

## VILLAGE OF MARENGO

Minutes of the regular meeting of the council of the Village of Marengo held on Tuesday February 2<sup>nd</sup>, 2021 in the municipal council chambers located at 20 1<sup>st</sup> Avenue North in Marengo, Saskatchewan.

### CALL TO ORDER

Mayor Travis McKillop, called the meeting to order at 7:30 p.m. with the following council members in attendance:

Travis Clow  
Trista Clow

The following staff members were in attendance:  
Administrator Robin Busby

Agenda was reviewed by council to be used as a guideline for the meeting.

### MINUTES

**2021-001 TRAVIS CLOW** – That the minutes from the council meeting held on December 29<sup>th</sup>, 2020 be approved as circulated.

**CARRIED**

### BOARD REPORTS

**2021-002 TRISTA CLOW** – That the following board reports be filed:  
Marengo Water Treatment Plant Report – December 2020

**CARRIED**

### MUNICIPAL OFFICE RENOVATIONS, REPLACEMENTS AND PURCHASES

**2021-003 TRAVIS CLOW** – That we approve the recommendation made by the Joint Administration Board that all of the work in the five-year plan provided to the Joint Administration Board by the Administrator be completed within one fiscal year with the exception of the copier, that we authorize the purchase of a copier by the Administrator when required, and instruct Administration to obtain quotes for the building work and the board room table.

**CARRIED**

### JOINT ADMINISTRATION

**2021-004 TRISTA CLOW** – That the following salary increases and purchases for the municipal office, and other items be approved effective January 1<sup>st</sup>, 2021:  
Increase Lisa Ensor's wage from \$18.55 per hour to \$19.05 per hour;  
Increase Trina Mears' wage from \$25.50 per hour to \$26.15 per hour;  
Increase Candace Rea's salary from \$55,620 per year to \$57,015 per year;  
Increase Robin Busby's salary from \$107,600 per year to \$110,290 per year;

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Increase Tracy Clow's janitorial contract from \$5,940 to \$6,060 per year;  
Approve of the following accessibility improvements to be made to the  
municipal office in 2021 with a maximum budget of \$12,000:

Outside door opener  
Inside door opener  
Installation  
Cement work;

Authorize Candace Rea and Trina Mears to attend the 2021 Munisoft  
Conference in Regina from September 14th to 16th, 2021 at an estimated  
cost of \$2,390.00;

Authorize the purchase of three 3 drawer file cabinets at an approximate  
cost of \$1,200 and that the existing file cabinets be advertised for sale by  
tender;

Authorize a \$300.00 workstation upgrade allowance per office  
workstation in 2021 for any upgrades or purchases requested by the  
administration staff.

**CARRIED**

**INCOME AND EXPENSE STATEMENT**

**2021-005 TRAVIS CLOW** – That the statement of income and expense for December be  
approved as presented.

**CARRIED**

**CORRESPONDENCE**

**2021-006 TRISTA CLOW** – That we acknowledge receipt of the following  
correspondence and file for future reference:

SRC Analytical

21-Dec-2020 Free Chlorine 1.09 Total Chlorine 1.54 Turbidity 0.34 (Regular)

05-Jan-2021 Free Chlorine 1.14 Total Chlorine 1.71 Turbidity 0.45 (Regular)

19-Jan-2021 Free Chlorine 1.14 Total Chlorine 1.71 Turbidity 0.45 (Regular)

(acceptable results: Free Chlorine >.1, Turbidity <.3 0, Total Chlorine any  
amount)

05-Jan-2021 Quarterly Trihalomethanes 70.8 ug/L Sask guidelines <100 ug/L

05-Jan-2021 Quarterly Trihalomethanes 29 ug/L Sask guidelines <80 ug/L

Agricultural Producers Association of Saskatchewan (APAS)

APAS Rural Connectivity Task Force

West Central Municipal Government Committee

2020 Activity Update

**CARRIED**

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**FIDELITY BOND**

**2021-007**

**TRAVIS CLOW** – That the administration fidelity bond, issued by SGI Insurance and renewed annually, be noted in the minutes as having been examined at the first meeting of 2021.

**CARRIED**

**SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM**

**2021-008**

**TRISTA CLOW** – That we apply to the Saskatchewan Lotteries Community Grant Program for 2022 in the amount of \$9.39 per capita.

**CARRIED**

**2021 DONATIONS**

**2021-009**

**TRAVIS CLOW** – That the following donations be approved for 2021:

\$75.00 – Westcliffe Composite School Awards Night

\$100.00 – Kindersley & District Music Festival

\$100.00 – Bea Bank 4H Beef Club

\$100.00 – Royal Canadian Legion – Flaxcombe Branch

\$500.00 – Marengo Community Club

\$500.00 - STARS

**CARRIED**

**BYLAW 2021-01 – A BYLAW TO PROVIDE FOR THE RETENTION AND DISPOSAL OF DOCUMENTS**

**2021-010**

**TRISTA CLOW** – That Bylaw 2021-01, a bylaw to provide for the retention and disposal of documents be given first reading.

**CARRIED**

**2021-011**

**TRAVIS CLOW** – That Bylaw 2021-01 be given second reading.

**CARRIED**

**2021-012**

**TRISTA CLOW** – That the third reading of Bylaw 2021-01 be permitted at this meeting.

**CARRIED**

**UNANIMOUSLY**

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**2021-013 TRAVIS CLOW** – That Bylaw 2021-01, a bylaw to provide for the retention and disposal of documents be given third reading and be adopted.  
**CARRIED**

**BYLAW 2021-02 – A BYLAW FOR THE ESTABLISHMENT OF THE DUTIES AND POWERS OF THE ADMINISTRATOR AND DESIGNATED OFFICERS**

**2021-014 TRISTA CLOW** – That Bylaw 2021-02, a bylaw for the establishment of the duties and powers of the Administrator and designated officers be given first reading.  
**CARRIED**

**2021-015 TRAVIS CLOW** – That Bylaw 2021-02 be given second reading.  
**CARRIED**

**2021-016 TRISTA CLOW** – That the third reading of Bylaw 2021-02 be permitted at this meeting.  
**CARRIED  
UNANIMOUSLY**

**2021-017 TRAVIS CLOW** – That Bylaw 2021-02, a bylaw for the establishment of the duties and powers of the Administrator and designated officers be given third reading and be adopted.  
**CARRIED**

**2021 BOARD OF REVISION**

**2021-018 TRISTA CLOW** – That we retain the services of Gord Krismer & Associates for the municipality's Board of Revision in 2021.  
**CARRIED**

**SASKATCHEWAN WORKERS COMPENSATION BOARD**

**2021-019 TRAVIS CLOW** – That the municipal council be insured through Saskatchewan Workers Compensation in 2021 at the minimum rate of \$38,442.00.  
**CARRIED**

**LETTER OF SUPPORT – UNIVERSAL BROADBAND FUND**

**2021-020 TRISTA CLOW** – That we support CCI Networks Inc. application to the Universal Broadband Fund to provide increased internet speeds in the Marengo area up to 50 Mbps and unlimited data, and that we authorize the Administrator to sign the Letter of Support as presented.  
**CARRIED**

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**ACCOUNTS**


**2021-021**      **TRAVIS CLOW** – That the list of accounts, attached hereto and forming part of these minutes, be approved for payment.


**CARRIED**

**ADJOURN**

**2021-022**      **TRISTA CLOW** – That this meeting now adjourn at 8:18 p.m.

**CARRIED**

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

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**Tuesday February 23<sup>rd</sup>, 2021 at 7:00 p.m. – Next regular meeting of council**

Report Date  
02/02/2021 1:50 PM

Village of Marengo  
**List of Accounts for Approval**  
As of 02/02/2021  
Batch: 2020-00063 to 2021-00003

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
<b>Bank Code: Bank 1 - Main Demand</b>					
Computer Cheques:					
3505	31/12/2020	<b>Spoiled During Printing</b>			
3506	06/01/2021	<b>spoiled during printing</b>			
3507	31/12/2020	<b>Spoiled During Printing</b>			
3508	31/12/2020	<b>Spoiled During Printing</b>			
3509	31/12/2020	<b>102053541 Saskatchewan Ltd.</b>			
		WTP 2020-12	Contracted WTP Operator	995.40	995.40
3510	31/12/2020	<b>Loken, Cory</b>			
		December 2020	Contracted Relief WTP Operator	240.00	240.00
3511	31/12/2020	<b>NEUFELD, Klass K.</b>			
		Payroll Dec2020	Wages, Dec 1-31, 2020	179.29	179.29
3512	31/12/2020	<b>RM of Antelope Park No 322</b>			
		Dec 2020	Share of Joint Admin Payroll	1,474.78	1,474.78
3513	26/01/2021	<b>Spoiled During Printing</b>			
3514	26/01/2021	<b>Enviroway Detergent Man Inc</b>			
		IN051260	WTP Chemicals	164.28	
		CN007470	Chemical Pail Deposit Refund	21.00-	143.28
3515	26/01/2021	<b>Heather Warrington Design</b>			
		Issued To: Heather Warrington			
		1501-10	Animal Tags for 2021	46.12	46.12
3516	26/01/2021	<b>Kindersley Co-op</b>			
		306010	Cardlock Fuel Dec 2020	41.58	41.58
3517	26/01/2021	<b>Loraas Environmental Services</b>			
		0000332639	Waste&Recycling Services -Dec	934.19	934.19
3518	26/01/2021	<b>Minister of Finance</b>			
		FD2021423	2021 Dispatching Services	87.94	87.94
3519	26/01/2021	<b>RM of Antelope Park No 322</b>			
		2020-00060	Jul-Dec Joint Expenses	112.28	112.28
3520	26/01/2021	<b>RM of Milton No 292</b>			
		2020-00107	Jul-Dec Duct Cleaning	14.63	
		2020-00105	Jul-Dec 2020 Joint Expenses	1,104.66	1,119.29
3521	26/01/2021	<b>Rural Municipality of Winslow</b>			
		210008	Retain-Dist.Dev.Appeals Board	60.00	60.00
3522	26/01/2021	<b>SARM</b>			
		PRINT-155297	Certificate of Offence Book	41.07	
		PRINT-155298	Notice of Violation Bk & Ship	56.37	97.44
3523	26/01/2021	<b>Saskatchewan Health Authority</b>			
		3368815	Bi-weekly Sample	23.00	
		3369607	Bi-weekly Sample	23.00	
		1135305	Marengo THM Sample	80.75	
		3370523	Bi-weekly Sample	23.00	149.75

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3524	26/01/2021	<b>Sask Research Council</b> 1208057	Haloacetic Acid Analysis	218.93	218.93
3525	26/01/2021	<b>Village of Marengo PO</b> Jan 4, 2021 369 373 Jan 18, 2021	Postage - Water Samples Pet License Reminder Mailout Office Hours Changes Mailout Postage - Water Samples	17.12 13.48 13.94 6.09	50.63
3526	26/01/2021	<b>West Central Mun. Gov Committ</b> 89-2021	2021 Membership	30.15	30.15
3527	26/01/2021	<b>Wheatland Regional Library</b> 4311	Library Levy - first half 2021	257.95	257.95
3528	26/01/2021	<b>Travis McKillop</b> Mtg IND 2021-01	Mayor Indemnity	90.00	90.00
3529	26/01/2021	<b>Travis Clow</b> Mtg IND 2021-01	Councillor Indemnity	80.00	80.00
3530	26/01/2021	<b>Trista Clow</b> Mtg IND 2021-01	Councillor Indemnity	80.00	80.00
3531	31/01/2021	<b>Anderson Pump House</b> IN506759	Connector, Saddle, Bushing	152.79	152.79
3532	31/01/2021	<b>Loken, Cory</b> WTP Rif 2021-01	Contracted Relief WTP Operator	240.00	240.00
3533	31/01/2021	<b>Munisoft</b> 2020/21-04792	Cheques	380.63	380.63
				Total for Bank 1:	7,262.42

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<b>Bank Code: EFT - Paid Electronically</b>					
Computer Cheques:					
999001141	07/01/2021	<b>Minister of Finance</b> EPTRemit2020-12	EPT Remittance - Monthly	26,517.57	26,517.57
999001142	07/01/2021	<b>Receiver General</b> December 2020	Remittance - Source Deductions	28.76	28.76
999001143	14/01/2021	<b>SaskPower</b> Well 17Dec2020	Village Well	163.59	163.59
999001144	14/01/2021	<b>SaskPower</b> MSL 17Dec2020	Marengo Street Lights	484.00	484.00
999001145	14/01/2021	<b>SaskPower</b> MPH 17Dec2020	Marengo Pump House	707.19	707.19
999001146	14/01/2021	<b>SaskPower</b> Rink 17Dec2020	Marengo Rink & Shack	303.94	303.94
999001147	31/01/2021	<b>Minister of Finance</b> Oct-Dec 2020	Oct-Dec 2020 PST Payable	15.00	15.00
				Total for EFT:	28,220.05
				Grand Total:	35,482.47

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