

VILLAGE OF RICHMOUND

MINUTES OF THE REGULAR MEETING OF COUNCIL HELD AT THE RM OF ENTERPRISE OFFICE AT 108  
HIGHWAY 371, RICHMOUND SASKATCHEWAN, ON MONDAY, FEBRUARY 10, 2025.

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**PRESENT:**

Mayor – Brad Miller, Deputy Mayor - Wade Welte, Councillor – Kathy Bullock

Administrator – Brenda Ottenbreit, Melissa Earl

**CALL TO ORDER:** Mayor Brad Miller called the meeting to order at 4:05 pm.

**AMEND AGENDA**

018/25 **Miller:** THAT council agree to amend the agenda to add late rate payer request to the last of new business. Carried

**MAYOR MILLER DECLARES A CONFLICT OF INTEREST WITH AGENDA ITEMS; 8b, 9a, 9g.**

**MINUTES:**

019/25 **Miller:** THAT the following minutes be approved as read.  
1. Regular Council Meeting January 13, 2025. Carried.

**FINANCIAL STATEMENT:**

020/25 **Miller:** THAT the financial statement for the month of January 2025 be accepted as presented. Carried.

**WATER LOGS:**

021/25 **Welte:** That council acknowledges the water log report as submitted by Arlene Miller. Carried.

**REPORTS:**

022/25 **Welte:** THAT council acknowledges the following reports submitted by Arlene Miller:  
1. Well Inspection  
2. Lagoon Inspection Carried.

**ACCOUNTS:**

023/25 **Bullock:** THAT the following list of accounts be approved for payment (as per attached):  
Cheques #2593 -2612 & MANUAL Payment #1-001-2-003 for a total of \$29,396.50 to pay the bills for January, 23, 2025 up to the February 10, 2025. Carried

**CLOSED SESSION:**

024/25 **Miller:** THAT this meeting move into a closed session at 4:41 p.m. as per LA FOIP section 16(1)(b) personnel. Carried.

**REGULAR SESSION:**

025/25 **Miller:** THAT council returns to regular and open meeting at 4:53 p.m. Carried

**CORRESPONDENCE:**

026/25 **Welte:** THAT the correspondence be accepted as presented and filed. Carried.

**HALL:**

027/25 **Miller:** THAT a plumber be hired to inspect and repair the sink faucets, toilets, water filter and furnace filter in the hall to a maximum cost of \$2,500.00. Carried.

**BYLAW 1-2025 AUTHORIZE ONLINE AND MONTH END PAYMENT:**

028/25 **Miller:** THAT bylaw 1-2025 to Authorize online and month end payments be introduced and read a first time. Carried.

029/25 **Welte:** THAT bylaw 1-2025 to Authorize online and month end payments be read a second time. Carried

030/25 **Bullock:** THAT council unanimously agree to have bylaw 1-2025, have all three readings in one meeting. Carried.

031-25 **Bullock:** THAT bylaw 1-2025 to Authorize online and month end payments be given a third reading, approved, adopted, signed and sealed. Carried.

**ASSET MANAGEMENT POLICY**

032/25 **Miller:** THAT council approve and adopt the Asset Management Policy as presented and attached to form part of these minutes. Carried.

**STRATEGIC PLAN POLICY**

033/25 **Bullock:** THAT council approve and adopt the Strategic Plan Policy as presented and attached to form part of these minutes. Carried.

**HALL POLICY**

034/25 **Welte:** THAT council approve and adopt the Hall Policy as presented and attached to form part of these minutes. Carried.

**JOB DESCRIPTION FOREMAN**

035/25 **Miller:** THAT council approve and adopt the Job description for the Foreman as presented and attached to form part of these minutes. Carried.

**TRAINING ADMINISTRATOR:**

036/25 **Bullock:** THAT the council hire Melissa Earl to become the training administrator with the understanding that Melissa will undertake to become certified as an Urban Administrator in Saskatchewan. Melissa will earn \$23.00 per hour and be enrolled in SUMA benefit package including Life, ADD, STD, LTD, Health, Dental, Vision and EFAP with coverage being effective as of February 10, 2025 as well as the MEPP program and that coverage starting after 3months employment. Carried.

**MUNISOFT:**

037/25 **Welte:** THAT council approve the new training administrator be enrolled in all of the Munisoft programs at a cost of \$962.50. Carried.

**CONVENTION:**

038/25 **Bullock:** THAT council approve the attendance of the administration, mentor and Mayor Miller for UMAAS, and SUMA conventions. The Village will pay: admission, hotel, meals and mileage. Carried.

**TERM DEPOSIT:**

039/25 **Bullock:** THAT council renew the term deposit at 3.1% for 24 months with Cypress Credit Union. Carried.

**FIRE COMMITTEE:**

040/25 **Bullock:** THAT council appoint Wade Welte and Brad Miller to the fire Committee in conjunction with the RM of Enterprise. Carried

**RESCHEDULE REGULAR MEETING:**

041/25 **Bullock:** THAT council move the regular meeting of April from the 14<sup>th</sup> to the 7<sup>th</sup>, 2025. Carried

Mayor Miller left the chambers at \_\_\_\_\_ while the following motion was discussed and reentered chambers at \_\_\_\_\_.

**WATER TREATMENT PLANT CONTRACT:**

042/25 **Welte:** THAT council accept and approve the annual contract with an increase of \$100.00 per month for the Water Treatment Plant Operator and approve the Administrator and Deputy Mayor to sign on behalf of the Village. Carried

**BYLAW 2-2025 McLaren Lake:**

043/25 **Miller:** THAT bylaw 2-2025 to McLaren Lake Regional Authority be introduced and read a first time. Carried.

044/25 **Bullock:** THAT bylaw 2-2025 to McLaren Lake Regional Authority be read a second time. Carried

045/25 **Welte:** THAT council unanimously agree to have bylaw 2-2025, have all three readings in one meeting. Carried.

046/25 **Miller:** THAT bylaw 2-2025 to McLaren Lake Regional Authority be given a third reading, approved, adopted, signed and sealed. Carried.

**LAGOON AGREEMENT**

047/25 **Welte:** THAT council instruct administration to seek legal consult in regards to the Lagoon agreement. Carried.

**ADJOURNMENT:**

048/25 MILLER: THAT this meeting is now adjourned 6:10 pm. Carried.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Administrator