



City of Humboldt
January 22, 2024 - Regular Council Meeting - 05:30 PM

- 1 **Call To Order**
- 2 **Adopt Agenda**
 - 2.1 Conflict of Interest
- 3 **Public Acknowledgement**
- 4 **Approve Minutes**
 - 4.1 Budget Meeting of Council held December 4th, 2023
 - 📎 Minutes of the Budget Meeting of Council held December 4th, 2023
 - 4.2 Special Meeting of Council held December 18th, 2023
 - 📎 Minutes of the Special Meeting of Council held December 18th, 2023
- 5 **Delegations**
 - 5.1 Sarah McInnis - Executive Director - Humboldt & District Chamber of Commerce - Verbal Introduction
 - 5.2 Humboldt Golf Course Committee
 - 📎 Report - Humboldt Golf Course Committee
- 6 **Correspondence - None**
 - 6.1 "A" Items Requiring Council Resolution
 - 6.2 "B" Items Received for Information Only
- 7 **Committee Reports**
 - 7.1 Vacated Chair
 - 7.2 Executive Committee Meeting held January 8, 2024
 - 📎 Minutes of the Executive Committee Meeting held January 8, 2024
 - 7.3 Reid Thompson Library Board Meeting held December 11, 2023
 - 📎 Minutes of the Reid Thompson Library Board Meeting held December 11, 2023
 - 7.4 Humboldt & District Museum Gallery Board Minutes - December 2023
 - 📎 Minutes of the Humboldt & District Museum Gallery Board Meeting held December 14, 2023
- 8 **Bylaws**
 - 8.1 Recommendation - Director of Public Works & Utilities - Amend Bylaw 10/2022 The Water and Sewer Rates Bylaw
 - 📎 Report - Amend Bylaw 10/2022 The Water and Sewer Rates Bylaw
 - 📎 Bylaw 01/2024 - Amend Bylaw 10/2022 The Water and Sewer Rates Bylaw
 - 8.2 Bylaw 01/2024 - Amend Bylaw 10/2022 The Water & Sewer Rates Bylaw

- 8.3 Bylaw 01/2024 - Amend Bylaw 10/2022 The Water & Sewer Rates Bylaw
- 8.4 Bylaw 01/2024 - Amend Bylaw 10/2022 The Water & Sewer Rates Bylaw
- 8.5 Bylaw 01/2024 - Amend Bylaw 10/2022 The Water & Sewer Rates Bylaw
- 8.6 Resumed Chair

9 New Business

- 9.1 Recommendation - Acting City Clerk - Municipal Revenue Sharing Grant - Declaration of Eligibility
 - 📎 Report - Municipal Revenue Sharing Grant - Declaration of Eligibility
- 9.2 Recommendation - Acting City Clerk - 2024 City Council Appointment to Boards and Committees
 - 📎 Report - 2024 City Council Appointment to Boards and Committees
- 9.3 Recommendation - Acting City Clerk - Council Appointment to City Positions and Boards & Committees
 - 📎 Report - Council Appointment to City Positions and Boards & Committees
- 9.4 Recommendation - Finance Manager - Official Donation Receipt Projects for 2024
 - 📎 Report - Official Donation Receipt Projects for 2024
- 9.5 Recommendation - Fire Chief/Protective Services Director - Fire Brigade Wage Increase
 - 📎 Report - Fire Brigade Wage Increase
- 9.6 Recommendation - Director of Public Works & Utilities - 4th Avenue Engineering Services
 - 📎 Report - 4th Avenue Engineering Services
- 9.7 Recommendation - Director of Public Works & Utilities - Water Meter Replacement Purchase
 - 📎 Report - Water Meter Replacement Purchase

10 Tabled Items from November 27, 2023 Regular Meeting

- 10.1 Recommendation - City Manager - Golf Course Operations Update
 - 📎 Report - Golf Course Operations Update

11 Enquiries

12 Committee of the Whole

- 12.1 Authority
- 12.2 Present in the Committee of the Whole
- 12.4 Revert

13 Adjourn



**City of Humboldt
Meeting Minutes
2024 Budget Meeting December 4, 2023 - 09:30 AM**

PRESENT: Mayor Michael Behiel
 Councillor Larry Jorgenson
 Councillor Roger Nordick
 Councillor Amanda Klitch
 Councillor Kelly Herperger
 City Manager Joe Day
 Acting City Clerk Donna Simpson
 Marketing and Development Manager Penny Lee
 Director of Public Works Peter Bergquist
 Leisure Services Director Mike Ulriksen
 Director of Cultural Services Jennifer Fitzpatrick

VIA ZOOM: Councillor Roger Korte

1 Call To Order

Mayor Behiel called the meeting to order at 9:31 a.m.

Resolution:
2023.279

2 Adopt Agenda

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

That the agenda be adopted as presented.

CARRIED

2.1 Conflict of Interest

3 Finance Manager's Report

Resolution:
2023.280

3.1 2024 Operating and Capital Budget Information (Tab 1)

Moved By: Councillor Kelly Herperger
Seconded By: Councillor Amanda Klitch

That Tab 1 - General Overview be accepted for information.

CARRIED

Resolution:
2023.281

4 Outstanding Debt (Tab 2)

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

That Tab 2 - Outstanding Debt be received for information.

CARRIED

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

Resolution: 5 **Debt Payments (Tab 3)**
 2023.282 **Moved By:** Councillor Kelly Herperger
Seconded By: Councillor Amanda Klitch
 That Tab 3 - Debt Payments be received for information.
CARRIED

Resolution: 6 **Wastewater Treatment System Funding (Tab 4)**
 2023.283 **Moved By:** Councillor Roger Nordick
Seconded By: Councillor Kelly Herperger
 That Tab 4 - Wastewater Treatment System Funding be received for information.
CARRIED

Resolution: 7 **Reserves (Tab 5)**
 2023.284 **Moved By:** Councillor Amanda Klitch
Seconded By: Councillor Roger Korte
 That Tab 5 - Reserves be received for information.
CARRIED

8 **Staffing Changes - Included (Tab 6)**
Resolution: 8.1 **Protective Services - Request for a CSO Manager/EMO Coordinator**
 2023.285 **Position**
Moved By: Councillor Roger Nordick
Seconded By: Councillor Larry Jorgenson
 That the City of Humboldt retain the \$25,000 for EMO in the budget but decline the addition of a Community Safety Officer Manager/EMO at a cost of \$69,730 plus supplies cost for 2024.
CARRIED

Resolution: 8.2 **Public Works - Request to Re-classify and Increase Skilled Labourer**
 2023.286 **Position**
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Amanda Klitch
 That the City of Humboldt replace the 2 seasonal Skilled Labourer positions with a full-time Skilled Labourer position to the Public Works and Utilities department beginning in 2024.
CARRIED

Resolution: 8.3 **Public Works - Request for a Full-Time Utility Operator-in-Training Position**
 2023.287 **Moved By:** Councillor Roger Nordick
Seconded By: Councillor Larry Jorgenson
 That the City of Humboldt add the position of Utility Operator in Training to the Public Works and Utilities department beginning in 2024.
CARRIED

Resolution: 8.4 **Leisure Services - Request to Increase Building Maintenance Position**
 2023.288 **Moved By:** Councillor Roger Korte
Seconded By: Councillor Amanda Klitch
 That the City of Humboldt increase the Building Maintenance staffing hours from 2.66 FTE to 3.0 FTE.
CARRIED

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

Resolution: 2023.289 **8.5** **Leisure Services - Request to Reclassify and Increase Parks Skilled Labourer Position**
Moved By: Councillor Roger Nordick
Seconded By: Councillor Kelly Herperger

That the City of Humboldt reclassify the 0.66 FTE seasonal Parks Skilled Labourer position to a full-time Facilities Maintenance position.

CARRIED

Resolution: 2023.290 **8.6** **Leisure Services - Request to Increase Parks General Worker Position**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Amanda Klitch

That the City increase the funding for Parks General Worker from 1.63 FTE (3400 hours) to 1.92 FTE (4000 hours)

CARRIED

9 Staffing Changes - Not Included (Tab 7)

Resolution: 2023.291 **9.1** **Public Works - Request for a Term Full-Time Project Coordinator Position**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Nordick

That the City of Humboldt add a term position of Project Coordinator to the Public Works and Utilities department beginning 2024.

DEFEATED

10 2024 Operating Cost Centres

Resolution: 2023.292 **10.1** **3000 General Government - 3550 Communications (Tab 8)**
Moved By: Councillor Amanda Klitch
Seconded By: Councillor Roger Nordick

That the operating budget for the General Government Cost Centers 3000 to 3550 inclusive be approved as presented.

CARRIED

Resolution: 2023.293 **10.2** **4050 - 4600 Protective Services and Development (Tab 9)**
Moved By: Councillor Roger Nordick
Seconded By: Councillor Roger Korte

That the operating budget for Protective Services and Development Cost Centers 4050 to 4600 inclusive be approved as amended to remove the \$69,730 for a CSO Manager/EMO Coordinator and the associated \$4,000 supplies costs.

CARRIED

Resolution: 2023.294 **10.3** **Lunch**
Moved By: Councillor Amanda Klitch
Seconded By: Councillor Kelly Herperger

That we hereby break for lunch for half an hour, the time being 12:14 pm.

CARRIED

10.4 Resume Meeting at 12:45 pm.

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

Resolution: 2023.295 **10.5** **5050 - 5430 Recreation and Leisure Services (Tab 10)**
Moved By: Councillor Roger Nordick
Seconded By: Councillor Kelly Herperger

That the operating budget for Recreation and Leisure Services Cost Centers 5050 to 5430 inclusive be approved as presented.

CARRIED

Resolution: 2023.296 **10.6** **5450 - 5900 Cultural Services (Tab 11)**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Korte

That the budget for the Cultural Services Cost Centers 5450 to 5900 inclusive be approved as presented.

CARRIED

Resolution: 2023.297 **10.7** **6050 - 6400 Public Health (Tab 12)**
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Roger Nordick

That the budget for the Public Health Cost Centers 6050 to 6400 inclusive be approved as presented.

CARRIED

Resolution: 2023.298 **10.8** **7050 - 7810 Transportation (Tab 13)**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Nordick

That the budget for the operating Transportation Cost Center 7050 to 7810 inclusive be approved as presented.

CARRIED

Resolution: 2023.299 **10.9** **8000 - 8300 Water and Wastewater (Tab 14)**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Kelly Herperger

That the budget for the Water and Wastewater Cost Centers 8000 to 8300 inclusive be approved as presented.

CARRIED

Resolution: 2023.300 **10.10** **8500 Land Development (Tab 15)**
Moved By: Councillor Amanda Klitch
Seconded By: Councillor Roger Korte

That the operating budget for cost center Land Development 8500 be approved as presented.

CARRIED

Resolution: 2023.301 **10.11** **3000 - 8000 Amortization (Tab 16)**
Moved By: Councillor Roger Nordick
Seconded By: Councillor Kelly Herperger

That the budget for Amortization Cost Centers (3000 - 8000) be approved as presented.

CARRIED

11 **2024 Capital Projects (Tab 17)**

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

- Resolution:** 2023.302 **11.1** **Public Works - 12th Ave - Stebbings Cres to 21st Street - Roadway Base Reconstruction and Paving**
Moved By: Councillor Amanda Klitch
Seconded By: Councillor Roger Nordick
- That the Capital Project - 12th Ave – Stebbings Cres to 21st Street – Roadway Base Reconstruction and Paving be approved as presented.
- CARRIED**
- Resolution:** 2023.303 **11.2** **Public Works - 11th St from 6th Ave to 8th Ave - Concrete and Asphalt Paving**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Korte
- That the Capital Project - 11th St from 6th Ave to 8th Ave - Concrete and Asphalt Paving be approved as presented.
- CARRIED**
- Resolution:** 2023.304 **11.3** **Public Works - 4th St – 8th Ave to Ogilvie Ave – Road Mill and Paving**
Moved By: Councillor Roger Nordick
Seconded By: Councillor Larry Jorgenson
- That Capital Project 4th St – 8th Ave to Ogilvie Ave – Road Mill and Paving be approved as presented.
- CARRIED**
- Resolution:** 2023.305 **11.4** **Public Works - 12th St – 3rd Ave to 4th Ave – Concrete and Asphalt Paving**
Moved By: Councillor Roger Korte
Seconded By: Councillor Kelly Herperger
- That Capital Project - 12th St – 3rd Ave to 4th Ave – Concrete and Asphalt Paving be approved as presented
- CARRIED**
- Resolution:** 2023.306 **11.5** **Public Works - 3rd Ave – 11th St to 16th St – Storm, Curb and Road Repairs**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Amanda Klitch
- That Capital Project - 3rd Ave – 11th St to 16th St – Storm, Curb and Road Repairs be approved as presented.
- CARRIED**
- Resolution:** 2023.307 **11.6** **Public Works - 4th Ave – Lane W of 10th St to 14th St – Storm, Curb and Road Upgrades to Asphalt**
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Roger Korte
- That Capital Project - 4th Ave – Lane W of 10th St to 14th St – Storm, Curb and Road Upgrades to Asphalt be approved as presented.
- CARRIED**
- Resolution:** 2023.308 **11.7** **Public Works - 6th Ave Storm Sewer Outfall**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Kelly Herperger
- That Capital Project - 6th Ave Storm Sewer Outfall be approved as presented.
- CARRIED**

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

- Resolution:** 2023.309 **11.8** **Leisure Services - North Hospital Greenspace**
Moved By: Councillor Roger Nordick
Seconded By: Councillor Larry Jorgenson
- That Capital Project - North Hospital Greenspace be approved as presented.
- DEFEATED**
-
- Resolution:** 2023.310 **11.9** **Public Works - Wastewater Treatment Systems Upgrade**
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Roger Nordick
- That Capital Project - Wastewater Treatment Systems Upgrade be received for information.
- CARRIED**
-
- 12** **2025 Capital Projects (Tab 18)**
- Resolution:** 2023.311 **12.1** **Public Works - 9th Ave – 17th St to Lane E of Barnes Crescent**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Amanda Klitch
- That Capital Project - 9th Ave – 17th St to Lane E of Barnes Crescent be accepted as presented.
- CARRIED**
-
- Resolution:** 2023.312 **12.2** **Public Works - Peck Road- Westwood Drive to 12th Avenue – Gravel Road Construction**
Moved By: Councillor Roger Nordick
Seconded By: Councillor Kelly Herperger
- That Capital Project - Westwood Drive to 12th Avenue – Gravel Road Construction be approved as presented.
- CARRIED**
-
- Resolution:** 2023.313 **12.3** **Public Works - 6th Ave – 5th St to 6th St - Road Reconstruction and Paving**
Moved By: Councillor Roger Korte
Seconded By: Councillor Amanda Klitch
- That Capital Project - 6th Ave – 5th St to 6th St - Road Reconstruction and Paving be approved as presented.
- CARRIED**
-
- Resolution:** 2023.314 **12.4** **Public Works - 7th Ave – 2nd St to 3rd St - Road Reconstruction and Paving**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Kelly Herperger
- That Capital Project - 7th Ave – 2nd St to 3rd St - Road Reconstruction and Paving be approved as presented.
- CARRIED**
-
- Resolution:** 2023.315 **12.5** **Public Works - 10th Street – 9th Avenue to 12th Avenue Watermain Replacement, Road Reconstruction and Paving**
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Roger Korte
- That Capital Project - 10th Street – 9th Avenue to 12th Avenue Watermain Replacement, Road Reconstruction and Paving be approved as presented.
- CARRIED**

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

Resolution: 12.6 **Public Works - Main Street – 1st Ave S to Sask Ave - Road Reconstruction and Paving**
 2023.316
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Amanda Klitch

That Capital Project - Main Street – 1st Ave S to Sask Ave - Road Reconstruction and Paving be approved as amended:

by changing the title of the project to Main Street - 1st Ave S to Sask Ave - Watermain Replacement.

CARRIED

Resolution: 13 **5 Year Capital Plan (Tab 19)**
 2023.317
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Roger Nordick

That the Five-Year Capital Plans for the years 2024-2028 be approved as amended and adopted in principal.

CARRIED

14 2024 Fleet Replacements and 5 Year Fleet Plan (Tab 20)

Resolution: 14.1 **Leisure Services - Fleet Replacement - Maintenance Service Vehicle (Unit #L110)**
 2023.318
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Roger Korte

That Fleet Replacement - Maintenance Service Vehicle (Unit #L110) be approved as presented.

CARRIED

Resolution: 14.2 **Leisure Services - Fleet Replacement - Parks General Use (Unit #L120)**
 2023.319
Moved By: Councillor Roger Nordick
Seconded By: Councillor Amanda Klitch

That Fleet Replacement - Maintenance Service Vehicle (Unit #L120) be approved as presented.

CARRIED

Resolution: 14.3 **Leisure Services - Fleet Replacement – Parks UTV (Unit #L252)**
 2023.320
Moved By: Councillor Roger Nordick
Seconded By: Councillor Amanda Klitch

That Fleet Replacement – Parks UTV (Unit #L252) be approved as presented.

CARRIED

Resolution: 14.4 **Public Works - Fleet Replacement – PW Pickup Truck (Unit #P160)**
 2023.321
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Larry Jorgenson

That Fleet Replacement – PW Pickup Truck (Unit #P160) be approved as presented.

CARRIED

Resolution: 14.5 **Public Works - Fleet Replacement – Tractor Mounted Snow Blower**
 2023.322
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Kelly Herperger

That Fleet Replacement – Tractor Mounted Snow Blower be approved as presented.

CARRIED

Mayor – Michael Behiel

Acting City Clerk – Donna Simpson

Resolution: 14.6 **5 Year Fleet Plan**
 2023.323
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Nordick

That the Five-Year Fleet Plan for the years 2024-2028 be approved as presented.

CARRIED

Resolution: 15 **Prior Year Rescinded Capital Projects (Tab 21)**
 2023.324
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Roger Nordick

That approval be given to rescind the following prior year Capital Projects:

1. 8th Ave - 1st St to 17th St - Street Light Replacement
2. 8th Ave - Corridor Improvements.

CARRIED

Resolution: 16 **Taxation and Grants Cost Centre (Tab 22)**
 2023.325
Moved By: Councillor Roger Nordick
Seconded By: Councillor Larry Jorgenson

That the budget for Cost Center 3000 - General Government (Taxation and Grants) be approved as amended:

	2024 Budget	Change
Municipal Levy	-\$7,515,950	-\$499,370
Total	-\$9,090,290	-\$530,640
Total Taxes & Revenue	-\$12,018,700	-\$872,020

CARRIED

Resolution: 17 **Consolidated Budget (Tab 23)**
 2023.326
Moved By: Councillor Kelly Herperger
Seconded By: Councillor Roger Korte

That the 2024 Operating & Capital Budget as attached hereto and forming part of these minutes be adopted as amended.

CARRIED

Resolution: 18 **Adjourn**
 2023.327
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Amanda Klitch

That we do now adjourn, the time being 4:29 p.m.

CARRIED

 Mayor – Michael Behiel

 Acting City Clerk – Donna Simpson



**City of Humboldt
Meeting Minutes
Special Council Meeting December 18, 2023 - 05:30 PM**

PRESENT:	Deputy Mayor Kelly Herperger	
	Councillor Roger Korte	
	Councillor Roger Nordick	
	Councillor Larry Jorgenson	
	Councillor Amanda Klitch	
	Councillor Rob Muench	
	City Manager	Joe Day
	Acting City Clerk	Donna Simpson
	Marketing and Development Manager	Penny Lee
	Finance Manager	Jace Porten
	Leisure Service Director	Mike Ulriksen
	Director of Protective Services	Mike Kwasnica
	Engineering Coordinator	Daniel Bernhard

1 Call To Order

Deputy Mayor Herperger called the meeting to order at 5:28 p.m.

Resolution:
2023.328

2 Adopt Agenda

Moved By: Councillor Roger Korte
Seconded By: Councillor Roger Nordick

That the agenda be adopted as presented.

CARRIED

2.1 Conflict of Interest

3 Committee Reports

Resolution:
2023.329

3.1 Reid Thompson Public Library Board Meeting November 13, 2023

Moved By: Councillor Amanda Klitch
Seconded By: Councillor Rob Muench

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

CARRIED

4 Bylaws

Resolution:
2023.330

4.1 Recommendation - 2024 Water and Sewer Rates

Moved By: Councillor Roger Korte
Seconded By: Councillor Roger Nordick

That this report be accepted for information and filed.

CARRIED

Deputy Mayor – Kelly Herperger

Acting City Clerk – Donna Simpson

Resolution: 2023.331 **4.2** **Bylaw No. 07/2023 - Amend Bylaw 10/2022 The Water and Sewer Rates Bylaw**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Nordick

Resolved that Bylaw No. 07/2023, being a bylaw to Amend Bylaw 10/2022 The Water and Sewer Rates Bylaw be introduced and read a first time.

CARRIED

Resolution: 2023.332 **4.3** **Bylaw No. 07/2023 - Amend Bylaw 10/2022 The Water and Sewer Rates Bylaw**
Moved By: Councillor Roger Korte
Seconded By: Councillor Amanda Klitch

Resolved that Bylaw No. 07/2023, being a bylaw to Amend Bylaw 10/2022 The Water and Sewer Rates Bylaw be read a second time.

CARRIED

Resolution: 2023.333 **4.4** **Bylaw No. 07/2023 - Amend Bylaw 10/2022 The Water and Sewer Rates Bylaw**
Moved By: Councillor Rob Muench
Seconded By: Councillor Larry Jorgenson

Resolved that Bylaw No. 07/2023, being a bylaw to Amend Bylaw 07/2022 The Water and Sewer Rates Bylaw be given three readings at this meeting.

CARRIED UNANIMOUSLY

Resolution: 2023.334 **4.5** **Bylaw No. 07/2023 - Amend Bylaw 10/2022 The Water and Sewer Rates Bylaw**
Moved By: Councillor Roger Nordick
Seconded By: Councillor Roger Korte

Resolved that Bylaw No. 07/2023, being a bylaw to Amend Bylaw 10/2022 The Water and Sewer Rates Bylaw be read a third time and now be adopted.

CARRIED

5 New Business

Resolution: 2023.335 **5.1** **Recommendation - Leisure Services Director - Skid Steer Snow Blower Purchase**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Rob Muench

That Administration be authorized to purchase a skid steer mounted snow blower from Earthworks Equipment for \$10,974 plus taxes.

CARRIED

Resolution: 2023.336 **5.2** **Recommendation - Director of Public Works & Utilities - ICIP Ultimate Recipient Agreement**
Moved By: Councillor Roger Nordick
Seconded By: Councillor Roger Korte

That the Mayor and City Manager be authorized to sign the Investing in Canada Infrastructure Program (ICIP) Ultimate Recipient Agreement (URA) on behalf of the city.

CARRIED

 Deputy Mayor – Kelly Herperger

 Acting City Clerk – Donna Simpson

Resolution: 5.3 **Recommendation - Director of Public Works & Utilities - Wastewater Treatment System Tender Award**

2023.337

Moved By: Councillor Rob Muench
Seconded By: Councillor Larry Jorgenson

That the Wastewater Treatment System tender be awarded to Con-Tech General Contractors in the value of \$30,199,999.00 plus applicable taxes.

CARRIED

Resolution: 6 **Committee of the Whole**

2023.338

Moved By: Councillor Rob Muench
Seconded By: Councillor Roger Korte

That we sit in a private session as Committee of the Whole, the time being 5:50 p.m

CARRIED

6.1 Authority

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

6.2 Present in the Committee of the Whole

Deputy Mayor Kelly Herperger, Councillor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Nordick, Councillor Roger Korte, Councillor Amanda Klitch, City Manager Joe Day, Acting City Clerk Donna Simpson, Community & Leisure Services Director Mike Ulriksen, Fire Chief/ Director of Protective Services Mike Kwasnica, Finance Manager Jace Porten, Engineering Coordinator Daniel Bernhard and Marketing and Development Manager Penny Lee

6.3 Marketing & Development Manager - Offer to Purchase

Resolution: 6.4

2023.339

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

That Council revert to the Regular Meeting, the time being 6:01 p.m

CARRIED

Resolution: 6.5 **Recommendation - Marketing & Development Manager - Offer to Purchase**

2023.340

Moved By: Councillor Rob Muench
Seconded By: Councillor Roger Nordick

That the City purchase the property known as 1500 8th Street, Parcel #'s 120598386 and 113851133 for the price of \$695,000 plus applicable taxes and with the conditions identified in this report.

CARRIED

Resolution: 7

2023.341

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

That we do now adjourn, the time being 6:02 p.m.

CARRIED

Deputy Mayor – Kelly Herperger

Acting City Clerk – Donna Simpson



CITY OF HUMBOLDT REPORT

TITLE: Humboldt Golf Course Committee Delegation
PREPARED BY: Donna Simpson, Acting City Clerk
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 22, 2024

RECOMMENDATION

That the Humboldt Golf Club be thanked for their presentation and that the information provided be received and filed as information.

BACKGROUND

The Humboldt Golf Course Governance Committee has requested that the Humboldt Golf Club make a presentation to City Council.

CURRENT SITUATION

In advance of this City Council meeting the Humboldt Golf Club has provided the attached material to be circulated in support of its presentation as a delegation.

OPTIONS

N/A

COMMUNICATION AND ENGAGEMENT

N/A

ATTACHMENTS

1. HGC 7 Year Forecast – With 2023 Actuals
2. Exec Summary 01-17

FINANCIAL IMPLICATIONS

N/A

CONCLUSION

N/A

**Humboldt Golf Club
Cashflow/Debt Projections**

	2023 Actual To Dec 10	Remove Loan/Lease	2023 Without Loan/Lease	% Increase Projections	2024	2025	2026	2027	2028	2029	2030
Memberships	145,096		145,096	5%	152,351	159,968	167,967	176,365	185,183	194,443	204,165
Course (Green Fees, Driving Range & Carts)	482,289		482,289	5%	506,403	531,724	558,310	586,225	615,537	646,313	678,629
Proshop	65,336		65,336	5%	68,603	72,033	75,635	79,416	83,387	87,556	91,934
Concession/Lounge	352,299		352,299	5%	369,914	388,410	407,830	428,222	449,633	472,114	495,720
Other	52,589		52,589	5%	55,218	57,979	60,878	63,922	67,118	70,474	73,998
Hole Signage *** Amortized	10,000		10,000	0%	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Fundraising			-		-	-	-	-	-	-	-
City Grant			-		-	-	-	-	-	-	-
Campground	45,516		45,516	5%	47,792	50,181	52,690	55,325	58,091	60,996	64,046
Events Centre	104,672	-	104,672	5%	109,906	115,401	121,171	127,229	133,591	140,270	147,284
	1,257,797	-	1,257,797		1,320,187	1,385,696	1,454,481	1,526,705	1,602,540	1,682,167	1,765,776
			-								
Concession/Lounge	247,595	27,960	219,635	4%	228,420	237,557	247,060	256,942	267,220	277,908	289,025
Proshop	40,894		40,894	4%	42,530	44,231	46,000	47,840	49,754	51,744	53,814
Clubhouse	395,584	69,810	325,774	4%	338,805	352,357	366,451	381,110	396,354	412,208	428,696
Greens & Fairways	435,385	93,548	341,837	4%	355,510	369,731	384,520	399,901	415,897	432,533	449,834
Campground	33,418		33,418	4%	34,755	36,145	37,591	39,094	40,658	42,284	43,976
Events Centre	146,260	70,946	75,314	4%	78,327	81,460	84,718	88,107	91,631	95,296	99,108
Overhead	113,797	30,936	82,861	4%	86,175	89,622	93,207	96,936	100,813	104,846	109,039
	1,412,933		1,119,733		1,164,522	1,211,103	1,259,547	1,309,929	1,362,326	1,416,819	1,473,492
Cashflow (Without Debt/Lease)	(155,136)	293,200	138,064		155,665	174,593	194,934	216,776	240,214	265,348	292,283
CEBA		40,000									
Cart Buyout		19,751									
Do Nothing											
Debt & Lease Obligations											
Current		352,951	352,951		238,438	235,566	146,468	159,868	50,568	50,568	50,568
Overage (Shortfall) Prior to Capital Replacement			(214,887)		(82,773)	(60,973)	48,466	56,907	189,646	214,780	241,715
Future Capital Replacement					(145,580)	(150,000)	(152,380)	(132,430)	(144,872)	(156,685)	(150,000)
Overage (Shortfall) After Capital Replacement					(228,353)	(210,973)	(103,914)	(75,523)	44,774	58,095	91,715

Lease(PST Included)	2023	2024	2025	2026	2027	2028	2029	2030
Kubota - 2018 Kubota ATV	1,040.00							
Econolease (Bodkin) - Golf Sims	21,096.00							
National Lease - 2014 Toro Greens Mower	6,138.00							
National Lease - 15 golf carts	20,748.00							
Econolease (Bodkin) - Cooler	3,372.00	1,124.00						
National Lease - Blower	2,640.00	2,640.00	2,640.00					
National Lease - Irrigation	21,618.00	21,618.00	21,618.00					
National Lease - Greens & Fairways Equip	52,248.00	52,248.00	-					
Econolease (Meridean) - Event Tent	15,768.00	15,768.00	15,768.00	2,628.00				
Econolease (National) - Event Tent Equip	2,880.00	2,880.00	2,880.00	1,680.00				
Econolease (Bodkin) - Sim Backup Equip	3,492.00	-	-	-				
Calidon Equip Leasing - buyout 25 golf cart lease	11,166.00	11,166.00	11,166.00	11,166.00	-			
Kubota - Tractor	9,864.00	9,864.00	9,864.00	9,864.00	9,042.00			
NEW 2023* 20 golf cart lease **ESTIMATED\$120,000**	37,896.00	37,896.00	37,896.00	37,896.00	37,896.00			
Total lease pmts	209,966.00	155,204.00	101,832.00	63,234.00	46,938.00			
Buyouts	19,750.50		50,500.00		30,500.00			
Total lease and buyout	229,716.50	155,204.00	152,332.00	63,234.00	77,438.00	-	-	-
Loan								
Conexus -clubhouse	30,936.00	30,936.00	30,936.00	30,936.00	30,936.00	30,936.00	30,936.00	30,936.00
Conexus - special mortgage	19,632.00	19,632.00	19,632.00	19,632.00	19,632.00	19,632.00	19,632.00	19,632.00
COH - Events centre loan	32,666.00	32,666.00	32,666.00	32,666.00	31,862.47			
CEBA Loan	40,000.00							
Annual loan payments	123,234.00	83,234.00	83,234.00	83,234.00	82,430.47	50,568.00	50,568.00	50,568.00
Total annual lease and loan pmt	352,950.50	238,438.00	235,566.00	146,468.00	159,868.47	50,568.00	50,568.00	50,568.00

Executive Summary

CONFIDENTIAL - DO NOT DISSEMINATE. This business plan contains confidential, trade-secret information and is shared only with the understanding that you will not share its contents or ideas with third parties without the express written consent of the plan author.

Company

Overview

Ownership & Structure

The Humboldt Golf Club operates as a registered non-profit Corporation overseen by a Board of Directors.

As such, it abides by provincial and federal regulations as required, including producing annual audited financial statements.

Company History

The Humboldt Golf Club has been in operation for nearly 80 years. The existing course was built as a 9-hole layout in 1944. In 1969 the sand greens were converted to grass. As early as the late 1980's the Board of Directors of the Humboldt Golf Club began consideration to expand to eighteen holes.

After many years of planning and consideration, the Board approved the expansion plan in August of 1997. In the lead up to that decision, in a letter to then Mayor Doug Still, Mark Seidel on behalf of the Board noted, among other things, that in the previous five years the Humboldt Golf Club had made the following purchases: 15 acres of land for \$32000, installed driving range for \$22000, installed irrigation for \$10000, extra pumping capacity for \$5000, paid \$25000 for golf course design by J.A. Thompson, and purchased additional equipment for \$80000. In a subsequent special newsletter to the membership it was noted that the land purchased was transferred to the (then)Town of Humboldt and leased back to the Club on a 99 year lease. The Club later secured financing for \$700,000.00 through Heartland Credit Union (later Conexus) to fund the remainder of the expansion project.

Team

Board of Directors

The Humboldt Golf Club Inc. is overseen by an elected board of Directors. Currently the Board consists of 8 Directors:

- President - Kirk Plemel
- Vice President - Dave Hill
- Finance Chair - Dean Hergott
- Tournament Committee Chair - Todd Marcotte
- Director - Wayne Crozon
- Director - Dr. David Gilbault
- Director - Matt Kelley
- Director - Evan Tremblay

Management Team

Serving at the behest of the Board are the General Manager, Corey Schweitzer, the Finance Manager, Michael Weber, and the Course Superintendent, Glenn Wildemann.

Opportunity

Problem & Solution

Problem Worth Solving

The Humboldt Golf Club is an important amenity to the City and area residents and businesses. The facility provides social and wellness benefits to people of all ages and is one of many recreational services in the City of Humboldt that help attract new permanent residents as well as visitors. As a key piece of recreational infrastructure, the Golf Course is a major driver of economic spin-off and hosts many important fundraisers for local Charitable Organizations. The Golf Club also offers substantial employment opportunities for both full time professionals and seasonal/student staff, employing 22 full and part time employees in 2023. Gross revenues under new management since 2019 show strong year-over-year growth from \$635,703 in 2018 to over \$1,443,593 in 2023. Industry data suggests this 2023 revenue will result in an over \$3.34 million annual local GDP contribution.

Despite its many successes and its importance to the community for almost 80 years, the Humboldt Golf Club has struggled financially for some time now. Though it has never operated on a consistently profitable basis since its expansion to 18 holes over twenty years ago, that does not mean its expansion was not prudent then, nor does it mean its continuation as a premier eighteen hole golf operation now, isn't without merit. Many factors, including undercapitalization, market fluctuations, and perhaps a too slow response to how societal lifestyle changes affected it's business model, all contributed to financial challenges.

Whatever the case may be, improvements in revenues over the last several years have put the Club in a better cash flow position but unfortunately not to the extent necessary to service the long term debt, therefore a capital injection at this time is necessary.

Our Solution

In progress through internal and Governance Committee efforts.

Target Market

The local market for golf in our trading area of 30,000, given a participation rate of 17%, has an estimated 5,100 golfers with numerous 9 hole golf options to choose from. The Humboldt Golf Club provides the only 18 hole golf operation in this area. Many golfers from outside of our trading area visit our golf course regularly. Our data shows hundreds of golfers travel here from Saskatoon, Regina, Melfort, and other towns and cities. As a well established golf course, and with steady growth since 2019 we saw over 27,000 rounds of golf played in 2023. (Appendix A) Golf participation at our facility comes in the way of tournaments, men's and ladies' nights, senior mornings, corporate events, visiting tourists, and casual local golf played by all age classes. Weddings, corporate events, concerts, and more at our new Event Centre diversify our revenue stream and also contribute to extra golf revenue opportunities. The further planned final touches on the Event Centre will position us as one of the leading event centers in our region.

We cater to both local individual golfers and travelers looking to play while in town. Our members and golfers fall into segments such as:

- Tournament and League Players
- Charity Fundraiser Tournaments
- Corporate and Employee Golf Events
- Traveling Golfers
- Local Leisure Golfers

The events we host also have distinct market segments:

- Local and Area Weddings
- Corporate Retreats and Seminars
- Charity Fundraising Galas
- Concerts and Performances
- Trade Shows

In addition to green fees and membership dues, we drive ancillary revenue through food & beverage sales, equipment and cart rentals, driving range sales, lessons, pro shop merchandise sales, and event services.

As an established business, we feel there is still room in the market to expand our membership base and all other market segments. Expected local population growth will further enhance market opportunities. In the event segment, early indicators are showing strong demand for weddings and corporate events.

Competition

As stated earlier, a key advantage the HGC holds locally is that we are the only 18-hole golf course in the immediate area. Golfers choosing a golf destination to travel to are less likely to choose a 9 hole course. Large golf tournaments and charity fundraising events are less lucrative on a 9-hole course and so local and area organizations choose the HGC for their larger functions and fundraisers.

In addition, the HGC has earned a reputation for its excellent course conditions on a consistent basis and thus, is an attractive destination for traveling golfers and corporate events. It is because of this high standard of course maintenance that Golf Saskatchewan has indicated its desire to hold the 2025 Saskatchewan Amateur and mid-Amateur golf championship at the HGC.

The operation also, because of its comparatively low overhead and hawkish maintenance budgeting, is able to offer extremely competitive rates to corporate and charity tournament organizers.

Execution

Marketing & Sales

Marketing Plan

The Humboldt Golf Club will continue its aggressive marketing on social media, radio, direct marketing through email blasts, and limited print media such as posters. The organization received a lot of positive feedback during the 2023 season and anecdotal evidence suggests word of mouth advertising because of our course conditions and service levels is really starting to show great results.

Growth Plan

- Complete finishing touches on the event centre and elevate its marketing
- Continue to aggressively market and provide an excellent golf product for corporate and fundraising tournament customers.
- Explore new opportunities and partnerships with The City of Humboldt in the areas of camping, real estate development opportunities, and supply of professional and labour services for turfgrass management and irrigation services.

Operations

Locations & Facilities

Our community's central location gives us a huge geographic advantage in attracting events in both the golf and non-golf categories. Locally, our location inside the Humboldt City Limits provides convenience for local players, increased property values, and an attractive green space for the community.

Technology

In 2019 the HGC made a substantial cash and labour investment in an industry-specific Point of Sale and online booking system. Each year we expand the amount of harvested data to identify additional areas for revenue opportunity and efficiencies. We are watching for the next uptake for a technology grant through

Sask Tourism to build a new website and are in early discussions with an industry-specific App developer.

Equipment & Tools

The HGC operates a large, well maintained fleet of commercial turfgrass equipment. For years the maintenance of this equipment has fallen on the shoulders of our Course Superintendent. There is a need for help in this area. Preliminary discussions are commencing with staff at the City of Humboldt to identify areas where labour sharing may be possible to alleviate the demands on our staff to repair and maintain equipment. In 2023 an additional staff member with turfgrass experience was added. This alleviated some of the on-course demands on the Superintendent, so more time could be spent on equipment maintenance. While this may not be the best use of his talents, and his workload is still overly high, for now we are doing the best we can.

Financial Plan

See Seperate Document re: 7 year projection

Financing

- Restructure of debt?
- Ramping up of Grant Applications
- Seeking a corporate benefactor
- Seeking Municipal Funding
- Continue to grow the business
- Fundraising

Appendices

Appendix A

Rounds Played

2020 - 15,458

2021 - 22,989

2022 - 23,787

2023 - 27,323

2023 Member Rounds - 5980

2023 Non-Member Rounds - 21,343

*Of the 21,343 non-member rounds, 2604 fall into the regular player classification, which would encompass players with a profile such as, former members, punch pass players, and regular pay as you go players, leaving **18,739 rounds to casual play, guests of members whose data was not recorded and traveling players.**

Telephone Exchange Data

Our harvesting of this data is in its infancy and admittedly incomplete. Through staff training, there will be a strong emphasis in the 2024 season to greatly increase the amount and accuracy of data collected. Also, it should be stated that people who now reside in Humboldt may have a phone number from an outside exchange. Still, there is already useful information here.

Total Rounds played in 2023 - 27,324

No Phone Number provided at booking - 14,746

Phone numbers harvested - 12578

Booking with phone numbers from the Humboldt exchange - 11035 (5347 Member / 5688 Guest)

Of note:

Known phone numbers which made bookings from outside the Humboldt exchange - 1,543

Of those:

- Saskatoon - 565 (243 Member / 322 Guest)
- Melfort - 141 (127 Member / 14 Guest)
- Regina - 111 (0 Member / 111 Guest)
- Prince Albert - 67 (47 Member / 20 Guest)
- Watson - 65 (8 Member / 57 Guest)
- Bruno - 26 (0 Member / 26 Guest)
- Lanigan - 18 (0 Member / 18 Guest)

*In almost all cases, only one phone number is provided for booking. Anecdotally, we know traveling golfers almost always, at minimum, are a twosome, often a foursome, so potentially the out of town #'s can be doubled or multiplied up to a factor of 4. Member bookings are almost always likely to be local residents who have moved here and kept their phone numbers.

There are bookings in this data from phone exchanges from every corner of the province, and almost every province in the country.



City of Humboldt

Meeting Minutes

Executive Committee Meeting January 8, 2024 - 05:30 PM

Present: Chairperson: Kelly Herperger
Councillors: Roger Nordick
Larry Jorgenson

City Manager:	Joe Day
Acting City Clerk:	Donna Simpson
Leisure Services Director:	Mike Ulriksen
Director of Public Works:	Peter Bergquist
Finance Manager:	Jace Porten
Marketing and Development Manager:	Penny Lee
Director of Cultural Services	Jennifer Fitzpatrick
Director of Protective Services/Fire Chief:	Mike Kwasnica

1 Call To Order

Chairperson Herperger called the meeting to order at 5:26 p.m.

2 Adopt Agenda

Moved By: Councillor Roger Korte

That the agenda be adopted as amended:

Add item to Committee of the Whole

8.6 City Manager - Verbal Update on CMHC Housing Accelerator Fund

CARRIED

2.1 Conflict of Interest

3 Delegations - No Delegations

4 Correspondence - No Correspondence

5 Reports From Administration

5.1 Fire Chief/Protective Services Director's Reports

Moved By: Councillor Larry Jorgenson

That these reports be accepted for information and filed.

CARRIED

5.2 Finance Manager's Report

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

Chairperson – Kelly Herperger

Acting City Clerk – Donna Simpson

5.3 Cultural Services Director’s Report
Moved By: Councillor Roger Nordick

That this report be accepted for information and filed.

CARRIED

5.4 Marketing & Development Manager’s Report
Moved By: Councillor Roger Nordick

That this report be accepted for information and filed, and further, that Administration be directed to draft a Letter of Support for Carlton Trail College’s proposal to continue to offer settlement services to Newcomers to the region.

CARRIED

5.5 Community & Leisure Services Director’s Report
Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

5.6 Public Works & Utilities Director’s Report
Moved By: Councillor Larry Jorgenson

That this report be accepted for information and filed.

CARRIED

6 New Business

6.1 Recommendation - Director of Community & Leisure Services - Project Summary Report
Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

6.2 Recommendation - Director of Public Works & Utilities - 2023 Project Tracking
Moved By: Councillor Roger Nordick

That this report be accepted for information and filed.

CARRIED

7 Enquiries

8 Committee of the Whole
Moved By: Councillor Larry Jorgenson

That we sit in a private session as Committee of the Whole, the time being 5:52 p.m

CARRIED

8.1 Authority

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

8.2 Present in the Committee of the Whole

Chairperson Kelly Herperger, Councillor Larry Jorgenson, Councillor Roger Nordick, Councillor Roger Korte, City Manager Joe Day, Acting City Clerk Donna Simpson, Public Works & Utilities Director Peter Bergquist, Fire Chief/ Director of Protective Services Mike Kwasnica, Finance Manager Jace Porten and Marketing and Development Manager Penny Lee

8.3 City Manager - Re-zoning Application in RM of Humboldt

8.4 Director of Public Works & Utilities - Airport Study Considerations

Chairperson – Kelly Herperger

Acting City Clerk – Donna Simpson

8.5 Director of Public Works & Utilities - Expression of Interest

8.6 City Manager - Verbal Update on CMHC Housing Accelerator Fund

8.7 Revert

Moved By: Councillor Roger Korte

That Council revert to the Regular Meeting, the time being 6:45 p.m

CARRIED

8.8 Recommendation - Re-zoning Application in RM of Humboldt

Moved By: Councillor Roger Korte

That the City of Humboldt elects to not submit any comments with respect to the application to re-zone Parcel G in Plan 102385087 from Agricultural to Commercial.

CARRIED

8.9 Recommendation - Airport Study Considerations

Moved By: Councillor Roger Nordick

That administration proceeds with creating an airport sustainability plan to share with surrounding Rural Municipalities.

CARRIED

8.10 Recommendation - Expression of Interest

Moved By: Councillor Larry Jorgenson

To decline the expression of interest until a public process has occurred.

CARRIED

8.11 Recommendation - Verbal Update on Housing Accelerator Fund

Moved By: Councillor Roger Nordick

That Administration be instructed to finalize the CMHC Housing Accelerator Fund Agreement.

CARRIED

9 Next Meeting

It was noted that the next Executive Committee Meeting will be held Tuesday, February 12th, 2024 5:30 p.m.

10 Adjourn

Moved By: Councillor Larry Jorgenson

That we do now adjourn, the time being 6:46 p.m.

CARRIED

Chairperson – Kelly Herperger

Acting City Clerk – Donna Simpson



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 December 11, 2023

Attendance: Marliss Fleischhacker, Amanda Klitch, Jennifer Malmsten, Colleen Jenkins, Rosemarie Buttinger

Absent: Sheila Nordick, Susan Bradley

Recording Secretary: Kate Lucyshyn (Branch Librarian)

Call to order by M. Fleischhacker at 3:27 pm

- 1) Agenda: addition 9 a) Humboldt Good Neighbour Store Donation, moved by R. Buttinger, seconded by A. Klitch to accept the agenda as amended. Carried.
- 2) Review and Approval of Minutes: Moved by R. Buttinger, seconded by C. Jenkins that the minutes be adopted presented. Carried.
- 3) Correspondence: Discussion ensued around the library solarium. Board questions and concerns to be passed on to Leisure Services by A. Klitch.
Moved by C. Jenkins, seconded by J. Malmsten that the correspondence be received and filed as presented. Carried.
- 4) Financial Reports: Moved by J. Malmsten, seconded by A. Klitch that the monthly financial reports be adopted as presented. Carried.
- 5) Branch Librarian's Report: Presented.
Moved by R. Buttinger, seconded by A. Klitch that the Branch Librarian is authorized to use funds from the Reid-Thompson Public Library fines account to pay for expenses incurred for a six-week Chair Fitness program to be scheduled in the beginning of 2024. Carried.
- 6) Action List: Update presented.
Michael Ulriksen, Director of Leisure services has approved placing wind protecting screens in the park on the North side of the library close to the wheel chair accessible door. Once purchased and weather permitting city personnel will install the screens.
- 7) Repairs/Maintenance Report: Update presented.
Moved by A. Klitch, seconded by R. Buttinger that a rotor stand display be purchased as per the December 7, 2023 quote from Brodart. Carried.
- 8) Business Arising:
 - a) Creative Croppers – Discussion about the use of the library ensued. It was noted that since 2018 the Creative Croppers have donated close to \$8,000 to the library. The partnership is beneficial to both groups and the board hopes it will continue. Hours of use were discussed as was minimalizing liability.
 - b) 2024 City of Humboldt Library Budget – passed at City level.
 - c) Reid- Thompson Public Library Fines Account – Discussion ensued around the policies of the account. Proposed changes to the policy tabled until next meeting.
 - d) Regional Semi-Annual Meeting – No report due to meeting being cancelled.
- 9) Additions to Agenda: a) Humboldt Good Neighbour Store (HGNS) Donation – Donation received from the HGNS. Donation to be used in the 2024 calendar year.

10) Next meeting: January 8, 2024 at 3:30 pm.

11) Adjournment: Moved by J. Malmsten, seconded by R. Buttinger that the meeting be adjourned at 5:10 pm. Carried.


Secretary


Chairperson

Jan 8, 2024
Date



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on December 14, 2023 commencing at 9:00 am at the Museum.



- PRESENT:** Chairperson: Carol McLaren
Board Members:
Ivan Buehler
Kevin Garinger
Susan Bellamy
Karen Siermachesky
Larry Jorgenson – Council Rep.
Jennifer Fitzpatrick – Director
Barrie Broad – Past Board member
- REGRETS:** Aaron Lukan sent his regrets.
- CALL TO ORDER:** Carol called the meeting to order at 9:00 AM.
- LAND**
- ACKNOWLEDGEMENT:** Carol read her land acknowledgement to open the meeting.
- ADOPT AGENDA:** Buehler / Siermachesky
That the agenda of December 14, 2023, Humboldt & District Museum & Gallery be adopted.
Motion Carried
- ACKNOWLEDGEMENTS:** Carol welcomed past board member Barrie Broad to the meeting and thanked him for his contributions to the organization over his terms on the board of directors. Carol presented Barrie with a gift of appreciation from the Board. Barrie thanked the board for the gift and noted how much he enjoyed his time serving on the board.

Barrie departed from the meeting at 9:10 am.

Carol acknowledged and thanked Larry for his role as Santa this year.
- ADOPT MINUTES:** Bellamy / Buehler:
That the minutes of November 23, 2023, Humboldt & District Museum & Gallery be adopted as presented.
Motion Carried
- BUSINESS ARISING:
BENCHMARKING:** The City Manager provided data from the benchmarking survey. The board felt that there was little contextual and comparable data in the survey. Further investigation and conversations with other communities will be undertaken to share with Council. The board discussed areas of advocacy to share the value of the organization to the community.
- BUDGET 2024:** The 2024 budget for the department was approved by City Council as presented.
- DIRECTOR’S REPORT:** Jennifer highlighted areas of the report including extensive community programming, grant reports, maintenance, and the pilot program.

The Director’s report was received for information.
- FINANCIAL STATEMENT:** Jennifer presented the financial statement, which was received for information.
- MUNICIPAL HERITAGE ADVISORY COMMITTEE:** There was nothing to report at this time.

Chairperson’s initials

- FRIENDS OF THE MUSEUM REPORT:** Jennifer reported on the initial results of the 2023 Festival of Wreaths.
- FOUNDATION REPORT:** The Santa Visits are very well attended to date and will continue through December.
- ORIGINAL HUMBOLDT REPORT:** Jennifer and Ivan reported on the meeting of the committee which reviewed their 2023 operations. Sponsorship donations for all nine benches at the site has been received.
- SPORTS HALL OF FAME REPORT:** Aaron was not present, therefore no report.
- PUBLIC ART COMMITTEE REPORT:** The Reconciliation mural was nominated for a Sask Municipal award, but was not selected.
- WATER TOWER COMMITTEE REPORT:** The committee met this month to review the 2023 operations. The final step in the Staircase of Honour was purchased. The final report for the Saskatchewan Heritage Foundation grant was approved and \$28,884.61 was received in support of the painting project.
- COUNCIL REPORT:** Larry had nothing further to report.
- OTHER BUSINESS:** Board Evaluation – The board discussed the self-evaluation documents, and discussed areas of concern for review in 2024.
- NEXT MEETING:** The next regular meeting for the Board is January 11, 2024, at 9 am at the Gallery.
- ADJOURNMENT:** Siermachesky / Bellamy :
That the meeting adjourn at 10:40 AM.

Motion Carried

Carol McLaren - Chairperson

Jennifer Fitzpatrick – Secretary



CITY OF HUMBOLDT REPORT

TITLE: 2024 Water and Sewer Rates Bylaw Revision
PREPARED BY: Peter Bergquist, A. Sc. T; Public Works and Utilities Director
REVIEWED BY: Joe Day - City Manager
PREPARED FOR: City Council
DATE: January 22, 2024

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

The water and sewer rates bylaw was revised at the December 18, 2023 Council Meeting.

CURRENT SITUATION

The bylaw approved that day noted that the "Bylaw shall come into full force and take effect for the January 1, 2024."

This proposed amendment is: "This Bylaw shall come into full force and take effect for the January 2024 billing period."

OPTIONS

1. Approve the proposed amendment.
2. Not approve of the proposed amendment.

COMMUNICATION AND ENGAGEMENT

N/A

ATTACHMENTS

Bylaw 01/2024

FINANCIAL IMPLICATION

N/A

CONCLUSION

This amendment is requested for accurate interpretation. This is the only change on the bylaw that was approved on December 18, 2023.

CITY OF HUMBOLDT

BYLAW NO. 01/2024

A BYLAW OF THE CITY OF HUMBOLDT IN THE PROVINCE OF SASKATCHEWAN TO AUTHORIZE AMENDMENTS TO THE WATER AND SEWER RATES BYLAW NO. 10/2022

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

1. Pursuant to Section 2(d) of The Water and Sewer Rate Bylaw No. 10/2022, Schedule “B” Monthly Water and Sewer Service Charges is hereby deleted, and the attached Schedule “B” inserted thereon.
2. This Bylaw shall come into full force and take effect for the January 2024 billing period.

Mayor: Michael Behiel

Acting City Clerk: Donna Simpson

INTRODUCED and read a first time this 22nd day of January 2024.

READ a second time this 22nd day of January 2024.

READ a third and final time this 22nd day of January 2024.

SCHEDULE “B”

Monthly Water and Sewer Service Charges

Meter Size	Water Base Rate			Sewer Base Rate		
Year		2024			2024	
18 mm (5/8, ¾ in)		\$25.80			\$20.19	
25 mm (1 in)		\$36.18			\$28.27	
40 mm (1.5 in)		\$57.68			\$37.80	
50 mm (2 in)		\$82.44			\$64.44	
50 mm (2 in) – Hotels & Care Fac.		\$163.79			\$117.86	
75 mm (3 in)		\$292.98			\$230.13	
100 mm (4 in)		\$373.07			\$295.89	
Middle Users – South City Limits to Airport		\$62.26			n/a	
South Humboldt Water Users – Year-Round		\$24.02			n/a	
South Humboldt Water Users - Seasonal		\$55.04			n/a	
Additional Unit Charge		\$4.61 per unit			\$4.85 per unit	
Additional Unit Charge – Outside City Limits		\$17.74 per unit			\$18.66 per unit	
Water Consumption Rate Sewer Flow Rate						
For all Residential Consumers 3 Units or Less per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.39			\$0.95	
For all Multi-Family 4 Units or more and Commercial Consumers per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.39			\$1.20	
Outside City per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$7.10			n/a	
South Humboldt Water Users per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.54			n/a	
Middle Users – South City Limits to Airport per Cubic Meter; (X 2.83 for per 100 Cubic Feet)		\$5.60			n/a	

Mayor: Michael Behiel

Acting City Clerk: Donna Simpson

CITY OF HUMBOLDT REPORT

TITLE: Municipal Revenue Sharing Grant – Declaration of Eligibility
PREPARED BY: Donna Simpson, Acting City Clerk
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Council
DATE: January 22 , 2024

RECOMMENDATION

The City of Humboldt confirms that the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2022 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2022 Public Report on Municipal Waterworks to the Ministry of Government Relations;
- In good standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct;
- All members of council have filed their Public Disclosure Statements, as required; and

That we authorize the Acting City Clerk to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

BACKGROUND

The Ministry of Government Relations (GR) was directed to complete a review of the Municipal Revenue Sharing Grant program in 2018 -2019. One of the main objectives of the Municipal Revenue Sharing Grant review was to provide recommendations on how Municipal Revenue Sharing Grants can be used to encourage effective local governance. To support this objective, GR has implemented annual eligibility requirements for municipalities to receive their unconditional Municipal Revenue Sharing Grants.

Municipalities will report their compliance with the eligibility requirements to the ministry by submitting the Declaration of Eligibility annually. The Declaration of Eligibility is an online form which will be generated by the ministry on an annual basis; which requires a resolution by council confirming the eligibility criteria has been met. Municipalities who do not submit their Declaration of Eligibility to the ministry by the deadline of January 31st of each year, may see their Municipal Revenue Sharing grant withheld.

CURRENT SITUATION

The City of Humboldt does meet all six of the eligibility requirements as requested by Government Relations. The Ministry has requested that Council adopt the resolution as shown above. The Acting City Clerk will complete the online Declaration of Eligibility to the ministry by the deadline of January 31, 2024.

COMMUNICATION AND ENGAGEMENT

The online Declaration of Eligibility will be submitted to the Ministry of Government Relation by January 31, 2024.

FINANCIAL IMPLICATION

If the City were to have not met the eligibility requirements in 2023 the Ministry of Government Relations can withhold the 2025 Municipal Revenue Sharing Grant.

CONCLUSION

The Ministry of Government Relations has deemed it necessary to have all municipalities complete a Declaration of Eligibility on a yearly basis to encourage effective local governance. Council can expect to be reviewing this matter on an annual basis

CITY OF HUMBOLDT REPORT

TITLE: 2024 City Council appointments to Boards and Committees
PREPARED BY: Donna Simpson, Acting City Clerk
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 22, 2024

RECOMMENDATION

That the following Council appointments be made for 2024:

- Humboldt and District Rural Fire Protection Association – Council Representative – Roger Nordick
- Reid-Thompson Public Library Board– Council Representative -Amanda Klitch
- Humboldt and District Museum and Gallery Board – Council Representative Larry Jorgenson
- REACT Waste Management Authority– Council Representative – Kelly Herperger
- Wakaw-Humboldt Regional Water Supply Committee – Council Representative – Rob Muench, Alternate Roger Nordick
- Humboldt and District Chamber of Commerce – Council Representative – Michael Behiel, Alternate Larry Jorgenson
- Lanigan Creek Dellwood Brook Watershed Association – Council Representative – Kelly Herperger
- Bronco Memorials Committee – Council Representatives – Rob Muench and Larry Jorgenson
- Wapiti Regional Library Board– Council Representative – Amanda Klitch
- Humboldt Health Council – Council Representative – Roger Korte
- Planning District Committee – Council Representative – Michael Behiel and Roger Korte

BACKGROUND

The City of Humboldt appoints representatives to the various boards and committees in which the City has a voting membership, non-voting membership, or as a liaison between the organization and City Council.

CURRENT SITUATION

At the first meeting of Council held in the new year, Council representative appointments are made to all the Boards and Committees that have a Council Representative. The Mayor selects a Councillor to each board/committee for a one year term with many Councillors remaining on the same boards for the duration of their term.

OPTIONS

1. Approve the recommendation.
2. To make changes to appointments to the board and committees.

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

If the recommendation is adopted by City Council, Administration will notify each board and committee of the name and contact information of each re-appointed or newly appointed representative.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The Mayor appoints Council members to Boards and Committees that have a Council representation annually. The City Clerk provides the list of appointments to be approved at the January Regular Council meeting.



CITY OF HUMBOLDT REPORT

TITLE: Council Appointment to Boards and Committees and City Positions

PREPARED BY: Donna Simpson, Acting City Clerk

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: January 22, 2024

RECOMMENDATION

That the following appointments be made to:

The Boards and Committees established under the authority of the City of Humboldt:

- I. Humboldt & District Museum & Gallery Board
(two-year term expires January 31, 2026)
 - 1) Carol McLaren
 - 2) Susan Bellamy
 - 3) Karen Siermachesky

- II. Reid-Thompson Public Library Board:
(one-year term expires January 31, 2025)
 - 1) Shelia Nordick
 - 2) Marliss Fleischhacker
 - 3) Jennifer Malmsten
 - 4) Susan Bradley
 - 5) 3 Vacancies

- III. Humboldt Downtown Business Improvement District Board:
(two-year term expires January 31, 2026)
 - 1) Lana Muggli
 - 2) Alyssa Hergott
 - 3) 1 Vacancy

- IV. Wapiti Regional Library Board:
(one-year term expires January 31, 2025)
 - 1) Marliss Fleischhacker

- V. Golf Course Governance Committee:
(one-year term expires January 31, 2025)
- 1) Matt Kelly
 - 2) Dean Hergott
 - 3) Kirk Plemel
 - 4) Dave Hill
 - 5) Councillor Kelly Herperger
 - 6) Councillor Roger Nordick
 - 7) Councillor Larry Jorgenson

And to the appointment of City Positions pursuant to provincial requirements be made for 2024;

- VI. Police Chief – City Manager Joe Day
- VII. Community Safety Officer Supervisor – Mike Kwasnica
- VIII. Business Licensing Inspector and Community Safety Officer – Justin Tarrant
- IX. Building inspector) and Bylaw Enforcement Officer – Mike Kwasnica
- X. Building Inspector and Bylaw Enforcement Officer – Darrel Wickenhauser
- XI. Building Inspectors from Municode; Clayton Meier, Ryan Thiessen, Travis Elkin, Shenah Cartier, Clint Vargo
- XII. Fire Department
- 1) Captains – Jason Staniec and Craig Stomp
 - 2) Lieutenants – Marcel LeBlanc and Tim Kiefer
 - 3) Secretary/Treasurer – Jamie Dyok
 - 4) Safety Officer – Jordin Dalsin
- XIII. EMO Coordinator – Mike Kwasnica
- XIV. Development Officer – City Manager, Joe Day, and Planning Coordinator, Vacant
- XV. Board of Revision: Nor Sask Board Services appointments of panel members; Timothy Furlong, Kirby Fesser, Glen Neuert, Sabrina Saccucci and Mike Ligtermoet as secretary.
- XVI. Development Appeals Board: Sandra Pauli, Frank Carpentieri and David Mueller with remuneration of \$250 per full day & \$125 for ½ day for the Chairman and \$200 per full day & \$100 for ½ day for members
- XVII. Auditor – MNP
- XVIII. Solicitor – Gasper & Weber Law Office
- XIX. City Clerk alternate – Donna Simpson

BACKGROUND

At the January Council meeting appointments to various City boards and committees are renewed. A letter has been sent to each community board/committee member thanking them for their services and asking if they would like the opportunity to be reappointed for another term. A call for volunteers for the vacant board and committee positions is posted on the City of Humboldt's website to ensure all community members have the opportunity to become involved in the City's boards and committees. Also, at this time the Council will make the appointments to the City positions, Boards and services that are required pursuant to provincial requirements and the City's policies. The appointments are for a one year term and will be renewed on an annual basis or when there is a change to an appointment.

CURRENT SITUATION

The boards and committees that require council appointments have all been filled with the exception of three board members for the Reid-Thompson Library and one vacancy on the Humboldt Downtown Business Improvement District Board. There is a board and committee posting on the website to advertise positions that are vacant. Once candidates are available for the vacancies a report will be brought to Council for approval of appointees.

OPTIONS

1. Approve the recommendation.
2. To amend appointments to the boards and committees.

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

If the recommendation is adopted by City Council for the board and committee appointments, a letter of notification will be sent to each of the Board/Committee Members. Administration will notify each board and committee of the name and contact information of each appointed representative. A call for volunteers for the vacant board/committee positions is posted on the City of Humboldt website.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The City of Humboldt has the authority over a number of boards and committees which require a resolution for the approval of its appointees. In January, the City Clerk provides



a listing of the members which would like to be re-appointed or others requesting a new appointment. Council must annually approve the appointment of the various City positions that require a resolution pursuant to provincial requirements and city policies.

CITY OF HUMBOLDT REPORT

TITLE: Official Donation Receipt Projects for 2024
PREPARED BY: Jace Porten, Finance Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 22, 2024

RECOMMENDATION

That the Broncos Tribute Centre, Bill Brecht Playground, Humboldt Golf Course, Original Humboldt, Public Art, and the Water Tower be accepted as eligible projects to receive Official Donation Receipts from the City of Humboldt for donations made in 2024.

BACKGROUND

As per the City of Humboldt's Official Donation Receipt Policy #1101, any project that is wanting to issue Official Donation Receipts for Income Tax Purposes are required to be approved by City Council. The list of eligible projects is brought to the attention of Council on an annual basis to ensure Council is wanting to issue Official Receipts for those donations.

CURRENT SITUATION

Administration issued 100 Official Donation Receipts for donation that were deem eligible to the following projects.

- Broncos Tribute Centre (0)
- Bill Brecht Playground (13)
- Humboldt Golf Course (71)
- Original Humboldt (9)
- Public Art (0)
- Water Tower (7)

The City also issued a one-off receipt for a sizable donation to the Art Gallery in 2023.

Administration anticipates there may be donations made to the six eligible projects in 2024.

OPTIONS

- Approve the recommendation as presented.



- Amend the recommendation to add or remove projects.
- Reject the recommendation.

FINANCIAL IMPLICATION

There are no financial implications of accepting this recommendation.

CONCLUSION

That the six projects that were previously deemed eligible by City Council be approved to receive Official Donation Receipts in 2024.



CITY OF HUMBOLDT REPORT

TITLE: Fire Brigade Wage Increase
PREPARED BY: Mike Kwasnica, Director of Protective Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 22, 2024

RECOMMENDATION

That Policy #4745 “Fire Brigade Membership and Pay” be approved as attached.

BACKGROUND

The Humboldt Fire Department is a paid-on call fire department made up of 30 members. A Fire Chief, a Deputy Chief, two Captains, two Lieutenants, a Safety Officer and 23 firefighters. The wages are set by the policy and are reviewed from time to time.

CURRENT SITUATION

The wages that are set have been in place since January 1 of 2022. A review of wages from other departments have shown that Humboldt is right around the middle to lower end of the wage scale.

OPTIONS

To accept the new policy with a 3.3% increase in wages for Captains, Lieutenants, and firefighters relative to the 2023 rates.

ATTACHMENTS

- Policy # 4745 Fire Brigade Membership and Pay

COMMUNICATION AND ENGAGEMENT

- None required

FINANCIAL IMPLICATION

The pay increase will represent a 3.3% increase compared to rates last set in 2022. In 2023 there was \$103,330.05 paid in on-call wages and a 3.3% increase would equate to \$3,409.89 but it would be hard to estimate what the implications are for 2024, as this would depend on call volume.



CONCLUSION

The members of the Humboldt Fire Department are a valuable part of our organization, and the members take pride in serving the City of Humboldt and surrounding area.

CORPORATE POLICY



Policy Title:		Adopted By:	Policy Number:	
FIRE BRIGADE MEMBERSHIP AND PAY		City Council	4745	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Protective Services	City of Humboldt	January 22, 2024	1 of 2	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		

1.0 PURPOSE:

This policy outlines the wages to be paid to the paid-on-call firefighters.

2.0 RESPONSIBILITY

The Fire Chief is responsible for the maintenance of this policy.

3.0 POLICY:

3.1 The following wages are to be paid hereunder:

	<u>Practices</u>	<u>All Calls</u>	<u>Standby</u>
a) Captains –	\$20.58/hr	\$24.72/hr	\$2.15/hr
b) Lieutenants –	\$20.58/hr	\$24.72/hr	\$2.15/hr
c) Firefighters -	\$17.35/hr	\$21.50/hr	\$2.15/hr

Calls - All calls and practices are to be paid at a minimum of 3-hour call-out.

Standby – to be paid hourly.

City Employees as firefighters

1. No more than two employees from each department will be allowed to join the Humboldt Fire Department with a maximum of four employees from the City of Humboldt.
2. An employee of the City who is a firefighter and leaves their worksite to attend a fire or emergency call shall advise their supervisor as soon as possible.
3. An employee of the City who is a firefighter shall not leave their worksite when he/she is working on an emergency situation for the City.
4. For fire calls that occur after regular working hours, private transportation shall be used.

Policy Title:		Adopted By:	Policy Number:	
FIRE BRIGADE MEMBERSHIP AND PAY		City Council	4745	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Protective Services	City of Humboldt	January 22, 2024	2 of 2	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		

5. In respect to the payment of wages, if an employee of the City of Humboldt attends an emergency call during their normally scheduled working hours:
- The first hour of the emergency call will be paid at the employee’s regular rate of pay from his/her normal work area, with his/her pay supplemented by one hour of pay from the Fire Department at the applicable Fire Department firefighter rate.
 - If the call exceeds one hour, the employee will note the remaining time as “leave-without-pay” with respect to pay from his normal work area and will be paid by the Fire Department at the employee’s regular wage rate.

Example: John gets paid \$25/hr. for regular wage and \$20/hr. as a firefighter.

1 hour Call – John will gets \$25 for his regular job as well as \$20 from Fire Department (no reduction in his regular pay).

3-hour call during regular work hours. John gets \$25 for the 1st hour for regular pay from his regular work area and the Fire Department also pays \$20 for the 1st hour. The remaining 2 hours is paid by the Fire Department at a rate of \$25/hr. John will not receive pay from his normal work area for these two-hours and on his timesheet related to his normal work area John will record these two-hours as “leave without pay.”



CITY OF HUMBOLDT REPORT

TITLE: 4th Avenue Engineering Services
PREPARED BY: Peter Bergquist, Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 22, 2024

RECOMMENDATION

Administration be authorized to sole-source Catterall and Wright Consulting Engineers for the 4th Avenue Reconstruction Project in the value of approximately \$50,800.

BACKGROUND

The 4th Avenue Reconstruction Project from Lane W of 10th Street to 14th Street was approved in the 2024 capital budget. Staff hired Catterall and Wright to survey the area late fall so engineering and design could be completed over the winter.

CURRENT SITUATION

Staff are requesting to sole-source the 4th Avenue project to Catterall and Wright for the design and remainder of the project as they can produce the necessary drawings and contract documents in the time needed so the city can benefit from early tendering. C&W are very familiar with the project as they surveyed the area and are ready to progress to the design stage. The estimated costs are within budget and appear in line with expectations for this type of work. Lastly, opportunity exists to save on travel and survey costs as C&W will be in Humboldt regularly for the wastewater treatment project and can check-in/inspect the progress of the project.

OPTIONS

1. Approve the recommendation as presented.
2. Not approve of the recommendation as presented.

ATTACHMENTS

N/A

COMMUNICATION AND ENGAGEMENT

C&W will be notified of the decision.



FINANCIAL IMPLICATION

The 2024 budget for this work is \$50,800. The proposal submitted is \$44,200 plus taxes. Some additional scope items will be invoiced on a time and expense basis. The costs are anticipated to be within budget for the project. Purchasing policies require this proposed sole-source purchase and value to be approved by City Council.

CONCLUSION

Staff don't anticipate savings from performing a Request for Proposal, evaluating/ranking and re-initiating a different consultant for the value of this work. Moving forward with C&W will significantly speed up the potential early tendering opportunities.

CITY OF HUMBOLDT REPORT

TITLE: Water Meter Replacement Purchase
PREPARED BY: Peter Bergquist, Director of Public Works, and Utilities
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 22, 2024

RECOMMENDATION

Administration be authorized to sole-source replacement water meters from Neptune technologies at a value of \$200,000.

BACKGROUND

The city has approximately 2600 water meters. Many were installed between 2004 with the majority replaced in 2008 as a large capital expenditure. The meters were anticipated to last 20 years. However, starting in 2018; staff started to observe meters seizing, parts breaking off inside the meters or electronics failing prior to the 20-year pro-rated warranties. These concerns were eventually brought forth with the manufacturer and after several warranty discussions, the manufacturer agreed to supply the city with full replacement meters at a discounted price of approximately 40% off to address the failures, resolve staff concerns, time spent replacing, and working through the complicated pro-rated warranty processes. As Covid was an issue at the time of the discussions, supply became an issue and is still an issue as the supplier has seen significant growth in this business as well since that time. The replacements come with a 20-year pro-rated warranty. The discounted offer was set to end at the end of 2023.

CURRENT SITUATION

Staff have observed approximately 50-to-80 (1.9% to 3.1%) water meter failures per year since 2018. Staff anticipate this rate to increase as there are about 1631 (62.7%) older meters remaining in the system of the 2600. Most of the meters within the city are smaller residential/business meters that are 5/8" or 3/4" in size. The City Manager approved a \$75,000 purchase of 210 meters at the end of 2023 as the backorder would take until September 2024 to arrive. Fortunately, Flocor (our Saskatoon distributor) was able to supply the city with stock they ordered months earlier which is helping with the current replacement blitz.

The request is to order an additional batch of approximately 457 (depends on sizes

ordered) meters valued at \$200,000 as Neptune may honor another discounted order even in early 2024 so the staff can order the meters for a September delivery and be ready to change out anticipated failures. This value is the upper limit of what staff could reasonably deploy over a 2-year period while juggling other department priorities.

These proposed purchases do not include new houses/properties. Additional water meter purchases are needed at retail. New meters are paid for by the builders/owners when they sign up for a utility account.

It is important to keep up with water meter replacements as staff track how much water the city sells verses how much water the city purchases from SaskWater. When a meter fails, the city loses track of this water which increases our non-revenue water losses. This affects how much time staff devote to looking for losses in the distribution piping systems.

OPTIONS

1. Approve the recommendation as presented.
2. Not approve of the recommendation as presented.
3. Approve the purchase of a different value, for example: \$400,000 (apx 930 meters) or \$500,000 (apx 1,395 meters). Older and/or failing meters would be targeted for replacement. In order to complete this large program in a reasonable amount of time (ie. one year); temporary additional staff support to change out meters would be needed.
4. Consider a large change-out tender in the next 4-5years. At that time, consideration of different manufacturers and offers would be considered.

ATTACHMENTS

- None

COMMUNICATION AND ENGAGEMENT

N/A

FINANCIAL IMPLICATION

If approved, the meter purchases will temporarily exceed the budgeted value of \$80,000 in the 2024 budget; however, the meters not replaced in 2024, will be recognized as part of the year-end inventory adjustment and will be expensed in future years when they are replaced in homes.

Current Orders Made

- Nov 2023 order – 11 Medium to Large Diameter Meters (1" to 3" meters) - \$23,884.93 includes PST.
- December 2023 - 210 Small Diameter Meters (5/8" to 3/4") - \$74,899.34 includes PST.

Total - \$98,784.27

Proposed additional order: approximately 457 Small Diameter Meters - \$200,000 (specific number of meters depends on sizes ordered).

Total estimated year-end cost could equal approximately \$300,000. Meters would go into inventory and expensed when used.

Purchasing policies require this proposed sole-source purchase and value be approved by City Council. The meters are being sole sourced as all the metering radio system is currently the Neptune brand and the replacement meters will be compatible with our existing meter reading and accounting systems. In addition, the approximate 40% discounted rate is a special offer only offered by Neptune to the City of Humboldt based on early meter generation challenges. When exploring other manufacturers, retail rates are similar, so the discount is appealing.

CONCLUSION

The opportunity is to take advantage of the limited time discounts by the supplier of about 40% discount off retail. The anticipated 457/1631 remaining older meters would replace approximately 28% of the older meters. The newer designs appear more resilient than the past identified issues. As these meters are all new, they carry with them the full pro-rated warranty. This does appear to be the last order the city can make at the discounted price. Meters will need to continue to be replaced annually as they fail. Considerations for the future may include a bulk purchase change-out, however at this time staff believe replacing current failed meters (or near failing) is the best course of action considering all other competing budget priorities.



CITY OF HUMBOLDT REPORT

TITLE: Golf Course Operations Update
PREPARED BY: Joe Day, City Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: November 27, 2023

RECOMMENDATION

That the City of Humboldt provide financial support to the Humboldt Golf Club over the next several months, and only to the extent necessary, to ensure that the golf course is able to re-open in the spring of 2024.

BACKGROUND

At the December 12th, 2022 Special Council Meeting, representatives from the Humboldt Golf Club (HGC) made a presentation to City Council, in camera, about the financial plight that they are in, and they requested financial support from the City. The essence of the resolution of Council was:

“That the City of Humboldt provide the Humboldt Golf Club with funding of \$40,000.00 and that the Golf Club and City form a committee to bring recommendations for a long-term solution for Council to consider.”

Through further resolutions of Council, by spring of 2023 the City of Humboldt had advanced \$130,000 to the HGC to ensure that the golf course would open for 2023.

The Golf Course Governance Committee has met approximately monthly since January 2023. The discussion items in the earlier meetings were predominantly based on finding a one-time solution to the \$130,000 advanced to the Golf Club and discussing if there are opportunities for the Club to be self-sufficient on a go-forward basis. Following the initial few meetings, each subsequent meeting provided more clarification on the current and prospective financial situation of the Golf Club.

CURRENT SITUATION

As the meetings progressed through the summer of 2023 and further information was shared about the state of not only the annual operations, but also the mid-term commitments such as capital leases, and the longer-term commitments such as mortgages, it became clear that any

one-time solution would not be of an amount to address \$130,000 to \$200,000 but instead would require much more than that.

The following headings cover the main topics that impact the financial viability of the HGC:

1. Clubhouse Mortgage

The HGC took out a mortgage with Conexus Credit Union many years ago, and have continued to pay it down, and then borrow against it as needed, to the extent that there remains approximately \$380,000 owed on that mortgage, with payments of approximately \$31,000 annually.

2. Lease payments and lease buyouts

Because the HGC has had no opportunity to save for the replacement of its machinery and equipment, it has typically had to resort to purchasing these items through lease-finance plans. Subject to changes that have occurred in 2023, the lease payments are as follows:

2023	\$191,318
2024	\$140,048
2025	\$ 86,676
2026	\$ 62,127
2027	\$ 46,938

Then, assuming that there is more residual value in the piece of machinery than the buyout cost, there will be a further \$100,750 in lease buyout costs over this period in order to retain the machinery.

3. Ongoing Capital Requirements

The lease costs and lease buyouts are essentially the annual cost of replacing capital items. Although the lease costs above are showing a diminishing expenditure over time, that will only be possible if there is a freeze on any new capital purchases. It is unrealistic to believe that there won't be a need to renew capital over the next five years. The annual funding for capital replacements is estimated at somewhere around \$150,000 per year.

4. Borrowing for Event Tent

The construction of the Event Tent required borrowing in the form of a mortgage (backed by the City of Humboldt) as well as a loan from the City (\$150,000 repayable over 5-years), as well as a lease on the tent itself and some equipment. When all "non-operational" financial obligations are summed, for the first five years the special events tent revenues must generate \$78,600 in profit to cover these obligations. The 2023

budget is for the Event Tent to generate \$69,000 in profit, leaving a \$10,000 shortfall. So although the concept behind the tent is still a justifiable investment, the pace of repaying the mortgages and loans is perhaps too aggressive and adversely impacting cashflow.

5. Operating Revenue and Expenses

The 2023 budget for Golf Course revenues is \$1,141,200. The budgeted expenses, not including leases, loans, etc. are \$1,030,000. The resulting \$111,200 operating profit is then quickly used to cover the costs of mortgages, leases, and loans as shown above.

For 2023 the cost of these mortgages, leases, loans and lease buyouts sums to \$363,000, leaving a projected 2023 shortfall of approximately \$252,000.

The year-to-date reports are indicating that operations are in a significant favorable position (+/- \$100,000) compared to the budget, meaning a potential reduction of the shortfall down to approximately \$150,000 by the end of the season.

The next Five to Ten Year Projections

There is optimism that there will be growth in the number of rounds of golf played which will correspond with the overall growth of the City's population. This amount of growth could be meaningful enough that, after about seven years, the golf course will be covering all its operating and capital expenditures. The next 5 – 7 years of being unable to cover all of the operating and capital expenditures will however result in the need for external funding to keep the golf course operational.

The Option to Liquidate Assets

The City owns the land upon which the Golf Course has been developed. The development of the land into the 18-hole golf course is due almost entirely to the work over the years by the Humboldt Golf Club. The question has arisen about whether a business case can be made to sever off parts of the land from the golf course and sell those portions of land to pay down some of the debts.

Administration has investigated at least four different options related to liquidating land assets, however the reality is that all options had an adverse impact on the playability of the golf course and came with substantial costs to remedy the impact to the golf course playability, as well as risks and costs associated with servicing and selling the land for development. The options can be revisited again at a later date once there is more certainty around usage and control of the golf course.

Relative Costs of Recreation and Cultural Venues in Humboldt

The City of Humboldt owns all the land that the golf course is situated upon, and in multiple other Saskatchewan communities, the municipality either financially supports the local golf course, or directly runs the golf course itself just like any other recreational facility.

If the City was to annually support golf course operations and if the annual net cost is \$150,000 per year with all operating and capital obligations included, this recreational venue would one of the least costly in the City. The following six recreational / cultural amenities all cost more annually than \$150,000; the museum, the gallery, the arena, the swimming pool, the library or our network of parks.

Future Outlook for the Humboldt Golf Course:

By around 2030 it is possible that the golf course will have paid off all its short-term debts and with growth in the community will be able to produce revenue in excess of its operating, capital, and administrative costs. In other words, it could be breaking even or possibly even profitable. The rising costs of equipment, capital and building improvements or building replacements will all adversely impact this forecast.

Administration's Perspective:

- The golf course is an attractive amenity to our community and the City has been fortunate that it has not had to be financially involved with its operations before now.
- There is promise of strong population growth over the next decade, and it does not seem to make sense to allow the golf course to shut down on the cusp of this growth.
- If a golf course shuts down and not maintained for a season, it can take another season or two to get back to proper operating condition.
- The community deserves to know that the golf course operations are in financial trouble and the sustainability of the course is in jeopardy.

OPTIONS

- Move the recommendation to provide Humboldt Golf Club with the funding necessary to ensure it can re-open in the Spring of 2024.
- Amend the recommendation to stop any further funding to the Humboldt Golf Club or make the funding conditional upon specific actions.
- Table this report to a future date to enable the production of further information.

COMMUNICATION AND ENGAGEMENT

Nothing at this time.

ATTACHMENTS



None.

FINANCIAL IMPLICATION

By passing the recommendation the City is committing to funding an additional amount of approximately \$130,000 to \$150,000 to the Humboldt Golf Club.

CONCLUSION

It appears that because the HGC has made financial decisions for many years without receiving any meaningful financial support from the City, they have pushed their financial problem “down-the-road” to the point where it has now become an almost insurmountable obstacle. That financial obstacle will require an estimated \$140,000 to \$200,000 investment per year over the next 5 to 7 years before the operation becomes profitable enough to cover the annual costs. Ideally the Humboldt Golf Club and its members will be able to identify ways to save costs, increase revenues, or address the long-term debt to resolve this problem itself.

Many existing and prospective residents in a community the size of Humboldt with its current growth potential will expect the community to have an operational golf course in the area. If the golf course is shut down for a season or more, it will compound the cost of re-opening.