

AGENDA FOR THE TOWN OF ROSETOWN

Recreation Committee Meeting

Monday, August 12, 2019

at 12:00 noon

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

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|------------|-----|--|
| 12:00 p.m. | 1. | Call to Order |
| 12:01 p.m. | 2. | Action Items. |
| 12:04 p.m. | 3. | Pecuniary Interest – Committee members to note any pecuniary interest that may be on the agenda. |
| 12:05 p.m. | 4. | Minutes & Reports:
- Recreation Committee Minutes – June 10, 2019. |
| 12:10 p.m. | 5. | Parks & Recreation Department Report – June/July, 2019. |
| 12:15 p.m. | 6. | Delegation – Pierre Charpentier – Cemetery. |
| 12:30 p.m. | 7. | Financial Statements – July, 2019. |
| 12:35 p.m. | 8. | Civic Centre – Sewer Line Descaling - review. (Life Expectancy) |
| 12:40 p.m. | 9. | Communiplex - location. |
| 12:45 p.m. | 10. | Recreation Department Review. |
| 12:50 p.m. | 11. | Civic Centre and Elks Hall Management Board/Advisory Committee. |
| 12:55 p.m. | 12. | Other. |
| 1:00 p.m. | 13. | Adjourn. |

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	No issues were found regarding downspouts	Completed
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 Stragic 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	

Recreation Committee Meeting – June 10, 2019

Present: Chairman Trevor Hay, Councillor Blair Wingert, Ryan Wickett, Recreation Director Kelli Emmons and CAO Michele A. Schmidt.

Absent: Deputy Mayor Rome Molsberry.

Vacancy: Mayor seat.

Called to order: Chairman Hay called the meeting to order at 11:58 p.m.

1. Action Items: Action Items were reviewed.
2. Pecuniary Interest – No Committee members indicated any pecuniary interest, at this time, regarding any items on the agenda.
3. Minutes:
Recreation Committee Minutes of May 13, 2019 – Minutes were reviewed.
No Business Arising.
4. Parks & Recreation Department Report:
Recreation Director May 2019 report was reviewed by the Committee.
Business Arising: No Business Arising.
5. Financials – The committee reviewed the financials for May 2019.
No Business Arising.
6. RMAA – selling advertising on cross ice boards:
Recommendations:
That we hereby recommend that approval be granted to the RMAA to sell advertising on their cross ice boards.
7. Community Grant (Sk. Lotteries) – Grant Disbursements:
Recommendations:
That we hereby recommend the following grant disbursements regarding the Community Grant (Sk. Lotteries):

Communities in Bloom	\$2,000.00
Co-ed Volleyball	\$ 500.00
Rosetown 5-Pin Bowling Association	\$1,000.00
Rosetown Angels Senior Baseball Team	\$1,250.00
Rosetown Community Theatre	\$ 750.00
Rosetown Community Youth Project	\$2,500.00
Rosetown & District Arts Council	\$1,000.00
Rosetown & District Museum	\$1,000.00
Rosetown & District Music Festival	\$ 500.00
Rosetown & District Scout Association	\$1,000.00
Rosetown Elkette Skating Club	\$2,000.00
Rosetown Golf Course	\$1,000.00
Rosetown Gun Club	\$ 500.00

Recreation Committee Meeting – June 10, 2019

Rosetown Gymnastics Club	\$1,500.00
Rosetown Leisure Aquatic Centre	\$1,000.00
Rosetown Long Term Care (Rosevilla)	\$ 450.00
Rosetown Royals Speed Swim Club	\$1,000.00
Rosetown Soccer Association	\$ 900.00
Rosetown Tourism Centre	\$2,063.00
Rosetown Youth Drop-in Centre	\$2,000.00
Wheatland Regional Centre	\$ 250.00
WRC Special Sports	\$1,000.00

TOTAL: \$25,163.00

8. Rosetown Library Board - Appointment:

Recommendations:

- a. That we hereby acknowledge receipt of Carla O'Donnell resignation, with regret, as the Town of Rosetown representative regarding the Wheatland Regional Library and the Local Library & Archive Board, effective immediately.
- b. That we hereby recommend appointing Maureen Sample as the Town of Rosetown representative on the Rosetown Library & Archive Board and Wheatland Regional Library, effective immediately.

9. Other:

Ruth Cressman concern was reviewed regarding the 2019 pool rates.

10. Adjournment: Chairman Hay adjourned the meeting at 12:40 p.m.

Trevor Hay, Chairman

Michele A. Schmidt, CAO



Parks & Recreation

Parks & Recreation Department Report –
Recreation Committee Meeting
August 13th – 12:00pm
Reporting period from June 1st – July 31st

Facilities:

- 1. Cemetery:** Staff have been busy cutting and weed whipping. We have also been out to rototill the perimeter of the cemetery. The new columbarium was also installed. This columbarium was installed on the last remaining cement pad at the cemetery. We will have to budget for new pads and sidewalks to add additional columbariums in the future. The new columbarium has 16 niches and we have 3 niches left in the previously purchased columbarium. The tree trimmers will be coming this fall to complete tree removal and trimming in the cemetery.
- 2. Parks:** The staff have been out cutting and whipper snipping at the parks. We have been continuing to spray in our parks and along our properties. We did not have to water in the month of June due to the rain but we have been watering a bit in July as it has been very dry. We have also been doing some tree trimming in the parks. The spray park officially opened in July and it has been very busy. We have had a few issues but it seems as though everything is working itself out. In the first few weeks I have spend around 24 hours a week at the spray park. I have recently trained some of the lifeguards as well as Al from the Water Treatment plant so they can be doing checks during the week and on weekends. It will definitely add maintenance time each week as the pad will need to be checked daily and swept a few times a week as well as the nozzles for the features will need to be cleaned weekly, pump baskets cleaned daily and drains cleaned daily. We will have to decide how we will work this out for next year. We purchased our new lawn mower and traded one of the other mowers in. We have had some service work done on the mowers and everything is up and running well.
- 3. Rosetown Leisure Aquatic Centre:** The pool has been fairly busy over the past 2 months with swimming lessons, school swims, public swimming, lane swimming and aquasizes. The staff put on a drowning prevention week with different events occurring each day and a big events day the last day. It was fairly well attended and the kids who attend always enjoy the event. The new sun shade was installed. The speed swim club purchased some new benches to have on deck as a part of the capital project for the year. With the different rates we have had some individuals come in and inquire as to the reason. We have explained and some have gone back to their RM's. The RM of St. Andrews is paying back their rate payers the difference. The speed swim club hosted their provincial swim meet in July and a great meet other than some wind issues. They had 280 swimmers that attended to compete and had a banquet at the arena the one night. Everything ran very well and we had lots of compliments on the pool and our town. I am a working on getting some quotes to replace the chain link fence at the pool as it is rusting.
- 4. RCYP Fun Squad:** The RCYP staff stayed busy helping with different tasks in the Recreation Department in June. They were excited to have the program start in July. We have had a great response from the program and they are averaging 15 -20 kids per program. I have also had great feedback on the programmers from parents and kids which is great to hear. Their last day is August 23rd. It has been a great year so far and we are hoping that both programmers will return next year. I will be completing evaluations with them soon.
- 5. AGT Centre:** The bleachers have all been painted and touch ups completed. We have also painted the lobby and both the east and west hallways. The rink looks great. I have ordered the new ice edger; line kits and crease kits and they will be here later this month or early in September. The new agreement for the AGT Centre was signed again. They will be sponsoring

the rink for another 10 years at \$15,600.00 a year.

- 6. Sports Ground:** The sports grounds were very busy through the months of June and early July. There were lots of practices, games, tournaments and even golf lessons that occurred. We had a leak by our pump house that was causing lots of headaches. We were able to finally locate the leak and get it fixed. The Sr. Angels have started their irrigation and reseeding project. We have stayed busy mowing, weed whipping, rototilling and spraying at the diamonds in the past few months. I have been working with Nutrien to set up a sponsorship contract for the sports grounds for 2020.
- 7. Urban Forestry:** Trees have been planted at the lift station and will be planted in the sports grounds as well as at one boulevard address that was requested by the home owners. WE have been doing some trimming after our wind storm along the walking train as there was several damaged tree branches.
- 8. Civic Centre/Elks Hall –** Both facilities have been busy. I have talked to Kid Kare and there are no issues with any rodents anymore. I am hoping here in the fall that the bait stations outside will help prevent any more issues inside. We did have a bat in the facility but it was caught and released and no issues occurred. Albert has been bus painting the windows and the Civic Centre letters. Both facilities have been fairly quiet over the past few months. The asbestos testing is going to be conducted at the Civic Centre on August 15th. Kid Kare does not need to vacate the building. In the wind storm a few weeks ago there was some fascia that had blown off the Elks Hall, Albert was able to fixed it that week. I have started to set up some meetings with the Civic Centre Tenants.
- 9. Tourism –**The Tourism Centre has been busy. They have hosted a couple of BBQs' and were the organizers of the Community Clean-up week. The thank you BBQ was not well attended so we will look into different options for next year as a thank you. The Tourism Centre also hosted the June is Recreation and Parks event. It was very well attended and we had good reviews of the event. The new Tourism book has been completed as well as the new calendar of events.

Grants/Funding/Other:

- The Saskatchewan Lotteries grant follow up was submitted. We also received the cheque for the grant.
- We have met a few times with the Western Prairie Hockey League. They are the new Junior A hockey team that will be renting ice from us starting in the fall.
- Orin gave his resignation.
- Had 1 of our summer students also tender resignation for her position.
- Hired a new summer student.
- I have been working with In Motion to bring the Community Chase to Rosetown which will be happening on August 13th.
- Started to work on staff evaluations.
- Also started to make notes for budget.

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

	Year to Date	Annual Budget	Budget Remaining	YTD (LY)
Recreation Revenue				
480-130-100 - Community Grant Program		25,000.00	(25,000.00)	751.00
450-355-100 - Recreation Dept. Grant		10,000.00	(10,000.00)	462.25
450-420-100 - Conditional - Local - Regional Rec.				90,000.00
420-520-800 - F&C - Rec Operation Mania (Self Help)	4,285.66	1,000.00	3,285.66	690.78
Total Revenue:	4,285.66	36,000.00	(31,714.34)	91,904.03
Expenses				
540-210-101 - EH -Mosquito Control		6,000.00	6,000.00	49.08
570-110-110 - R&C - Rec. Administration salaries	39,196.65	67,952.00	28,755.35	34,891.54
570-110-180 - R&C - Parks & Blvd. Salaries	45,629.13	110,000.00	64,370.87	48,683.95
570-110-190 - R&C - Rec. Playground Program Salaries	8,548.38	16,000.00	7,451.62	10,284.12
570-120-110 - R&C - Rec. Benefits	29,554.28	65,000.00	35,445.72	31,710.51
570-120-180 - R&C - Rec. Dept. Workers Comp.	5,586.16	6,000.00	413.84	1,908.40
570-120-185 - R&C - Benefits - Tourism		550.00	550.00	463.79
570-120-190 - R&C - Rec. Employees Appreciation	726.95	2,000.00	1,273.05	756.27
570-200-170 - R&C - Recreation Advertising	1,356.60	1,500.00	143.40	813.39
570-220-100 - R&C - Training, travel, meals	3,946.12	7,000.00	3,053.88	3,815.31
570-240-100 - R&C - Cont. - Memberships/Subscriptions	135.00	450.00	315.00	115.00
570-260-110 - R&C - Insurance/Vehicle Reg.	3,924.45	4,500.00	575.55	3,871.45
570-310-170 - R&C - Tennis Court Power	256.65	700.00	443.35	304.90
570-310-175 - R&C - Rose Garden Light	197.34	650.00	452.66	248.49
570-330-100 - R&C - Rec. Administration Telephone	497.83	1,000.00	502.17	395.18
570-410-100 - R&C - Office Supplies	8.44	1,000.00	991.56	142.25
570-420-100 - R&C - Equipment Maintenance	6,299.52	15,000.00	8,700.48	4,961.30
570-420-105 - R&C - Rec - Fuel & Oil	1,944.94	6,800.00	4,855.06	2,639.71
570-420-145 - R&C - Recreation Programs	125.75	500.00	374.25	98.43
570-420-160 - R&C - Parks & Boulevards supplies	15,680.21	35,000.00	19,319.79	6,898.52
570-430-170 - R&C - Safety Equipment	1,355.01	4,000.00	2,644.99	941.47
570-430-190 - R&C - Small Tools & Equipment	137.03	10,500.00	10,362.97	488.83
570-500-110 - R&C - TIP Grant and Contributions		25,000.00	25,000.00	(19,006.78)
570-500-140 - R&C - Rosetown Tourism	13,693.82		(13,693.82)	2,557.51
570-500-120 - R&C - Grants - Parks (Golf Course)		5,000.00	5,000.00	5,000.00
570-600-199 - R&C - Amort - Land Improvements		20,040.00	20,040.00	20,040.00
570-600-299 - R&C - Amort - Bldgs/Improv & Eng Str		55,213.00	55,213.00	58,128.94
570-600-399 - R&C - Amort - Machinery & Equipment		41,883.00	41,883.00	41,883.00
570-600-599 - R&C - Amort - Office & Information Tech		5,733.00	5,733.00	5,733.00
Total Expenses:	178,800.26	514,971.00	336,170.74	268,817.56
Saskcan Arena Revenue				
420-500-110 - F&C - Skating Rink R.M.A.A.	35,839.99	75,000.00	(39,160.01)	34,135.22
420-500-120 - F&C - Figure Skating	10,107.37	15,000.00	(4,892.63)	9,728.01
420-500-130 - F&C - Rink Hockey Rentals	15,987.54	13,000.00	2,987.54	13,877.24
420-500-140 - F&C - Rink Arena Rentals	885.00	2,000.00	(1,115.00)	800.00
420-500-150 - F&C - Rink Concession	2,280.00	4,900.00	(2,620.00)	2,400.00
420-500-155 - F&C - Rink Advertising & Sponsorship	15,600.00	15,600.00		15,600.00
420-500-156 - F&C - Olympia Advertising		2,800.00	(2,800.00)	
420-500-160 - F&C - Rink Miscellaneous Revenue	610.00	1,000.00	(390.00)	1,132.60
420-500-165 - Arena Signage	1,350.00	8,600.00	(7,250.00)	1,627.50
420-500-170 - Dressing Room Sponsorship		12,000.00	(12,000.00)	6,000.00

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

	Year to Date	Annual Budget	Budget Remaining	YTD (LY)
Total Revenue:	82,659.90	149,900.00	(67,240.10)	85,300.57
Expenses				
570-210-100 - R&C - Rink Prof/Contractual Services	1,952.52	23,500.00	21,547.48	46,369.88
570-110-120 - R&C - Salaries - Skating Rink	54,714.11	90,000.00	35,285.89	64,743.12
570-230-110 - R&C - Rink Insurance	23,010.00	24,000.00	990.00	22,046.78
570-300-110 - R&C - Skating Rink Energy	18,443.59	29,000.00	10,556.41	19,772.51
570-310-110 - R&C - Skating Rink Power	11,379.52	24,000.00	12,620.48	13,077.86
570-310-115 - R&C - Ice Plant Power	11,082.79	26,000.00	14,917.21	11,663.87
570-330-110 - R&C - Utility - Telephone - Skating Rink	1,264.30	4,300.00	3,035.70	1,681.83
570-430-110 - R&C - Skating Rink Maint. & supplies	11,749.17	30,000.00	18,250.83	26,391.32
Total Expenses:	133,596.00	250,800.00	117,204.00	205,747.17
Rosetown Aquatic Centre				
Revenue				
420-500-310 - F&C - Swimming Pool Season Tickets	8,587.00	6,500.00	2,087.00	5,390.00
420-500-320 - F&C - Swimming Pool Single Admission	9,618.50	14,000.00	(4,381.50)	10,725.00
420-500-330 - F&C - Swimming Pool Lesson Registration	21,030.50	25,000.00	(3,969.50)	23,685.50
420-500-340 - F&C - Swimming Pool - Miscellaneous		1,500.00	(1,500.00)	768.75
Total Revenue:	39,236.00	47,000.00	(7,764.00)	40,569.25
Expenses				
570-110-130 - R&C - Salaries - Swimming Pool	39,175.99	65,000.00	25,824.01	37,114.44
570-210-110 - R&C - Pool Prof/Contractual Services	1,189.42	15,000.00	13,810.58	1,929.10
570-230-120 - R&C - Pool Insurance	3,982.00	3,800.00	(182.00)	3,349.62
570-300-130 - R&C - Swimming Pool Energy		7,000.00	7,000.00	
570-310-130 - R&C - Swimming Pool Power	3,407.87	9,000.00	5,592.13	3,701.97
570-330-130 - R&C - Swim Pool Phone	246.24	350.00	103.76	150.69
570-420-130 - R&C - Swimming Pool Chemicals	6,245.14	5,000.00	(1,245.14)	1,088.36
570-420-131 - R&C - Swimming Pool Program supplies	1,108.99	3,000.00	1,891.01	713.17
570-430-130 - R&C - Swimming Pool maint. & supplies	9,062.62	10,000.00	937.38	5,989.96
Total Expenses:	64,418.27	118,150.00	53,731.73	54,037.31
Library				
Revenue				
420-300-100 - F&C - Rentals - Building/Room/Land	37,020.00	1,650.00	35,370.00	4,200.00
450-350-110 - Library Grant	6,656.88	10,500.00	(3,843.12)	6,656.88
420-530-100 - F&C - Library/Museum	2,111.50	4,000.00	(1,888.50)	2,533.80
Total Revenue:	45,788.38	16,150.00	29,638.38	13,390.68
Expenses				
570-110-160 - R&C - Library Salaries	16,581.18	32,000.00	15,418.82	17,286.73
570-110-161 - R&C - Library Maintenance Salaries	129.80		(129.80)	1,398.62
570-110-162 - R&C - Library Janitor Salaries		3,000.00	3,000.00	41.32
570-110-165 - R&C - Archive Salaries	3,880.40	8,750.00	4,869.60	3,339.31
570-110-166 - R&C - Archive & Library benefits	4,033.98	8,500.00	4,466.02	3,737.58
570-230-160 - R&C - Library Insurance	2,597.00	2,500.00	(97.00)	2,446.23
570-290-100 - R&C - Cont. - Library Requisition	20,220.75	21,000.00	779.25	19,975.65
570-300-160 - R&C - Library Energy	1,721.23	3,000.00	1,278.77	2,261.25
570-310-160 - R&C - Library Power	2,196.59	3,800.00	1,603.41	2,098.91
570-430-160 - R&C - Library Maint. & Janitorial supply	1,915.98	4,500.00	2,584.02	2,418.38

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

	Year to Date	Annual Budget	Budget Remaining	YTD (LY)
570-420-165 - R&C - Archive Expenses		500.00	500.00	
Total Expenses:	53,276.91	87,550.00	34,273.09	55,003.98
<u>Cemetery</u>				
Revenue				
480-150-130 - Cemetery Donations	1,676.00		1,676.00	3,682.00
420-600-100 - F&C - Cemetery Fees	9,067.04	10,000.00	(932.96)	7,312.74
420-600-110 - F&C - Columbarium	3,900.00	2,100.00	1,800.00	2,100.00
Total Revenue:	14,643.04	12,100.00	2,543.04	13,094.74
Expenses				
550-110-115 - H&W - cemetery salaries (REC)	2,350.14	3,000.00	649.86	2,327.44
550-400-110 - H&W - Maint. - Cemetery Supplies	989.17	1,000.00	10.83	669.35
Total Expenses:	3,339.31	4,000.00	660.69	2,996.79
<u>Festival Tent</u>				
Revenue				
420-530-300 - F&C - Festival Tent Rental	1,500.00	2,000.00	(500.00)	3,500.00
Total Revenue:	1,500.00	2,000.00	(500.00)	3,500.00
Expenses				
570-430-150 - R&C - Festival Tent Supplies		500.00	500.00	
Total Expenses:	0.00	500.00	500.00	0.00
<u>Sports Grounds</u>				
Revenue				
480-150-180 - Sports Grounds Donations	2,466.00		2,466.00	2,170.00
Total Revenue:	2,466.00	0.00	2,466.00	2,170.00
Expenses				
570-110-170 - R&C - Sports & Playground Salaries				2,631.98
570-210-120 - R&C - Parks & Boulevards Prof/Cont.	294.09		(294.09)	
570-230-125 - R&C -Sports & Playground Insurance	1,260.00	1,800.00	540.00	722.43
570-310-140 - R&C - Sports & Playground Power	225.51	1,000.00	774.49	466.81
570-420-140 - R&C - Sports & Playground supplies	7,505.30	9,000.00	1,494.70	4,007.43
570-420-142 - R&C - Bld. Mtce Supplies - Civic Centre	817.53	20,000.00	19,182.47	
570-420-143 - R&C - Bld. Mtce. Supplies - Elks Hall	3,524.50	4,500.00	975.50	
570-420-145 - R&C - Recreation Programs	125.75	500.00	374.25	98.43
Total Expenses:	13,752.68	36,800.00	23,047.32	7,927.08
<u>Walking Trail</u>				
Revenue				
480-150-135 - Rosetown Walking Trail	457.00		457.00	535.00
Total Revenue:	457.00	0.00	457.00	535.00
Civic Centre & Elks Hall				
Revenue				
420-500-400 - F&C - Rec Centre Fees- Civic Centre Rent	63,034.62	100,000.00	(36,965.38)	
420-500-401 - F&C - Rec. Fees - Elks Hall Rentals	10,933.71	19,000.00	(8,066.29)	

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

	Year to Date	Annual Budget	Budget Remaining	YTD (LY)
480-150-101 - Civic Centre Donations	1,511.00		1,511.00	
Total Revenue:	75,479.33	119,000.00	(43,520.67)	0.00
Expenses				
570-230-161 - R&C - Contr. - Insurance Civic Centre	5,744.00	5,750.00	6.00	
570-230-162 - R&C - Cont. - Insurance Elks Hall	1,480.00	1,500.00	20.00	
570-230-163 - R&C - Cont. - Auditor Fees Civic Centre	1,351.50	1,500.00	148.50	
570-270-101 - R&C - Cont. Mtce. - Civic Centre	16,246.71	35,000.00	18,753.29	
570-270-102 - R&C - Cont. Mtce. - Elks Hall	3,862.70	6,000.00	2,137.30	
570-270-103 - R&C - Cont. Repairs - Civic Centre	1,513.68	7,000.00	5,486.32	
570-270-104 - R&C - Cont. Repair - Elks Hall	1,022.07	7,000.00	5,977.93	
570-330-150 - R&C - Utility - Civic Centre	15,465.05	38,500.00	23,034.95	
570-330-151 - R&C - Utilities Elks Hall	3,038.56	6,000.00	2,961.44	
570-420-142 - R&C - Bld. Mtce Supplies - Civic Centre	817.53	20,000.00	19,182.47	
570-420-143 - R&C - Bld. Mtce. Supplies - Elks Hall	3,524.50	4,500.00	975.50	
Total Expenses:	54,066.30	132,750.00	78,683.70	0.00