### RM of NORTH QU'APPELLE NO.187 RM Of North Qu'Appelle Office 136 Company Avenue South Regular Meeting of Council Agenda 9:00 a.m.

Tuesday, January 28, 2025

- 1. Call to Order
- 2. Approval of Minutes
  - a. January 14, 2025, Regular Meeting of Council
  - b. January 21, 2025, Special Meeting of Council
- 3. Business Arising from Minutes
- 4. Delegation
  - a. Western Infrastructure Renewal 9:30 am
- 5. Correspondence
  - a. Green Earth Road Spraying
  - b. NVWMA December Minutes
- 6. Reports
  - a. Foreman Public Works Report
  - b. Administrator Report
- 7. Bylaws
  - a. 2024-13 A Bylaw to Close and Sell a Municipal Road
  - b. 2024-17 A Bylaw to Regulate the Operation of Overweight Vehicles
- 8. Accounts for Payment
- 9. Unfinished Business
  - a. Office Cleaning
  - b. Lot Consolidation SW-05-21-13-W2M
  - c. ECTPC Membership 2025
  - d. Intermunicipal Recreation Board
  - e. Jasmin SSA Minister's Order
- 10. New Business
  - a. Western Infrastructure Proposal -Bridge 213-20-35
  - b. RMAA Spring Workshop
  - c. SARM Annual Convention
  - d. NQGPA Annual Fee
  - e. Chemical Industries End Dust
  - f. Custom Work Overcharge
  - g. 2024 Transfers to Reserves
  - h. Jasmin SSA Administration
  - i. Wide Awake Bridge Signs on Highway 56
  - j. Highway 10 Passing Lanes Project Endorsement
  - k. Fan Motors for Office Bathrooms
  - I. February Meeting Schedule
  - M. Conexus Chequing account
- 11. Other Business
- 12. Closed Session
  - a. LA FOIP clause 16(1)(e) Budget Advice
    - i. LTD Deductions
    - ii. Katepwa Lagoon
  - b. LA FOIP clause 16(1)(a) Proposal Review
    - i. RFP-Financial Planning
  - c. LA FOIP clause 16(1)(e)- Planning
    - i. Road Management Committee
  - d. LAFOIP clause 16(1)(d)-Advice from Officials
    i. Resort Village of Parque Lake
- 13. Adjournment

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Present:

Reeve:

Nikolas Whalen

Council Members:

Division 3 Division 4 Joshua Boehme

DIVISION

Bernard Churko

Division 6

**Garnet Spanier** 

Staff:

**Acting Administrator** 

Charmain Wowk

Assistant Administrator

Gwen Lowe

**Public Works Foreman** 

Lloyd Webster

Absent:

**Council Members:** 

Division 2

**Ronald Palmer** 

A quorum being present Reeve N. Whalen called the meeting to order at 9:00 am.

#### 25-034 CHANGES TO THE AGENDA/N. WHALEN

"THAT the Foreman Report be moved to the beginning of the agenda due to time constraints, AND FURTHERMORE, the following items be added to the agenda as:

10. m. Conexus Chequing Account

12. d. i. Resort Village of Pasqua Lake

(LA FOIP clause 16(1)(d) - Advice from Officials)."

CARRIED

#### 25-035 FOREMAN REPORT/G. SPANIER

"THAT the written/verbal report be accepted as presented."

**CARRIED** 

#### 25-036 REGULAR MEETING MINUTES/J. BOEHME

"THAT the minutes of the regular meeting of Council held January 14, 2025, be adopted as presented." CARRIED

#### 25-037 SPECIAL MEETING MINUTES/B. CHURKO

"THAT the minutes of the special meeting of Council held January 21, 2025, be adopted as presented." CARRIED

#### 25-038 CORRESPONDENCE/N. WHALEN

"THAT the following Correspondence be accepted as presented and filed:

- a. Green Earth Road Spraying
- b. NVWMA December Minutes."

CARRIED

#### 25-039 ADMINISTRATION REPORT/N. WHALEN

"THAT the written report be accepted as presented."

CARRIED

Delegate – Western Infrastructure entered chambers at 9:16 a.m.

Delegate- Western Infrastructure addressed the Council at 9:30 a.m. to discuss maintenance and repairs on bridge 213-30-35 on Wide Awake Road.

Delegate left chambers at 10:17 a.m.

Foreman L. Webster left Council Chambers at 10:26 a.m.

#### 25-040 ACCOUNTS FOR PAYMENT/B. CHURKO

"THAT the list of accounts for cheque numbers **12900 to 12924 totaling \$247,839.29** including Preauthorized payments, on-line payments and Payroll, attached hereto and forming a part of these minutes is hereby approved by RM Council for payment."

CARRIED

#### 25-041 OFFICE CLEANING/J. BOEHME

"THAT the RM of North Qu'Appelle No. 187 acknowledge the December 31, 2024 written notice to end custodian services effective January 31, 2025."



RM of North
Quappelle No.187
Valley of Festivals

### 25-042 EAST CENTRAL TRANSPORTATION PLANNING COMMITTEE 2025 MEMBERSHIP/ N. WHALEN

"THAT RM of North Qu'Appelle No. 187 approve the East Central Transportation Planning Committee (ECTPC) membership be renewed for the 2025 year at a cost of \$500.00."

**DEFEATED** 

#### 25-043 INTERMUNICIPAL RECREATION BOARD/G. SPANIER

"THAT the RM of North Qu'Appelle No. 187 appoint J. Boehme and N. Whalen to act on behalf of the RM Council for discussions of an intermunicipal recreation board."

**CARRIED** 

#### 25-044 JASMIN ON ECHO SSA MINISTER'S ORDER/J. BOEHME

"THAT the RM of North Qu'Appelle No. 187 acknowledge the Minister's Order for the Jasmin On Echo Special Service Area Minister's Order dated January 22, 2025."

**CARRIED** 

#### 25-045 RECESS /N. WHALEN

"THAT this meeting be recessed at 10:50 a.m."

**CARRIED** 

Reeve N. Whalen asked that the meeting reconvenes at 11:10 am

#### 25-046 RECONVENE / N. WHALEN

"THAT this meeting reconvenes at 11:10 a.m."

**CARRIED** 

#### 25-047 RMAA SPRING WORKSHOP REGISTRATION/N. WHALEN

"THAT the RM of North Qu'Appelle No. 187 authorize the office staff to attend the Building and Technical Standards Presentation in Melville on March 26<sup>th</sup>, 2025, at the cost of \$100.00 each which includes lunch AND FURTHERMORE that the mileage is reimbursed and the RM office is closed that day."

**CARRIED** 

#### 25-048 2025 SARM ANNUAL CONVENTION REGISTRATION/J. BOEHME

"THAT the RM of North Qu'Appelle No. 187 authorize the RM council to attend the SARM 2025 Convention on March 11-13, 2025, in Saskatoon and reimburse meals and hotel expenses."

**CARRIED** 

#### 25-049 2025 SARM ANNUAL CONVENTION VOTING DELEGATE/G. SPANIER

"THAT the RM of North Qu'Appelle No. 187 authorize Division 4 Councillor, B. Churko, to be the voting delegate at the 2025 SARM Annual Convention."

CARRIED

#### 25-050 WESTERN INFRASTRUCTOR PROPOSAL BRIDGE 213-30-35/B. CHURKO

"THAT the RM of North Qu'Appelle No. 187 approve the quote in the amount of \$69,370. To repair Wide Awake bridge."

CARRIED

#### 25-051 NQGPA COSTS/N. WHALEN

"THAT the RM of North Qu'Appelle No. 187 instruct administration to provide notice to the North Qu'Appelle Group Pipeline Association that the annual administrative fee be increased to \$6,500.00 AND FURTHMORE that administration provide a review every three years."



#### 25-052 CHEMICAL INDUSTRIES DUST CONTROL QUOTE/G. SPANIER

"THAT the RM of North Qu'Appelle No. 187 accept the quote from Chemical Industries for 3 skids of end dust AND FURTHMORE those ratepayers who received dust control within the last 3 years who request dust control for 2025 will not be charged a fee and any ratepayers who have not had dust control within the last 3 years that request dust control for 2025 will be charged \$100.00 per 200m."

**CARRIED** 

#### 25-053 CUSTOM WORK FEE REIMBURSEMENT/G. SPANIER

"THAT the RM of North Qu'Appelle No. 187 authorize the Administrator to reimburse the overpayment for the custom work fee at NE 30-21-14-W2 in the amount of 130.00." CARRIED

#### 25-054 TRANSFERS TO RESERVES 2024/N. WHALEN

"THAT the RM of North Qu'Appelle No. 187 authorize the administrator to make the 2024 transfer of funds to reserves as follows:

- Road Maintenance Agreement Revenue Transfer to Future Expenditures/Capital-\$14,552.52
- Off Site Fee Revenue Transfer to Off Site Fee Reserve-\$5,600.00
- Budgeted Transfer to Future Expenditure /Capital- \$156,000.00
- Reserve Account Interest to Future Expenditure/Capital \$988.71."

CARRIED

#### 25-055 WIDE AWAKE BRIDGE SIGNS ON HIGHWAY 56/N. WHALEN

"THAT the RM of North Qu'Appelle No. 187 instruct the administrator to contact MOH to place the Wide Awake Bridge Restricted signs as per their quote in the sum of \$3,800.35 including taxes."

**DEFEATED** 

#### 25-056 HIGHWAY 10 PASSING LANES PROJECT ENDORSEMENT/G. SPANIER

"THAT the RM of North Qu'Appelle No. 187 endorses the highway 10 passing lane project AND FURTHERMORE instruct the administrator to send a letter to MOH and CIMA expressing concerns for Patick Road and Well Road."

**CARRIED** 

#### 25-057 FAN MOTORS FOR OFFICE BATHROOMS/N. WHALEN

"THAT the RM of North Qu'Appelle No. 187 authorize JV Electric to proceed with the fan motor replacements for the washrooms in the amount of \$1,037.34 plus install and applicable taxes."

DEFEATED

#### 25-058 FEBRUARY MEETING SCHEDULE/B. CHURKO

"THAT the RM of North Qu'Appelle No. 187 cancel the regular meetings of February 11<sup>th</sup> and 25<sup>th</sup> and reschedule for Wednesday, February 19<sup>th</sup> at 9:00 am."

CARRIED

#### 25-059 CONEXUS CHEQUING ACCOUNT/G. SPANIER

"THAT the RM of North Qu'Appelle No. 187 instruct the Administrator to contact Conexus to open a chequing account for the RM, AND FURTHERMORE, begin the process of moving funds from CIBC to Conexus to close the CIBC chequing account."

CARRIED

#### 25-060 CONEXUS CHEQUING ACCOUNT/J. BOEHME

"THAT the RM of North Qu'Appelle No. 187 authorize the Administrator to order cheques for the Conexus chequing account."

CARRIED

RM of North

Qu'Appelle No. 187

Valley of Festivals

#### 25-061 RECESS /N. WHALEN

"THAT this meeting be recessed at 12:17 p.m."

CARRIED

Reeve N. Whalen asked that the meeting reconvenes at 12:36 Pm

#### 25-062 RECONVENE / N. WHALEN

"THAT this meeting reconvenes at 12:36 p.m."

**CARRIED** 

#### 25-063 CLOSED SESSION/N. WHALEN

"THAT the RM Council, all members present in person, move into closed session at 12:36 p.m., as per LA FOIP clause 16(1)(e), clause 16(1)(a), and clause 16(1)(d) for Advice from Officials, Proposal Review, and Planning."

**CARRIED** 

#### 25-064 RECONVENE /N. WHALEN

"THAT this meeting reconvenes at 1:59 p.m."

**CARRIED** 

#### 25-065 LTD DEDUCTIONS/N. WHALEN

"THAT the RM of North Qu'Appelle No. 187 authorize the Administrator to reimburse the active employees' LTD deductions as presented."

#### 25-066 KATEPWA LAGOON/J. BOEHME

"THAT the RM of North Qu'Appelle No. 187 authorize the Administrator to pay the District of Katepwa 2024 lagoon fee as recommended by the OHTB AND FURTHERMORE, be at the expense of the OHTB."

CARRIED

#### 25-067 RESORT VILLAGE OF PASQUA LAKE/J. BOEHME

"THAT the RM of North Qu'Appelle No. 187 instruct the Administrator to set up a meeting with the RM and RVPL Council in the first week of March 2025."

**CARRIED** 

#### 25-068 ADJOURNMENT/G. SPANIER

"That the regular meeting of Council be adjourned at 2:05 p.m."

Approved this

19Th

day of

, 2025

Reeve

Administrator

Next regular meeting of Council, Wednesday February 19, 2025, at 9:00 am.







#### Administration Report to Council Tuesday January 28, 2025

Bank Balance\$1,147,842.15 as of January 22, 2025Reserve Account Balance\$257,739.06 as of January 22, 2025Taylor Beach Reserve\$176,988.40 as of August 31, 2024

Complaints 2 new RIC's opened (garbage, snow pile)

**Permit Applications:** 

2025 Permits: Building & Development, Move & Demo: 0 Applications

	ITEMS FOR COUNCIL TO NOTE:						
	Administrative Duties with Deadlines coming up:						
January 2025	January 2025 Present Employee Bonds to Council at first meeting-done						
	Council To Appoint Weed Inspector-done						
	Council to Appoint Board of Revision members-done						
	10 <sup>th</sup> School tax collections previous month due to Province-done						
	10 <sup>th</sup> SMHI, C & D tax collections previous month due - done						
	15 <sup>th</sup> File & remit previous month payroll deductions to CRA & MEPP-done						
	20 <sup>th</sup> Submit Organized Hamlet previous years financial statement to OH Board – done						
	31st Annual Education Tax Statement – done						
	31 <sup>st</sup> Remit annual PST – done						
	-Office Assistant is tasked with completing WCB Annual Statement and T4's- done.						
	-Assistant Administrator continues to work with Taxervice as required.						
	-Assistant Administrator is drafting CSO business case.						
	-Assistant Administrator sent letters for Sask. Lottery Grant Allocations.						
	Acting Administrator:						
l.	-Year end adjustments in progress. Council will see an updated statement in February.						
	-Audit preparation has started.						
	-YE Adjustments are almost complete. Revised December 2024 financial statement will be submitted						
	to Council in February.						
	-2025 Budget preparation will begin the start of February						
	-Jasmin SSA system set up will begin January 27 <sup>th</sup> . Estimate 30-40 hours for complete system addition.						
	-Resolution for amendment to The Municipalities Regulation has been submitted to SARM.						
	-Annual C&D statements are completed.						

Devin 16.50 days remaining 2025 Lloyd 24 days remaining 2025 Gwen 27 days remaining 2025 Charmain 17 days remaining 2025 Rebecca 15.25 days remaining 2025 Brian 17.75 days remaining 2025

Respectfully submitted,

Charmain Wowk Acting Administrator

Box 99 Fort Qu'Appelle SK 50G 150 Phone 306.332.5202

Website https://rmnorthquappelle.ca email office@rm187.com

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#### RM of North Qu'Appelle List of Accounts for Approval Batch: 2025-00012 to 2025-00014

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Bank Code - AP - AP GENERAL

#### COMPUTER CHEQUE

12900- Man       01/14/2025       Lowe, Gwen         Pay 01142025       210-400-910 - Paymate suspens       PP Jan 1-Jan 14,         12901- Man       01/14/2025       Webster. Lloyd       PP Jan 1-Jan 14,         12902- Man       01/14/2025       Horsman, Devin       PP Jan 1-Jan 14,         12903- Man       01/14/2025       Wowk, Charmain       PP Jan 1-Jan 14,	
Pay 01142025 210-400-910 - Paymate suspens PP Jan 1-Jan 14,  12902- Man Pay 01142025 Horsman, Devin 210-400-910 - Paymate suspens PP Jan 1-Jan 14,	2025 2,100.76 2,100.76
Pay 01142025 210-400-910 - Paymate suspens PP Jan 1-Jan 14,	
12903- Man 01/14/2025 Wowk, Charmain	2025 1,532.23 1,532.23
Pay 01142025 210-400-910 - Paymate suspens PP Jan 1-Jan 14,	2025 2,080.17 2,080.17
12904- Man         01/14/2025         Bergman, Brian           Pay 01142025         210-400-910 - Paymate suspens         PP Jan 1-Jan 14,	2025 1,502.17 1,502.17
12905- Man         01/14/2025         Zacharuk, Rebecca           Pay 01142025         210-400-910 - Paymate suspens         PP Jan 1-Jan 14,	2025 1,289.08 1,289.08
12906         01/28/2025         BG Prairie Distributors Ltd.           PI0033005         530-425-110 - TS - MaintEquil 110-340-110 - GST Receivable - Both Tax Code 900-110-110 - GST Paid         Diesel exhaust flu Both Tax Code Both Tax Code	id 423.99 20.00 20.00 NL 443.99
12907         01/28/2025         Checkowy, Robin           Jan-Feb2025         510-220-100 - GG - Cont Offic         Janitorial Services	s-Final Pa: 954.00 954.00
12908 01/28/2025 CIBC Credit Card 12312024-02 Accrual 510-210-170 - GG - Admin Tra Admin Trg session 01082025 510-290-100 - GG - Cont Banl Visa Annual Fee	n Dec Offi 10.60 10.60 170.00
510-210-180 - GG - Admin. Trai U of R LGA R. Za	charuk 878.751,048.75
12909 01/28/2025 De Lage Landen Financial	Payment Total: 1,059.35
9887400 510-400-120 - GG - Maint Pos Postage Meter	181.10
110-340-110 - GST Receivable Both Tax Code 900-110-110 - GST Paid Both Tax Code	8.54 8.54 NL 189.64
12910 01/28/2025 Francotyp Postalia Canada Inc. Issued to: FP-Teleset	
300016039-01 510-400-120 - GG - Maint Pos Postage	4,285.71
110-340-110 - GST Receivable GST Tax Code 900-110-110 - GST Paid GST Tax Code	214.29 214.29 NL 4,500.00
12911 01/28/2025 Howden Country Services Ltd	
10030 530-420-123 - TS-Maint-Repairs 7330 Repairs	2,368.89
110-340-110 - GST Receivable - GST Tax Code	118.45
900-110-110 - GST Paid GST Tax Code	118.45 NL 2,487.34
12912 01/28/2025 Jackson Bros. Bobcat Services  Decsaltsand-01 Accrual 537-430-100 - TS - Snow - Salt - Salt sand Dec 202	24 6,000.00
110-340-110 - GST Receivable - GST Tax Code	300.00
900-110-110 - GST Paid GST Tax Code	300.00 NL 6,300.00
12913 01/28/2025 Lowe, Gwen	
01102025RDAR 510-210-170 - GG - Admin Tra SARM Leadership	
110-340-110 - GST Receivable Both Tax Code 900-110-110 - GST Paid Both Tax Code	0.10 0.10 NL 139.00
12914 01/28/2025 Minister of Finance	
12312023-01 Accrual 210-200-600 - PST Payable PST Payable	1,886.01
510-700-120 - Interest Charge - InterestCharge	239.47 2,125.48
<b>12915</b>	rd 20 57 L 2 076 14
SXP328223 120-200-106 - Inventory - Suppli Rocanville Standa 110-340-110 - GST Receivable GST Tax Code	rd 29.57 I 3,976.14 198.81
900-110-100 - GST Paid GST Tax Code	198.81 NL 4,174.95
12916 01/28/2025 RM of North Qu'Appelle No 187	
31122024Reser 210-400-900 - Suspense Transfer to Reser	•
210-400-900 - Suspense Transfer to Reservable Transfer Tr	, , , , , , , , , , , , , , , , , , , ,
·	ve i unu 5,000.00 176,152.52
12917 01/28/2025 RoBo Sales 31 & 48 Dec 202 Accrual 530-420-100 - TS - Maint - Repa Windsheild wipers 110-340-110 - GST Receivable Both Tax Code	3.45 € \$ fluidRe 73.08



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### RM of North Qu'Appelle List of Accounts for Approval Batch: 2025-00012 to 2025-00014

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#### COMPUTER CHEQUE

Payment #	Date	Vendor Name	Ol Turneration December	Datail Amarint	Payment Amount
Invoice #		GL Account	GL Transaction Description	3.45 N	
		900-110-110 - GST Paid	Both Tax Code	3.40 N	IL 70.55
12918	01/28/2	2025 Scot's Printing Ltd.			
14439		510-400-110 - GG - Maint Sta	#10 Retrun Envelopes	494.38	
		110-340-110 - GST Receivable	Both Tax Code	23.32	
		900-110-110 - GST Paid	Both Tax Code	23.32 N	IL 517.70
12919	01/28/	2025 SGI Auto Fund Division			
25-GMC 3500 ci		530-260-100 - TS - Maint Insu	GMC Sierra 3500 Crew c In	1,321.98	1,321.98
12920	01/28/	2025 Success Office Systems			
INV43690	Accrual	510-200-190 - GG - Cont Pho	Photocopying BW 870 CC 9	82.17	
		110-340-110 - GST Receivable	Both Tax Code	3.88	
		900-110-110 - GST Paid	Both Tax Code	3.88 1	∖L 86.05
12921	01/28/	2025 Supreme Office Supplie	s		
68879489		510-410-140 - GG - Maint Off	office supplies	66.48	
		110-340-110 - GST Receivable	Both Tax Code	3.14	
		900-110-110 - GST Paid	Both Tax Code	3.14 N	NL 69.62
12922	01/28/	2025 TAXervice			
TE-PMB fees		510-260-100 - GG - Cont Tax		960.00	
		110-340-110 - GST Receivable		48.00	
		900-110-110 - GST Paid	GST Tax Code	48.00	NL 1,008.00
TE-fees		510-260-100 - GG - Cont Tax	-	255.00	
		110-340-110 - GST Receivable		12.75	
		900-110-110 - GST Paid	GST Tax Code	12.75	
				Payment Total:	1,275.75
12923	01/28/	2025 Town of Fort Qu'Appell		05 050 40	25 252 40
2025-00002		525-210-110 - PS - Fire - Contr	2025 Fire Agreement Fees	25,253.10	25,253.10
12924		2025 Valley Lawn & Tree LTD			
5004	Accrual	510-270-100 - GG - Cont Mai		181.80	
		110-340-110 - GST Receivable		9.00	
		900-110-110 - GST Paid	Both Tax Code	9.00 1	NL 190.80
			Total Co	omputer Cheque:	237,741.85

Total AP:

237,741.85



### RM of North Qu'Appelle List of Accounts for Approval Batch: 2025-00012 to 2025-00014

Bank Code - AP CON - AP Conexus

#### **ONLINE BANKING**

Payment #	Date	Vendor Name			
Invoice #	GL	Account	GL Transaction Description	Detail Amount	Payment Amount
OB-26	01/28/202	5 Crown Shred & Recyclin	g		
18903	51	0-200-192 - GG - Shred- Rec	Bin rental	12.00	
	11	0-340-110 - GST Receivable	GST Tax Code	0.60	
	90	0-110-110 - GST Paid	GST Tax Code	0.60	NL 12.60
OB-27	01/28/202	5 Municipal Employees'			
01142025	21	0-200-230 - MEPP Payable	PP ending Jan 14, 2025`	2,776.04	2,776.04
OB-28	01/28/202	25 Sask Power			
4000-0002-4561	53	0-300-120 - TS - Maint Utilit	Shop Power -Jan	212.43	
	51	0-300-120 - GG - Utility - Pow	Office Bldg Power - Jan	144.13	
	58	0-300-120 - UT - Water - Pow	RM Well - Jan	76.44	
	53	0-310-200 - TS - Utility - Stree	Taylor Beach SL -Jan	138.54	
	53	0-310-100 - TS - Maint Utilit	RM Street lights Jan	935.15	
	11	0-340-110 - GST Receivable	Both Tax Code	66.20	
	90	0-110-110 - GST Paid	Both Tax Code	66.20	NL
	11	0-340-110 - GST Receivable	GST Tax Code	6.93	
	90	0-110-110 - GST Paid	GST Tax Code	6.93	NL 1,579.82
OB-29	01/28/202	25 SaskWater			
SW08952	Accrual 54	0-200-150 - EH - Waste Disp	: Dec Fixed Charge	5,456.17	
	11	0-340-110 - GST Receivable	GST Tax Code	272.81	
	90	0-110-110 - GST Paid	GST Tax Code	272.81	NL 5,728.98
			Tota	al Online Banking:	10,097.44

Total AP CON: 10,097.44 Grand Total: 247,839.29

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Certified Correct This January 23, 2025