

CITY OF GILBERT
MINUTES OF SPECIAL CITY COUNCIL MEETING
TUESDAY, JUNE 26, 2018
COUNCIL CHAMBERS

Mayor Milos called the Special City Council Budget Meeting to order at 5:06 p.m.

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

Absent: N/A.

Staff Present: Economic Development Administrator Paulsen, Public Works Operations Director Lautigar, Police Chief Techar, Fire Chief Kwiatkowski, First Responder Director Makowski and Administrative Assistant Bennett.

Councilor Robich, meeting to discuss budget needs for 2018.

Fire Chief Kwiatkowski, made list of all needs and wants for 2018 and 2019. Discussed supplies needed. Nothing major unless there are issues with the trucks.

Councilor Robich asked if Fire Chief Kwiatkowski tracks the budget.

Fire Chief Kwiatkowski responded he does. Highlighted budget needs they have power over. 36 calls, 8 drills and 7 meetings. \$13,466 on call pay. \$5,100 officer pay. \$12,434 remaining. Year runs November 1st to November 1st. Busier during the spring and winter. Should have money left over in the budget for 2018.

Councilor Robich questioned upcoming purchases.

Fire Chief Kwiatkowski, \$4,000 donation from Devich family. \$10,000 donation from Gulbranson family. Pull tab fund. Looking to purchase a thermal energy camera, quote was for \$8,400.

Councilor Robich questioned repairs.

Fire Chief Kwiatkowski responded no major repairs needed.

Councilor Robich, sitting at approximately 33% overall. \$802 pagers, communication. \$1,000 for Parkhurst wages for setting up a computer in the Fire Hall. The Fire Department was charged for CW care which was not allotted for. Room in other areas like capital outlay. IM Responding is installed.

Discussion. Councilor Robich, \$112.91 to CW Technology in March went up to \$117.43 in April. Increase due to the Library dropping off. Mayor Milos questioned if they are connected to the system can they be taken off from CW Technology. Fire Chief Kwiatkowski questioned if they are additional charges for CW Technology to service their computers. Mayor Milos explained CW Technology's ticket process.

Fire Chief Kwiatkowski questioned PERA, writes two checks, one last year and one this year. Deb didn't know about it. Going to come out of wages. Budgeted \$2,375 for this year. Thinks it was paid last year, unsure when it needs to be paid this year. Councilor Robich could not find a record of the

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payment made this year. Fire Chief Kwiatkowski will follow up with Casey Omersa. Councilor Robich would like it paid before the end of the year.

Public Works Operations Director Lautigar needs a new lawnmower, approximately \$20,000-\$50,000.

Mayor Milos questioned shared services and shared equipment with other local communities. Public Works Operations Director Lautigar, not lawnmowers.

Mayor Milos questioned a breakdown of all equipment and how often equipment is used.

Public Works Operations Director Lautigar, the bucket truck is shared. The snow plows and loaders are not shared. The backhoe could be shared. Explained what equipment is used for. Large lawnmower is used 4-5 days per week and cuts 14 feet wide. Have had the large lawnmower since approximately 1992. Only City in the area left with this model. Explained what grass the City cuts.

Councilor Ouke questioned if maintenance would fix the large lawnmower. Public Works Operations Director unsure, frame is flexed out and the lift arms are bending. Explained what maintenance has been done to the lawnmower.

Councilor Pulles questioned if the large lawnmower is needed. Public Works Operations Director Lautigar, bought a 60 inch mower a few years ago for the cemetery. Unsure if a 14 foot lawnmower is still made.

Councilor Pontinen questioned if anywhere offers rentals. Public Works Operations Director Lautigar stated there are places that offer leases of equipment. Mayor Milos questioned if they could find something used. Public Works Operations Director stated he could find a used lawnmower and can bring that information to the next City Council Meeting. Councilor Pulles and Public Works Operations Director Lautigar discussed potential websites.

Public Works Operations Director Lautigar will check with different manufacturers about leasing options. Would like to see a designated equipment fund in the budget. The skid steer is showing age, hoping to get one more year out of it. Approximately \$40,000. State prices are cheaper than retail prices. Has approximately 3,800 hours, starting to have small issues with the machine.

Councilor Robich and Public Works Operations Director Lautigar compared the budget. 66% of total budget is operating supplies.

Public Works Operations Director Lautigar may need more tires this year, could potentially wait until 2019.

Councilor Robich questioned if the contract mechanic was still being utilized. The response was no.

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Councilor Robich 50% higher for utilities, higher than in past years. Economic Development Administrator Paulsen is researching improving energy efficiency within the City. Efficiency of the public works garage building discussed.

Councilor Pontinen questioned option of sharing equipment with Biwabik to save costs. Public Works Operations Director Lautigar discussed sharing equipment between cities.

Councilor Robich discussed capital outlay needs in the public works garage building. Fully fund electrical work in that building, \$30,000. Questioned if contractors had been looked into for the project. Public Works Operations Director responded no.

Discussion about the public works garage building needing a new roof. Approximately \$50,000. Questioned if three phase electric is needed in the building. Used for the grinder and compressor. Unsure of building age. Option of patching roof for now.

Councilor Robich expressed concerns with an equipment fund. Trying to get a handle on all balances. Questioned where left over money goes. Public Works Operations Director would like to see dedicated funds.

Councilor Robich, potential legality issues taxing people on something that isn't occurring. Use money set aside this year.

Public Works Operations Director stated the recreation center building is in need of upgrades. Discussion of items that need to be upgraded in the building. How the building is utilized. Busy times of the year.

Police Chief Techar arrived at 6:10 p.m.

Councilor Pontinen, Economic Development Administrator Paulsen is looking into electrical upgrades for City buildings.

Economic Development Administrator Paulsen, capital instead of electric. Energy assessment has been done for City Hall, will do for other City buildings as well.

Discussed departments putting together a comprehensive wish list.

Police Chief Techar, discussion, has everything the police department needs. Will raise salaries, \$10,480 increase. \$2,700 increase to employee retirement. 2019 raise another .5 percent. Will need to adjust for legal fees. Everything else is the same for the most part. More vehicles, 2017 bought squad, 2019 will need to buy new setup, can do for \$35,000. Fuel. Operating costs. Healthy forfeiture fund. Two vehicles have over 100,000 miles.

Councilor Pontinen questioned the negotiations with Biwabik.

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Police Chief Techar, sticking with Gilbert Police Department. Will make decision on the cost of the contract. Lends equipment.

Discussion about funds for the new squad car.

Discussion about security at Giants Ridge. Mayor Milos, Police Department and Fire Department asses a bill to non-tax payers in other areas using their services to offset costs.

Discussion of communication, at 90% of the budget. Councilor Robich will follow up via email with Police Chief Techar regarding a communications budget breakdown. Computers and software are exceeding the budget.

Police Chief Techar, body cameras were taken out of the 2017 budget. Purchased due to having additional funds at the end of the year.

Councilor Pontinen questioned repairs and maintenance.

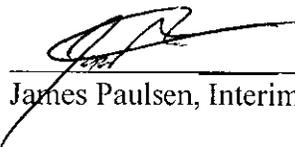
Police Chief Techar, reimbursed for ATV repairs. Some of the repairs need to be recoded. Councilor Robich, total running approximately 40% for the year.

Police Chief Techar, explained amount of department overtime.

First Responder Director Pete Makowski discussed budget, needs to look at wages. 120 calls. \$9.00 per hour on calls. Train once per month. \$1,200 for wages is low. Can't control calls, difficult to get volunteers. Recertification. Has worked out agreements with supplies. Two new EMT's Olson and Houdek.

Meeting adjourned at 6:26 p.m.

ATTEST:


James Paulsen, Interim City Clerk


D. Elizabeth Milos, Mayor