

# TOWN OF LUMSDEN / R.M. OF LUMSDEN No. 189

## MINUTES OF THE NOVEMBER 16<sup>TH</sup>, 2009 JOINT ADMINISTRATION COMMITTEE MEETING

The members of the Joint Administration Committee met in the Council Chambers of the Municipal Office, on the evening of Monday, November 16<sup>th</sup>, 2009 at 8:15 p.m. with Chairman Jim Hipkin presiding.

**Present:** Reeve: Jim Hipkin  
Councillor: Bill Marquardt  
Councillor: Tom Harrison  
  
Councillor: Dan Kirby, Sid Sikorski  
  
Administrator: Wayne Zerff

**Absent:** Mayor: Ron Hart

### Chairman Appointment:

Sikorski/Kirby: "That we appoint Reeve Jim Hipkin as Chairman for the Joint Administration Committee Meetings." **CARRIED**

### Minutes:

Kirby/Marquardt: "That we approve the minutes of the October 5<sup>th</sup>, 2009 meeting of the Joint Administration Committee, as circulated." **CARRIED**

### New Business:

#### Croft/Hutchinson App. - Road Annexation:

Kirby/Marquardt: "That we agree to table the recommendation on the Annexation of the portion of road West of Lumsden, Grid 641, to accommodate Developers Steve Croft and Roy Hutchinson's subdivision until more information is received on upgrade costs." **CARRIED**

#### Joint Administration Staff – Salary Grid Increase:

Sikorski/Harrison: "That we recommend each council approve a 3.3% increase to the 2010 Salary Grids for Joint Administration, Public Works and Recreation due to the following background information considered by the committee:

- Consumer Price Index for Regina is .6%
- Urban Municipal Association's recommendation 3.0%
- Rural Municipal Association's recommendation 2.8%
- Teamster's Union Contract 4.0%
- Public Works Request 5.0%
- Office & Other Staff Request 3.0%; and

That the high percentage and low percentage were not considered, and the averages of the remaining recommendations were used in determining the 3.3% Salary Grid increase." **CARRIED**

#### Joint Administration Staff 2010 Steps:

Marquardt/Sikorski: "That in consideration of the Joint Administration employee performance evaluations completed by the Administrator, we recommend each Council approve the following Joint Administration employee 2010 salary steps:

Darcie Cooper	Asst. Administrator	Step 10	(\$41,187/yr)
Joan Agopsowicz	Office Services Clerk	Step 11	(\$14.67/hr)
Brenda Boos	Office Services Clerk	Step 10	(\$14.45 /hr)
Lorrie Farago	Office Services Clerk (PT)	Step 10	(\$14.45 /hr)
Krystal Strong	Office Services Clerk (PT)	Step 8 (Step 7 to Step 8)	(\$13.92/hr)
Wayne Zerff	Administrator	Step 17	(\$87,550/yr)."

**CARRIED**

#### Krystal Strong – Increase Employment:

Kirby/Sikorski: "That we recommend each council approve the employment status change for Krystal Strong from casual temporary (3 days a week) to permanent full time (5 days a week), effective January 1<sup>st</sup> 2010; with four days per week allocated to Joint Administration and the equivalent of one day per week allocated to Bylaw Enforcement for both municipalities." **CARRIED**

W3  
JRX

**Administrator's Report:**

Marquardt/Kirby: "That the written report presented by Administrator, Wayne Zerff, be accepted as presented." **CARRIED**

**Joint Administration Meetings:**

Harrison/Sikorski: "That we agree to move the Joint Administration Committee meetings to the third Tuesday as opposed to the third Monday, with the committee meetings commencing at 8:00 p.m." **CARRIED**

**2010 Joint Admin and Joint Fire Capital Budget:**

Sikorski/Harrison: "That we recommend the following capital expenditures totaling \$18,025.00 to fund 2010 proposed capital budgets for Joint Administration and Lumsden Fire District:

**Joint Administration Capital Budget**

- \$2,000 for Computer upgrades
- \$3,500 for Server upgrades and Server/Data Backup site

**Lumsden Fire District Capital Budget**

- \$8,525 Fire Equipment upgrades
- \$4,000 for First Responders Equipment upgrades/training."

**CARRIED**

**Next Meeting:**

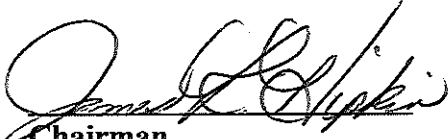
Kirby/Harrison: "That we set the date for the next Joint Administration Committee meeting for January 19<sup>th</sup>, 2010 at 8:00 p.m. with the Town of Lumsden hosting the full supper meeting for both Councils, Administrator, Department Heads and MLA dignitaries.

**CARRIED**

**Adjournment:**

Kirby/Harrison: "That we adjourn this meeting at 10:25 p.m."

**CARRIED**

  
Chairman

  
Administrator