



City of Humboldt
August 26, 2024 - Regular Meeting of Council - 05:30 PM

- 1 Call To Order**
- 2 Adopt Agenda**
 - 2.1 Conflict of Interest
- 3 Public Acknowledgement**
- 4 Approve Minutes**
 - 4.1 Minutes of the Regular Meeting of Council held July 22, 2024
 - 📎 Minutes of the Regular Meeting of Council held July 22, 2024
- 5 Delegations**
 - 5.1 Prairie Roots Early Learning Centre Inc.
 - 📎 Prairie Roots Early Learning Centre Funding Proposal
- 6 Correspondence**
 - 6.1 "A" Items Requiring Council Resolution
 - 6.2 "B" Items Received for Information Only
 - 📎 Letter from Dianne Schenn
- 7 Committee Reports**
 - 7.1 Minutes of the Executive Committee Meeting held August 12th, 2024
 - 📎 Minutes of the Executive Committee Meeting held August 12th, 2024
- 8 New Business**
 - 8.1 Proclamation - Rail Safety Week
 - 📎 Rail Safety Week
 - 8.2 Recommendation - City Controller - Council Appointments to City Positions
 - 📎 Report - Council Appointments to City Positions
 - 8.3 Recommendation - City Controller - Skidsteer Replacement
 - 📎 Report - Skidsteer Replacement
 - 8.4 Recommendation - Director of Leisure Services - Custom Work Rates Policy 6070
 - 📎 Report - Custom Work Rates Policy 6070
 - 8.5 Recommendation - Memorials Committee Staff Liason - Award of Groundwork at Bronco Memorial Site
 - 📎 Report - Award of Groundwork at Bronco Memorial Site
- 9 Enquiries**

10 Committee of the Whole

11 Adjourn



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

- PRESENT:
- Mayor Michael Behiel
 - Councillor Kelly Herperger
 - Councillor Larry Jorgenson
 - Councillor Amanda Klitch
 - Councillor Roger Korte
 - Councillor Rob Muench
 - Councillor Roger Nordick
 - City Manager Joe Day
 - City Controller/Interim City Clerk Jace Porten
 - Director of Public Works Peter Bergquist
 - Director of Leisure Services Mike Ulriksen
 - Director of Protective Services Mike Kwasnica
 - Director of Cultural Services Jennifer Fitzpatrick
 - Marketing and Development Manager Penny Lee
 - Planning Coordinator Tanner Zimmerman
 - Finance Manager Connor Piller

1 Call To Order

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

Resolution:
2024.171

2 Adopt Agenda

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

That the agenda be adopted as amended to include a verbal update from the Director of Protective Services in-camera, as item 12.5

CARRIED

2.1 Conflict of Interest

3 Public Acknowledgement

Councillor Nordick acknowledged the passing of local business owner Judy Plag and noted her many contributions to the community.

Councillor Korte acknowledged City staff for their hard work and dedication to the work of hosting the summer Sizzler event, and acknowledged the Chamber of Commerce for their work of hosting the parade.

Mayor – Michael Behiel

Interim City Clerk – Jace Porten

Councillor Jorgenson acknowledged the U11 Humboldt Dodgers for winning the 2024 Tier 1 provincial championships.

4 Public Hearing

Resolution:
2024.172

4.1 Suspend Council Meeting

Moved By: Councillor Roger Korte
Seconded By: Councillor Amanda Klitch

That the Regular Meeting of Council be suspended and that we move to enter the Public Hearing, the time being 5:32 p.m.

CARRIED

Resolution:
2024.173

4.2 Public Hearing - Discretionary Use "Dwelling Group"

Moved By: Councillor Rob Muench
Seconded By: Councillor Kelly Herperger

That this report be accepted for information and filed.

CARRIED

Resolution:
2024.174

4.3 Public Hearing - Bylaw No. 07/2024 - Zoning Bylaw Amendment

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

That this report be accepted for information and filed.

CARRIED

Resolution:
2024.175

4.4 Public Hearing - Bylaw No. 08/2024 - Zoning Bylaw Amendment

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

That this report be accepted for information and filed.

CARRIED

Resolution:
2024.176

4.5 Resume Meeting

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

That the Public Hearing be closed, and that Council revert to the Regular Meeting, the time being 5:37 p.m.

CARRIED

5 Approve Minutes

Resolution:
2024.177

5.1 Minutes of the Regular Meeting of Council held June 24, 2024

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

That the Minutes of the Regular Meeting of Council held June 24, 2024 be approved as recorded and circulated.

CARRIED

6 Delegations

6.1 MNP - 2023 Audited Financial Statements

Rowena Mallari, a Manager for MNP presented the 2023 Audited Financial Statements

Mayor – Michael Behiel

Interim City Clerk – Jace Porten

Resolution:
2024.187

6.2 Committee of the Whole

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

That we sit in a private session as Committee of the Whole, the time being 6:11 p.m.

CARRIED

6.2.1 Authority

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

6.2.1.1 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, City Controller Jace Porten, Works & Utilities Director Peter Bergquist, Community & Leisure Services Director Mike Ulriksen, Cultural Services Director Jennifer Fitzpatrick, Director of Protective Services Mike Kwasnica, Marketing and Development Manager Penny Lee, Finance Manager Conner Piller, and Planning Coordinator Tanner Zimmerman.

Administration exited committee of the whole at 6:25 pm and re-entered at 6:30 pm

6.2.1.2 Report - MNP - Audit Findings Report

Resolution:
2024.188

6.2.1.3 Revert

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

That Council revert to the Regular Meeting, the time being 6:30 pm.

Resolution:
2024.189

6.3 Recommendation - 2023 Audited Financial Statements

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

That the 2023 Audited Financial Statements for the City of Humboldt be adopted as presented.

CARRIED

7 Correspondence

7.1 "A" Items Requiring Council Resolution

Resolution:
2024.178

7.2 "B" Items Received for Information Only

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

That the following correspondence be accepted for information:

Central Area Transportation Planning Committee Meeting Minutes dated March 27, 2024

CARRIED

Mayor – Michael Behiel

Interim City Clerk – Jace Porten

8 Committee Reports

8.1 Vacate Chair

Mayor Behiel vacated the Chair and Deputy Mayor Klitch presided at 5:40pm.

Resolution:
2024.179

8.2 Minutes of the Executive Committee Meeting held July 8, 2024

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

That the Minutes of the Executive Committee Meeting held July 8, 2024 be accepted for information.

CARRIED

Resolution:
2024.180

8.3 Minutes of the Humboldt & District Museum and Gallert Board dated June 13, 2024

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

That the minutes of the Humboldt and District Museum and Gallery Board dated June 13, 2024 be accepted for information.

CARRIED

9 Bylaws

Resolution:
2024.181

9.1 Recommendation - Planning Coordinator - Bylaw 07/2024 Zoning Map Amendment – Parcels CC and DD

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

That this report be accepted for information and filed.

CARRIED

Resolution:
2024.182

9.2 Bylaw No. 07/2024 - Amend Bylaw 04/2016 The Zoning Bylaw

Moved By: Councillor Larry Jorgenson
Seconded By: Mayor Michael Behiel

Resolved that Bylaw No. 07/2024, being a bylaw to amend Bylaw 04/2016 The Zoning Bylaw, be read a second time.

CARRIED

Resolution:
2024.183

9.3 Bylaw No. 07/2024 - Amend Bylaw 04/2016 The Zoning Bylaw

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

Resolved that Bylaw No. 07/2024, being a bylaw to amend Bylaw 04/2016 The Zoning Bylaw, be read a third time and now be adopted.

CARRIED

Resolution:
2024.184

9.4 Recommendation - Planning Coordinator Bylaw 08/2024 Zoning Map Amendment - "East Caleb Lot"

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

That this report be accepted for information and filed.

CARRIED

Mayor – Michael Behiel

Interim City Clerk – Jace Porten

Resolution: 9.5 **Bylaw No. 08/2024 - Amend Bylaw 04/2016 The Zoning Bylaw**
 2024.185 **Moved By:** Mayor Michael Behiel
Seconded By: Councillor Rob Muench

Resolved that Bylaw No. 08/2024, being a bylaw to amend Bylaw 04/2016 The Zoning Bylaw, be read a second time.

CARRIED

Resolution: 9.6 **Bylaw No. 08/2024 - Amend Bylaw 04/2016 The Zoning Bylaw**
 2024.186 **Moved By:** Councillor Roger Korte
Seconded By: Councillor Rob Muench

Resolved that Bylaw No. 08/2024, being a bylaw to amend Bylaw 04/2016 The Zoning Bylaw, be read a third time and now be adopted.

CARRIED

9.7 Resume Chair

Mayor Behiel resumed the Chair, the time being 5:49 p.m.

10 New Business

Resolution: 10.1 **Recommendation - City Controller - 2023 Public Accounts**
 2024.190 **Moved By:** Councillor Roger Korte
Seconded By: Councillor Larry Jorgenson

That sections “A” through “F” of the 2023 Public Accounts for the City of Humboldt be adopted as presented and be combined with the 2023 Audited Financial Statements to be publicly available as the Public Accounts for the City of Humboldt with respect to the year ending December 31, 2023.

CARRIED

Resolution: 10.2 **Recommendation - City Controller - Increasing City's Established Debt Limit**
 2024.191 **Moved By:** Councillor Roger Nordick
Seconded By: Councillor Larry Jorgenson

That the City of Humboldt amend their application to the Saskatchewan Municipal Board, to increase the City’s debt limit up to \$20 million, to facilitate the borrowing necessary for the wastewater treatment facility and necessary upgrades to lift stations 1 and 4.

CARRIED

Resolution: 10.3 **Recommendation - City Controller - Council Appointment to City Positions**
 2024.192 **Moved By:** Councillor Kelly Herperger
Seconded By: Councillor Amanda Klitch

That Darren Whitbread be appointed to the City Position of Pest Control Officer, pursuant to provincial requirements.

CARRIED

Mayor – Michael Behiel

Interim City Clerk – Jace Porten

Resolution: 10.4 **Recommendation - City Controller - Downtown Street Closure Requests**
 2024.193
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Rob Muench

That the requested downtown street closure for a special event on October 6th, 2024 on 9th Street from the north side of 5th Avenue to the south side of 7th Avenue be approved, and further.

That the requested downtown street closure for the purpose of community fundraising barbecues and local performances dated September 12th on 6th Avenue from Main Street east to the back alley be changed to September 5th.

CARRIED

Resolution: 10.5 **Recommendation - Finance Manager - Natural Gas Contract Authorization**
 2024.194
Moved By: Councillor Roger Korte
Seconded By: Councillor Roger Nordick

That the City Manager be authorized to enter into a natural gas supply contract with a term of up to five-years.

CARRIED

Resolution: 10.6 **Recommendation - Director of Leisure Services - 2024 Municipal Election**
 2024.195
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Rob Muench

That the recommendations outlined in the conclusion of this report pertaining to the delivery of the 2024 Municipal Election be approved.

CARRIED

Resolution: 10.7 **Recommendation - Planning Coordinator - Discretionary Use - Dwelling Group 313 6th Ave**
 2024.196
Moved By: Councillor Roger Nordick
Seconded By: Councillor Kelly Herperger

That a discretionary use be approved to operate a Dwelling Group at 313 6th Ave., legally described as Lot 9 Block 65 Plan 65H00461.

CARRIED

11 Enquiries

Councillor Muench enquired on the mowing of the trail system heading north out of the City. The Director of Leisure Services responded that he reached out to the Public Works Manager, who was aware and was looking to address the mowing need, if it has not yet been addressed since.

Councillor Korte enquired with the Director of Protective Services about community complaints received of dogs barking late into the night. The Director responded the Community Safety Officer is aware and is looking into the matter.

Mayor – Michael Behiel

Interim City Clerk – Jace Porten

Resolution: 12
2024.197

Committee of the Whole

Moved By: Councillor Larry Jorgenson

Seconded By: Councillor Amanda Klitch

That we sit in a private session as Committee of the Whole, the time being 6:52 p.m.

CARRIED

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, City Controller/Interim City Clerk Jace Porten, Director of Leisure Services Michael Ulriksen, Director of Protective Services Mike Kwasnica, Marketing and Development Manager Penny Lee

12.3 Director of Leisure Services - Naming Rights - Centennial Park Outdoor Rink and Courts

12.4 Marketing & Development Manager - Multi-Unit Dwelling Parcels

12.5 Director of Protective Services - Verbal Update

12.6 Revert

Moved By: Councillor Roger Nordick

Seconded By: Councillor Kelly Herperger

That Council revert to the Regular Meeting, the time being 7:18 pm.

Resolution: 12.7
2024.198

Recommendation - Director of Leisure Services - Naming Rights - Centennial Park Outdoor Rinks and Courts

Moved By: Councillor Amanda Klitch

Seconded By: Councillor Rob Muench

That the attached sponsorship agreement with the Humboldt Broncos Memorial Golf Tournament Committee and Kurt and Celeste Leicht be approved for the new outdoor rink and court facility at Centennial Park and that the facility be officially named the “Jacob Leicht Memorial Outdoor Rink and Courts.”

CARRIED

Resolution: 12.8
2024.199

Recommendation - Marketing & Development Manager - Multi-Unit Dwelling Parcels

Moved By: Councillor Roger Korte

Seconded By: Councillor Larry Jorgenson

That City-owned multi-dwelling parcels on the market have architectural and future use controls for consistency with the neighbourhood, building commitment timelines, and non-refundable deposits, at the City’s discretion, incorporated within Sales Agreements.

Mayor – Michael Behiel

Interim City Clerk – Jace Porten

That the City temporarily remove the property known as Block S (“Old Hospital Site”) from the market until a Comparative Market Analysis is done to re-align the asking price with current fair market value.

CARRIED

Resolution: 13
2024.200

Adjourn

Moved By: Councillor Larry Jorgenson

Seconded By: Councillor Amanda Klitch

That we do now adjourn, the time being 7:19 p.m.

CARRIED

Mayor – Michael Behiel

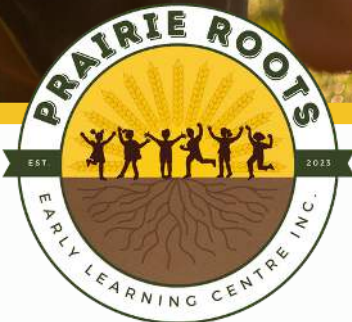
Interim City Clerk – Jace Porten



Prairie Roots Early Learning Centre Inc.

Funding
Proposal

August 2024





Humboldt's newest daycare needs your help.


ABOUT US


Prairie Roots Early Learning Centre Inc., a non-profit organization located in Humboldt, SK, was founded to meet the urgent demand for accessible and quality childcare in our community, where waitlists can exceed two years. We offer 43 much-needed childcare spaces. In July 2024, we proudly became a registered charity, enabling sponsors to obtain tax-deductible donation receipts. We hired a director in May, additional staff in August, and plan to open to families in September 2024. Our dedicated team is focused on creating an inclusive, safe, and stimulating environment for early childhood development. Join us in our mission to make quality childcare accessible and help nurture the roots of our youngest citizens, fostering a brighter future for our community.


OUR BOARD


Alison Hinz - President
Sarah McInnis - Vice President
Andrea Schreiner - Secretary
Maria Ford - Treasurer
Amanda Kosokowsky - General Member
Ashley Schick - General Member
Sarah Earis - General Member
Emily Michel - General Member
Lee Gross- General Member

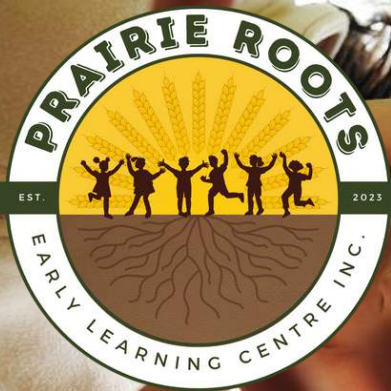
CONTACT US

 840 Water Ridge Crescent
P.O. Box 2653
Humboldt SK. S0K 2A0

 prelcboard@gmail.com

 prairierootselc.ca

 306-682-1818



OUR MISSION



We are committed to establishing a safe, fun, and nurturing environment that encourages imagination, creativity, and a lifelong passion for learning. Our mission is to foster the potential within each child, planting the seeds of knowledge and curiosity to cultivate strong roots, ensuring a solid foundation for a lifetime of growth and success.

OUR VISION



Our vision is to create a lasting legacy of fulfilled, confident, and kind individuals who will thrive and make a positive difference in the world.

OUR VALUES



- Safety & Wellbeing
- Integrity
- Learning & Development
- Communication
- Quality Care
- Inclusivity



Financial Overview

FINANCIAL SITUATION

Due to the limited options for purchasing a building in Humboldt, we decided to rent a facility for our Early Learning Centre. This decision allowed us to commence renovations immediately, bypassing the need to raise additional funds for purchasing a building. With substantial assistance from the government, amounting to \$430,000, we are nearing the completion of our renovations. However, our financial landscape remains challenging. Renting a facility, as opposed to owning one, significantly increases our monthly operating costs. Unlike other daycares in Saskatchewan that own their buildings or have special agreements exempting them from rent and utilities, we face continuous expenses that strain our budget.

To address these ongoing financial challenges, we are actively seeking support from sponsors and engaging in various fundraising activities. Our Board has already organized many fundraisers and is committed to continuing these efforts to ensure the sustainability of our operations. However, the high operating costs make it clear that we cannot rely on fundraising alone. Therefore, we are reaching out to sponsors for additional financial support. With your help, we can maintain our commitment to providing quality childcare and continue serving the families of Humboldt and surrounding communities. Your sponsorship will directly contribute to covering our operational expenses, enabling us to focus on delivering the best possible care and education to our community's children.

ANNUAL FUNDING GOAL

Given our monthly rent of \$2,838.80, our annual fundraising and sponsorship goal is \$34,000.00 to cover this annual operating expenses.



Budget Summaries

2024/2025 Budget Summary	
Revenue	
Parent Fees	\$ 178,791
Grants	\$ 107,531
Fundraising, Donations & Sponsorships	\$ 22,743
Total Revenue	\$ 309,065
Expenses	
Wages	\$ 223,620
Benefits	\$ 22,805
Professional Development	\$ 2,565
Administration	\$ 11,968
Facility	\$ 48,064
Minor Toys & Furnishings	\$ 500
Consumable Supplies & Activities	\$ 15,900
Total Expenses	\$ 325,422
Total Surplus (Deficit)	\$ (16,357)

2025/2026 Budget Summary	
Revenue	
Parent Fees	\$ 354,781
Grants	\$ 131,652
Fundraising, Donations & Sponsorships	\$ -
Total Revenue	\$ 486,433
Expenses	
Wages	\$ 359,753
Benefits	\$ 41,096
Professional Development	\$ 4,232
Administration	\$ 15,368
Facility	\$ 48,356
Minor Toys & Furnishings	\$ 600
Consumable Supplies & Activities	\$ 24,400
Total Expenses	\$ 493,804
Total Surplus (Deficit)	\$ (7,371)

The 2024/2025 budget reflects 7 months of operations. Due to building delays, we had to pay staff in August 2024 before we could welcome children into our facility to offset costs with fees and grants, resulting in a deficit of \$16,357 despite raising \$22,743 through fundraising and sponsorships. Looking ahead, the 2025/2026 budget covers a full year but still falls \$7,371 short of breaking even. To ensure the highest quality care and build a financial contingency, we seek additional support to achieve greater fiscal stability.

Note: Depreciation on capital assets and the offsetting capital grant were omitted for clarity



Why Sponsor Us?

BOOST LOCAL ECONOMY

Sponsoring us is a powerful way to strengthen the local economy. By supporting our Centre, you help create valuable job opportunities both within our organization and through related services. Additionally, our affordable and reliable childcare allows parents to return to work, boosting productivity and economic stability. This positive ripple effect supports local businesses by providing a stable and dependable workforce, ultimately contributing to a thriving and resilient community.

POSITIVE ADVERTISING FOR YOUR BUSINESS

Enhance your business's visibility and reputation through association with a community-focused initiative, showcasing your commitment to local development and social responsibility.

SUPPORT OUR MISSION

Help us create a safe and supportive environment where children can receive high-quality care. Your support ensures we provide a secure space for all children to grow and develop.



Sponsorship Information

LEVELS

BRONZE >\$500

- Tax deductible donation receipt
- Recognition on our Facebook page
- Recognition on our website

SILVER >\$1,000

- Tax deductible donation receipt
- Recognition on our Facebook page
- Recognition on our website
- Your name displayed in our facility

GOLD >\$5,000

- Tax deductible donation receipt
- Recognition on our Facebook page
- Recognition on our website
- Your name displayed in our facility (larger font)

PLATINUM >\$10,000

- Tax deductible donation receipt
- Recognition on our Facebook page
- Recognition on our website
- Your name displayed in our facility (largest font)

CUSTOM

Have a different idea of how we can benefit you? Reach out to us and we can discuss a tailored sponsorship opportunity.



**Thank you
for your
consideration!**



Aug. 12, 2024

To : Mayor Behiel,
City Council,

While watching the past Summer Olympics and cheering on our Canadian team, in particular Paige Crozon, I realized we have four Olympians from our city who have achieved their goal of going to compete in the Olympics. Lyndon Rush, Brienne Theisen-Eaton, Paige Crozon and Jacob Wasserman. This is amazing. I am sure we all love to watch and cheer them on.

We have a wonderful tribute at Glen Hall Park recognizing the young men from here who have realized their dreams of playing in the NHL. I think it would be nice too show our pride and celebrate our Olympians in the same way.

Maybe a spot could be found near the Highway 5 entrance to the Uniplex. It would be very visible to those entering our city, and there would be room for expansion, if we have others reaching their Olympic dreams.

I am very proud of our city. We always come together as a community during times of tragedy and sorrow, and we celebrate others and their accomplishments. It would be nice to celebrate these four athletes in some way.

I couldn't think of a better place to live.

Thank-you for your consideration.

Sincerely
Dianne Schenn



**City of Humboldt
Meeting Minutes**

Executive Committee Meeting August 12, 2024 - 05:30 PM

- Present:**
- Chairperson:** Amanda Klitch
 - Mayor:** Michael Behiel
 - Councillors:** Kelly Herperger (via Zoom)
 - Larry Jorgenson
 - Roger Korte
 - Rob Muench
 - Roger Nordick
- | | |
|--|-------------------------|
| City Manager: | Joe Day |
| City Controller: | Jace Porten |
| Director of Leisure Services: | Mike Ulriksen |
| Director of Protective Services: | Mike Kwasnica |
| Director of Public Works and Utilities: | Peter Bergquist |
| Communication Coordinator: | Kelsey Dutka |
| Planning Coordinator: | Tanner Zimmerman |

1 Call To Order
Chairperson Klitch called the meeting to order at 5:29 p.m.

2 Adopt Agenda
Moved By: Mayor Michael Behiel
That the agenda be adopted as presented.

CARRIED

2.1 Conflict of Interest

3 Delegations

3.1 RCMP - Staff Sergeant Rod Rudnisky
Sergeant Rudnisky made a presentation on the monthly RCMP statistics and commented where the detachment is focusing on their enforcement.

4 Correspondence

5 Reports From Administration

5.1 Director of Protective Services' Report
Moved By: Councillor Roger Nordick
That this report be accepted for information and filed.

CARRIED

Chair – Amanda Klitch

Interim City Clerk – Jace Porten

5.2 City Controller's Report

Moved By: Councillor Larry Jorgenson

That this report be accepted for information and filed.

CARRIED

5.3 Director of Cultural Services' Report

Moved By: Councillor Larry Jorgenson

That this report be accepted for information and filed.

CARRIED

5.4 Marketing & Development Manager's Report

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

5.5 Director of Leisure Services' Report

Moved By: Councillor Roger Nordick

That this report be accepted for information and filed.

CARRIED

6 New Business

6.1 Recommendation - Director of Leisure Services - Custom Work Rate Policies 6070 and 10310

Moved By: Mayor Michael Behiel

That policy 6070 be amended to include updated rates for all Public Works and Leisure Services custom work and that policy 10310 be rescinded.

CARRIED

6.2 Recommendation - Director of Leisure Services - CLS Project Summary

Moved By: Councillor Rob Muench

That this report be accepted for information and filed.

CARRIED

7 Enquiries

Councillor Nordick enquired with the Director of Public Works as a community member mentioned the draining of a back alley and the traffic concerns of the back alley as well.

Councillor Nordick and Councillor Klitch enquired with the Director of Leisure Services on the lack of speed swimming in the City and if there are opportunities for expanding within the pool.

Councillor Nordick and Councillor Muench enquired with the Director of Leisure Services on the entrance sign to the City and their current state.

Councillor Muench enquired with the Director of Leisure Services on the St Elizabeth park cemetery and residents using it as a dog park.

8 Committee of the Whole

Moved By: Councillor Rob Muench

That we sit in a private session as Committee of the Whole, the time being 6:34 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

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, City Controller Jace Porten, Director of Leisure Services Mike Ulriksen, and Communications Coordinator Kelsey Dutka.

8.3 Director of Leisure Services - Centennial Park LED Sign Operations

8.4 Director of Leisure Services - 2025 Living Skies Music Festival

8.5 Revert

Moved By: Mayor Michael Behiel

That Executive Committee revert to the Regular Meeting, the time being 7:45 pm.

CARRIED

8.6 Recommendation - Director of Leisure Services - Centennial Park LED Sign Operations

Moved By: Councillor Rob Muench

That Administration negotiate a short-term sole-source contract extension with Pattison Media for the operation of the LED Sign for a period of 2 years with the option of a one year extension.

CARRIED

8.7 Recommendation - Director of Leisure Services - Living Sky Music Festival

Moved By: Mayor Michael Behiel

That the City enter into a sponsorship agreement with 306 Event Management to host the 2025 Living Skies Music Festival, including a \$30,000 cash sponsorship and additional in-kind support, with 50% withheld to ensure payment of the volunteer groups. .

CARRIED

9 Next Meeting

The next Executive Committee Meeting will be held September 9th at 5:30 p.m.

10 Adjourn

Moved By: Councillor Larry Jorgenson

That we do now adjourn, the time being 7:48 p.m.

CARRIED

Chair – Amanda Klitch

Interim City Clerk – Jace Porten



CITY OF HUMBOLDT
PROCLAMATION

WHEREAS Rail Safety Week is to be held across Canada from September 23 to 29, 2024;

WHEREAS, 229 railway crossing and trespassing incidents occurred in Canada in 2023; resulting in 66 avoidable fatalities and 39 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

WHEREAS CN and Operation Lifesaver have requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

NOW THEREFORE: I, Michael Behiel, Mayor of the City of Humboldt do hereby proclaim the week of September 23 to 29, 2024 as “**Rail Safety Week**”
In the City of Humboldt.

Mayor – Michael Behiel

CITY OF HUMBOLDT REPORT

TITLE: Council Appointment to City Positions
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: August 26, 2024

RECOMMENDATION

That Matthew Stepp of Municode be appointed to the City Position for Building Inspector, pursuant to provincial requirements.

BACKGROUND

Council must annually approve the appointment of the various City positions that require a resolution pursuant to provincial requirements and city policies.

CURRENT SITUATION

Municode is contracted by the City for Class 3 Building inspections and they have hired an additional inspector to work in Saskatchewan.

OPTIONS

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

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The City of Humboldt has authority over several boards and committees which require a resolution for the approval of its appointees, as well as to City positions, on an annual basis.



CITY OF HUMBOLDT REPORT

TITLE: Skid Steer Replacement
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: August 26, 2024

RECOMMENDATION

That the City trade in the existing 2023 John Deere 324G skid steer for a value of \$85,000, plus GST, and purchase one 2024 John Deere 324G skid steer at a price of \$94,000, plus GST, for a net cost of approximately \$10,500, all under the Municipal Skid Steer Program with Brandt Tractor Ltd.

BACKGROUND

In 2023, the City tendered the replacement of its Skid Steer and awarded the purchase to Brandt Tractor Ltd. at a cost of \$90,500, plus GST. At the time, Brandt proposed the municipal replacement program to the City of Humboldt for subsequent purchases which would allow the City to trade in its unit annually.

In 2024 the City utilized the municipal replacement program to essentially trade-in the 2023 model and obtain a new 2024 model at a cost of approximately \$10,500.

The City believes Brandt Tractor Ltd. introduced the program because municipal equipment often has lower usage and wear and tear than equipment used in private industry. This program benefits Brandt by providing a steady supply of quality used equipment and allows municipalities to replace their equipment annually at a reasonable cost.

The Municipal Skid Steer Program is optional for the City. If the program becomes financially unfavorable, the current unit can be retained with no further commitment to Brandt Tractor.

CURRENT SITUATION

As noted above, in July of 2024 the City traded in the 2023 model and obtained a new 2024 model at a net cost difference of approximately \$10,050. Administration initially viewed the program as an operational expenditure with costs that fell within Administration's operational approval limits. Upon further review, it was identified this is actually an outright purchase and trade-in and must be treated like any other capital purchase of that value and does require approval by City Council.

This report is seeking the approval from City Council for a transaction that has already been completed.

ATTACHMENTS

NA

FINANCIAL IMPLICATION

The City typically budgets for future fleet replacements by contributing to a fleet reserve annually. The calculation is based on the current replacement cost, less the anticipated disposal cost, over the expected life of the fleet unit.

For the 2023 John Deere 324G, the annual contribution to the reserve for a 10-year replacement schedule would have been approximately \$7,400. While the annual replacement cost exceeds this contribution by approximately \$2,000, the program offers the advantage of a newer, potentially less maintenance-intensive unit each year, and dramatically reduces the risk of unexpected repairs and downtime.

Beginning with the 2025 budget, the City will provide details of the anticipated annual cost of the program for Council's consideration.

CONCLUSION

This report is seeking the approval from City Council for a transaction that has already been completed. The municipal replacement program for skid steers is an attractive, low-cost way for the City to maintain a skid steer with full warranty and reduced downtime. It has now been identified as a capital replacement program and not an operational expense program.



CITY OF HUMBOLDT REPORT

TITLE: Custom Works Rate Policies 6070 and 10310
PREPARED BY: Michael Ulriksen, Director of Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Council
DATE: August 26, 2024

RECOMMENDATION

That policy 6070 be amended to include updated rates for all Public Works and Leisure Services custom work and that policy 10310 be rescinded.

BACKGROUND

The City currently has two policies for Custom Work Rates:

1. Policy 6070: Custom Works Rates – PW
2. Policy 10310: Custom Work Equipment and Labor Work Rates Policy

The two policies provide rates for custom work within the City limits on a requested basis. All custom work using City equipment is to be completed with qualified City operators and the work is then billed to the private party requesting the work. Policy 6070 was last updated in September of 2022 and Policy 10310 was last updated in October of 2019.

CURRENT SITUATION

The City is currently maintaining two custom work rate policies specific to the Public Works and Leisure Services respective departments. In reviewing the outdated rates for both policies, it made sense to look at combining the two policies into one, reducing redundancy and aligning the rates appropriately for both departments.

The Public Works department has been historically relying on an industry standard “Equipment Rental Rates Guide” published by the Saskatchewan Heavy Construction Association. The guide provides recommended hourly rates for a broad range of heavy-duty equipment, specific to the make and model of each piece of equipment. By utilizing these recommendations, the City is able to have an unbiased third-party rate schedule that isn’t arbitrarily determined. The rate guide is limited to heavy duty equipment but still provides a framework for other pieces of equipment.

Since the last update in 2022, the custom rates for most heavy-duty equipment has increased by roughly 32%. For equipment not listed within the guide, the City used similar comparisons or increased the existing rate by that same percentage factor.

The rates are inclusive of the equipment, fuel and operator on an hourly basis. The policy also identifies a minimum rate of one hour for most pieces of equipment, as well as charges for additional staff as required.

OPTIONS

- Support the recommendation to merge the two policies and update the rates accordingly.
- Provide alternative direction to Administration.
- Refer this matter to Administration for further consideration.

COMMUNICATION AND ENGAGEMENT

NA

ATTACHMENTS

1. Policy 6070 – Custom Works Rates – Proposed Revisions
2. Policy 10310 – Custom Works Equipment and Labor Rates Policy – to be rescinded

FINANCIAL IMPLICATION

Approving the proposed rate changes will ensure that the rates charged for custom work covers the costs associated with equipment and labor for carrying out the requested work. The City does not complete a significant amount of custom work each year, so the financial implication to the budget is minimal.

CONCLUSION

The recommendation will ensure that the City’s rates are comparable with the industry standard for custom work and will ensure that all equipment across the entire City is aligned.

Policy Title:		Adopted By:	Policy Number:	
Custom Work Rates		CITY Council	6070	
Origin/Department/Authority:		Jurisdiction:	Approval Date:	Page(s):
Public Works and Utilities		City of Humboldt		1 of 4
Reviewed By:		Related Documents/Legislation:	Revision/Effective Date:	
Executive Committee of Council			N/A	

1.0 PURPOSE:

The City of Humboldt provides periodic custom work which may include water/sewer service replacements, grass cutting, sweeping, and sanding for various locations. At times, custom work may be needed on an emergency basis which is billed to a private or public organization. The custom work rate sheet provides staff with charge-out rates to reference.

2.0 POLICY:

- 2.1** Upon receipt of a request for work, the department will evaluate the scope and recommend pursuing or decline pursuing. In most cases, the work will be deferred to the private sector so staff can focus on City projects as the highest priority.
- 2.2** A quote and agreement in writing will be completed prior to work.
- 2.3** Equipment and Personnel used for the project will be tracked then invoiced.
- 2.4** All City equipment will only be operated by trained City Staff.
- 2.5** Any equipment that the department does not have available but is required to do the job will be rented from other sources and will be charged to the customer at the current rental rate of that equipment plus a 15% administration and handling fee.
- 2.6** A minimum rate of one (1) hour will be charged for staff and equipment per request, plus applicable taxes. Any request that exceeds (1) hour minimum will be rounded to the next ½ hour.
 - 2.6.a** Exceptions: Sweeping, Mowing and Sanding which will be rounded to the next ½ hour (30mins).
- 2.7** Rates for the installation of water service, sanitary service, and combined water and sewer service including material have been established for a typical installation (Tables 2 to 4).
- 2.8** Changes to be invoiced to private contractors or property owners for the replacement of asphalt or concrete related to their private excavation are established within this policy (Table 5).
- 2.9** Prices listed do not include PST or GST.
- 2.10** Any City equipment that does not appear on the list of Equipment Rates will be billed out at a rate similar to a unit of comparable size and function.

CORPORATE POLICY



Policy Title: Custom Work Rates		Adopted By: CITY Council	Policy Number: 6070	
Origin/Department/Authority: Public Works and Utilities	Jurisdiction: City of Humboldt	Approval Date:	Page(s): 2 of 4	
Reviewed By: Executive Committee of Council	Related Documents/Legislation:	Revision/Effective Date: N/A		

EQUIPMENT RATES	MAKE	MODEL	YEAR	CITY RATE WITH OPERATOR & ADMIN
Motor Grader	Volvo	G960B	2013 - P450	\$330.00
Loader	John Deere	524	2010 - P410	\$230.00
Loader	Case	721G	2021 - P401	\$252.00
Skid Steer	John Deere	324G	2024 - L244	\$181.00
Skid Steer	Case	TR270	2014 - P245	\$181.00
Track Excavator	Case	CX210B	2011 - P430	\$289.00
Backhoe	John Deere	2310SL	2015 - P265	\$183.00
Utility Task Vehicle (Side by Side)				\$90.00
½ & ¾ Ton Truck				\$112.00
1 Ton Truck				\$145.00
3 Ton Truck	Ford	F750	2025 - P321	\$162.00
Tandem Truck	Freightliner	108SD	2023 - P341	\$194.00
Tandem Truck	Freightliner	108SD	2023 - P351	\$194.00
Small Tractor	John Deere	1024	2013 - L255	\$124.00
Small Tractor	Kubota	BX2680	2019 - P255	\$124.00
Small Tractor w/Mower/Blower/Broom	Kubota	BX2680	2019 - P255	\$144.00
11' Deck Mower	John Deere	1600	2020 - L241	\$145.00
6' Deck Mower	Kubota	ZD1200	2021 - L249	\$130.00
Turf Sweeper	Sweepstar	76000	2021 - L270	\$130.00
Large Tractor	New Holland	T7030	2010 - P270	\$190.00
Large Tractor w/Mower/Blower	New Holland	T7030	2010 - P270	\$210.00
Street Sweeper	Global	M3	2019 - P290	\$250.00
Sewer Jetter	Hino		2008 - P330	\$231.00
Steamer/Thawer			P213/P216	\$211.00
Sand Spreader (includes materials)	Buyers	Saltdogg		\$277.00
Pothole Patching				\$382.00
Additional Staff (Per Person)				\$65.00
Sign/Barricade Delivery and Setup Charge				\$158.00
Pickup and return to Works and Utilities yard only. (No charge for Non-For-Profit events except for delivery and setup charges if requested) No charge for Not-For-Profit	Barricades (each/day)			\$10.50
	Cones (each/day)			\$4.30
	Signs (each/day)			\$15.20

CORPORATE POLICY



Policy Title: Custom Work Rates		Adopted By: CITY Council	Policy Number: 6070	
Origin/Department/Authority: Public Works and Utilities	Jurisdiction: City of Humboldt	Approval Date:	Page(s): 3 of 4	
Reviewed By: Executive Committee of Council	Related Documents/Legislation:	Revision/Effective Date: N/A		

OTHER PUBLIC WORKS RATES INCLUDING ADMINISTRATION

The following rates apply to summer custom work occurring between May 1st and October 31st. All custom work occurring between November 1st and April 30th will be charged at 1.5x summer rates.
(25mm Water and 100mm Sanitary Sewer, Public side apx. 13m, Private side apx. 7.62m)

Installation of both Water and Sanitary Services

COMPLETE INSTALLATION/REPLACEMENT (Water and sanitary mains to house)	\$14,017
Cost per meter for longer of shorter lengths	\$680
PRIVATE SIDE (From property line to house) ----- (City Sidewalk Replacement Included)	\$5,496
Cost per meter for longer of shorter lengths	\$722
PUBLIC SIDE (From City water main to property line) ----- (City SW, AC, Curbing Incl.)	\$11,908
Cost per meter for longer of shorter lengths	\$916

Water Service Only

COMPLETE INSTALLATION/REPLACEMENT (Water main to house)	\$12,694
Cost per meter for longer of shorter lengths	\$616
PRIVATE SIDE (From property line to house) ----- (City Sidewalk Replacement Included)	\$4,805
Cost per meter for longer of shorter lengths	\$631
PUBLIC SIDE (From City water main to property line) ----- (City SW, AC, Curbing Incl.)	\$10,431
Cost per meter for longer of shorter lengths	\$803

Sanitary Sewer Lateral Only

COMPLETE INSTALLATION/REPLACEMENT (Sanitary main to house)	\$13,179
Cost per meter for longer of shorter lengths	\$640
PRIVATE SIDE (From property line to house) ----- (City Sidewalk Replacement Included)	\$5,186
Cost per meter for longer of shorter lengths	\$681
PUBLIC SIDE (From City sanitary main to property line) ----- (City SW, AC, Curbing Incl.)	\$11,379
Cost per meter for longer of shorter lengths	\$876



POLICY #10310

TITLE: Custom Work Equipment and Labor Rates Policy

ADOPTED BY: City Council

ORIGIN: Facility Maintenance Manager

REVIEWED BY: Community and Leisure Services Committee

JURISDICTION: City of Humboldt and Community Leisure Services Department

EFFECTIVE DATE: June 22, 2011

AMENDED: October 28, 2019

PAGE: Page 1/2

1.0 PURPOSE

The City of Humboldt Community & Leisure Services Department currently provides custom work consisting of grass cutting and snow removal for the school divisions located in Humboldt. The department will also provide custom grass cutting for developers and Bylaw enforcement within the City limits on a request basis. City owned equipment and staff carry out these requests time permitting.

2.0 GENERAL POLICY

- 2.1 Once a request has been received from the school division or developer, staff members from the Community and Leisure Services Department will carry out the necessary maintenance.
- 2.2 When payment has been received from the landowner or contracted organization, the custom work revenue is accounted for in the Community and Leisure Services operating budget.
- 2.3 All City equipment is operated by trained City staff.
- 2.4 Any equipment that the Community and Leisure Services Department does not have available but is required to do the job will be rented from other sources and will be charged to the customer at the current rental rate of that equipment plus a 15% handling fee.
- 2.5 A minimum rate of one (1) hour will be charged for staff and equipment per request, plus applicable taxes. Any request that exceeds the one (1) hour minimum will be rounded up to the next ½ hour.



**CITY OF HUMBOLDT CUSTOM WORK RATES
SCHEDULE "A"**

1. LABOUR RATE:

	RATE
The labour rate will be a flat rate per hour per employee at work site	\$45.00

2. AMINISTRATION FEE:

	RATE
A flat administration fee will be applied to each job	\$45.00

3. EQUIPMENT:

	RATE
Rough cut mower and tractor	\$70.00/hour
Bob cat and attachments	\$120.00/hour
Wood chipper and truck	\$100.00/hour
Truck mount sprayer	\$120.00/hour Plus chemical costs
Riding lawn mower (all riding mowers)	\$40.00/hour
One ton truck with dump	\$60.00/hour
Gas trimmers	\$18.00/hour
Push lawn mowers	\$18.00/hour
Chainsaw	\$18.00/hour
Pole saw	\$18.00/hour



CITY OF HUMBOLDT REPORT

TITLE: Award of Groundwork at Bronco Memorial Site
PREPARED BY: Penny Lee, Staff Liaison, Bronco Memorials Committee
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: August 26th, 2024

RECOMMENDATION

That Kirsch Construction be identified as eligible for a sole source contract for the preparation of the site of the 2017-18 Humboldt Broncos tragedy, in a value up to \$290,000 and that,

Upon Administration being satisfied with all contract terms, Administration be authorized to execute a contract with Kirsch Construction in order to expediate the required construction.

BACKGROUND

The Humboldt Broncos Memorial Committee has met regularly to monitor the progress and assist in the development of appropriate memorials / tributes both at the crash site as well as within the City of Humboldt. Specifically at the crash site, also referred to as “the Memorial Site”, there have been several hurdles and delays in attempting to get all approvals necessary to begin construction at the site of the 2017-18 Humboldt Broncos tragedy.

Somewhat recently, a suitable design and site development cost estimate have been prepared by Catterall and Wright and provided to the Committee. Kurt Leicht, as a member of the Committee has solicited further information from local contractors about proceeding to construction. Through this process Kirsch Construction, a locally owned and operated company, revealed a willingness to work with the Committee and provided an initial quote for site preparations. Following the Committee’s decision to make some changes to the design, Kirsch has been asked to provide an updated quote.

CURRENT SITUATION

Because the City of Humboldt holds the funds that were donated to the City following the Bronco tragedy, it is appropriate for the City to engage the contractor that will be doing the site work at the Memorial Site.

The Memorials Committee was made aware that the contract for site work will need to be facilitated by the City of Humboldt and that the City has a purchasing policy that generally requires a tendering process, but can allow for sole-sourcing based on the following provision:

In order to avoid any further delays, in accordance with the Purchasing Policy, sole source contracts can be awarded under the following circumstance:

“Any other situation where, with Council approval, it is deemed to be in the best interests of the City to do so.”

Therefore, on August 14th, 2024, the Memorials Committee passed a resolution:

That the Memorial Committee recommend to City Council that Kirsch Construction be identified as eligible for a sole source contract for the preparation of the site of the 2017-18 Humboldt Broncos tragedy, and that,

Upon receipt of a detailed construction quote from Kirsch Construction which the Humboldt Broncos Memorial Committee deems satisfactory, that Administration be authorized to execute a contract with Kirsch Construction in order to expediate the required construction.

On August 21st, 2024, Mr. Leicht received the updated quote from Kirsch Construction with a reduction of approximately \$15,000, down to \$289,111.98. The revised plan excludes the creation of a manmade pond and excludes a walking trail around the north side of the wetland area. The cost of the project may be significantly reduced if onsite testing of existing parking area proves to be suitably stable. The price does not include any concrete work, curbing, grass seeding, and maintenance.

OPTIONS

- Support the recommendation to proceed with making Kirsch Construction eligible for a sole source contract for this project.
- Provide some other direction to Administration.

COMMUNICATION AND ENGAGEMENT

The Humboldt Broncos Memorial Committee recognizes the need for some type of “sod-turning” or other announcement of the initiation of this project when appropriate.

ATTACHMENTS

- Preliminary Project design – (This version still showing pond and north pathway which will not be constructed at this time.)

FINANCIAL IMPLICATIONS

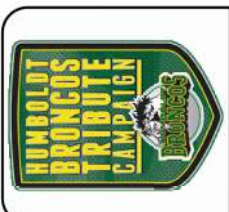
As of August 7, 2024, the City of Humboldt is holding approximately \$1.437 million in the reserve from contributions intended for recognition of the Bronco Tragedy. Of those amounts it is estimated that:

- \$160,000 was specifically targeted to apply to this above-mentioned Memorial Site,
- \$125,000 was specifically targeted to go to a Facility within the City of Humboldt
- \$830,000 to be spent upon terms agreeable to the Humboldt Bronco Hockey Club
- The remaining \$322,000 to be spent on a memorial or tribute without specified restrictions

This aspect of construction at the Memorial Site would utilize the specified \$160,000 and would then likely draw the remaining necessary funds from the \$322,000 that can be spent on a memorial or tribute and has no specific restrictions.

CONCLUSION

In order to expedite the construction at the Memorial Site, it is recommended that Kirsch Construction be awarded a sole-source contract.



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LEGEND:
 DASHED LINE WITH 'S' MARKS: EXIST. SIGN
 DASHED LINE WITH 'P' MARKS: EXIST. POWER POLE
 DASHED LINE WITH 'L' MARKS: EXIST. GAS LINE
 DASHED LINE WITH 'E' MARKS: EXIST. ELEC. LINE
 DASHED LINE WITH 'B' MARKS: EXIST. BOUNDARY
 DASHED LINE WITH 'R' MARKS: EXIST. RAILWAY TRACKS
 DASHED LINE WITH 'C' MARKS: CENTERLINE RAILWAY TRACKS

PRELIMINARY
NOT FOR CONSTRUCTION

SCALE: 1:500
 DRAWN: GCW
 CHECKED: []
 DATE: 23/01/20
 SHEET: 2 of 5
 DRAWING NUMBER: 809-00102

PROJECT: HUMBOLDT BRONCOS MEMORIAL
 LOCATION: RM OF CONNAUGHT No.457
 CLIENT: HUMBOLDT BRONCOS MEMORIAL COMMITTEE
 SHEET TITLE: CONCEPTUAL SITE PLAN

