

VILLAGE OF MARENGO

Minutes of the regular meeting of the council of the Village of Marengo held on Friday May 31st, 2019 in the municipal council chambers located at 20 1st Avenue North in Marengo, Saskatchewan.

CALL TO ORDER

Mayor Travis McKillop called the meeting to order at 5:01 p.m. with the following council members in attendance:

Travis Clow
Trista Clow

AGENDA

2019-067

TRISTA CLOW – That the agenda be approved as circulated with the following amendments:

Additions:

Amend resolution 2018-061 (April 18th, 2019 meeting)

**CARRIED
UNANIMOUSLY**

AMEND RESOLUTION

2019-068

TRAVIS CLOW – That we amend resolution 2018-061 from the April 18th, 2019 meeting of council by changing the resolution number from 2018-061 to 2019-061.

CARRIED

MINUTES

2019-069

TRISTA CLOW – That the minutes from the regular meeting of council held on April 18th, 2019 be approved as amended.

CARRIED

BOARD REPORTS

2019-070

TRAVIS CLOW – That the following board reports be filed:
Marengo Water Treatment Plant Report
Employee Report

CARRIED

INCOME AND EXPENSE STATEMENT

2019-071

TRISTA CLOW – That the statement of income and expense for April be approved as presented.

CARRIED

Tim
DB

CORRESPONDENCE

2019-072

TRAVIS CLOW – That we acknowledge receipt of the following correspondence and file for future reference:

SRC Analytical

24-Apr-2019 Free Chlorine 2.01 Total Chlorine 2.20 Turbidity 0.37

07-May-2019 Free Chlorine 1.83 Total Chlorine 2.20 Turbidity 0.35

22-May-2019 Free Chlorine 2.08 Total Chlorine 2.20 Turbidity 0.36

10-May-2019 Haloacetic results 25 ug/L Sask guidelines <80

Ministry of Government Relations

April 2019 Municipalities Today

May 2019 Municipalities Today

2019 Confirmed Education Property Tax Mill Rates

Single Engine Aircraft Tanker (SEAT) program

Royal Canadian Mounted Police - Kindersley Detachment

2019 1st Quarter Policing Stats

Saskatchewan Parks and Recreation Association

June is Recreation & Parks Month

Synergy Credit Union

Business Credit Cards

CARRIED

SOUTHWEST MUNICIPAL GOVERNMENT COMMITTEE

2019-073

TRISTA CLOW – That we authorize Administrator Robin Busby to attend the Southwest Municipal Government Committee meeting on June 27th, 2019 in Swift Current.

CARRIED

SEPTIC TANK PUMP

2019-074

TRAVIS CLOW – That we pay invoice 17232 from It Happens Septic Service in the amount of \$721.30 including GST and PST and that we invoice the home owner of civic address 14 Marengo Blvd \$344.50 for the work; and that the owner pay the remaining outstanding sewer charges with his next utility payment.

CARRIED

SPREADING OF GRAVEL

2019-075

TRISTA CLOW – That we contract Larry Peers Trucking Ltd. to spread approximately 46 cubic yards of ¾” gravel on Marengo Boulevard at a quoted cost of \$1,500 plus taxes.

CARRIED

TM
RB

RESCIND RESOLUTION 2019-061

2019-076 TRISTA CLOW – That we rescind resolution 2019-061.

CARRIED

SUMMER EMPLOYEE

2019-077 TRAVIS CLOW – That we hire Lisa Ensor at a rate of \$15.00 per hour for the summer position. Ms. Ensor to start work June 21st 2019.

CARRIED

ASSET MANAGEMENT STRATEGY

2019-078 TRISTA CLOW – That the asset management strategy, attached hereto and forming part of these minutes be approved effective May 31st, 2019.

CARRIED

APPOINTMENT OF PEACE OFFICER

2019-079 TRAVIS CLOW – That the Council agrees that Robin Busby shall be appointed a Bylaw Officer within the Village of Marengo pursuant to section 373 of *The Municipalities Act* for the purposes of bylaw enforcement and shall be considered a Peace Officer for the purposes of bylaw enforcement under *The Summary Offences Procedures Act, 1990* effective the 31st day of May 2019.

CARRIED

OUTSTANDING UTILITY ACCOUNTS

2019-080 TRISTA CLOW – That the arrears on the following outstanding utility accounts be added to the municipal tax roll if the arrears are not paid in full by July 3rd, 2019:

Account Number 14 in the amount of \$556.99 to roll number 009 000

CARRIED

MUNICIPAL OFFICE CLOSURE

2019-081 TRAVIS CLOW – That we approve the closure of the municipal office on June 21st, 2019 to allow for the installation of the generator at the municipal office; and that we approve Robin Busby and Lisa Ensor to remain working that day.

CARRIED

ACCOUNTS

2019-082 TRAVIS CLOW – That the list of accounts, attached hereto and forming part of these minutes, be approved for payment.

CARRIED

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ADJOURN

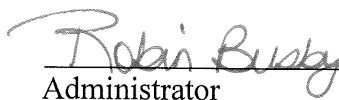
2019-083

TRISTA CLOW – That this meeting now adjourn at 6:02 p.m.

CARRIED



Mayor



Administrator

Tuesday June 25th, 2019 at 7:00 p.m. - Regular Meeting of Council

Report Date
02/06/2019 11:22 AM

Village of Marengo
List of Accounts for Approval
As of 02/06/2019
Batch: 2019-00025

Page 1

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: Bank 1 - Main Demand					
Computer Cheques:					
3155	02/05/2019	Clow Travis Apr2019mileage	Mileage to p/u zero turn mower	70.20	70.20
3156	02/05/2019	HUB International Ltd 1482119	Commercial Policy Renewal	9,150.98	9,150.98
3157	02/05/2019	RM of Antelope Park No 322 2019-00014 2019-00016	Joint Admin Exp SARM Benefits Share of Joint Admin Payroll	722.03 1,112.49	1,834.52
3158	02/05/2019	RM of Milton No 292 JTEJan-Mar2019	Joint Admin Exp-Jan-Mar 2019	1,150.76	1,150.76
3159	02/05/2019	Thomson, Rodney W. April 2019	Monthly Wages	309.24	309.24
3160	02/05/2019	Thomson, Rodney W. Apr2019Mileage	Mileage-parts in Kindersley	91.00	91.00
3161	02/05/2019	Waste Management Corporation 0854221-0646-9	Garbage Bins for May 2019	2,822.88	2,822.88
3162	14/05/2019	102023541 Saskatchewan Ltd. Apr 2019 WTP	Contracted WTP Operator	1,176.00	1,176.00
3163	14/05/2019	Kindersley Co-op 00323258J 259055	Speed Bump Installation Cardlock Fuel April 2019	163.04 47.20	210.24
3164	14/05/2019	John Deere Financial Inc. 2257887	Oil for JD Mower	163.04	163.04
3165	14/05/2019	Pro Plus Sales & Rentals Ltd. 35266	Tool Rental - Speed Bump	146.55	146.55
3166	28/05/2019	Enviroway Detergent Man Inc IN036783 CN005561	WTP Chemicals Chemical Pail Deposit Refund	415.95 10.50-	405.45
3167	28/05/2019	It Happens Septic Services 17232	Supply & Install Pump	721.50	721.50
3168	28/05/2019	John Deere Financial Inc. Issued To: Pattison Agriculture 2276040	JD Mower Repairs	292.12	292.12
3169	28/05/2019	Saskatchewan Health Authority 3321972 3323077 3324488	Marengo Water Sample Marengo Water Sample Marengo Water Sample	23.00 23.00 23.00	69.00
3170	28/05/2019	Sask Research Council 1182106	Haloacetic Acids	218.93	218.93
3171	28/05/2019	Village of Marengo PO May 7, 2019 281	Postage - Water Sample Water Restriction Letters	17.08 14.81	

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Report Date
02/06/2019 11:22 AM

Village of Marengo
List of Accounts for Approval
As of 02/06/2019
Batch: 2019-00025

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		May 21, 2019	Postage - Water Sample	9.18	41.07
3172	28/05/2019	Travis McKillop May 2019 Mtg	Mayor Indemnity	90.00	90.00
3173	28/05/2019	Travis Clow May 2019 Mtg	Councillor Indemnity	80.00	80.00
3174	28/05/2019	Trista Clow May 2019 Mtg	Councillor Indemnity	80.00	80.00
				Total for Bank 1:	19,123.48

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Report Date
02/06/2019 11:22 AM

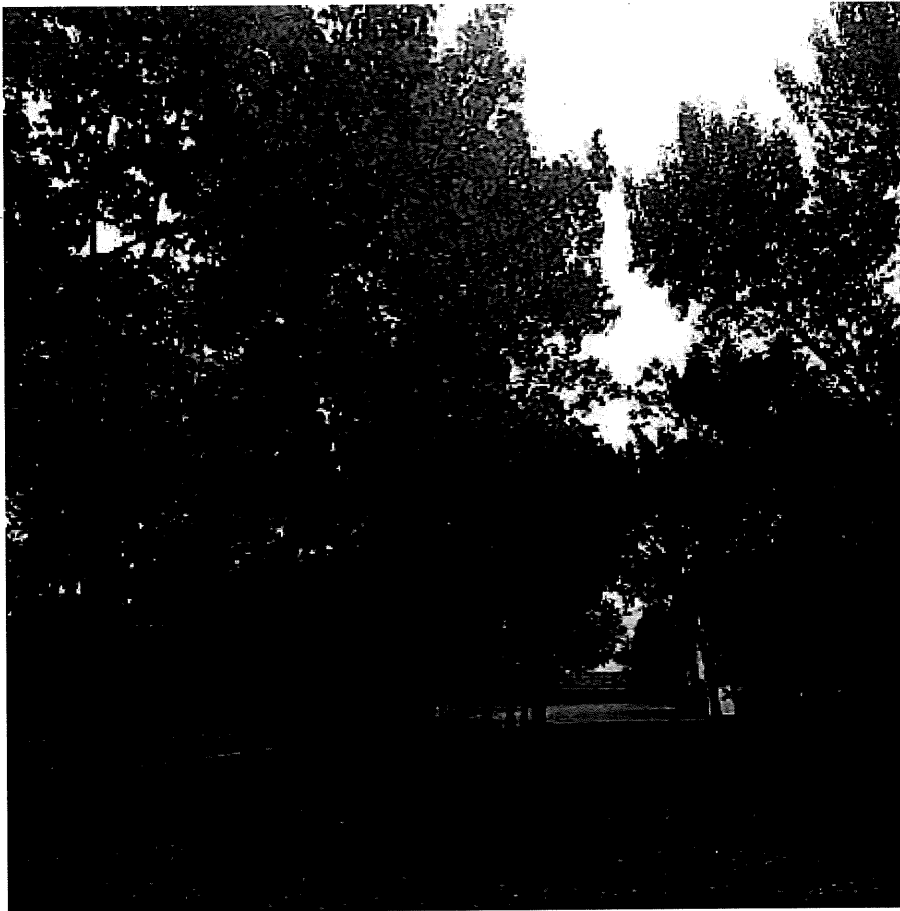
Village of Marengo
List of Accounts for Approval
As of 02/06/2019
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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: EFT - Paid Electronically					
Computer Cheques:					
999001031	02/05/2019	Minister of Finance April 2019	EPT Remittance - Monthly	3.26	3.26
999001032	09/05/2019	Receiver General April 2019	Remittance - Source Deductions	112.95	112.95
999001033	14/05/2019	SaskPower Rink 17Apr19	Marengo Rink & Shack	142.39	142.39
999001034	14/05/2019	SaskPower Well 17Apr19	Village Well	160.65	160.65
999001035	14/05/2019	SaskPower MSL 17Apr19	Marengo Street Lights	505.65	505.65
999001036	14/05/2019	SaskPower MPH 17Apr19	Marengo Pump House	546.24	546.24
				Total for EFT:	1,471.14
				Grand Total:	20,594.62

TM
RB



ASSET MANAGEMENT STRATEGY



Approved by Council – May 31st 2019
Review Date – May 2021

EXECUTIVE SUMMARY

BACKGROUND – The Asset Management Strategy provides an overview of asset management, its principles and expected benefits from adopting Asset Management.

RISKS CRUCIAL TO COUNCIL’S OPERATIONS – The overall purpose of the Asset Management strategy is to understand the cause, effect and likelihood of adverse events occurring, to manage such risks to an acceptable level and to provide an audit trail for the management of risks.

ASSET MANAGEMENT CAPABILITY – An Asset Management Strategy is a high level but very important document that guides the overall asset management activities within an organization. Being a strategy, it is meant to explore long-term issues and ensure the overall plan is limited to key “strategic” issues of the municipality.

STRATEGY OUTLOOK – As an Asset Management strategy should be a strategy for identifying and implementing a more cost – effective way of providing and maintaining Assets and a way to make the Village of Marengo a better place to live.

ASSET MANAGEMENT IMPLEMENTATION – The Asset Management strategy is to be implemented after consultation between Council and administrative staff, ensuring that an appropriate level of service is provided for the ratepayers of the Village of Marengo.

INTRODUCTION

The Village of Marengo is already performing a form of asset management: we operate our assets, fix them when they break and try to plan for future maintenance needs. This, however, is a reactive approach to asset management rather than a proactive approach.

Asset Management helps bring together people and skills across the organization to solve service and infrastructure problems: engineers, planners, administration and elected officials.

The Government of Canada has provided the Gas Tax Fund as a means of helping communities with the infrastructure challenges that they face. They realize the infrastructure challenges that this nation faces. The Government of Saskatchewan has made it mandatory that municipalities in Saskatchewan adopt an Asset Management Policy and Strategy by June 30, 2018. Those municipalities who do not comply risk losing their Gas Tax funding.

The Village of Marengo must first adopt an Asset Management Policy, and then develop an Asset Management Strategy. From these two documents, the Asset Management Plan is formed, and lastly the planning culminates in a Long-Term Financial Plan.

WHAT ASSETS DO WE HAVE?

The Village of Marengo has key asset networks such as:

- Transportation Network, including graveled roads, paved roads, sidewalks, culverts and signs
- Water Network, including water treatment plant, water mains, water meters, water supply wells, and reservoir
- Sewer Network including sewer mains and lagoon
- Machinery and Equipment Assets
- Building Assets
- Land

Other assets and service areas of the Village include:

- Employees
- Technology equipment

COUNCIL'S ASSETS AND THEIR MANAGEMENT

As our community has grown, there has been an increased demand for better roads and asset infrastructure. Balancing community expectations with the risk of aging infrastructure and potential service disruption along with limited funding available to municipalities requires us to be diligent in taking action to make our communities more sustainable and resilient. The Village of Marengo assets mainly include water, sewer and transportation services. These services are provided through our municipal roads, water and sewer infrastructure, machinery and equipment, and buildings. Grid surfaces are constructed and maintained to provide for travel and access to and from Village residences, commercial developments. Projects are considered during the budget process with attention given to factors such as infrastructure concerns, and complaints, repairs required on infrastructure or equipment and availability of conditional provincial grants. Water and sewer infrastructure repairs and maintenance are considered when the infrastructure is in need of repair or replacement. Machinery and equipment are updated from time to time based on factors including condition, remaining warranty and cost of replacement. Buildings are maintained and occasionally renewed with consideration to factors including capacity to accommodate existing employees and equipment, and safety of work environment as set by legislation (i.e. Occupational Health and Safety Regulations, 1996).

WHERE DO WE WANT TO BE? COUNCIL'S MISSION, GOALS & OBJECTIVES

The Village of Marengo's goal is to meet the defined level of service (as amended from time to time) in the most cost-effective manner for present and future ratepayers.

Objectives are:

- To take a lifecycle approach to maintain the Village of Marengo's assets to agreed levels of service at the lowest cost possible for each year of useful life.
- To manage the impact of growth through demand management and infrastructure investment
- To monitor performance by including technologies that may give the right answer to asset management concerns or even to compel change
- To identify, assess and appropriately control risks.
- To provide a linkage to a long-term financial plan which identifies required, affordable expenditures and outlining how it will be allocated.

HOW ARE WE GOING TO DO IT? ASSET MANAGEMENT ACTIVITIES

Year One (2019)

- Define Level of Service
- Develop an Asset Management Policy & Strategy
- Add the current condition & desired condition of assets to the Asset Register
- Begin developing individual Asset Management Plans per major class

Year Two (2020)

- Develop risk framework
- Report on replacement costs for all assets
- Data collection relating to replacement and operations/maintenance
- Add to Improvement Plan within the Asset Management Plan as required
- Continue developing individual Asset Management Plans per major class

Year Three to Five (2021 – 2023)

- Develop proposed replacement schedule
- Develop a long-term financial plan by linking the capital and operational plan
- Identify the funding gap between current and desired condition for completed asset classes

A review of the current condition of the assets must occur. In 2009, an inventory of the capital assets was undertaken. The next step is to expand on that by reviewing:

- Where it is? (inventory)
- What is it worth? (costs/replacement rates)
- What condition is it in and what is its remaining service life? (condition and capability analysis)
- What is the level of service expectation and what needs to be done? (capital and operating plans)
- When do we need to do it? (capital and operating plans)
- How much will it cost and what is the acceptable level of risk? (short and long term financial plan?) Does it need to be prioritized or managed?
- What is our funding shortfall? Current plan to fund that gap?
- What are the funded and unfunded needs over the next 10 years for the total infrastructure?

The Administrator, and Council will undertake this review.

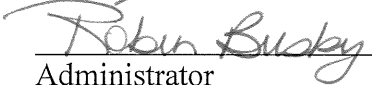
FINANCIAL SUMMARY

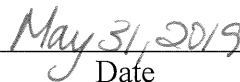
In order to deliver affordable services, we will need to ensure that we set aside sufficient funds to operate, maintain and replace our assets. Once we complete our development of an Asset Management Plan for all of our assets we will have a greater understanding of the gap between the current and desired conditions. We will then re-evaluate the level of service that we are able to provide. If we are unable to fill this gap we run the risk of running higher operating costs, negatively impacting the environment, potential threats to public health and safety as well as other social costs, lost economic potential and productivity and even higher capital costs in the future.

CONCLUSION

The Asset Management Strategy is the template for the Asset Management Plan. All documents regarding Asset Management form part of our life cycle approach to Asset Management and should be reviewed and changed as needed. Our hope is that any decisions that are made with an understanding of service, risk, demand drivers and cost. This strategy will be reviewed and revised annually as we continue to gain a greater understanding the level of service we are able to deliver while identifying risks and evaluating our assets' conditions with the goal of doing a comprehensive review by June 2022.



Mayor

Administrator

Date

Village of Marengo - Agenda
Meeting of Council
Tuesday May 28th, 2019 at 7:00 p.m.

NO DELEGATIONS SCHEDULED

1. Call to Order
2. Agenda
3. Minutes
4. Reports
 - Marengo Water Treatment Plant Report
 - Employee Report
5. Administrator's Report - Revenue and Expenses for April
6. Correspondence (see other side)
7. SouthWest Municipal Government Committee
8. Water restriction update
9. Replacement of septic tank pump 14 Marengo Blvd.
10. Annual septic tank cleanout - July 9th, 2019
11. Marengo Blvd. gravel
12. Summer position
13. Asset Management Strategy
14. Bylaw Enforcement
15. Outstanding Utility Account - Account 14
16. Saskatchewan Urban Municipalities Association Membership
17. Speed sign - Highway 317
18. Municipal Office Closure - June 21st, 2019
19. Other
 - *Amend resolution 2018-061 (April 18th, 2019 meeting)*
 -
20. Accounts
21. Adjourn

Village of Marengo Correspondence May 28th, 2019

SRC Analytical

- 24-Apr-2019 Free Chlorine 2.01 Total Chlorine 2.20 Turbidity 0.37
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- 22-May-2019 Free Chlorine 2.08 Total Chlorine 2.20 Turbidity 0.36

- 10-May-2019 Haloacetic results 25 ug/L Sask guidelines <80

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Royal Canadian Mounted Police - Kindersley Detachment

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Saskatchewan Parks and Recreation Association

- June is Recreation & Parks Month

Synergy Credit Union

- Business Credit Cards