

VILLAGE OF MUENSTER
MINUTES OF THE REGULAR MEETING OF COUNCIL HELD
WEDNESDAY, MARCH 19 , 2025

PRESENT: Mayor: Shauna Ilg
Councillors: Karl Senko
Benji Szautner
Kim Fetter attended Virtually via Teams
Shane Haeusler attended Virtually via Teams

Administrator: Jan Sylvestre
Foreman: Nick Vanderveen present 6:30 – 7:30 pm

Delegates: Payge Newberry
Alice Gaspar 7:45 pm – 8:10 pm

Res 2025-040

CALL TO ORDER:

Mayor Shauna Ilg called the meeting to order at 6:33 p.m.

Res 2025-041

AGENDA:

a) **Moved by:** Karl Senko
Seconded by: Kim Fetter
THAT the agenda, as amended, be approved.

MOTION CARRIED

Res 2025-042

MINUTES:

a) **Moved by:** Benji Szautner
Seconded by: Shane Haeusler
THAT the minutes of the Regular Meeting of Council held on Feb 19, 2025, be approved.

MOTION CARRIED

Res 2025-043

FINANCIAL REPORTS:

a) **Moved by:** Shauna Ilg
Seconded by: Karl Senko

THAT the Statement of Financial Activities and Balance Sheet for the month of February , 2025
be approved as presented by the Administrator.

MOTION CARRIED

b) **Moved by:** Shauna Ilg
Seconded by: Karl Senko

THAT the Accounts Payable, as per attached listing, except Catterall and LCDBWA, be
approved for payment.

MOTION CARRIED

Res 2025-044

CORRESPONDENCE:

Moved by: Kim Fetter
Seconded by: Karl Senko

THAT the correspondence as per attached listing, having been reviewed, be accepted.

MOTION CARRIED

Res 2025-045

REPORTS:

Moved by: Karl Senko

Seconded by: Shauna Ilg

THAT the following reports be received as information:

- Foreman Report as presented by, Foreman Nick Vanderveen
- Administrator's Report as presented by Jan Sylvestre

MOTION CARRIED

Res 2025-046

MUENSTER PROPERTY #317 Main Street

Moved by: Benji Szautner

Seconded by: Shane Haeusler

THAT the Village of Muenster proceed to give public notice for the proposed sale by tender regarding parcel at #317 Main Street, be accepted.

MOTION CARRIED

Res 2025-047

WEED POLICY

Moved by: Shauna Ilg

Seconded by: Shane Haeusler

THAT the Village of Muenster adopt the WEED POLICY as presented AND send Nick Vanderveen for the training to become a certified applicator, be accepted.

MOTION CARRIED

***** IN CAMERA**

2025-03-19

9:20 pm Ilg: That the Village of Muenster Council moves in-camera to discuss human resources as authorized by the legislative authority of the Municipalities Act Section 120 including the exemptions in Part III of the Local Authority Freedom of Information and Protection of Privacy Act.

CARRIED

Only Mayor and Councillors remained in-camera deliberations.

All delegates and the Chief Administrative Officer left chambers.

9:40 pm Ilg: That the Village of Muenster Council rises from the in-camera discussion.

CARRIED

All delegates and the Chief Administrative Officer returned to chambers.

Res 2025-048

2025 CHIEF ADMINISTRATIVE OFFICER WAGE:

Moved by: Shauna Ilg

Seconded by: Karl Senko

THAT the Village of Muenster adjust the 2025 CAO wage effective March 1, 2025 to \$38.50 per hour, be accepted.

MOTION CARRIED

Res2025-049

ALLEY TREE CUTTING POLICY

Moved by: Kim Fetter

Seconded by: Benji Szautner

THAT the Village of Muenster continue the policy that all residents are responsible to cut their trees overhanging alley property lines. If Village Public Work staff trim the trees the property owner whose trees impede the alleyway will be billed. Village will make their best effort to educate and communicate with property owners prior to commencing with tree trimming to allow residents time to do the work themselves, be accepted.

MOTION CARRIED

Res2025-050

UTILITY AFTER HOURS PROCEDURES

Moved by: Shauna Ilg

Seconded by: Benji Szautner

THAT the Village of Muenster promote options that residents have if faced with responding to utility emergencies outside of normal business hours to minimize property damage and loss of water, be accepted.

MOTION CARRIED

Res2025-051

BUDGET MEETING APRIL 24TH

Moved by: Shane Haeusler

Seconded by: Kim Fetter

THAT the Village of Muenster confirm their annual Operational and Capital Budget Meeting take place on April 24th, 2025 at 6:30 PM at the Village Office, be accepted.

MOTION CARRIED

Res2025-052

**MARCH 28, 2025 OFFICIAL COMMUNITY PLAN AND ZONING BYLAW DRAFT
DOCUMENT REVIEWS DEADLINE**

Moved by: Shauna Ilg

Seconded by: Karl Senko

THAT the Village of Muenster acknowledge the OCP and ZB draft documents and will use the time until March 28, 2025 to review and inquire about the documents in the draft composition phase, be accepted.

MOTION CARRIED

Res2025-053

MUENSTER HOUSING AUTHORITY MAINTENANCE

Moved by: Benji Szautner

Seconded by: Karl Senko

THAT the Village of Muenster agrees to cut grass as needed and bill at the custom labour rate of \$60.00/hr (as per rate set at annual rates/fees meeting in January) for the Muenster Housing Authority, be accepted.

MOTION CARRIED

Res2025-054

ADMINISTRATIVE ASSISTANT

Moved by: Shane Haeusler

Seconded by: Benji Szautner

THAT the Village of Muenster acknowledge the hiring of Payge Newberry for the Admin Assistant Level 1 position and that Payge Newberry may be added onto the contact list for Affinity Credit Union for the purpose of Online Banking and making deposits, be accepted.

MOTION CARRIED

Res2025-055

LOT #2 PHILLIPS BAY RESIDENTIAL PROPERTY SALE AGREEMENT

Moved by: Shauna Ilg

Seconded by: Karl Senko

THAT the Village of Muenster agrees to sell lot #2 Phillips Bay, be accepted.

MOTION CARRIED

Res2025-056

PUBLICWORKS PURCHASES

Moved by: Benji Szautner

Seconded by: Shane Haeusler

THAT the Village of Muenster approve of the following purchases for the PublicWorks Department including the following:

- a) Road gravel to the approximate value of \$5000.00
- b) 1 truckload (approx.1000 kg per tote x 10 totes) of calcium chloride to be used for dust suppression
- c) A portable confined space lift system with appropriate harnessing attachments. Prior to purchase, the Public Works Committee is to review the product specifics and price,

be accepted.

MOTION CARRIED

Res2025-057

RADIO ADVERTISING

Moved by: Shauna Ilg

Seconded by: Shane Haeusler

THAT the Village of Muenster enter into an agreement with Golden West for 32 x 30 second ads to be aired on Boldt FM radio, be accepted.

MOTION CARRIED

Res2025-058

ADJOURNMENT

Moved by: Karl Senko

Seconded by: Shane Haeusler

THAT this meeting now adjourn at 10:25 pm.

MOTION CARRIED

MAYOR – SHAUNA ILG

ADMINISTRATOR – JAN SYLVESTRE

Accounts Payable

Ch 9720	2025-02-28	Jason Blechinger	280.00	Wat
Ch 9721	2025-02-28	Alice Gaspar	1,885.94	Hou
Ch 9722	2025-02-28	Jan Sylvestre	4,304.95	Hou
Ch 9723	2025-02-28	Newberry, Payge	378.36	Hou
Ch 9724	2025-02-28	Vanderveen, Nick	4,910.98	Sala
Ch 9725	2025-02-28	Vanderveen, Nick	45.00	Cel l
Ch 9726	2025-02-28	Vanderveen, Nick	80.00	Vehi
Ch 9727	2025-02-28	Shauna Ilg	487.60	May
Ch 9728	2025-02-28	Korte, Glenn	1,222.50	Ope
Ch 9729	2025-02-27	Loehr's Farms	222.00	nuis
Ch 9730	2025-03-12	Newberry, Payge	500.00	Mar
Ch 9731	2025-03-21	Minister of Finance	30.00	Noti
Ch 9732	2025-03-21	Humboldt Music Festival	50.00	Don
Ch 9733	2025-03-21	Humboldt Home Hardware	163.55	Battu
Ch 9734	2025-03-21	Korte Plumbing & Heating	2,977.02	Sup
Ch 9735	2025-03-21	Munisoft	986.79	4 Ha
Ch 9736	2025-03-21	Munisoft	84.40	Forn
Ch 9737	2025-03-21	Munisoft	426.38	Forn
Ch 9738	2025-03-21	Office Experts	350.00	Ton
Ch 9739	2025-03-21	SaskWater	10,930.74	2025/01/
Ch 9740	2025-03-21	Weber & Gasper	214.64	Reg Tax
Ch 9741	2025-03-21	WK Electric	311.55	Wire in n

OB Payments

OB 2025-011	2025-02-28	M.E.P.P.	1,882.38	Pensi
OB 2025-012	2025-02-28	Receiver General	6,033.57	Staff f
OB 2025-013	2025-02-28	S.U.M.A.	1,123.86	Benef
OB 2025-014	2025-02-26	M.E.P.P.	1,223.10	Pensi
OB 2025-015	2025-03-11	Affinity MasterCard	2,198.27	March
OB 2025-016	2025-03-11	Humboldt Co-operative Associa	151.85	Hydra
OB 2025-017	2025-03-11	Humboldt Co-operative Associa	195.71	Batt a
OB 2025-018	2025-03-11	Humboldt Co-operative Associa	3,027.22	Diese
OB 2025-019	2025-03-11	S.U.M.A.	610.50	Suma
OB 2025-020	2025-03-11	SaskEnergy	1,462.06	WTP
OB 2025-021	2025-03-11	SaskTel	265.28	Office
OB 2025-022	2025-03-20	SaskPower	2,479.83	306 R

Correspondence Listing March 2025

Source of Correspondence	Description
SGI	Business recognition assessment
SUMA	Annual Meeting Minutes (April 15, 2025 – 8:45am)
Saskatchewan Baseball Hall of Fame	40 th Annual Induction in Battleford – August 16, 2025. Advertisement for their yearly calendar. One black and white costs \$50.00 Double ads are \$100.00
Sylvite Four-Six Regional Development Partnership	Annual General Meeting – March 19, 2025 in Leroy, Sk Voting for Board of Directors will be done – members in good standing will have the opportunity to contribute
Horizon School Division	Horizon School Division No. 205 2023-2024 Annual Report
North Central Transportation Planning Committee (NCTPC)	Asking if the municipality is interested in becoming a member of the North Central Transportation Planning Committee.
Munisoft	Reminder that all staff members are required to take training for the Munisoft Software
Humboldt District Hospital Foundation (HDHF)	Equip to Care Radiothon is live from March 24-March 25, 2025. Reached out to see if we would like to support the radiothon.
NO 370 Rural Municipality of Humboldt	Advice Council that the Saskatchewan Lotteries Community Grant Program for 2025 has been allocated. “Village of Muenster – allocation – 137 population”
Government of Saskatchewan – Minister of Saskatchewan Relations	“Expectation that municipalities will follow this direction by adopting similar procurement policies that prioritize Canadian goods and services”
RCMP-GRC	The RCMP-GRC would appreciate input on the Detachment Action Plan with respect to the issues/initiatives for police to focus on for this upcoming year within the community. The deadline to have a Detachment Action Plan developed for the year is March 15, 2025 – Jan has reached out to them, they said we can get back to them after the meeting; any input is appreciated.