

Town of Wadena Committee of the Whole

Agenda

February 10, 2020 6:30 pm

Town Office | 102 Main St N | Wadena SK

1. Call To Order
2. Approval Of Agenda
Agenda must be approved with a motion noting any additions or amendments prior to approval.
3. Minutes Of Previous Meeting
Approval of the Minutes of the previous meeting.

Documents:

[2020.01.21 COMMITTEE OF THE WHOLE MEETING MINUTES.PDF](#)

4. Hall

Documents:

[2019.04.09 HALL COMMITTEE MEETING NOTES.PDF](#)

[2020.01.21. HALL STORAGE ISSUES.PDF](#)

5. Public Works

Documents:

[2019.08.23 PUBLIC WORKS COMMITTEE MEETING NOTES.PDF](#)

6. Parks & Recreation

Documents:

[2019.10.29 PARKS AND REC COMMITTEE MEETING MINUTES.PDF](#)

7. Adjournment

Meeting adjourned. Requires a motion to adjourn (no second or vote required).

**Minutes of the Committee of the Whole Meeting
of the Town of Wadena**

Council Chambers, Municipal Office

102 Main St N, Wadena SK

January 21, 2020

Present Mayor Greg Linnen
Councillor Kelly Tokarchuk
Councillor Jody Christianson

Absent Councillor Sara Sobchyshyn
Councillor Shelley Fitch
Councillor Conrad Eliason
Councillor Greg Chaykowski

Also Present Chief Administrative Officer, Jennifer Taylor

Order Mayor Linnen called the meeting to order at 6:34 pm.
There was no quorum for the meeting.

001-20 Adjourn THAT the meeting be adjourned at 6:35 pm.
Tokarchuk

Carried

Mayor

CAO

**Hall Committee Meeting
Council Chambers**

April 9, 2019

**Present: Kelly Tokarchuk, Sara Sobchyshyn, Greg Linnen,
Chad Glasser, JoAnna Theimann**

Reviewed notes from last meeting (February 25, 2019):

- Walter Fielding will build a trophy case for Wadena School of Dance
- Ask Pepsi for another machine for the Pool so the one at the Hall doesn't have to be moved
- Grills at the Hall need to be sandblasted (one of the body shops in town could do that)
- The countertop in the bar should be changed at the same time as the kitchen countertops are changed

Storage room rental fees start September 1, 2019. Chad to send a letter ASAP to regular user groups re: hall rental fees and storage room fees.

The plaque with electrician's tape over the plates in the Hall lobby should be replaced with a smaller plaque that only fits the plates that have names on them. Chad to talk to Don Auchstaetter.

Replacement of the backsplash behind the urinals in the men's bathroom.

When the men's bathroom sinks are replaced, look into the freezing water line.

The screens on the bathroom sink faucets should be left off to see if that helps with the water pressure.

Parks & Rec Department are stripping and waxing the Hall floors beginning April 22.

Chad is to work with Pat Casement to move speakers to prevent feedback when using the microphone.

Replace the stairs at the back of the Hall with a ramp. Chad to speak with Elden from the hospital for ideas as to how to get this done.

The generator at the Hall needs to be reset after 3 consecutive power outages. Chad to be sure all staff knows how to do this. Also put step by step directions in the mechanical room.



TO: Mayor and Council

FROM: Karlee Leach, Community Recreation Coordinator

DATE: January 17, 2020

RE: **Storage Space at Community Legion Hall**

ISSUE:

Storage is limited in the Community Hall and posing an issue for groups utilizing space and Town employees as they don't have the storage necessary for cleaning supplies and tables. To date, storage rental agreements do not exist, and fees listed in P2017-008 have not been implemented.

BACKGROUND:

Policy P2017-008 Recreation Rates and Use states:

“Regular non-profit user groups, or non-profit groups in which the Town is a stakeholder or operates under bylaw of the Town, may use the lobby area offices at no charge on a first come, first serve basis. If bookings are needed to secure space and time, this may be done through the Town Office. Bookings, if any, will be posted on the office doors. Use of the offices under the Court rental agreement will take precedence in any bookings.

Storage rooms may be rented with a signed agreement. Office space may be rented/booked by the hour, day, and week or by the month as indicated with a signed rental agreement. Rental fees are due in advance (if paying annually) or on the first day of each month if paying monthly, at the Town Office or by preauthorized debit.

Base rental rates for storage and offices are calculated based on square footage at a rate of \$1/sq ft starting January 1, 2019, increasing to \$2/sq ft January 1, 2020, and are subject to a potential annual increase of up to 3%.

Non-profit Regular User Groups will pay the base rate annually (i.e. 10 x 10 room = 100 sq ft x \$1/sq ft = \$100/year) starting September 1, 2019).”

FINANCIAL IMPLICATIONS:

Based on P2017-008 the missed revenue for the facility is \$1,164.00 per year.

ANALYSIS:

Letters were sent by the Town to groups in August 2019 informing them that storage fees listed in P2017-008 would be implemented. Due to staff changeover, fees have not yet been invoiced.

Several groups utilizing storage space have expressed concerns regarding limited space. A letter from Wadena Players Theatre was submitted in September (attached). The Wadena Players Theatre are seeking alternative storage options which may free up some usable space in the Community Hall.

Administration completed a facility check Friday, January 10 to evaluate storage in the Community Hall. It is apparent that groups are utilizing multiple spaces, and some spaces being utilized are safety hazards (items being hung on electrical wires, boxes and equipment being stored in front of electrical panels restricting access and a fire hazard, and emergency exits and maintenance room doors are blocked with items).

Administration is working to meet safety standards and the Town's storage needs, as well as to accommodate the storage needs of user groups.

ADMINISTRATIVE RECOMMENDATION(S):

Committee of the whole accept this report as information.



Wadena Players Theatre
PO Box 492
Wadena, Sask.
S0A 4J0

September 26, 2019

Town of Wadena
cc: Wadena Community Legion Hall Committee

This letter is for your information.

Recently, Wadena Players Theatre declined the Town of Wadena offer to rent the hallway to the roof access in the Wadena Community Legion Hall. We declined for two reasons. One: it can not be described as a room and Two: by design, it fails as a safe work environment.

Upon inventory of that space, it was discovered that 90% of the material stored there was given to the Town of Wadena with the provision that Wadena Players Theatre be tasked with maintaining and seeing to appropriate use of said material.

Negotiations were left at a stage where; Wadena Players Theatre were to turn over possession and tasking of this staging material to the Town of Wadena . This process was disrupted with the departure of Chad Glasser.

It is the contention of Wadena Players Theatre that the Town of Wadena is now responsible for providing the staging for events at its facility.

Wadena Players Theatre are more than willing to take on this role on a contract basis. We will provide said service to the Town of Wadena at the loaded labour rate of \$50 per hour.

To give you some idea of real cost to the Town of Wadena, the break down on staging the recent Wadena Arts Council Concert would be 6 hours of set up and 2 hours of tear down. (Please note this does not include chair and table setup). The invoice would be \$400.00. During the 2018 season Wadena Players provided this service to at no charge. This arrangement for preferred rental fees was negotiated in 2009. We handled 15 events in 2018 so the total amount would have been \$6000.00.

We appreciate that the new Recreation Director will need time to get up to speed. The town will have to train someone to do the staging and a proper Inventory list can be established for your use.

To that end, we offer to maintain the status quo until negotiations can be completed.

Pat Casement
Director

Public Works Committee Meeting
August 23, 2019
Council Chambers, Town of Wadena

Attendees: Greg Linnen
Conrad Eliason
Alyshia Neuman
Lovely Magnaye

Meeting started at 10:00 am.

- Curb Extensions** Council needs to decide if the Town will pursue this project . Greg contacted the references of the companies that submitted tender for the project.
- Lovely was tasked to look into the Accessibility Grant that the Town could apply to support this project.
- Parade** Ally discussed about the plan for the parade. Her staff are going to put up signs before Saturday. Marshall and Ally will facilitate the parade with some volunteers who will help control the crowd and traffic. Joel will also work this weekend.
- Waste** The new pump at Kennedy will be installed next week. Ally presented two (2) quotes for the acquisition of a new pump at the main lift station. Committee recommends to purchase the pump from Water World because they are the cheapest solution. Ally will present the recommendation to Council.
- Generator** Ally discussed about the need to have one big generator that could support both main lift station and water plant. This was not included in the budget this year so she will gather more information on what we really need and what is the cost. Conrad sent Ally a list of companies that sell different kinds of generators as one of her references.
- Water Tower Liner Repainting** Ally said our distribution pumps will not make it that long so we need to install a soft start to protect our system. She got two quotes for this project. This was not budgeted this year so the Committee discussed the options of either using the Gas Tax Funding or transfer money from reserve. Further discussion will be done with the Council as a Whole.
- Ally will work with the Administration to prepare public notice to residents for the 2-week project at the Water Tower. The Town will not lose water but we encourage people to lower water usage to minimize the impact on the water treatment plant. She said she will be away but Marshall will be the lead to oversee the project.
- Tender Notice** Ally plans to install 3 sewer and water connections at the town-owned properties along Jim Headington for trailers to have additional revenue. We

need to get a legal survey because recently they cannot locate any pins in that trailer area. She will talk to Jennifer the details for this project. She also presented a draft of tender notice that she would like to use for this and for her future projects.

Water Meters

The software and hardware for the RF meter system are both expiring this year. We need to acquire new software and upgrade the hardware that will be compatible to our current system. ICONIX is the only company in Canada that carries badger meters. This was budgeted for this year that is why upon Council approval, Ally will arrange the purchase of the new system and new water meters. In connection, Lovely will go to the training for the new system.

Estimate Billing

Ally presented to the Committee that they will no longer be doing the house-to-house meter inspection to get the actual reading. She proposed that their bill be estimated high so that they will not end up paying more once we get the actual reading. As soon as we have the new meters, we will replace them and make the necessary adjustment on each account. This will also be presented to Council for approval.

Asset Management

Ally and Lovely will start doing asset management plan for the Public Works Department. This will help us identify all our assets and allocate and set up necessary funding each year to support the operations, maintenance and upgrades of our assets.

Next Meeting

Running water order will be discussed so that we can draft a policy for this upcoming winter.

Meeting adjourned at 10:50 am.

**Minutes of the Parks & Recreation Committee Meeting
of the Town of Wadena**

Council Chambers, Municipal Office
102 Main St N, Wadena SK

October 29, 2019

- Present** Mayor Greg Linnen
Councillor Sara Sobchyshyn
Chief Administrative Officer, Jennifer Taylor
Director of Public Works & Utilities, Alyshia Neuman
Administrative Assistant, Karlee Leach (left at 11:30am)
- Absent** Councillor Jody Christianson
- Order** A quorum being present, Mayor Linnen called the meeting to order at 11:05 am.
- 001-19 Agenda** THAT the October 29, 2019 agenda be approved, and a copy of the agenda attached hereto. Carried
Sobchyshyn
Linnen
- Delegation** *T. Sobchyshyn and S. Comfort representing Wadena Curling Club Inc. addressed the Committee regarding clarifying the responsibilities of the Town and Curling Club with respect to their lease agreement.*
- Delegation** *Sportsgrounds users including S. Comfort representing Rosebud Royals, T. Sobchyshyn and S. Bereziuk representing Wadena Minor Sports and T. Jack representing horse track users, addressed Council regarding future upgrades to the facilities.*
- 002-19 Adjourn** THAT the meeting be adjourned at 12:40 pm.
Sobchyshyn

Chair

CAO