaining	YTD (LY)
Revenue				
420-900-100 - F&C - Dog Fines	300.00	200.00	100.00	
420-100-110 - F&C - Custom Work - Bylaw Enforcement	540.00	1,000.00	(460.00)	1,710.00
420-400-100 - F&C - Local Fines	800.00	500.00	300.00	200.00
420-700-200 - F&C - Licenses - Business	9,700.00	14,000.00	(4,300.00)	10,670.00
420-700-210 - F&C - Licenses - Pets	4,325.00	4,500.00	(175.00)	3,667.50
Total Revenue:	15,665.00	20,200.00	(4,535.00)	16,247.50
Expenditures				
520-430-100 - PS - Bylaw Enforcement supplies	474.17	500.00	25.83	457.82
520-430-105 - PS - Bylaw Enforcement - Bylaw Court	1,043.53	2,000.00	956.47	
520-420-100 - PS - Bylaw Enforcement Equipment Repair	1,012.48	1,500.00	487.52	322.42
520-420-110 - PS - Bylaw Enforcement - Fuel & Oil	273.58	1,500.00	1,226.42	317.58
520-420-200 - PS - Bylaw - Insurance/Vehicle Reg.	1,337.00	1,500.00	163.00	1,363.72
520-220-100 - PS - Bylaw - Training/travel/meals		1,000.00	1,000.00	
520-200-170 - PS - Bylaw Enforcement - Advertising	1,040.00	2,000.00	960.00	139.70
520-110-110 - PS - Bylaw Enforcement - Salaries	8,717.71	24,500.00	15,782.29	7,636.21
520-110-115 - PS - Bylaw Enforcement - Custom Work	625.00	800.00	175.00	1,710.00
520-120-110 - PS - Bylaw Officer - Benefits	2,452.40	5,000.00	2,547.60	2,225.08
Total Expenditures:	16,975.87	40,300.00	23,324.13	14,172.53
Surplus/Deficit	(1,310.87)	(20,100.00)	18,789.13	2,074.97

	Year to Date	Annual Budget	Budget Remaining	YTD (LY)
Revenue				
420-400-300 - F&C - Fire Fees	50,958.84	70,000.00	(19,041.16)	52,301.84
420-400-400 - F&C - Fire Hall Rental	750.00	3,000.00	(2,250.00)	3,000.00
Total Revenue:	51,708.84	73,000.00	(21,291.16)	55,301.84
Expenditures				
525-110-120 - PS - Fire - Salaries - Fire Chief		7,000.00	7,000.00	
525-110-140 - PS - Fire - Salaries - Fire Fighters		53,500.00	53,500.00	
525-210-100 - PS - Fire - EMS Contract - 911	2,953.78	3,000.00	46.22	2,953.78
525-210-110 - PS - Fire - Contracted Services	3,321.65	4,500.00	1,178.35	5,151.70
525-220-100 - PS - Fire - training/travel/meals	3,555.67	10,000.00	6,444.33	1,038.47
525-230-100 - PS - Fire - Insurance	7,391.20	7,500.00	108.80	2,816.56
525-250-110 - PS - Fire Dept. RM Truck Repair		1,500.00	1,500.00	
525-260-100 - PS - Fire - Other		500.00	500.00	327.00
525-300-110 - PS - Fire Hall Power	1,339.55	3,000.00	1,660.45	1,230.78
525-300-120 - PS - Fire Hall Energy	1,915.22	3,500.00	1,584.78	2,338.42
525-300-140 - PS - Fire - Utility - Telephone	5,439.57	9,000.00	3,560.43	4,768.59
525-420-100 - PS - Fire - Office Supplies	1,057.00	3,000.00	1,943.00	2,096.86
525-430-100 - PS - Vehicle/Equip. Repair/Parts/Tools	2,258.84	10,000.00	7,741.16	
525-430-110 - PS - Fire - Oil & Gas	1,415.43	3,000.00	1,584.57	1,210.04
525-430-120 - PS - Fire Dept. RM Truck Fuel & Oil	796.57	1,100.00	303.43	835.63
525-440-100 - PS - Fire Dept. Supplies	12,611.68	8,200.00	(4,411.68)	9,238.65
525-440-110 - PS - Fire Dept. R.M. Truck Supplies	339.15	4,000.00	3,660.85	
525-600-299 - PS - Fire - Amort - Bldgs/Impr&Eng Str		5,823.00	5,823.00	5,823.00
525-600-399 - PS - Fire - Amortization		42,326.00	42,326.00	42,326.00
Total Expenditures:	44,395.31	180,449.00	136,053.69	82,155.48
Surplus/Deficit	7,313.53	(107,449.00)	114,762.53	(26,853.64)