CITY OF GILBERT
MINUTES OF REGULAR COUNCIL MEETING
TUESDAY, OCTOBER 10, 2017
COUNCIL CHAMBERS

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

Present: Mayor Milos, Councilors Vertachnik, Pontinen and Robich.

Absent: Councilor Bol absent with notice.

Staff Present: City Attorney Lindsay, City Engineer Jamnick, Public Works Operations Director Lautigar, City Clerk/Treasurer Sakrison and Library Director Dabbas.

Staff Absent: Police Chief Techar absent with notice.

Mayor Milos led the audience in the Pledge of Allegiance to the Flag.

Motion by Robich, second by Vertachnik to approve the agenda as submitted. Motion Carried Unanimously (MCU)

Motion by Pontinen, second by Vertachnik to approve the minutes of the September 26, 2017 Regular City Council Meeting. MCU

Public Input: None.

Staff Reports:

- Police Chief Techar:
  - Absent with notice.

- Public Works Operations Director Lautigar:
  - Discussion, they are getting ready for fall. Cleaning up town with the street sweeper.
  - Reminder that Alley Pick Up will be November 6-10, 2017. Leaves need to be in bags, no branches larger than 4 feet long.
  - Meeting on October 3, 2017 with MN DOT about the Main Street Project. The next meeting will be October 23, 2017 at 10:30 a.m.

- Library Director Dabbas:
  - Library will open at 11 a.m. on October 19, 2017 due to the City Staff attending the Safety Meeting. Dabbas will have notices posted at the Library. (Training rescheduled)
  - Greiner and Dabbas have been attending meetings over at ALS, they have one more follow up meeting on October 25, 2017. They are informational meetings.
  - They have been having a lot of fun over at the Library with different Pinterest projects and with the cookbook club.
  - Adults and children have been decorating pumpkins.

- The cookbook group will be doing a brunch next week. This is open to all families, everyone is invited.
- The Kitchen Kids will be making caramel apples. Please stop in the library to sign up for this event.
- The Library is planning a book and semi-formal dress event November 1-4, 2017. This will be on a donation basis. Plastic bags are needed. Any help with this project is appreciated.
- Thank you to the city workers that have been working on the book drop.
- Don't forget to have children stop by the Library for Trick or Treating, they will have treats available.

- Campground Managers Barb and John Rautanen:
  - N/A.

- City Clerk/Treasurer Sakrison: Agenda

- Liaison Reports:

Mayor, Council, Boards & Commissions Reports:

- Councilor Pontinen: Agenda.
- Councilor Bol: Absent with notice.
- Councilor Vertachnik:
  - Discussion by Vertachnik regarding safety vests. It would be beneficial to have all city employees wearing safety vests while working, especially on Broadway. Public Works Operations Director Lautigar stated the city employees do have safety vests, they don't specifically say City of Gilbert but they do have them. It's important for the safety of the employees that everyone is wearing their safety vests while working.
- City Attorney Lindsay: Agenda.
- City Engineer Jamnick:
  - Discussion, they are working on installing the liner, this should be done October 11, 2017. The MPCA will be coming up to do a final inspection. The stock piled top soil will be replaced. There was an odor that resulted from digging around the pipes. Most of the pipework is in at this point. They are finishing some grading work. They are working on the culvert where the ATV trail goes. Traffic will be detoured while this is being worked on.
  - The latest bypass was 400,000 gallons. The new plant will have additional capacity. The IRRB helped with the cost of funding the new Equalization Pond.

Motion by Vertachnik, second by Pontinen to acknowledge minutes of Gilbert Library Board September 5, 2017 and the Gilbert Planning and Zoning Commission minutes of September 11, 2017. MCU

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Old Business:

Update Nuisance Ordinance: Mayor Milos and Police Chief Techar will be working on updating the Nuisance Ordinance this winter.

AEOA Purchase of Property: Nothing new to report.

Ordinance 92.06: Mayor Milos was at a Planning and Zoning Meeting on October 2, 2017 and should have the wording after their next meeting on November 6, 2017.

Final Payment Request No. 6 MN TH 135: Jamnick has sent the contractor another email this morning, giving him until October 13, 2017.

Motion by Vertachnik, second by Pontinen to authorize Lautigar to proceed with the curb replacement. MCU

Title Searches for Outlot S: Attorney Lindsay needs to get information to Jamnick. They need information from the property owners to determine how deep they want the lots. They need to meet with the owners.

Utility Meters Upgrade: Discussion, financing has been a hang up with the utility meter upgrades. It will cost close to $600,000 to purchase and to have the meters installed, the system will be turnkey. It will help out in the office. It will include a hand held device. This would be for electric and water meters. The quote was from HD Supply. The name of the company was recently changed to Core and Main, Lautigar has the updated information.

There is an option to purchase an upgraded water meter that could be turned off remotely and or allow restricted water flow to a resident. This would be helpful in shut off situations. The upgraded water meter is approximately $150 more than the standard water meter. The quote is a ballpark quote as of now but Lautigar would be able to get a more specific quote when the financing is in order.

To go after grant funding, the City of Gilbert would have to wait until the water plant upgrade which is approximately two to three years out. The City Council would like to have a more solid direction of what will happen by the next City Council Meeting. They would also like additional shut off information to know more about what type of meters are needed for the upgrade. Lautigar will gather additional information about what is specifically needed for the project and get it to the City Council.

Tree Trimming of Electric Secondary Line: Discussion, Lautigar got another quote regarding what it would cost to trim in the primary lines. It would cost $121.57 per hour for the primary lines. The pole work for Minnesota Power came in at $48,560 for the priority poles that need to be fixed. Lautigar would rather get the pole work done this year and put off the tree trimming. They could

look at potentially spot trimming later in the spring. It was questioned if there is the option to have Minnesota Power come in for a few days. The city has received several calls about trees in the power lines. The City Council would like to try and budget and keep the work under $5,000. This was tabled until the next City Council Meeting.

MN Power Ground Line Resolution Project: $48,560 will take care of the poles in critical condition in Gilbert, which is 14 poles. These are rotting poles. 573490 and 573194 are both Century Link owned poles, Century Link would be responsible for that expense. There was an agreement back in the 1980's, City Attorney Lindsay has reviewed that contract. The contract will continue until someone opts out of it.

Jason Fisher is our representative from Minnesota Power, Fisher will contact Century Link and work with them to get their poles replaced. If the two poles can be replaced while we are replacing our poles, it would be ideal. By having Century Link replace their own poles we will save $8,000.

Motion by Vertachnik, second by Pontinen to approve Minnesota Power doing the critical poles for a cost of $48,560. MCU

Discussion, Robich questioned the progress of looking at other contractors. Mayor Milos stated that many contractors will not work on the poles in Gilbert.

Bulk De-Icing Salt and Sand: None of the contractors contacted have provided written quotes to do the hauling of the salt and sand. Lautigar stated that one city employee could haul for six days or two city employees could haul for three days to complete the job.

Discussion about hourly costs for employees with benefits. Mayor Milos addressed the union issue because the city is just trying to make informed decisions and face the citizens of Gilbert.

It normally takes 300-400 yards of material annually. It's difficult to gauge because ice is a variable. Lautigar needs to start mixing material soon. The salt was ordered two to three weeks ago. The salt needs to come in a specialized truck and needs to be covered. The salt quantity was cut in half. The City Council will be looking into the cost of city employees' wages per hour and the cost of contracting out the hauling of the salt and sand for next year.

Motion by Vertachnik, second by Pontinen for 250 yards of sand from Seppi's to be hauled by the city employees. MCU

Planning and Zoning Recommendation: During the July 10, 2017 Planning and Zoning Commission Meeting it was voted unanimously to send the City Council and the City of Gilbert all future permits, a certified site survey will be needed as part of the application process. There will be a state inspector needed at the property owner's expense. If there is already a certified survey, another would not be needed. This will be mirroring Virginia's building code and policy.

Motion by Pontinen, second Vertachnik to acknowledge recommendation from the Planning and Zoning Commission. MCU

New Business:

Request from Gilbert Fire Relief Association for Benefit Increase: Casey Omersa, representing the Gilbert Fire Relief Association, is requesting an increase to $1,700 per year of service. January 1, 2018 the benefit will go down to $1,250 per year of service. The Gilbert Fire Relief Association does a fundraiser annually on July 3.

Omersa stated that surrounding fire departments have higher benefits, so it would be an incentive for recruiting new employees. The City of Eveleth receives $2,100, the Township of Fayal receives $1,900, the City of Biwabik receives $2,000 and the City of Mountain Iron receives $2,000.

Motion by Robich, second by Vertachnik to table until the City Council is able to discuss this at the budget meeting on October 11, 2017. MCU

Application for 1st Responder: An application has been received. The individual was recommended for hire by Pete Makowski. Chief Techar conducted the background check. The applicant has twelve years of experience.

Motion by Pontinen, second by Vertachnik to approve hiring Sherrie Houdek as a 1st Responder. Three aye, 1 nay. Motion carries. (MC)

Equalization Basin Pay Estimate No. 2: Discussion about the Equalization Basin and the work being done.

Motion by Robich, second by Vertachnik to approve pay estimate No. 2 to George Bougalis & Sons in the amount of $219,556.87. MCU

CDBG Pre-Application for 2018 Grant Cycle: Discussion, it's a two part application process, the first part is due October 15, 2017. The total will be $576,000. Part one of the application will cost $252,000. Pontinen questioned why not concentrate on Broadway Street. Jamnick explained they can't "bank" the money, it has to be spent. Jamnick suggested submitting two pre-applications to CDBG. By December will only be able to move forward. Per Lautigar, they are working on priority areas now with Inflow & Infiltration.

Motion by Pontinen, second by Robich to approve submitting two pre-applications, this one as presented and Broadway infrastructure work. MCU

Sparta Water Main Improvement Quotes: Two quotes received, Utility Systems of America for $44,300. Jola and Sopp Excavating $45,000. This would disconnect the residents on Wenonah Property from the water system. The fire hydrants could be removed. Discussion about three

properties in Sparta currently on the water line, the City of Gilbert would need to determine what to do with these residents before turning off the water supply.

Discussion about recent thefts, one fire hydrant was taken and six caps have been taken. The city is unable to take off the fire hydrants until the water supply has been turned off. Robich questioned what would happen in the event of a fire. Lautigar stated, the areas that are occupied all have fire hydrants near them. We have mutual aid available for structures that are unoccupied in case of fire.

Motion by Pontinen, second by Vertachnik to table until spring of 2018.

Billboard Lease with Lamar Companies: Attorney Lindsay said the lease is ok, per the contract Lamar can terminate with 30 days' notice, but the city has no reciprocal provision. Lamar was previously paying Mesabi Bituminous for the billboard as they thought the billboard was on Mesabi Bituminous property.

Motion by Pontinen, second by Vertachnik to authorize Attorney Lindsay to contact Lamar to clean up the lease language and to ask for $2,000 annually. MCU

Quote from CW Technology for Service Maintenance: Vertachnik has been working with CW Technology. The quote is for $517 needs to be approved. This is for the warranty on the server. They will replace parts on the server for one year.

Motion by Vertachnik, second by Pontinen to approve paying the $517 for the warranty on the server.

Resolution to Modify Fee Schedule: Discussion about amending the Gilbert Fee Schedule to allow a charge of $7.50 per month. This will be charged to each account that has sewer. The $7.50 per month will contribute towards the new Waste Water Treatment Facility. This would be higher if we had not received the state subsidy for addressing the mercury standards. This may need to be increased in the future depending on funding. The City Council continues to work on funding to keep costs low. Notice will be put in the October utility billing.

Motion by Vertachnik, second by Pontinen to amend the Gilbert Fee Schedule to add the new service charge for the Waste Water Facility Upgrade charge. MCU

City Office Hours: The public has adapted to the new office hours. Mayor Milos hasn't received any complaints about the office hours of City Hall. The office hours will remain as they are and this can be revisited at a later time.

Miscellaneous:

Sludge Pump needs work, it will cost $1,440. This will come out of the Sewer Fund.

Motion by Robich, second by Pontinen to approve $1,440 to fix the Sludge Pump. MCU

Discussion about three bills received, American Test Center came to test an auto lift. This needs to be tested yearly. It was $365 for the test and it hasn't been done in approximately eight years. Discussion about putting together a list of everything that needs testing for budgeting purposes. It was noted that Fire Extinguishers are tested annually.

There was a $550 dollar charge for assisting Jack with a 40-50 page Water Conservation Report that was required by the MN Department of Health. It was specific to the City of Gilbert and encompassed information beyond the Water Treatment Plant. Jamnick assisted with putting the Water Conservation Report together. It was questioned by the Council if the report is an annual report. Lautigar was uncertain if the report is an annual report or if the report is needed every five years.

The Mesabi Daily News charged $2,600.15 to run the budget in the newspaper for September 13, 2017. This is a required publication. This will need to be discussed with Mesabi Daily News. Pontinen is looking for approval from the Council to go and discuss the charges with Mesabi Daily News.

Motion by Vertachnik, second by Robich to approve Pontinen to go to Mesabi Daily News to question further about the $2600.15 dollar charge for publishing the budget. MCU

Vertachnik questioned if Dabbas will be going to the upcoming budget meeting. Dabbas stated that she enjoys working with CW Technology, Dabbas also stated that CW Technology does a wonderful job. They are looking at utilizing them on an as needed basis. There are three staff computers that are on a CW Technology contract and seven computers are public computers.

Approve Payment of Bills and Payroll:

Motion by Pontinen, second by Vertachnik to approve bills and payroll not including the $2600.15 bill from Mesabi Daily News. MCU

Motion by Vertachnik, second by Pontinen to adjourn at 8:38 p.m. MCU

Debra Sakrison

Debra Sakrison, City Clerk

ATTEST:

Dorothy Elizabeth Milos, Mayor