

MINUTES
TOWN OF KERROBERT REGULAR MEETING OF COUNCIL
November 12th 2025 AT 7:00 PM

PRESENT:

Mayor: Michael Mitchell
Councillors: Don Snell, Kim Burgardt, Regis Neumeier, Cody Hall, Connor Phillips
Absent: Lisa Knorr, (with regrets)
Staff: Tara Neumeier
Public: None

CALL TO ORDER: Mayor Mitchell called the meeting to order at 7:00 p.m.

PUBLIC HEARING: The Public Hearing was called to order at 7:01pm. No public was in attendance.
Mayor Mitchell closed the public meeting at 7:15 p.m.

DELEGATIONS:

RCMP quarterly update given by Staff Sargent.
Saskatchewan Health Authority quarterly update present by Amanda Barlow and Joahnna Digal

ADDITIONS TO AGENDA:

APPROVAL OF THE MINUTES:

264/2025 Hall:
The minutes from the Regular Meeting of the Council of the Town of Kerrobert held on October 22nd 2025, be approved. Further, they are filed in the Municipal Records.

Carried

MANAGEMENT REPORTS:

265/2025 Neumeier:
That the Administrative Trackers dated October 22nd be received for information.

Carried

266/2025 Phillips:
That the Town of Kerrobert move gas purchases for the Town equipment to the C-store.

Carried

267/2025 Burgardt:
That the Overtime tracker for October with yearly totals be accepted for information.

Carried

268/2025 Phillips:
That the Incident and Near Miss reports regarding a wind-blown truck door and first call be received For information. Further, they be filed in the appropriate personnel files.

Carried

269/2025 Snell:
That Prairie Bylaw's Final report dated October 2025 be received for information. As well the proposed checklists, inspection reports, warnings, order to remedy and notices be approved to Implement in the 2026 Bylaw Enforcement procedures.

Carried

APPROVALS:

270/2025 Hall:
That the List of Proposed Payments totaling \$173,726.57 starting at cheque 30921 to 30967 inclusive, including online payments of \$75,269.66. Furthermore, the List of Proposed Payments is attached per Schedule "A" which shall form part of these minutes.

Carried

COMMITTEES & OUTSIDE BOARDS:

CORRESPONDENCE:

BYLAWS:

271/2025 Phillips:
That Bylaw No. 1106-25 be given a second meeting.

Carried

272/2025 Burgardt:
That Bylaw No. 1106-25 A Bylaw to Amend a Bylaw 995-14 Known as the Zoning Bylaw, be be read a 3rd time and hereby be adopted.

Carried

NEW BUSINESS:

273/2025 Snell:
That Council confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:
a) Submission of the 2024 Audited Financial Statements
b) Submission of the 2024 public reporting on municipal waterworks to the Ministry of Government Relations
c) The Town of Kerrobert is in good standing with respect to the reporting and remittance of the Education Property Taxes
d) There was an adoption of a Council Procedure Bylaw and an Employee Code of Conduct

e) All members of Council have filed and annually updated their public disclosure statements as required.

Furthermore, that the Council understands if any requirements are not met our Municipal Revenue Sharing Grant may be withheld until all requirements are met and that we authorize the CAO to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Carried

274/2025

Snell:

That the CAO be authorized to purchase the 2019 521G Loader for a purchase price of \$119,880 after the trade in of our loader for a price of \$40,000. Furthermore, if necessary, the CAO is approved to move \$50,000 from the equipment reserve and use financing.

Carried

275/2025

Snell:

That the CAO be authorized to proceed with the first step of the meter upgrade for allow for digital reading, which is the purchase of the required software program from Neptune and a Belt Clip Transceiver for \$15,349 taxes included. If necessary, \$15,000 may be transferred from the Utility Reserve.

Carried

276/2025

Burgardt:

That the Council meeting proceed past 10 p.m. per Council Procedures Bylaw No. 1079-22

Carried

ROUND TABLE:

- Council Burgardt declared a conflict of interest and left council chambers at 10:18 pm
- Council Burgardt re-entered the council chambers at 10:25 pm

ADJOURNMENT:

277/2025

Snell:

That the meeting adjourns at 10:31 p.m.

Carried

Certified to be a true and correct
Copy of the Regular Meeting of New
Council held November 12th 2025



John P. Plett

Mayor



Jana Neumeyer

Chief Administrative Officer
Town of Kerrobert

Bank Code - AP - AP-GENERAL OPER

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
30921	2025-11-07	101036026 Saskatchewan Ltd	397	Fire Extinguisher Annual Maintena	1,133.71	1,133.71
30922	2025-11-07	Avenue Law LLP	1361	Bylaw enforcement process matter	438.45	
			1500	Rosana Primavera communication	452.90	891.35
30923	2025-11-07	Bahm's Auto Service & Supply	Nov 2025 Bahm's	Oct 2025 Bahm's	3,472.32	3,472.32
30924	2025-11-07	Bick's Drugs	Sep 2025 Town	September 30, 2025 Town #2361	71.91	
			Sep 30 25 POOL	Finance Charge POOL #23612 Me	0.98	72.89
30925	2025-11-07	Big Rack Vac Services Ltd	72367	Hydro vac storm drain	670.44	670.44
30926	2025-11-07	Bresselaar, Mike	2025 Tours	30% Paranormal Tours 2025 CH	810.00	810.00
30927	2025-11-07	Canoe Procurement Group	CA615284	Playground signs - SGI Grant	5,650.43	5,650.43
30928	2025-11-07	Canadian Climate Refridgeraton and H	1290	Replace shaft seal on compressor	3,903.31	3,903.31
30929	2025-11-07	D&M Fire Safety Systems	78121	Semi-Annual Inspection	217.88	
			78201	Annual Inspection	186.38	
			78200	Annaul Inspection	186.38	590.64
30930	2025-11-07	Delta Co-operative Association	3213547 Delta	October 2025 Statement Delta	126.85	126.85
30931	2025-11-07	Fer-Marc Equipment Ltd.	110741	Spreader cloths x 2, impeller	696.28	696.28
30932	2025-11-07	Golden Prairie Lodge	24312-2	EMS Lodging	253.05	
			Sep & Oct 2025	C-Store Fuel Sept & Oct 2025	875.52	1,128.57
30933	2025-11-07	Heitt's Plumbing & Heating Ltd	77569	Winter check - furnace filters	553.47	553.47
30934	2025-11-07	Hill Acme Machine Ltd.	154109	Supply parts GH781-24 and 1AA2-	710.69	710.69
30935	2025-11-07	Information Services Corp	Oct 2025 ISC	October 2025 Statement	30.00	30.00
30936	2025-11-07	Kerrobert Backhoe Service	15134	Remove hydrant at comm grow plc	582.75	
			15140	Locate curb stop at the Grill	277.50	
			0798	Fix leak on Yukon by Mark Neume	2,436.45	
			0799	Backfill & pack on Yukon behind N	1,831.50	
			0805	Dig 500 Blk Yukon raw water line 8	3,759.57	
			0801	Dig & bckfil 341 SK (Charteris)	2,641.80	
			0800	Locate blockage @ 341 SK Charte	488.40	12,017.97
30937	2025-11-07	Kerrobert Legion Poppy Fund	Wreath 2025	Remembrance Day Wreath	25.00	25.00
30938	2025-11-07	Kerrobert Shop Easy	Oct 2025 ShopEZ	October 2025 Shop Easy	33.99	33.99

TOWN OF KERROBERT
List of Accounts for Approval
Batch: 2025-00051 to 2025-00051

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
30939	2025-11-07	Kerrobert Reddimart			
		Oct 2025 Stmt	October 2025 Reddi	1,161.83	
		Oct 2025 CR	Oct 2025 Reddi CR	5,187.99	6,349.82
30940	2025-11-07	Kerrobert Courtroom Gallery			
		Donation 10/21	ARC Resources Donation	1,000.00	1,000.00
30941	2025-11-07	Knorr, Tyson			
		337 Col Sewer	Tree Root Sewer Reinbursement	120.00	120.00
30942	2025-11-07	Konica Minolta Busn Solutions			
		504857678	October 2025 Photocopier	341.38	341.38
30943	2025-11-07	MANN Enviromental			
		W693	Jet & vac sewer lines	6,612.75	6,612.75
30944	2025-11-07	Mike's Septic Service			
		5012	Suck out @ FG + false callout	577.50	577.50
30945	2025-11-07	Ministry of Finance			
		INV2028825262	PPSTN portable billing charge Jul 8	1,515.15	1,515.15
30946	2025-11-07	MuniSoft			
		2025/26-02973	Receipt paper x 6,000	490.60	
		2025/26-03163	Office 365 renewal x 12 to 10/31/2	1,665.00	
		2025/26-03296	Utility notices x 4000	343.70	2,499.30
30947	2025-11-07	Phillips, Breann			
		002381	Halloween Candy Reimbursement	19.92	19.92
30948	2025-11-07	Pinnacle Distribution Inc.			
		6516137	Squeegee for rink	382.31	
		6516139	Buffer pad & soap for floor scrubber	186.99	
		6516140	Soap for floor scrubber, toilet clnr	289.29	858.59
30949	2025-11-07	Prairie Bylaw			
		Issued	Lewicki, Matthew		
		034-2025	Bylaw Services - October 23, 2025	842.00	842.00
30950	2025-11-07	Prairieland Players			
		25 Dinner Thtr	2025 Dinner Theatre Proceeds	6,015.00	6,015.00
30951	2025-11-07	Prairie Branches			
		832	Custom Paper Shredding	15.00	15.00
30952	2025-11-07	Purolator Courier Ltd.			
		555212654	Shipping fees - SRC	431.24	
		520217223	Shipping fees - SRC	64.03	
		555222870	Ship cheque to Gee Bee's	82.88	578.15
30953	2025-11-07	Rev Energy Services Ltd.			
		26378	Flat repair	41.63	
		Curb Appeal 25	2025 Curb Appeal Incentive Pmt	2,000.00	2,041.63
30954	2025-11-07	Saskatchewan Research Council			
		3022552	Water Analysis	33.86	
		3022760	Water Analysis	33.86	
		3023565	Water Analysis	33.86	101.58
30955	2025-11-07	Saskatchewan Health Authority			
		3517223	Panels from Reddi Mart	23.00	23.00
30956	2025-11-07	Schlosser-Mitchell, Jessica Margaret			
		Tableclothes-1	Wash 41 Table clothes & 2 chair c	55.00	
		Oct 2025 Milage	P/U Social Services cheque-mail s	53.33	
		SEDA '25 Milage	Fuel to Saskatoon for SEDA & ret	219.98	328.31

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COMPUTER CHEQUE

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30957	2025-11-07	Shortt Insurance Brokers Ltd.				
		416JZV Renew 25	416JZV	Precision trailer plates	129.52	
		392JWT Renew 25	392JWT	Homebuilt trailer plates	76.52	206.04
30958	2025-11-07	Smith, Grant				
		Oilers Tickets		Oiler's Tickets - KCRS fundraiser	440.00	440.00
30959	2025-11-07	Your Southwest Media Group				
		14083		Small business week 2025	131.25	
		14107		Tax enforcement list 2025	273.00	
		14114		Employment Opp Oct 2025	368.55	
		14136		Zoning bylaw ammendment	532.35	1,305.15
30960	2025-11-07	Supreme Source For Sports				
		M30047352		Blue pucks x 99	395.60	
		H30002980		Black pucks x 100, blue puck x 1	303.70	699.30
30961	2025-11-07	Technical Safety Authority				
		ER-19679		Elevating Converyance License	120.00	120.00
30962	2025-11-07	Thompson Bearing & Farm Parts				
		92928		QC4 Mobile to run snowblwr, parts	1,661.75	1,661.75
30963	2025-11-07	Town of Kerrobert				
		2860467 10/25		Oct 31/2025 RBC Loan interest	11,431.16	11,431.16
30964	2025-11-07	United Paving (1983) Ltd.				
		2025-68		Patchwork on Pacific & Ussher	19,715.74	19,715.74
30965	2025-11-07	Wack, Heather				
		Hotel reimburse		Hotel for Oilers game fundraiser K	241.14	241.14
30966	2025-11-07	Whetter, Susan				
		080908		Tree roots bylaw reimbursement	120.00	120.00
30967	2025-11-07	Western Regional Landfill Inc.				
		1003		September 2025 Charges	159.64	159.64
				Total Computer Cheque:		98,456.91

ONLINE BANKING

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
2025-0183	2025-11-07	Canada Post Corporation				
		93000054079		Water Analysis Postage - Missed	10.37	
		97000137163		Water Analysis Postage	10.42	
		97000127685		Water Analysis Postage	10.32	
		96000137754		Water Analysis Postage	10.37	41.48
2025-0184	2025-11-07	MC				
		Issued	Collabria Mastercard			
		9/22-10/22 25MC		Sep 22 - Oct 22 2025 Mastercard	12,414.82	12,414.82
2025-0185	2025-11-07	Loraas Disposal North Ltd.				
		Oct 2025 Loraas		October 2025 Loraas	25,820.61	25,820.61
2025-0186	2025-11-07	Millsap Fuel Distributors				
		Oct 2025 Fuel		October 2025 Fuel	1,332.66	1,332.66
2025-0187	2025-11-07	Millsap Fuel Distributors				
		371858		FD Fuel Oct 2025	336.64	336.64
2025-0188	2025-11-07	Municipal Employees'				
		Oct 2025 MEPP		October 2025 MEPP remit	9,292.72	9,292.72

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Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
2025-0189	2025-11-07	Poulin's Pest Control			
		1825037	Monthly pest control	89.31	89.31
2025-0190	2025-11-07	Receiver General Of Canada			
		Oct 2025 Remitt	October 2025 Remittances	17,408.10	17,408.10
2025-0191	2025-11-07	SaskEnergy			
		Oct 2025 Energy	October 2025 Energy	2,438.95	2,438.95
2025-0192	2025-11-07	SaskTel Cmr			
		Oct 2025 Phones	October 2025 Phones	824.93	824.93
2025-0193	2025-11-07	SaskTel Cmr			
		Oct 2025 Cells	Oct 2025 Cell Phones	292.62	292.62
2025-0194	2025-11-07	Sask Provincial Sales Tax			
		2025 Q3	PST Remitt Jul 1-Sep 30 2025	32.27	32.27
2025-0195	2025-11-07	SUMA			
		Nov 2025 SUMA	November 2025 Benefits	2,899.66	2,899.66
2025-0196	2025-11-07	Town of Kerrobert			
		Oct 25 W/S Bill	September 2025 W/S Bills	2,044.89	2,044.89
				Total Online Banking:	75,269.66

Total AP: 173,726.57

Certified Correct November 12, 2025


Mayor Michael Mitchell