

VILLAGE OF MARENGO

Minutes of the regular meeting of the council of the Village of Marengo held on Thursday May 28th, 2020 in the municipal council chambers located at 20 1st Avenue North in Marengo, Saskatchewan.

CALL TO ORDER

Mayor Travis McKillop, called the meeting to order at 7:36 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.

AGENDA

2020-058 TRISTA CLOW – That the following additions to the agenda be approved:
Flowers for park
Latch on park gate

CARRIED

MINUTES

2020-059 TRAVIS CLOW – That the minutes from the council meeting held on March 24th, 2020 be approved as circulated.

CARRIED

PRAIRIE WEST PLANNING DISTRICT APPOINTMENT

2020-060 TRISTA CLOW – That we appoint Robin Busby as one of the municipality's members of the Prairie West District Planning Commission.

CARRIED

BOARD REPORTS

2020-061 TRAVIS CLOW – That the following board reports be filed:
Marengo Water Treatment Plant Report - April 2020
Employee Report - April 2020
Employee Report - May 2020
Prairie West Planning District – April 22nd, 2020

CARRIED

INCOME AND EXPENSE STATEMENT

2020-062 TRISTA CLOW – That the statement of income and expense for March and April be approved as presented.

CARRIED

RB
TM

CORRESPONDENCE

2020-063 TRAVIS CLOW – That we acknowledge receipt of the following correspondence and file for future reference:
SRC Analytical
24-Mar-2020 Free Chlorine 0.98 Total Chlorine 1.49 Turbidity 0.60
06-Apr-2020 Free Chlorine 0.99 Total Chlorine 1.32 Turbidity 0.35
21-Apr-2020 Free Chlorine 1.21 Total Chlorine 1.64 Turbidity 0.40
05-May-2020 Free Chlorine 1.21 Total Chlorine 1.89 Turbidity 0.46
(acceptable results: Free Chlorine >.1, Turbidity <.30, Total Chlorine any amount)

21-Apr-2020 Quarterly THM test 69.5 ug/L Sask guidelines <100
25-Apr-2020 Total Haloacetic Acids 22 ug/L Sask guidelines <80

Ministry of Government Relations
April 2020 Municipalities Today (copy)
ICIP Application - Ineligible Project - Marengo 20200150

CARRIED

2020 CONFIRMED EDUCATION PROPERTY TAX MILL RATES

2020-064 TRISTA CLOW – That we acknowledge the 2020 confirmed education property tax mill rates as received by the Minister of Government Relations:

Agricultural	1.43 mills
Residential	4.12 mills
Commercial/Industrial	6.27 mills
Resource (oil and gas, mines and pipelines)	9.68 mills

CARRIED

2019 AUDITED FINANCIAL STATEMENTS

2020-065 TRAVIS CLOW – That we acknowledge the receipt of the 2019 Audited Financial Statements from our auditor, Close Hauta Bertoia Blanchette.

CARRIED

INFRASTRUCTURE INVESTMENT PLANT (IIP – GAS TAX FUND)

2020-066 TRAVIS CLOW – That we submit an Infrastructure Investment Plan for the 2019-20 to 2023-24 Gas Tax funding to help purchase and install two baseboard heaters and a thermostat at the Marengo rink at an approximate cost of \$1,200.00- \$800.00

RB/TM

CARRIED

RB
TM

MUNICIPAL WEBSITE

- 2020-067 TRISTA CLOW** – That we contract JEM Creative Solutions to create and maintain a website for the Village of Marengo at the following cost:
Website creation \$999.00
Website hosting \$699.99 per year
Domain \$29.99 to \$34.99 per year
CARRIED

WORKPLACE ILLNESS POLICY

- 2020-068 TRAVIS CLOW** – That the Workplace Illness & COVID-19 Prevention Policy attached hereto and forming part of these minutes be approved effective May 28th, 2020.
CARRIED

MUNICIPAL ADMINISTRATION AND OUTSIDE WORKERS

- 2020-069 TRISTA CLOW** – That we deem the administration staff, all outside workers and water treatment plant contractors as essential resources during the COVID-19 pandemic.
CARRIED

CUSTOMER AUTOMATED FUNDS TRANSFER (CAFT) SERVICE

- 2020-070 TRAVIS CLOW** – That we contact Synergy Credit Union to set up the Customer Automated Funds Transfer system for the Village of Marengo as a service to the municipality's residents and customers; a monthly fee of \$10.00 to be charged to the Village as well as a one-time set up fee of \$100.00.
CARRIED

BYLAW 2020-02 - A BYLAW TO AMEND BYLAW 2015-01

- 2020-071 TRISTA CLOW** – That Bylaw 2020-02, a bylaw to amend Bylaw 2015-01 be given first reading.
CARRIED

- 2020-072 TRAVIS CLOW** – That Bylaw 2020-02 be given second reading.
CARRIED

- 2020-073 TRISTA CLOW** – That the third reading of Bylaw 2020-02 be permitted at this meeting.
**CARRIED
UNANIMOUSLY**

AB
TM

2020-074 TRAVIS CLOW – That Bylaw 2020-02, a bylaw to amend Bylaw 2015-01 be given third reading and be adopted.

CARRIED

BYLAW 2020-03 - A BYLAW TO AMEND BYLAW 2019-01

2020-075 TRISTA CLOW – That Bylaw 2020-03, a bylaw to amend Bylaw 2019-01 be given first reading.

CARRIED

2020-076 TRAVIS CLOW – That Bylaw 2020-03 be given second reading.

CARRIED

2020-077 TRISTA CLOW – That the third reading of Bylaw 2020-03 be permitted at this meeting.

**CARRIED
UNANIMOUSLY**

2020-078 TRAVIS CLOW – That Bylaw 2020-03, a bylaw to amend Bylaw 2019-01 be given third reading and be adopted.

CARRIED

BYLAW 2020-04 - A BYLAW TO REPEAL CERTAIN BYLAWS

2020-079 TRISTA CLOW – That Bylaw 2020-04, a bylaw to repeal certain bylaws be given first reading.

CARRIED

2020-080 TRISTA CLOW – That Bylaw 2020-04 be given second reading.

CARRIED

2020-081 TRISTA CLOW – That the third reading of Bylaw 2020-04 be permitted at this meeting.

**CARRIED
UNANIMOUSLY**

2020-082 TRISTA CLOW – That Bylaw 2020-04, a bylaw to repeal certain bylaws be given third reading and be adopted.

CARRIED

RB
TM

ABANDONED TRAILER

2020-083 TRISTA CLOW – That we contract KD's Towing to remove the abandoned 5th wheel trailer located in Centennial Park.

CARRIED

PURCHASE OF SKID STEER

2020-084 TRAVIS CLOW – That we table the discussion of the purchase of a skid steer until the July meeting of council.

CARRIED

SUMMER EMPLOYEE

2020-085 TRAVIS CLOW – That we hire Bailey Pitre at a rate of \$15.00 per hour for the summer position effective May 28th, 2020.

CARRIED

MARENGO WATER TREATMENT PLANT CONTRACT

2020-086 TRISTA CLOW – That we enter into a contract for one year effective April 23rd, 2020 with 102023541 Saskatchewan Ltd. to operate and maintain the Marengo water treatment plant and waterworks in the amount of \$17.00 per day for daily water testing and \$17.00 per day for mileage with an additional \$100.00 per month paid for Mr. Chiliak's certification.

CARRIED

INLINE TURBIDITY METER

2020-087 TRAVIS CLOW – That we contract Moskal Mechanical (2009) Ltd. to install an inline turbidity meter at the Marengo Water Treatment Plant at a quoted cost of \$10,500 plus PST and GST.

CARRIED

WATER, SEWER AND GARBAGE BILLING - ACCOUNT 16

2020-088 TRISTA CLOW – That we cancel the January to June 2020 billing in the amount of \$558.00 on account 16 due to notification from the homeowner that the property has been vacant for at least 3 years.

CARRIED

ACCOUNTS

2020-089 TRAVIS CLOW – That the list of accounts, attached hereto and forming part of these minutes, be approved for payment.

CARRIED

RB
Tina

ADJOURN

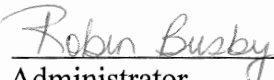
2020-090

TRISTA CLOW – That this meeting now adjourn at 9:34 p.m.

CARRIED



Mayor



Administrator

Tuesday June 23rd, 2020 at 7:00 p.m. – Next regular meeting of council

Report Date
14/06/2020 2:39 PM

Village of Marengo
List of Accounts for Approval
As of 14/06/2020
Batch: 2020-00017 to 2020-00025

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: Bank 1 - Main Demand					
Computer Cheques:					
3341	31/03/2020	Void during printing			
3342	31/03/2020	Clow, Trista RinkMar31	Rink Repair Supplies	274.60	274.60
3343	31/03/2020	Enviroway Detergent Man Inc IN044156	WTP Chemicals	134.40	134.40
3344	31/03/2020	Kee Sheet Metal (2016) Ltd. 13649	Water Treatment Plant	44.71	44.71
3345	31/03/2020	RM of Antelope Park No 322 2020-00009	Share of Joint Admin Payroll	1,363.32	1,363.32
3346	20/04/2020	102053541 Saskatchewan Ltd. WTP 2020-03	Contracted WTP Operator	1,066.80	1,066.80
3347	20/04/2020	Anderson Pump House IN474807	Valve & Diaphragm Kits	615.37	615.37
3348	20/04/2020	Busby, Robin McKillop-SEColl	Community & Land Use Planning	75.00	75.00
3349	20/04/2020	Enviroway Detergent Man Inc IN044643	WTP Chemicals	116.55	
		CN-PS0104503	Chemical Pail Deposit Refund	42.00-	74.55
3350	20/04/2020	HBI Office Plus Inc. F92781	Hand Sanitizer	55.39	55.39
3351	20/04/2020	Loken, Cory March 2020	Contracted Relief WTP Operator	210.00	210.00
3352	20/04/2020	Loraas Environmental Services 0000261361	Waste & Recycling Services	927.78	927.78
3353	30/04/2020	Enviroway Detergent Man Inc IN044688	WTP Chemicals + Shipping	132.81	132.81
3354	30/04/2020	RM of Antelope Park No 322 2020-00015	Share of Joint Admin Payroll	1,314.37	1,314.37
3355	30/04/2020	Saskatchewan Health Authority 3348008	Bi-weekly Sample	23.00	
		3348894	Bi-weekly Sample	23.00	
		3349796	Bi-weekly Sample	23.00	
		1125334	Marengo THM Sample	80.75	149.75
3356	30/04/2020	Thomson, Rodney W. April 2020	Monthly Wages	302.23	302.23
3357	30/04/2020	Thomson, Rodney W. Apr2020Mileage	Mileage- parts from Kindersley	71.50	71.50
3358	30/04/2020	Village of Marengo PO 7 Apr 2020	Postage - Water Sample	8.93	
		324	NoticePrepAssessRollMailout	14.96	
		20 April, 2020	Postage - Water Sample	8.93	

RB

Report Date
14/06/2020 2:39 PM

Village of Marengo
List of Accounts for Approval
As of 14/06/2020
Batch: 2020-00017 to 2020-00025

Page 2

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		Apr 22 2020	Postage - Water Sample	8.03	40.85
3359	13/05/2020	102053541 Saskatchewan Ltd.			
		WTP 2020-04	Contracted WTP Operator	1,333.50	1,333.50
3360	13/05/2020	Bea Bank Beef 4H Club			
		SK Lott 2019-20	Sask Lotteries Grant 2019-2020	600.00	600.00
3361	13/05/2020	Marengo Community Club			
		2019-20 SK Lott	2019-2020 Sask Lotteries Grant	959.00	959.00
3362	28/05/2020	Anderson Pump House			
		IN478785	Grundfos Combo Connect Kit	79.36	79.36
3363	28/05/2020	Enviroway Detergent Man Inc			
		IN045202	WTP Chemicals + Shipping	178.50	
		CN006726	Chemical Pail Deposit Refund	31.50-	147.00
3364	28/05/2020	Kindersley Co-op			
		290398	Cardlock Fuel April 2020	37.67	37.67
3365	28/05/2020	Loraas Environmental Services			
		0000267936	Waste & Recycling Services	934.19	934.19
3366	28/05/2020	Minister of Finance			
		240360	Gazette Ad Notice Assess Roll	30.00	30.00
3367	28/05/2020	Northbound Planning			
		IN200192	Enforcement NB200150	74.81	74.81
3368	28/05/2020	John Deere Financial Inc.			
		2433435	JD Mower Blades & Filters	204.52	204.52
3369	28/05/2020	Pro Plus Sales & Rentals Ltd.			
		36434	Tool Rental - Speed Bump	84.25	84.25
3370	28/05/2020	RM of Antelope Park No 322			
		Jan-MarJointExp	Jan-Mar 2020 Joint Adm Exp.	1,131.71	1,131.71
3371	28/05/2020	RM of Milton No 292			
		2020-00047	Jan-MarJointExp	1,424.90	1,424.90
3372	28/05/2020	Robertson Implements			
		P00139	Air & Oil Filters for Tractors	242.37	
		P00244	Inside Air Filter for Tractor	132.42	374.79
3373	28/05/2020	Sask Workers' Compensation			
		Stmt 05May2020	WCB Premiums - 2019/2020	274.42	274.42
3374	28/05/2020	SGI			
		633JUV 2020	2015 PJ Trailer Utility	129.52	129.52
3375	28/05/2020	Sask Research Council			
		1197574	Haloacetic Acid Analysis	218.93	218.93
3376	28/05/2020	Thomson, Rodney W.			
		May 2020	Monthly Wages	828.38	
		May2020Mileage	Mileage- Rental Equipment	119.60	947.98
3377	28/05/2020	Village of Marengo PO			
		328	Water Restriction Reminders	9.36	
		May 4, 2020	Postage - Water Sample	8.60	

B
Tn

Report Date
14/06/2020 2:39 PM

Village of Marengo
List of Accounts for Approval
As of 14/06/2020
Batch: 2020-00017 to 2020-00025

Page 3

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		332	Postage - Registered Letter	11.36	
		333 May26,2020	Postage - Water Sample	8.60	37.92
3378	28/05/2020	Travis McKillop Mtg IND 2020-05	Mayor Indemnity	90.00	90.00
3379	28/05/2020	Travis Clow Mtg IND 2020-05	Councillor Indemnity	80.00	80.00
3380	28/05/2020	Trista Clow Mtg IND 2020-05	Councillor Indemnity	80.00	80.00
				Total for Bank 1:	16,127.90

B

Report Date
14/06/2020 2:39 PM

Village of Marengo
List of Accounts for Approval
As of 14/06/2020
Batch: 2020-00017 to 2020-00025

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: EFT - Paid Electronically					
Computer Cheques:					
999001092	20/04/2020	SaskPower Well 18Mar2020	Village Well	141.34	141.34
999001093	20/04/2020	SaskPower Rink 18Mar2020	Marengo Rink & Shack	212.53	212.53
999001094	20/04/2020	SaskPower MSL 18Mar2020	Marengo Street Lights	511.74	511.74
999001095	20/04/2020	SaskPower MPH 18Mar2020	Marengo Pump House	596.82	596.82
999001096	12/05/2020	Receiver General April 2020	Remittance - Source Deductions	54.29	54.29
999001097	14/05/2020	SaskPower Well 21Apr2020	Village Well	162.42	162.42
999001098	14/05/2020	SaskPower Rink 21Apr2020	Marengo Rink & Shack	189.50	189.50
999001099	14/05/2020	SaskPower MSL 21Apr2020	Marengo Street Lights	511.74	511.74
999001100	14/05/2020	SaskPower MPH 21Apr2020	Marengo Pump House	699.12	699.12
				Total for EFT:	3,079.50
				Grand Total:	19,207.40

BB
Tm



WORKPLACE ILLNESS AND COVID-19 PREVENTION POLICY

Purpose

To describe the manner in which employees are to behave to both prevent contracting COVID-19 and how they should behave in the event they become ill.

Covid-19 Prevention Measures:

- Maintain physical distancing by remaining two metres apart from others
- Do not share vehicles with anyone with whom you are not living
- Avoid handshakes and other physical contact with others
- Avoid unnecessary travel
- Follow proper hand hygiene
 - Wash your hands frequently with soap and warm water
 - Scrub your hands for 20 seconds
 - If soap and water are not available, use an alcohol-based hand sanitizer approved by Health Canada
- Follow coughing/sneezing etiquette
 - Cough/sneeze into the bend of your elbow and then wash your hands with soap and warm water
- Follow Public Health Orders both on and off the job.
- Clean and disinfect workspaces at least twice per day.
- Visitors to the Water Treatment Plant are prohibited unless they are on official Water Treatment Plant business and under the supervision of the certified operator.
- Visitors to the municipal office must disinfect their hands with hand sanitizer, remain behind the green line, and not breach the sneeze guard. Visitors are encouraged to pay by pre-written cheque. No visitor is permitted to enter who exhibits any signs of illness or who has traveled outside the country in the last 14 days.
- Disinfecting of any surfaces that have been touched by visitor(s) must occur immediately after the visitor(s) have left.

When an Employee Falls Ill:

- The employee is to return home immediately if they are physically able to. If they are unable to leave the worksite, they are to put on a non-medical mask, contact a healthcare provider or EMS, and isolate at work as best as they are able.
- The employee must contact the Administrator as soon as possible, who will notify the Mayor.

RB
TM

- The employee must inform the Mayor if the Administrator is unable to do so.
- The employee must use the Government of Saskatchewan's self-assessment tool or call 811 and follow subsequent directions.
- The employee must not attend work or a meeting on behalf of the village when they are ill.
- The employee must not return to work or attend a meeting on behalf of the Village of Marengo after being ill, until they are deemed free of contagion by a medical professional or 811. They may work from home if they feel they are able.
- Sick notes are not required.
- Public Health Orders and OH&S must be adhered to at all times.
- The employee's work space must be cleaned and disinfected before anyone else may work there.

Council Members

- No council member who is or who has been ill may attend a meeting on behalf of the Municipality until they are deemed free of contagion by a medical professional.
- No council member who is or who been ill may enter the municipal office, municipal shop, or Marengo Water Treatment Plant until they are deemed free of contagion by a medical professional.

RB
TM

Village of Marengo - Agenda
Meeting of Council
Thursday May 28th, 2020 at 7:00 p.m.

NO DELEGATIONS SCHEDULED

1. Call to Order
2. Agenda
3. Minutes
4. Reports
 - Marengo Water Treatment Plant Report - April 2020 (copy)
 - Employee Report - April 2020
 - Employee Report - May 2020
 - Prairie West Planning District - April 22nd, 2020
5. Administrator's Report - Revenue and Expenses for March and April 2020 (copy)
6. Correspondence (see other side)
7. 2020 Confirmed Education Tax Mill Rates
8. 2019 Audited Financial Statement (copy)
9. Municipal Economic Enhancement Program 2020
10. Infrastructure Investment Plan - need additional project
11. Website for the Village of Marengo
12. Workplace Illness Policy (copy)
13. Deem municipal administration and outside workers as essential
14. Pre-authorized Payment option
15. Bylaw 2020-02 - A Bylaw to Amend Bylaw 2015-01
16. Bylaw 2020-03 - A Bylaw to Amend Bylaw 2019-01
17. Bylaw 2020-04 - A Bylaw to Repeal Certain Bylaws
18. Abandoned trailer in Centennial Park
19. Propane tank on trailer - Marengo Blvd.
20. Property lines - Lot 22-23 Block 1 Plan G74
21. Quotes for Skid Steer
22. Summer Position
23. Gravel spread in 2020
24. Trim branches at Legion hut
25. Leaves on empty lots in north end of Village
26. Marengo utilities - waive interest or defer payments?
27. WTP Contract
28. Quote for inline turbidity meter
29. Request for utility billing cancellation - Account 16

30. Utility Arrears Acct# 5, Acct# 14, Acct# 38

31. Replacement of Kindersley Housing units septic tank lines

32. Other

- *Flowers for park (addition after agenda deadline)*
- *Latch on park gate (addition after agenda deadline)*

33. Accounts

34. Adjourn

Village of Marengo Correspondence May 28th, 2020

SRC Analytical

- 24-Mar-2020 Free Chlorine 0.98 Total Chlorine 1.49 Turbidity 0.60
- 06-Apr-2020 Free Chlorine 0.99 Total Chlorine 1.32 Turbidity 0.35
- 21-Apr-2020 Free Chlorine 1.21 Total Chlorine 1.64 Turbidity 0.40
- 05-May-2020 Free Chlorine 1.21 Total Chlorine 1.89 Turbidity 0.46
(acceptable results: Free Chlorine >.1, Turbidity <.30, Total Chlorine any amount)

- 21-Apr-2020 Quarterly THM test 69.5 ug/L Sask guidelines <100
- 25-Apr-2020 Total Haloacetic Acids 22 ug/L Sask guidelines <80

Ministry of Government Relations

- April 2020 Municipalities Today (copy)
- ICIP Application - Ineligible Project - Marengo 20200150