

CITY OF GILBERT
MINUTES OF REGULAR COUNCIL MEETING
TUESDAY, SEPTEMBER 26, 2017
COUNCIL CHAMBERS

Mayor Milos called the meeting to order at 6:31 p.m.

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

Absent: Councilor Bol late with notice. Arrived at 7:15 p.m.

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

Staff Absent: Su Dabbas absent with notice.

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

Motion by Robich, second by Pontinen to approve the agenda as submitted. Motion Carried Unanimously (MCU)

Motion by Pontinen, second by Robich to approve the minutes of the September 12, 2017 Regular City Council Meeting. MCU

Public Input: None

Staff Reports:

- Police Chief Techar:
 - Agenda.
- Public Works Operations Director Lautigar:
 - Discussion, Lautigar stated that calls are coming into Gilbert City Hall regarding alley pick up. He stated this is something that we typically do every November. November 6th-10th would work best for the city for the pickup. The guidelines would be that leaves need to be in bags and branches need to be 4 feet long or shorter to be picked up by the city, unless otherwise notified. Mayor Milos questioned the process of the pick-up due to a resident concern. Lautigar stated that this process takes about a week and a half to complete. They start on one side of the city and continue to move through picking up the items. They do run into situations where they've already picked up the leaves/branches and the residents continue to put additional yard waste out for pickup.
- Library Director Su Dabbas:
 - Absent with notice.
- Campground Managers Barb and John Rautanen:
 - N/A.

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- City Clerk/Treasurer Sakrison: Agenda
 - Please review the updated city website when you have a chance. City Council Meeting Minutes are posted.

- Liaison Reports:
 - Vertachnik has updated information regarding CW Technology pricing. The pricing is for the server room. One of the bills is over \$500.00, a motion to approve is needed. The bill is due on November 18, 2017. This will be put on the agenda for the next meeting.

Mayor, Council, Boards & Commissions Reports:

- Councilor Pontinen: Agenda.
- Councilor Bol: Agenda.
- Councilor Vertachnik: CW Technology Pricing.
- City Attorney Lindsay: Agenda
- City Engineer Jamnick:
 - Wastewater Treatment Plant Equalization Basin Project, the weather has been a problem the past few weeks. They are having difficulty getting the liner material delivered. The manufacturers are having difficulty due to the recent hurricanes. Per the Work Session on September 25, 2017, it sounds like the materials needed will be delivered at either the end of this week or early next week. At that point they will be able to continue on with the lining of the pond. In the meantime, pipe work, ditching and relocation of the Mesabi Trail are all being worked on. Mayor Milos is very impressed with the employees and the contractors, they are taking time to explain to residents what is going on with the project.

Motion by Pontinen, second by Robich to acknowledge minutes of the Planning and Zoning Commission of June 5, 2017, July 10, 2017 and August 8, 2017. MCU

Motion by Pontinen, second Robich to acknowledge minutes of the EFGSD Joint Powers Rec Board August 8, 2017. MCU

Motion by Robich, second by Pontinen to acknowledge minutes of the Library Board August 8, 2017. MCU

Old Business:

Nuisance Ordinance Update: Nothing new to report.

Mayor Milos noted that there was a working session on September 25, 2017, they went through and reconfigured old business in order to get the list cleaned up.

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AEOA Purchase of Property: Waiting on AEOA.

Campground Board Requirements: This will be worked on over the winter.

Ordinance 92.06: Attorney Lindsay reported that he's been working with Pontinen on the Ordinance 92.06 to get it updated. They believe they have reached a good plan which is development of an additional zoning district. The classification would be a Rural Residential District. Per Attorney Lindsay, once the district is defined and exists in our district, we would amend Ordinance 92.06 so that it would essentially prohibit the keeping of barnyard animals except for individuals within the Rural Residential District. Attorney Lindsay is looking for authority and direction to work with Planning and Zoning to develop the definition of the Rural Residential District. Robich questioned what areas of the City would be included in the Rural Residential District. Attorney Lindsay and Planning and Zoning will develop the requirements of this zone. Mayor Milos questioned if the residents that already have barnyard animals will be able to keep them. Attorney Lindsay stated that as they demonstrated responsible keeping of these animals they should surely qualify and be able to keep their animals.

Motion by Pontinen, second by Vertachnik to approve Attorney Lindsay to pursue definition of the new zoning district. MCU

Final Payment Request No. 6 MN TH 135: Per Jamnick, the final punch list items were put together back in July or so. They gave the contractor until September 22, 2017 to get everything completed. All of the work on MN TH 135 was finished. They did the sidewalk and driveway work on Florida. They did not do the curb work on lower Florida. The contractor felt that the curb was cracked by a snowplow or something else. Mayor Milos clarified that it was a brand new curb. Jamnick confirmed it is. He stated that it was denied as a warranty item. The work value is probably about \$1,000. 30 feet of curb at \$30-\$35 a foot to remove and replace. We are holding \$10,000. The intent is to have another discussion with them. There has been previous email communication back and forth. Mayor Milos stated that she doesn't have a problem releasing the \$8,500 and that we will hold the \$1,500 until the curb is fixed.

Motion by Robich, second by Pontinen to pay Bougalis \$8,500 for partial payment of Pay Request No. 6. MCU

AEOA Antenna & Antennae on Water Tower: Attorney Lindsay set rate schedule for the antennas. Need a physical address for the Citizen's Broadband Group. We need to know where to send information. Other than that, the agreements are all put together. Sakrison has contact information but not an address. Attorney Lindsay has a call in already. Attorney Lindsay will be sending the contracts out.

Administrator Job: Per Mayor Milos, we have a lot of work that is falling between the cracks. We need to implement a work order system. Biwabik has an Administrator and seeing what they do and how they are doing things, it's good. We have a description that will be in the Mesabi Daily News for two weeks in the Wednesday and Sunday additional. Mayor Milos read the job

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advertisement for the City Administrator Position. The position will be responsible for implementing, planning, directing, and coordinating city activities. AA degree or above in administration, accounting, or related field required. Grant writing experience desired. Gives submitting information. She feels strongly that this position is needed in order to continue to develop the City of Gilbert.

Title Searches for Outlot S: Attorney Lindsay has substantially completed work on the title searches. Determined that they would be able to transfer the section. There has been no updates or additional work since the last meeting.

Utility Meters Upgrade: Nothing new to report.

Sewer Cleaning & Televising: Lautigar has received two quotes. He was never contacted back on the third quote. Aqua Power was the cheapest quote. Typical to set up for a date. Lautigar stated he was unsure. Discussion included that it was originally discussed for doing 10,000 feet within 5 days and that reducing the footage would reduce the amount of time. Reducing the amount of feet should take 3-4 days. This is being done on main street and Hopkins Park. It needs to be done.

Motion by Robich, second by Pontinen to approve Aqua Power for the \$6,915 with \$190 per day mobilization. MCU

Tree Trimming of Electric Secondary Line: Best time to do this tree trimming would be in the middle to the end of November. It could be done in the spring time too if needed. Lautigar will contact contacts again to check on quotes.

MN Power Ground Line Resolution Project: Discussion, issues with Century Link on this. Poles on the list that belong to Century Link. We need to find out which poles belong to Century Link and which poles belong to us. We need to update the contract with Century Link. Vertachnik has given the contract to the lawyer to go over. This will be tabled until the next meeting.

Upgrades to Sherwood Forest Campground: Fall/Winter project. Working on a master plan. Looking to get funding for this project.

Curb stop Replacements: Discussion, separate contractor than the one being used for the highway 135 project. Clarification regarding the contract. Timeline questioned.

Motion by Robich, second by Pontinen to approve Jola & Sopp Excavating to do the curb stop replacement for \$8,850. MCU

Bulk De-Icing Salt and Sand: Discussion, September 18, 2017 a letter was received by Mayor Milos from Amanda Metsa, AFSCME, there are concerns about contracting out the delivery of the sand. The city is looking at all of their options financially. They don't have the pricing yet, this is still being looked into. They are questioning the cost of making 40 trips to a pit, which will take over an hour round trip. The Council would still like to see a quote to have this contracted out in

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order to compare. It's important that the city is aware of their options. Quoted \$3,700 but we don't have a written quote yet. The cost of fuel would be \$700-750 for the trips. The only cost would be fuel as the city crew is here anyways. There are a lot of projects that aren't getting done. Complaints were received about other things not getting done. For example, banners, holes and a lot of other things need to be taken care of. There is the option to haul loads when it's raining. City employees are guaranteed 40 hours whether there is work or not. Mayor Milos stated that we don't want to continually shell out money. We want to work efficiently so we don't have to do any layoffs. The City Council is looking for additional information at this time. Only one quote has been received at this time for the delivery. Mesabi Bituminous doesn't carry the sand that we need, it's coarser. Mesabi Bituminous also goes to Seppi's. This will be tabled until the City Council talks to the Union.

Respirator and SCBA Fit Tests: Discussion, questioning physicals. Are the physicals being repeated? Questioning \$25 mask fitting. Are physicals offered through their employers? For individuals that don't already get a physical through their employer this is something that should be offered by the city. Should we be paying twice for this? This is tabled and will be brought back to the Safety Committee.

Fire Chief Skenzich can do fit tests with a kit for respirators, rather than get something in house. SCBA tests are different.

Independent Contractor Agreement for Campground Managers: Clarified Language in the contract. Sakrison retyped.

Motion by Vertachnik, second by Pontinen to approve the Campground Manager Contract for the 2018 and 2019 seasons. MCU

Discussion, number three in the contract was a sticking point. It has not been updated. The Campground Managers assured they would not leave without notice. Robich stated for the record in the event that we create a new contract in the future she would like to see new language for item three.

2018 Crawl for the Cure Request: Brings a lot of new people into the community. \$2,000 for the Campground and \$500 for the Arena.

Motion by Robich, second by Vertachnik to approve request for July 19-22, 2018 Crawl for the Cure. MCU

New Business:

Ore-Be-Gone Development: Mr. Shega requested to be on the agenda for October 24, 2017. Will be tabled until then.

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Zoning and Blight Issues 506 South Broadway: Property issues. Structure over the property line. The property owner has received two letters, we have received no response. The neighbor is trying to sell their property. There are oxygen tanks on the property as well.

Police Chief Techar will check into the oxygen tank. Two of the three issues have been rectified, a citation could be the result if this is not corrected.

Attorney Lindsay we need assistance from the court. Attorney Lindsay will work with Chief Techar to get in contact with the property owners.

Planning and Zoning Recommendation: July 10, 2017 the Planning and Zoning Commission took action recommending a survey. The surveys costs \$500-\$2,000, \$800 average. Mayor Milos would like to hear from Planning and Zoning regarding the survey.

Discussion Mike Sailor, unless you have someone go out and enforce the survey it's of no value. Who is going to enforce this? Even with GPS coordinates, the owner can move pins and unless we have GPS technology. How does anyone know if it's correct? We don't have the means to GPS all of the pins. Engineer Jammick, other communities require site surveys. Tabled until additional information is put together.

Offer to Purchase Real Estate in the Kansas Plat: Offer of \$5,000 Lot 2, Block 4. The Planning and Zoning Commission has no objections.

Motion by Pontinen, second by Vertachnik to accept purchase of the Kansas Plat. MCU

League of MN Cities Fall Regional Meeting: \$45 registration fee. 10 a.m. – 4:30 p.m. October 26, 2017 in Virginia, Minnesota.

Motion by Bol, second by Pontinen to approve \$45 registration fee for City Council Members and City of Gilbert Employees that are interested in going. MCU

MN Power Overhead Transformer Audit Services: This is required by the MPCA. We are required to put serial numbers on all transformers. Sample older transformers. Needs to sample the oil. This is the price that MN Power gave us.

Motion by Robich, second by Vertachnik to approve quote and have MN Power audit transformers. MCU

MN Power Installation of Additional Electric in Rock' n Pines: City owns the power lines and the transformers in that area. Currently there is no power in this specific area.

Motion by Robich, second by Vertachnik to approve installation of a pad mounted transformer in Rock' n Pines for \$3,200. MCU

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2017 Audit Engagement Letter Walker, Giroux & Hahne: Letter is stating fees. They will not exceed \$32,750 for the audit. Audit start December 31, 2017 and will be finished June 30, 2018.

Motion by Pontinen, second by Vertachnik to approve Walker, Giroux & Hahne to conduct the audit. MCU

2018 Preliminary Proposed Tax Levy and Public Hearing Date: Due to the County by September 30, 2017. This is not the final Levy, the Levy can be lowered after this but not increased. Robich and Pontinen have done extensive research and would like to propose a 0% Levy increase. \$50,000 market value building would have a decrease of \$44.72. \$100,000 market value building would have a decrease of \$119.47. \$150,000 market value building would have a decrease of \$217.02. \$200,000 market value building would have a decrease of \$314.57. \$300,000 market value building would have a decrease of \$509.67. This is just on the city portion of the taxes. Sakrison questioned a revenue item that Robich had in her proposed budget related to income from rental on the water tower that will be Water Fund revenue not General Fund revenue. Robich responded that there is another revenue source to cover that \$57,000.

Motion by Pontinen, second Bol to approve a zero percent Tax Levy for 2018. MCU

Public Hearing: Has to be scheduled between November 25, 2017 and December 29, 2017.

Motion by Bol, second by Robich to approve the Public Hearing date of November 30, 2017 at 7:00 p.m.

Acknowledgement of Financial Statements dated August 31, 2017:

Motion by Pontinen, second by Bol to acknowledge Financial Statement dated August 31, 2017.

Miscellaneous: Working session October 11, 2017 at 5:00 pm to discuss the budget. October 25, 2017 at 5:00 p.m.

Motion by Robich, second by Bol to set October 11, 2017 and October 25, 2017 working sessions. MCU

Sparta Water: Lautigar will get quotes to have work done. "Old" Sparta's water lines are still live, this would discontinue water services. Would be about \$25,000 of work. It would be coming out of the water fund. Grants have been looked into previously.

Motion by Vertachnik, second by Robich to allow City Engineer Jamnick to get quotes for discontinuing water in service Sparta. MCU

Discussion about hours of operation, will be put on the agenda for the next City Council meeting.

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Discussion about garbage bags and the cost of them. Lautigar will look into how many garbage bags that we have on hand.

Approve Payment of Bills and Payroll:

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

Motion by Robich, second by Bol to adjourn at 7:56 p.m.



Debra Sakrison, City Clerk

ATTEST:



Dorothy Elizabeth Milos, Mayor