



## Monthly Activity Report

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**TO:** Mayor and Council

**FROM:** Laurie Rudolph, Chief Administrative Officer

**DATE:** July 19, 2021

**RE:** **Monthly Activity Report – July 2021**

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### **JULY ACTIVITIES:**

- The Town has an excellent supportive staff and in turn has made my position as CAO enjoyable and very welcoming.
- Daily Morning Meetings with Office Staff and Department Heads. It's been really beneficial for me in receiving background on the status of everything, current and future events, and daily duties being performed.
- Thursday – the girls took on a tour through the market garden.
- Friday – Lunch and meeting with all of Staff
- FCM Asset Management Grant – Confirmed details regarding grant application with Associated Engineering and needs to be finalized with a resolution of Council at the August 9 meeting.
- Anna and I discussed with SAMA the one outstanding Agreement to Adjust. SAMA is to provide an update to download adjustment to the individual's taxes. Depending on when we receive the update, a new tax card can be sent out with the adjustment, or a tax cancellation be done for the difference.
- Provided RBC and Credit Union with my signature and position
- Review and revisions to passwords
- Emails – went through the building permit email and almost through the admin email
- MEEP grant interim report submitted for pool liner and library roof. Projects need to be completed on or before March 2022.
- Anna contacted MDSI for a tradeshow business license. No issues.
- Anna paid out Jason Hammer severance pay.
- Kevin Ternwetsky (caretaker) was paid out for termination and sent a letter.
- Wheat Belt – (**Attached**) Conditional Approval. Architect to provide Ty Tweidt with revised drawings.
- Authorized Greg Taylor to proceed with Order to Remedy (**Attached**) for #37 – 8th St. NE (overgrown grass and untidy/unsightly property). Deadline for cleanup is July 27<sup>th</sup>
- Anna has tenders out for new caretaker with deadline of July 30<sup>th</sup> and also a tender for rink kitchen (concession booth) with deadline of August 30<sup>th</sup>.
- Ali has confirmed with ICIP of the outstanding items for grant. (**Attached**) Email by Ali of the details required by ICIP.
- Ali prepared the (**Attached**) Capital Project list to help know the status on all projects and grant funding.
- Ali and Caitlin have joined forces and touring together/sharing communications on the areas that Ali manages.
- Caitlin will be preparing a proposal to present to Council regarding signage and map highlighting/identifying all the facilities available and their locations, along with further

beautification ideas in the Town. The proposal will also include her strategy in approaching businesses and organizations for sponsorships and volunteer work towards signage and attractions within the community. When presented, Caitlin welcomes Council's feedback before approaching the businesses and volunteers with the ideas. I have learned that Caitlin is very good at grant writing. To date, Caitlin has received \$500 (Eco grant) towards trees, \$5000 (Green grant) towards summer students, \$5000 (CIF grant) towards playground, \$14,395 (Sask Lotteries) towards the community groups and retained small portion for the Town. Caitlin is currently applying for additional grants \$1,000,000 (Accessibility grant) towards rink bathrooms, \$500,000 (Community Revitalization grant) towards battalion park, TD Environmental grant towards creek in battalion park, Heritage grant towards Town office roof and windows, and looking into grant funding towards the repair of fair track and fencing.

- My compliments to Council on taking the initiative in having all the policies developed. The policies are and will be a great tool for me. These policies I will follow explicitly and enforce.

**PRIORITIES FOR July 2021:**

- Submit FCM Grant
- Agreement to Adjust (Assessment) – Tax Adjustment
- Assessment Return
- Anna and I will go through the Munisoft Checklist process to complete the 2020 yearend, and 2020 audit journal entries
- Anna and I will go through the balancing of utilities (\$200 difference from June) and journal entry on tax roll between current & arrears (cleanup, nothing major)
- Anna and I will work through bank reconciliations for the months of March to July.
- Anna and I will work through the EPT variance \$8600
- Verify with Anna the tax concessions required
- Michele and I will work through tax titles to update tax cards. Tax Notices have already been sent out so if any changes to owners, the tax notice will then be sent out to the new owner.
- Review Gas Tax status if anything needs to be completed on the existing projects
- Go through existing Development and Building permits and finalize
- Confirm details on the Suncorp Appraisal (review final report in file Insurance – Appraisal services) and determine if anything is required by the Town regarding the pool liner and then complete.
- Bains – Review file and determine outstanding items
- SUMA Meritorious Service Award Nomination – Greg Linnen being nominated 20 years public service. Deadline for submission is fall.
- Wheatbelt – Request of sewer service was denied. There was a note to invite to a meeting to discuss. Does Council want an invite sent to attend either the August or September meeting?
- Wadena News – Highlights of Meeting
- Summer Newsletter

**• PRIORITIES FOR August 2021:**

- Anna and I work through bank reconciliations for the months of March to July – Mill Rate Return
- 2020 Financial Waterworks – Confirm what reports are needed.
- Six Month Work Plan for Council
- By-Election Preparation – Further detail will be presented at the August 9 Regular meeting
- Familiarize myself with the Dropbox

- Review and familiarize myself with Michele on the Commissionaire reports and Cemetery information/bylaw.
- Tax Enforcement – 2020 List of Lands in arrears, tax liens
- Civic Address for CP
- Human Resource Manual by HMC – Review and take to Council for approval. In the notes, Jen suggesting a policy be developed for Drugs and Alcohol and parental leave.
- OHS Review/Familiarize – Safety Discussion Topics
  - **PRIORITIES FOR – Outstanding Items:**
- Snow Removal contract expires in October
- Budget and Capital Project discussions to start preparing budget/Tax Levy Scenarios in November to allow time for Council and Department Heads to provide feedback and have good preliminary budget for final comments by early January.
- Review Personnel Job Descriptions/Personnel files – January Performance Reviews
- Fall Newsletter
- Code of Ethics Bylaw Update
- Highway 35 Speed Zone – MHI to complete review by Dec 2021
- Road Closure & Subdivision – Szymesko
- Road Closure & Subdivision – Berlinic
- Road Closure & Subdivision – Doherty
- Wadena Cares Bylaw Update – Draft of new bylaw – Bonnie Wallin has reviewed existing and provided notes.
- Wadena Van Corporation Lease Agreement – Request for the Town to review agreement and incorporate some proposed changes.
- Cupe – Review regularly – Agreement signed for 2020 to 2024
- Review duties of each position and processes
- Review/Revision of Bylaws
- Strategic Plan items (mutual aid agreements, EMO Plan, Fleet Management System Development, OCP Revisions/Development)

#### **REQUEST FOR ACTION/DIRECTION/CLARIFICATION**

- Council's patience and understanding to have time to work through and catch up.
- Roundtable Discussion –  
Community Hall User Group (Pat Casement 338-2564 or 338-7873) to identify funding available from the various user groups and grant funding  
Walkthrough with Caitlin and I – Determine a day and time
- Roundtable Discussion –  
Hasky – Cutting hay out at the lagoon