



## Monthly Activity Report

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**TO:** Mayor and Council

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

**DATE:** August 16, 2021

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

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### **AUGUST ACTIVITIES:**

- Daily Morning Meetings with Office Staff and Department Heads.
- Afternoon meeting with Foreman while Manager of Works and Operations is away
- FCM Asset Management Grant submitted
- By-Election and Zoning Amendment advertising submitted to Wadena News and scheduled for posting on facebook and website
- Karter and Pat were notified of EMO Coordinator appointment and SEPA conference decision
- McDougal Gauley is working on the discharge of Federal Judgment and preparing contract for tendering of tax enforcement properties
- Tax Lien removals
- Assessment Return completed and submitted to SAMA
- Yearend completed for 2020 taxroll, accounts receivables, utilities
- Tax adjustment for Agreement to Adjust
- Tax titles inputted and tax notices provided to new owners
- 2020 Financial Waterworks prepared and posted on website
- Building permits and Home Occupation permits up to date
- Zoning Amendment Bylaw and Advertisement
- Road Closure Bylaw and Advertisement – Behiel, Will, & Biemans notified of resolution to approve signing of agreement, payment for lands, and registration on behalf of the Town
- Owner of Tompkins Funeral Home notified of consolidation approval
- Communications with Atrium owner (check in again on status)
- Hall Tender review and revisions
- List of Lands in Arrears
- 2021 Mill Rate Return
- Drive for review of properties and back alleys
- Visit to (2) property owners regarding nuisance orders
- Red Apple – Mural idea – Paint?

### **PRIORITIES FOR August/September 2021:**

- Anna and I prepare advertisement of Public Works Position
  - Office Caretaker contract
  - Wadena News – Highlights of Meeting
  - Confirm with ISC on fees and form to transfer a property
  - Advertising for Sale by Tender of Tax Enforcement Properties
  - Cleanup of Nuisance Properties
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- 2021 Assessment Roll Close once confirmation is received from SAMA
- Balancing of 2020 School General Ledgers
- 2020 Audit Journal Entries and Close of General Ledger
- Review of Insurance – Confirm on Values and then present to Council again for decision
- Review of values for proposed projects for Gas Tax funding and then present to Council again for a decision
- Review status of existing tax enforcement properties and continue process
- 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
- Tax concession adjustments
- Road Closures & Subdivisions (2)
- Snow Removal contract expires in October
- SUMA Meritorious Service Award Nomination. Deadline for submission is fall.
- Dropbox
- **PRIORITIES FOR – Outstanding Items:**
- 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.
- 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
- 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.
- Code of Ethics Bylaw Update
- Highway 35 Speed Zone – MHI to complete review by Dec 2021
- 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**