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

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

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

Absent: Councilor Robich absent with notice.

Staff Present: City Engineer Jamnick, City Attorney Lindsay, Economic Development Administrator Paulsen, Library Director Dabbas and Administrative Assistant/Utility Billing Clerk Bennett.

Absent: Police Chief Techar and Public Works Operations Director Lautigar absent with notice.

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

Motion by Pontinen, second by Pulles to approve the agenda as submitted including removing 8A bank deposit pledge. In addition there is a resolution included for item 8C, miscellaneous add for Resolution 2018-13, request for additional staff for City Hall, fees for peddlers, solicitors, food trucks, moving the library and third of July recycling bins. Motion Carried Unanimously (MCU).

- A. July 10, 2018 Special City Council Meeting Minutes
- B. July 10, 2018 Regular City Council Meeting Minutes
- C. July 17, 2018 Special City Council Meeting Minutes

Motion by Pulles, second by Ouke to approve July 10, 2018 Special City Council Meeting Minutes, July 10, 2018 Regular City Council Meeting Minutes and July 17, 2018 Special City Council Meeting Minutes. MCU

Public Input: N/A.

Staff Reports:

- Police Chief Techar: Absent with notice.
- Public Works Operations Director Lautigar: Absent with notice.
- Library Director Dabbas:
 - Summer reading is coming to an end, please turn in your papers and passports to get prizes by Tuesday July 31, 2018.
 - July 30, 2018 Library picnic and ice cream social.
 - The Gilbert Library brought several events to the community this summer a juggler, a magician, Northern Lights Music Festival, children's play and many other programs.
 - Taryn Greiner and Sue Samargia have done a fantastic job helping bring entertainment to the community. Fall lineup of programs is starting.
 - August 20, 2018 Heebie Jeebies, fun, free program.
 - October 6, 2018 the Library is hosting a Craft Bazaar and library fundraiser for anyone to participate in. All crafters, home businesses, vendors, bakers and mischief makers are invited. Please call the library for more information or to sign up for a spot.
- Economic Development Administrator Paulsen:

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- Wastewater Treatment Plant, walls will be light stone, the roof and trim will be dark bronze. Color samples available for Council review.
- Liaison Reports:
 - Mayor Milos, OHV expansion, a botanist is looking into a plant that was found.
 - Crawl 4 the Cure raised a lot of money. Brought many people to Gilbert. Important to work on the campground expansion.

Mayor, Council, Boards & Commissions Reports:

- City Councilors: Agenda.
- City Attorney Lindsay: Agenda.
- City Engineer Jamnick:
 - Water balance started. Prefill completed. American Engineering testing, one week in. Could be done in two weeks at this pace.
 - Putting rebar in at the Wastewater Treatment Plant, scheduled to pour the concrete. Working on the MBR Building.
 - Monthly construction meeting at 10:30 am the last Thursday of the month with Stantec. Jamnick will confirm meeting date/time.

Old Business:

Update Nuisance Ordinance: Nothing new to report. Deadline of September 3, 2018.

Point of Sale Sanitary Sewer Inspection Ordinance: Paulsen, Lautigar spoke with two plumbers both in the \$350-\$400 range, mobility fee factored in. Previously stated the City Crew would bill at \$400. Paulsen will continue to update. Fee includes televising. Mayor Milos questioned availability.

MN TH 37 Update: Jamnick, forwarded infrastructure plan to MN DOT. Councilor Pontinen questioned drilling. Jamnick, survey crews, assessing sidewalks and curbs. Mayor Milos questioned if the curb is being fixed by Bougalis. Jamnick will follow up on the curb.

Illegal Structure at 506 South Broadway: Nothing new to report. Attorney Lindsay, documents have been delivered. Will have formal update for the next City Council Meeting. If no response, can move forward with corrective action.

Recycling Center: Discussion. Confusion. Moved to across from Anthem. Bins for cardboard. Signage posted. Mayor Milos, thank you to the summer help for making the signage. Councilor Pontinen followed up, cardboard can be dumped whenever needed. Discussion. Mayor Milos and Lautigar will follow up on additional signage needed for the Recycling Center.

McKinley Water Agreement: Discussion. Attorney Lindsay, water rate, rate that residents pay or the same at Gilbert residents.

Discussion, waterline to McKinley.

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Attorney Lindsay, option to pay a bulk rate or pay individually. Councilor Pontinen questioned if there is a contract in place with McKinley. Attorney Lindsay, contract is in the works.

Attorney Lindsay, second issue, maintenance charge for taking care of the master water meter. Approximate useful life of a meter is 15-20 years. Discussed costs. Proposed \$100 maintenance charge per month. Attorney Lindsay will make a proposal.

PERA Contribution for Firefighters: Paulsen, waiting for figures. Hope to have for the next City Council Meeting.

Request to Waive Arena Rental Fee for the City Wide Garage Sale August 2-4, 2018: Discussion. Paid \$200 last year for rental fee. Mayor Milos, benefits all citizens. Feels that it should be donated. Paulsen, proceeds go to area students. Discussion regarding the cost of utilities for the arena.

Peggy Leoni questioned who is in charge of the City Wide Garage Sale. Who will open the arena for all of the vendors? Discussion. Charge per table. The event is not affiliated with the City.

Mayor Milos suggested charging \$75 per day, \$150 total. Paulsen, group is renting for three days. Mayor Milos, difficult to find volunteers. The group needs to appoint a contact person for the City Wide Garage Sale, not a City event.

Motion by Pulles to waive the arena fee. No second. Motion dies.

Mayor Milos, brings people to the community.

Motion by Ouke, second by Pulles to set the arena rental fee at \$150. Aye Milos, Pulles and Ouke. Nay Pontinen.

Councilor Ouke and Mayor Milos offered to volunteer their time on August 2, 2018 to help set up for the City Wide Garage Sale.

Mayor Milos will find a contact for the City Wide Garage Sale. Four food trucks coming to Gilbert for the City Wide Garage Sale.

Paulsen, how are utility billing inserts being paid for. Mayor Milos, doesn't agree with creating an insert, too short notice.

New Business:

Bank Deposit Pledge: The deposit accounts that are held with First National Bank of Gilbert are covered for \$250,000 of FDIC insurance. Any balance above and beyond that amount, the bank pledges to secure funds. Council approval is needed to authorize the release of \$500,000 in pledges. Removed from the agenda. Letter was issued in the middle of the month, no longer requesting to release pledges.

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Nick Ouke Council Liaison to Public Works and City Administration: Council currently has one liaison to these departments and one liaison position not filled. Requesting Council approval to appoint Councilor Ouke to unfilled liaison position. Replacing Rudy Vertachnik's position as liaison.

Motion by Pulles, second by Pontinen to approve Councilor Ouke as the liaison to Public Works and City Administration. MCU

WWTP-Resolution Authorizing the Issuance and Sale of General Obligation Revenue Note, Series 2018A: Resolution authorizing the issuance and sale of \$4,960,432 general obligation revenue note, series 2018A and providing for its payments. PFA loan portion for funding the Wastewater Treatment Plant Project. Council approval is needed to authorize. Discussion, length of loan. Option for 30 year loan not given.

Motion by Ouke, second by Pontinen to approve resolution authorizing the issuance and sale of \$4,960,432 general obligation revenue note, series 2018A and providing for its payments. MCU

Attorney Lindsay is looking into the WIF Grant.

Lime Lagoon Improvement Project 15-114 Contract Award: June 12, 2018 the City Council authorized JPJ Engineering to solicit bids. Quotes were opened on July 19, 2018 at 11:00 am. Mesabi Bituminous was the low bidder. JPJ Engineering is recommending that if the project is awarded, that Mesabi Bituminous, Inc. be offered a contract in the amount of \$32,160.00. Council approval is needed to award. Discussion about communicating meeting dates and times with all involved parties.

Motion by Pulles, second by Pontinen to approve Mesabi Bituminous for the amount of \$32,160.00 for the Lime Lagoon Improvement Project 15-114 Contract. MCU

Jamnick will schedule a preconstruction meeting.

Miscellaneous:

Resolution No. 2018-13. Resolution authorizing the City of Gilbert to make application to and accept funds from IRRRB FY 19 Community Infrastructure Grant Program. Whereas the authorizing authority approves of the attached application for the Gilbert Wastewater Treatment Facility project and whereas the authorizing authority agrees to accept funding for the underlying project if approved by the IRRRB. Not be it resolved that the authorizing authority of the City of Gilbert does adopt this resolution.

Motion by Ouke, second by Pulles to approve Resolution No. 2018-13. Authorizing the City of Gilbert to make application to and accept funds from IRRRB FY 19 Community Infrastructure Grant Program. MCU

Request for Additional Office Staff: Discussion about pros and cons of the City Hall positions.

Mayor Milos, close to a million dollars in permits this year. Paulsen, will be over a million dollars in new and improved project this year.

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Paulsen, discussed office staff structuring of other area cities, Biwabik, Aurora and Hoyt Lakes.

Mayor Milos, careful of structuring. Important to have a City Administrator. Permits have increased. Now have a contact person. Priority is to increase the tax base. Would like to see a City Administrator, a Clerk, with the Clerk an accounting firm to take care of most of the bills. The City paid hundreds of dollars in fees over the past four years. Biwabik contracts with a firm to pay bills. Will lower the cost of the audit. The Utility Clerk could move to a part time position. Leaning towards option B, eliminate Deputy Clerk. Thinks it's important to get an accounting firm in. Clerk will look into how to cut expenses. Councilor Pontinen requested additional discussion with Paulsen, Bennett and Councilor Robich. Paulsen, billing paying takes up majority of the day, have accounting firm come into look at everything, make sure it's correct. Would be beneficial.

Discussion.

Paulsen, an accounting firm would need the City needs to spell out wishes before agreeing to terms. Will depend on the firm. Biwabik uses an accounting firm as a fail-safe.

Discussion. Councilor Ouke questioning accounting firm hours. Councilor Pontinen, will need more help than the accounting firm is able to give. Questioned if the accounting firm could commit to more time. Mayor Milos contacted an area City Clerk to come in and offer assistance. Paulsen, needs someone to look at taxes, bond payments and other imperative items. Councilor Ouke, private party CPA? Paulsen, an option. Mayor Milos, advertise for a CPA until there is a final resolution. Councilor Pontinen, advertising prolongs. Mayor Milos, will need to advertise. Can post for contract position. Councilor Pontinen questioned the job description. Attorney Lindsay, in a true emergency, ok to contact someone. Get proposals. Mayor Milos would like an ad in the paper.

Councilor Pontinen questioned hiring a temporary service. Paulsen will call area temporary services, will advertise if unable to find a temporary solution.

Motion by Pulles, second by Pontinen to authorize Paulsen to look into a temporary agency and post for contract temporary account position. MCU

City Council Work Session set for Monday July 30, 2018 at 4:30 pm.

Fee for Peddlers, Solicitors and Food Trucks: Discussion. Paulsen, not on the fee schedule. Mayor Milos, come into City Hall to apply for a Peddler or Solicitors License, no fee. Costs money for the background check. Timeframe asked on the application. Timeframe suggested, 30 day license, \$50 per month. Mayor Milos, vendors pay \$75 for the 4th of July festivities. Attorney Lindsay will look into religious aspect. Suggested soliciting time allowed from 9 am – 7 pm. Renew license every 30 days.

Food Trucks: Discussion. Different from restaurants. Restaurants pay taxes and utilities. Paulsen, not on the fee schedule. Mayor Milos, need to specify where to park. Paulsen, 14 consecutive days. Over 14 day apply for annual license. Paulsen, needs to be consecutive, unable to monitor daily. Suggested payment of \$50 per day and \$500 for 14 consecutive days. Annual license is one calendar year.

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Attorney Lindsay, may take a resolution or ordinance change. Can amend fee schedule by resolution. Draft resolution needs to be in writing. Paulsen, fee is missing.

Councilor Pontinen brought up that the can bins are an eye sore. Mayor Milos, the bins are not City owned. Suggested contacting owners of the bins to discuss moving or replacing. Discussion.

Councilor Pulles questioned the process of for sale properties. Paulsen responded with process.

Motion by Pontinen, second by Pulles to approve bills and payroll. MCU

Paulsen, reminder the Tuesday August 14, 2018 Regular City Council Meeting has moved to Thursday August 16, 2018 at 6:30 pm due to the Primary Election.

Councilor Pontinen questioned the campground internet issues. Paulsen is working on this and will contact Mediacom. Century Link quoted \$21,000 and Mediacom quoted \$10,000. Spoke with CW Technology. Waiting for resolution.

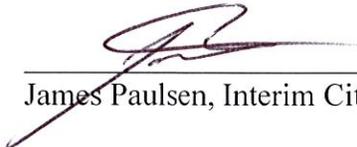
Councilor Pulles acknowledged the great work the Gilbert Police Department is doing.

Motion by Pulles, second by Ouke to adjourn at 8:25 pm MCU

ATTEST:



D. Elizabeth Milos, Mayor



James Paulsen, Interim City Clerk/Treasurer