

TOWN OF ALAMEDA
Regular Meeting February 17, 2021

The regular meeting of the Council of the Town of Alameda met in the Legion on Tuesday, February 17th, 2021. The meeting was called to order at 7:04 pm by Mayor Kinder.

PRESENT: Mayor Perry Kinder, Councillors Jennifer Cobham,
Dwayne Henderson, Jeff Cameron, Donna Griffin, Janelle Dorrance
Acting Administrator – Myrna-Jean Babbings

ABSENT: Dean Copeland

GUEST: Amber Rittaler

CONFLICT: None declared.

AGENDA:

Agenda 32/02/21 Motion Cobham that we approve the agenda. **CARRIED**

MINUTES:

Minutes 33/02/21 Motion Griffin that the minutes of the January 20, 2021 regular meeting are approved as presented. **CARRIED**

Minutes 34/02/21 Motion Henderson that the minutes of the February 1, 2021 special meeting are approved as presented. **CARRIED**

APPOINTMENTS:

*Adminis-
tration* 35/02/21 Motion Dorrance that Myrna-Jean Babbings is appointed as Acting Administrator for this Council meeting. **CARRIED**

36/02/21 Motion Cameron that Sherri Carritt returns to the position of Office Assistant for the Town of Alameda, effective February 22, 2021. **CARRIED**

CORRESPONDENCE:

- Mun. of Saskatchewan – Webinar of Council Procedures and Municipal Roles Tuesday, March 2nd, 2021.
- Mun. Infrastructure and Finance – ICIP Grant not approved.
- STARS – request for funds.
- SAMA 2021 Invoice \$5,753.00 (2% increase).
- SAMA Annual meeting April 8, for Council.
- SAMA April 7, 1.5-hour training Webinar for Administrators.
- LaFoip Municipal Sector Webinar February 22nd, 2021.
- Request to cancel utilities for \$68.33 for Owner #962.
- Classes of property and their 2021 percentages of value by the Provincial Government.
Non-Arable (Range) Land and Improvements (45%)
Other Agricultural Land and Improvements (55%)

PLK JR

TOWN OF ALAMEDA
Regular Meeting February 17, 2021

Residential (80%)
Multi-Unit Residential (80%)
Seasonal Residential (80%)
Commercial and Industrial (85%)
Grain Elevators (85%); and
Railway Right of Way and Pipeline (85%)

- OPHS – Yearbook advertising.
- SaskPower updating a service within the Town of Alameda at SE 1-4-3-W2nd

Stars 37/02-21 Motion Cobham that STARS is given a contribution of \$200.00.
CARRIED

SAMA 38/02/21 Motion Cameron that Amber Rittaler is registered for the SAMA training webinar, at no cost, on April 7th, 2021.
CARRIED

39/02/21 Motion Cobham that we pay the 2021 SAMA Invoice for \$5,753.00, which shows a 2% increase from the previous year.
CARRIED

Utilities 40/02/21 Motion Henderson that for Owner 962 that the utilities for \$68.33 are canceled, as the utilities to this house were turned off October 20, 2020.
CARRIED

Corresp 41/02/21 Motion Henderson that the correspondence is filed as dealt with.
CARRIED

ACCOUNTS FOR APPROVAL:

Bank Rec 42/02/21 Motion Griffin that we approve the January Bank Reconciliation as presented.
CARRIED

Financial Statement 43/02/21 Motion Dorrance that we approve the January Financial Statement as presented.
CARRIED

Payments 44/02/21 Motion that we approve cheques #5298 to #5304 to #5322 in the amount of \$26,482.84 and online payments in the amount of \$8,995.05.
CARRIED

ORGANIZATIONS:

Safety Dep. Box 45/02/21 Motion Cameron that through Prairie Pride Credit Union signers for the Safety Deposit Box will be Councillor Jennifer Cobham, and Amber Rittaler - Administrator.
CARRIED

PLK JR.

TOWN OF ALAMEDA
Regular Meeting February 17, 2021

Solicitor 46/02/21 Motion Dorrance that James Trobert remains as the Town Solicitor for 2021.

CARRIED

UNFINISHED BUSINESS:

Spring Jackets 47/02/21 Motion Cobham that spring jackets with the Town of Alameda logo are to be purchased for the four (4) retiring Councillors through JF Custom Engraving in Oxbow.

CARRIED

Borderline Housing 48/02/21 Motion Griffin that in conjunction with Motion 305/10/2020 that the Town of Alameda hereby surrender to The Borderline-Housing Company (1075) Inc., its membership in the Corporation effective February 17, 2021.

CARRIED

Borderline Housing 49/02/21 Motion Dorrance that in conjunction with Motion 305/10/2020 that the Town of Alameda agrees that they will allocate and sign over their 1554 shares of the corporation to The Border-Line Housing Company (1975) Inc.

CARRIED

TAX ENFORCEMENT:

Tax Enforcement 50/02/21 Motion Cobham that in accordance to Section 22 of *The Tax Enforcement Act* the files for Owners 1008 and 1038 now allows the administrator to request the title(s) and all associated costs will be added to their prospective tax cards.

CARRIED

List of Lands in Arrears 51/02/21 Motion Cameron that the List of Lands in Arrears be accepted and in accordance to section 3 of *The Tax Enforcement Act*.

CARRIED

Tree 52/02/21 Motion Griffin that the tree which sits on town property at the front of 225-7th Street, be removed at the quoted cost of \$1,000.00 plus taxes by RT Enterprise.

CARRIED

Cancel unpaid Inv. 53/02/21 Motion Henderson that we cancel the unpaid invoice # 16-2020 in the amount of \$116.10, which was billed in March of 2020.

CARRIED

ADMINISTRATORS REPORT:

Admin Report 54/02/21 Motion Cameron that we approve the acting administrator's verbal report.

CARRIED

PHK. LR.

TOWN OF ALAMEDA
Regular Meeting February 17, 2021

PUBLIC WORKS: Jeremy Burness 8:00 p.m. to 8:30 p.m.

Waterworks Report 55/02/21 Motion Cobham that we acknowledge and sign the Waterworks Daily reports for January. **CARRIED**

Report 56/02/21 Motion Griffin that we approve the verbal report from public works. **CARRIED**

NEW BUSINESS:

Survey 57/02/21 Motion Cameron that Councillors Griffin and Dorrance undertake a Survey of Urban Municipalities that are of a comparable size of the Town of Alameda to find out what Office Assistants and Foreman/Water plant Operators job duties are and what their rate of pay is. **CARRIED**

Dust Control 58/02/21 Motion Dorrance that as per the quote from Fort Distributors Ltd. for the application of Dustgard 30% Liquid Magnesium Chloride Dust Suppressant at their quoted cost of \$0.35/liter plus taxes that the application of dust control is coordinated with the R.M. of Moose Creek No. 33 and applied at the same time that Moose Creek's dust control is applied. **CARRIED**

Safe Door Lock 59/02/21 Motion Cobham that the combination lock for the office safe is changed. **CARRIED**

BYLAW 01-2021 To Provide for the Destruction of Documents

Bylaw 01-21 60/02/21 Motion Dorrance that Bylaw 01-2021 To Provide for the Destruction of Documents be read a first time. **CARRIED**

Bylaw 01-21 61/02/21 Motion that Bylaw 01-2021 be read a second time. **CARRIED**

Bylaw 01-21 62/02/21 Motion Cameron that Bylaw 01-2021 be given a third reading at this meeting. **CARRIED UNANIMOUSLY**

Bylaw 01-21 63/02/21 Motion Kinder that Bylaw 01-2021 To Provide for the Destruction of Documents be read a third time and adopted; attached to and form a part of these minutes. **CARRIED**

2020 Under Payments 64/02/21 Motion Cameron that the underpayments for Health and Dental Benefits for 2020 are written off. **CARRIED**

PLK. LR

TOWN OF ALAMEDA
Regular Meeting February 17, 2021

Committee Reports 65/02/20 Motion Henderson that we acknowledge the following committee reports:

Councillor Griffin – SUMA Convention
Councillor Cobham – Alameda Recreation Board
Councillor Cameron – Moose Creek Regional Park
Mayor Kinder – R.M. of Moose Creek #33 Joint Meeting

CARRIED

In-Camera At 9:42 Council went in Camera and came out of camera at 10:36 p.m.

At 10:05 p.m. Councillor Henderson left the meeting for personal reasons.

Administrator

66/02/21 Motion Dorrance that Amber Rittaler is appointed as the full-time Administrator, effective February 22nd, 2021, and that she will apply for a Conditional Certificate through the Board of Examiners and Amber's starting salary will be \$50,000.00, and she will be required to take MuniSoft training that will be paid by the Town of Alameda, and that for benefits – the premiums for the disability and life insurance of the group plan will be paid for by the employee and the Town shall pay up to one-half of the total premiums of the plan, as well as MEPP (Municipal Employees Pension Plan), and furthermore, she will have a probation period of six (6) months and will be given 3/52 vacation pay and 1.25 sick days per month, and that a contract will be entered into.

CARRIED

Mentor

67/02/21 Motion Griffin that as the per the regulations of the Board of Examiners that Amber Rittaler will be mentored for one year (1800 hours) of on-the-job training in a municipal office by Myrna-Jean Babbings until Amber can apply for her Standard C Certificate, and furthermore a Contract will be entered into with Myrna-Jean Babbings for her hours of service at \$40.00/hour plus mileage.

CARRIED.

*Rescind
21/01/21*

68/02/21 Motion Cameron that Motion 21/01/21 now is rescinded.

CARRIED

Contract

69/02/21 Motion Cobham that the Contract for Jeremy Burness Foreman/Water plant operator is revised to add the clause for Bereavement and reflect the rate of pay to be \$26.75 per hour, and that this wage is retroactive to January 1, 2021.

CARRIED

TOWN OF ALAMEDA
Regular Meeting February 17, 2021

Next Meeting Wednesday, March 17, 2021 at 7:00 p.m.

Adjourn 70/02/21 Motion Cobham that the meeting adjourns at 10:40 pm. **CARRIED**



Mayor



Administrator