

CITY OF GILBERT
MINUTES OF REGULAR COUNCIL MEETING
TUESDAY, JANUARY 8, 2019
COUNCIL CHAMBERS

Newly elected officials sworn in by Jim Paulsen.

Mayor Oberstar called the meeting to order at 6:30 pm.

Present: Mayor Oberstar, Councilors Robich, Leoni, Skenzich and Pulles.

Absent: N/A.

Staff Present: Executive Administrative Clerk Paulsen, Public Works Operations Director Lautigar, Police Chief Techar, City Attorney Lindsay, City Engineer Jamnick and Deputy Clerk Gulan.

Absent: Library Director Dabbas absent with notice.

Mayor Oberstar led the audience in the Pledge of Allegiance.

Motion by Skenzich, second by Pulles to approve the agenda as submitted with the addition of the approval to hire a firefighter and approval of Magney Construction pay request 7 for the wastewater treatment facility improvements. Motion Carried Unanimously (MCU).

Approve City Council Minutes

A. December 26, 2018 Regular City Council Meeting Minutes

Motion by Skenzich, second by Pulles to approve the December 26, 2018 Regular City Council Meeting Minutes. MCU

Public Input: Leo Skrbec congratulated the Council and asked everyone to speak loudly and clearly.

Mayor Oberstar, microphone discussion.

Staff Reports:

- Police Chief Techar:
 - Officer Andrew Haken submitted a letter of resignation effective 12/31/2018. GPD is looking for a new officer, have received 18 applicants. Working with the East Range Police Department. Hoping to hire by the first week of March.
 - To ease in snow the snow removal process, please adhere to calendar parking.
- Public Works Operations Director Lautigar:
 - Snow removal report.
 - Busy with arena, ice rinks and projects at City Hall.
 - Snow removal, overtime discussion.
- Library Director Dabbas: Absent with notice.
- Executive Administrative Clerk Paulsen:
 - Received a letter from MN Department of Transportation, the Highway 135 Project is scheduled to start May 13, 2019 and end September 28, 2019.
- Liaison Reports: Agenda.

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Mayor, Council, Boards & Commissions Reports:

- Mayor: Thanked Citizens of Gilbert for the opportunity to serve as Mayor and summarized intent of service. Discussion.
- City Councilors:
 - Councilor Pulles, thanked staff.
 - Councilor Skenzich thanked everyone for electing him to the Council. Looks forward to serving. The GFD went out and shoveled fire hydrants.
 - Councilor Leoni sees improvements.
- City Attorney Lindsay: No formal report.
- City Engineer Jamnick:
 - CDBG presentation on January 9, 2019 at 1:00 pm. Follow up presentation with the CDBG on January 16, 2019 for the lower Michigan project.

Old Business:

WWTP Construction Project Update: Engineer Jamnick, work is weather permitting. Project update comes from Stantec. Approximately one third completed with the project. Scheduled completion is for the fall of 2020. Next construction meeting in January 24, 2019.

MN TH 37 Update: Engineer Jamnick, met with MN DOT, concerns regarding budget and schedule. MN DOT will work up new cost schedules. Will report back in a month with updates. Discussion.

Purchase of Mower: Lautigar, will bring additional options of lawn mowers forward. Discussion.

Miscellaneous:

Approval to Hire Firefighter: The Fire Chief is requesting approval to hire a new firefighter pending the successful completion of all required exams and background check.

Motion by Pulles, second by Robich, to approve hiring an additional firefighter pending the successful completion of all required exams and background check. MCU

Approval of Magney Construction Pay Request 7 for Wastewater Treatment Facility Improvements: For services provided by Magney Construction for the Gilbert WWTF improvements for the period ending December 28, 2018.

Motion by Pulles, second by Robich, to approve the invoice in the amount of \$464,292.03 and authorize submittal to the PFA for reimbursement. MCU

Councilor Skenzich, The Gilbert Fire Department is seeking applicants.

2019 City Assessor: St. Louis County.

Motion by Skenzich, second by Robich to approve St. Louis County as the City Assessor for 2019. MCU

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New Business:

Resolution 2019-01 Official Designations: The City of Gilbert is to designate official depositories, collateral authority, official newspaper, appointment of acting mayor and legal counsel.

The following were designated for 2018:

Depositories – First National Bank of Gilbert; 4M Fund (League of MN Cities); Morgan Stanley.

Collateral Authority – Clerk/Treasurer

Newspaper – Hometown Focus

Acting Mayor – Rebecca Robich

Legal Counsel – Trenti Law Firm

Designations for 2019 will be listed in Resolution 2019-01.

- o Hometown Focus and Mesabi Daily News have requested consideration for the newspaper.
- o Acting Mayor will rotate for 2020 per Mayor Oberstar

Motion by Pulles, second by Robich, to approve resolution 2019-01 electing Councilor Robich as Mayor Pro Tem for 2019. MCU

Motion by Robich, second by Pulles, to approve the official depositories for 2019 as First National Bank of Gilbert; 4M Fund (League of MN Cities); Morgan Stanley. Mayor Oberstar will be granted signature authority. Collateral Authority is the City Clerk. MCU

Newspaper discussion.

Motion by Skenzich, second by Leoni, to approve the Mesabi Daily News as the official newspaper for 2019. MCU

Councilor Skenzich inquired about going out for bids for legal counsel. Discussion.

Motion by Pulles, second by Robich, to approve Trenti Law Firm as the official legal counsel for 2019. Aye, Councilor Robich, Pulles and Leoni
Nay, Councilor Skenzich and Mayor Oberstar

2019 City Engineering Services: JPJ Engineering has served as the City Engineer for many years. JPJ has submitted a proposal to continue in this capacity for 2019.

Motion by Skenzich, second by Robich, to approve the proposal from JPJ Engineering for engineering services in 2019. MCU

2019 Zoning Administrator: The Gilbert City Council shall appoint a Zoning Administrator at its first regular meeting in January each year. Current Zoning Administrator is Jim Paulsen.

Motion by Pulles, second by Robich, to appoint Jim Paulsen at the 2019 Zoning Administrator. MCU

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2019 City Council Meeting Schedule: The City Council has been meeting on the second and fourth Tuesdays of the month at 6:30 pm. If that schedule is to be followed for 2019, the meeting dates are as follows:

January 8	February 12	March 12	April 9	May 14
January 22	February 26	March 26	April 23	May 28
June 11	July 9	August 13	September 10	
June 25	July 23	August 27	September 24	
October 8	November 12	December 10		
October 22	November 26	December 26 (Thursday due to Christmas Holiday)		

Council may consider one meeting a month for June, July and August.

Motion by Pulles, second by Leoni to approve 2019 City Council meeting dates listed above. MCU

2019 Bill Approval Schedule: The bill approval schedule was created to address several years of audit findings from the account firm related to council oversight of bills. The approver is responsible to find an alternate in the event that bill review cannot be completed by the individual. Mayor Oberstar is not in favor of this process. Past practice has been “upon proper audit by the clerk and mayor, the bills and payroll are authorized to be paid.”

January 8 – Joe	January 22 – Rebecca
February 12 – Rocco	February 26 – Jeremy
March 12 – Karl	March 26 – Joe
April 9 – Rebecca	April 23 – Rocco
May 14 – Jeremy	May 28 – Karl
June 11 – Joe	June 25 – Rebecca
July 9 – Rocco	July 23 - Jeremy
August 13 – Karl	August 27 – Joe
September 10 – Rebecca	September 24 – Rocco
October 8 – Jeremy	October 22 – Karl
November 12 – Joe	November 26 – Rebecca
December 10 – Rocco	December 26 – Jeremy

Motion by Pulles, second by Robich, to approve 2019 bill process and schedule. MCU

Temporary Revenue Note to PFA: In August 2017, the City of Gilbert authorized a general obligation utility revenue note to assist in the temporary finance of the Wastewater Treatment Facility improvement project. Discussion.

Interest in the amount of \$15,318.00
Principal in the amount of \$1,332,000.00

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Total amount due \$1,347,318.00 on Feb 1, 2019

This amount has not been submitted to PRA (Public Facilities Authority) for reimbursement.

Motion by Robich, second by Skenzich, to approve submitting this amount to the PFA for reimbursement. MCU

Miscellaneous:

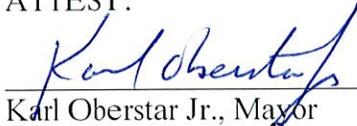
Motion by Robich, second by Pulles, to approve payment of bills and payroll upon proper audit of the Clerk and Mayor. MCU

Additional public comments made by Leo Skrbec.

Motion by Leoni, second by Robich, to allow any Councilor to attend the League of Minnesota Cities Trainings. MCU

Motion by Robich, second by Pulles, to adjourn meeting at 8:04 pm. MCU

ATTEST:



Karl Oberstar Jr., Mayor



James Paulsen, Executive Administrative Clerk