

**AGENDA FOR THE TOWN OF ROSETOWN PROTECTIVE SERVICES AND PUBLIC
WORKS COMMITTEE MEETING TO BE HELD ON MONDAY, MARCH 1, 2021 AT
7:00 P.M. TO BE HELD IN THE TOWN OF ROSETOWN
COUNCIL CHAMBERS.**

1. Call to Order.
2. Action Items.
3. Pecuniary Interest – Committee members to note any pecuniary interest that may be on the agenda.
4. Minutes: Protective Services & Public Works Committee – January 4, 2021.
5. Financial Statements: February 2021.
6. Reports: - Superintendent.
7. Front Street Waste Collection – March 8 to April 30, 2021
- survey for residents
8. Recycle Contract – Review.
9. Eagle Creek Veterinarian- SaskEnergy Main Reimbursement
10. Orange Memories 2021 Project Directives
11. In Camera (Closed Session):
That in accordance with the Town of Rosetown Council Procedure Bylaw No. 831-20 Section 12 Closed Session, s.120 of *The Municipalities Act* and ss.15(1)(ii), 16(1)(a), 16(1)(c), and 28(1) of *The Local Authority Freedom of Information and Protection of Privacy Act*:
 - Land Development- West Industrial Park
 - Land Acquisition- Lagoon Expansion
12. Adjournment.

2021 Action Items

Meeting Date	Action Item	Employee / Department	Notes	Completed
HR Manual	CAO Evaluation, in accordance with HR Manual	Council	to be completed prior to October 31	
Business Plan	Council & Staff Meeting	Administration	Schedule for Sept./Oct./Nov. - due to COVID uncertain as to when we may be able to host.	
Business Plan	Annual Public Meeting	Council		
Business Plan	Monthly Newspaper Committee Update	Mayor	Mayor Hay will be complete as of February 16, 2021	Completed
Business Plan	Joint Municipal meeting	Council/Management	RM of St. Andrews - March 24, 2021	
Business Plan	Volunteer BBQ	Council/Recreation		
October 13, 2020	Markers for Rosetown Cemetery	Recreation	include in the 2021 Budget	
December 7, 2020	Rodent Control Concerns for 2021 Spring	Bylaw	Contract Pest Control Officer; Purchase Bait Stations and Bait	
December 1, 2020	Facility Tours for Council	Management	Booked Arena Tour - Dec. 21 at 6 p.m	Completed
December 21, 2020	Facility Tours for Council	Management	Booked PW Tour - January 18 at 6 p.m.	Completed
December 1, 2020	Governance Workshop	Council/CAO	Booked - January 23 & 24, 2021	Completed
January 1, 2021	Facility Tour for Council	Management	Fire Hall Tour - February 16, 2021 @ 6 p.m.	Completed
January 1, 2021	Facility Tour for Council	Management	New Lift Station - March 15, 2021 @ 6 p.m.	
January 1, 2021	10-Minute Trainers	Council	Completed following January 2021 Council meeting	Completed
October 13, 2020	Cemetery Maintenance Meeting	Rec. Committee/PW/Rec/Pierre Charpentier	To discuss cemetery maintenance, maintenance protocol, backfilling procedure and backfill material for cemetery - meeting rescheduled to March 22, 2021	
October 13, 2020	Price out tamper for backhoe for 2021 Budget	Public Works	review costs and consideration within 2021 budget for Cemetery compaction	Completed

PROTECTIVE SERVICES & PUBLIC WORKS COMMITTEE

Meeting – February 1, 2021

PRESENT: Chairman Rob Paquette, Mayor Trevor Hay, Councillor Roxan Foursha, Jadwiga Dolega-Cieszkowski, Superintendent Bob Bors, Bylaw Official Dennis Ogg, Administrative Assistant Karen Welter and CAO Michele Schmidt.

PRESENT VIA PHONE: Councillor Dale Arsenault and Greg Carlson

ABSENT:

CALLED TO ORDER: Chairman Paquette called the meeting to order at 7:00 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:
Protective Services and Public Works January 4, 2021 minutes were reviewed by the Committee.
Business Arising: No Business arising.
4. Financial Statement: The Committee reviewed the January 2021 Departments Financial Statements.
5. Management Reports:
Superintendent report for January 2021 was reviewed by the Committee.
Business Arising: No Business arising.

Bylaw Official report for January 2021 was reviewed by the Committee.
Business Arising: No Business Arising.
6. Correspondence:
Recommendations:
That the following correspondence, having been read, be filed:
 - Meridian Inspections Ltd. – Limiting Distances & Fire Department Response.
 - SK. Municipal Board - Local Improvement Approval.
7. Town of Rosetown Public Works & Protective Services – Secretary Appointment:
Recommendations:
That we hereby recommend that the Town of Rosetown Administrative Assistant, Karen Welter, be appointed as the secretary to the Town of Rosetown Protective Services & Public Works Committee.

PROTECTIVE SERVICES & PUBLIC WORKS COMMITTEE

Meeting – February 1, 2021

8. WTP – Bulk Water Station Key FOB Policy – Form Amendments:

Recommendations:

That we hereby recommend that the Water Treatment Plant Bulk Water Station Key FOB Policy be amended by including the following information:

- Disclaimer:

“Customers/haulers must de-activate their key fob if it is damaged, lost or stolen, by contacting the Town Office. The Town gives no warranty and accepts no responsibility for the key fob sold. Under no circumstances will the Town be held responsible or liable in any way for any claims, damages, losses, expenses, costs or liabilities whatsoever resulting or arising directly from the key fob being damaged, lost or stolen. “

- Cell phone number
- Email address

9. C-2 Highway Commercial District- Discretionary Uses;

Recommendations:

That we hereby recommend that the proposed Autobody Development be permitted under the C-2 Highway Commercial District- Discretionary Uses indicated in Section 14.2 (i), (k), and (r) located on Parcel G, Plan 60S19158 and Parcel F, Plan FJ4512.

10. Emterra- Recycling Contract- Committee reviewed contract.

11. Adjournment: Chairman Paquette adjourned the meeting at 7:25 p.m.

Rob Paquette, Chairman

Michele A. Schmidt, CAO

Town of Rosetown
Public Works Revenue and Expense Report
For the Period Ending February 28, 2021

	Year to Date	Annual Budget	YDT (LY)
Revenue			
Fees & Charges			
420-100-100 - F&C - Custom Work - Public Works		1,500.00	(379.64)
420-950-100 - F&C - Lagoon Fees	600.00	3,600.00	600.00
Total Fees & Charges:	600.00	5,100.00	220.36
Total Revenue:	600.00	5,100.00	220.36
Expenditures			
Wages/Benefits			
530-110-120 - TS - Superintendent	13,291.08	86,400.00	15,880.20
530-110-130 - TS - Machine Repair Salaries	23,981.70		20,061.08
530-110-160 - TS - Workshop Salaries	10,646.52	78,400.00	5,796.67
530-110-170 - TS - Street Maintenance Salaries	224.88	235,000.00	218.94
530-110-180 - TS - Drainage Salaries			1,426.51
537-110-120 - TS - Snow Removal Salaries	11,195.50		9,782.93
530-120-110 - TS - Maint. - Shop Benefits	17,101.56	130,000.00	18,705.89
530-120-124 - TS - Maint. - Worker's Comp	10,535.69	11,000.00	4,400.54
530-120-126 - TS - Maint. - Employee Appreciation		5,500.00	260.00
Total Wages/Benefits:	86,976.93	546,300.00	76,532.76
Materials and Supplies			
530-400-110 - TS - Maint. - Workshop materials	1,502.89	10,000.00	531.15
530-400-130 - TS - Maint. - Sidewalk maintenance		10,000.00	
530-400-150 - TS - Maint. - Office Supplies	210.70	500.00	
530-410-100 - TS - Maint. - Small Tools	1,067.01	17,500.00	60.26
530-410-120 - TS - Safety Equipment	1,066.94	10,000.00	1,132.05
530-420-100 - TS - Machine Repair	17,031.82	80,000.00	3,489.77
530-420-110 - TS - Maint. - Oil & Gas	2,450.69	40,000.00	5,134.14
530-440-100 - TS - Maint. - Gravel		25,000.00	
530-440-110 - TS - Snow removal /sanding		7,500.00	
530-450-100 - TS - Maint. - Drainage Maintenance		20,000.00	
530-460-100 - TS - Street Maintenance and Materials		20,000.00	
530-470-100 - TS - Maint. -Sign Materials	214.99	3,000.00	
530-490-120 - TS - Banners/Lighting contractual		200.00	127.20
550-400-110 - H&W - Maint. - Cemetery Supplies		5,000.00	
Total Materials and Supplies:	23,545.04	248,700.00	10,474.57
Prof/Contract Services			
530-250-100 - TS - Maint. - Training,Travel, Meals		8,000.00	1,249.36
530-260-100 - TS - Maint. - Insurance/Vehicle Reg.	10,095.13	36,000.00	13,436.10
530-260-110 - TS - Workshop repair Contract & Insur.	1,159.51	3,000.00	105.47
530-260-130 - TS - Street Maintenance Prof/Contractual		125,000.00	
530-260-140 - TS - Urban Forestry / Elm Tree Pruning		40,000.00	
Total Prof/Contract Services:	11,254.64	212,000.00	14,790.93
Utilities			
530-300-110 - TS - Public Works Shop Energy	1,310.06	7,500.00	1,555.60
530-300-120 - TS - Public Works Shop Power	583.07	8,000.00	709.49
530-300-140 - TS - Public Works Shop Telephone	665.10	4,000.00	549.49
530-310-100 - TS - Street Lights/Crosswalk Power	4,757.37	64,000.00	5,246.41

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Town of Rosetown
Public Works Revenue and Expense Report
For the Period Ending February 28, 2021

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	Year to Date	Annual Budget	YDT (LY)
530-320-100 - TS - Maint. - Decorative Lighting		500.00	
Total Utilities:	7,315.60	84,000.00	8,060.99
Capital Expenditures			
530-600-199 - TS - Maint. - Amortization		111,810.00	52,183.05
530-600-299 - TS - Maint. - Other - Amortization		26,108.00	26,107.26
530-600-399 - TS - Maint. - Amort - Machinery & Eqmt		179,928.00	179,927.35
Total Capital Expenditures:	0.00	317,846.00	258,217.66
Total Expenditures:	129,092.21	1,408,846.00	368,076.91
Surplus/Deficit	(128,492.21)	(1,403,746.00)	(367,856.55)

TOWN of ROSETOWN
Landfill Revenue and Expense Report
For the Period Ending February 28, 2021

	Year to Date	Annual Budget	YTD (LY)
Revenue			
Fees & Charges			
420-850-110 - F&C - Landfill Fees	11,992.02	160,000.00	25,720.90
420-850-120 - F&C - Waste Collection Fees	11,835.20	130,000.00	14,380.80
420-850-130 - F&C - Recycle and Compost Fee	7,436.18	110,000.00	17,568.20
450-115-100 - Unconditional Local Grants - Landfill		25,000.00	20,000.00
450-300-130 - Multi-Material Stewardship Grant		23,000.00	
Total Fees & Charges:	31,263.40	448,000.00	77,669.90
Total Revenue:	31,263.40	448,000.00	77,669.90
Expenditures			
Wages			
540-110-110 - EH - Waste Disposal Salaries	5,097.20	30,000.00	3,583.98
540-110-115 - EH - Landfill Supervisor Salary	5,789.76	42,300.00	7,288.40
Total Wages:	10,886.96	72,300.00	10,872.38
Materials and Supplies			
540-440-110 - EH - Waste Disposal Supplies		6,000.00	52.02
Total Materials and Supplies:	0.00	6,000.00	52.02
Prof/Contract Services			
540-200-110 - EH - Cont. - Waste Collection/Disposal	13,400.00	81,000.00	13,400.00
540-200-115 - EH - Recycling Collection / Disposal	4,120.00	90,000.00	
540-200-120 - EH - Landfill Contractual	8,462.41	115,000.00	9,894.25
540-200-121 - EH - Landfill Engineer		10,000.00	
540-200-130 - Maint. - Insurance/Vehicle Rec.	648.50	1,500.00	578.16
540-200-135 - EH - Landfill Vehicle Maint.		2,000.00	
Total Prof/Contract Services:	26,630.91	299,500.00	23,872.41
Utilities			
540-300-120 - EH - Utility - Power	214.72	2,200.00	302.27
540-300-140 - EH - Utility - Telephone	55.60	500.00	30.92
Total Utilities:	270.32	2,700.00	333.19
Capital Expenditures			
540-600-299 - EH&W - Amortization		36,574.00	36,573.44
Total Capital Expenditures:	0.00	36,574.00	36,573.44
Total Expenditures:	37,788.19	417,074.00	71,703.44
Surplus/Deficit	(6,524.79)	30,926.00	5,966.46

TOWN of ROSETOWN
Water & Sewer Revenue and Expense Report
For the Period Ending February 28, 2021

	Year to Date	Annual Budget	YTD (LY)
Revenue			
Fees & Charges			
440-110-100 - Water - Water Sales	66,176.84	983,200.00	154,114.66
440-120-100 - Water - General Office Services	119.05		
440-190-900 - Water - Other Revenue	2,549.34	25,000.00	4,226.90
440-220-100 - Sewer - Charges	16,133.18	208,800.00	34,928.47
Total Fees & Charges:	84,978.41	1,217,000.00	193,270.03
Total Revenue:	84,978.41	1,217,000.00	193,270.03
Expenditures			
Wages			
580-110-110 - UT - W & S Administration		49,816.00	7,329.63
580-110-120 - UT - Utility Maintenance Salaries	5,875.57	75,000.00	13,235.24
580-110-130 - UT - Treatment Plant Salaries	20,277.32	169,000.00	33,105.33
580-120-130 - UT - Treatment Plant Benefits	2,602.03	29,000.00	4,025.33
Total Wages:	28,754.92	322,816.00	57,695.53
Materials and Supplies			
580-430-100 - UT - Water - Materials & Supplies	1,072.18	110,000.00	1,548.41
580-430-120 - UT - Wells Maintenance supplies		3,500.00	39.57
580-430-130 - UT - Treatment Plant Maint. Supplies	261.02	51,000.00	760.17
580-430-135 - UT - Treatment Plant vehicle maint.		1,500.00	58.11
580-440-110 - UT - Water - Small Tools & Equipment		1,000.00	
580-450-100 - UT - Treatment Plant Chemicals	5,720.69	60,000.00	5,476.91
585-430-100 - UT - Sewer Maintenance Supplies	4,012.95	29,000.00	60.39
Total Materials and Supplies:	11,066.84	256,000.00	7,943.56
Prof/Contract Services			
580-230-100 - UT - Water - Training, travel, meals		5,000.00	
580-240-100 - UT - Water - Insurance - General & Bond	26,314.00	23,500.00	22,351.00
580-240-110 - Maint. - Insurance/Vehicle Reg.	76.50	1,500.00	76.15
580-250-100 - UT - Water - Memberships/Subscriptions		450.00	
580-285-120 - UT - Water - Cont. Repairs - Equip.		5,000.00	
580-285-130 - UT - Wells Contractual	924.00	7,000.00	2,219.86
580-285-140 - UT - Water - Cont. Repairs - W.T.P.	31,558.46	48,500.00	1,701.15
580-290-100 - UT - Water - Laboratory Testing	109.50	2,500.00	415.38
580-295-100 - UT - Water - Other Contractual	2,181.00	50,000.00	1,303.00
585-240-100 - UT - Sewer - Insurance - General & Bond	5,258.00	4,800.00	4,644.00
585-285-100 - UT - Sanitary Sewer Analysis		50,000.00	
585-285-120 - UT - Sewer Maintenance Contractual	2,466.45	20,000.00	859.60
Total Prof/Contract Services:	68,887.91	218,250.00	33,570.14
Utilities			
580-300-110 - UT - Treatment Plant Energy	1,321.71	15,000.00	1,558.50
580-300-125 - UT - Treatment Plant EDR Power	5,661.99	77,000.00	7,995.28
580-300-140 - UT - Treatment Plant Telephone	763.24	5,000.00	543.60
580-300-150 - UT- Wells,Tower,Sewer Lifts Power/Energy	5,045.04	57,000.00	6,307.52
Total Utilities:	12,791.98	154,000.00	16,404.90

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TOWN of ROSETOWN
Water & Sewer Revenue and Expense Report
For the Period Ending February 28, 2021

	Year to Date	Annual Budget	YTD (LY)
Capital Expenditures			
580-600-399 - UT - Water - Amortization		307,993.00	307,992.32
585-600-299 - UT - Sewer - Amortization		139,816.00	139,815.66
Total Capital Expenditures:	0.00	447,809.00	447,807.98
Total Expenditures:	121,501.65	1,398,875.00	563,422.11
Surplus/Deficit	(36,523.24)	(181,875.00)	(370,152.08)

TOWN of ROSETOWN
Protective Services Revenue and Expense Report
For the Period Ending February 28, 2021

	Year To Date	Annual Budget	YTD (LY)
Revenue			
420-100-110 - F&C - Custom Work - Bylaw Enforcement		1,000.00	
420-400-100 - F&C - Local Fines		1,000.00	200.00
420-700-200 - F&C - Licenses - Business	4,300.00	10,000.00	3,900.00
420-700-210 - F&C - Licenses - Pets	1,895.00	4,000.00	2,455.00
420-900-100 - F&C - Dog Fines		200.00	
Total Revenue:	6,195.00	16,200.00	6,555.00
Expenditures			
520-110-110 - PS - Bylaw Enforcement - Salaries	2,671.78	25,000.00	
520-110-115 - PS - Bylaw Enforcement - Custom Work		1,000.00	
520-120-110 - PS - Bylaw Officer - Benefits	175.37	2,000.00	
520-220-100 - PS - Bylaw - Training/travel/meals		500.00	
520-200-170 - PS - Bylaw Enforcement - Advertising		1,500.00	
520-420-100 - PS - Bylaw Enforcement Equipment Repair		1,500.00	
520-420-110 - PS - Bylaw Enforcement - Fuel & Oil		1,500.00	
520-420-200 - PS - Bylaw - Insurance/Vehicle Reg.	76.50	1,500.00	76.16
520-430-100 - PS - Bylaw Enforcement supplies		500.00	
520-430-105 - PS - Bylaw Enforcement - Bylaw Court		200.00	82.32
520-600-399 - PS - Police/Bylaw - Amortization		1,733.00	1,732.89
Total Expenditures:	2,923.65	36,933.00	1,891.37
Surplus/Deficit	3,271.35	(20,733.00)	4,663.63

Town of Rosetown
Fire Department Accounts
For the Period Ending February 28, 2021

	Year to Date	Annual Budget	Budget Remaining
Revenue			
420-400-300 - F&C - Fire Fees	59,323.11	80,000.00	(20,676.89)
420-400-400 - F&C - Fire Hall Rental	3,000.00	3,000.00	
Total Revenue:	62,323.11	83,000.00	(20,676.89)
Expenditures			
525-110-120 - PS - Fire - Salaries - Fire Chief		7,000.00	7,000.00
525-110-140 - PS - Fire - Salaries - Fire Fighters		56,000.00	56,000.00
525-210-100 - PS - Fire - EMS Contract - 911	1,109.05	4,500.00	3,390.95
525-210-110 - PS - Fire - Contracted Services	3,763.00	4,500.00	737.00
525-220-100 - PS - Fire - training/travel/meals	350.00	2,000.00	1,650.00
525-230-100 - PS - Fire - Insurance	10,955.54	8,000.00	(2,955.54)
525-250-100 - PS - Fire - Cont. Building Repairs & Mtc		10,000.00	10,000.00
525-260-100 - PS - Fire - Other		500.00	500.00
525-300-110 - PS - Fire Hall Power	251.21	3,500.00	3,248.79
525-300-120 - PS - Fire Hall Energy	492.87	3,500.00	3,007.13
525-300-140 - PS - Fire - Utility - Telephone	773.92	10,000.00	9,226.08
525-420-100 - PS - Fire - Office Supplies	15.89	1,500.00	1,484.11
525-430-100 - PS - Vehicle/Equip. Repair/Parts/Tools	2,055.60	5,000.00	2,944.40
525-430-110 - PS - Fire - Oil & Gas	481.20	3,000.00	2,518.80
525-430-120 - PS - Fire Dept. RM Truck Fuel & Oil		1,100.00	1,100.00
525-440-100 - PS - Fire Dept. Supplies	243.50	24,920.00	24,676.50
525-440-110 - PS - Fire Dept. R.M. Truck Supplies	300.25	4,000.00	3,699.75
525-600-399 - PS - Fire - Amortization		53,132.00	53,132.00
Total Expenditures:	20,792.03	202,152.00	181,359.97
Surplus/Deficit	41,531.08	(119,152.00)	160,683.08

Public Works Department Report February 2021

Safety

1. Weekly and monthly safety meetings.
2. All staff will require recertification in 2021 for Fall Arrest, Confined Space, H2S Alive, Ground Disturbance, First Aid & CPR

Shop work

1. Regular machine maintenance and repair.
2. Worked on Recreation Department truck.
3. Setting up boiler trailer for drainage season.

Out of shop work

1. Worked at Transfer Station.
2. Sewer calls.
3. Snow removal.
4. Worked at WTP.
5. Sanding streets.
6. Water leak 1015 6th St E.
7. Utility locates on Saskatchewan Drive for test holes.
8. Camera sewers for paving
9. Worked in cemetery.
10. Started snow removal of drainage ditch.

Other

Sask Sewer service has been booked to camera sewer mains in the spring.

Treatment Plant

1. Read water meters.
2. Installed new meters.
3. Water tests.
4. Repaired a leak on a EDR stack.
5. Replaced a few meters due to freezing. Office sent invoices for damaged radio read meters.

Treatment Plant

February Report

To date, the Water Treatment Plant has brought in 21,260 cubic meters from our wells to be treated. The Town has used 13,980 cubic meters of treated water, 712 cubic meters being our peak day.

Daily water testing has shown a maximum Turbidity of 0.19 NTU's, and a minimum Free Chlorine level of 1.24 mg/l, entering our distribution system.

Allan Hettrick

Supervisor

Water Treatment Plant