

**CITY OF GILBERT**  
**MINUTES OF REGULAR COUNCIL MEETING**  
**TUESDAY, MAY 28, 2019**  
**COUNCIL CHAMBERS**

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

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

Absent: N/A.

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

Absent: Police Chief Techar and Library Director Dabbas absent with notice.

Mayor Oberstar led the audience in the Pledge of Allegiance.

Motion by Leoni, second by Skenzich to approve of the agenda with the addition of the Gilbert Fire Department Request of a One Day Temporary Liquor License for July 3, 2019 and the request to purchase a laptop computer for the Campground. MCU (Motion Carries Unanimously)

**Approve City Council Minutes**

**A. May 15, 2019 Regular City Council Meeting**

Motion by Robich, second by Pulles, to approve the May 15, 2019 Regular City Council Meeting Minutes with the correction of the motion regarding the parcel conveyance failed due to it requiring a 4/5<sup>th</sup> vote, the conveyance motion had only received 3/5<sup>th</sup> majority vote. MCU

**Public Input:** Mike Strodtman presenting public information on Wellhead Protection Plan. Discussion.

**Reports – Mayor & Council**

**A) Mayor:**

a. Discussion, upcoming meetings and a variety of different projects need to be complete.

**B) City Councilors:** No formal report.

**Reports – Staff, Boards & Commissions**

A) City Attorney Lindsay: No formal report.

B) City Engineer Jamnick:

a. Discussion, funding application deadline of June 7, 2019, main street project and lower Michigan sewer work.

C) Police Chief Techar: Absent with notice.

D) Public Works Operations Director Lautigar:

a. Sidewalk rehabilitation sign-up sheet located at City Hall. City will pay for the work, resident will pay for the concrete.

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- b. Dennis Erchul resigned from reading meters. Mayor Oberstar, would like the resignation discussed with the Water & Light Advisory Board and have the Board come up with recommendations. Discussion.
- c. Water Tower and Water Storage Reservoir Inspection Reports, discussion, both need work, upgrades and to address safety concerns. Will review and meet with Jamnick, Paulsen and the Water and Light Advisory Board.
- E) Library Director Dabbas: Absent with notice.
- F) Executive Administrative Clerk Paulsen:
  - a. Joe Skofich resigned from the Police Commission. Vacancy on the Police Commission, the Water and Light Advisory Board, Housing and Redevelopment Authority, Cemetery Board and many other boards. Applications available at City Hall.

**Old Business:**

- A. WWTP Construction Project Update: Jamnick gave updates.
- B. MN TH 37 Update: Paulsen; no new information. Discussion.
- C. Parcel Conveyance: Parcel 060-0018-00140 conveyance action. At the Gilbert City Council Meeting on May 15, 2019, a vote was taken to convey the parcel in question. The vote to convey was 3 to 2 in favor. A 4/5<sup>th</sup> vote is needed for this type of council action. Council is requested to review this issue again.

Portion of the Charter referred to: **Sec. 12.06. Sales and Purchase of Real Property.** No real property of the city shall be purchased sold or disposed of except upon payment or receipt thereof an amount equal to the fair and reasonable market value of said real property as found by the City Council and declared in the resolution authorizing any such sale. Further the said acquisition or deposition shall be pursuant to a 4/5 affirmative vote of the Council.

- Parcel 060-0018-00140, this parcel has a garage and shed located on them and is used by Milton Lerfeld. Lerfeld is selling the parcel to the North and West of this parcel and believes the parcel in question to be owned by him and he would like to sell it along with the other two parcels.
- The county lists the parcel as being owned by the City of Gilbert and has an estimated market value of \$7,200.00.
- City Attorney Lindsay has reviewed this issue and confirms that the City currently owns the parcel.
- If the council approves the conveyance of this parcel to Lerfeld, or to Drew Prochazka (whomever is the land owner of the other two parcels at the time of council action) the price should include the City expenses that will be incurred with this action.
- The benefit to the City will be to put the parcel on the tax rolls and to remove the City from having to maintain the current structures. Discussion.

Motion by Pulles to table this item until the next regular council meeting, second by Skenzich. MCU

**CITY OF GILBERT**  
**MINUTES OF REGULAR COUNCIL MEETING**  
**TUESDAY, MAY 28, 2019**  
**COUNCIL CHAMBERS**

**New Business:**

A. Minnesota Wastewater Operations Training: Trudy Salo is requesting to attend the MWOA Conference July 24-26, 2019. Approximate costs are:

- Conference \$275.00
  - Meal Expense \$31.00/per day \$93.00
  - Mileage \$210.00 (if a city vehicle is not available)
- \*(at this time a city vehicle is available for Salo's use). Salo would earn 9 type 4 hours and 7 wastewater hours.

Motion by Robich, second by Pulles, to approve attendance at this Minnesota Wastewater Operations Training Conference and the approximate expenses of \$578.00 (if city vehicle is not available). MCU

B. Friday July 5, 2019 Street Dance: The South side bar owners, Devo's Sand Bar, The Dugout and Downtown Bar would like to host a Street Dance on Friday, July 5, 2019 as part of the 4<sup>th</sup> of July activities. Requesting approval to have Broadway Street closed as in the past. Discussion. Liability concerns. Attorney Lindsay addressed concerns. Attorney Lindsay the League of Minnesota Cities creates a checklist for events. Suggested that Attorney Lindsay and Paulsen meet with the bar owners and the 3<sup>rd</sup> of July committee. No formal action taken on this item.

C. Summer Employment: The candidate approved at the May 15 meeting did not accept the position. Would like to offer the seasonal position to applicant Cassie Schliesman. Discussion.

Motion by Pulles, second by Leoni, to approve hiring Cassie Schliesman for a seasonal employment position. MCU

D. Set Summer Meeting Schedule: At the January 8, 2019 City Council Meeting, the council set the 2019 meeting schedule with the consideration of meeting one time a month in June, July and August. Listed are the second and fourth Tuesdays of the summer months for 2019. If council wishes to meet once per month, then here are the recommended dates to choose from:

June 11	July 9	August 13
June 25	July 23	August 27

Council action is required to change the summer meeting dates of the regular council meetings (regular council meeting start times are 6:30 p.m.) and to authorize the payments of bills and payroll per auditing and approval of the Clerk and Mayor.

Motion by Skenzich, second by Oberstar, to approve updating the summer Gilbert City Council Meeting schedule to meet the second Tuesday of the month, for the months of June, July and August with the authorization to pay bill and payroll after auditing and approval of the Clerk and Mayor. MCU

E. PFA Payback: PFA Overpayment. Paulsen explained. During the audit, it was discovered that the city had submitted two invoices to the PFA for reimbursement that had been previously submitted

**CITY OF GILBERT**  
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in part of a 2017 reimbursement package. PFA is requesting repayment of those invoices. Total returned to the PFA will be \$400,000.00. Discussion.

Motion by Pulles, second by Robich, to repay the PFA \$400,000.00. MCU

F. Miscellaneous:

- a. Laptop for the Campground: Quote received for new computer for the campground. OfficeMax \$848.25 estimated total with shipping. Received a quote from CW Technology for \$1,567. Discussion.

Motion by Skenzich, second by Leoni, to approve the purchase of a laptop computer for the Campground from OfficeMax with an estimated total price of \$848.25. MCU

Campground advertising sign, states turn right on Dakota Avenue, should state turn right on Wisconsin Avenue. Discussion. City Staff will bring a quote back to the Council.

Flag near the south Gilbert entrance is not up, the rope broke, not able to get to with the bucket truck at this time.

- b. Gilbert Fire Relief Association Application and Permit for a One Day Temporary On-Sale Liquor License for July 3, 2019: The Gilbert Fire Relief Association does not hold a regular liquor license so they need to make application to the Minnesota Department of Public Safety for a Temporary On-Sale Liquor License. Discussion.

Motion by Pulles, second by Leoni, to approve the Temporary On-Sale Liquor License for the Gilbert Fire Relief Association for July 3, 2019. MCU

Motion by Skenzich, second by Pulles, 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 8:10 p.m. MCU

ATTEST:

  
\_\_\_\_\_  
Karl Oberstar Jr., Mayor

  
\_\_\_\_\_  
James Paulsen, Executive Administrative Clerk

8K MISC  
(if approved)

**CITY OF GILBERT  
RESOLUTION NO. 2019-05**

**RESOLUTION ACCEPTING DONATIONS**

**WHEREAS**, the City of Gilbert is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens; and

**WHEREAS**, the following person and entity have offered to contribute the cash amounts set forth below to the city:

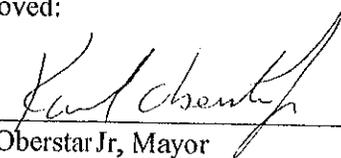
<u>Name of Donor</u>	<u>Amount</u>
Gilbert Fire Dept Relief Association	\$1000.00

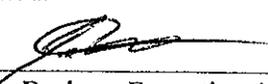
**WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF GILBERT, MINNESOTA, AS FOLLOWS:**

1. The donation described above is accepted for the Gilbert Community Fun Day and Gilbert Fire Department equipment purchase.
2. The city clerk is hereby directed to issue a receipt to the donor acknowledging the city's receipt of the donor's contribution.

Adopted by the City Council of the City of Gilbert on June 11, 2019.

Approved:  
  
Karl Oberstar Jr, Mayor

Attested:  
  
James Paulsen, Executive Administrative Clerk

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

Check Issue Date	Check Number	Payee	Amount
05/29/2019	21876	MN PUBLIC FACILITIES AUTHORITY	400,000.00
05/29/2019	21877	CHRISTIAN OGILVIE	210.00
06/03/2019	21878	UNION SECURITY INSURANCE COMPANY	707.40
06/03/2019	21879	DELTA DENTAL OF MN	1,853.10
06/03/2019	21880	LAKE COUNTRY POWER	36.00
06/03/2019	21881	HOLIDAY COMPANIES	2,106.61
06/03/2019	21882	Michelle Johnson-Gilbert Police Dept	208.84
06/03/2019	21883	JARVELA JACOB	16.24
06/03/2019	21884	BRADACH, JOSEPH	22.52
06/03/2019	21885	chelsea trucano	41.61
06/03/2019	21886	AEOA	2,675.96
06/03/2019	21887	LELS	306.00
06/03/2019	21888	CW TECHNOLOGY	347.80
06/03/2019	21889	OFFICE OF MN IT SERVICES	305.28
06/03/2019	21890	MINNESOTA TELECOMMUNICATIONS	365.70
06/06/2019	21891	SKRBEC, YVONNE	.00
06/03/2019	21892	EXCEL BUSINESS SYSTEMS	387.30
06/03/2019	21893	RANGE AUTO PARTS CO	516.35
06/03/2019	21894	RANGE OFFICE SUPPLY	33.98
06/03/2019	21895	BISS LOCK INC	85.00
06/03/2019	21896	SLC ENVIRONMENTAL SERVICES	12,938.75
06/03/2019	21897	BOUNDARY WATER JOURNAL	26.00
06/03/2019	21898	MINNESOTA CONSERVATION VOLUNTEER	25.00
06/03/2019	21899	APG Media of MN	62.40
06/03/2019	21900	FURTHER	69.00
06/03/2019	21901	Pace Analytical Services	324.30
06/03/2019	21902	AMERIPRIDE SERVICES	492.44
06/03/2019	21903	MENARDS	323.16
06/03/2019	21904	MINNESOTA POWER	1,844.05
06/03/2019	21905	NCPERS MINNESOTA	32.00
06/06/2019	21906	business radio licensing	95.00
06/06/2019	21907	RAUTANEN, BARBARA	5,500.00
06/06/2019	21908	L & M SUPPLY	429.42
06/06/2019	21909	PARKHURST, RANDALL	1,330.00
06/06/2019	21910	TRITEC OF MN INC	30.00
06/06/2019	21911	MINNESOTA ENERGY RESOURCES	1,712.23
06/06/2019	21912	MACQUEEN EQUIPMENT INC	57.77
06/06/2019	21913	FRANKS TIRE & MUFFLER	60.00
06/06/2019	21914	TRENTI LAW FIRM	3,565.10
06/06/2019	21915	GLASS & DOOR INC	125.00
06/06/2019	21916	CEDAR ISLAND COMMUNICATIONS	65.00
06/06/2019	21917	NORRI DIST CO INC	13.35
06/06/2019	21918	BYRN'S GREENHOUSE	72.07
06/06/2019	21919	GRANDE ACE HARDWARE	433.73
06/06/2019	21920	SEH Inc.	2,847.37
06/06/2019	21921	GUARDIAN PEST SOLUTIONS	.00
06/06/2019	21923	CW TECHNOLOGY	2,981.32
06/06/2019	21924	TALL PINES ICE CO	213.50
06/06/2019	21925	WESCO RECEIVABLES CORP.	7,680.97
06/06/2019	21926	GOPHER STATE ONE CALL	39.15
06/06/2019	21927	WESCO RECEIVABLES CORP.	290.00
06/06/2019	21928	SKUBIC BROS INTERNATIONAL	167.19
06/06/2019	21929	MINNESOTA PUMP WORKS	240.00

Check Issue Date	Check Number	Payee	Amount
06/06/2019	21930	ARMORY SHELL	112.50
06/06/2019	21931	HAWKINS INC	1,036.00
06/06/2019	21932	A1 SERVICES INC	2,173.10
06/06/2019	21933	APG Media of MN	671.54
06/06/2019	21934	MINNESOTA FIREWOOD	1,950.00
06/06/2019	21935	CLUB MESABI INC	50.00
06/06/2019	21936	Pace Analytical Services	416.60
06/06/2019	21937	RANGE PAPER	1,120.04
06/06/2019	21938	KAMAN	30.33
06/06/2019	21939	ST LOUIS COUNTY AUDITOR	145.00
06/06/2019	21940	AMERIPRIDE SERVICES	257.07
06/06/2019	21941	MEDIACOM	320.40
06/06/2019	21942	CORE & MAIN	591.29
06/06/2019	21943	MENARDS	152.10
06/06/2019	21944	BAKER & TAYLOR	414.73
06/06/2019	21945	UBAM educational services	11.99
06/06/2019	21946	APG MEDIA OF MN	206.00
06/06/2019	21947	TDS METROCOM - MN	4.57
06/06/2019	21948	VERIZON WIRELESS	61.03
06/06/2019	21949	BYRN'S GREENHOUSE	376.71
06/06/2019	21950	FIRST NATL BANK OF GILBERT	1,927.00
06/06/2019	21952	BLUE CROSS & BLUE SHIELD OF MN	205.30
06/07/2019	21953	VISA	2,766.03
06/07/2019	21954	MESABI SIGN	9,834.00
05/29/2019	201508255	FURTHER	700.00
06/06/2019	201508256	WEISS, FRANK	892.20
06/07/2019	201508257	PERA	10,636.46
06/07/2019	201508258	PERA	525.65
06/07/2019	201508259	PAYCHEX PAYROLL SERVICES	210.15
06/07/2019	201508260	PAYCHEX PAYROLL SERVICES	131.90
06/07/2019	201508261	PAYCHEX PAYROLL SERVICES	49,906.59
Grand Totals:			<u>542,147.24</u>

Dated: 6-11-19

Mayors: Karl Christy

City Council: Rebecca A. Pucias

[Signature]

[Signature]

Roger Adams

City Recorder: \_\_\_\_\_

9 1/1

Report Criteria:

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

Check Issue Date	Check Number	Payee	Amount
05/20/2019	21842	RAUTANEN, BARBARA	5,500.00
05/20/2019	21843	AFSCME Council 65	684.00
05/20/2019	21844	MINNESOTA POWER	68,464.76
05/20/2019	21845	A1 SERVICES INC	62.37
05/20/2019	21846	TOMAHAWK FORD INC	8,917.73
05/20/2019	21847	MINNESOTA ENERGY RESOURCES	2,753.20
05/21/2019	21848	BLUE CROSS & BLUE SHIELD OF MN	205.30
05/21/2019	21849	BLUE CROSS & BLUE SHIELD OF MN	205.30
05/21/2019	21850	BLUE CROSS & BLUE SHIELD OF MN	205.30
05/21/2019	21851	charles tiff	130.00
05/21/2019	21852	barb roberts	138.53
05/21/2019	21853	MINNESOTA POWER	12,485.32
05/21/2019	21854	USIC locating service	1,200.00
05/17/2019	201508245	COMMISSIONER OF REVENUE	7,103.07
05/20/2019	201508246	NORTHEAST SERVICE COOPERATIVE	50,358.00
05/22/2019	201508247	PAYCHEX PAYROLL SERVICES	44,139.51
05/22/2019	201508248	PAYCHEX PAYROLL SERVICES	270.15
Grand Totals:			202,822.54

Dated: 5/28/19

Mayors: Karl Ueberly

City Council: Rebecca Ribich

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City Recorder: [Signature]

Report Criteria:

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

Check Issue Date	Check Number	Payee	Amount
05/28/2019	0	FURTHER	700.00
05/28/2019	21855	magney construction inc	486,505.80
05/28/2019	21856	STANTEC CONSULTING SERVICES INC.	23,630.14
05/28/2019	21857	Paulsen, Jim	45.24
05/28/2019	21858	VISA	3,595.88
05/28/2019	21859	RAUTANEN, BARBARA	68.91
05/28/2019	21860	MENARDS	154.80
05/28/2019	21861	STREICHERS	1,787.92
05/28/2019	21862	FRANKS TIRE & MUFFLER	60.00
05/28/2019	21863	NORTH AMERICAN ELECTRIC	330.00
05/28/2019	21864	PRAXAIR DISTRIBUTION INC	123.89
05/28/2019	21865	Pace Analytical Services	98.40
05/28/2019	21866	SERVICE SOLUTIONS INC	406.00
05/28/2019	21867	GOPHER STATE ONE CALL	14.85
05/28/2019	21868	BISS LOCK INC	40.00
05/28/2019	21869	USA BLUE BOOK	502.00
05/28/2019	21871	QUILL	8.94
05/28/2019	21872	UBAM educational services	12.99
05/28/2019	21873	EXCEL BUSINESS SYSTEMS	166.79
05/28/2019	21874	BAKER & TAYLOR	107.43
05/28/2019	21875	VERIZON WIRELESS	469.68
05/28/2019	81870	NORTHERN ENGINE & SUPPLY INC.	111.72
05/23/2019	201508249	STATE OF MN	.00
05/23/2019	201508250	STATE OF MN	451.71
05/23/2019	201508251	STATE OF MN	742.69
05/24/2019	201508252	PERA	8,654.61
05/28/2019	201508253	WEISS, FRANK	892.20
05/28/2019	201508254	WEISS, FRANK	892.20
Grand Totals:			530,574.79

Dated: 5/28/19

Mayors: Karl Dewitz

City Council: Rebecca Robich

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Recorder: [Signature]