

**CITY OF GILBERT**  
**MINUTES OF REGULAR COUNCIL MEETING**  
**TUESDAY, APRIL 24, 2018**  
**COUNCIL CHAMBERS**

Mayor Milos called the meeting to order at 6:36 p.m.

Present: Mayor Milos, Councilors Pontinen, Robich, Ouke and Bol.

Absent: N/A.

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

Staff Absent: Police Chief Techar absent with notice.

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

Motion by Bol, second by Pontinen to approve the agenda as submitted with the addition of 8 H 3<sup>rd</sup> of July Committee request for an insert in the utility bills. Motion Carried Unanimously (MCU).

Motion by Pontinen, second by Robich to approve the City Council Work Session Minutes April 9, 2018, the City Council Work Session Minutes April 10, 2018 and the City Council Regular Meeting Minutes April 10, 2018. MCU

**Public Input:**

Minnesota Power Transformer Study Results & PCB Evaluation. MN Power Luke Peterson, Eric Clemente and Jason Fisher discussed the Transformer Study. Collected data on transformers, took pictures of the nameplates, the oil in the transformers is of concern because old ones have PCBs (polychlorinated biphenyls) banned in 1979. If manufactured before 1979 assumed to have PCB contamination. 236 transformers included in the study, will add a few additional.

50 - Non PCB transformers.

186 - Assumed PCB contaminated transformers.

88 - Older than 50 years.

MPCA requesting "auditing" transformers to determine an inventory with potential numbers of PCB contaminated transformers.

Quite a few older transformers, replacement approximately \$2,000 per transformer. \$2,000 includes installation of the new transformer.

The city should incorporate replacements into a long term capital plan for electric system.

In 2016 the U.S. Department of Energy has new requirements for efficiencies for transformers.

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The MPCA wants the city to know where contaminates are located.

New transformers would be dual voltage.

Substation options	Estimated Costs
Upgrade existing substation	\$565,000
Build a new substation	\$1,609,000
Convert entire city to 23KV	\$1,602,000

Pros and cons of each option are listed within the study.

2012 a system study was performed. It was recommended that substation be updated due to age and capacity.

Regulators on each of three feeders.

Transformer in substation, if rebuilt would be double the capacity at substation.

A 4kv solution with a dual-volt substation transformer gives Gilbert the option of converting the city to 12,470 volts sometime in the future. This gives Gilbert the flexibility to slowly upgrade the city to 12,470 volts over many years. Once all distribution transformers, cable and insulators have been updated to 15 kv equipment, the city can convert to 12,470 volts during a single day outage.

Pole/line work, in 2015 MP completed a ground line audit. Top priority poles have been taken care of. Recommend doing a pole attachment audit to determine what entities are on poles – estimated cost \$2,500. Sparta upgrades and third priority poles are recommended – estimated cost \$51,000.

Lautigar asked if an audit of the wire should be done. Eric Clement said he has some information from the 2012 work.

**Staff Reports:**

- Police Chief Techar: Absent with notice.
- Public Works Operations Director Lautigar:
  - Hoping to do street sweeping next week.
  - Boat wash will be at Ore-Be-Gone because there is not enough room at the Ely Lake boat landing. The DNR will staff the boat wash on the weekends. Additional information to follow. Thank you to Fayal for setting the boat wash up for Gilbert.
  - Sparta water line, reclaim hydrants, maybe get new quotes to cut and cap the lines. Get rid of the cast iron, install ¾” copper to the houses that still need water. Discussion about rolling this into the larger water projects. Costs approximately \$45,000.

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- Library Director Dabbas:
  - Many group events, please sign up ahead of time if possible.
  - May 1, 2018 5 p.m. Pinterest project Stepping Stones.
  - May 3, 2018 3:30 p.m. Kids Pinterest Stepping Stones
  - May 10, 2018 4:00 p.m. Mother's Day Craft
  - May 15, 2018 Cookbook Club. The theme is light, fresh and healthy.
  - May 17, 2018 1:00 p.m. Travel back in time with Maria from 1858.
  - May 17, 2018 3:30 p.m. Kitchen Kids.
  - May 18, 2018 Anime from 4-6 p.m.
  - May 28, 2018 Closed for Memorial Day.
  - June 1, 2018 Sign up for summer reading.
- Economic Development Administrator Paulsen:
  - Preliminary Engineering Report for USDA, draft request for proposal for engineering. Attorney Lindsay to review prior to distribution.
- City Clerk/Treasurer Sakrison:
  - Sakrison talked with Tom Dye from Stantec, verbal commitment from MN PFA, the city will be getting \$6 million from the PSIG Grant and \$4 million from the WIF Grant. \$10 million in grants which is 83%. The loan would be for approximately \$2 million.
- Liaison Reports: Agenda.

**Mayor, Council, Boards & Commissions Reports:**

- Mayor Milos:
  - The Quad City Food Shelf has found a new home, will be leaving Gilbert. The building cannot be refurbished, the city currently uses the basement for storage. Moving forward options will be brought to the City Council. The City Garage is also in need of repair.
- City Councilors: Agenda.
- City Attorney Lindsay:
  - Has reviewed the RFP (request for proposal) and will share opinion when it comes to that agenda item.
- City Engineer Jammick:
  - Additional testing at the Equalization Basin, the liner passed, end of next week pre start up meeting.
  - Prefill to 4.5' to normal operating depth, the city is providing water for test.
- Acknowledge Minutes:
  1. EFGSD Jt. Powers Recreation Board March 14, 2018.

Motion by Robich, second by Ouke to acknowledge the EFGSD Jt. Powers Recreation Board Meeting Minutes of March 14, 2018. MCU

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**Old Business:**

Update Nuisance Ordinance: Nothing new to report.

AEOA Purchase of Property: Nothing new to report.

Julie Olson Variance: Paulsen is making progress on Julie Olson's variance. Paulsen is not ready to make a determination at this time, has recently received additional information.

Offer to Purchase RE: Mike Sailer will be putting a formal plan together and forward it to the city.

Ore-Be-Gone Project on Bonding Bill: Nothing new to report.

Preliminary Engineering Report for USDA: Attorney Lindsay reviewed the RFP and everything is in order.

Motion by Ouke, second by Robich to approve Paulsen to distribute the RFP for an "Estimate for Feasibility Study for Water Infrastructure Improvements for the City of Gilbert" to Stantec and SEH. MCU

Point of Sale Sanitary Sewer Inspection Ordinance: Paulsen has been working with Jerry Pfremer from Pfremer Realty, will have more information for the next City Council Meeting.

North American Electric Contract Increase: Attorney Lindsay, if there is no formal contract, the city can go out and collect bids for any project. If the price is acceptable can continue as is.

Motion by Pontinen, second by Robich to acknowledge hourly rate increase from \$75 to \$80 per hour from North American Electric. MCU

Acknowledge a General Service Agreement Between Gilbert Library and Christian Ogilvie for IT Support: Attorney Lindsay recommends sending back to the Library Board. Attorney Lindsay will forward to Sakrison and Sakrison will provide the summary to the Library Board. Dabbas has made updates to the contract, the Council will need to get an updated contract.

**New Business:**

Resolution 2019-09 Accepting Resignation of Councilor Bol: Contingent resignation, allows for ad.

Motion by Robich, second by Ouke to accept Councilor Bol's resignation contingent on finding a replacement. MCU

Discussion. Advertising for City Council seat will be deadline May 14<sup>th</sup>.

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Motion by Ouke, second by Robich to set a Special City Council Meeting May 16, 2018 at 4:30 p.m. to review potential City Council applicants. MCU

Resolution 2019-08 Adopting I & I Plan:

Motion by Robich, second by Ouke to accept the Gilbert I & I Elimination Plan. Aye, Robich, Ouke, Pontinen, Bol and Milos. Nay, none. MCU

Equalization Basin Change Order No. 2: Change Order No. 2 is for adjustment to final underground pipe quantities installed in the field and to add 1' section to Manhole K to elevate top of manhole above the Equalization Basin Top. Decreases contract by \$2,765.50.

Motion by Pontinen, second by Robich to accept the Equalization Basin Change Order No. 2. MCU

Equalization Basin Change Order No. 3: Change Order No. 3 is to change prefill water balance test from 9' to 4.5'. Change Order No. 3 does not change the contract amount.

Motion by Pontinen, second by Robich to accept Equalization Basin Change Order No. 3. MCU

Portable Restrooms: A1 and Portable John both provided quotes. The prices are the same. The units are typically sited by May 1. Discussed damage waiver, does the city have coverage already through the city's insurance. Sakrison will follow up with Aspire Insurance Agency.

Motion by Pontinen, second by Ouke to approve A1 Services and contract for damage waiver if needed. MCU

Spring Alley Pickup: Spring alley pickup will be held May 21-25, 2018. Discussed advertising, leaves need to be in bags, and branches/sticks are accepted, no longer than 4 feet long. Advertise on the Police Department's Facebook page. Print and post flyers.

Motion by Robich, second by Ouke to approve Spring Alley Pickup on May 21-25, 2018. MCU

Acknowledge Financial Statements – December 31, 2017:

Motion by Pontinen, second by Robich to acknowledge Financial Statements December 31, 2017. MCU

Miscellaneous:

3<sup>rd</sup> of July: Asked to put flyers in the utility bills. The 3<sup>rd</sup> of July Committee will pay the cost of adding the flyer to the utility bill. Discussion about the 3<sup>rd</sup> of July Committee's expenses and how much they bring in. Mayor Milos will reach out to Linda Tyssen to inquire about the 3<sup>rd</sup> of July Committee further.

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Motion by Ouke, second by Bol to allow the 3<sup>rd</sup> of July Committee flyer to be inserted in the utility bill, the cost is to be paid by the committee. MCU

Paulsen, Sherwood Forest Campground, the project is a point to point wireless network system, does nothing to expand Wi-Fi ability. He has a call into CW Technology to provide proposal to expand Wi-Fi coverage in the area.

Motion by Pontinen, second by Ouke to approve payments of bills and payroll. MCU

Motion Bol, second by Ouke to adjourn at 8:28 p.m. MCU

  
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Debra Sakrison, City Clerk/Treasurer

ATTEST:

  
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D. Elizabeth Milos, Mayor