



# **TOWN OF TWO HILLS**

**Regular Council Meeting**

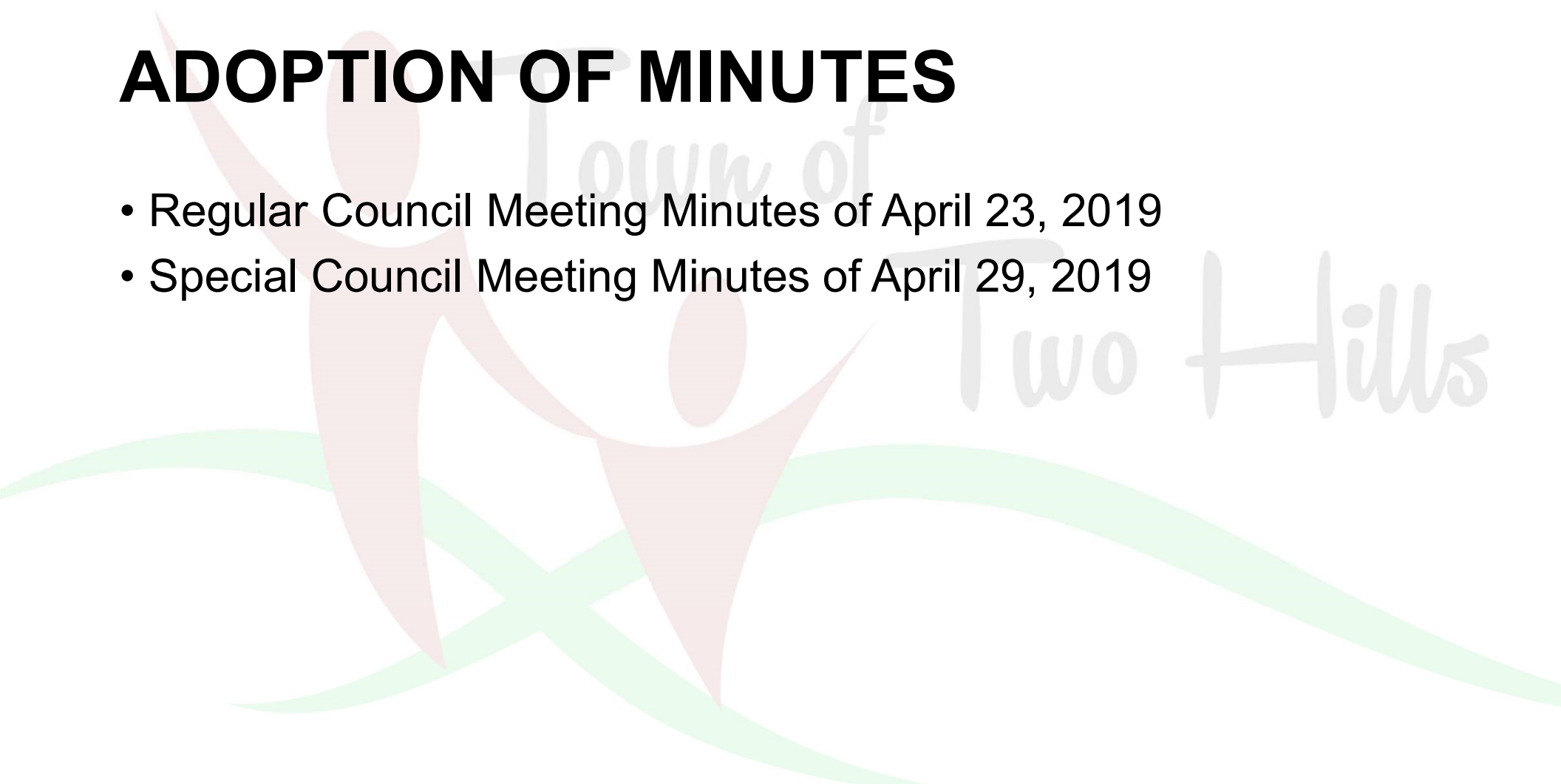
**May 14, 2019**



# **ADOPTION OF AGENDA**

# **ADOPTION OF MINUTES**

- Regular Council Meeting Minutes of April 23, 2019
- Special Council Meeting Minutes of April 29, 2019



# OPEN FORUM

Welcome. Town Council is providing an opportunity for the general public to individually address Council on any topic relevant to municipal government for a period not to exceed 2 minutes per person to a maximum of 20 minutes combined. Information presented to Council may or not be acted on and will not be debated unless there is a majority vote to do so. The Open Forum is not a means of expressing insults, accusations or making any personal attacks on any member of Council or Staff. Any person who starts insulting or making accusations or attacks on any member of Council, Council as a Whole, or any Staff member will be kindly asked to remove themselves from Council Chambers. Once again, welcome.

# ADMINISTRATIVE REPORTS

## PUBLIC WORKS FOREMAN REPORT

### Roads / Sidewalks

- Maintain and grade roads & alleys
- Working on pot holes
- Prepare for dust abatement program (Kortech & County)
- Build spray bar for vac truck
- Clean up garbage from snow dumping
- Repair cc valve at reflexology, need sidewalk between Taco house & Reflexology
- Finish storm drain along 45 Ave from last fall
- Repair street sweeper, service & continue spring sweeping

### Water/Wastewater

- Continue to monitor ground water infiltration on 46 Ave
- Vac sewer manholes at Hlewka's, old apartments, and 51 ave to 49 st
- Inventory waterworks repair parts
- Begin culling of out of date paperwork
- Raise manhole by golf course clubhouse
- VFD to LC change over clean, repair & reset on PRVs
- High flow alarm added into system
- Hour meters on lift station control panel reset
- Cc locate on 47A as per request
- Continue rip rap repairs on annual release lagoon
- Remove resident from temporary water after thawing line
- Work on lift station S.O.Ps and confined space protocols
- AB environment checked channel depth of river at lift station (debris from arena ice noted)
- Review regional water emergency response plan template

# ADMINISTRATIVE REPORTS

## PUBLIC WORKS FOREMAN REPORT CONTINUED

### Other

- Vacuum truck for CVIP
- Quotes for Library roof, Public works office roof, shop roof & overhead doors
- Quotes to repair ice plant room & upgrades to OH&S standards
- Quote for hall front & north doors, broken glass front door - hardware worn out
- Bob attended Mueller fire hydrant course and looking to upgrade safety reporting
- 1 house on temporary service

# ADMINISTRATIVE REPORTS

## CHIEF ADMINISTRATIVE OFFICER REPORT

- See attached Action Tracker for up-to-date information on directives from Council.
- Toured the Public Works and other community facilities – shop, water plant, lift station, lagoon, industrial park, Wayside Fallen Riders Memorial Park, and arena - with Public Works Foreman (PWF). Met Randy Cyba, Utilities Manager, who gave an explanation of the Town's current water and waste water systems. Discussed procedural, operational and maintenance matters.
- With PWF, inspected leaks at the public library. Asked PWF to obtain quotes from additional roofing contractors for quotes on library, shop office and grader shed.
- Arranged May 14th audit presentation with Auditor. Discussed regulatory reporting requirements with Auditor.
- Prepared and posted notice (door & website) of April 29, 2019 Council meeting.
- Investigated spruce trees along Highway 45 with PWF; took sample for follow up with arborist.
- Confirmed arrangements for June 3 Joint Municipalities meeting and emailed Myrnam and County CAO's for agenda items.
- Reviewed and released IT RFP to Alberta Purchasing Connection. Closure on May 17. This item will be on the May 28 agenda package for award.

# ADMINISTRATIVE REPORTS

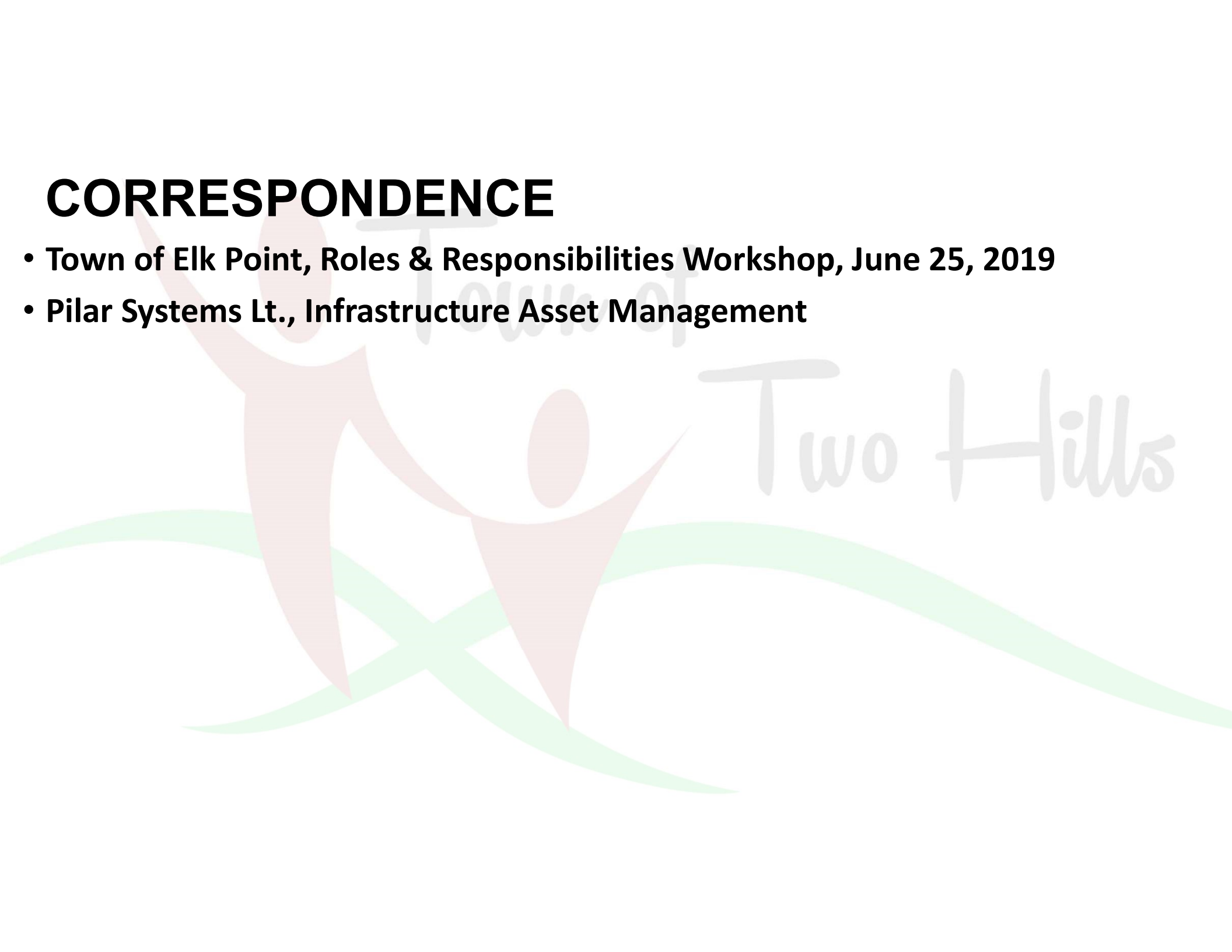
## CHIEF ADMINISTRATIVE OFFICER REPORT CONTINUED

- Drafted and sent letter to the Airport Commission regarding the Town's commitment to share the municipal portion 50:50 on their Community Airport Program (CAP) grant application.
- Met with the County to revise and bring to completion the Inter-municipal Development Plan. Following these discussions, made revisions to the draft IDP for Council review. See attached report in this agenda.
- Assisted Public Works regarding the dust abatement program. See attached report in this agenda.
- With CFO, started preparations for holding the June 10, 2019 by-election.
- Followed up on CAO recruitment activities; prepared list of interview questions.
- Met with PW staff and Randy Cyba, ACE staff, regarding a proposed program to clean out lift station wet well and replace the pumps and motors.
- Responded to a number of inquiries on development matters: fences, garages, house expansions, new businesses.
- Discussions with Mayor on arena renovation tenders and funding.



# **CORRESPONDENCE**

- **Town of Elk Point, Roles & Responsibilities Workshop, June 25, 2019**
- **Pilar Systems Lt., Infrastructure Asset Management**



# NEW BUSINESS

## Road Dust Abatement Program 2019

Street dust is an ongoing matter and was identified by Council as a concern that needs to be addressed. The Public Works department has looked at the problem and is proposing a dust abatement program throughout parts of the Town.

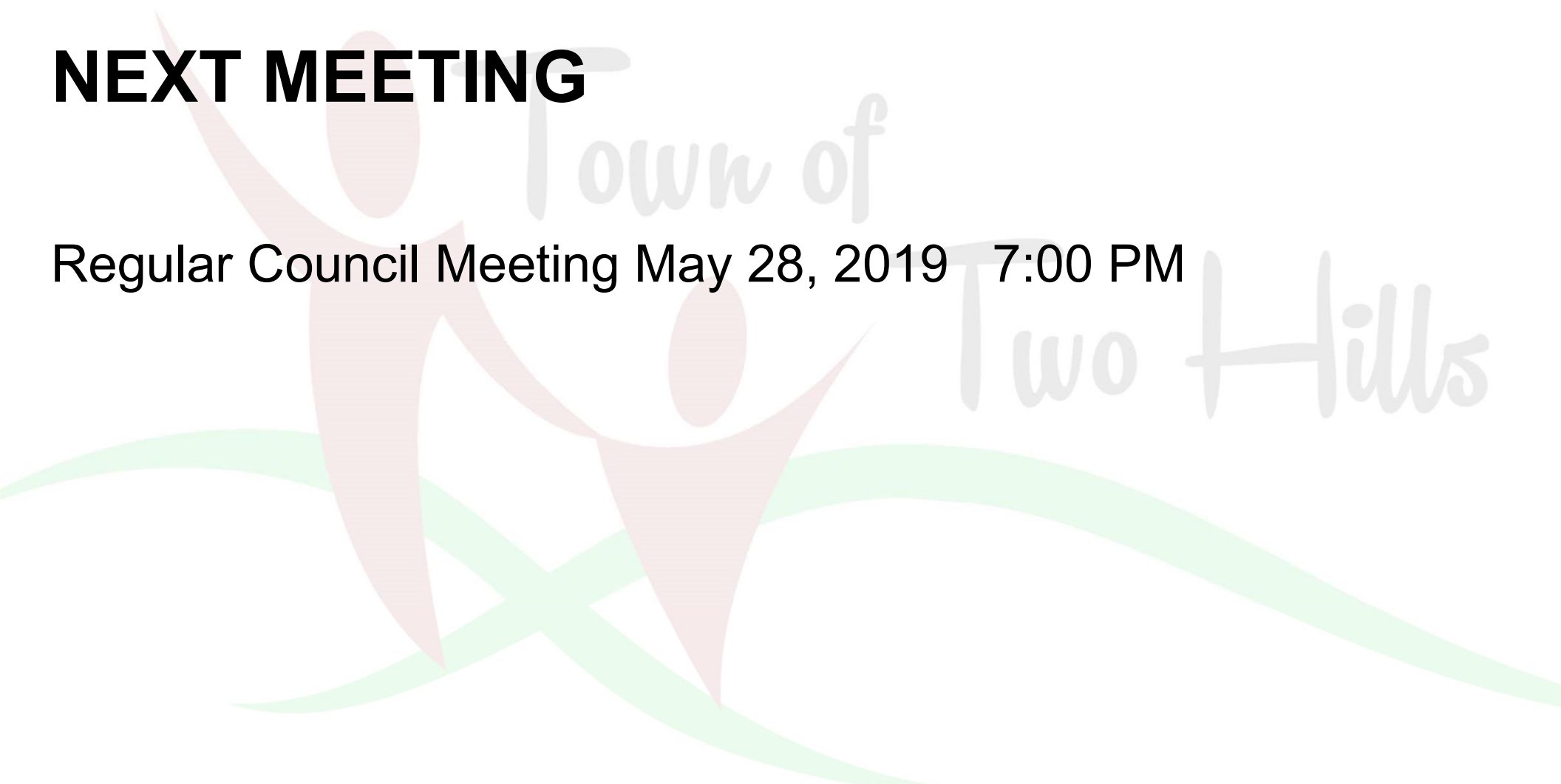
The County has an ongoing dust abatement program whereby the County contracts a company to supply and apply dust abatement material to County roads. The cost for the program is measured in cents of product applied per m<sup>2</sup>. The Town's proposal is to add onto the County's existing contract the volume of dust abatement product required by the Town, utilizing the County's contractor to supply the material and apply it to Town roads.

Public Works will oversee the 'in Town' work. The Town's water truck would be used as part of the application process. The deadline to add to the County's contract is May 15. Application of product would occur on a date(s) negotiated with the contractor. The estimated cost is \$22,000.

The proposed dust abatement program is an unbudgeted expense. Funds for the program can be obtained through deferring some intended 2019 purchases in the PW budget to 2020.

# **NEXT MEETING**

Regular Council Meeting May 28, 2019 7:00 PM



# ADJOURNMENT



THANK YOU FOR ATTENDING