

CITY OF GILBERT
MINUTES OF REGULAR COUNCIL MEETING
TUESDAY, MARCH 26, 2019
COUNCIL CHAMBERS

Mayor Oberstar called the meeting to order at 6:32 p.m.

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

Absent: N/A.

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

Absent: N/A.

Mayor Oberstar led the audience in the Pledge of Allegiance.

Approve Additions to the Agenda (if any).

Approve City Council Minutes

A. March 12, 2019 Regular City Council Meeting Minutes

Motion by Pulles, second by Skenzich, to approve the March 12, 2019 Regular City Council Meeting Minutes update verbiage of appointment to Police Commission by the Mayor and approved by the Council. Motion Carried Unanimously (MCU)

Public Input: Ethan Westby, requested changing the age of candidacy to 17 years old for City Council.

Reports – Mayor & Council

A) Mayor:

- a. Mayor Oberstar, discussed MN Dot Project, Wastewater Treatment Plant Project, MN Power recommendations, Water & Light Advisory Board recommendations, reducing taxes and addressing I&I issues and solutions.

Motion by Skenzich, second by Leoni, to have Clerk Paulsen contact the state to discuss patching Broadway. MCU

B) City Councilors

- a. Councilor Robich, attended Range Rec Civic Center Meeting last week, will provide information to the Council.
- b. Councilor Pulles, thanked everyone for cleaning up the Recycling Center. Toured Virginia Fire Department.

Reports – Staff, Boards & Commissions

- A) City Attorney Lindsay: No formal report.

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- B) City Engineer Jammick:
 - a. Equalization Basin put online, works properly.
 - C) Police Chief Techar:
 - a. Discussed complaints regarding animal waste.
 - D) Public Works Operations Director Lautigar:
 - a. Is getting the street sweeper ready and closing the hockey rink.
 - E) Library Director Dabbas:
 - a. Discussed upcoming library programs and events.
- Bob Pontinen questioned I&I.
- F) Executive Administrative Clerk Paulsen:
 - a. Gilbert land owners, the Open Book Meeting is scheduled, for the 2019 Assessment for Taxes Payable in 2020, on May 1, 2019 from 3-4 p.m. at the County Assessor's Office in Virginia. Opportunity for taxpayers to attend the meeting and discuss their concerns regarding property value and classifications.
 - b. Public Works Garage, encouraged the Council to bring ideas forward for fixing up the office and breakroom.
 - G) Acknowledge Minutes
 - 1) Gilbert Public Library Board Meeting Minutes February 4, 2019

Motion by Pulles, second by Leoni, to approve the Gilbert Public Library Board Meeting Minutes February 4, 2019. MCU

Old Business:

- A. WWTP Construction Project Update: See Memo from Ron Lafond dated March 20, 2019. Lafond gave updates. Discussion.
- B. MN TH 37 Update: Engineer Jammick and Mayor Oberstar gave updates.
- C. 2019 Construction Project 17-401: The 2019 Construction Project was tabled at the last council meeting. The 2019 paving estimate is requested to be discussed as part of project 17-401. Discussion.
 - 1) Cemetery Road \$40,000
 - 2) Genoa Area \$83,000
 - 3) Niemi Drive \$65,000
 - 4) Sparta Area \$98,000

The Permanent Improvement Fund has a balance of \$153,101 (\$100,000 has been previously earmarked for the CDBG Project) leaving \$53,101.

Additionally, a \$50,000 transfer into this fund from the general fund was budgeted for in 2019.

Bob Pontinen, discussion regarding taxes.

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Motion by Robich, second by Pulles, to approve and proceed with 2019 Construction Project 17-401 without the additional paving portion. MCU

New Business:

- A. **Transfer of Investment Funds:** Morgan Stanley encourages the City of Gilbert to transition accounts to another institution due to Morgan Stanley no longer able to service certain government accounts. RBC Wealth Management would receive the transfer. The City of Gilbert Investment Policy allows this activity.

Motion by Pulles, second by Robich, to approve the transfer of investment funds approximately \$300,000 from Morgan Stanley to RBC Wealth Management. MCU

- B. **Alley Pick Up:** Public Works would like to conduct Alley Pick Up of brush, trees, leaves etc., during the week of April 29-May 3, 2019.

Motion by Skenzich, second by Leoni, to approve Alley Pick Up the week of April 29-May 3, 2019. MCU

- C. **Seasonal Summer Employment:** Requesting authorization to advertise for two summer seasonal employees to be paid \$10.00 per hour (minimum wage is \$9.86 per hour).

Motion by Pulles, second by Robich, to authorize advertising for two summer seasonal employees at a rate of \$10.00 per hour. MCU

- D. **Hach Service Contract:** Annual service agreement with Hach is up for renewal. This contract is for the three analyzers at the Water Plant. Staff feel this is a beneficial service contract. This is an expense of the Water Fund (601). The \$3,914.00 is a 3% increase over 2018.

Motion by Skenzich, second by Robich, to approve the Hach Service Contract. MCU

- E. **Appointment to Planning and Zoning Commission by Mayor:** The following citizen has applied for a position on the Planning and Zoning Commission:

Beth Milos

The Planning and Zoning Commission currently has one opening with a term expiring 1/31/2022.

Motion by Skenzich, second by Pulles, to confirm the Mayoral appointment of Beth Milos to the Planning and Zoning Commission with a term expiring 1/31/2022. MCU

- F. **Resolution 2019-04:** League of Minnesota Cities is requesting the council consider a resolution requesting comprehensive road and transit funding.

Motion by Robich, second by Pulles, to adopt Resolution 2019-04. MCU

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- G. Set Work Session for Insurance Review: Aspire Insurance Agency would like to renew and discuss the City of Gilbert Property and Casualty Insurance as well as Workers Compensation.

Motion by Robich, second by Pulles, to set a Work Session for an insurance review with Aspire Insurance Agency on April 23, 2019 at 4:30. MCU

Motion by Pulles, second by Robich, to approve a Work Session on April 9, 2019 at 5:30 p.m. to discuss Highway 37 Project Water and Light Advisory Board recommendations and the Fire Department Shared Services Study. MCU

- H. Gilbert Police Vehicle Purchase: Techar explained letter detailing purchase. Chief Techar is requesting authorization to purchase a 2019 Dodge Charger. Discussion.

Motion by Skenzich, second by Pulles, to purchase a 2019 Dodge Charger from Waschke's Family Chrysler-Dodge-Jeep-Ram for \$23,075.00. MCU

- I. Road Salt Purchase: State of Minnesota is requesting that salt for 2019-2020 be ordered by April 2, 2019. Lautigar estimates an order of 40 ton for the City of Gilbert (approximate cost of \$100.00/ton). Discussion.

Motion by Skenzich, second by Leoni, approve purchase to purchase 40 ton of road salt up to \$4,000.00. MC

Aye, Councilor Skenzich, Leoni, Pulles and Mayor Oberstar
Nay, Councilor Robich

- J. Safety Training: The Minnesota Safety Council's Northern Minnesota Safety Conference will be held on April 9, 2019 in Bemidji, Minnesota. The City of Gilbert has had someone in attendance at this conference in the past, Taryn Greiner will be attending. Discussion.

Approximate Costs:

Registration \$125.00

Meals \$31.00

Mileage \$150.00 if no City of Gilbert vehicle is available (at this time, a City of Gilbert vehicle is planning on being used).

Approximate Cost \$156.00

Motion by Robich, second by Skenzich, to approve Taryn Greiner to attend the Minnesota Safety Council training request with an approximate cost of \$156.00. MCU

- K. St. Louis County Tax Forfeit Land Classification: St. Louis County reclassified some tax forfeited property to non-conservation. Gilbert Planning and Zoning reviewed the list and agreed with the classification changes and recommends the city not acquire any of the parcels.

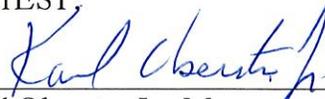
- L. Miscellaneous: N/A.

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

Motion by Pulles, second by Skenzich, to adjourn meeting at 8:07 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
03/28/2019	21676	magney construction inc	304,557.93
03/28/2019	21677	STANTEC CONSULTING SERVICES INC.	31,882.46
03/29/2019	21678	Anthony Nemanick	815.88
03/29/2019	21679	OFFICE OF MN IT SERVICES	1,498.60
03/29/2019	21680	MENARDS	172.92
04/01/2019	21681	RANGE AUTO PARTS CO	186.51
04/01/2019	21682	LUNDGRENS MOTORS INC	60.97
04/01/2019	21683	HAWKINS INC	1,681.21
04/01/2019	21684	AFSCME	627.00
04/01/2019	21685	AFSCME PEOPLE	12.00
04/01/2019	21686	HOLIDAY COMPANIES	1,364.39
04/01/2019	21687	MEDIACOM	131.91
04/05/2019	21688	ADVANCED AUDIO INC	853.56
04/05/2019	21689	CW TECHNOLOGY	2,628.00
04/05/2019	21690	AMERIPRIDE SERVICES	202.16
04/05/2019	21691	EXCEL BUSINESS SYSTEMS	126.40
04/05/2019	21692	SELF RELIANCE PUBLICATIONS	26.00
04/05/2019	21693	AMAZON	143.94
04/05/2019	21694	CHRISTIAN OGILVIE	85.00
04/05/2019	21695	BAKER & TAYLOR	680.27
04/05/2019	21696	USA BLUE BOOK	520.42
04/05/2019	21697	MEDIACOM	98.04
04/05/2019	21698	Pace Analytical Services	221.20
04/05/2019	21699	MESABI BITUMINOUS INC	380.00
04/05/2019	21700	JK MECHANICAL CONTRACTORS INC.	2,696.00
04/05/2019	21701	BIOSOLIDS DISPOSAL SITE AUTH	5,377.50
04/05/2019	21702	INTER CITY OIL CO	582.17
04/05/2019	21703	RANGE AUTO PARTS CO	40.48
04/05/2019	21704	THE RETROFIT COMPANIES INC.	308.04
04/05/2019	21705	RANGE PAPER	128.66
04/05/2019	21706	RANGE OFFICE SUPPLY	129.99
04/05/2019	21707	NORRI DIST CO INC	24.40
04/05/2019	21708	MINNESOTA ENERGY RESOURCES	4,063.95
04/05/2019	21709	AT&T MOBILITY	369.48
04/05/2019	21710	ESSENTIA HEALTH	165.00
04/05/2019	21711	BRADACH, JACK	287.04
04/05/2019	21712	LELS	255.00
04/05/2019	21713	EFGSD JOINT POWERS REC BRD	3,871.00
04/05/2019	21714	GRANDE ACE HARDWARE	62.71
04/05/2019	21715	MENARDS	86.89
04/05/2019	21716	FIRST NATL BANK OF GILBERT	1,927.00
04/05/2019	21717	NORTHERN MN JEEPERS	4,499.42
04/05/2019	21718	WATER & LIGHT PETTY CASH	8.55
04/01/2019	201508228	PAYCHEX PAYROLL SERVICES	42,291.75
04/01/2019	201508229	PAYCHEX PAYROLL SERVICES	192.35
04/01/2019	201508230	PERA	8,342.80
04/01/2019	201508231	STATE OF MN	742.69
04/01/2019	201508232	STATE OF MN	434.06
Grand Totals:			425,843.70

Dated: 4-9-19

Mayors: Karl Bertel

City Council: Rebecca A. Zibich

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Rocco Florio

City Recorder: [Signature]

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Report Criteria:

Report type: Summary

Check.Type = {<=>} "Adjustment"

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03/13/2019	21614	WATER & LIGHT	20,264.87
03/15/2019	21616	HAUGEN, JACK	1,200.00
03/18/2019	21617	BRADACH, JACK	307.60
03/18/2019	21618	AT&T MOBILITY	495.60
03/18/2019	21619	TOMAHAWK FORD INC	8,603.91
03/18/2019	21620	EXCEL BUSINESS SYSTEMS	511.29
03/18/2019	21621	CITY OF HOYT LAKES	4,600.00
03/18/2019	21622	ARROWHEAD LIBRARY SYSTEM	166.00
03/18/2019	21623	BAKER & TAYLOR	14.51
03/18/2019	21624	NORRI DIST CO INC	40.80
03/18/2019	21625	MINNESOTA POWER	77,255.62
03/18/2019	21626	VISA	6.39
03/18/2019	21627	VISA	265.52
03/18/2019	21628	VISA	429.63
03/18/2019	21629	VISA	1,368.70
03/18/2019	21630	VISA	410.65
03/18/2019	21631	VISA	185.32
03/18/2019	21632	VERIZON WIRELESS	261.05
03/18/2019	21633	ARROW AUTO GLASS & SUPPLY	56.20
03/18/2019	21634	FIVE SEASONS SPORTS CENTER	72.08
03/18/2019	21635	Pace Analytical Services	209.10
03/18/2019	21636	PRAXAIR DISTRIBUTION INC	123.89
03/18/2019	21637	A1 SERVICES INC	2,151.40
03/18/2019	21638	SKUBIC BROS INTERNATIONAL	53.64
03/18/2019	21639	AEOA	2,179.67
03/18/2019	21640	AEOA	4,235.14
03/18/2019	21641	VERIZON WIRELESS	184.63
03/18/2019	21642	L & M SUPPLY	34.30
03/18/2019	21643	TDS METROCOM - MN	4.32
03/18/2019	21644	NORTHERN ENGINE & SUPPLY INC.	28.18
03/18/2019	21646	BLUE CROSS & BLUE SHIELD OF MN	50,358.00
03/19/2019	21647	NORTHERN BALANCE & SCALE	227.00
03/19/2019	21648	HIBBING CHRYSLER CENTER	641.91
03/19/2019	21649	STREICHERS	2.56
03/19/2019	21650	Pace Analytical Services	307.80
03/19/2019	21651	NTS	495.00
03/19/2019	21652	USABLE LIFE	300.65
03/19/2019	21653	MINNESOTA TELECOMMUNICATIONS	365.70
03/19/2019	21654	DVS RENEWAL	41.00
03/19/2019	21655	EMERGENCY AUTOMOTIVE TECH INC	816.90
03/19/2019	21656	AFLAC	1,006.35
03/14/2019	201508216	PAYCHEX PAYROLL SERVICES	43,848.24
03/14/2019	201508217	PAYCHEX PAYROLL SERVICES	223.85
03/14/2019	201508218	PAYCHEX PAYROLL SERVICES	246.65
03/15/2019	201508219	COMMISSIONER OF REVENUE	7,761.00
03/15/2019	201508220	PAYCHEX PAYROLL SERVICES	40,449.41
03/15/2019	201508221	PERA	8,835.54
03/15/2019	201508222	PERA	8,109.63
03/18/2019	201508223	WEISS, FRANK	871.10
Grand Totals:			290,628.30

Dated: 3-26-19
Mayors: Karl Oberholzer
City Council: Rebecca A. Bobich
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Rocco Leonini
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City Recorder: [Signature]

Report Criteria:
Report type: Summary
Check.Type = {<-} "Adjustment"

Report Criteria:

Report type: Summary
Check.Type = {<>} "Adjustment"

Check Issue Date	Check Number	Payee	Amount
03/25/2019	21234	MENARDS	172.92-
03/25/2019	21657	MINNESOTA RURAL WATER ASSOCIATION	260.00
03/25/2019	21658	Don Bellerud	250.00
03/25/2019	21659	RANGE PAPER	50.35
03/25/2019	21660	SLC ENVIRONMENTAL SERVICES	12,938.75
03/25/2019	21661	LAKE COUNTRY POWER	36.00
03/25/2019	21662	DELTA DENTAL OF MN	1,853.10
03/25/2019	21663	MINNESOTA POWER	652.13
03/25/2019	21664	UNION SECURITY INSURANCE COMPANY	707.40
03/25/2019	21665	SEH Inc.	1,034.84
03/25/2019	21666	LEAGUE OF MN CITIES	40.00
03/25/2019	21667	MINNESOTA POWER	165.06
03/25/2019	21668	BRENTAG GREAT LAKES, LLC	917.84
03/25/2019	21669	AMERIPRIDE SERVICES	21.95
03/25/2019	21670	UBAM educational services	472.52
03/25/2019	21671	BLUE CROSS & BLUE SHIELD OF MN	205.30
03/25/2019	21672	BLUE CROSS & BLUE SHIELD OF MN	205.30
03/25/2019	21673	LEAGUE OF MN CITIES	20.00
03/25/2019	21674	HAUGEN, JACK	1,400.00
03/25/2019	201508224	STATE OF MN	742.69
03/25/2019	201508225	STATE OF MN	742.69
03/25/2019	201508226	STATE OF MN	426.37
03/25/2019	201508227	STATE OF MN	424.65
Grand Totals:			23,394.02

Dated: 3-26-19

Mayors: Karl Oberst

City Council: Rebecca A. Probst

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[Signature]
Roberto J. Lopez

City Recorder: [Signature]