



**ATTENDANCE**  
**TOWN OF LAMPMAN**  
**Special Meeting November 21, 2022**

<u>NAME</u>	<u>SIGNATURE</u>
Jay Jones	
Dustin Ferguson	
Glen Fichter	
Randy Fleck	
Duane Freeden	
Daryle Runge	
Ryan Saxon	
April Olver	absent
Melissa Mackenzie	



**A G E N D A**  
**TOWN OF LAMPMAN**  
**Special Meeting – November 21, 2022**

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1. **CALL TO ORDER**
2. **CONFLICT OF INTEREST**
3. **UNFINISHED BUSINESS**
  1. Steve Parry and Brenda Schulties - Requirements
  2. New Hire – Town Employee
  3. New Hire – Landfill
  4. Black Mold in Office
  5. Melissa's Time – Rec Board
4. **DELEGATES**
5. **ADJOURN**



**Town of Lampman**  
**Special Meeting Minutes**  
**Special Meeting November 21, 2022 - 07:00 PM**

**1. CALL TO ORDER**

**Resolution No: 2022-1**

Jay Jones called the meeting to order. The time being 7:00 P.M. The attendance being as follows:

Mayor Jay Jones

Councillor Dustin Ferguson

Councillor Glen Fichter

Councillor Randy Fleck

Councillor Duane Freeden

Councillor Daryle Runge

Councillor Ryan Saxon

Assistant Administrator – Melissa MacKenzie

Recreation Employee – Brenda Schulties

**CARRIED**

**2. CONFLICT OF INTEREST**

**3. UNFINISHED BUSINESS**

**3.1 Brenda Schulties – Requirements**

Brenda would like to have more responsibility. She's willing to work the hours and would like to be trained on the Zamboni so that she may help with cross-trained duties with the Town and the Recreation. She would like to continue her training in the Water Treatment Plant. She feels we need to work as a unit. She's voiced that she will do anything that the Town needs from her. A very dedicated employee.

**3.1.1 Christmas Decorations**

When the Tree is ready to be erected, Jay Jones – Mayor has offered to come and help.

We will need to find a ticketed employee to run the lift in order to put the decoration lights on the poles in the Town of Lampman.

**3.1.2 Discussion of Masking**

Discussion regarding Brenda Schulties and Steve Parry be fitted for masking to enter the Water Treatment Plant or look into getting a monitor for the door of the plant.  
To be added to the next regular meetings agenda.

**3.1.3 Discussion of Certifications**

Discussion to have the administration look up any bylaws and policies to confirm what certifications are needed for Shop Foreman, Recreation Foreman and laborer(s).

**3.2 Camera Session Request**

**Resolution No:** 2022-3-3.2

**Moved By:** Dustin Ferguson

The Council of the Town of Lampman go into non camera session. 7:30 p.m.  
Hiring of Recreation Foreman, 50/50% wage split, billing monthly or quarterly to the R.M. of Browning No. 34 for the wage split. Hiring a Summer Student for the Town of Lampman.  
Composing a letter to the R.M. of Browning No. 34 & town of Lampman Recreation Board regarding the hiring of a new Recreation Foreman was all discussed during camera session.

**3.3 Hiring of Recreation Foreman**

**Resolution No:** 2022-3-3.3

**Moved By:** Dustin Ferguson

The Council of the Town of Lampman send a letter to the R.M. of Browning No. 34 & Town of Lampman Recreation Board stating as follows;  
The Town of Lampman will hire a new Recreation employee with the consultation from the R.M. of Browning No. 34 & Town of Lampman Recreation Board at a 50/50% split in wages. Hourly wage to be determined by the Browning No. 34 & Town of Lampman Recreation Board. Top priority of the new employee will be the Recreation facilities. The position will be scheduled through the Town of Lampman administrator based on the needs of the Recreation Board and communicated from the Recreation Director. All Town of Lampman employees are expected to work as a unit.

**CARRIED**

Resumed 8:17 p.m.

**3.4 Town of Lampman Job Scope Policies and Procedures**

**Resolution No:** 2022-2-3.4

**Moved by:** Glen Fichter

The council of the Town of Lampman agrees to have the Administrator develop and implement policies, procedures as well proper process on job descriptions for office and shop personnel.

**CARRIED**

**3.5 Hiring for Landfill**

**Resolution No:** 2022-3.5

**Moved by:** Glen Fichter

That the Council of the Town of Lampman leave the Landfill as is at the moment with residents calling in for dumping and town employees opening as needed on the winter hours of Saturdays 10 a.m. to 1 p.m. and that the job posting continue to run until otherwise discussed.

**CARRIED**

**3.6 Air Quality Report**

**Resolution No:** 2022-3.6

**Moved By:** Ryan Saxon

The Council of the Town of Lampman reviewed the Air Quality Report received due to Black Mold discovered in the basement of the R.M. of Browning No. 34 & Town of Lampman office Building. It is suggested that the R.M. of Browning No. 34 be advised to utilize the insurance and get the situation fixed immediately by a qualified contractor.

**CARRIED**

**3.7 Administrative Hours – Recreation**

**Resolution No:** 2022-3.7

**Moved By:** Daryle Runge

The Council of the Town of Lampman request that any time spent doing recreation duties by Melissa MacKenzie – Town administrative assistant be logged and that all requests of duties for the Recreation Director be requested through the Town of Lampman Administrator.

**CARRIED**

**4. ADJOURNMENT**

**Resolution No:** 2022-4

**Moved By:** Jay Jones

That this meeting now be adjourned. The time being 8:56 P.M.

**CARRIED**



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Administrator



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Mayor