



## Monthly Activity Report

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**TO:** Mayor and Council

**FROM:** Alyshia Neuman- Manager of Works and Operations  
Melvin Strand- Foreman of Works and Operations

**DATE:** July 12, 2021

**RE:** **Monthly Activity Report – August- September 2021**

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### **AUGUST- SEPTEMBER ACTIVITIES:**

#### **Water Treatment and Distribution:**

- Council has approved the underdrains for the water plant filters awaiting contractor for schedule of replacement and entry plan. Likelihood of PDWA high
- Hydrants arrive on August 26, 2021 and are being scheduled for dig.
  - Some issues have arrived with the Pamela Wallin hydrants but is being rectified, staff are trying to have 3<sup>rd</sup> ST NW and Pamela Wallin Ave completed by the end of October.
- Curb stop replacement scheduled for September 13<sup>th</sup>, 2021
- Elementary school complete and Hospital meter inspection being scheduled to ensure correct size before ordering meters for the 2021 year
  - Awaiting Hospital inspection and meters being ordered on September 30<sup>th</sup>.
  - 3 residential meters installed
- Well 4 pump and acidization scheduled for September 10, 2021, with pump replacement
  - Pumps taken out are to be kept and to be sent away in 2022 pending budget approval to refabricate so the town will have working pumps on hand in case of an emergency pump fail at the wells.
- Well 4-meter quotes being obtained as ours has stopped working. Compliance numbers can still be calculated from the water treatment plant
  - Water meter has been ordered for replacement
- Hydrant Flushing September 20- 30<sup>th</sup>
- Valve Replacements to be completed before mid- October

#### **Wastewater Treatment and Collection:**

- Fall lagoon dispersal scheduled for October 1<sup>st</sup>, sampling midway scheduled for October 5<sup>th</sup> and to be closed October 11<sup>th</sup>

#### **Outside Services:**

- Tree trimming in alleyways and property maintenance
  - Tree branch-pick up scheduled again for the Town September 23<sup>rd</sup> West, 24<sup>th</sup> East

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- Final cuts on grass the Month of September to the beginning of October and winterization of all parks and recreation outside equipment
- Flowerpots Pickup September 22 the day autumn begins
- Public works back shop yard cleaning and grading almost complete
- Flower bed clean-up around town
- Battalion Park
  - dragging and seeding
  - creek cattail cutting
- Back Alley Grading
- Bylaw inspections and remediation

**Facilities:**

- Recreation Center:
  - Overhead door ordered- awaiting contractor
  - Emergency Lighting Scheduled- awaiting Contractor
  - Ice Plant condenser fan check, coupler replacement and air intake scheduled for repair
  - Room 2- pee trap being jack hammered out to fix issue
  - Parking Lot install complete
  - Roof revamp to start the last week of September and to be completed tentatively by October 15<sup>th</sup>
  - Muster Point install
- Community Hall, Town Office, Recreation Center Duct Cleaning Complete
  - Rec Center Duct Cleaning should be scheduled again in 2022, 2023 then get on a two-year rotation with the rest of the facilities
- Public work overhead door ordered- awaiting contractor
- Office winterization complete
  - Painting of rest of office still to be scheduled, to be completed by the end of October
  - Garbage bin cement slabs placed so garbage bins don't blow over in wind
- Campground winterization on September 15th with Pool re-winterization
- Sportsground winterization has been completed week of September 6th

**Other:**

- Wadena Aquatic Center Insurance Inspections- awaiting response they have been contacted again and we must contact them on September 24<sup>th</sup>.
- Training:
  - Pesticide Application Course completion of both employees September 24<sup>th</sup>
  - Chlorine Course booked for October 12-14- MWO
  - Wastewater Treatment and Collection booked for public works employee December 13- 17<sup>th</sup>.
  - Lift station maintenance course booked for October 20-21 for employee and MWO.

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**PRIORITIES FOR October 2021**

- Valve Replacement
- Hydrant replacement
- Sand order
- Arena start-up

**REQUEST FOR ACTION/DIRECTION/CLARIFICATION**

- None Currently