

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

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**PRESENT:** Mayor: Shauna Ilg  
Councillors: Karl Senko  
Kim Fetter  
Shane Haeusler attended Virtually via Teams  
Benji Szautner arrived at 6:43 pm

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

Delegates: Sara Binsfeld and Glenn Sylvestre 8 pm  
Jen Helm kay 8:30 pm

**Res 2025-026**

**CALL TO ORDER:**

Mayor Shauna Ilg called the meeting to order at 6:30 p.m.

**Res 2025-027**

**AGENDA:**

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

**MOTION CARRIED**

**Res 2025-028**

**MINUTES:**

a) **Moved by:** Karl Senko  
**Seconded by:** Kim Fetter  
THAT the minutes of the Regular Meeting of Council held on January 15, 2025, as amended, be approved.

**MOTION CARRIED**

**Res 2025-029**

**FINANCIAL REPORTS:**

a) **Moved by:** Shauna Ilg  
**Seconded by:** Kim Fetter  
THAT the Statement of Financial Activities and Balance Sheet for the month of January , 2025 be approved as presented by the Administrator.

**MOTION CARRIED**

b) **Moved by:** Kim Fetter  
**Seconded by:** Karl Senko  
THAT the Accounts Payable, as per attached listing, be approved for payment.

**MOTION CARRIED**

**Res 2025-030**

**CORRESPONDENCE:**

**Moved by:** Kim Fetter  
**Seconded by:** Karl Senko  
THAT the correspondence as per attached listing, having been reviewed, be accepted.

**MOTION CARRIED**

**Res 2025-031**

**REPORTS:**

**Moved by:** Kim Fetter

**Seconded by:** Benji Szautner

THAT the following reports be received as information:

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

**MOTION CARRIED**

**Res 2025-032**

**FIRE DEPARTMENT FURNACE:**

**Moved by:** Shauna Ilg

**Seconded by:** Karl Senko

THAT the Village of Muenster approve replacement of the Fire Hall furnace as needed, be accepted.

**MOTION CARRIED**

**7:45 pm Sara Binsfeld and Glenn Sylvestre entered Council Meeting**

**Conflict of Interest Declaration:**

At 7:49 pm Jan Sylvestre declared a conflict of interest regarding sale of Parcel Blk/Par C-Plan 101732879 Ext 1. The nature of the conflict exists due to the ownership of the adjacent residential property. The property adjacent to the purchase parcel of interest belongs to a members within the Sylvestre family. If the interested party acquires the Village owned parcel Blk/Par C-Plan 101732879 Ext 1, this acquisition would further entice the sale of the Sylvestre property located at #315 Main St. Jan Sylvestre left the room at 7:49 pm

**7:45 pm Sara Binsfeld and Glenn Sylvestre entered Council Meeting**

Jan Sylvestre returned to the room at 8:06 pm

**Res 2025-033**

**MUENSTER PROPERTY** Blk/Par C-Plan 101732879 Ext 1

**Moved by:** Karl Senko

**Seconded by:** Shauna Ilg

THAT the Village of Muenster proceed to seek legal advice pertaining to sale of property where there is a possibility of contaminated soil and investigate costs associated with environmental clean up costs regarding parcel Blk/Par C-Plan 101732879 Ext 1, be accepted.

**MOTION CARRIED**

**8:32 PM Jen Helmkey entered Council Meeting**

**Res 2025-034**

**CHILDCARE CENTER BUILDING PERMIT EXTENSION**

**Moved by:** Benji Szautner

**Seconded by:** Kim Fetter

THAT the Village of Muenster allow the extension of the Muenster Cooperative Childcare Center **building permit** as per the process initiated in Jan 2024 with Municode Inspectors, be accepted.

**MOTION CARRIED**

**8:50 PM Jen Helmkey left the Council Meeting**

**Res 2025-035**

**2025 WAGES:**

**Moved by:** Benji Szautner

**Seconded by:** Shane Haeusler

THAT the Village of Muenster adjust the 2025 Rates Fees and Charges as per attached list, be accepted.

**MOTION CARRIED**

Rates and Fees		2025
Wages		
	Admin Assistant Level 1	\$18.00/hr
	CERTIFIED Foreman Month 2025	Months 1-3 of 2025 = \$6760/month Month 4-12 of 2025 =\$6960/month  Full time hours for 2025: 52 wks/yr – 3 wks holidays =2080-120 hrs= 1960 hrs 3 mo x\$6,760.00 + 9 mo x\$6960 = <b>82,920 / yr</b>

**Res2025-036**

**CANADA POST INFORMATION**

**Moved by:** Shauna Ilg

**Seconded by:** Benji Szautner

THAT the Village of Muenster distribute findings resulting from Chad Hofmann’s research regarding the Postal Service Outlet in Muenster, as well as potential options offered by the St. Gregor postal service committee, be accepted.

**MOTION CARRIED**

**Res2025-037**

**MUENSTER DISASTER FUND COMMITTEE**

**Moved by:** Shauna Ilg

**Seconded by:** Benji Szautner

THAT the Village of Muenster Council Representative on the Muenster Disaster Fund Committee request an opportunity to inspect Or audit the financial records of the committee, be accepted.

**MOTION CARRIED**

**Res2025-038**

**BUILDING INSPECTOR DRAFT AGREEMENT WITH THE CITY OF HUMBOLDT**

**Moved by:** Shauna Ilg

**Seconded by:** Karl Senko

THAT the Village of Muenster acknowledge the initial draft agreement outlining contracted building inspection services from the City of Humboldt, be accepted.

**MOTION CARRIED**

**\*\*\* IN CAMERA**

**2025-02-19**

**10:42 pm Ilg: That the Village of Muenster Council moves in-camera to discuss human resources as authorized by the legislative authority of the Municipalities Act Section 120 including the exemptions in Part III of the Local Authority Freedom of Information and Protection of Privacy Act.**

**CARRIED**

**\*\*\* OUT OF CAMERA**

**10:58 pm Ilg: That the Village of Muenster Council rises from the in-camera discussion.  
CARRIED**

**Res2025-039**

**ADJOURNMENT**

**Moved by:** Karl Senko

**Seconded by:** Benji Szautner

THAT this meeting now adjourn at 11:00 P.m.

**MOTION CARRIED**

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MAYOR – SHAUNA ILG

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ADMINISTRATOR – JAN SYLVESTRE

**Accounts Payable STARTS AT AND INCLUDES 9677**

Payment #	Date	Vendor Name	Amount	Refer
Ch 9677	2025-01-21	Fed of Canadian Municipalities	263.92	2024
Ch 9678	2025-01-21	Gaspar Alice	415.80	Reiml
Ch 9679	2025-01-21	Minister of Finance	846.30	2025
Ch 9680	2025-01-21	Humboldt & District Fire	10,412.37	2025
Ch 9681	2025-01-21	Lakeview Insurance Brokers (Y)	24,500.84	2025
Ch 9682	2025-01-21	Munisoft	5,629.36	Crediti
Ch 9683	2025-01-21	Office Experts	121.12	Calen
Ch 9684	2025-01-21	REACT Waste Management Dis	13,332.50	2025
Ch 9685	2025-01-21	Spider Heavy Duty Repair	624.66	T/S h
Ch 9686	2025-01-21	Success Office Systems	15.75	shippi
Ch 9687	2025-01-21	S.U.M.A.	935.56	2025
Ch 9688	2025-01-21	U.M.A.A.S.	250.00	2025
Ch 9689	2025-01-21	Western Municipal Consulting	262.50	2025
Ch 9690	2025-01-31	Jason Blechinger	210.00	Water
Ch 9691	2025-01-31	Alice Gaspar	2,446.40	Hourl
Ch 9692	2025-01-31	Jan Sylvestre	3,876.59	Hourl
Ch 9693	2025-01-31	Vanderveen, Nick	4,914.17	Salan
Ch 9694	2025-01-31	Shauna Ilg	487.60	Mayo
Ch 9695	2025-01-31	Korte, Glenn	3,007.50	Opera
Ch 9696	2025-01-31	Panko, Devlin	66.00	Labou
Ch 9697	2025-01-31	Vanderveen, Nick	172.00	Vehicle
Ch 9698	2025-01-24	Danwheels Limited	201.57	Danwh
Ch 9699	2025-02-21	ClearTech Industries Inc.	232.05	Turbidir
Ch 9700	2025-02-21	Vanderveen, Nick	275.00	Mileage
Ch 9701	2025-02-21	Gaspar Alice	87.37	Reimbu
Ch 9702	2025-02-21	Humboldt Chamber of Commer	225.00	2025 M
Ch 9703	2025-02-21	Humboldt Home Hardware	198.11	Washer
Ch 9704	2025-02-21	Korte's Garage Ltd.	179.81	Kubota
Ch 9705	2025-02-21	Loehr's Trenching Service	222.00	Nuisan
Ch 9706	2025-02-21	Muenster Sports Club	1,380.00	RBC de
Ch 9707	2025-02-21	Muenster Cooperative Childcare	2,500.00	Fwd Dc
Ch 9708	2025-02-21	Office Experts	83.24	Case o
Ch 9709	2025-02-21	Parkland Regional Library	6,107.30	2025 Le
Ch 9710	2025-02-21	Purolator Inc.	37.57	shipme
Ch 9711	2025-02-21	S.A.M.A.	6,518.00	2025 M
Ch 9712	2025-02-21	SaskWater	10,571.04	2024/12
Ch 9713	2025-02-21	Spider Heavy Duty Repair	1,283.27	Repair t
Ch 9714	2025-02-21	Saskatchewan Research Council	354.90	Water S
Ch 9715	2025-02-21	Success Office Systems	309.54	3635.00
Ch 9716	2025-02-21	REV - Sylvestre, Chase	0.00	
Ch 9717	2025-02-21	Nick Vanderveen	500.00	F150 Fc
Ch 9718	2025-02-21	Wheelers Wholesale Ltd.	7.42	Hydrau
Ch 9719	2025-02-21	Jan Sylvestre	149.32	SGI Re

**OB Payments STARTS AT AND INCLUDES 2025-001**

Payment #	Date	Vendor Name	Amount	Referen
OB 2025-001	2025-01-31	M.E.P.P.	1,899.00	Pensior
OB 2025-002	2025-01-31	Receiver General	5,931.88	Staff Pa
OB 2025-003	2025-01-31	S.U.M.A.	1,137.52	Jan Ber
OB 2025-004	2025-02-04	Receiver General	71.57	Interest
OB 2025-005	2025-02-19	SaskEnergy	1,520.42	Lift Strn
OB 2025-006	2025-02-20	SaskPower	3,012.53	306 Rai
OB 2025-007	2025-02-20	SaskTel	262.85	Office F
OB 2025-008	2025-02-13	Affinity MasterCard	11.64	Feb 202
OB 2025-009	2025-02-13	Humboldt Co-operative Associat	121.62	Fuel/Off
OB 2025-010	2025-02-13	Prairies Pickup Sales Inc.	16,705.00	F150 XI

**Correspondence Listing FEBRUARY 2025**

- SK Public Safety Agency
- Humboldt Music Festival Association
- CUPW STTP (Canadian Union of Postal Workers)
- Gov of SK Planning
- WUQWATR
- React
- JSGS – Johnson Shoyama Graduate School of Public Policy with U of S and U of R
- Munisoft
- CN Railway
- Brandy Boha – Water Security Agency
- Peavy Mart
- REACT
- Don Willenborg – Wakaw Pipeline
- Lanigan Creek-Dellwood Brook Watershed Association
- Gov of SK
- Humboldt Chamber of Commerce
- Source of Correspondence
- Saskatchewan Municipal Board
- North Central Transportation Planning Committee
- T.E.P. R-O-W Co-ordination
- SK Parks & Recreation