



Monthly Activity Report

TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: July 12, 2021

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

JUNE ACTIVITIES:

Water Treatment and Distribution:

- Quotes are being obtained for replacement for drain valve, and north filter piping- only one has been obtained and a report is being brought to the Committee of the Whole for councils' consideration.
- Hydrant Flushing and valve testing- complete and being mapped out, quotes are being obtained for hydrants and for hydrant install.
- Hydrant part, curb stop and valve order- awaiting quotes and order being placed.
- Hydrant replacement, curb stop replacement and valve replacement being scheduled- quotes being obtained.
- New deadbolt locks have been installed at the water treatment plant.
- Elementary and Hospital meter inspection being scheduled to ensure correct size before ordering.
- Well 4 pump has arrived and awaiting contractor to schedule installation and well acidization.

Wastewater Treatment and Collection:

- Sole contractor for the lift station electrical panel upgrade has been contacted on July 16th and parts are scheduled to arrive in 6 weeks. Our insurance company has contacted us on this matter and administration will update them when work is complete. All work must be complete before November 3rd. Work is scheduled for September.
- July 6th Main lift station annual inspection
- Sewer main lines were jetted on Kennedy, 5th ST NE, 4th St NW.

Outside Services:

- Sportsground beer garden fencing repair
- Sportsground hydrant paint and placement
- Sign installation
- Halo pad adjustment
- Tree trimming and property maintenance
- Highschool school zone installation- 3 end school zone signs missing and have been ordered but everything else is up and operational.
- Whipper Snipper order has been received and summer students have been:

- Watering flowers
- Deadheading
- Whipper snipping in all free time.
- Zero-turn mower was down for a day and has been repaired.
- Enclosed mower is down for repair and parts being ordered.
- General repairs on sweeper
- Tool order has arrived and being organized.

Facilities:

- Town Office painting of offices- Manager of Finance
- Fitness Center Reno Complete
- Rec center overhead door quotes
- Public work overhead door quotes and work being scheduled.
- Office Sprinkler have been repaired.
- Hall master keys have arrived.
- Fire extinguisher inspections and recertification

Other:

- Hydro-vac demo scheduled for July 15th.
- Rec Center Roof mandatory site visit July 13th
 - Sask tender open date July 2nd
 - Sask tender closing date July 22nd and bid opening at 2pm virtually.
 - Competition # 2021-4596
- Wadena Aquatic Center Insurance Inspections- awaiting response.
- Summer student training on equipment
- Training:
 - Pesticide Application Course for Melvin and Alyshia- In Progress
 - Water Treatment Training for Pub Works 1x per week for 1 hour scheduled for after hydrant flushing.
 - Chlorine Course booked for October 12-14- Ally.
 - Wastewater Treatment and Collection booked for public works employee December 13-17th.
 - Lift station maintenance course booked for October 20-21 for employee and Ally.
- Resolution 057-21 Customer follow-up
 - Only has been discolored a few times since we last spoke in June- customer was not reached for July follow up but is in contact when problems arise.

PRIORITIES FOR August 2021

- Meter installation
- Hydrant repair
- Valve Repair
- Curb stop replacements.
- Sewer replacement
- Well, acidization and well 4 pump replacements.
- Hall, rec center duct cleaning
- Rec center parking lot installation
- WTP Secondary Advice tentatively scheduled.



REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- None Currently