



Town of Lampman
Meeting Minutes
Regular Meeting – July 20, 2022 - 07:00 PM

1. CALL TO ORDER

Resolution No: 2022-07-1

Mayor Jay Jones called the meeting to order. The time being 7.02 p.m. The attendance being as follows:

Mayor Jay Jones
Councillor Dustin Ferguson
Councillor Glen Fichter
Councillor Randy Fleck
Councillor Duane Freedon
Councillor Daryle Runge – via Telephone
Councillor Ryan Saxon
Acting Administrator – Melissa MacKenzie

CARRIED

1. APPOINTMENT

Resolution No: 2022-07-1.1

Moved By: Glen Fichter

Appoint Melissa MacKenzie Acting Administrator for the Town of Lampman due to the abrupt resignation of Amber Rittaler – Administrator for the interim of 90 days ending October 19th, 2022.

CARRIED

2. CONFLICT OF INTEREST

3. ADDITIONS OF URGENT OR EMERGENT BUSINESS

3.1.1 Resolution No: 2022-07-3.1.1

Moved By: Randy Fleck

That the front of the Laundromat be painted to make it aesthetically pleasing to the community. This has been tabled until September 2022.

CARRIED

3.1.2 Acceptance of Resignation

Resolution No.: 2022-07-3.1.2

Moved By: Glen Fichter

that the Council of the Town of Lampman acknowledge and accept the resignation of Amber Rittaler dated July 19th, 2022.

CARRIED

3.1.3 Acceptance of Contract

Resolution No.: 2022-07-03.1.3

Moved By: Duane Freeden

That the Council of the Town of Lampman accept the signed contract with Janine Fleck. While on Retirement the Town of Lampman can call Janine Fleck for help at a rate of \$35.00/hr.

CARRIED

3.1.4 Purchase of New Computer

Resolution No.: 2022-07-3.1.4

Moved By: Duane Freeden

That the Council of the Town of Lampman approve the purchase of a computer at the choice of Melissa MacKenzie for the replacement of the Board room laptop.

CARRIED

4. MINUTES

4.1 Regular Meeting – June 15, 2022

Resolution No: 2022-07-4.1

Moved By: Randy Fleck

That the minutes of the June 15th, 2022 meeting of Council be approved as circulated.

CARRIED

5. BANK RECONCILIATION

Resolution No: 2022-07-5

Moved By: Dustin Ferguson

That the June, 2022 bank reconciliation for the Town of Lampman be hereby approved as presented.

CARRIED

6. CASH STATEMENT

Resolution No: 2022-07-6

Moved By: Duane Freeden

That the Statement of Receipts and Payments for the month of June, 2022 be adopted as presented for the Town of Lampman.

CARRIED

7. ACCOUNTS

Resolution No: 2022-07-7

Moved By: Ryan Saxon

That the accounts covered by cheque no.'s 14475 to 14526 in the amount of \$185400.78; and the electronic funds transfer no.'s VP250 to VP285 in the amount of \$21624.33; and the direct payroll payments no's DD 1001 to 1012 for the amount of \$19255.74 be approved for payment.

CARRIED

8. CORRESPONDENCE

Resolution No: 2022-07-8

Moved By: Randy Fleck

That the correspondence presented to this meeting now be filed for future reference of Council and Administration.

CARRIED

8.3.1 Queen Elizabeth II Platinum Jubilee Medal Nomination

Resolution No: 2022-08-8.3.1

Moved By: Randy Fleck

That this be tabled on a decision of who to nominate until next meeting.

CARRIED

9. COMMITTEE MEETINGS/INFORMATION/REPORTS

Administration Reports

Resolution No: 2022-07-9.1

Moved By: Randy Fleck

That the Administration Reports be acknowledged as presented and filed for future reference of Council and Administration.

CARRIED

Committee Meetings

Resolution No: 2022-07-9.2

Moved By: Dustin Ferguson

That the committee meeting minutes, information and reports presented to this meeting now be filed for future reference of Council and Administration.

CARRIED

10. UNFINISHED BUSINESS

Firehall Ownership Discussion

Resolution No: 2022-07-10.1

Moved By: Randy Fleck

That the discussion of Firehall Ownership be tabled until next Council of the Town of Lampman meeting.

CARRIED

10.2 GFL Environmental Service Contract

Resolution No: 2022-07-10.2

Moved By: Ryan Saxon

That the discussion of the GFL Environmental Service Contracts be tabled until next Council of the Town of Lampman meeting.

CARRIED

- 10.3 **Quote – DC Asphalt Repair**
Resolution No: 2022-07-10.3
Moved By: Ryan Saxon

That the discussion of the DC Asphalt Quote be tabled until next Council of the Town of Lampman meeting and secure a quote from the R.M. Of Browning for use of the equipment.

CARRIED

- 10.4 **MEEP Project Plan Amendment**
Resolution No: 2022-07-10.4
Moved By: Glen Fichter

That the discussion of MEEP Amendment be tabled until next Council of the Town of Lampman meeting as we were unaware of what needed to be done.

CARRIED

- 10.5 **GFL Environmental Customer Service Agreements**
Resolution No: 2022-07-10.5
Moved By: Dustin Ferguson

That the discussion of GFL Environmental Customer Service Agreements be tabled until next Council of the Town of Lampman meeting.

CARRIED

11. **NEW BUSINESS**

- 11.1 **Proposed Drainage Swale**
Resolution No: 2022-07-11.1
Moved By: Jay Jones

That the discussion of Proposed Drainage Swale be tabled until next Council of the Town of Lampman meeting. In addition we request for it to be in writing.

CARRIED

- 11.2 **Permit to Operate a Sewage Works**
Resolution No: 2022-07-11.2
Moved By: Randy Fleck

That the discussion of the Permit to Operate a Sewage Works be tabled until next Council of the Town of Lampman meeting.

CARRIED

- 11.3 **R.M. of Browning & Town of Lampman – Joint Administration Services**
Resolution No: 2022-07-11.3
Moved By: Glen Fichter

That we accept the terms of the R.M. Of Browning No. 34 for administrative Services and request it in writing.

CARRIED

11.4 R.M of Browning & Town of Lampman – Topsoil Excavation – 302 2nd St. South

Resolution No: 2022-07-11.4

Moved By: Randy Fleck

That the R.M. Of Browning No. 34 proceed with the excation of the topsoil for the Therapeutic Park at 302 2nd Street South.

CARRIED

11.5 Policy No 300-2 – Hours Paid and Overtime

Resolution No: 2022-07-11.5

Moved By: Dustin Ferguson

That Policy No. 300-2, being a Policy of Hours Paid and Overtime, be adopted as a Policy of the Town of Lampman, as presented and attached to, forming part of these minutes.

CARRIED

11.6 Resumes for Administrative Position

Resolution No. 2022-07-11.6

Moved By:

That interviews for the administrative position be tabled indefinitely until we have hired an administrator. At which time Melissa MacKenzie and the new administrator present to the Council of Lampman the need for a part time assistant.

CARRIED

11.7 Building Permit – 106 Grove Street, Detached Garage

Resolution No: 2022-07-11.7

Moved By: Glen Fichter

That the Building Development Permit Application received for 106 Grove Street dated July 11, 2022 to construct a detached garage on Lot 3, Block 6, Plan AH8550, be approved subject to local building and zoning bylaws, the National Building Code of Canada, all Provincial fire regulations and codes, *The Uniform Building and Accessibility Standards Act* and to all recommendations of the plan review performed by Professional Building Inspection Services, Inc.

CARRIED

11.8 Signing Authority for Melissa MacKenzie

Resolution No: 2022-07-11.6

Moved By: Jay Jones

That Melissa MacKenzie be appointed as an administrative signing authority with the Town of Lampman.

CARRIED

11.9 Policy No. 500-8 – Waterworks Quality Assurance and Control

Resolution No: 2022-07-11.9

Moved By: Duane Freeden

That Policy No. 500-8, being a Waterworks Quality Assurance and Control Policy, be adopted as a Policy of the Town of Lampman, as presented and attached to, forming part of these minutes.

CARRIED

11.10 Tree Maintenance Responsibility Awareness

Resolution No. 2022-07-11.10

Moved By: Randy Fleck

That the Bylaw No. 2021-12, sections 8 & 9 be posted on our R.M. Of Browning and Town of Lampman Facebook page, with reference to the subsection on who's responsibility it is to trim and maintain tree in back alleys.

CARRIED

12. DELEGATIONS

13. FOREMAN'S REPORT

Water Treatment Plant Records

Resolution No: 2022-07-13

Moved By: Jay Jones

That the water treatment plant records for the month of June, 2022 be acknowledged and filed for future reference and signed by the mayor.

CARRIED

13.1.1 Letter to Foreman

Resolution No.: 2022-07-13.1.1

Moved By: Dustin Ferguson

That is be noted by Council of the Town of Lampman we have outstanding work orders from 2 years ago and that the Foreman receive a write up regarding work orders being done in a reasonable timeframe or disciplinary action will be taken. A letter to be drawn up and delivered within the week.

CARRIED

13.1.2 Appointment of Council of the Town of Lampman

Resolution No. 2022-07-13.1.2

Moved By: Dustin Ferguson

That a motion be made that 2 members of Council of the Town of Lampman be appointed to aid in the day to day Work Orders and help with getting things done in a timely manner. This will include that these 2 members show up at the Shop to monitor the day to day activities of our Town Shop.

CARRIED

13.2 Foreman's Report

Resolution No: 2022-07-13.2

Moved By: Jay Jones

That the Foreman's Weekly Reports be hereby approved as circulated.

CARRIED

13.3 Water Meters – Mueller Systems

Resolution No: 2022-07-13.3

Moved By: Duane Freeden

That the discussion of Water Meters – Mueller Systems be tabled until next Council of the Town of Lampman meeting.

CARRIED

14. NEXT MEETING

Resolution No: 2022-07-14

Moved By: Jay Jones

That the next meeting of Council be held on August 10th, 2022 at 7:00 p.m.

15. ADJOURNMENT

Resolution No: 2022-07-15

Moved By: Duane freeden

That this meeting now be adjourned. The time being 9:39 p.m.

CARRIED



Administrator



Mayor

List of Cheques for Council Approval**Minutes: July 20, 2022****2022-7-20**

Cheque #	Paid To	In Payment Of	Amount
14475	Apollo Electric & Controls	Electrical Permit	\$147.63
14476	Johnson Plumbing & Heating LTD	Lampman Golf Course Work	\$1,872.55
14477	Saskatchewan Health Authority	Water Testing	\$92.00
14478	GFL Environmental Inc.	Waste/Recycling Services	\$6,694.79
14479	Lutz, Huguette	Administrator Mentor	\$496.86
14480	Lampman Fire & Rescue	Donation June Metal	\$453.92
14481	Branch, Veronica	Firehall Janitor	\$118.62
14482	Mack, Krista	Library Janitor	\$197.70
14483	Dube, Les	Waste Site Contractor	\$646.00
14484	Lampman Golf Club	Girard Bulk Invoice Reimbursme	\$1,027.51
14485	R.M. and Town Rec Board	Camp Fee & Donation	\$100,600.00
14486	Town of Lampman	June 2022 Deduction Pymts	\$1,070.00
14487	Fornwald, Barb	Office Janitor	\$395.40
14488	Kerslake, Stacey	Food Bank June 2022	\$444.36
14489	Ferguson, Dustin	Indemnity - June 2022	\$440.97
14490	Fichter, Glen	Indemnity - June 2022	\$440.97
14491	Fleck, Randy	Indemnity - June 2022	\$299.52
14492	Freeden, Duane	Indemnity - June 2022	\$150.00
14493	Jones, Jay	Indemnity - June 2022	\$299.52
14494	Runge, Daryle	Indemnity - June 2022	\$299.52
14495	Saxon, Ryan	Indemnity - June 2022	\$299.52
14496	ABC Fire & Safety	Fire Hall Suplies	\$830.28
14497	Amity Industrial Supply Ltd	Machine Repair	\$76.85
14498	Aon - SumAssure	Insurance	\$236.00
14499	Border Cleaning Services	Office Maintenance	\$175.19
14500	Carson Safety Services	Firehall Supplies	\$8,300.80
14501	Canoe Procurement Group of Canac	Office Supplies	\$221.95
14502	Estevan Mercury	Advertising - Graduation	\$144.90
14503	Four Season Rentals	Maintenance Equipment	\$129.26
14504	Fer-Mac Equipment	Machine Repair	\$1,405.40
14505	Genco Ashphalt	Road Repair	\$2,449.00
14506	VOIDED		
14507	Girard Bulk Service	Fuel/Oil	\$2,737.73
14508	Industrial Vegetation Control	Maintenance - Golf Course	\$1,723.05
14509	Jay's Group of Companies	Water Maintenance	\$1,630.09
14510	Kendall's Auto Electric	Machine Repair	\$155.31
14511	Lutz, Huguette	Mentor - Administrator	\$346.87
14512	Lampman Golf Club	GST Return	\$75.00
14513	Lampman Service Station	Fuel/Oil	\$1,109.42
14514	Lampman Curling Club	Donation - Bonspiel	\$5,000.00
14515	Minister of Finance	Policing & Safety	\$36,176.86

Cheque #	Paid To	In Payment of	Amount
14516	The Observer	Advertising - Graduation	\$47.25
14517	Professional Building Inspections	Inspections	\$273.00
14518	Redhead Equipment	Machine Repairs	\$2,559.31
14519	Saskatchewan Health Authority	WTP Testing	\$46.00
14520	Minister of Fianance	Sask Public Safety Agency	\$799.20
14521	Schilling Home Hardware Bldg	Small Tools	\$106.73
14522	The House of Stationary	Office Supplies	\$135.74
14523	Trans-Care rescue	Lampman Fire & Rescue	\$491.57
14524	TML Auto Repair	Machine Repairs	\$355.20
14525	Quest Measurement Inc.	Fire Hall Maintenance	\$345.15
14526	Gerry's Store	Food Bank	\$830.31
TOTAL:			<u>\$185,400.78</u>

List of Electronic Funds Transfers

Date	Paid To	In Payment of	Amount
250	SaskEnergy	Firehall - June 7, 2022	\$57.60
251	SaskEnergy	Shop - June 7, 2022	\$114.67
252	SaskEnergy	Library - June 7, 2022	\$102.19
253	SaskPower	Library - June 7, 2022	\$444.52
254	SaskPower	Shop - June 7, 2022	\$125.50
255	SaskPower	Firehall - June 7, 2022	\$171.96
256	Receiver General	CRA May, 2022	\$92.20
257	MEPP	Pension June 1-15, 2022	\$2,420.68
258	Receiver General	CRA June 1-15, 2022	\$4,920.57
259	SaskPower	Garbage Dump - June 27/22	\$49.89
260	SaskPower	Storm - June 27/22	\$284.33
261	SaskPower	Lift Station - June 27/22	\$1,335.00
262	SaskPower	Lynn - June 27/22	\$36.22
263	SaskPower	Pump Jack - June 27/22	\$57.96
264	SaskPower	Streetlights - June 27/22	\$1,693.30
265	SaskPower	WTP - June 27/22	\$1,044.75
266	SaskTel	Lift Station Cell - June 27/22	\$3.29
267	SUMA Benefits	July Benefits	\$3,647.30
268	Sasktel	Lift Station Cell - July 8, 2022	\$64.80
269	Sasktel	WTP - June 25/22	\$212.63
270	SaskPower	Library - July 8/22	\$366.18
271	SaskPower	WTP - July 8/22	\$978.80
272	SaskPower	Lynn - July 8/22/22	\$108.25
273	SaskPower	Storm - July 8/22	\$118.56
274	SaskPower	Lift Station - July 8/22	\$440.83
275	SaskPower	Garbage Dump - JuLY 8/22/22	\$48.56

59

276	SaskPower	Shop - July 8/22	\$113.07
277	SaskPower	Fire Hall - July 8/22	\$152.91
278	SaskPower	Streetlights - July 8/22	\$1,693.30
279	SaskPower	Pumpjack - July 8/22	\$55.65
280	SaskEnergy	Library - July 5/22	\$48.68
281	SaskEnergy	Shop - July 5/22	\$50.48
282	SaskEnergy	Firehall - July 5, 2022	\$43.34
283	SaskEnergy	WTP - July 5/22	\$264.60
284	Sasktel	Firehall - June 25/22	\$113.20
285	Sasktel	Office - June 25/22	\$148.56
TOTAL:			<u><u>\$21,624.33</u></u>

List of Direct Deposits

DD No.	Paid To	In Payment of	Amount
1001	Rittaler, Amber	Payroll June 1-15th, 2022	\$1,810.04
1002	MacKenzie, Melissa	Payroll June 1-15th, 2022	\$1,316.27
1003	Evans, Shane	Payroll June 1-15th, 2022	\$2,030.07
1004	Massel, Steve	Payroll June 1-15th, 2022	\$2,053.49
1005	Schulties, Brenda	Payroll June 1-15th, 2022	\$1,267.64
1006	Parry, Steven	Payroll June 1-15th, 2022	\$1,422.95
1007	Rittaler, Amber	Payroll June 16-30th, 2022	\$1,574.83
1008	MacKenzie, Melissa	Payroll June 16-30th, 2022	\$1,219.92
1009	Evans, Shane	Payroll June 16-30th, 2022	\$2,313.29
1010	Massel, Steve	Payroll June 16-30th, 2022	\$1,726.88
1011	Schulties, Brenda	Payroll June 16-30th, 2022	\$1,222.86
1012	Parry, Steven	Payroll June 16-30th, 2022	\$1,297.50
TOTAL DIRECT DEPOSITS:			<u><u>\$19,255.74</u></u>

Administrator

Mayor

57 106