

**CITY OF GILBERT**  
**MINUTES OF REGULAR COUNCIL MEETING**  
**TUESDAY, OCTOBER 25, 2011**  
**COUNCIL CHAMBERS**

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

Present: Mayor Bellerud, Councilors Garrity, Gentile, Nemanick and Omersa.

Absent: None

Staff Present: City Engineer Jamnick, Police Lieutenant Techar, Fire Chief Omersa, Campground Caretaker Smith, City Clerk Darrow and Confidential Secretary Devich.

Mayor Bellerud led the audience in the recitation of the Pledge of Allegiance.

No additions to the agenda.

Motion by Gentile second by Nemanick to approve minutes of Regular Council Meetings of October 11, 2011. All approved.

Motion by Garrity second by Omersa to approve minutes of Charter Commission Meeting of June 22, 2011. All approved.

No public input.

City Engineer Jamnick stated a pre-construction meeting is set for Thursday, October 27, 2011 with Jola and Sopp on the catch basins repairs on Nebraska, Ohio and New Jersey Avenues. Jamnick noted Mesabi Bituminous will be taking care of the issues on Iowa Avenue.

Police Lieutenant Techar stated the Police Commission will be interviewing three more candidates for the police officer position on Wednesday, October 26, 2011. Techar announced the new patrol squad will be ready for service this Friday.

Campground Caretaker Smith reported on the Sherwood Forest Campground earnings for October noting they were higher than normal because of the nice weather and brought the total up to \$64,000 for the 2011 season. Smith noted the campground made a donation to the Quad City Food shelf from the change campers donated during the season. Smith explained the campground computer crashed and she will not be able to take reservations over the winter unless it is replaced. Smith also explained a new electrical issue in a ten foot section of the campground that has affected three sites including the one used by the caretakers and stated concerns about waiting until next spring to fix the issue because the sites are already reserved for when the campground opens next May.

Councilor Garrity recommended the campground issues be brought to the Campground Committee to discuss and make a recommendation to the Council. Lengthy discussion followed concerning the electrical issues. City Clerk Darrow stated there are not any

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funds allocated this year for the electrical problems at the campground but the City Engineer and he are submitting a grant for the campground that if received would pay for new electrical service in the campground. Further discussion followed. Clerk Darrow agreed to report back to the Council at the next Regular Meeting on the cost of a new computer for the Campground Caretaker. The Council also requested the City Engineer to get a cost estimate to repair the electrical at the campground in the ten foot section noted by the Caretaker.

Motion by Gentile second by Omersa to approve payment of bills and payroll subject to audit by Mayor and Clerk (check no. 10922-10965). All approved.

Andrew Imig of Arrowhead Energy stated he has completed the energy audits of the Gilbert City buildings and has compiled a top ten list of improvements. Imig explained the first recommended improvement is to replace the Fire Department water heater because of back drafting potential and large standby costs. Also, connect the Public Works garage exhaust fan to an overhead ventilation system and add vehicle exhaust connection to remove harmful exhaust and welding fumes to maintain the Indoor Air Quality (health and safety). Second recommendation is to fix the moisture problems with the warming house and fire department hose drying tower. These fixes will prevent further damage to the buildings and will prevent major repair costs. Third recommended improvement is to repair and service the City Hall air conditioners and furnace because the units are having issues with proper operations. Fourth recommendation is to replace the heating and cooling systems in the Community Center and Library. By zoning the boiler units major portions of the building can be turned down to conserve on heating costs and improve comfort in the area that primarily used. By separating the heating and cooling loads the systems can use only what is needed. Fifth recommendation is lighting retrofits to the Public Works garages, skating rinks, Community Center and City Hall Council Chambers room. The sixth priority is insulating the warming house because it does not have insulation on any of the walls and is primarily used during the coldest months. The seventh conservation item is the Public Works heating system, by consolidating the heating and water heating systems it would reduce the heating energy requirements for the building along with improving comfort. The eighth recommendation is to add a dual fuel electric heating system to the City Hall furnaces, which will help with the management of fuel costs and give the City the opportunity to select the cheapest fuel. Ninth improvement recommendation is an air source heat pump up grade to the Library. By replacing the current window units in the Library with a mini split air source heat pump the cost of air conditioning will be cut in half. The tenth and last recommendation is managing the Community Center kitchen area by putting in a switch to turn off the dishwasher preheater. Change the blower motors in the commercial refrigerator to reduce electric consumption. Install a damper on the commercial range exhaust system to prevent heat loss during non-operation times and finally change the storage water heater to an on demand system that could handle the requirements when the kitchen is in use and completely turns off when not in use.

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City Clerk Darrow stated the Charter Commission has proposed revisions to the City Charter and the next step in the process is to have the City Council formally approve the changes made by the Charter Commission. Darrow noted the Council may have additional recommendations before the 2012 Election when the changes would be voted upon by the residents of Gilbert. Councilor Omersa requested changes to the City Charter be placed on the Council Agenda quarterly to make sure all necessary changes are made before the 2012 Election.

Motion by Gentile second by Omersa to approve the revisions to the City Charter as recommended by the Charter Commission. All approved.

City Clerk Darrow explained the State shut down in July had a negative impact on the overall numbers for 2011 camping season but the campground saw an increase in extended stays as well as scuba related camping events. Darrow recommended the Council approve a transfer of funds back to the City's general fund which would include the \$4,000.00 the Council approved from the general fund at the beginning of the season.

Motion by Garrity second by Omersa to transfer all of the funds from the campground account to the general fund account and to keep a cash balance of \$1,000.00 in the campground account until the start of next season. All approved.

Motion by Gentile second by Omersa to authorize the City Clerk to purchase a new laptop computer for the Campground Caretaker out of the general fund. All approved.

City Clerk Darrow stated the Police Department has sold vehicles and equipment through Do-Bid auctions for a total of \$11,522.53.

Motion by Gentile second by Omersa to approve the transfer of \$11,522.53 to the City's Police Forfeiture Fund. All approved.

City Clerk Darrow stated he has worked with the department heads to reduce the overall annual expense of G&K Services which provides rugs, uniforms, towels and supplies.

Motion by Nemanick second by Garrity to approve the new contract with G&K Services in the amount not to exceed \$4,000.00 for 2012 and to begin the service revision immediately. All approved.

City Clerk Darrow proposed entering a contract with Shred It for paper shredding services. Further discussion followed with Gentile proposing purchasing a better quality shredder for the offices instead of entering into a contract service.

Motion by Nemanick second by Omersa to enter a one-year contract with Shred It Services and to determine after a year if the service is necessary. Motion carried 4-1 with

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Mayor Bellerud, Councilors Garrity, Nemanick and Omersa voting in favor and Councilor Gentile voting against.

Motion by Garrity second by Omersa to approve Payment No. One for \$41,200.00 to Magney Construction Inc. for the Water Plant Aeration Replacement project. All approved.

City Clerk Darrow stated a letter was sent to the owner of the Risky Business bar on October 18, 2011 in response to the Hazardous Building Notification. Darrow recommended not renewing the 2012 liquor license for Risky Business since there are significant costs associated with the clean-up and repair of the building and the City will be billing the owner for expenses the City incurred during and since the fire. Councilor Nemanick questioned the benefit to the City in not allowing the owner to re-open the business.

Motion by Garrity second by Omersa to deny renewal of the liquor licenses for the Risky Business bar in 2012. All approved.

City Clerk Darrow explained the City has been going through the cemetery and mapping various sections in order to utilize the cemetery software purchased in 2009. The City will need to formally approve the reclassification of the Cemetery Sexton position to Maintenance II Operator. Further discussion followed.

Motion by Gentile second by Omersa to reclassify employee George Shea to a Maintenance II Operator position. All approved.

Motion by Gentile second by Omersa to approve charitable gambling request for Gilbert 3<sup>rd</sup> of July Inc. for bingo event on November 20, 2011 at St. Joseph's Church, 515 Summit Street South, Gilbert. All approved.

Motion by Gentile second by Omersa to eliminate the City of Gilbert Wells Fargo credit cards. All approved.

Motion by Nemanick second by Omersa to authorize the City Clerk to apply for a MnDOT Transportation Enhancement Grant for the City of Gilbert. All approved.

Fire Chief Omersa stated the Gilbert Fire Department received a \$2,000 matching grant through the DNR for purchase of fire fighting equipment.

Motion by Gentile second by Omersa to approve the Minnesota Department of Natural Resources 2012 Matching Grant for the Gilbert Fire Department. All approved.

Motion by Omersa second by Gentile to approve purchase of one set of new fire turnout gear for the Gilbert Fire Department. All approved.

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City Clerk Darrow reported the League of Minnesota Cities has no issues, legal challenges or LMC briefs related to cities changing attorneys. Council agreed to change the Gilbert City Attorney for 2012 based on the interviews and quotes submitted by the various firms.

Motion by Nemanick second by Gentile to hire Colossimo, Patchin, Kearney and Brunfelt Ltd Attorneys at Law as the 2012 Gilbert City Attorney. All approved.

Motion by Omersa second by Garrity to hire summer casual laborer employee Trudy Salo to work at the Water and Wastewater Plants when one of the Water/Wastewater Operator employees will be off on family medical leave in 2012. All approved.

City Clerk Darrow stated St. Louis County has formally approved the \$20,000 grant. It is anticipated Elhers Inc., JPJ Engineering and MSA will compete the planning project with funds allocated from the St. Louis County grant.

Motion by Omersa second by Nemanick to adjourn the meeting at 7:50 p.m. All approved.

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Mayor

ATTEST:

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City Clerk

The aforementioned is a summary of the action items from this meeting. To listen to the full transcript of this meeting, please contact City staff at 218.748.2232.