

City of Gilbert
City Council Meeting
Tuesday, October 22, 2019

Mayor Oberstar called the meeting to order at 6:30 p.m.
Quorum determined.

Present: Councilors Robich, Pulles, Skenzich, Leoni, Mayor Oberstar, Jr., City Attorney Bryan Lindsay, City Engineer John Jamnick, Police Chief Techar, Deputy Clerk Gulan, Executive Administrative Clerk Paulsen.

Absent with Notice: Operations Director Sam Lautigar, Library Director Su Dabbas.

Mayor Oberstar led the audience in the Pledge of Allegiance.

Approve City Council Minutes

- A. October 08, 2019 City Council Working Session
- B. October 08, 2019 Regular City Council Meeting

Motion by Pulles, second by Robich to approve the October 08, 2019 City Council Working Session Minutes. MCU

Motion by Skenzich, second by Leoni to approve the October 08, 2019 Regular City Council Meeting Minutes. MCU

Public Input:

Reports – Mayor & Council

A) Mayor:

- Food Shelf is now moved to Mt. Iron.
- LELS: Gilbert Police union negotiation meeting update.
- November City Council Meetings:
 1. Superintendent meeting re: update on school progress (date and time to be determined).
 2. Truth in taxation meeting November 26, 2019 at 6:01 P.M.

a. Councilor Robich: No report

b. Councilor Pulles:

- Gilbert Storage facility Update: It is now open and available for rental.

c. Councilor Skenzich: No report

d. Councilor Leoni: No report

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Reports – Staff, Boards & Commissions

A) City Attorney Bryan Lindsay:

- Public utility rate issue update: multi-unit apartment dwelling (as it relates to Gilbert Public Utilities) research and information has been completed and will be presented at the November 12, 2019 City Council meeting.

B) City Engineer John Jamnick:

- Update on Lower Michigan project:
 1. Underground work in alley and lower Michigan area is complete.
 2. Beach parking lot, culvert and gravel complete, paving to follow.
 3. Sparta water proposed finish date Thursday, 10/24/19.

C) Police Chief Ty Techar: No report

D) Public Works Operations Director Lautigar: Absent

E) Library Director Dabbas: Absent

F) Executive Administrative Clerk Paulsen:

1) Revenue in comparison to budget through September 2019

- Revenue down 4.5%, expense 4.2% under budget.
- All categories will be assessed and reviewed.
- Revenue expected to be down approximately 5% by year-end and adjustments made as needed.

Old Business:

A. WWTP Construction Project Update

- Todd Arlander report. Progress successful.
- Equipment integrator individuals inspected and reported equipment is operational.
- Gilbert employee operator training next week.
- The following week equipment startup for blowers and other equipment.
- Concrete walls to pour within several weeks.
- Hole discussed, wall completed within 2 weeks.
- Rain discussed. Retention basin is effective, allowing flexibility for equipment to work more efficiently.

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B. MN TH 37 Update

- No current MNDOT update available.
- MNDOT project plans submitted for review by mid-December.
- Recommended to Council to schedule meeting to discuss.
- Request for City Council Working Session November 26, 2019 with Chris from Ellers for project financing options.
- Tuesday, November 5, 2019 at 5:30 P.M. for City Council Working Session to discuss Phase 1 HWY 37 and 2020 budget review/levy.

Motion by Skenzich, second by Pulles to approve a City Council Working Session on Tuesday, November 5, 2019 at 5:30 P.M. MCU

New Business:

A. Wastewater Plant Stantec invoice

Motion by Robich, second by Pulles to approve the Stantec invoice in the amount of \$15,734.12 MCU

B. JPJ Engineering invoice

Motion by Robich, second by Pulles to approve the JPJ Engineering invoice in the amount of \$345.00. MCU

C. George Bougalis & Sons payment estimate

- Lower Michigan Project

Motion by Skenzich, second by Leoni to authorize Partial Payment Estimate Number 1 to George Bougalis & Sons in the amount of \$118,904.85. MCU

D. Mesabi Bituminous payment estimate & change order

- Lime Lagoon project

Motion by Robich, second by Leoni to authorize the Final Payment Estimate Number 2 to Mesabi Bituminous in the amount of \$1,423.00. MCU

E. Fiscal Year 2019 Audit Outline Proposal

- Total audit fee \$37,250.00 includes the single audit fee
- Recommended to council to approve

Motion by Pulles, second by Robich to approve the Walker, Giroux & Hahne Fiscal Year 2019 Proposed Audit outline with a total audit fee **not** to exceed \$37,250.00. MCU

F. Water/Wastewater Operator Vacancy

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- To approve Trudy Salo to open W/WW position

Motion by Leoni, second by Skenzich to approve filling the vacant Water/Wastewater position with Trudy Salo, effective as soon as possible to start training. MCU

G. Water/Wastewater Operator/Equipment Operator II Posting

- Internal posting, water/wastewater/public works, as needed
- Current job description for council review
- Posting 7 days, to review candidates
- If no internal posting, to post externally for 2 weeks
- Assemble interview committee

Motion by Pulles, second by Skenzich to post the vacant Water/Wastewater/Equipment Operator II position internally for 7 days, after which time if no qualified internal candidates apply, will post externally for a period of 2 (two) weeks. MCU

H. Seasonal Rink Attendants

- 2 rink attendants at \$12.00/hour compensation for 2019-2020 season
- To advertise for 2 seasonal attendants, with maximum of 67 shifts
- Part-time positions

Motion by Pulles, second by Robich to authorize advertising for 2 seasonal rink attendants for the 2019-2020 season with hourly rate of \$12.00 and maximum number of 67 shifts worked. MCU

I. Plow Blades Purchase

- Quote from Pit and Quarry for (3) Dual Carbide Edge plow blades and (1) Single Carbide Edge plow blade
- 4 blades total price: \$2,760.00

Motion by Skenzich, second by Leoni to approve the Public Works purchase of (4) plow blades from Pit & Quarry in the total amount of \$2760.00. MCU

J. Police Snow Tires

- 1 set of (4) tires from Taconite Tire
- Taconite Tire is the only local business to carry specific police tires.
- Best price available from Taconite Tire
- Noted: Police tires are different than standard tires and are a special type tire not available everywhere.

Motion by Pulles, second by Robich to approve the Police purchase of (3) sets of Squad snow tires from Taconite Tire in the total amount of \$1,617.72. MCU

K. Fire Department New Hire

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- To approve new hire pending all background check and exams.

Motion by Pulles, second by Robich to approve the new volunteer firefighter pending background check and exams. MCU

L. Gilbert Cemetery Board Recommendation

- Change meeting date to first Tuesday of each month at 3:30 P.M.
- Suggested by Clerk to meet with Cemetery Board members re: proper burial procedures.
- Clerk/city staff and Cemetery Board members to Draft specific policy and procedures re: burial requests and report to Council at later date.

Motion by Pulles, second by Robich to authorize setting the time and date of the Gilbert Cemetery Advisory Board meeting to the First Tuesday of each month at 3:30 P.M. MCU

M. Miscellaneous: N/A

Approve Payment of Bills and Payroll:

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

Motion by Robich, second by Pulles to adjourn meeting at 7:08 P.M. MCU

ATTEST:



Karl Oberstar Jr., Mayor



James Paulsen, Executive Administrative Clerk

Report Criteria:

Report type: Summary

Check Type = (<>) "Adjustment"

Check Issue Date	Check Number	Payee	Amount
10/04/2019	22519	A1 SERVICES INC	664.00
10/04/2019	22520	ADVANCED AUDIO INC	1,051.63
10/04/2019	22521	AMERIPRIDE SERVICES	22.54
10/04/2019	22522	BAKER & TAYLOR	16.75
10/04/2019	22523	HOMETOWN FOCUS	38.70
10/04/2019	22524	MENARDS	61.22
10/04/2019	22525	MESABI HUMANE SOCIETY	3,445.32
10/04/2019	22526	PARKHURST, RANDALL	740.00
10/04/2019	22527	Paulsen, Jim	37.12
10/04/2019	22528	RANGE AUTO PARTS CO	428.34
10/04/2019	22529	RIVISTAS SUBSCRIPTION SERVICES	244.87
10/04/2019	22530	UBAM educational services	8.08
10/04/2019	22531	USIC locating service	1,200.00
10/04/2019	22532	WESCO RECEIVABLES CORP.	71.10
10/10/2019	22533	CITY OF EVELETH	338.77
10/10/2019	22534	FIRST NATL BANK OF GILBERT	1,927.00
10/10/2019	22535	AFSCME Council 65	684.00
10/10/2019	22536	AFSCME PEOPLE	12.00
10/10/2019	22537	AMAZON	766.30
10/10/2019	22538	AMERIPRIDE SERVICES	224.17
10/10/2019	22539	AT&T MOBILITY	465.75
10/10/2019	22540	COMPASS MINNERALS AMERICA	3,720.92
10/10/2019	22541	EFGSD JOINT POWERS REC BRD	3,871.00
10/10/2019	22542	ESSENTIA HEALTH	30.00
10/10/2019	22543	FURTHER	69.00
10/10/2019	22544	GUARDIAN PEST SOLUTIONS	146.00
10/10/2019	22545	LEAGUE OF MN CITIES	2,064.00
10/10/2019	22546	MINNESOTA FIRE SERVICE CERTIFICATION BRD	485.00
10/10/2019	22547	QUILL	154.37
10/10/2019	22548	RAUTANEN, BARBARA	.00
10/10/2019	22549	SERVICE SOLUTIONS INC	141.00
10/10/2019	22550	RAUTANEN, BARBARA	5,166.55
10/14/2019	22551	MINNESOTA POWER	62,618.22
10/14/2019	22552	VERIZON WIRELESS	61.00
10/14/2019	22553	VISA	1,575.62
10/14/2019	22554	WATER & LIGHT	18,796.23
10/14/2019	22555	WATER & LIGHT PETTY CASH	57.28
10/16/2019	22556	HOLIDAY COMPANIES	1,407.83
10/16/2019	22557	MCFOA region II	20.00
10/16/2019	22558	MCFOA region II	20.00
10/10/2019	201508358	COMMISSIONER OF REVENUE	8,838.00
10/14/2019	201508359	PAYCHEX PAYROLL SERVICES	282.15
10/14/2019	201508360	PAYCHEX PAYROLL SERVICES	47,008.21
10/14/2019	201508361	PERA	9,402.33
10/14/2019	201508362	STATE OF MN	482.25
10/14/2019	201508363	STATE OF MN	742.69
Grand Totals:			<u>179,605.35</u>

Dated: 10/22/19

Mayor: Karl Chester Jr

City Council: Rebecca A. Rubick

[Signature]

[Signature]

Rocco Leone

City Administrator/Clerk: [Signature]

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"