



**City of Humboldt**  
**April 24, 2023 - Regular Council Meeting - 05:30 PM**

- 1 **Call To Order**
- 2 **Adopt Agenda**
  - 2.1 Conflict of Interest
- 3 **Public Acknowledgement**
- 4 **Public Hearing - No Public Hearing**
- 5 **Approve Minutes**
  - 5.1 Regular Meeting of Council held March 27, 2023
    - 📎 Minutes of the Regular Meeting of Council held March 27, 2023
- 6 **Delegations**
- 7 **Correspondence - No Correspondence**
  - 7.1 "A" Items Requiring Council Resolution
  - 7.2 "B" Items Received for Information Only
- 8 **Committee Reports**
  - 8.1 Executive Committee Meeting held April 10, 2023
    - 📎 Minutes of the Executive Committee Meeting held April 10, 2023
  - 8.2 Reid Thompson Public Library Board
    - 📎 Minutes of the Reid Thompson Public Library Board meeting held March 13, 2023
  - 8.3 Humboldt Downtown Business Improvement District
    - 📎 Minutes of the Humboldt Downtown Business Improvement District meetings held in 2021
    - 📎 Minutes of the Humboldt Downtown Business Improvement District meetings held in 2022
    - 📎 Minutes of the Humboldt Downtown Business Improvement District meeting held in 2023
- 9 **Bylaws**
- 10 **New Business**
  - 10.1 Proclamation - Better Together Tuesday
    - 📎 Proclamation - Better Together Tuesday
  - 10.2 Recommendation - City Clerk - Humboldt Downtown Bid - Budget
    - 📎 Report - City Clerk - Humboldt Downtown Bid Budget

- 10.3 Recommendation - Leisure Service Director - Convention Centre Washroom Renovations  
📎 Report - Convention Centre Washroom Renovations
- 10.4 Recommendation - Leisure Service Director - Curling Rink Lease Agreement  
📎 Report - Curling Rink Lease Agreement
- 10.5 Recommendation - Leisure Service Director - Skid Steer Fleet Tender Award  
📎 Report - Skid Steer Fleet Tender Award
- 10.6 Recommendation - Leisure Service Director - Pickup Truck Fleet Tender Award  
📎 Report - Pickup Truck Fleet Tender Award
- 10.7 Recommendation - Director of Public Works - 2023 Water Main Tender Award  
📎 Report - 2023 Water Main Tender Award
- 11 Enquiries**
- 12 Committee of the Whole**
- 13 Adjourn**



**City of Humboldt**  
**Meeting Minutes**  
**Regular Council Meeting March 27, 2023 - 05:30 PM**

PRESENT:

Mayor Michael Behiel	
Councillor Roger Korte	
Councillor Larry Jorgenson	
Councillor Amanda Klitch	
Councillor Rob Muench	
Councillor Roger Nordick	
Councilor Kelly Herperger	
City Manager	Joe Day
Director of Corporate Services/City Clerk	Lori Yaworski
Marketing and Development Manager	Penny Lee
Fire Chief/Director of Protective Services	Mike Kwasnica
Leisure Services Director	Michael Ulriksen
Director of Public Works	Peter Bergquist
Finance Manager	Jace Porten
Cultural Services Director	Jennifer Fitzpatrick

**1 Call To Order**  
 Mayor Behiel called the meeting to order at 5:28 p.m.

**Resolution:**      **2 Adopt Agenda**  
 2023.042              **Moved By:** Councillor Roger Nordick  
                                  **Seconded By:** Councillor Kelly Herperger  
 That the agenda be adopted as amended;  
 That the following item be added to the New Business  
                                  10.12 Director of Public Works - Provincial Traffic Safety Fund Grant -  
 Sign Trailer

**CARRIED**

**2.1 Conflict of Interest**

**3 Public Acknowledgement**  
 Councillor Nordick acknowledged the East Central Fillies a SK U18 Female hockey team that successfully won the Provincial title after playing a game with five overtime periods on March 26<sup>th</sup>, 2023 in Leroy.

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Mayor – Michael Behiel

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City Clerk – Lori Yaworski

**4 Public Hearings**

**Resolution:**  
2023.043

- 4.1 Suspend Council Meeting**  
**Moved By:** Councillor Rob Muench  
**Seconded By:** Councillor Kelly Herperger

That the Regular Meeting of Council be suspended and that we move to enter the Public Hearing, the time being 5:31 p.m.

**CARRIED**

**4.2 Public Hearing - Discretionary Use - Liquor Store - Westwood Drive**

**4.3 Public Hearing - Discretionary Use - Distilleries, Wineries, and Breweries**

**Resolution:**  
2023.044

- 4.4 Resume Meeting**  
**Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Amanda Klitch

That the Public Hearing be closed, and that Council revert to the Regular Meeting, the time being 5:35 p.m.

**CARRIED**

**5 Approve Minutes**

**Resolution:**  
2023.045

- 5.1 Regular Meeting of Council**  
**Moved By:** Councillor Amanda Klitch  
**Seconded By:** Councillor Roger Nordick

That the Minutes of the Regular Meeting of Council held February 27, 2023, be approved recorded, and circulated.

**CARRIED**

**6 Delegations**

**6.1 Delegation - Reconciliation in Saskatchewan and the Humboldt Pilot Project**

Rhett Sangster from the Office of the Treaty Commissioner and Kristin Catherwood of Heritage Saskatchewan attended the Council meeting via Zoom. The presentation focused on the strategies for reconciliation and treaty implementation and discussed the work they are doing and results of a survey completed in 2019 that was completed by the Office of the Treaty Commissioner. Kristin spoke of the pilot project that is taking place in Humboldt in conjunction with the city's Cultural Service department.

Mayor Behiel thanked the delegation for their informative presentation.

**7 Correspondence - No Correspondence**

**8 Committee Reports**

**Resolution:**  
2023.046

- 8.1 Executive Committee Meeting**  
**Moved By:** Councillor Rob Muench  
**Seconded By:** Councillor Roger Nordick

That the Minutes of the Executive Committee Meeting held March 13, 2023, be accepted for information.

**CARRIED**

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Mayor – Michael Behiel

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City Clerk – Lori Yaworski

**Resolution:** 2023.047      **8.2 Reid Thompson Library Board**  
**Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Amanda Klitch

That the minutes of the Reid-Thompson Public Library board meeting held February 13, 2023, be accepted for information.

**CARRIED**

**Resolution:** 2023.048      **8.3 Humboldt & District Museum & Gallery Board**  
**Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Roger Nordick

That the Minutes of the Humboldt & District Museum & Gallery Board meeting held March 23, 2023, be accepted for information and filed.

**CARRIED**

**9 Bylaws - No Bylaws**

**10 New Business**

**Resolution:** 2023.049      **10.1 Proclamation - 2017-18 Humboldt Broncos Day**  
**Moved By:** Councillor Rob Muench  
**Seconded By:** Councillor Amanda Klitch

That the Mayor be authorized to proclaim Thursday, April 6, 2023, as "2017-18 Humboldt Broncos Day" in the City of Humboldt.

**CARRIED**

**Resolution:** 2023.050      **10.2 Proclamation - Green Shirt Day**  
**Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Larry Jorgenson

That the Mayor be authorized to proclaim Friday, April 7, 2023 "Green Shirt Day" in the City of Humboldt to raise awareness of the importance of organ donation and to encourage citizens to "have the kitchen table talk" with their families to wear green on this day to show your support.

**CARRIED**

**Resolution:** 2023.051      **10.3 Recommendation - Protective Services - Discretionary Use - Brewpub and Distillery**  
**Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Roger Nordick

That Council approve the Discretionary Use Application to allow for the construction and operation of the proposed *Brewpub/Distillery*, at 520-9th St.; legally described as Lot 30 Block 6 Plan 99H01872.subject to the applicant obtaining a Development Permit and all other relevant permits and licenses from the Saskatchewan Liquor and Gaming Authority.

**CARRIED**

**Resolution:** 2023.052      **10.4 Discretionary Use - Coop Liquor Store - Alternate Location**  
**Moved By:** Councillor Amanda Klitch  
**Seconded By:** Councillor Rob Muench

That Council approve the Discretionary Use Application to allow for the construction and operation of the proposed *liquor store*, at 2430 Westwood Dr., legally described as Block T Plan 102088885 subject to the applicant obtaining a Development Permit and all other relevant permits and licenses from the Saskatchewan Liquor and Gaming Authority.

**CARRIED**

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Mayor – Michael Behiel

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City Clerk – Lori Yaworski

**Resolution:** 2023.053      **10.5**      **Recommendation - Director of Corporate Services - Transit Services Study**  
**Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Roger Nordick

That the City of Humboldt - Transit Service Study by Dillon Consultants be accepted for information.

**CARRIED**

**Resolution:** 2023.054      **10.5.1**      **Recommendation - Director of Corporate Services - Rural Transit Solution Fund**

That administration be authorized to apply to the Federal Government's Rural Transit Solution Fund – Capital Stream which will provide contributions of 80% of funding for the procurement of two wheelchair accessible vehicles and the annual subscription fee for a suitable on-demand routing platform.

**CARRIED**

**Resolution:** 2023.055      **10.5.2**      **Recommendation - Director of Corporate Services - Transit Assistance for People with Disabilities Funding**  
**Moved By:** Councillor Rob Muench  
**Seconded By:** Councillor Amanda Klitch

That administration be authorized to apply to the Provincial Government's Transit Assistance for People with Disabilities Funding (TAPD) – Capital assistance which will provide funding of up to \$55,000 for the procurement of one wheelchair accessible vehicle with application deadline being April 1, 2023.

**CARRIED**

**Resolution:** 2023.056      **10.6**      **Recommendation - Leisure Service Director - Humboldt and Area Team T1D Sponsorship Request**  
**Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Roger Nordick

That the City approve a \$1,000 Event Hosting Sponsorship for the T1D4x4x48 fundraising event, organized by the Humboldt and Area Team T1D (Type 1 Diabetes) and that the Leisure Services Department provide additional in-kind support for the event weekend.

**CARRIED**

**Resolution:** 2023.057      **10.7**      **Recommendation - Leisure Service Director - Official Donation Receipting for Centennial Park Service Building**  
**Moved By:** Councillor Rob Muench  
**Seconded By:** Councillor Roger Nordick

That the Centennial Park Service Building project be approved as an eligible project for the issuance of Official Donation Receipts for Income Tax Purposes.

**CARRIED**

**Resolution:** 2023.058      **10.8**      **Recommendation - Director of Public Works - Lagoon Chemical Award**  
**Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Larry Jorgenson

That the City award the 2023 lagoon chemical – Ferric Sulphate to ClearTech at an estimated cost of \$185,203 (including PST).

**CARRIED**

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Mayor – Michael Behiel

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City Clerk – Lori Yaworski

- Resolution:** 2023.059      **10.9**      **Recommendation- Director of Public Works - Aerodrome Feasibility and Planning Study Grant Request**  
**Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Rob Muench
- That administration be authorized to accept the Community Airport Partnership (CAP) grant and proceed with the \$60,000 aerodrome feasibility and planning study at a direct cost of \$30,000 to the City of Humboldt; funded from operational surpluses or alternatively from reserves.
- CARRIED**
- 10.10**      **Recommendation - Director of Public Works - Provincial Traffic Safety Fund Grant**  
**Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Amanda Klitch
- That administration be authorized to apply for the Provincial Traffic Safety Fund Grant and proceed with an approximate \$15,000 radar speed sign project at a direct cost of \$3,750 to the City of Humboldt; funded from the street sign repairs budget.
- CARRIED**
- Resolution:** 2023.060      **10.11**      **Recommendation - Director of Protective Services - 2023 Command tender**  
**Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Amanda Klitch
- That South 20 Dodge be awarded the tender for one (1) half-ton (1/2 ton) command truck at a price of \$58,117.16 plus applicable taxes, and further, that the cost to ready the vehicle for emergency services at an estimated cost of \$12,000.00 be approved and further.
- that upon confirmation from the Humboldt and District Fire Protection Association (HDFPA) that it will fully fund the second command truck, that South 20 Dodge be awarded the tender for the second half-ton (1/2 ton) command truck at a price of \$58,117.16 plus applicable taxes.
- CARRIED**
- Resolution:** 2023.061      **10.12**      **Recommendation - Director of Public Works - Provincial Traffic Safety Fund Grant - Sign Trailer**  
**Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Amanda Klitch
- That administration be authorized to apply for the Provincial Traffic Safety Fund Grant and proceed with an approximate \$11,570 Sign and Barricade Trailer project at a direct cost of \$2,900 to the City of Humboldt; funded from the street sign repairs budget.
- CARRIED**
- Resolution:** 2023.062      **11**      **Enquiries**
- Councillor Muench complimented to the Public Works staff for their quick response to the major water break that happened last week. The quick actions of the Public Work's staff assisted with limiting the amount of water loss that occurred at that time.
- Resolution:** 2023.063      **12**      **Committee of the Whole**  
**Moved By:** Councillor Amanda Klitch  
**Seconded By:** Councillor Larry Jorgenson
- That we sit in a private session as Committee of the Whole, the time being 6:34 p.m.
- CARRIED**

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Mayor – Michael Behiel

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City Clerk – Lori Yaworski

**12.1 Authority**

The Committee met under Section 5(3) of Part III of *The Local Authority of Freedom of Information and Privacy Act*.

**12.2 Present in the Committee of the Whole**

Mayor Michael Behiel, Councillor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Nordick, Councillor Kelly Herperger, Councillor Roger Korte, Councillor Amanda Klitch, City Manager Joe Day, Corporate Services Director/City Clerk Lori Yaworski, Works & Utilities Director Peter Bergquist, Community & Leisure Services Director Mike Ulriksen, Fire Chief/ Director of Protective Services Mike Kwasnica, Finance Manager Jace Porten, and Marketing and Development Manager Penny Lee

**12.3 Director of Corporate Services/City Clerk - Collective Agreement Council Ratification**

**12.4 Marketing and Development Manager - Authorization to Lease - Parcel F, Plan 101831802**

**12.5 City Manager - Golf Course Funding**

**Resolution:**  
2023.064

**12.6 Revert**

**Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Larry Jorgenson

That Council revert to the Regular Meeting, the time being 6:51 p.m.

**CARRIED**

**Resolution:**  
2023.065

**12.7 Recommendation - Director of Corporate Services - Collective Agreement Council Ratification**

**Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Larry Jorgenson

That the City of Humboldt ratifies the negotiated terms of the Collective Agreement with Canadian Union of Public Employees Local 2359 pursuant to the Memorandum of Agreement (MOU) dated March 13th, 2023.

**CARRIED**

**Resolution:**  
2023.066

**12.8 Recommendation - Marketing & Development Manager - Authorization to Lease - Parcel F, Plan 101831802**

**Moved By:** Councillor Roger Nordick  
**Seconded By:** Councillor Kelly Herperger

That the City Clerk be authorized to renew the lease for 35.77 acres of farmland known as Parcel F, Plan 101831802 in the amount of \$1800, plus GST, to Mr. David Lemmerich for a 1 year term ending March 31, 2024, for the purpose of farming the land.

**CARRIED**

**Resolution:**  
2023.067

**12.9 Recommendation - City Manager - Golf Course Funding**

**Moved By:** Councillor Kelly Herperger  
**Seconded By:** Councillor Larry Jorgenson

That the City approve a payment of \$29,000 to the Humboldt Golf Club for the month of April 2023.

**CARRIED**

**Resolution:**  
2023.068

**13 Adjourn**

**Moved By:** Councillor Larry Jorgenson  
**Seconded By:** Councillor Amanda Klitch

That we do now adjourn, the time being 6:53 p.m.

**CARRIED**

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Mayor – Michael Behiel

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City Clerk – Lori Yaworski





**City of Humboldt**

**Meeting Minutes**

**Executive Committee April 10, 2023 - 05:30 PM**

**Present:**  
**Chairperson:** Roger Korte  
**Mayor:** Michael Behiel  
**Councillors:** Roger Nordick  
Kelly Herperger  
Amanda Klitch  
Larry Jorgenson  
Rob Muench

<b>City Manager:</b>	<b>Joe Day</b>
<b>City Clerk:</b>	<b>Lori Yaworski</b>
<b>Cultural Service Director:</b>	<b>Jennifer Fitzpatrick</b>
<b>Leisure Services Director:</b>	<b>Mike Ulriksen</b>
<b>Director of Public Works:</b>	<b>Peter Bergquist</b>
<b>Communication Manager:</b>	<b>Penny Lee</b>
<b>Finance Manager:</b>	<b>Jace Porten</b>
<b>Director of Protective Services/Fire Chief</b>	<b>Mike Kwasnica</b>

**1 Call To Order**

Chairperson Korte called the meeting to order at 5:25 p.m.

**2 Adopt Agenda**

**Moved By:** Councillor Roger Nordick

That the agenda be adopted as amended and as presented.

That the order of the in-camera section be changed to be:

8.3 Leisure Service Director - Campground RFP

8.4 Leisure Service Director - Curling Rink Agreement

**CARRIED**

**2.1 Conflict of Interest**

**3 Delegations - No delegations**

**4 Correspondence**

**5 Reports From Administration**

**5.1 Fire Chief/Protective Services Director's Reports**

**Moved By:** Mayor Michael Behiel

That this report be accepted for information and filed.

**CARRIED**

\_\_\_\_\_  
Chairperson – Roger Korte

\_\_\_\_\_  
City Clerk – Lori Yaworski

- 5.2 City Clerk/Corporate Services Director’s Report**  
**Moved By:** Councillor Kelly Herperger

That this report be accepted for information and filed. **CARRIED**
- 5.3 Finance Manager’s Report**  
**Moved By:** Councillor Kelly Herperger

That this report be accepted for information and filed. **CARRIED**
- 5.4 Cultural Services Director’s Report**  
**Moved By:** Councillor Larry Jorgenson

That this report be accepted for information and filed. **CARRIED**
- 5.5 Community & Leisure Services Director’s Report**  
**Moved By:** Councillor Amanda Klitch

That this report be accepted for information and filed. **CARRIED**
- 5.6 Works & Utilities Director’s Report**  
**Moved By:** Councillor Roger Nordick

That this report be accepted for information and filed. **CARRIED**
- 6 New Business**
- 6.1 Recommendation - Leisure Service Director - Convention Centre Washroom Renovations**  
**Moved By:** Mayor Michael Behiel

That Administration proceed with renovations of the Convention Center washroom facilities through a competitive tender process, at an estimated cost of \$120,000. **CARRIED**
- 6.2 Recommendation - Leisure Service Director - Project Summary Report**  
**Moved By:** Councillor Roger Nordick

That this report be accepted for information and filed. **CARRIED**
- 6.3 Recommendation - Marketing & Development Manager - Marketing Update**  
**Moved By:** Mayor Michael Behiel

That this report be accepted for information and filed. **CARRIED**
- 7 Enquiries**
- 8 Committee of the Whole**  
**Moved By:** Councillor Amanda Klitch

That we sit in a private session as Committee of the Whole, the time being 6:23 p.m. **CARRIED**
- 8.1 Authority**

The Committee met under Section 5(3) (4) of Part III of *The Local Authority of Freedom of Information and Privacy Act*.
- 8.2 Present in the Committee of the Whole**

Mayor Michael Behiel, Councillor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Nordick, Councillor Kelly Herperger, Councillor Roger Korte, Councillor Amanda Klitch, City Manager Joe Day, Corporate Services Director/City Clerk Lori Yaworski, , Community & Leisure Services Director Mike Ulriksen, and Marketing and Development Manager Penny Lee

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Chairperson – Roger Korte

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City Clerk – Lori Yaworski

**8.3 Leisure Service Director - Campground RFP**

**8.4 Leisure Service Director - Curling Rink Lease Agreement**

Michael Ulriksen left Council Chambers at 6:46 p.m.

**8.5 City Clerk - Downtown Business Improvement District**

**8.6 City Manager - Chamber of Commerce - Welcome to Humboldt materials**

**8.7 City Manager - MSMA Advantage - Invitation to Support**

**8.8 2023 SUMA Resolutions**

Penny Lee left the Council Chambers at 7:06 p.m.

**8.9 Revert**

**Moved By:** Mayor Michael Behiel

That Council revert to the Regular Meeting, the time being 7:22 p.m.

**CARRIED**

**8.10 Recommendation - Curling Rink Lease Agreement**

**Moved By:** Mayor Michael Behiel

That the proposed one-year lease agreement with the Humboldt Curling Club for the 2023-2024 curling season be approved.

**CARRIED**

**8.11 Recommendation - Downtown Business Improvement District**

**Moved By:** Mayor Michael Behiel

That the City of Humboldt approve the 2023 Budget estimates from the Humboldt Downtown Business Improvement District (DBID).

**CARRIED**

**8.12 Recommendation - Chamber of Commerce - Welcome to Humboldt materials**

**Moved By:** Councillor Amanda Klitch

That the City Manager be authorized to reply to the Chamber of Commerce that the City of Humboldt will seek input from the Chamber on material developed by the City respecting welcoming residents, businesses, and property developers.

**CARRIED**

**8.13 Recommendation - MSMA Advantage - Invitation to Support**

**Moved By:** Councillor Roger Nordick

That the City of Humboldt respectfully decline the invitation to support MSMA’s request for Provincial investment in its MSMA Advantage initiative.

**CARRIED**

**9 Next Meeting**

It was noted that the next Executive Committee Meeting will be held May 8th at 5:30 p.m.

**10 Adjourn**

**Moved By:** Councillor Larry Jorgenson

That we do now adjourn, the time being 7:24 p.m.

**CARRIED**

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Chairperson – Roger Korte

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City Clerk – Lori Yaworski



Reid-Thompson Public Library  
Wapiti Regional Library  
Box 1330 705 Main Street Humboldt SK S0K 2A0

Email: humcirc@wapitilibrary.ca Phone: 306-682-2034 Website: www.wapitilibrary.ca

Reid Thompson Public Library Board Minutes for Meeting on March 13, 2023

Attendance: Amanda Klitch, Marliss Fleischhacker, Rosemarie Buttinger, Jennifer Malmsten, Susan Bradley, Sheila Nordick

Absent: Colleen Jenkins

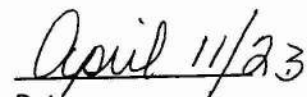
Recording Secretary: Kate Lucyshyn (Branch Librarian)

Call to order by M. Fleischhacker at 3:30 pm

- 1) Agenda: Moved by S. Bradley, seconded by S. Nordick to accept the agenda with the following additions to Business Arising – Staff Service Award, Library open hours over the April statutory holidays, and TDSRC program funding for Balloon Funn. Carried.
- 2) Review and Approval of Minutes: Moved by A. Klitch, seconded by R. Buttinger that the minutes be adopted presented. Carried.
- 3) Correspondence: Moved by A. Klitch, seconded by R. Buttinger that the correspondence be received and filed as presented. Carried.
- 4) Financial Reports: Moved by S. Nordick, seconded by J. Malmsten that the financial reports be adopted as presented. Carried.
- 5) Branch Librarian's Report: Adopted as presented. Carried.
- 6) Action List: Update presented.
- 7) Repairs/Maintenance Report: Update presented.
- 8) Business Arising:
  - a) Program room usage and Humboldt Creative Croppers – Letter of response to be sent to Humboldt Creative Croppers.
  - b) Community Safety Net – Discussion ensued. Donation to project declined.
  - c) Non-Profit Board Oversight – M. Fleischhacker gave a briefing of presentation she attended.
  - d) Staff Service Award – Moved by A. Klitch, seconded by S. Bradley that a service award be purchased with funds from the Reid-Thompson Public Library fines account for N. Mann's twenty years of service as per the Humboldt library's policy manual. Carried.
  - e) Library open hours over the April statutory holidays – Moved by A. Klitch, seconded by S. Bradley that the library will close on the Saturday, April 8 due to the typical low attendance at the library over the holiday.
  - f) TDSRC Program funding for Balloon Funn – Postponed funding discussion until next meeting.
- 9) Next meeting: Monday, April 10, 2023 at 3:30 pm.
- 10) Adjournment: Moved by J. Malmsten, seconded by R. Buttinger that the meeting be adjourned at 4:45 pm. Carried.

  
Secretary

  
Chairperson

  
Date

**Humboldt Downtown Business Improvement District Meeting  
Wednesday January 20, 2021, at 8:30 am via zoom meetings**

**Present:** Jamie Richardson, Carrie Hiebert, Erin Strueby, Jennifer Fitzpatrick, Olivia Coffyne  
Brent Fitzpatrick, Kristal Hart

**Regrets:** Lana Muggli

1. Jamie called meeting to order at 8:35 am
2. Adoption of the Agenda: All in Favor
3. Minutes of regular board meeting- Carrie/Erin- approved
4. Business arising from last meeting of December 3, 2020.
5. New Business
  - a) Christmas Campaign Results- Happy with how this turned out. The businesses were quite happy that we were partnering with the Chamber and that we were getting the Certificates and shopping locally. Moonlight Madness again went well. Brent believes that with the New mayor and council we will be able to work together better. Over the next few months, we need to up our Social Media presence so that when we do campaigns like this, we get the most involvement and participation with it.
  - b) Board resignation/appointment-Jamie has again put his name forward for the committee. Unfortunately, Erin has decided to not put her name forward again for another term. Brent has approached Lorenda Thimm from Pure Essence laser hair removal, and she has agreed to put her name in for the vacant seat on the committee. Jamie thanked Erin for everything she has done for the Committee over the years.
  - c) Financial and Correspondence update – Brent has confirmed with Joe Day from the City of Humboldt, exactly how much we will be getting from the City this year. The Levy will stay the same at \$24,000.00. However, the grant will be decreased from \$24,000.00 to \$2000.00. Mayor's recommendation to the council will be to have more attention on the rural and surrounding area when it comes to Economic Development. Brent is hopeful that this will happen this way. We know need to look at what we are going to do with the money we will receive. The City has plans to approach us regarding upgrades to the area south of the railway tracks. Jamie believes that we will be ok with what we have for our operating costs with what remains in the account as well as what we will receive from the city.
  - d) Spring promotion thoughts - We need to start thinking about this as Brent is reluctant that we will be able to do a Streetfest again this summer. So, we will need to start soon with looking at possible ideas. Jamie feels that we should still consider an outdoor event, maybe a Streetfest Lite version.

But he would like to see something done outdoors over an extended period. Possibly a weeklong event.

6. Next Meeting: February 10, 2021 via Zoom meetings. 8:30 am
7. Jamie adjourned the meeting at 9:03 am

**Humboldt Downtown Business Improvement District Meeting  
Wednesday February 10, 2021, at 8:30 am via zoom meetings**

**Present:** Jamie Richardson, Lana Muggli Carrie Hiebert, Lorenda Thimm, Jennifer Fitzpatrick, Olivia Coffyne  
Brent Fitzpatrick, Kristal Hart

**Regrets:**

1. Jamie called meeting to order at 8:31 am
2. Adoption of the Agenda: All in Favor
3. Minutes of regular board meeting- Carrie/Lana- approved
4. Business arising from last meeting of January 20, 2021.
5. New Business
  - a) Bolt FM proposal- Should we go ahead with another campaign with Bolt FM? Lana believes that we should go ahead with this. Brent does not quite if we should be looking at this from a money point or not, with the grant from the City being decreased so much. Jamie agrees that this is something we need to look at. Jennifer feels that there may definitely be a need do something like this in the coming months especially with COVID and the restrictions that have been put in place. Will discuss further at later meetings.
  - b) Spring Work- Brent is wondering when a good time to do this? Jamie- maybe combine something with Streetfest, or maybe when it gets warmer and or restrictions are somewhat lifted. Olivia suggested a Facebook live event, something along the lines of Moonlight Madness TV that the Chamber did. Brent likes this idea and feels that possibly April around Easter might be a good time to do something. Board agreed that April 5-10 to do something, will work.
  - c) Financial and Correspondence update –There are no bills, or any financial charges to report for this month.
  - d) Spring promotion thoughts – Suggestion to ask the media to give us some ideas or the Spring Campaign that does not involve approaching businesses and is only going through us here at the BID.
6. Next Meeting: March 10, 2021 via Zoom meetings. 8:30 am
7. Jamie adjourned the meeting at 8:56 am





**Humboldt Downtown Business Improvement District Meeting  
Wednesday March 10, 2021, at 8:30 am via zoom meetings**

**Present:** Jamie Richardson, Lana Muggli, Lorenda Thimm, Jennifer Fitzpatrick, Olivia Coffyne  
Brent Fitzpatrick, Kristal Hart

**Regrets:** Carrie Hiebert

1. Jamie called meeting to order at 8:31 am
2. Adoption of the Agenda: Under New Business: add Economic Development.  
Lana/Lorenda
3. Minutes of regular board meeting- Lana/Lorenda- approved
4. Business arising from last meeting of February 10, 2021.
5. New Business
  - a) Spring Work- Brent sent out a request to all 3 media outlets. He received 2 proposals, 1 from Beach radio and the other from Humboldt Journal. Have heard nothing back from Boldt FM. Beach radio offered a standard package, which would include a draw barrel, etc. and advertising as well as business shoutouts. Humboldt Journal is a pricier but there should be some wiggle room with this.  
In the Chamber PR meeting we came up with some very interesting ideas for a Spring campaign. One of them was to give away a BBQ and a meat package from Modern Meats. We want to support our businesses that supported us through this all. It should be where a purchase must be made at the business to enter the draw. Brent feels that we should hire someone to do the marketing for this. Between the BID and the Chamber of Commerce we should be good to do this.  
Jamie asked if we should maybe approach the city's marketing Committee as well as the others in the area.  
Brent will go see the Brick regarding a BBQ first, if they do not have anything, we will go to our Chambers Members that sell them.  
Lana likes the idea of SHINE media for marketing, as they seem to be very active with sharing and promoting all businesses in Humboldt. Everyone present, likes the idea that you need to make a purchase to enter the draw.
  - b) Economic Development- In conversations with the mayor-they are in the process of deciding what that exactly is since they are withholding the \$24000.00. They will look at doing this rurally as well as locally for Humboldt. There is something happening, we are just unsure right now what that is, or what it will look like once started.
  - c) BID Financials- Brent will get that done and sent out today.

6. Next Meeting: April 21, 2021 via Zoom meetings. 8:30 am
7. Jamie adjourned the meeting at 8:54 am

**Humboldt Downtown Business Improvement District Meeting  
Wednesday April 21, 2021, at 8:30 am via zoom meetings**

Present: Jamie Richardson, Lana Muggli, Carrie Hiebert, Jennifer Fitzpatrick, Olivia Coffyne  
Brent Fitzpatrick, Kristal Hart

Regrets: Lorenda Thimm

1. Jamie called meeting to order at 8:30 am
2. Adoption of the Agenda: Carrie/Lana
3. Minutes of regular board meeting- Lana/Carrie- approved
4. Business arising from last meeting of March 10, 2021
  - a) Spring Promotion-BBQ promotion. Brent went to The Brick, and they are willing to sell us a BBQ at half price. Calvin from Modern Meats is also in with supplying a \$150.00 gift certificate, which we will pay for, as the meat package. Komora has opted to not participate in it as they are on the verge of possibly closing. The promotion will market through the Chamber, as well as newspapers and radio. This will be started next week, and the Draw date will be May 21, 21.
  - b) Economic Development- City is putting together a committee. As of today, we have not had any communication with the city or any correspondence. The mayor is adamant that this will be a rural program, not only involve city wide economic development.
  - c) The Chamber is getting a grant for a Shop Local campaign. With the grant we will purchase video equipment, marketing, etc. This will be done locally, or as local as we can. The campaign will help aid with the economic development and shop local marketing for the city.
  - d) Financials- we kind of dropped the ball on this, but we have contacted Alfred and will get him the information he needs ASAP.
5. New Business-

Brent talked to Mike Ulriksen regarding their plans for the city. There is currently nothing so far. We do have money set aside for something, so if anyone has any ideas on upgrades, please let us know as we are positive that Streetfest, etc. will not be happening again this year.

Lana- Banners for downtown to add some color. Jennifer responded that there are Sask Power regulations that hinder banner placement, as well the last ones did not weather well at all.

Jamie-Any idea what has happen to the flower container and garbage at Main and McDonalds? We also need to look at placement of garbage cans and flower pots. Brent will talk to Mike regarding this.

Olivia-Post some photos, with permission, of people sitting on the benches.

Jamie-More picture taking opportunities like at the museum. Jennifer has a meeting with the public arts committee following this, and will ask if they want to maybe partner together to come up with something.

Carrie-Possibly little pictures around the downtown area, where they must find them to win a prize. Almost like a mini treasure hunt.

6. Next Meeting: June 16, 2021, via Zoom meetings. 8:30 am

7. Jamie adjourned the meeting at 9:00 am

**Humboldt Downtown Business Improvement District Meeting  
Wednesday June 16, 2021, at 8:30 am via zoom meetings**

**Present:** Jamie Richardson, Lana Muggli, Lorenda Thimm, Jennifer Fitzpatrick, Olivia Coffyne, Carrie Hiebert  
Brent Fitzpatrick, Kristal Hart

**Regrets:**

1. Jamie called meeting to order at 8:30 am
2. Adoption of the Agenda: Under New Business: (d) add videos. Lorenda/Lana
3. Minutes of regular board meeting- Lana/Carrie- approved
4. Business arising from last meeting of April 21, 2021.

Spring Promotion went well. We had to refill quite a few of the businesses ballots numerous times. Businesses were very happy with how it went. The winner was Myrna Brons, who was very excited about her win. It really set the tone for the summer. More businesses seem to be participating in stuff like this, which is great. The Brick gave us ½ price on the BBQ, which was fantastic. Our overall cost for this promotion was about \$750.00. With the overall success of this promotion, it is something we need to do again.

Economic Development. We still have not heard anything from City Hall. No communication at all. It certainly something that we need to be involved with. We should have a couple from the BID board involved with Economic Development in Humboldt, and how to engage, enlarge and promote our downtown area. Brent is disappointed that the reason they withdrew the \$24000.00 in funding was to pursue Economic Development and we are not being apprised with what they are going to be doing with that money now and it seems they are just doing what they want with it. Jamie asked if the city had approached us at all? Brent answered with no, not yet, but if/when the time comes, it would be good for the BID he believes. Brent is going to put a lot of faith in Mayor Behiel, as he believes he can and will involve the BID and other organizations, as other areas of the city are somewhat lacking in this. Jamie asked how often, do we know, is Economic Development on the agenda for City council meetings? And should we have someone from the BID attend these meetings when it is being discussed? Jennifer responded with to her knowledge there is not an Economic Development committee that has come up on any council agenda. It is on Brent's Radar, and if anything comes up, he will keep the BID board aware.

Shop Local Video Campaign- The Chamber begins shooting the videos next week with our Chamber members and will be focusing on Shopping Local. This is going to be a very strong campaign that will run over the next 12 months. We have hired a Sask based company called Aspen films. They are also doing a predominant amount of the other Sask Chambers videos for the Shop Local campaigns across Sask. They in turn have hired Derek Schultz, who is a local videographer to do the local work, which is a great benefit as that money will be staying in the Humboldt area, which is perfect.

Financials- We have gotten everything needed to Alfred at HAS, so we are just waiting. Brent feels that we won't hear anything until after the June 30<sup>th</sup> Business tax deadlines.

## 5. New Business

- a) Streetfest-Are we going to go ahead with a Streetfest "Lite" this year?  
We have been very reluctant to commit to anything substantial due to the uncertainties with COVID. It could get very expensive if we were to plan something and had to cancel last minute. By the sounds of things, restrictions could become somewhat lighter by mid July, where we could host a few more people at an event. We could contact Lyndsey and see if we could use his parking lot for food trucks, this preventing us from having to shut down any streets.  
Jamie likes the idea but wonders how much foot traffic we would receive in the downtown businesses if we did not close off the street.  
Lana- Could we do something along the lines of a re-opening for Humboldt, kind of a COVIDs over event?  
Jamie-does anyone have any concerns or anything about doing something?  
Olivia- it is a good idea, when are we thinking of doing it? Are we going to coincide with the Bronco's golf tournament?  
Lana-would it be better in the fall, like early September when everyone is back for school, whereas in August everyone seems to be away, or at the lake.  
Brent-if we were doing it, I would suggest the weekend of Sept. 10<sup>th</sup>. That way we are away from the long weekend, and before the start of Harvest. Jamie, could you track down how much money Streetfest lost over the years?  
Jamie- has a couple years' worth in his files, but they never really saw it as a loss, as that's what we were spending our budget on, but he will pull the numbers and see what is what. He would suggest having it the same time as previous years, just for the consistency of it, and if we move it around every year, we may lose some of the momentum of it. The reason it is held in August was to catch the back-to-school rush and support locally hopefully, and not go to the cities. Even if we do not have it on the same weekend as the golf tournament. He believes we need to do something with all the additional people around.  
Olivia- What about if the businesses that wanted to participate, we could stick coupons in the participants bags to encourage them to come to the downtown. Brent will check with Laurie to see if that might be a possibility to do.  
Lana- would it be an idea to have a coupon sheet, rather than a whole bunch of individual coupons? Carrie agrees with that.

Jennifer- Just a reminder that if we were going to look at closing streets, it is something that needs to go in front of council, and they are only meeting once per month. She suggests that if we were going to do it, do it for the end of June council meeting instead of waiting.

Olivia-Look into booking Booster Juice truck. That seems to draw a lot of people. Lana also suggested the Beaver tail truck.

Brent- There is a Face Book group of vendors for food truck, so we will go on there and inquire about availability for any of them.

Jamie-suggested requesting both sides of 6<sup>th</sup> street being closed, as with not closing both sides, he believes we would not get the foot traffic downtown.

Olivia- are we thinking just the food trucks or any sort of other entertainment again as well?

Brent- if we did have any entertainment, it should almost be like a pop up. His concern is if we book and plan anything and the world of COVID goes crazy again, then we are going to have to cancel. He does not mind making the retail businesses the focus of anything.

Jamie-likes the idea of pop ups. With all the local dance and signing events being cancelled, we may get a lot of local talent that would want to do something they have not been able to do for awhile.

Kristal and Brent will start immediately trying to get a hold of food truck vendors, as well Brent will contact the City about closing 6<sup>th</sup> street or the whole block.

Jennifer- the only other thing to consider is that the Saskatoon Ex is that weekend, so the vendors may already be booked and there may be lots of people from here wanting to go to that. Brent feels that would affect us then. So do we move it back by a week, still offering the swag for the golf tournament. Jennifer answered with depends on how much you are relying on the food trucks to draw people in.

Olivia- can you just investigate this and see what their availability is like and then decide whether or not to move it back?

- b) Graham Dyck- We are working with the museum on doing a couple of lunch hour pop ups with him. He is rather expensive to just do 1 session, but the price decreases if you book multiple times. We may have access to a grant through OSEC for this which would reduce the cost even more. We would probably have him sing at the top of the museum steps again like at Christmas. Just wanting to see if the BID is interested in partnering with the Arts council in this.

Carrie likes the idea and wonders if we could also include street sales, etc.

That is the plan, and hopefully see if he could do a session during streetfest.

- c) Videos- Brent is wondering if the BID would be interested in purchasing a video that is specific to the BID. It would be around 1 minute long, and

the cost would be \$800.00. this would be featuring the downtown and area and would give the BID something they really have not has access to before. Jamie likes the idea of doing one for the BID, he would rather have it focus on the events we are hosting rather than featuring businesses, so that it looks like we are not favoring specific businesses. Brent- This would not be finished until next year as we would need to include the downtown at Christmas, which is an important part.

d) Financials- Only expense is the payment of the BBQ and Meat and advertising, otherwise everything else remains static.

6. Next Meeting: July 21 @ 8:30 am at the Humboldt Gallery for an in-person meeting

7. Jamie adjourned the meeting at 9:15 am



**Humboldt Downtown Business Improvement District Meeting  
Wednesday July 21, 2021, at 8:30 am @ Humboldt Art Gallery**

Present: Jamie Richardson, Lana Muggli, Jennifer Fitzpatrick, Carrie Hiebert  
Brent Fitzpatrick, Kristal Hart  
Regrets: Olivia Coffyne, Lorenda Thimm

1. Jamie called meeting to order at 8:35 am
2. Adoption of the Agenda: Carrie/Lana
3. Minutes of regular board meeting- Lana/Carrie- approved
4. Business arising from last meeting of April 21, 2021.
  - The Final cost for the BBQ promotion was \$300.00 less than what we budgeted for.
  - There is still nothing from the City of Humboldt regarding Economic Development. When anything is said, we will let the board know.
  - The Humboldt Broncos have declined having any coupons on anything additional put in their Memorial Golf Tournament grab bags, as they have a rule regarding businesses benefiting from them.
  - The Hospital Foundation did agree to coupons, however they needed them ASAP as the tournament is this week. So that will not work either. But good to keep in mind for next year.
5. New Business
  - a) Streetfest-We have reached out to any food vendors that we could, however, all already have other obligations and are already booked. It was suggested doing something on August 19 for a Streetfest Lite and having sidewalk sales, late night shopping, etc. The SPCA has shown interest in having a BBQ that day as well. We will start marketing for next year as well soon.

Carrie suggested that we touch base with Modern Meats about smokies on a bun for the 19<sup>th</sup> as well.

Kristal and Brent will send email out to the downtown businesses on Monday about staying open later, and offering lunch, supper specials and sidewalk sales.

Jamie-Are we closing any of the streets this year? Brent responded with no, with having no food trucks, we will not need to do that this year.

Jamie- Possibly have the restaurants have a drink special, as well as food specials. There are a lot of different businesses in town that offer different drink specials, ie bubble tea, slushies, etc.

Lana- How do we encourage the businesses to stay open later? Carrie offered to talk to the businesses on her block. We could also get the kids to walk around to every business.

6. Financials-

Kristal has a call with Alfred today at 1:30 to discuss year end.

Brent has also had discussions with Mike Ulrichson as to their plans for the downtown city. So, nothing in the budget is planned for this. Mike said maybe purchasing more cans & garbage cans, but nothing major is planned.

7. Next Meeting: September 1,2021 @ 8:30 am at the Humboldt Gallery for an in-person meeting

8. Jamie adjourned the meeting at 9:21 am

**Humboldt Downtown Business Improvement District Meeting  
Wednesday September 1, 2021, at 8:30 am @ Humboldt Art Gallery**

Present: Jamie Richardson, Jennifer Fitzpatrick, Carrie Hiebert, Lorenda Thimm  
Brent Fitzpatrick, Kristal Hart  
Regrets: Olivia Coffyne, Lana Muggli

1. Jamie called meeting to order at 8:31 am
2. Adoption of the Agenda: Add-d) Women on the go  
e) Graham Dyck
3. Minutes of regular board meeting-  
Change Ulriksen name in 6 Financials Carrie/Lorenda- approved
4. Business arising from last meeting of July 21, 2021. Cha
  - Will be discussed organically through out the meeting
5. New Business
  - a) Streetfest-Mixed emotions regarding this years Streetfest Lite. Happy with the turnout from the community. The weather was good and made for a very nice day. Brent will be contacting Lindsay at Office Experts thanking him for the use of his parking lot. Due to the Filipino being late (2 hours) we chose not to charge the other 2 vendors; however, we did charge the food truck as they were supposed to be a draw to the area and the other vendors. However, disappointed with the business community as the engagement was not there. There were a few that did have something, but the majority did not. This brings the question; do we continue this or go more to a capital project? Will discuss this more in section c.
  - b) Summer Shoppin Contest- in need of board members to help with the presentation of the gift certificates, if possible. All winners have been notified and they have all selected where they would like their certificates from. In addition, all gift certificates have been purchased by the chamber, so their will be an invoice for reimbursement for these.
  - c) Fall Campaign- Do we hold off on this for now, and just go with a Christmas promotion to coincide with Black Friday, and Moonlight madness? This year's festivities will start on November 18, 2021. Brent has composed a letter to the city again this year, requesting that the tree lighting at city hall, happen the same day. Still no response to the email. Will discuss further at next meeting.
  - d) Women on the go- They are wanting to return this year on November 27, which is the day after black Friday. Due to the uniqueness of Covid, she will not be asking businesses for specials like she usually does. Brent would like to propose that we purchase \$25.00 gift certificates form businesses that we could help Cheryl with. She would like to bring at

least 45 people, as anything less would not be financially feasible for them. Black Friday will be the night before, so maybe see if the businesses will extend their sales or promotions for them. Also possibly put together a swag bag for the ladies.

Jamie- How much are we wanting to spend on certificates for these campaigns? Women on the go will be \$25.00 certificates, and the Campaign will again be 5 \$100.00 gift certificates. Will also approach Graphic Ad regarding making bags for the women on the go.

**Motion:** Lorenda

Do 3 campaigns per year, with \$500.00 total budget for them.

Carrie 2<sup>nd</sup> All in favor

Lorenda left meeting at 9:17 am

6. Financials-

Kristal will send out the completed financials to everyone via email as this has been completed with Alfred at HAS.

Jennifer-Also possibly send a proposal out regarding capital expenditures to the city. Since the city is currently in budget talks. This will need to be sent to Mike Ulriksen sooner rather than later.

7. Next Meeting: October 13, 2021 8:00 am via zoom meetings.

8. Jamie adjourned the meeting at 9:43 am

**Humboldt Downtown Business Improvement District Meeting  
Wednesday October 13, 2021, at 8:00 am via zoom meetings**

**Present:** Jamie Richardson, Jennifer Fitzpatrick, Carrie Hiebert, Lorenda Thimm, Olivia Coffyne, Lana Muggli  
Brent Fitzpatrick, Kristal Hart

**Regrets:**

1. Jamie called meeting to order at 8:00 am
2. Adoption of the Agenda: Lorenda/Olivia
3. Minutes of regular board meeting-  
Carrie/Lorenda- approved
4. Business arising from last meeting of September 1, 2021.
  - Haven't heard anything new regarding Women on the go. Should be hearing something soon. Cheryl has started marketing for this last week.
  - Jamie- Have we heard anything more regarding streetfest? Brent-no nothing further.
  - Financials- should we look at other accountants for our year end? This took so long to get back, for very minimal work that needed to be done. Jamie- lets see what the bill is and give them 1 more year as we do not want to throw 10 years of support from HSA.
5. New Business

a) **Moonlight Madness-** The City of Humboldt has stated they are going to turn the tree lights on that night, but nothing else to go with it. They are sticking to hosting their own event in December. Brent's concern is that if we did do something, it might give the city credit, and not give credit to where it is supposed to.

Jamie would like to still see something happen from the BID.

Brent-We need to have more participation from the downtown retail businesses, more so than with Streetfest.

Lorenda-Could use her sign to advertise, or maybe do some videos to put on social media.

Olivia-Moonlight Madness videos again this year?

Lana- have a window decoration contest? Jamie suggested maybe not a contest per say, but maybe send out something for when to turn on, etc.

**Marketing-** Between the Chamber of Commerce and the BID, we will split 50/50. Jamie-how much did we spend last year? Around \$500.00.

**Tree Lighting-**We need to do something small but need to have the focus on shopping.

Brent- Who would we contact to get some carolers?

Jamie suggested getting a hold of the schools, as parents need to bring kids, which would bring more to the downtown area to shop.

Lorenda- do we have anything to wear that shows we are part of the BID? Shirts, name tags or something? Brent- no but that is something that we should have as we would not only use them for moonlight madness, but other events as well.

Jamie- What about a drink contest? Brent will contact Jodie with Big brothers big sisters to see if maybe that is something they might want to do as a fundraiser.

Jennifer- The museum does have an extra Santa costume, so that may be something to have someone dressed up downtown handing out candy canes or coupons or something else.

Jamie-should we encourage everyone to wear an ugly sweater event or something along those lines? Brent-business or folks? Jamie- Both.

#### **Rundown for Moonlight Madness**

- Switch-yes or not and who to do it
- See if schools can do some carolling
- Graham Dyck performing at museum
- Volleyball team from lake Lenore handing out coupons or whatever.
- Marketing on social media and Facebook page.
- Look into name tags
- BBBS drink contest
- Ugly sweater contest

Lana-maybe talk to the theatre and see about popcorn for that night as well. Carrie will talk to Mike and Shannon and see.

Lorenda- my sign will have something, as well as Chambers and digital sign

Coupons- These will be used 1 night only. This might also help with getting people downtown to use them.

Lana- How can we get the businesses to participate? Brent feels we really need to encourage them, but in the end they are all adults.

6. Next Meeting: November 10, 2021 8:00 am via zoom meetings.

7. Jamie adjourned the meeting at 8:57 am

**Humboldt Downtown Business Improvement District Meeting  
Wednesday November 10, 2021, at 8:00 am via zoom meetings**

Present: Jamie Richardson, Jennifer Fitzpatrick, Lorenda Thimm, Lana Muggli  
Brent Fitzpatrick, Kristal Hart  
Regrets: Olivia Coffyne, Carrie Hiebert

1. Jamie called meeting to order at 8:04 am
2. Adoption of the Agenda: Under New Business add c) BHP
3. Minutes of regular board meeting-  
Lorenda/Lana- approved
4. Business arising from last meeting of October 13, 2021.  
Will be discussed organically through out the meeting

5. New Business

- a) **Moonlight Madness**- Tree lighting will be at the campground on November 18,2021 @ 5:30 pm. We are going to be having the choir from ST. Dominic's school to sing some Christmas carols as well. Brent will be making a switch for the tree that will be used at the tree lighting. Will be inviting BID board, Mayor and City councillors as well as Chamber board. This will be a photo opportunity as we do not want to take away from shopping downtown. We have made up 100 \$5.00 BID bucks. The students from Lake Lenore will be handing them out that night. Graham Dyck will be singing from 5:30pm to 8:00 pm on the museum steps. Moonlight Madness TV is also going ahead. This will air a day before, not the on the 18<sup>th</sup>.

Lana-TO give \$200.00 to museum in support f Graham Dyck on November 18, 2021.  
Lorenda-2<sup>nd</sup> All in Favor

Very light response from the business community for this. We are going to so another push today, to see what response will be now that it has snowed some. So, this may put people in the Holiday spirit.

The Festival of Wreaths is also starting on the 18<sup>th</sup>. They have had a great response according to Jennifer. Lots of new and interesting things this year.

- b) **Women On the Go**- Last talked to Cheryl, she has 25 people signed up. Seis hoping for at least 40 people. There are 2 businesses outside of the BID businesses that she has requested be apart of the shopping experience, Misty Gardens and Designer Styles. They will be downtown until 4:00 pm, then will head to Misty Gardens and end at Designer Styles. Brent and Cheryl have yet to finalize what will be done with the money from the BID. They are confirmed for November 27, 2021.
- c) **BHP**- Brent has set a luncheon meeting with HATCH for BHP. This is tentatively set for November 23, 2021. This will be a great opportunity to see and hear what will be done in Humboldt, as how to get work with BHP along with what requirements are needed to gain a contract with them.

Jamie- Is there a list of Indigenous trainers that could be available to the businesses?  
Brent- There is a trainer associated with Sask Chambers for this, as well Jennifer has names of some through the Cultural Services Department. So, we do have some information to give out as needed.

6. Financials- Jamie will follow up with Alfred at HAS, as we have not received an invoice or anything from them yet.
7. Next Meeting: December 15, 2021 8:00 am via zoom meetings.
8. Jamie adjourned the meeting at 8:41 am



**Humboldt Downtown Business Improvement District Meeting  
Wednesday February 9, at 8:00 am via zoom meetings**

**Present:** Alyssa Hinz, Coleen Bowman, Jennifer Fitzpatrick, Lorenda Thimm, Lana Muggli  
Brent Fitzpatrick, Kristal Hart

**Regrets:** Jamie Richardson

1. Lana called meeting to order at 8:15 am
2. Adoption of the Agenda: all in favor
3. Business arising from last meeting of November 10, 2021.  
Hatch-the call on February 3, 2022, went well. 649 registered for the call. 61 were from our area, 13 communities in Sask and 13 countries were represented. So quite a collection. Also had 8 First Nations as well attend the call. It gave businesses a good sense of what they are up against when trying to make contracts or any type of business dealings with BHP. Glad we could do this, as really wanted community and area to know what we are up against with them.
4. New Business
  - a) **New Committee Members-** Welcome to Alyssa Hinz from A-List Dance and Acrobatics. Alyssa is the liaison between the Chamber of Commerce and the BID. Also, welcome to Coleen Bowman, from Coleen Bowman Accounting. Thank you both, and welcome to the Humboldt Downtown Business Improvement District Committee.
  - b) **City Discussions-**We operate on a levy received from the city, which averages about \$24,000.00/year. Our area goes from McDonalds to St. Dominic School and 2 block on either side of main street. There used to be a grant that we also received for the same amount as the levy. However, that money was allocated to Economic Development last year.  
Due to increased expenses with the Street Dance, doing something like that is not really an option for us monetary wise. We did have a Streetfest Light last year, this was good, but come together very quickly, so there were some hiccups with it, which is understandable.  
Brent had a discussion with Mike Ulriksen, but they have no plans this year for any improvements to the downtown area. We do have money in the bank to something with. Any thoughts?  
Lana- maybe at Christmas have decorated trees in the flower boxes at the 4 corners at the museum.  
Lorenda-maybe also having 3 or 4 businesses sponsoring a corner to decorate?  
Brent- We don't mind spending money, as we don't really know exactly what some businesses are doing ie: Yuens, Canada Post, Shoppers, etc. So we have the money to do something ourselves.

We do need to start sooner rather than later the Streefest if we are going to put something together this year.

Lana- What about a downtown Easter egg hunt?

5. Financials-

Nothing new to report for this. Everything is together for year end, when we decide what, or whom, we are going to use for this.

6. Next Meeting: March 9, 2022, 8:00 am at the Humboldt Art Gallery.

7. Lana adjourned the meeting at 8:54 am

**Humboldt Downtown Business Improvement District Meeting**  
**Wednesday February 9, at 8:00 am via zoom meetings**

**Present:** Jamie Richardson, Alyssa Hinz, Coleen Bowman, Jennifer Fitzpatrick, Lorenda Thimm, Lana Muggli  
Brent Fitzpatrick, Kristal Hart

**Regrets:**

1. Jamie called meeting to order at 8:03 am
2. Adoption of the Agenda: Lorenda/Coleen
3. Minutes of the regular board meeting held February 9, 2022 Lorenda/Coleen
4. Business arising from minutes.
  - Still developing a relationship with HATCH and BHP. There is an opportunity for business with them in the future, however that may take some time to do
  - Discover Humboldt is doing an Easter Egg Hunt this year, so that takes that idea away.
  - Jamie- was it discussed at the last meeting regarding the financials and if we were going to look at having someone else look at the year end this year?  
No, Alfred never charged last year, so even though it took a bit to get them back from HSA, we will continue with them again this year.
5. New Business

**a) Summer Event Schedule-**

The dates that we have come up with, in conjunction with the Cultural Services are:

- June 8, 2022
- July 14, 2022
- August 18, 2022
- September 15, 2022

We would like to line up different performers from the community to do these. Last year was solely Graham Dyck and Walter Bushman assisting for one of the dates. There are a few performers in the community. Andy McNally and the Horses Mouth, Jodie Hergott and her signing partner, Walter Bushman, and Brian Grest & Graham Dyck, to just name a few. Jennifer also had a great idea of doing Street Checkers. This would use buckets or whatever and we would have to close part of the street off for it to be done. It is the 40<sup>th</sup> Anniversary for the museum in July, so this will tie into that as well. And the August date would possibly coincide with Streetfest. We have some food truck vendors already saying they would like to come.

BBQ schedule- Jenn will do the July and August dates to raise money for the Water tower and museum as a fundraiser. Whom do we approach for the other 2 dates?

Jenn- They would be responsible for everything pertaining to the BBQ- Like getting supplies and work schedules, etc. as it would also coincide with the performances that are being planned.

Jamie- would we like the BID committee and members possibly do the June date? This would give us the opportunity to introduce ourselves to the community, both new and returning committee members and a way to kick off the season? All in attendance at the meeting like that date are willing to help with it.

We just need the September date then. Suggestions? Partners, SPCA & Hospital Foundation were mentioned.

Jenn-Will need a motion from the bid to close the streets so that we can get it to the council for approval.

**MOTION:** Alyssa Hinz :That we request the City of Humboldt Council to approve the following temporary road closures:

June 8, 2022 from 9am-2pm with a road closure on 6<sup>th</sup> Avenue from 8<sup>th</sup> Street east to the alley behind the museum.

July 14, 2022 from 9am-2pm with a road closure on 6<sup>th</sup> Avenue from 8<sup>th</sup> Street east to the alley behind the museum.

August 18th from 8AM-7PM with a road closure on 6<sup>th</sup> Avenue from 8<sup>th</sup> Street east to 9<sup>th</sup> Street.

September 15<sup>th</sup>, 2022 from 9-2 with a road closure on 6<sup>th</sup> Avenue from 8<sup>th</sup> Street east to the alley behind the museum.

**Lana-2<sup>nd</sup>**

**All in favor**

**Carried**

Lana- What are the times that would be needed to help with the BBQ? Probably 10-1  
Jamie-Would be nice to have whole committee there over the lunch hour. Possibly overlapping the shifts?

Alyssa- For Streetfest we could also approach Kevin Adair- with Dixon County Rebels.

Lana- Also ask Walter if he knows anyone who may also be interested in performing.

Alyssa- we should try to get some younger performers, to try to get the younger people out.

What else can we add to the event besides checkers?

- Non-alcoholic beer pong or ladder ball
- Human foosball or human chest
- Giant Jenga
- RCA or Drone area? - Yuen's maybe?
- Bouncy castles
- Community chalk art
- Climbing wall

- Eating contest- get downtown food businesses involved like modern meats for hotdogs or Danish Oven for donuts?
- Balloon Blowing contest-see who's full of hot air
- Stage rental from the Uniplex? Brent will talk to Mike

-Nothing new with any discussions with the downtown, as Mikes Father-in-law recently passed away, so once Mike is back in the office and things have settled down for him, Brent will approach this topic once again with him.

-August 18, 2022 is the date set for Streetfest. Hours will be from 10 am- 7 pm. As not sure what the response will be from the downtown businesses at having a later time.

6. Next Meeting: April 13,2022, 8:00 am at the Humboldt Art Gallery.
7. Jamie adjourned the meeting at 8:50 am

**Humboldt Downtown Business Improvement District Meeting  
Wednesday April 13, at 8:00 am via zoom meetings**

Present: Jamie Richardson, Alyssa Hinz, Jennifer Fitzpatrick, Lorenda Thimm, Lana Muggli  
Brent Fitzpatrick, Kristal Hart  
Regrets: Coleen Bowman

1. Jamie called meeting to order at 8:00 am
2. Adoption of the Agenda: Lana/Lorenda
3. Minutes of the regular board meeting held March 9, 2022 Lorenda/Lana
4. Business arising from minutes.
  - Received confirmation from the city that they have approved the street closure that we proposed. All 4 dates have been approved.
  - BBQ sponsors-Jennifer
    - June 8- Water Tower
    - July 14- Museum-40<sup>th</sup> Anniversary
    - August 18= SPCA possibly
    - September 15- Bill Brecht Park group

Entertainment-

- Museum will be paying for Graham Dyck for July 14
- Humboldt & Area Art Council will pay for performers at remaining date

Lana-Are we not going to host a BBQ then ourselves anymore?

Brent- It takes 10-12 people to do it properly and we do not have the manpower to do one. Will be better if we just mingle at them perhaps.

Brent has also applied for a small grant from Nutrien to help offset some of the costs related to the BBQ's. We have not heard back from them as to if we have successfully received the grant or not.

Add Downtown Decorations into New business

Brent would like to do some promotional stuff leading up to the first BBQ date. The promotion would run from mid May until the date of the first BBQ. Brent will talk to the Brick about possibly purchasing a BBQ from them like we did last year.

**MOTION:** Brent- To spend up to \$600.00 on a Summer BBQ Package promotion.

Lorenda 2<sup>nd</sup>

All in favor

5. New Business

Lana- I have had some conversation with Andrea with Leisure Services who is the new Special Events coordinator for the city. Should be maybe invite her to a meeting to possibly collaborate events?

Jamie- do we know any of the dates for anything with the city? Jennifer will check and let us know.

a) Downtown Decoration

In Saskatoon, we noticed some large round metal billboard and flyer holders that are in the downtown area. Thought this may be something to get for our downtown, as the BID logo could go across the top. I think something that we might be interested in.

Alyssa- Can we also look at some Lights for the trees and such on the south end of our area as well, not a lot is done on that side it seems.

Jamie- still likes the idea of entrance signs to the downtown area. In meetings with Mike if this could please be mentioned as something to consider.

6. Financials- We will remain with HAS for 2021-year end review. Kristal will contact Alfred and get the all the year end financials to him.

Jamie- We need to remember to add on budget to the next meeting as well.

As this needs to be done as well.

7. Next Meeting: May 18,2022, 8:00 am at the Humboldt Art Gallery.
8. Jamie adjourned the meeting at 8:35 am

**Humboldt Downtown Business Improvement District Meeting**  
**Wednesday June 15, at 8:00 am via zoom meetings**

Present: Jamie Richardson, Alyssa Hinz, Jennifer Fitzpatrick, Lorenda Thimm, Lana Muggli  
Brent Fitzpatrick, Kristal Hart

1. Jamie called meeting to order at 8:02 am
2. Adoption of the Agenda: Lana/Alyssa
3. Minutes of the regular board meeting held March 9, 2022 Alyssa/Lana
4. Business arising from minutes.
  - The BBQ giveaway from technically sound. Vera Verness was the winner. The BBQ presentation is to be done Friday, June 17 at the Brick with Lana present.
  - BBQ put on by the Museum/Water Tower was an amazing success. Nice day, fun music provided by Walter Bushman and Brian Grest led to lots of people milling about downtown.
  - We had a technical issue with the tickets, with two sites not being picked up. Because of that, the Chamber of Commerce purchased a \$50 gift card from both businesses to give away in the separate draw. The BID administrative staff will be putting together a spreadsheet of all businesses that will be used as a template for future draws to ensure that everyone has tickets and everyone has their tickets picked up. Next Meeting: May 18, 2022, 8:00 am at the Humboldt Art Gallery.
5. New Business
  - a. Streetfest Promotions:
    - i. Brent said Kristal will be reaching out for the food trucks to come in for the day
    - ii. It was suggested we have a tent in place to be able to give the board of directors an opportunity to share with people what it is the BID does.
    - iii. Brent is to check on the availability of a kids activity centre for Civic Park with Spotlight and My Inflatables.
    - iv. We will be gathering the health inspector guidelines prior to the event for the vendors.
    - v. The Concert is with Jodie Hergott and Katie Nichols, and the BBQ is for the SPCA.
    - vi. Some additional items for Streetfest are: Comicon folks, GPS Casche-ing, climbing wall.
  - b. Name Tags
    - i. The name tags have been ordered, and will have the BID Logo and the words Humboldt Downtown BID and the word VOLUNTEER.
  - c. New Signage



- i. Brent reported that he has had discussions with Mike Ulrickson of the City of Humboldt Leisure Services department. The concept that we are pursuing is our bike racks, 'on steroids'. For the welcome signs the word "Welcome" would be underneath. We would need concepts for the bulletin boards. This is being actively pursued.
6. Next meeting is July 20 at 8AM at the Gallery.
7. Jamie adjourned the meeting at 8:45 am

**Humboldt Downtown Business Improvement District Meeting  
Wednesday July 20 15, at 8:00 am Humboldt Art Gallery**

Present: Jamie Richardson via phone, Alyssa Hinz, Jennifer Fitzpatrick, Lana Muggli  
Brent Fitzpatrick, Kristal Hart  
Regrets: Lorenda Thimm

1. Lana called meeting to order at 8:00 am
2. Adoption of the Agenda: Lana/Jamie
3. Minutes of the regular board meeting held June 15, 2022 Colleen/Alyssa
4. Business arising from minutes.
  - Change BBQ giveaway to The Brick from technically sound.
5. New Business
  - a. Streetfest
    - I. Would like to do a lot more kid friendly activities to help draw in the crowds. We have been in touch with FlyTimes (they did Canada Day) which have bouncy houses and obstacle courses that they rent. Their information has been included in the meeting package. The only downfall with this is that we need to have volunteers to sit at them the entire time.
    - II. Will try to get a hold of the Girl Guides to see if they are interested in possibly doing some face painting.
    - III. Will also contact Leo from Humboldt Ink to possibly so airbrush/ Henna tattoos for the kids.
    - IV. Possibly talk to Walter Bushman and Brian Grest to do something at night as well as get futuristics to do a BBQ to round out the night.
    - V. Food trucks have not answered any emails so that idea has died. What about asking the downtown restaurants to provide samplers or appetizers at a discounted price. Donate each \$200.00 to participate in this this. There are 10 restaurants in our area.
    - VI. Could ask our BID members to help volunteer/serve at the bouncy houses and restaurants.
    - VII. Would also like to invite the Farmers Markets from outside of our area and businesses outside of area. There is a farm in Middle Lake and Farmers Markets in Watson, as well as Alpha Plus would like to come as well. Will contact Cat's Creamery, Twins Treats and the organic cotton candy lady, as well as Golden Eden.
    - VIII. Will send out email to all our BID businesses regarding what sales they might have, volunteers, food services, etc. Will have our students walk these around to every business.

- IX. Instead of doing our regular contest, where businesses collect entries. We would just have these who attended streetfest can enter and draws be made at the BBQ.
- X. Maybe ask the Broncos if they have any volunteers as well as the sports teams from the schools.
- XI. Ask the stores to be open until 7:00pm that day.

**MOTION: Jamie.**

To donate \$200.00 for each food service that participates to help with costs, and \$25.00 for gift cards. Total to spend on Streetfest in total be \$5000.00.

Alyssa 2<sup>nd</sup>

All in favor.

- 6. Next meeting is August 10 at 8AM at the Gallery.
- 7. Lana adjourned the meeting at 8:47 am

**Humboldt Downtown Business Improvement District Meeting  
Thursday October 13, 2022 at 8:00 am Chamber Office (courthouse)**

Present: Jamie Richardson, Alyssa Hinz, Lana Muggli  
Brent Fitzpatrick, Kristal Hart  
Regrets: Lorenda Thimm, Jennifer Fitzpatrick, Colleen Bowman

1. Jamie called meeting to order at 8:04 am Do not have quorum for this meeting
2. Adoption of the Agenda: add b) CN Parking
3. Minutes of the regular board meeting held July 20, 2022 add Colleen to present list
4. Business arising from minutes.
  - Streetfest went very well. Need to replicate it again. Would like to possibly have a night event next time. The vendors that were there were happy with the attendance and sales and would come back again. Could we possibly look at the 3<sup>rd</sup> Wednesday in August next year?
5. New Business
  - a. Moonlight Madness
    - I. Will be held on November 17, 2022. Yana will be the performer for this at the museum. The Festival of Wreaths will also be starting that night. The Chamber is hoping to do the Festival of Lights this year, but having some issues to overcome, like security, power outlets, donation collections, etc.
    - II. BID bucks will only be good for that day/night and will not be extended to a later date.
    - III. Alyssa- Will Women on the go be coming this year? No, she has sold the business and the new owner will not be taking over until January 1, 2023.
    - IV. Going to approach the owner of the former Shoppers building to inquire about the use of their front windows. Want to have a coloring contest for all the schools, that we can showcase in the windows.
  - b. CN Parking Lot- We received a response back regarding this. Basically, the city suggested that we take over their lease for that spot. Brent's suggestion is to accept the offer from the city, and between the BID and the Chamber. This will let our businesses know that we support their concerns and we have heard them.

Jamie- we will cover the \$2500 and the city will be responsible for snow removal, grass cutting and general maintenance of the lot. Also just having the BID and not the Chamber purchase the lease, so that we can differentiate between the 2 entities. Also maybe suggest including the other city parking lots, i.e. behind RBC.

Brent will send a letter to the city to accept their offer. Will also contact Larry at ReMax regarding their parking lot.

Jamie would like to see us start to improve our relationship with the city. Maybe going to more council meetings or something to strengthen it.

6. Financials- Jamie-We should transfer the levy and other money into a savings or long term account. Keep the chequing account to \$20,000.00 and move the rest.
7. Next meeting is November 9 at 8AM at the Chamber Office.
  
8. Jamie adjourned the meeting at 9:09am

**Humboldt Downtown Business Improvement District Meeting  
Thursday November 9, 2022 at 8:00 am Chamber Office (courthouse)**

Present: Jamie Richardson (via phone), Lorenda Thimm, Colleen Bowman  
Brent Fitzpatrick, Kristal Hart  
Regrets: Jennifer Fitzpatrick, Alyssa Hinz, Lana Muggli

1. Jamie called meeting to order at 8:00 am Do not have quorum for this meeting
2. Adoption of the Agenda:
3. Minutes of the regular board meeting held October 13, 2022
4. Business arising from minutes.
  - Will come up organically throughout the meeting
5. New Business
  - a. Moonlight Madness
    - I. A note was sent on October 24 to Frank at city planning regarding insurance for horses. Have not heard back. We have also contacted the Chambers insurance, Accent Insurance, if we could possibly put the event under our policy However, they are not sure if they provider will be good with it, (horses, etc.) Brent will do follow following this meeting.
    - II. Will be doing the BID bucks again this year, have had some businesses ask about getting them earlier to give to their customers to use that night. Wil up the amount to\$300 times \$5.00 which equals \$1500.00
    - III. Alyssa is going to get a flash mob of dancers to dance during Yana's signing at the opening. Also, would like to have St. Dominic's choir again this year to perform a couple songs. Hot chocolate and candy canes will be available at the Gallery. If the horses go, we have permission form Tammy at Conexus, to use the north parking lot to start.
  - b. CN Parking Lot
    - I. We were turned down for our request to sublease the lot, and we would have to handle and pay for the maintenance for the lot. We have counter offered with a show of faith regarding maintenance. As of the time f this meeting, we have had no response to our offer.  
Jamie- Could we offer a discounted price to members to park there if we got the lease?  
Lorenda-Could we approach a private maintenance business to maybe do the snow removal and in return do some advertising for them?
6. Financials- Nothing to report currently.
7. Next meeting is December 14 at 8AM at the Chamber Office.
8. Jamie adjourned the meeting at 8:31am

**Humboldt Downtown Business Improvement District Meeting  
Wednesday March 15, 202 at 8:00 am Chamber Office (courthouse)**

Present: Lorenda Thimm, Colleen Bowman, Jennifer Fitzpatrick, Alyssa Hinz, Lana Muggli,  
Andrew Breker  
Brent Fitzpatrick, Kristal Hart

Regrets:

1. Brent called meeting to order at 8:05 am
2. Adoption of the Agenda: Lorenda/Lana
3. Minutes of the regular board meeting held November 9, 2022 Alyssa/Lana
4. Business arising from minutes.
  - We are getting some clarity regarding insurance with the city. We do fall under the city's policy, therefore we are covered when we have outdoor activities, wagon rides, etc.
  - Grassing of the curbs- There is a lot going on with Mike Ulriksen right now, so therefore right now nothing has been settled with this.
  - Street Closures- these have all been approved for the dates requested. Council was happy with how things were done last year, so had no issues with issuing the closures again this year. We will also look at possibly closing part of the highway for streetfest closer to the date.
5. New Business
  - a) Election of Chair and vice chair- Alyssa Hinz has put her name forward as chair of the BID committee, and Lana Muggli has put her name forward as vice chair. All in favor. Alyssa Hinz is chair of the BID committee and Lana Muggli is vice chair.
  - b) Financial review/Budget consideration- According to the agreement with the city we have for the BID, an audit is required yearly. In discussions with a former chair of the BID board. It was discussed with them that it was decided we did not have to do an external review (audit) of finances, just an internal review was sufficient for what we needed going forward. We have received word this year from the city that we need an audit done as per the agreement. Coleen is assisting in this endeavour. It needs to be clarified with administration with the City of Humboldt if this is an audit that is required.
  - c) Plans for 2023 expenditures- We do have the 4 events downtown, one in each in June, July, August and September. @ of these will be done by the museum and water tower. So, we will need to other organization to take the remaining 2 events. We will send out an email to see who among the community organizations, may be interested in doing these. The concert

series are a joint venture with the museum, so have is paid by us and the other half by them. The estimated cost per performance is \$250.00. One of these dates will correspond with the Streetfest we have planned so there will also be some expenses with that.

6. Financials- \$75,000.00 was transferred into the savings account in January.
7. Next meeting April 12, 2023 at 8AM at the Chamber Office.
8. Brent adjourned the meeting at 9:00 am





## PROCLAMATION

### “Better Together Tuesday”

**WHEREAS**, The Better Together Project of the Battlefords is a youth driven initiative that champions that good things happen when people come together. When we get to know our neighbors and do things to help each other; we become more resilient.

**AND WHEREAS**, All citizens of the City of Humboldt desire to live in a vibrant community; a community where people want to live; a community of diversity and deep connection; a community that champions “Better Together.”

**AND WHEREAS**, Evidence-based research has shown that communities who have connected their kids/teens to the older generation have seen the clear benefits of being together; benefits such as mutual understanding, improved feelings of well-being, decreased loneliness, satisfaction from sharing knowledge and experience, and enhanced social cohesion.

**AND WHEREAS**, Humans are and have always been an intergenerational species. Yet somehow, we have created a society where care of young and old is increasingly segregated with very limited opportunity to interact. We see a gap in our community. Better Together Tuesday will change this.

**AND WHEREAS**, The Better Together Project teens need you. On “Together Tuesday,” we will wear our better together t-shirts, and get to know our neighbors of all ages.

**NOW THEREFORE:** the City of Humboldt proclaims that each Tuesday of May 2023 be a “**Better Together Tuesday**” in the City of Humboldt. I encourage everyone to learn more about how great things happen when citizens come together; the importance of getting to know your neighbors, and how key intergenerational relationships are. Let us support our local teens, championing “WE ARE BETTER TOGETHER.”

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Mayor – Michael Behiel



## CITY OF HUMBOLDT REPORT

**TITLE:** Downtown Business Improvement District  
**PREPARED BY:** Lori Yaworski, Director of Corporate Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** April 24, 2023

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### RECOMMENDATION

That the City of Humboldt approve the 2023 Budget estimates from the Humboldt Downtown Business Improvement District (DBID) and direct administration to provide DBID with a budget template for annual budget submissions.

### BACKGROUND

Under the authority of the Cities Act, the City of Humboldt authorized the establishment of the Humboldt DBID in 2012. And although for the past few years there has been only limited involvement by the City into the operations of the DBID, the City has recently received some material that pursuant to Bylaw, the City should have been receiving regularly.

### CURRENT SITUATION

Attached is a copy of the 2012 Bylaw that established the DBID, a Bylaw amendment that was made in 2021, as well as the 2023 Budget estimates that were provided by the DBID in early March.

At the time that the Bylaw was amended in 2021 it was acknowledged that there should probably be a more detailed review of the Bylaw regarding the applicability of many of the clauses and requirements that govern the DBID. That has not yet happened.

The Bylaw stipulates that DBID Board is to submit to Council for approval the revenue and expenditure budgets for the upcoming year no later than the 1<sup>st</sup> day of March for the next year, in a form prescribed by Council. This is the first time that the DBID has provided budget estimates for Council's approval in at least the last six years. The proposed budget is presented in a manner that is not typical and does not provide a lot of information for Council as to the actual activities of the Board. Administration can provide a budget template for the DBID for their annual budget submission.



**OPTIONS**

1. Approve the DBID Budget and provide a budget template for future budget submissions.
2. Approve the DBID Budget as presented.
3. Not approve the DBID budget as presented and request that the DBID provide a budget with additional detail and clarity.

**ATTACHMENTS**

- Attachment A – 2023 Humboldt Downtown BID 2023 Budget and Financial Information.

**COMMUNICATION AND ENGAGEMENT**

No external communications or engagement required.

**FINANCIAL IMPLICATION**

Pursuant to the Bylaw, in order for a DBID levy to be placed on the tax notices of the applicable downtown businesses, City Council must approve the DBID budget. The City collects approximately \$24,000 from applicable downtown businesses and remits that amount to the DBID. The City calculates an “amount in lieu” of what the levy would equate to for the exempt city-owned properties in the downtown and remits that amount to the DBID as a grant.

**CONCLUSION**

The DBID provided a budget for the review and approval by Council for the first time in a few years. The proposed budget does not provide detailed information to support the revenues and expenditures for the annual operational budget. A budget template will be provided to the DBID for future annual budget submissions for approval. The DBID Bylaw still requires an update to address prescribed requirements, procedures, dates, position titles, etc.

# CITY OF HUMBOLDT

## BYLAW NO. 06/2021

### A BYLAW OF THE CITY OF HUMBOLDT IN THE PROVINCE OF SASKATCHEWAN TO AUTHORIZE AMENDMENTS TO HUMBOLDT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT BYLAW NO. 02/2012

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The Council of the City of Humboldt, in the Province of Saskatchewan, enacts as follows:

1. That clause 12 b) as shown below be rescinded:

“12 b) Council shall agree to match the annual levy dollars raised by businesses in the District, to a maximum amount of \$40,000.”

2. That 12 c) as shown below be re-numbered to 12 b):

“12 c) The Board shall demonstrate that the proposed expenditures included in the approved estimates of the Board do not exceed the revenues generated by the Board and Council Portion.”

3. This Bylaw shall come into force and take effect on the day of its final passing.

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Mayor: Michael Behiel

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City Clerk: Lori Yaworski

INTRODUCED AND READ A FIRST TIME THIS 25<sup>th</sup> DAY OF MAY, 2021.  
READ A SECOND TIME THIS 25<sup>TH</sup> DAY OF MAY, 2021.  
READ A THIRD AND FINAL TIME THIS 25<sup>TH</sup> DAY OF MAY, 2021.

# CITY OF HUMBOLDT

## BYLAW NO. 02/2012

### **A BYLAW OF THE CITY OF HUMBOLDT IN THE PROVINCE OF SASKATCHEWAN TO DESIGNATE AN AREA IN THE DOWNTOWN CORE AS A BUSINESS IMPROVEMENT DISTRICT AND TO ESTABLISH A BOARD OF MANAGEMENT THEREOF.**

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WHEREAS *Section 25 of The Cities Act* provides that the Council of an urban municipality may by bylaw designate an area as a Business Improvement District and establish for any such area so designated a Board of Management;

AND WHEREAS, the Humboldt downtown business community is promoting the establishment of the 'Humboldt Downtown Business Improvement District' (*Humboldt DBID*);

AND WHEREAS, the purpose of the *Humboldt DBID* is to promote the economic development, downtown beautification, and physical revitalization of the Downtown core;

AND WHEREAS, the City of Humboldt recognizes the economic benefits of establishing such a district for the City and is a willing partner in its operations;

AND WHEREAS, the boundaries of the *Humboldt DBID*, illustrated in Schedule 'A', includes portions of the Residential Core Mixed Use (R3) zoning district just north of Highway 5, portions of the Light Industrial (M1) zoning district west of Highway 20 along 4<sup>th</sup> Avenue, and the Commercial Core (C-1) zoning district in its entirety;

AND WHEREAS notice as prescribed by the said Act of the intention of Council to pass a bylaw designating the area described as the *Humboldt DBID* has been given and no sufficiently signed petition objecting to the passing of the bylaw has been received within the time limited therefore;

NOW THEREFORE, the Council of the City of Humboldt in Council assembled hereby enacts as follows:

#### **1. Designation of the Business Improvement District**

The area comprised of the land illustrated in Schedule "A" annexed hereto and made part of this Bylaw is designated as a *Humboldt DBID*, hereinafter called the "District", within the meaning of *Sections 25 and 102 of The Cities Act*.

#### **2. Purpose of the BID**

The primary goal of the District is to encourage the development of a vibrant and prosperous downtown, but is not limited to:

- (a) improving the District's appearance and image, promoting, and marketing the District, and undertaking initiatives and projects that facilitate the ongoing enhancement and redevelopment of the District as a business and shopping area;
- (b) improving, beautifying, and maintaining publicly owned lands, buildings and structures in the District, in addition to any improvement, beautification or maintenance that is provided at the expense of the City;
- (c) conducting any studies or preparing any designs that may help to achieve this purpose;
- (d) contributing moneys to the City for the purposes of a downtown revitalization project;
- (e) to acquire, by purchase, lease or otherwise, any land and buildings necessary for its purposes and necessary to properly conduct its business.

**3. Powers of the Board**

The Board of the Humboldt DBID is a corporation and has all the powers appurtenant thereto to carry out the purposes set out in Section 2, unless otherwise restricted by a bylaw of the City of Humboldt.

**4. Establishment of the Board of Management**

There is established for the District a Board of Management to be known as the “Board of Management”, hereinafter called the “Board” for the District.

**5. Composition of the Board**

The Board is a body corporate and shall consist of five (5) persons appointed by resolution of Council. All persons appointed shall be persons who are property owners or business operators in the District or who are nominees of corporations which operate businesses in the District.

**6. Appointments and Term of Office**

a) Council may by resolution, remove any person appointed to the Board and appoint another person to replace them.

b) The inaugural term of appointment for members shall be staggered one (1) and two (2) year terms as may be set by resolution of Council; and thereafter shall be for two (2) year terms commencing January 1.

c) Prior to December 1<sup>st</sup> each member shall advise the Chairperson if they wish to be considered for reappointment. Prior to December 15<sup>th</sup> of each year, the Chairperson shall provide notice to the City Clerk, of the Board members wishing to be reappointed and propose any new members that are interested in serving on the Board.

d) No member shall serve as Chairperson consecutively for more than two (2) years.

e) If, before the end of the term for which he/she was appointed, any member of the Board appointed from City Council should cease to be a property owner or business operator in the District or a nominee of a corporation which operates in the District his/her term of office as member of the Board shall cease.

f) Any member of the Board who is absent from three (3) consecutive, regular scheduled meetings of the Board shall, unless authorized by resolution of the Board, forfeit his/her membership and the Chairperson shall advise the City Clerk of the vacancy.

g) Any vacancies that occur on the Board, during the appointed term, may be filled by resolution of Council.

**7. Election of Chairman, Appointment of Secretary-Treasurer**

The Board, at its first meeting each year shall elect from its members such officers as it considers necessary to properly conduct its business, including a Chairperson, Vice-Chairperson and appoint a Secretary-Treasurer.

**8. Minutes and Records of the Board**

The Board shall keep proper minutes and records of every meeting of the Board and shall make these available to all members of the Board, and to the City Clerk, for review by Council, the Director of Finance and the appointed municipal auditor. The minutes and records of the Board shall be open to inspection by any operator of a business, or property owner, in the District.

**9. Quorum**

A majority of members of the Board shall constitute a quorum. When the Board is meeting and the quorum is lost, the meeting shall stand adjourned.

**10. Financial Records**

The Board shall adopt and maintain only banking arrangements and good accounting practices that are acceptable to the Director of Finance and Auditor of the City of Humboldt and shall keep such books of account and submit such statements from time to time as the said Director and/or Auditor may require.

**11. Approval of Estimates by Council**

The Board shall submit to Council for its approval the revenue and expenditure estimates of the Board for the upcoming year no later than the 1<sup>st</sup> day of March in the next year, in the form prescribed by the Council. The Board shall set out in the estimates:

- a) the amounts to be contributed to the Board by Council from monies to be collected from the urban municipality at large;
- b) any amounts contributed to the Board by Council;
- c) the amounts of grants to be received by the Board from sources other than the City of Humboldt;
- d) the amounts to be received by the Board from the disposal or conveyance of land and buildings.

After the budget has been approved by Council and before the remittance of the levy, the City shall pay the cost of any claims for approved works that may be submitted by the Board for payment, and the city shall recover any of those payments from the levy.

**12. Levy on Business Operators and City Contribution**

- a) Council shall authorize an annual levy in addition to any property tax to be paid by the owners of business properties in the District, of a uniform rate to allow the Board to raise a maximum amount of \$40,000.
- b) Council shall agree to match the annual levy dollars raised by businesses in the District, to a maximum amount of \$40,000.
- c) The Board shall demonstrate that the proposed expenditures included in the approved estimates of the Board do not exceed the revenues generated by the Board and Council portion.

The levy mentioned in subsection (a) is to be based on the assessment of all land and improvements used or intended to be used for business purposes in the District.

Levies shall be mailed out and included in the City of Humboldt property tax notices.

**13. Limits of the Board's Expenditures and Indebtedness**

The Board shall expend only those monies included in the estimates approved by Council and no member of the Board shall authorize the expenditure of funds not previously approved by Council. The Board shall incur no indebtedness extending beyond the current fiscal year.

**14. Pecuniary or Personal Interest**

Every person appointed to the Board shall before entering the duties of the office provide a public disclosure statement the same as that outlined in *Section 116 of The Cities Act* to the City Clerk.

Where a member of the Board has a pecuniary or personal interest in the matter before the Board, he/she shall declare his/her interest, remove themselves from the meeting, be excluded from all discussions, and shall not be entitled to vote thereon.

**15. Fiscal Year and Annual Report of the Board**

The fiscal year of the Board shall end on December 31<sup>st</sup> of every year and, on or before the 1<sup>st</sup> day of March each year, the Board shall submit its annual report and audited financial statements for the preceding year to Council and the Director of Finance. The financial statements will be prepared in accordance with generally accepted accounting principles applicable to government controlled not for profit entities and shall be audited annually by the City's auditor.

**16. Quarterly Budgetary Review**

The Board shall provide quarterly to the Director of Finance a copy of the monthly income statements for the relevant quarter; and if applicable, any large variance from budget with commentary.

**17. Insurance**

The City of Humboldt shall assume responsibility for maintaining insurance policies against public liability and property damage in respect of the activities of the Board.

**18. Process for Disestablishment**

The District may only be disestablished:

- a) if this Bylaw is repealed by Council, unless continued by another bylaw; or
- b) with the petition of a clear majority of levy paying property owners in the District. Under such circumstances the disestablishment shall come into effect the year following the petition unless a vote in the subsequent year determines a clear majority still in favour of the District operations.

Should the District be disestablished, any surplus funds remaining at the end of the year prior to disestablishment shall revert back to the City and be utilized at the discretion of the City for downtown revitalization initiatives.

**20. Effective Date of Bylaw**

This Bylaw shall come into force and take effect upon the day of the final passing thereof.

Introduced and read a first time this 13<sup>th</sup> day of February, A.D. 2012.

Read a second time this 27<sup>th</sup> day of February, A.D. 2012.

Read a third time and adopted this 27<sup>th</sup> day of February, A.D. 2012.

\_\_\_\_\_  
MAYOR – MALCOLM EATON

\_\_\_\_\_  
CITY CLERK – SANDRA PAULI



**SCHEDULE "A"**

**HUMBOLDT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT**



SHEET NO. 10 TOTAL SHEETS 20 DATE: Nov 22, 2011 PROJECT NO.:	715 MAIN STREET, P.O. BOX 840 HUMBOLDT, SASKATCHEWAN PH: (306) 882-2553 FAX: (306) 882-3144 WEB: WWW.CITYOFHUMBOLDT.SK	Exhibit C1 Zoning	DESIGNED BY: <u>   </u>	NO. DATE DESCRIPTION OF REVISION _____ _____ _____
			DRAWN BY: <u>   </u>	
			1ST REVIEW BY: <u>   </u>	
			FINAL REVIEW BY: <u>   </u>	

UNAPPROVED

## Humboldt Downtown BID

Budget	2023 Budget	2022 actual	2021 Actual
<b>INCOME</b>			
City of Humboldt Levy	\$ 27,000.00	\$ 27,047.54	\$ 27,004.68
Interest	\$ 250.00	\$ 129.83	\$ 26.05
Other Sponsorships		\$ 1,250.00	
Streetfest Vendors		\$ 200.00	\$ 200.00
Transfer from reserves		-	
<b>TOTAL INCOME</b>	<b>\$ 27,250.00</b>	<b>\$ 28,627.37</b>	<b>\$ 27,030.73</b>
<b>EXPENSES</b>			
<b>OPERATIONS</b>			
Contract Services	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Board/Office Equipment expenses	\$ 350.00	\$ 304.00	\$ 355.00
Advertising/Marketing	\$ 200.00	\$ 115.00	\$ 927.15
Public Relations/promotions	\$ 1,000.00	\$ 802.95	\$ 130.00
Streetfest Advertising	\$ 1,000.00	\$ 992.69	\$ 204.00
Streetfest Costs	\$ 2,000.00	\$ 1,938.25	\$ 725.03
<b>TOTAL EXPENSES</b>	<b>\$ 10,550.00</b>	<b>\$ 10,152.89</b>	<b>\$ 8,341.18</b>
<b>NET ORDINARY INCOME</b>	<b>\$ 16,700.00</b>	<b>\$ 18,474.48</b>	<b>\$ 18,689.55</b>
<b>OTHER INCOME/EXPENSE</b>			
Transfer to Reserve	\$ 50,000.00	\$ -	
Transfer from Reserve			
Downtown Upgrades	-\$ 35,000.00	\$ -	
Downtown beautification			
<b>TOTAL CAPITAL ADJUSTMENTS</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	
<b>NET INCOME</b>	<b>\$ 31,700.00</b>	<b>\$ 18,474.48</b>	<b>\$ 18,689.55</b>
Chequing	\$ 30,444.84		
Reserve - Opening	\$ 26,243.09	\$ 26,088.81	\$ 26,062.76
Reserve - Adjustment	\$ 75,000.00	\$ 154.28	
Reserve - Ending	\$ 101,243.09	\$ 26,243.09	\$ 26,088.81
	\$ 131,687.93		

Aged Accounts Payables (0/30+/60+/90+)

Aged Accounts Receivables (0/30+/60+/90+)  
Inventory Listing (usually n/a)

	details	Current	30 Days
Accounts Payable	Chamber Payments	\$4,481.10	
	Office Supplies	\$ 24.41	

# Humboldt Downtown BID

## Balance Sheet As of December 31, 2022

	<u>Dec 31 2022</u>	<u>Dec 31 2021</u>
<b>Current Assets</b>		
Conexus CU Chequing	\$ 109,990.94	\$ 87,204.60
Conexus CU High Interest	\$ 26,243.09	\$ 26,088.81
<b>Total</b>		
Accounts Receivable	\$ -	\$ -
<b>Total Current Assets</b>	<b>\$ 136,234.03</b>	<b>\$ 113,293.41</b>
 <b>Fixed Assets</b>		
Accum Depr Computer	\$ 1,046.05	\$ 1,046.50
Accum Depr Computer Other	-\$ 1,000.00	-\$ 1,000.00
Total Accum Depr Computer	\$ 46.05	\$ 46.50
<b>Total Fixed Assets</b>	<b>\$ 46.05</b>	<b>\$ 46.50</b>
 Other Assets Conexus CU Equity	 \$ 4.70	 \$ 4.70
<b>Total Assets</b>	<b>\$ 136,284.78</b>	<b>\$ 113,344.61</b>
 <b>Liabilities and Equity</b>		
Long Term Liability		
Reserve for Capital Projects	\$ 80,000.00	\$ 55,000.00
<b>Total Liabilities</b>	<b>\$ 80,000.00</b>	<b>\$ 55,000.00</b>
 Equity		
Unrestricted net assets	-	-
Net Income	-	-
<b>Total equity</b>	<b>\$ -</b>	<b>\$ -</b>

# Humboldt Downtown BID

Budget	2021 Budget	2020 Budget	2020 Actual - Draft See notes >>>
<b>INCOME</b>			
City of Humboldt Levy	24000	\$ 24,000.00	\$ 23,716.36
City of Humboldt Grant	2000	\$ 24,000.00	\$ <b>23,716.36</b>
Interest	250	\$ 700.00	\$ 239.28
Other Sponsorships		\$ 1,750.00	
Streetfest Sponsors		\$ 1,500.00	\$ -
Streetfest Vendors		\$ 1,000.00	\$ -
Transfer from reserves		-	\$ -
<b>TOTAL INCOME</b>	\$ 26,250.00	\$ 52,950.00	\$ 47,672.00
<b>EXPENSES</b>			
<b>OPERATIONS</b>			
Contract Services	6000	\$ 5,500.00	\$ <b>6,000.00</b>
Accounting	800	\$ 800.00	\$ <b>749.00</b>
Bank Charges	120	\$ 120.00	
Postage and Supplies	100	\$ 1,000.00	\$ 96.60
Public Relations/promotions	2000		\$ 902.00
Advertising - Streetfest		\$ -	\$ -
Office Rent		\$ -	\$ -
Telephone		\$ -	-\$ 23.56
<b>TOTAL OPERATIONS</b>	\$ 9,020.00	\$ 7,420.00	\$ 7,724.04
<b>STREETFEST</b>			
General Expense	600	\$ 6,500.00	
<b>TOTAL EXPENSES</b>	\$ 9,620.00	\$ 13,920.00	\$ 7,724.04
<b>NET ORDINARY INCOME</b>	\$ 16,630.00	\$ 39,030.00	\$ 39,947.96
<b>OTHER INCOME/EXPENSE</b>			
Transfer to Reserve		\$ -	
Transfer from Reserve			\$ 80,000.00
Downtown Upgrades		\$ -	\$ -
Downtown beautification	15000	\$ 60,000.00	\$ 60,000.00
<b>TOTAL CAPITAL ADJUSTMENTS</b>	<b>-15000</b>	<b>-\$ 60,000.00</b>	\$ 20,000.00
<b>NET INCOME</b>	\$ 1,630.00	-\$ 20,970.00	\$ 59,947.96

Reserve - Opening	\$ 85,984.90
Reserve - Adjustment	-\$ 59,922.14
Reserve - Ending	\$ 26,062.76

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## CITY OF HUMBOLDT REPORT

**TITLE:** Convention Centre Washroom Renovations

**PREPARED BY:** Michael Ulriksen, Director of Community and Leisure Services

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** City Council

**DATE:** April 24, 2023

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### RECOMMENDATION

That the Convention Centre Renovation project proceed in 2023 at an estimated cost of \$120,000, to be funded from the Uniplex Reserve.

### BACKGROUND

The Convention Center washrooms were identified several years ago as a priority area within the Uniplex that required updating from the original construction. In 2019, Administration developed conceptual plans and estimated costing for a complete renovation of the washroom facilities to bring them up to today's standards and expectations. The project has been put on hold over the past few years with the uncertainty around the Bronco Tribute Facility project.

### CURRENT SITUATION

With the renewed focus of elevating the community to be an event hosting destination, there are areas within the Uniplex that require upgrades to provide the level of service and standards that renters are seeking. Capital investments over the past few years in upgrades to recreational components within our Arena, Curling Rink, and Aquatic Centre, but the Convention Center has been left largely untouched.

While Administration has been working to identify a broad range of potential improvements to the facility, the washrooms are by far the single largest priority. While some cosmetic improvements to the meeting rooms and lobby have occurred in the past few years, the washrooms have never seen any significant upgrade and have become outdated in addition to components being near the end of their useful life.

As we continue to see our rental inquiries increase and as our marketing strategy is carried out, there may be very few opportunities in the future to complete a renovation of this

type within the facility, without having to turn away renters. Administration has identified a current window that exists between August 14<sup>th</sup> and September 24<sup>th</sup> of 2023 where a tentative shutdown of the washrooms would be possible. We believe that our envisioned upgrades to the space could be accommodated within this timeframe, but only if proponents are given enough lead time to procure supplies and schedule required labor.

## **OPTIONS**

1. Approve the recommendation.
2. Provide alternative direction to Administration.

## **ATTACHMENTS**

NA

## **COMMUNICATION AND ENGAGEMENT**

NA

## **FINANCIAL IMPLICATION**

The estimated cost associated with the project when initially costed in 2019 was \$110,000 including taxes and contingency. This quote provided for the complete renovation of the washrooms, including flooring, walls, lighting, countertops, and fixtures. The project would significantly improve the look and functionality of the washroom facilities.

This project is currently listed on the City's five-year plan for the 2024 budget; however, Administration believes that given the construction window and vision for the facility, that the timeline should be shifted to 2023. The updated cost estimate of \$120,000 would account for increase in labor and supplies since the original quote.

Funding for the project will be drawn from the Uniplex Reserve. The reserve currently has \$63,000, of which \$50,000 was designated for a previous Convention Centre project that did not move forward. The remaining portion of the project, \$70,000, will also be taken from this reserve, drawing the reserve into a negative balance, to be replenished within the 2024 budget, the year the project is currently scheduled to be completed.

## **CONCLUSION**

In order to ensure that our Uniplex facility continues to serve the needs of the community, investment in upgrades and renovations to the facility are necessary. As this project has been identified as a necessary renovation in our short-term capital planning, Administration is simply seeking to expediate the timeline of a planned upcoming project.



## CITY OF HUMBOLDT REPORT

**TITLE:** Curling Rink Lease Agreement  
**PREPARED BY:** Michael Ulriksen, Director of Community and Leisure Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** April 24, 2023

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### RECOMMENDATION

That the proposed two-year lease agreement with the Humboldt Curling Club for the 2023-2024 and 2024-2025 curling seasons be approved.

### BACKGROUND

The Humboldt Curling Club has been a long-term tenant of the Uniplex, operating community curling operations seasonally. The current one-year agreement between the City and the club expired on March 26<sup>th</sup>, 2023. Historically we have entered into three-year, but due to the club's financial position they asked that we follow our one-year agreement up with a two-year agreement through March of 2025.

### CURRENT SITUATION

Administration met with the Humboldt Curling Club on Thursday, February 23<sup>rd</sup>, 2023, to discuss an extension to the current lease agreement. The meeting concluded with a mutual agreement that we continue with a second consecutive one-year lease agreement for the 2023-2024 season.

The club identified that they are looking at ways to ensure that they can operate more cost-effectively to ensure the long-term stability of their programming. Several ideas were discussed on what potential changes could be made to the lease agreement and arrangement with the City.

One idea that was discussed and ultimately included in the proposed lease agreement, was a reduction in the length of the curling season for the next two seasons. Rather than a 25-week lease, of which the ice plant ran for 171 days in 2022-23, the club has requested a reduction of two weeks, to 23 weeks, with the ice plant only running for 157 days. In exchange for lessening the duration of the season and reducing the runtime on the ice plant, Administration has proposed a proportional rate reduction as outlined below.

There were no other changes made to the existing lease agreement, however the City and Club agreed to work through some operational day-to-day concerns that were discussed but had no impact on the wording of the lease agreement. Areas of concern included parking, lobby traffic, washroom usage and custodial. As always, Administration will work with the club to find amicable solutions to these concerns through normal operations.

## **OPTIONS**

1. Approve the recommendation.
2. Provide Administration with alternative directions for further discussions with the Club on a new lease agreement.

## **ATTACHMENTS**

1. Curling Rink Lease Agreement – Proposed two-year agreement.

## **COMMUNICATION AND ENGAGEMENT**

Administration has been in communication with the Curling Club throughout the 2022-23 season and have come to a proposal that we are both prepared to recommend to Council.

## **FINANCIAL IMPLICATION**

Administration and the club have come to a tentative agreement on a two-year lease renewal which will see a 3% increase for 2023-24 season and a 3% increase for the 2024-2025 season. The agreement includes a reduction of 2 weeks for each season, reducing the lease term from 25 weeks down to 23 weeks. This results in two weeks less run time for the ice plant and provides opportunity for the City to rent the curling rink during those additional weeks.

The net result of the increase and reduced weeks is a reduction of \$4,048 in lease payment for the 2023-24 season at \$44,400. For the 2024-2025 season, the club will pay \$45,732 for the 23 week lease term.

Administration anticipates that a combination of savings in operational expenses and increased dry floor rentals will result in net savings of \$2,500 - \$3,500 for each of the next two seasons.

## **CONCLUSION**

The two-year lease agreement proposal is acceptable to the club and by Administration as both parties will see benefits from the reduced weeks of ice operations for the next two seasons. The parties will keep communication lines open as we both evaluate the impacts of the changes proposed in this lease agreement.

THIS AGREEMENT MADE IN TRIPLICATE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 2023

BETWEEN: THE CITY OF HUMBOLDT, a municipal body under the laws of the Province of Saskatchewan.

(Hereinafter called the "City")

AND:

THE HUMBOLDT CURLING CLUB, of the City of Humboldt, in the Province of Saskatchewan.

(Hereinafter called the "Club")

WHEREAS the City owns and operates the Humboldt Uniplex and agrees to enter into an agreement with the Humboldt Curling Club to lease the Humboldt Curling Rink under the terms and conditions hereinafter set out.

NOW THEREFORE THE PARTIES MUTUALLY COVENANT AND AGREE TOGETHER AS FOLLOWS:

1. For the consideration to be paid by the Club to the City as hereinafter set out, the City agrees to allow the Club the following:

- a) To use and access the said Curling Rink including; office, curling ice area, basement, storage room areas, and parking lots for the term of ~~twenty five (25)~~ **twenty three (23)** weeks each season with the following dates:

~~Mon, Oct 3, 2022 to Sun Mar 26, 2023~~

**2023/2024 - Mon, Oct 16, 2023 to Sun Mar 24, 2024**

**2024/2025 – Mon, Oct 7, 2024 to Sun Mar 16, 2025**

The City will allow up to one week each year, after closing, for the Club to conduct off-ice clean up. The on-ice clean-up is required to be completed by the end of the lease term.

- b) The Club will have access to a cabinet in the basement board room for 12 months of the year to store Club files and other items.
- c) The Club will be allotted half of the space in the storage room located in the curling rink basement for storage of rocks, signage, equipment, etc.
- d) The Club will be permitted to use the storage rooms off the curling rink ice surface all year round.

2. In consideration of the City's covenants and agreements listed below the Club agrees:

- a) To pay the City an annual maintenance fee. This annual fee shall be payable in three equal instalments. The amount of the instalment shall be paid to the City on the 31<sup>st</sup> day of January, the 28<sup>th</sup> day of February and the 31<sup>st</sup> day of March each year as listed below:

	January 31	February 28	March 31	Annual Total
2023	<del>\$15,679.00</del>	<del>\$15,679.00</del>	<del>\$15,679.00</del>	<del>\$47,037.00 (3%)</del>
2024	\$15,320.00	\$15,320.00	\$15,320.00	\$44,400.00 (3%)
2025	\$15,244.00	\$15,244.00	\$15,244.00	\$45,732.00 (3%)

- b) To pay the maintenance fee instalments on the pre-scribed dates or interest will be added to out-standing accounts in the following manner: TWO PERCENT (2%) per month to accounts outstanding 30 days after the instalment due date.

### 3. THE CLUB AGREES

- a) Upon the completion of this said agreement the Club shall turn the previously mentioned facilities back to the City in as good condition as it was upon commencement of this agreement.
- b) To hire, supervise and pay all of their own staff required to complete janitorial duties in basement, office, ice area and lounge. Club staff will be responsible for ice installation and removal, and seasonal maintenance. The Club further agrees that during the course of its occupancy in the Uniplex Curling Rink, it shall maintain leased space in the condition in which it was provided at the start of the lease term.
- c) To supply the city with a yearend audited financial statement from a certified CGA showing all revenues and expenditures. This financial statement must be provided to the City no later than June 30<sup>th</sup> of each year.
- d) To obtain policies of insurance protecting the Club from liability which may arise or suit which may be made by any person as a result of the activities of the club to be carried on within the Uniplex Curling Rink. The Club further agrees to save the City harmless from legal liability for bodily injury or property damage arising from the Club's negligent use of the Uniplex Curling Rink. The Club shall obtain a minimum of \$1,000,000.00 general liability naming the City of Humboldt as an additional insured. Proof of insurance must be provided to the City prior to November 1, of each year.
- e) That in carrying on their activities in the Uniplex Curling Rink that they obey all Federal and Provincial Laws, and all City Bylaws.
- f) To comply with Labour Standards and Worker's Compensation requirements of the Province of Saskatchewan and with any other laws, regulations, and taxes pertaining to the operation of the Curling Rink within the Uniplex.
- g) That if any property within the Uniplex Curling Rink is lost, removed from the building, or damaged in any way by the Club or employees, the Club shall be deemed to be responsible and be liable to the City or the owner of the property. If the Club fails to pay same and such claims are paid by the City, then the Club agrees this will become a debt due and payable to the City by the Club.
- h) Not to sublet any portion of the Club to any individual or organization during the term of this agreement without first obtaining authority to sublet the said Curling Rink from the City
- i) Appendix A has a list of items that is Club's property and the Club agrees to maintain and replace, if necessary, these listed items.
- j) That the parking passes provided for the use of the five (5) marked parking stalls and electrical outlets, for the use of the President, Manager, Ice Maintenance Workers, and Lounge Worker are non-transferable and must be displayed clearly on the review mirror of the vehicle.
- k) To abide by all City related policies not described within this agreement.
- l) To allow the Director of Community and Leisure Services and all scheduled City working

- employees free access to the Uniplex during any activity sponsored by the Club.
- m) That no repairs, renovations, or improvements may take place to the said areas within the Uniplex curling rink without permission first given by the City.
  - n) To assume full responsibility for all expenditures applicable to the curling operations.
  - o) That due to the health and welfare of the general public the Club will honour the “No Smoking, No e-cigar, & No vapors within City owned and operated facilities and will assist the City with the enforcement of this this Policy by requesting their clientele and patrons or general public to refrain from smoking and the use of e-cigars and vapors in the applicable City owned and operated facilities and surrounding areas.
  - p) Through the City Joint Use Agreement with the city schools the Club agrees to provide 200 hours of ice time for school usage in return the City has lessened the Lease amount by \$8,000.00. Hours over 200 must be negotiated and paid by the schools.
  - q) The Club will follow the “Uniplex Rental and Rates Policy” set out by the City for the serving of food within the Uniplex and Curling Rink area.
3. THE CITY AGREES:
- a) Not to sublet any portion of the Curling Rink to any individuals or organizations during the term of this agreement without first giving ten (10) days notify to the Club Managers.
  - b) To provide snow removal within 48 hours of a snow fall to all parking lots, roadways, sidewalks, and a 15-foot-wide path to door #21 for the delivery of supplies to the Lounge.
  - c) To pay all power, gas, water and sewer charges during the term of this agreement for the said Uniplex Curling Rink.
  - d) To maintain, repair and replace, if necessary, all furnaces, refrigeration plant, plumbing, electrical, and building mechanical equipment.
  - e) The City is responsible to have the windows cleaned at the beginning of the season and perform a thorough maintenance check of all areas applicable to this agreement.
  - f) The City will be responsible for unlocking and locking the outside door (door 21) entering into the curling rink lobby.
  - g) That if any items (listed in Appendix A) of the Clubs’ is lost, removed from the building, or damaged in any way by the City or employees, the City shall be deemed to be responsible to the Club as owner of the items. If the City fails to pay same and such claims are paid by the Club, then the club agrees this will become a debt due and payable to the Club by the City.
4. THE PARTIES FURTHER AGREE AS FOLLOWS:
- a) The Club shall be allowed to operate a display advertising program within the Uniplex Curling Rink for the term of the agreement. The said display advertising banners shall be displayed within the ice surface area only and during the off-ice season must be removed and put into storage.
  - b) That the Curling Club Manager and the Director of Community and Leisure Services of the City shall be the responsible liaisons between the City and the Club. At least one meeting is scheduled before and after each season.
  - c) A walk through the facility will be completed by the Curling Club Manager and the Community & Leisure Services Department before and after every curling rink season.
5. CURLING RINK LOUNGE OPERATIONS:
- The City agrees to apply and hold the Liquor Licence for the curling rink lounge. The Club will operate the lounge during the curling season and would retain all revenues and be responsible for

associated expenses. The Club will operate the curling rink lounge and maintain the following conditions:

- a) All Provincial liquor regulations must be followed.
- b) All volunteers or staff serving alcohol must be trained and meet Provincial standards.
- c) Alcohol will only be sold to adults within the designated lounge area.
- d) The Club will refuse the sale of alcohol to anyone deemed to be intoxicated or disruptive in the facility.
- e) Alcohol will only be sold or served during curling activities in the facility.
- f) All alcohol must be cleared from the lounge and consumed in the lounge by 2:00am
- g) The Club will supply security responsible for the control of servicing the Lounge with alcohol.
- h) The City of Humboldt Community and Leisure Services Department reserves the right to stop the consumption of alcohol in the lounge at any time if it is deemed disruptive to the operation of the facility.
- i) If the Liquor Licence is not in place and the Club is unable to operate the lounge during the term of the agreement, the City agrees to credit \$1,500.00 every week in loss of lounge revenue to the Club.

IN WITNESS WHEREOF THE CITY OF HUMBOLDT has hereunto caused its corporate seal to be affixed as attested by the hands of its proper officers in that behalf, this \_\_\_\_\_ day of \_\_\_\_\_, 2023, A.D.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Manager

IN WITNESS WHEREOF THE HUMBOLDT CURLING CLUB has hereunto set their hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2023, A.D.

\_\_\_\_\_  
President

\_\_\_\_\_  
Club Manager

## APPENDIX A

### *Curling Club's Property*

1. *Shaw Cable Satellite Dish on Roof*
2. *Office Chair*
3. *2 Televisions*
4. *2 Television stands – one of which is also a trophy stand*
5. *Microwave Oven*
6. *2 wooden cases with 2 old curling stones in them on tv stand*
7. *Laptop, printer and fax*
8. *½ ownership of dishwasher*
9. *½ ownership of bar*
10. *Refrigerator*
11. *Draft beer fridge*
12. *Water cooler*
13. *Great Western Brewery chalk board menu sign*
14. *Memorial pictures on walls*
15. *Great Western Brewery wooden signs and metal signs on walls*
16. *8 wooden square tables*
17. *2 Vacuum cleaners in Lounge*
18. *Different sizes of drinking glasses*
19. *Numerous items for lounge – estimated cost is \$700*
20. *30 curling brooms used for rentals*
21. *Pro Shop items - list is kept each year – grippers/sliders/gloves/mitts/etc. - \$3000*
22. *98 regular curling stones plus 16 youth stones*
23. *Ice scraper*
24. *Jet ice system*
25. *Push brooms – 3*
26. *Boot cleaners – 2*
27. *Lockers – 109*
28. *4 measuring sticks*
29. *Vacuum cleaner on ice surface*
30. *Ice decals to put on ice – 12 houses and numerous others which we have a list for \$20,000*
31. *Advertising banners on walls on ice area - \$10000*
32. *Scoreboards - \$6000*
33. *Nippers*
34. *8' Benches (5)*



**CITY OF HUMBOLDT REPORT**

**TITLE:** Skid Steer Fleet Tender Award

**PREPARED BY:** Michael Ulriksen, Director of Community and Leisure Services

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** City Council

**DATE:** April 24, 2023

**RECOMMENDATION**

That Brandt Tractor Ltd be awarded the tender for one (1) skid steer at a price of \$95,986.00, plus GST.

**BACKGROUND**

In 2018, a fleet funding plan which includes a long-term outlook for the replacement of City owned vehicles of all kinds. In the 2023 budget, the Community and Leisure Services Department received approval for the replacement of a parks skid steer.

**CURRENT SITUATION**

A tender for this unit was posted on SaskTenders from March 29<sup>th</sup> to April 12<sup>th</sup> and put on the City’s website and social media, resulting in the following proposals being received:

<b>Proponent</b>	<b>Value (plus, GST)</b>	<b>Met All Min. Specifications</b>	<b>Year/Brand</b>
Brandt Tractor Ltd. (Option #1)	\$95,986.00	Yes	2023 John Deere
Brandt Tractor Ltd. (Option #2)	\$108,706.00	Yes	2023 John Deere
Earthworks Equipment Corp. (Option #1)	\$109,191.66	Yes	2023 Bobcat
Earthworks Equipment Corp. (Option #2)	\$128,219.72	Yes	2023 Bobcat
Earthworks Equipment Corp. (Option #3)	\$97,442.32	No	2023 Bobcat
Earthworks Equipment Corp. (Option #4)	\$114,481.06	Yes	2023 Bobcat
Earthworks Equipment Corp. (Option #5)	\$90,969.20	No	2023 Bobcat
Farm World	\$103,906.61	Yes	2023 New Holland
Pattison Agriculture Ltd.	\$106,764.90	Yes	2023 Bobcat
GBC Equipment (Option #1)	\$82,150.00	No	2023 Kubota
GBC Equipment (Option #2)	\$79,765.00	No	2023 Kubota



GBC Equipment (Option #3)	\$113,950.00	Yes	2023 Kubota
GBC Equipment (Option #4)	\$95,930.00	Yes	2023 Kubota
Redhead Equipment (Option #1)	\$110,663.01	Yes	2023 Case
Redhead Equipment (Option #2)	\$108,543.01	No	2023 Case
Finning Canada	\$100,272.64	Yes	2023 Caterpillar
Fer-Marc Equipment Ltd.	\$218,006.75	No	2023 Wille
Hergott Farm Equipment Ltd.	\$107,060.00	Yes	2023 Case
Westcon Equipment and Rentals Ltd.	\$151,474.00	Yes	2023 JCB
Westcon JCB	\$116,494.00	No	2023 JCB

Administration reviewed the proposals based on the minimum specifications outlined in the tender documents. Following our review, the following were the top bids that met all of the minimum specifications:

Proponent	Value (plus, GST)	Met All Min. Specifications	Year/Brand
GBC Equipment (Option #4)	\$95,930.00	Yes	2023 Kubota
Brandt Tractor Ltd. (Option #1)	\$95,986.00	Yes	2023 John Deere
Finning Canada	\$100,272.64	Yes	2023 Caterpillar
Farm World	\$103,906.61	Yes	2023 New Holland
Pattison Agriculture Ltd.	\$106,764.90	Yes	2023 Bobcat

Administration is recommending the purchase of the second lowest tendered bid, received from Brandt Tractor Ltd. Administration identified within the tender specifications that a wheeled unit was preferred but that a tracked unit was acceptable. The GBC Equipment unit is a tracked unit, while the Brandt Tractor Ltd. unit is wheeled. In addition, the delivery timeline for receiving a unit from GBC Equipment is 52 weeks, whereas the delivery timeline for the unit from Brandt Tractor Ltd is 14-16 weeks.

Due to the nearly identical tender price and the differences identified above, Administration is recommending that the Council award the tender to the second lowest tender price.

**OPTIONS**

1. Approve the recommendation.
2. Provide alternative direction to Administration.

#### **ATTACHMENTS**

NA

#### **COMMUNICATION AND ENGAGEMENT**

The tender was posted on SaskTenders for the entire duration of the competition. The tender was also shared through the City's website and social media channel.

#### **FINANCIAL IMPLICATION**

In the 2024 budget, Council approved \$90,000 for the purchase of a new skid steer, with \$80,000 funded from the Fleet Reserve and the other \$10,000 funded through the sale of the existing unit. The recommended unit is priced at \$95,986 (plus GST), which will result in a slightly higher draw from reserves. Administration was not surprised to see tender prices exceeding the budget estimates but given the increased prices we have been seeing on other equipment, we are pleased with the results of the tender process.

#### **CONCLUSION**

Administration was pleased with the tender process, which resulted in 20 proposals from 11 different proponents. The Parks Department is confident that the replacement unit will meet the needs of the department and be inserted into the fleet in a timely manner.



**CITY OF HUMBOLDT REPORT**

**TITLE:** Pickup Truck Fleet Tender Award

**PREPARED BY:** Michael Ulriksen, Director of Community and Leisure Services

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** City Council

**DATE:** April 24, 2023

**RECOMMENDATION**

That South 20 Dodge be awarded the tender for one (1) half-ton (1/2 ton) parks truck at a price of \$56,074, plus GST.

**BACKGROUND**

In 2018, a fleet funding plan which includes a long-term outlook for the replacement of City owned vehicles of all kinds. In the 2023 budget, the Community and Leisure Services Department received approval for the replacement of one park’s half-ton truck.

**CURRENT SITUATION**

A tender for this unit was posted on Sasktenders from March 29<sup>th</sup> to April 12 and put on the City’s website and social media, resulting in the following proposals being received:

**Pick-Up truck tender bids**

Proponent	Value (plus GST)	Met Minimum Specifications	Year/Brand
Discovery Ford Sales Ltd	\$56,148.20	No	2023 Ford F-150 XL
Discovery Ford Sales Ltd	\$57,346.00	Yes	2023 Ford F-150 XL
Merlin Lincoln Ford	\$63,738.42	Yes	2023 Ford F-150 4x4 Supercrew
Merlin Lincoln Ford	\$66,091.62	Yes	2023 Ford F-150 4x4 Supercrew
Merlin Lincoln Ford	\$63,199.94	Yes	2023 Ford F-150 4x4 Supercrew
South 20 Dodge	\$56,074.00	Yes	2022 Ram 1500 Quad Cab SLT

**OPTIONS**

1. Approve the recommendation.
2. Provide alternative direction to Administration.

## **ATTACHMENTS**

NA

## **COMMUNICATION AND ENGAGEMENT**

The bidders will be made aware of Council's decision.

## **FINANCIAL IMPLICATION**

In the 2023 budget, Council approved \$62,750 for purchase of a new half-ton truck, with \$57,500 drawn from the existing Fleet Reserve and \$5,000 funded through the sale of the existing unit.

The lowest bid of \$56,074 (plus GST) received from South 20 Dodge, met all of the minimum specifications outlined in the tender document. This bid comes in well under the \$62,750 budgeted and will result in a lower draw from reserves than anticipated.

## **CONCLUSION**

The tender process resulted in a replacement vehicle that met our minimum specifications and was within the approved budget. As such, Administration is confident in the recommendation to move forward with the purchase of the new unit as tendered.

**CITY OF HUMBOLDT REPORT**

**TITLE:** 2023 Water Main Tender Award  
**PREPARED BY:** Peter Bergquist A.Sc.T; Public Works and Utilities Director  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** April 24, 2023

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**RECOMMENDATION**

That the City award the 2023 Water Main Tender to Brockman Enterprises Ltd. In the amount of \$1,053,316 (plus applicable taxes).

**BACKGROUND**

The water main program for 2023 includes:

- 12<sup>th</sup> Avenue – Between Peck Road and 21<sup>st</sup> Street
- 12<sup>th</sup> Street – 4<sup>th</sup> Avenue to 3<sup>rd</sup> Avenue
- 3<sup>rd</sup> Avenue – 11<sup>th</sup> Street to 16<sup>th</sup> Street
- 11<sup>th</sup> Street – 6<sup>th</sup> Avenue to 8<sup>th</sup> Avenue

**CURRENT SITUATION**

The tender was issued to SaskTenders on March 30<sup>th</sup>, 2023, and closed on April 18<sup>th</sup> at 2pm. No requests were made to extend the closing date. The lowest bidder was Brockman Enterprises. Bids are summarized as follows:

Contractor Name	Net Bid Price (Not Included Taxes)
Brockman Enterprises – Humboldt, SK	\$1,053,316.00
Castle Oilfield Ltd. – Virden, MB	\$1,705,054.60

**OPTIONS**

- Approve the tender award.
- Not approve the tender award.

**ATTACHMENTS**

None

**COMMUNICATION AND ENGAGEMENT**

The bidding contractors as well as affected homeowners/businesses will be notified of the decision and plans for the replacement project.

**FINANCIAL IMPLICATION**

The 2023 budget anticipated the project cost at \$1,456,800.00 (Including PST) for the water main replacement, road patchwork (base work), geotextile/cloth and applicable services. Brockmans submitted a price of \$1,053,316.00 + PST = \$1,116,514.96. Geotextile costs as well as unforeseen circumstances will also be funded by this difference.

Applicable Budget:	\$1,456,800
Lowest Bid:	- \$1,116,514.96 (Construction PST Included)
Geotextiles/Cloth:	- \$30,000
5% Contingency	- \$55,825
Preliminary Total Under Budget:	\$254,460.04

**CONCLUSION**

The 2023 water main tender appears to be favorable. Brockman’s has completed the City’s water main replacement projects for the last 4 years. Staff are confident in their abilities to accomplish the work to the satisfaction of the city.