

CITY OF GILBERT
MINUTES OF REGULAR COUNCIL MEETING
TUESDAY, AUGUST 22, 2017
COUNCIL CHAMBERS

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

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

Absent: N/A

Staff Present: City Attorney Bryan Lindsay, City Engineer Jamnick, Public Works Operations Director Lautigar, and City Clerk/Treasurer Sakrison.

Staff Absent: Chief Techar (w/Notice) and Library Director Su Dabbas (w/Notice)

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

Motion by Bol second by Vertachnik to approve the agenda as submitted. MCU

Motion by Pontinen second by Vertachnik to approve the minutes of the August 8, 2017 Regular City Council Meeting. MCU

Motion by Pontinen second by Vertachnik to approve the minutes of the August 11, 2017 Special City Council Meeting. MCU

Public Input: None.

Staff Reports:

- Public Works Operations Director Lautigar:
 - Reported that the bucket truck broke down and is in very poor shape. Both Councilors Pontinen and Vertachnik did look at it also. It does not get used monthly, but it may be used in the fall for tree trimming and could use to change light bulbs. Stated that maybe a new one should be purchased in the future. They have borrowed the City of Biwabik's bucket truck. To use another city's truck they would need to get a memorandum of understanding.
 - Mayor Milos asked about power poles, and asked if MN Power has been notified. Lautigar stated that he has notified them.
 - Mayor Milos asked about the street light that was taken out by an accident. MnDOT will be replacing the light in two years.
 - The poles have been inventoried.
- City Clerk/Treasurer Sakrison: Agenda
- Liaison Reports:
 - Campground: A meeting was held, and the councilors were not notified. Public Works Operations Director Lautigar stated that the meeting was to inform the board members of an upcoming project that was being brought to the council. The Campground Managers sent out an email to the board members informing them of the meeting. The City Council liaisons need to be notified of all meetings so that they can be informed.

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- Councilor Pontinen asked about when the Sparta Beach closes. Public Works Operations Director Lautigar stated that the porta-potty is there until the beginning of September and the gate usually gets locked the end of September and they leave the garbage can there until the gate is locked, and then again opened at the beginning of May. Pontinen stated he thinks it should be locked up September 1, 2017. This will be looked into over the winter for the following year.

Motion by Vertachnick second by Pontinen to set a Working Session for every Monday prior to a Regular City Council Meeting at 1:00 p.m. MCU

Mayor, Council, Boards & Commissions Reports:

- Councilor Pontinen: Agenda
- Councilor Bol: Agenda
- Councilor Vertachnik: Agenda
- City Attorney Lindsay: Agenda
- City Engineer Jamnick:
 - The Equalization Basin project has begun.

Motion by Robich second by Bol to acknowledge the EFGSD Jt. Powers Rec Board Minutes of July 12, 2017. MCU

Old Business:

Emergency Operations Plan Update: The plan can be more cost effective because of the communities that have become involved. The cost is down to \$5,000. This will begin at the beginning of the year.

Motion by Vertachnik second by Bol to approve the proposal from Hundrieser Consulting LLC for the East Range EOP Project for a fee of \$5,000. MCU

Nuisance Ordinance Update: Nothing new to report.

AEOA Purchase of Property: Mayor Milos & Councilor Pontinen had a meeting with AEOA and a purchase agreement will come together in the next 2 – 4 weeks. AEOA does a lot in our community.

Campground Board Requirements: Nothing new to report.

Ordinance 92.06: Attorney Lindsay spoke with Planning & Zoning Director Wedge and Wedge requested a clarification on the ordinance. Lindsay provided the information requested and the project is moving forward.

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Final Payment Request No. 6 – MN TH 135: The punch list has not been completed. JPJ is waiting for a schedule. City Engineer Jamnick suggested giving until the 2nd week of September as a deadline for the Contractor.

Motion by Vertachnik second by Pontinen to have a letter sent to the Contractor, postmarked by August 25, 2017, stating that they have until September 22, 2017 to complete the punch list items, or City will retain the \$10,000 remaining and get the work done themselves. MCU

Ballfield Improvements: Mayor Milos stated that a committee will be forming to start fundraising for this project.

AEOA Antenna & Antennae on Water Tower: City Attorney Lindsay stated that a lease form has been developed and all people have been notified. Rate schedules need to be set. Lindsay asked to be able to set a policy for the Council to put rates in place.

Administrator Job: A job description needs to be finalized for this position. Council does not want education requirements in job descriptions.

Motion by Vertachnik second by Bol to have Mayor Milos and Councilor Robich prepare a job description and advertise for a City Administrator. MCU

Title Searches for Outlot S: City Attorney Lindsay stated that this has become a more complicated project. It is moving forward, but Lindsay needs until the next meeting to have a full report.

Utility Meters Upgrade: Mayor Milos will be receiving information on August 28, 2017.

Sewer Cleaning & Televising: Three quotes were received for 10,000 feet. Not all of the lines will need to be relined, but this will be unknown until the lines are televised. These lines have not been cleaned or televised in the past. Some lines may need to be replaced. There have been no financial resources set aside to line the sanitary sewers. JPJ looks at the televised results to determine if a line needs to be relined, or replaced. This is something that cannot be done when temperature gets below 40°F.

Motion by Robich second by Vertachnik to table action regarding the sewer cleaning & televising of the pipes. MCU

Tree Trimming of Electric Secondary Line: A plan needs to be put in place. Public Works Operations Director Lautigar stated that this would be for the entire City. Mayor Milos wants something in place guaranteeing that they would come back if any trimming was missed. Needs more definitive language in place for the scope of work.

Motion by Robich second by Vertachnik to table action regarding tree trimming of the secondary lines. MCU

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MN Power Ground Line Resolution Project: There was a formal study done in 2012 that showed \$50,000 should be spent annually for maintenance. 1st year \$56,560 was spent. Council wants to discuss at a Work Session. Public Works Operations Director Lautigar suggested spending \$20,000 on tree trimming and \$30,000 on pole replacement. Could another company come in to do this work for less?

Motion by Robich second by Pontinen to table action regarding MN Power Ground Line Resolution. MC 4 - 1.

Cemetery Road Project: Cemetery is not expanding. This would be to fix the road around areas already developed. Public Works Operations Director Lautigar wants to use Capital Outlay money that is in the cemetery budget, Lautigar does not want this money to be lost. Mayor Milos and Council want complete job costing. Mayor Milos asked Lautigar to put together a cost schedule for all city equipment.

Motion by Robich second by Vertachnik to table action regarding the Cemetery Road Project. MC 4 - 1.

New Business:

2016 Audited Financial Statements: CPA Greg Knutson, of Walker, Giroux & Hahne, LLC was present and reviewed the audit report with the Council. It is an Unmodified Opinion.

Motion by Robich second by Bol to acknowledge the 2016 Audited Financials. MCU

Upgrades to Sherwood Forest Campground: The campground is not getting billed for Public Works personnel and equipment work. Mayor Milos is looking into funding for the campground. The shower facility needs to be upgraded. The number of primitive sites dictates the size of the shower facilities.

Motion by Vertachnik second by Bol to table any action regarding the upgrade or expansion of the Campground. MCU

Motion by Robich second by Vertachnik to allow all bars in the City of Gilbert to open at 8:00 a.m. on Sunday, October 29, 2017 provided the establishment has a limited food license. MCU

Motion by Vertachnik second by Robich to accept the resignation of 1st Responder Sandra Tornow and to send her a Thank You letter. MCU

Motion by Bol second by Robich to accept the resignation of Gilbert Public Library Board member Sarah Lash, who is moving out of town, and to approve the application of Sara Finley to the Gilbert Public Library board to fill that upcoming vacancy. MCU

Motion by Robich second by Vertachnik to acknowledge the July 31, 2017 Financial Statements. MCU

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Miscellaneous:

- Mayor Milos spoke about overtime. The City of Gilbert does not have money for any overtime. Milos stated that the OT is getting ridiculous and it needs to stop. Vertachnik stated that Public Works Operations Director Lautigar gets paid OT for attending the Council Meetings. If they have the Work Sessions on Mondays prior to the council meetings Lautigar may not have to attend the council meetings.
- Councilor Pontinen noted that a tree had fallen on a vehicle over the weekend. The tree had been hit by lightning three years ago. The tree was then cut down by Public Works Department over the weekend.

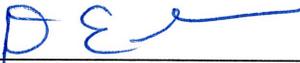
Motion by Robich second by Pontinen to approve bills and payroll subject to audit by Mayor and Clerk. MCU.

Motion by Robich second by Bol to adjourn the meeting at 8:48 p.m.



Debra Sakrison, City Clerk

ATTEST:



Dorothy Elizabeth Milos, Mayor