Minutes of the Meeting of the Public Works Committee

Held on Monday, May 28, 2018 at 7:00 p.m.

Present: Dan Osborne, Chairperson
Ron Lane, Mayor
Ken Blodgett, Councillor
Kevin Woestenenk, Councillor
Brian Dittmar, Citizen Representative
Annette Clarke, CAO/Clerk-Treasurer
Stasia Carr, Assistant Clerk
Sandy Cook, Citizen, Angel Bus Representative

Additions to Agenda:

Moved by Seconded by

THAT the following items be added to the May 28, 2018 Public Works & Properties Committee Agenda:

1. Item 4v) Arena Ramp
2. Item 4vi) OCWA Agreement
3. Item 5 ix) Purchase of Lawnmower

Carried


2. Deputation – Sandy Cook re: Angel Bus

Sandy Cook made a presentation to the Committee. She has asked the Committee to consider allowing for a $2,000.00 per year allowance as a write off of the original $20,000.00 value of the Angel Bus Storage Building. This means, in the event the Angel Bus stops operating but the Auxiliary Group continues, the Town of Gore Bay would have the right of first refusal to purchase the building at a cost of $20,000.00 less $2,000.00 per year up to 10 years, at which point in time there would no longer be a buy back clause and the building would be no cost to the Town of Gore Bay. Ie. Buy out after three years would be $20,000. Less $6,000.00 for a total of $14,000; after 11 years there would be no cost. In the event the Town of Gore Bay does not want the building, the Auxiliary would be required to relocate the building and foundation from the property.

Committee agreed to this clause.
Moved by Ken Blodgett Seconded by Brian Dittmar

THAT the Public Works & Properties Committee makes the following recommendation to Council:

1. THAT the Town of Gore Bay agrees that in the event the Angel Bus ceases to operate but the Manitoulin Lodge Auxiliary continues to operate, the Town of Gore Bay be given the right of first refusal to purchase the Storage Building based on a calculation of $20,000.00 less $2,000.00 per year from the date it is installed until such time as the offer is made to the municipality. Ex. Year 8, the Town of Gore Bay would pay $4,000.00 for the building ($20,000. Less $16,000.) After year 10 there would be no monies owed by the Town of Gore Bay in the event the Town wishes to retain ownership of the storage building. In the event the Town of Gore Bay refuses the right to purchase the storage building at any time throughout the term of the building being on the property, the Manitoulin Lodge Auxiliary will be required to remove the building and foundation at their expense.

Carried

3. Adoption of the April 23, 2018 Minutes

Moved by Kevin Woestenenk Seconded by Brian Dittmar

THAT the minutes of the April 23, 2018 meeting be adopted as presented.

Carried

4. Business Arising out of the Minutes

i) Marina Operations – Annette advised that she spoke with the manager of the Highschool Co-op Program and we are on the list for the fall program. However, he won’t know until school starts up in the fall whether or not anyone will be interested in signing up with us. Lee started a week later this year due to the weather conditions. This will have him staying a week longer in the fall. We could cover the remainder of the season as we have in the past – public works on call. Discussion ensued. Committee agreed the best solution for this year is to have a student cover the weekends and public works be on call throughout the week.
THAT the Public Works & Properties Committee makes the following recommendation to Council:

1. THAT students be hired to cover Saturdays, Sundays between September 15th and Thanksgiving between the hours of 10 a.m. and 4 p.m.;
2. THAT the Public Works Staff be on call Monday through Friday between September 15th and Thanksgiving at set hours as established by administration;
3. THAT the hours and on call numbers be advertised online and at the dock office.

Carried

ii) Snow Plow – Annette has the specs that Brian has put together. Annette will have the tender document drafted this week, have Brian and Roger check it prior to circulation.

iii) Playground Inspection and Maintenance Policy – Melissa Sheridan can complete the inspection at the end of this week or early next week on her visit to the splash pad site. The charge is $650.00. If they are awarded the playground contract there will be no charge. This will be decided at the General Government meeting on Wednesday night. Committee agreed that the inspection can move forward. They directed Annette to get the inspection done by the company awarded the playground for new park provided it is free of charge or at the lowest price available.

iv) New Street Update – Annette advised that the tender is supposed to be ready by this Thursday, May 31st. Committee was brought up to date on the details regarding the open and closed ditching/storm sewer system, the extension of the waterline replacement to Vanhorn Street, the tie-in and extension of the storm sewers down Main Street. Everything seems to be on track.

v) Arena Ramp – Roger has spoke with Denis McCann a few times. Still waiting for information from Denis. Committee felt we have waited long enough. Get pricing and availability from other contractors.

vi) OCWA Agreement – Council approved committee recommendation. Email correspondence sent to OCWA, no response yet.
5. New Business

i) Extension of Sidewalk (Playground to Recreation Park) - a couple of local citizens have made an informal request to have a sidewalk installed between the existing playground and the new recreation park. They have cited safety reasons. They feel there will be a lot of traffic between the two parks and this would warrant a sidewalk. Annette advised that there is no money in the budget to do this in 2018. She stated, if the committee is interested, she can do some research to find out costing to install an asphalt walkway. She doesn’t feel there is adequate space to allow for a full concrete sidewalk. Committee discussed and agreed that an asphalt walkway would be the best solution. It was felt that this work should be done when work gets planned for the replacement of Asphalt for Water Street. This item will be brought forward to the new council.

ii) Bench Sponsorship – A staff member has suggested offering sponsorship for the purpose of purchasing and installing more benches around town. The benches range in price depending on the style chosen and amount of engraving. They range from $950.00 to $2,000.00. If the committee is interested, this could be marketed on our website, facebook, etc. It would be a means of advertising for businesses, possibly memorial postings, etc. The information being placed on the benches would have to be preapproved and ordered by the municipality. Payment in advance would be required. Committee authorized researching bench options and identify areas for additional benches. Annette to report back to committee.

iii) Purchase of ½ Ton Truck – Tender documents will be finalized tomorrow. Roger is to check them prior to circulating. Brian asked to be consulted as well. Annette advised that public works would like a four wheel drive truck. It was made clear that the committee did not approve of purchasing a four wheel drive. Brian indicated all they need is a very basic ½ ton truck.

iv) Public Works & Properties Activity Report – Roger Chenard has submitted a written report for committee review. It was noted that there are a number of outstanding matters that need to be addressed ie. Grass cutting, dock repairs, sweeping. Annette will discuss these issues with Roger and try to get them addressed asap.

v) Canada Day Celebration Request - The Royal Canadian Legion is seeking permission to close a portion of Phipps Street for the purpose of a Canada Day Celebration they are hosting in front of the legion. They are also asking for the use of snow fence, picnic tables and the stage. There was some concern raised regarding the manpower required to put up the stage and the fact that the stage may block off Phipps Street from Friday until Tuesday. Committee agreed they would provide the stage subject to the legion providing volunteers to assist with set up and that the stage not completely block off the street.
THAT the Public Works & Properties Committee grants permission to the Royal Canadian Legion to close off a portion of Phipps Street in front of the Royal Canadian Legion on July 1, 2018;

FURTHER the Legion is granted permission to utilize the town picnic tables, snow fence and stage subject to the Legion providing volunteers to assist a member of public works with the set up of the stage;

FURTHER the Municipal Office Staff will post closure notice on the website, facebook and notify emergency services.

Carried

vi) Radar Speed Indicator Sign – Jack Clark, Councillor, has requested that consideration be given to installing a speed indicator sign at the new park area to reduce speeding. The cost to purchase a new sign is $3954.50 plus taxes. Another option is to request the OPP to place their sign at the location a few times throughout the summer season to try and curb speeding. Committee discussed. They didn’t feel monies should be spent on a sign. It was agreed to contact OPP and ask them to place their sign in the location a number of times throughout the spring, summer, and fall seasons.

vii) Asset Management – Annette advised that Jen and her recently participated in a webinar regarding asset management and recent legislative changes. By July 1, 2019 municipalities must have their Asset Management Policies in place. The funding we received this year will ensure that we are compliant with this. By July 1, 2021, municipalities must have an approved Asset Management Plan that covers all its core assets. Examining and determining service levels will be a major responsibility of Council. A lot of work and training needs to take place at both staff and council levels to be prepared for the changes.

viii) Old Tennis Courts – Annette has asked the Committee for direction with respect to plans for the old tennis courts. Discussion ensued. It was agreed that the tennis courts be removed and the area have topsoil and seed placed to create additional park space. If, in the future, council deems it necessary to increase parking spaces in the area that this space could be considered. Kevin noted that, at some point in the future, it would be nice to build a new, larger gazebo for the purpose of entertaining. This type of facility would be a long-term replacement for the tent, be rented out for special events and become a revenue generator for the community. It was agreed that, if funding was available, this option could be considered.
THAT the Public Works & Properties Committee makes the following recommendation to Council:

1. That once the new tennis courts are commissioned that the old tennis courts be removed and the area have topsoil and seed placed to create additional park space. If, in the future, council deems it necessary to increase parking spaces in the area that this space could be considered.

Carried

ix) Purchase of Lawnmower – During the 2018 budget discussions it was decided to remove a new riding lawnmower from the budget. The present lawnmower is not in working order. It is supposed to be getting repaired but isn’t done yet. The cost of the riding mower taken from the budget was $5500.00. Discussion ensued. Agreed that it was urgent that a lawnmower be purchased as soon as possible.

Moved by Ken Blodgett
Seconded by Kevin Woestenenk

THAT a new lawnmower be purchased up to a maximum of $5500.00.

Carried

6. Other – none

7. Adjournment

Moved by Ken Blodgett

THAT we adjourn at 9:10 p.m.

Carried

Meeting adjourned.

Respectfully submitted by
Annette Clarke, CAO/Clerk-Treasurer