

Report from the Administration

For the period May 15 – June 10, 2009

Administration:

- We received word from the Canada Summer Jobs Grant Program that our application for one summer student was approved but that the funding was reduced from \$5300 to \$2464.
- The Director of Public Works and the Village Manager conducted job interviews for the two summer positions – Village Labourer and Summer Recreation Coordinator. Calvin Elless and Amber Reich, respectively, were hired beginning May 7 and May 11.
- The Village Manager will be meeting with Dallas Dyson, our MSP Coordinator, on Friday May 15th. A verbal update will be provided at the council meeting.
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- The Office Administrator and Village Manager received a demonstration of the MuniWare software program and are awaiting a quote for the key modules we would need.
- The Village sent a letter to the owners of Lots 21-24, Block 2, Plan RN57 (LVII) offering a one year extension to begin construction. They were asked to reply to the Village by May 8, 2009, indicating either their acceptance or non-acceptance of the offer. The owners have verbally stated that they will accept the extension offer.
- Councillor Yuha learned that the Bawlf Public Library should receive \$6480 in Provincial grants for 2009. They received \$2600 in 2008.
- Two rooms have been booked for the AUMA Convention to be held in November in Calgary.
- The Village Manager attended the following external meetings this past month:
 - Mayors/Reeve/Administrators – April 29 in Bawlf.
 - Grant Application Workshop hosted by MP Kevin Sorenson – May 8 in Stettler.

Office Renovations:

- Two windows have been replaced (one was broken and one was faulty).
- The front counter top has been rebuilt to the original design and installed.
- The lighting has all been installed.
- Most of the storage room shelving has been completed (two Village storage rooms and the Library storage room).
- The phone system is in and the service will be switched the day of the move (yet to be determined).
- One data line appears to have been pinched or twisted and is currently not functioning. This will be looked at the week of June 15. There are two other issues with the phone and data lines that will be looked at as well.

- The Wilcor filing system will be installed on Wednesday, June 17.
- The cement pad for the air conditioning unit will be poured in the near future. Then the air conditioning can be completely installed.
- The library has decided against painting their large bookshelves and will be purchasing new shelving.
- The painters were called back to touch up a few areas and should be finished the week of June 8th.
- Outstanding items include the exterior signage, window coverings, after-hours mail drop, library book drop, a few minor odds and ends, and the final inspection.
- The new estimated completion date is July 1.

Development:

- There was two development permits issued this past month.
- The total number of permits approved to date in 2009 is four.
- Kiriak Surveys has completed the new plan for the seven new lots on Niblock Street. A copy has been sent to the Subdivision Authority (Anjah Howard at Camrose County) for approval and the plan has been sent to Land Titles for registration. We are getting closer to listing the properties.

Public Works:

- Repairs to the lagoon have begun. The blocked valve has been removed along with the faulty weir. That part of the berm has been filled in with clay and the rest of that berm has been built up approximately 18". The new weir box arrived the week of June 8th and has been installed. The muskrat runs have been dug out, repacked and repaired.
- The public works crew has been hauling used concrete to the lagoon for lining the banks of the berms to reduce the erosion by the water and wind. Forestburg Transit Mix is placing the concrete along the banks with a back-hoe. Concrete will always be able to be used at the lagoon for this purpose.
- We still plan to get a second quote for the repairs to the water reservoir roof as well as a quote to add a peaked roof.
- The Public Works Director and the Village Manager are currently discussing a short section of a small drainage ditch.
- We are still waiting to hear when the ¾" main stop at Vrolson Road and Alberta Avenue will be replaced with the correct 1" main stop.

Parks and Facilities:

- The remaining tree order has arrived. The seedlings will be planted in a designated area for a minimum of one year and transplanted as required.
- Grass cutting continues as required.
- There was a water leak in the park bathroom facility that required repairing.
- The Recreation Board's ball program has begun and the area seems quite busy on ball nights.
- The weeds at the new hall have been sprayed. The grass is in need of watering.
- Trailer parking at the hall during major events has become a bit of a problem. The Administration will be ordering signs that refer to the appropriate bylaw, indicating that all trailers/campers must be parked at the campground in Jubilee Park.

By-Law Services:

- There have been no referrals to the Bylaw Enforcement Officer this past month. However, he noticed that private vehicles were being parked on Village property behind the homes along the north end of Hanson Street. He issued warnings to these vehicle owners.
- A verbal update will be provided on the status of cleaning up of the property on Lot 8, Block 3, Plan LVII (RN 57).

Fire Department:

- There have been no fires this past month.
- There was one false alarm the week of April 1st.