



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET
VIA ZOOM MEETING
Access Code #TBA
May 12th, 2021
3:00 p.m.**

- 1.0 **CALL TO ORDER**
- 2.0 **PUBLIC HEARING - NONE**
- 3.0 **ADDITIONS AND ADOPTION OF AGENDA**
- 4.0 **ADOPTION OF MINUTES**
 - 4.1 April 28th, 2021 – Regular Meeting
- 5.0 **DELEGATIONS - NONE**
- 6.0 **REPORTS**
 - 6.1 Councillor Storey Report – April 30th, 2021
 - 6.2 CAO Report – March/April
 - 6.3 Tax Aging Report
 - 6.4 Bank Reconciliation Report
- 7.0 **BYLAWS - NONE**
- 8.0 **AGREEMENTS – NONE**
- 9.0 **CORRESPONDENCE - NONE**
- 10.0 **NEW BUSINESS**

-
- 10.1 Request for Decision – Re-appointment of Millet Fire Chief
 - 10.2 Request for Decision – Appointment for Vacant Term Municipal Planning Commission
 - 10.3 Tax Auction – Reserved Bids
 - 10.4 Capital Purchase – Loader
 - 10.5 Disposal of Surplus Property

11.0 **CLARIFICATION OF AGENDA**

12.0 **CLOSED SESSION - CONFIDENTIAL**

Council will also be discussing privileged and other information regarding Land matters therefore the meeting should be closed pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26, Part 5, Division 9, and amendments thereto, and the applicable Sections noted from S.16 - S.29 of the Freedom of Information and Protection of Privacy Act, 2000, Chapter F-25, Division 2, Part 1 and amendments thereto.

- 12.1 Land – WDMLA

13.0 **ADJOURNMENT**



REGULAR MEETING OF COUNCIL
TOWN OF MILLET
VIA ZOOM
ACCESS CODE #970 0170 6425
April 28th, 2021
3:00 p.m.

PRESENT:

Present at the online meeting with visual and audio connections were:

- MAYOR Tony Wadsworth
COUNCILLORS Robin Brooks, Carol Sadorosznay, Mike Storey, Vicki Pyle, Pat Garrett, Doug Peel
C.A.O. Lisa Schoening
LEGISLATIVE ASSISTANT Heather Hughes
DIRECTOR OF INFRASTRUCURE Lisa Novotny
DIRECTOR OF FINANCE Annette Gordon
MANAGER OF ENFORCEMENT SERVICES Mitch Newton
PRESS Christina Max (audio only)
GALLERY Andy Health - McElhanney Engineering

1.0 CALL TO ORDER:

The meeting was called to order by Mayor Wadsworth at 3:00 p.m.

2.0 PUBLIC HEARINGS: - NONE

3.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA:

Table with 2 columns: Res #119/21 Agenda, Moved by Councillor Storey that the following items are hereby added and deleted to the agenda and further that the agenda is hereby adopted, as amended; Add 10.8 Letter of Support - Marketing Grant - MDHS; Delete 12.1 Legal - West Dried Meat Lake

CARRIED

COUNCIL MEETING

MAY 12 2021

Handwritten signature/initials

4.0 ADOPTION OF MINUTES:

| | |
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| Res #120/21 Minutes Regular Meeting | Moved by Councillor Sadoroszney that the April 14 th , 2021 Regular Meeting of Council Minutes are hereby approved, as presented. |
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*CARRIED***5.0 DELEGATIONS:**

5.1 Andy Heath – McElhanney Engineering

6.0 REPORTS:6.1 *Capital Progress Report – December 2020 - Director of Finance*6.2 *Capital Progress Report – March 31, 2021 – Director of Finance*

| | |
|--------------------------------|---|
| Res #121/21 Reports | Moved by Councillor Peel that the Reports are hereby accepted as information. |
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*CARRIED***7.0 BYLAWS:**7.1 *Bylaw #2021-03 – Establishment of a Bylaw Enforcement Officer (all three readings)*

| | |
|---------------------------------------|--|
| Res #122/21 Bylaw #2021-03 | Moved by Councillor Sadoroszney that Bylaw #2021-03 is hereby given first reading, as amended. |
|---------------------------------------|--|

CARRIED

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| Res #123/21 Bylaw #2021-03 | Moved by Councillor Brooks that Bylaw #2021-03 is hereby given second reading. |
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CARRIED

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| Res #124/21 Bylaw #2021-03 | Moved by Councillor Garrett that permission is hereby granted for the presentation of Bylaw #2021-03 for all three readings at this meeting. |
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CARRIED UNANIMOUSLY

| | |
|---------------------------------------|---|
| Res #125/21 Bylaw #2021-03 | Moved by Councillor Storey that Bylaw #2021-03 is hereby given third and final reading. |
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*CARRIED**Manager of Enforcement Services left the meeting at 3:26 p.m.*

7.2 *Bylaw #2021-04 – Temporary Borrowing Bylaw (all three readings)*

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| Res #126/21 Bylaw #2021-04 | Moved by Councillor Brooks that Bylaw #2021-04 is hereby given first reading. |
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CARRIED

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| Res #127/21 Bylaw #2021-04 | Moved by Councillor Storey that Bylaw #2021-04 is hereby given second reading. |
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CARRIED

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|-------------------------------|--|
| Res #128/21 Bylaw #2021-04 | Moved by Councillor Garrett that permission is hereby granted for the presentation of Bylaw #2021-04 for all three readings at this meeting. |
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CARRIED UNANIMOUSLY

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|-------------------------------|---|
| Res #129/21 Bylaw #2021-04 | Moved by Councillor Peel that Bylaw #2021-04 is hereby given third and final reading. |
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*CARRIED*7.3 *Bylaw #2021-05 – Penalty Tax Bylaw (all three readings)*

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|-------------------------------|--|
| Res #130-21 Bylaw #2021-05 | Moved by Councillor Sadoroszney that Bylaw #2021-05 is hereby given first reading. |
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CARRIED

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| Res #131/21 Bylaw #2021-05 | Moved by Councillor Pyle that Bylaw #2021-05 is hereby given second reading. |
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CARRIED

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|-------------------------------|--|
| Res #132/21 Bylaw #2021-05 | Moved by Councillor Garrett that permission is hereby granted for the presentation of Bylaw #2021-05 for all three readings at this meeting. |
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CARRIED UNANIMOUSLY

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|-------------------------------|--|
| Res #133/21 Bylaw #2021-05 | Moved by Councillor Sadoroszney that Bylaw #2021-05 is hereby given third and final reading. |
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*CARRIED*8.0 **AGREEMENTS:** - NONE

9.0 CORRESPONDENCE:

9.1 *ATCO Gas and Pipelines Ltd. – 2021 Franchise Fee Distribution Revenue Forecast*

9.2 *Union Decertification – Lisa Schoening, CAO*

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|---------------------------------------|---|
| Res #134/21 Correspondence | Moved by Councillor Brooks that the Correspondence is hereby accepted as information. |
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CARRIED

10.0 NEW BUSINESS:

10.1 *Request for Decision – Distancing Diamonds*

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| Res #135/21 Distancing Diamonds | Moved by Councillor Storey that the second Distancing Diamond donated by SMILES be placed in Phillips Park. |
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CARRIED

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| Res #136/21 Distancing Diamonds | Moved by Councillor Sadoroszney that the third Distancing Diamond, to be donated by SMILES should be placed at Centennial Park in the summer of 2021. |
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CARRIED

10.2 *Request for Decision – Millet Fire Department – Appointment*

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|------------------------------------|---|
| Res #137/21 Appointment | Moved by Councillor Brooks that Council appoint Dave Monahan and Braydon Sinclair-Smith as the Fire Safety Codes Officers for the Town of Millet. |
|------------------------------------|---|

CARRIED

10.3 *Invitation – 2021 Chamber of Commerce Annual General Meeting*

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|---|--|
| Res #138/21 Invitation – Chamber AGM | Moved by Councillor Storey that Mayor Wadsworth and Councillors Sadoroszney and Garrett attend the virtual 2021 Annual General Meeting event on May 6 th from 12:00 – 1:00 p.m. |
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CARRIED

10.4 *New Policy #84 – Deadfall Permit Policy*

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| Res #139/21 Policy #84 – Deadfall Permit Policy | Moved by Councillor Pyle that Council approve Policy #84 – Deadfall Permit Policy as presented. |
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CARRIED

10.5 Policy #19 – Custom Work Policy - Rescind

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| Res #140/21 Policy #19 – Custom Work Policy | Moved by Councillor Garrett that Council rescind Policy #19 – Custom Work Policy. |
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CARRIED

10.6 Request for Decision – Consolidated Financial Statements for the year ended December 31, 2020

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| Res #141/21 Financial Statements December 31, 2020 | Moved by Councillor Garrett that Council approve the restricted reserve changes as stated in the December 31, 2020 Financial Statements. |
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CARRIED

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|---|---|
| Res #142/21 Financial Statements December 31, 2020 | Moved by Councillor Storey that Council approve the audited Consolidated Financial Statements for the year ended December 31, 2020. |
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CARRIED

10.7 Letter of Support – Millet and District Historical Society

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| Res #143/21 Letter of Support | Moved by Councillor Sadoroszney that Council authorize Administration to provide a Letter of Support to Millet and District Historical Society for the Community Initiatives Program (CIP) grant and further that the letter states the Town will support the Museum in 2022. |
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CARRIED

10.8 Letter of Support – Millet and District Historical Society

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|--|--|
| Res #144/21 Letter of Support | Moved by Councillor Brooks that Council authorize Administration to provide a Letter of Support to Millet and District Historical Society for the non-matching Travel Alberta Marketing grant. |
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CARRIED

11.0 **CLARIFICATION OF AGENDA:** NONE

Christina Max left the meeting at 4:49 p.m.

Director of Finance left the meeting at 4:49 p.m.

Council took a 10-minute recess.

| | |
|---------------------------------------|---|
| Res #145/21 Closed Session | Moved by Councillor Sadoroszney that Council move into Closed Session to discuss Items 12.2 – 12.6 pursuant to Sections 16 to 29 of the Freedom of Information and Protection of Privacy Act at 5:00 p.m. |
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CARRIED

12.0 CLOSED SESSION:

12.2 Land – Millet Lions Club

12.3 Land – Bike Jump

12.4 Personnel – Employee Policies

12.5 Legal – FCSS

12.6 Land - MiB

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|----------------------------------|---|
| Res #146/21 Reconvene | Moved by Councillor Garrett that the Regular Council Meeting reconvene from Closed Session at 5:48 p.m. |
|----------------------------------|---|

CARRIED

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|------------------------------------|---|
| Res # 147/21 Lions Club | Moved by Councillor Garrett the formal response from the Millet Lions Club, accepting the offer in the amount of \$65,000 for the Town to reclaim the bay at the Town Public Works shop, is acceptable to the Town and further that the Lions may use their own discretion in the use of the funds. |
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CARRIED

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|-----------------------------------|--|
| Res #148/21 Bike Jumps | Moved by Councillor Pyle that Council authorize Administration to remove the unauthorized bike jumps placed in the Pipestone Creek park area and further that Administration proceed with procuring appropriate signage with respect to fires being started in the vicinity and the fines that will be imposed if the prohibition is breached. |
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CARRIED

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| Res #149/21 Policy #39 – Disciplinary Policy | Moved by Councillor Garrett that Council amend Policy #39 - Disciplinary Policy, as presented. |
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CARRIED

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| Res #150/21 Policy #54 – Employee Wage Grid Policy | Moved by Councillor Sadoroszney that Council amend Policy #54 - Employee Wage Grid Policy, as presented. |
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CARRIED

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| Res #151/21 Policy #85 – Standby and Overtime Policy | Moved by Councillor Storey that Council adopt new Policy #85 - Standby and Overtime Policy, as presented. |
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CARRIED

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|--|--|
| Res #152/21 Policy #86 – Health Spending Account Policy | Moved by Councillor Peel that Council adopt new Policy #86 – Health Spending Account Policy, as presented, and further that an additional \$500 be granted to all employees for the calendar year 2021 ONLY due to the additional challenges presented during COVID. |
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CARRIED

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|-------------------------------------|---|
| Res #153/21 FCSS Funding | Moved by Councillor Garrett that Council approve the Millet and District Museum FCSS grant application for \$2,000.00 |
|-------------------------------------|---|

CARRIED

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|----------------------------|--|
| Res #154/21 MiB | Moved by Councillor Sadoroszney that Council approve an additional 1,860 sq. ft. for a total of 9,860 sq. ft. to be used by MiB for the Community Garden located at Leonard Gray Park. |
|----------------------------|--|

CARRIED

13.0 ADJOURNMENT:

The meeting was adjourned at 5:55 p.m.

THESE MINUTES ADOPTED BY COUNCIL THIS 12th DAY OF MAY 2021.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

COUNCILLOR MIKE STOREY

COUNCILLOR REPORT FOR MARCH AND APRIL, 2021

- March 9 - Attended Millet in Bloom Committee meeting.
- March 10 -Attended Regular Council Meeting.
- March 24 -Attended Regular Council Meeting.
- April 13 -Attended Millet in Bloom Committee meeting.
- April 14 -Attended Regular Council Meeting.
- April 15 -Attended the CRSWSC Annual General Meeting.
- April 27 -Attended the Regular JEDI Board Meeting.
- April 28 -Attended Regular Council Meeting.
- April 30 -To the end of March, 2021, MIB has only spent \$417.74 of the \$38,600 budget as the season projects have not been started.

COUNCIL MEETING

MAY 12 2021

ITEM # 6.1

Chief Administrative Officer Report – March/April

March

- 1 Auditors
- 2 Personnel
- 3 Meeting with County
- 3 Policy Review committee
- 3 JEDI Mgmt
- 3 Foreman Meeting
- 4 Lakeside Meadows Meeting
- 9-10 Union
- 10 Council
- 11-12 Personnel
- 12 School update tour
- 15 union
- 17 union
- 18 Lakeside Meeting
- 18 School update tour
- 19 BUDGET
- 22 Meeting with Chamber / Arena progress meeting
- 23 Union
- 23 School update tour
- 24 Council
- 25-26 Union
- 26 School tour
- 29 Meeting with Bob Smith

COUNCIL MEETING

MAY 12 2021

ITEM # 10.2

30 Agriplex progress meeting

April

1 WDMLA CAO meeting

6 Labor Board Case Management Meeting

8 Policy Review Meeting

12 Meeting with Chamber

12 School Update / Meeting with Noel at MIP

13 School Update

14 Agriplex Progress meeting / Council

15-16 Municipal Leaders Caucus

16 School Update

19 WDMLA Meeting

19 JEDI Management Meeting

20 Personnel

21 Policy Review Committee

21 JEDI Management

22 School tour update

23 Meeting with Bob Smith

27 JEDI

28 Council

29 Staff Meeting

30 Arena Update meeting

Respectfully submitted

Lisa Schoening, CLGM

tax aging analysis
Excluding auto pay

| | Current outstanding | One Year outstanding | Total outstanding |
|------------|------------------------|-------------------------|----------------------|
| June 2019 | 218,299.06 | 112,329.78 | 415,548.05 |
| June 2020 | 452,259.97 | 127,112.45 | 695,456.27 |
| July 2019 | 251,171.32 | 88,034.53 | 408,449.96 |
| July 2020 | 326,588.11 | 113,052.44 | 553,679.99 |
| Aug 2019 | 238,626.78 | 87,199.94 | 395,070.83 |
| Aug 2020 | 276,113.41 | 104,686.37 | 493,908.20 |
| Sept 2019 | 228,255.89 | 85,555.94 | 382,555.94 |
| Sept 2020 | 178,037.37 | 90,683.97 | 381,102.17 |
| Oct 2019 | 210,750.50 | 76,775.38 | 352,658.28 |
| Oct 2020 | 230,958.84 | 88,386.64 | 431,570.01 |
| Nov 2019 | 198,961.57 | 76,294.08 | 340,388.05 |
| Nov 2020 | 204,531.41 | 86,632.13 | 403,388.07 |
| Dec 2019 | 173,057.74 | 66,430.93 | 304,621.07 |
| Dec 2020 | 191,777.72 | 81,663.31 | 384,187.92 |
| Jan 2020 | 30,182.00 | 188,499.62 | 350,244.95 |
| Jan 2021 | - | 179,781.35 | 331,552.94 |
| Feb 2020 | 36,195.01 | 175,622.56 | 336,679.97 |
| Feb 2021 | 37,125.29 | 148,215.93 | 307,186.58 |
| March 2020 | 8,072.04 | 172,946.05 | 304,434.82 |
| March 2021 | 50,280.69 | 135,025.74 | 303,955.55 |

Analysis:

Approx. \$27,000 was transferred from Utilities in March of this year onto the tax roll.
However, overall taxes have decreased. And the amount year to year balance is approx.
the same.

COUNCIL MEETING

MAY 12 2021

ITEM #

6.3

Monthly Bank Reconciliation

Municipality of
TOWN OF MILLET

Month Ending **31, March 2021**

| | General Account | General Term Deposit | Cemetery Term Deposit | Total |
|--|---------------------|-----------------------|-----------------------|-----------------------|
| Net Balance at End of Previous Month | \$644,966.57 | \$1,936,884.32 | \$11,369.64 | \$2,593,220.53 |
| Receipts for the Month (Less Loans) | \$2,811,944.71 | \$2,152,347.81 | \$1.74 | \$4,964,294.26 |
| Terms Cashed in | | \$0.00 | \$0.00 | \$0.00 |
| Sub-Total | \$3,456,911.28 | \$4,089,232.13 | \$11,371.38 | \$7,557,514.79 |
| LESS: | | | | |
| Terms Taken out | \$3,149,614.19 | \$0.00 | \$0.00 | \$3,149,614.19 |
| Disbursements for the Month | | \$0.00 | \$0.00 | \$0.00 |
| Net Balance at End of Month | \$307,297.09 | \$4,089,232.13 | \$11,371.38 | \$4,407,900.60 |
| Balance at End of Month -- Treasury Branch | \$797,705.38 | \$4,089,232.13 | \$11,371.38 | \$4,898,308.89 |
| *Cash on Hand at End of Month | | \$0.00 | \$0.00 | \$0.00 |
| Sub-Total | \$797,705.38 | \$4,089,232.13 | \$11,371.38 | \$4,898,308.89 |
| LESS: | | | | |
| Feb deposits recorded in March | -\$2,601.09 | \$0.00 | \$0.00 | -\$2,601.09 |
| Outstanding Cheques See List | \$493,009.38 | \$0.00 | \$0.00 | \$493,009.38 |
| BALANCE | \$307,297.09 | \$4,089,232.13 | \$11,371.38 | \$4,407,900.60 |

OUTSTANDING CHEQUES

| No. | Amount | No. | Amount | No. | Amount | No. | Amount |
|-------|-------------|-------|--------------|-------|------------|-----|---------------------|
| 20677 | \$70.00 | 22707 | \$5,921.48 | 22726 | \$1,589.82 | 0 | \$-00 |
| 21268 | \$129.40 | 22708 | \$25,310.12 | 22727 | \$509.39 | 0 | \$-00 |
| 21430 | \$235.76 | 22709 | \$272.90 | 22728 | \$1.22 | 0 | \$-00 |
| 21610 | \$13.00 | 22710 | \$66.59 | 0 | \$-00 | 0 | \$-00 |
| 21961 | \$34.37 | 22711 | \$11,516.92 | 0 | \$-00 | 0 | \$-00 |
| 22013 | \$196.42 | 22712 | \$379,050.00 | 0 | \$-00 | 0 | \$-00 |
| 22386 | \$325.00 | 22713 | \$183.75 | 0 | \$-00 | 0 | \$-00 |
| 22557 | \$63.00 | 22714 | \$552.00 | 0 | \$-00 | 0 | \$-00 |
| 22674 | \$442.56 | 22715 | \$11,521.27 | 0 | \$-00 | 0 | \$-00 |
| 22675 | \$488.25 | 22716 | \$176.40 | 0 | \$-00 | 0 | \$-00 |
| 22679 | \$1,553.34 | 22717 | \$5,237.94 | 0 | \$-00 | 0 | \$-00 |
| 22683 | \$302.25 | 22718 | \$6,000.00 | 0 | \$-00 | 0 | \$-00 |
| 22700 | \$169.00 | 22719 | \$28.00 | 0 | \$-00 | 0 | \$-00 |
| 22701 | \$309.75 | 22720 | \$504.00 | 0 | \$-00 | 0 | \$-00 |
| 22702 | \$22,539.46 | 22721 | \$1,144.13 | 0 | \$-00 | 0 | \$-00 |
| 22703 | \$1,607.81 | 22722 | \$854.13 | 0 | \$-00 | 0 | \$-00 |
| 22704 | \$3,626.23 | 22723 | \$1,800.00 | 0 | \$-00 | 0 | \$-00 |
| 22705 | \$6,013.98 | 22724 | \$702.05 | 0 | \$-00 | 0 | \$-00 |
| 22706 | \$834.75 | 22725 | \$1,112.94 | 0 | \$-00 | 0 | \$-00 |
| | | | | | | | \$493,009.38 |

This statement submitted to Council this _____ 12th day of May 2021

Remarks:

Mayor: _____

Chief Administrative Officer: _____

*Cash on Hand Deposited

COUNCIL MEETING

MAY 12 2021

ITEM # 6.4



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Council Meeting

Meeting Date: May 12, 2021

Originated By: Lisa Schoening

Agenda Item:

BACKGROUND/PROPOSAL

Steve Moen's appointment as the Town of Millet Fire Chief, expires on May 31, 2021. As per the Millet Fire Department Standard Operating Procedures, the appointment must be made every 2 years.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Administration is very happy with Mr. Moen's performance as Fire Chief.

COSTS/SOURCE OF FUNDING

N/A

RECOMMENDATION

That Steve Moen is hereby appointed as the Town of Millet Fire Chief, for an additional two (2) year term, expiring May 31, 2023.

COUNCIL MEETING

MAY 12 2021

ITEM # 10.5



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Council Meeting

Meeting Date: May 12, 2021

Originated By: Lisa Schoening

Agenda Item:

BACKGROUND/PROPOSAL

An advertisement was posted for a new member of the MPC.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

2 resumes were received.

Mike Bennett

I am interested in the volunteer vacant position on the Municipal Planning Commission. I have attached my resume for your consideration. I have a keen interest in working with the town of Millet. I previously participated on one of your zoning review committee (group home review) and really enjoyed the role.

Sarah Sear

I would like to express my interest for the Municipal Planning Commission. I have attached my resume and as you will notice I have done a fair bit of volunteer positions and I enjoyed each one! I would very much enjoy being a part of the community and being able to be an assist to the growth and development. Please let me know if this position is still available and if I would be considered since I live 5 minutes out of town but I consider this my hometown and use as much services that I can here! 😊

RECOMMENDATION

That Council appoint a member to the MPC.

COUNCIL MEETING

MAY 12 2021

ITEM # 10.2



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting

Meeting Date:

Originated By: Annette Gordon

Agenda Item: 10-3

BACKGROUND/PROPOSAL

Administration brings forth the property that remains on the tax sale listing for the 2021 public auction to set the reserve bid and conditions of sale as per the Municipal Government Act, Section 418(1)

Each Municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

The landowner has the ability to pay the taxes in full or to enter into a 3 year tax agreement at any time prior to 2pm on the date of sale, as per (4) of Section 418, MGA.

The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until (a) the agreement has expired, or (b) the owner of the parcel breaches the agreement.

In order to continue the process, it is regulated that Council set reserve bids as indicated in Section 419.

The council must set (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and (b) any conditions that apply to the sale.

If any property does not sell a public auction, the municipality has the option to become the owner (MGA, Section 424)

A tax sale date of August 26 at 2pm. All COVID protocols will be followed to allow for public attendance, if possible.

There remains 4 properties on the tax arrears list and administration has made various attempts at contacting the owners, by mail, and phone. (Note: some residents we could not contact by phone or mail and could not be found.)

MAY 12 2021

ITEM #

10-3

COUNCIL MEETING

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

N/A

COSTS/SOURCE OF FUNDING

The property if sold, will pay the debt to the town for the unpaid tax arrears and other costs as allowed by the Municipal Government Act, with the balance, to be put into trust which becomes available to the previous owner.

The assessed value on the following properties are:

| | |
|-----------|-----------------------------|
| \$231,000 | 4;24;047;32;SE |
| \$227,100 | 4;24;047;32;NE |
| \$ 60,900 | Plan 5948CL Lot 5 |
| \$237,600 | Plan 8120629 Black 6 Lot 28 |

RECOMMENDATION

Pursuant to the Municipal Government, Act, Par 10, Section 8, Council set the reserve bid for Aug 25th Auction on the following properties:

4;24;47;32SE
4;24;047;32;NE
Plan 5948CL Lot 5
Plan 8120629 Black 6 Lot 28

- The property must not be sold for less than the reserve bid
- The purchaser takes possession of the property "as is"
- The purchaser is to pay all transfer costs
- The full purchase price must be paid by a certified cheque or cash by, Aug 27, 2021 at 4:00 pm.



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: May 12, 2021
Originated By: Lisa Novotny, Director of Development and Infrastructure
Agenda Item:

BACKGROUND/PROPOSAL

As part of the 2021 capital budget, Council approved the purchase of a new loader. Quotes have been obtained from three companies for this opportunity by the Utilities Foreman and his CAO award report is attached as information. The following is a summary of the submissions:

| Supplier\Model | Price (Plus GST) | Trade in Amount |
|-------------------------------|------------------|-----------------|
| SMS Equipment\Komatsu WA270-8 | \$215,553 | \$58,000 |
| SMS Equipment\Komatsu WA200-8 | \$195,608 | \$58,000 |
| Finning\930M | \$245,000 | \$58,000 |
| Finning 926M | \$215,000 | \$58,000 |
| Brandt\John Deere 524P | \$210,300 | \$63,000 |
| Brandt\John Deere 544P | \$234,000 | \$63,000 |

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

See attached CAO Award report

COSTS/SOURCE OF FUNDING

\$240,000 was budgeted for the loader through the capital equipment reserve as part of the 2021 budget.

RECOMMENDED ACTION:

That Council accept the quote from Brandt for the John Deere 544P for \$234,000 less trade in.

COUNCIL MEETING

MAY 12 2021

ITEM # 10.4

CAO CONTRACT AWARD REPORT

Subject: New Loader 2021

Recommendation(s):

Type of Contract:

- professional services
- construction/renovation
- goods/services

Total Contract Value:

- Up to \$25,000
- \$25,000 to \$50,000
- \$50,000 to \$100,000
- over \$100,000

Multi-Year Contract yes no Contract

Length: Total Value -

Competitive Bid Process

yes no (sole source) (if 'no', contract value cannot exceed \$100,000)

Type of Competitive Bid Process Evaluation

Lowest Bid Price (Substantially Compliant) Price
Plus Other Criteria

Award to Lowest Compliant or Highest Evaluated Bid

yes no

Funds For Current Year of Contract Within an Approved Budget (if a Multi-Year Contract)

yes no

Report:

SEE Attachment.

Financial and/or Legal Implications:

N/A



I recommend That Millet go with the Brandt Tractor and the John Deere model Loader.

During research John Deere and CAT came back with the most positive responses in service, machine operation, and the quality of the machine. I would Have no issues with going with either brand (John Deere or CAT). In Millets case, John Deere came in less expensive then both models of CAT loader, both have similar features.

Other Reasons to go with John Deere, (Brandt Tractor) :

Offer for the old loader is the highest, plus options to sell privately till new loader is available. Brandt's sales person has some buyers that he knows of that are interested in a used loader, or if we get more in the auction that good as well. This means if Millet can get more with a private bid or auction, Millet has the option to do so until the new loader is available and dropped off. Brandt is willing to put Millet in contact with interested parties.

Brandt Tractor (John Deere) has good service, with a reliable product, they have well trained staff, plus can be counted on in emergency situation.

Brandt Tractor also has adjustable warranties that can provide longer coverage for our new loader without extra cost. This is good because compared to other companies Millet will be putting on fewer hours

I also recommend we get the heavier duty loader. Both Models are equivalent physical size, one just has more power and higher load capacity. That makes the difference in retaining more value as it ages. With the prospects of Millet expanding, I would also not like to run into the situation of the loader not being able to do everything we need it to. The current loader is same as the heavier loader specs.

John Deere did not come in lowest in cost but was not the highest either. After doing all the research I believe it is in Millets best interest to go with the John Deere at this time so we get the best dollar value over all.

If you have any questions, please let me know. If I am not able to answer your questions or you just wish to, I can get the sales rep to come in a give you a presentation on the loader.

Eric Weremey
Town of Millet
Utilities foreman



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: May 12, 2021
Originated By: Lisa Novotny, Director of Development and Infrastructure
Agenda Item:

BACKGROUND/PROPOSAL

Earlier this year Council approved the Policy 76 - Disposal of Surplus Property. There are several items that the Town has are no longer used and Administration would like to recommend they be deemed surplus. Attached is proposed 2021 Surplus Property Listing which includes vehicles and miscellaneous items. As required by Policy 76 Council must deem the items as surplus, establish reserve bids and approve the method of disposal.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The estimated combined value of the miscellaneous items is low therefore having the sale of these items handled through an auction house seem uneconomical. It is recommended that Administration receive bids for miscellaneous items through a sealed bid process. It is also recommended that this sealed bid process be subject to:

- all items be sold AS IS\WHERE IS
- viewings be conducted by appointment only
- bidding be open for a minimum of 10 working days
- all bids must be received by sealed bid with the item number clearly identified
- highest bids shall be accepted
- payments for items must be received within 48 hours of the auction closing
- payments must be by cheque

The items listed as vehicles are recommended to be sold using an auction service such as Ritchie Bros Auctions. Equipment on-line auctions have been very successful lately and this would provide a wider potential purchaser base. Ritchie Bros Auction is also a member of Source Well and the Town will receive preferred pricing. It is important to note that the Town does have a trade option for the loader so Council wishes to accept that offer, this item is to be removed from the disposal of surplus listing.

COUNCIL MEETING

MAY 12 2021

ITEM #

10-5

COSTS/SOURCE OF FUNDING

Revenue received from the sale of surplus items will go to the Capital Equipment Reserve.


RECOMMENDED ACTION:

That Council approve of the disposal of the surplus items itemized on the 2021 Surplus Property Listings.


That Council approve the reserve bids for the miscellaneous items listed on the 2021 Surplus Property Listing as provided.

That Council approve the disposal of surplus vehicles through Richie Bros. Auctioneers.


Town of Millet Surplus Property Auction
List of Vehicles

| Item Number | Description | Image |
|-------------|--|---|
| 21V01 | Ford Ranger Serial Number: 1FTYR44U48PA59648 Year: 2008 Mileage (km): 98375 Condition: Fair Additional Notes: Recommended Reserve Bid: \$1,000 |  |


Town of Millet Surplus Property Auction
List of Vehicles

| Item Number | Description | Image |
|-------------|---|---|
| 21V02 | GMC Green Serial Number: 1GTHK29U13E305402 Year: 2003 Mileage (km): 129643 Condition: Fair Additional Notes: Damaged Recommended Reserve Bid: \$750 |  |


Town of Millet Surplus Property Auction
List of Vehicles

| Item Number | Description | Image |
|-------------|---|--|
| 21V03 | John Deere Mower Serial Number: ITC997SCHDF080782 Year: 2012 Mileage (km): 1661.7 Condition: fair Additional Notes: needs work Recommended Reserve Bid: \$750 |  |


Town of Millet Surplus Property Auction
List of Vehicles

| Item Number | Description | Image |
|-------------|--|--|
| 21V04 | <p>New Holland Tractor Serial Number: UX24305 Year: 2000 Mileage (km): 3209.6 hrs Condition: Fair Additional Notes: Recommended Reserve Bid: \$2,500</p> |  |


Town of Millet Surplus Property Auction
List of Vehicles

| Item Number | Description | Image |
|-------------|--|--|
| 21V07 | Trackless Deck Serial Number: 20TC08-112 Year: 2010 Mileage (km): N/A Condition: Poor Additional Notes: Recommended Reserve Bid: \$300 |  |


Town of Millet Surplus Property Auction
List of Vehicles

| Item Number | Description | Image |
|-------------|--|--|
| 21V08 | Toro Mower Serial Number: 28000028 Year: 2008 Mileage (km): 19260hrs Condition: Fair Additional Notes: Needs Work Recommended Reserve Bid: \$500 |  |


Town of Millet Surplus Property Auction
List of Vehicles

| Item Number | Description | Image |
|-------------|---|---|
| 21V101 | International 2554 Serial Number: 1HTGCAA12X5H227938 Year: 1995 Mileage (km):172,794km Condition: Good Additional Notes: Well Maintained Recommended Reserve Bid: \$9,000 |  |


Town of Millet Surplus Property Auction
List of Vehicles

| Item Number | Description | Image |
|-------------|--|---|
| 21V102 | <p>Dodge Ram 2500 Heavy duty Serial Number: 3D7KS28T39G502447 Year: 2009 Mileage (km):107322km Condition: Good Additional Notes: Has death sway Recommended Reserve Bid: \$5,000</p> |  |


Town of Millet Surplus Property Auction
List of Vehicles

| Item Number | Description | Image |
|-------------|---|---|
| 21V103 | <p>Ford F-800 Bucket Truck Serial Number: 1FDPF82J4MVA17793 Year: 1990 Mileage (km): 207,639km Condition: Average Additional Notes: Bucket Lift truck. 1 hydraulic hose needs replacement. Before town stopped using passed its inspection on both truck and lift. Recommended Reserve Bid: \$1,800</p> |  |


Town of Millet Surplus Property Auction
List of Vehicles

| Item Number | Description | Image |
|-------------|---|---|
| 21V104 | 13' Plow blade (holms) Serial Number: SN:146359 Year: 2002 Mileage (km):N/A Condition: Fair Additional Notes: Mode; TKHP 100-400 Recommended Reserve Bid: \$1,000 |  |


Town of Millet Surplus Property Auction
List of Vehicles

| Item Number | Description | Image |
|-------------|---|--|
| 21V105 | John Deer Loader Serial Number: DW544J2609640 Year: 2007 Mileage (km): 5043.2 hours Condition: Average Additional Notes: 544J Recommended Reserve Bid: \$63,000 |  |

Town of Millet Surplus Property Auction
List of Vehicles


| Item Number | Description | Image |
|-------------|--|---|
| 21V106 | Trackless Tractor Serial Number: MT6 1299 Year: 2010 Mileage (km):1574.56hours Condition: Good Additional Notes: Has Summer and Winter Tires Recommended Reserve Bid: \$25,000 |  |

Town of Millet Surplus Property Auction
List of Vehicles


| Item Number | Description | Image |
|-------------|--|---|
| 21V107 | 5 Position Blade Serial Number: 349 Year: 2010 Mileage (km):N/A Condition: Good Additional Notes: Model (HV5) Recommended Reserve Bid: \$1,500 |  |

Town of Millet Surplus Property Auction


List of Vehicles

| Item Number | Description | Image |
|-------------|--|--|
| 21V108 | <p>Angle Broom Serial Number: 122 Year: 2010 Mileage (km):N/A Condition: Good Additional Notes: Model (A5QC25) Have Extra Waffers Recommended Reserve Bid: \$1,500</p> |  A photograph of a yellow angle broom. The broom has a long yellow handle with a black brush head. A black tarp with the word "RE" in yellow letters is visible in the background. The broom is parked on a concrete floor. |

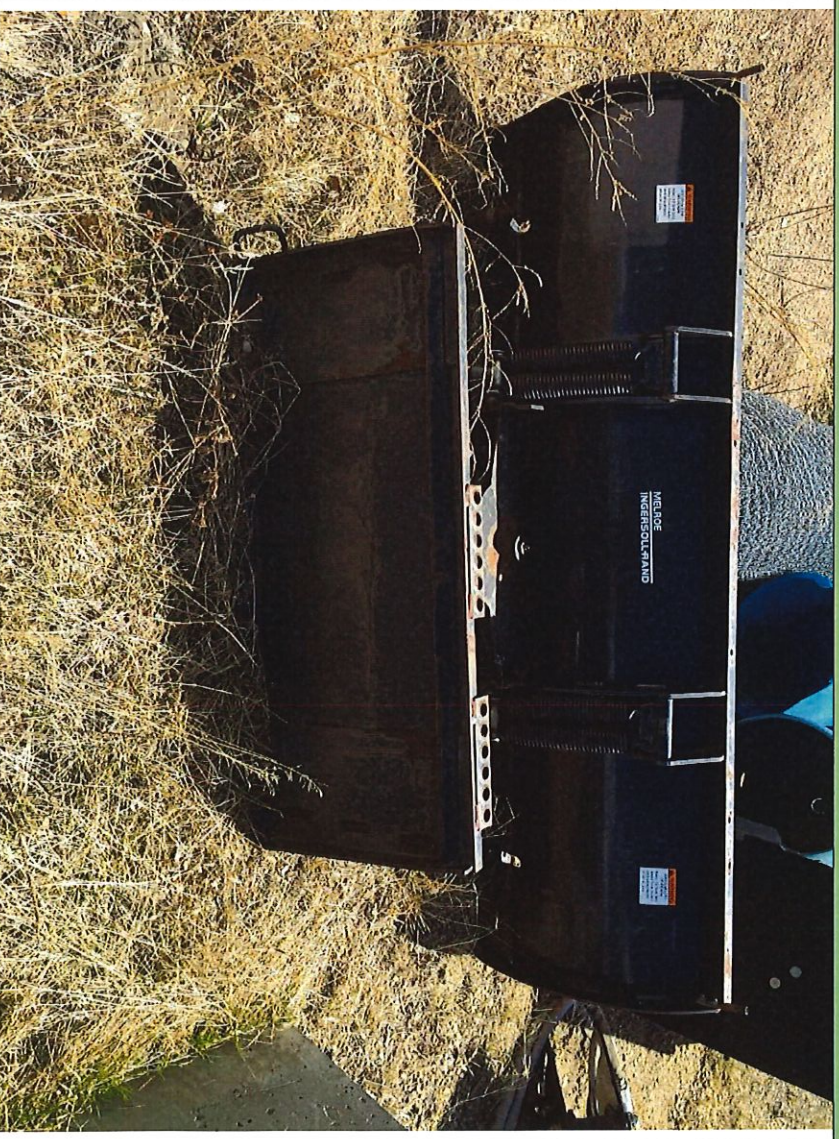
Town of Millet Surplus Property Auction
List of Vehicles

| Item Number | Description | Image |
|-------------|---|---|
| 21V109 | Sander (Skid steer) Serial Number: Year: Mileage (km):N/A Condition: Average Additional Notes: Sander Spreader etc. (Bobcat) Recommended Reserve Bid: \$300 |  |


Town of Millet Surplus Property Auction
List of Vehicles

| Item Number | Description | Image |
|-------------|--|---|
| 21V110 | Vibrator Roler /Packer Serial Number: 803400418 Year: 0 Mileage (km):N/A Condition: Fair Additional Notes: (Bobcat) Recommended Reserve Bid: \$300 |  |



Town of Millet Surplus Property Auction
List of Vehicles

| Item Number | Description | Image |
|-------------|---|---|
| 21V111 | Blow Blade (snow) Serial Number: 683600170 Year: 0 Mileage (km):N/A Condition: Average Additional Notes: (Bobcat) MELROE Recommended Reserve Bid: \$500 |  |



Town of Millet Surplus Property Auction
List of Vehicles

| Item Number | Description | Image |
|-------------|--|---|
| 21V112 | <p>Disaster Services Trailer Serial Number: SWKBE2625B1011663 Year: 2011 Mileage (km):N/A Condition: Good Additional Notes: Recommended Reserve Bid: \$5,700</p> |  |



Town of Millet
Disposal of Surplus Property
Miscellaneous Items

| Item Number | Description | Image |
|-------------|---|--|
| 21M001 | Air Pressure Tank Condition: Good Reserve Bid: \$30 |  |
| 21M002 | Recip. Saw Condition: Fair Reserve Bid: \$12 |  |

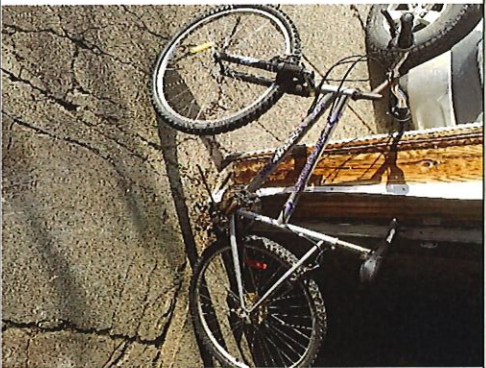

Town of Millet
Disposal of Surplus Property
Miscellaneous Items

| Item Number | Description | Image |
|-------------|---|--|
| 21M003 | Grinder Condition: Fair Reserve Bid: \$12 |  |
| 21M004 | Bicycle Condition: Good Reserve Bid: \$18 |  |



Town of Millet
Disposal of Surplus Property
Miscellaneous Items

| Item Number | Description | Image |
|-------------|---|--|
| 21M005 | Bicycle Condition: Good Reserve Bid: \$18 |  |
| 21M006 | Bicycle Condition: Good Reserve Bid: \$18 |  |

Town of Millet
Disposal of Surplus Property
Miscellaneous Items

| Item Number | Description | Image |
|-------------|---|--|
| 21M007 | Bicycle Condition: Good Reserve Bid: \$18 |  |
| 21M008 | Ramps Condition: Poor Reserve Bid: \$12 |  |



Town of Millet
 Disposal of Surplus Property
 Miscellaneous Items

| Item Number | Description | Image | Image |
|-------------|--|-------|--|
| 21M009 | Sockets Condition: Good Reserve Bid: \$30 | |  |
| 21M010 | Drill Bits Condition: Good Reserve Bid: \$24 | |  |


Town of Millet
 Disposal of Surplus Property
 Miscellaneous Items

| Item Number | Description | Image | |
|-------------|--|--|--|
| 21M011 | Screwdrivers Condition: Fair Reserve Bid: \$12 |  | |
| 21M012 | Misc. Condition: Fair Reserve Bid: \$6 |  | |



Town of Millet
 Disposal of Surplus Property
 Miscellaneous Items

| Item Number | Description | Image |
|-------------|---|--|
| 21M013 | Allen Keys Condition: Good Reserve Bid: \$9 |  |
| 21M014 | Drill Condition: Fair Reserve Bid: \$10 |  |



Town of Millet
Disposal of Surplus Property
Miscellaneous Items

| Item Number | Description | Image |
|-------------|--|---|
| 21M015 | Wrenches Condition: Good Reserve Bid: \$10 |  <p data-bbox="753 1276 782 1360">Image</p> |


Town of Millet
Disposal of Surplus Property
Miscellaneous Items

| Item Number | Description | Image |
|-------------|---|--|
| 21M016 | Grass Sweep Condition: Good Reserve Bid: \$75 |  |
| 21M017 | Sprayer Condition: Good Reserve Bid: \$100 |  |



Town of Millet
 Disposal of Surplus Property
 Miscellaneous Items

| Item Number | Description | Image |
|-------------|--|--|
| 21M101 | Grundfos chlorine pump Condition: Average Reserve Bid: \$100 |  <p>The image shows a white label on a green pump. The label text includes: GRUNDFOS, ALLDOS, DDI 5.5 10 AR PVC/M/C F 3138E, S/N: 550-10011, 5.50 L/min, 103489, 1000 Bar, 60 Hz, 0.015 kW, 110-120/240-240V 50/60Hz, 91834996211121211103489, and a CE mark.</p> |
| 21M102 | Eichler GmbH Chlorine pump Condition: Average Reserve Bid: \$100 |  <p>The image shows a white label on a dark pump. The label text includes: ALLDOS Eichler G, D 76327 Flinzels, Tel. 0724, 208-5, 0 E26/V01/P03/C, S/N: 02/51125, 1.589ph 72, 5psi at 60, 11W IP65, 115V 50/60Hz, and a barcode with 'Made in Germany' below it.</p> |



Town of Millet
Disposal of Surplus Property
Miscellaneous Items

| Item Number | Description | Image |
|-------------|--|--|
| 21M103 | Wheel Stand Condition: Average Reserve Bid: \$30 |  |
| 21M104 | Safety tri-pod Condition: Average Reserve Bid: \$100 |  |


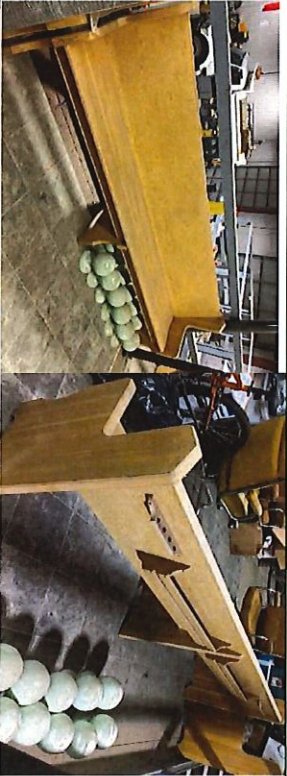
Town of Millet
Disposal of Surplus Property
Miscellaneous Items

| Item Number | Description | Image |
|-------------|---|---|
| 21M105 | Welder with cart Condition: Average Reserve Bid: \$500 |  |
| 21M106 | Round Office Table Condition: Average Reserve Bid: \$25 |  |



Town of Millet
Disposal of Surplus Property
Miscellaneous Items

| Item Number | Description | Image |
|-------------|--|---|
| 21M107 | Treadmill Condition: Average Reserve Bid: \$50 |  |
| 21M108 | Stepper Condition: Average Reserve Bid: \$25 |  |


Town of Millet
Disposal of Surplus Property
Miscellaneous Items

| Item Number | Description | Image |
|-------------|---|---|
| 21M109 | Air Hockey Condition: Average Reserve Bid: \$75 |  |
| 21M110 | Pews x 2 Condition: good Reserve Bid: \$50 each |  |

Town of Millet
Disposal of Surplus Property
Miscellaneous Items

| Item Number | Description | Image |
|-------------|---|--|
| 21M111 | bike Condition: good Reserve Bid: \$18 |  |
| 21M112 | 2900W generator Condition: FAIR Reserve Bid: \$50 |  |

Town of Millet
Disposal of Surplus Property
Miscellaneous Items

| Item Number | Description | Image |
|-------------|---|---|
| 21V06 | Ice Edger Serial Number: SE-83000SHT Year: 1998 Recommended Reserve Bid: \$150 |  |