

City of Gilbert  
Minutes of Regular Council Meeting  
Tuesday, September 24, 2019  
Council Chambers

Mayor Oberstar called the meeting to order at 6:30 P.M.

Quorum determined.

Present: Councilors Robich, Pulles, Skenzich, Leoni, Mayor Oberstar, Jr., Attorney Bhupesh Pattni-in attendance for City Attorney Bryan Lindsay, City Engineer John Jannick, Police Chief Techar, Operations Director Lautigar, Library Director Su Dabbas, Deputy Clerk Gulan, Executive Administrative Clerk Paulsen

Absent:

Mayor Oberstar led the audience in the Pledge of Allegiance.

**Motion** by Skenzich, second by Leoni to approve additions to the agenda. MCU

**Approve City Council Minutes**

- A. September 10, 2019 City Council Working Session
- B. September 10, 2019 Regular City Council Meeting
- C. September 17, 2019 Special City Council Meeting

**Motion** by Pulles, second by Skenzich to approve the September 10, 2019 City Council Working Session Minutes. MCU

**Motion** by Pulles, second by Robich to approve the September 10, 2019 Regular City Council Meeting Minutes. MCU

**Motion** by Skenzich, second by Leoni to approve the September 17, 2019 Regular City Council Meeting Minutes. MCU

**Public Input:**

- Shawn Mulhern, KLM Engineering.
- Discussion re: Elevated and Ground water tanks repair.
- Timeline, funding, bids discussion.

**Motion** by Skenzich, second by Mayor Oberstar to approve KLM Engineering to proceed with repairs on the Tower Water Tank and Underground Concrete Water Tank, in 2 phases, one (1) tank per year, for a cost of \$700,000. MCU

## Reports – Mayor & Council

### A) Mayor:

- Budget, Levy, Police update.
- New Economic Development opportunities.
- RAMS Mayor meeting information: report at City Council meeting October 8, 2019.

### B) City Councilors:

#### Councilor Robich:

- Range Rec Civic Center board meeting.
- City of Gilbert responsibilities, discussion.

#### Councilor Pulles:

- Storage facility update.

Councilor Skenzich: N/A

Councilor Leoni: N/A

## Reports – Staff, Boards & Commissions

A) City Attorney: Bhupesh Pattni in attendance for Bryan Lindsay.

B) City Engineer: John Jamnick:

- Update on Lower Michigan project.

C) Police Chief: Ty Techar:

- Body cam policy and public meeting requirement, update.
- Body Cam public hearing set for December 10, 2019 at 5:00 P.M.

**Motion** by Pulles, second by Leoni to approve a Special Meeting at 5:00 P.M. on December 10, 2019 for public input regarding City of Gilbert Police Department Body Cam Policy. MCU

D) Public Works Operations Director Lautigar:

- Report: roll off area, sidewalk project, Fall and winter preparations.
- Do-Bid Public Works items currently listed.

E) Library Director Dabbas:

- Activities report. Upcoming activities.
- Library fundraiser bazaar Saturday, October 19, 2019. Activities.
- VFW scholarship: Voices of Democracy, Patriot's Pen.
- Clerk and Mayor invited to next board meeting 6:00 P.M., October 7, 2019.

F) Executive Administrative Clerk Paulsen:

- Working Session request for Gilbert Recreation/Sherwood Forest Campground Master Plan presentation.
- Public/City Council Q & A session, October 8, 2019, 5:15 P.M.

**Motion** by Pulles, second by Skenzich to approve a Working Session October 8, 2019 at 5:15 P.M. to present Gilbert Recreation/Sherwood Forest Master Plan. MCU

G.) Approve Boards and Commission Minutes

1. Planning and Zoning Meeting Minutes August 5, 2019

**Motion** by Robich, second by Pulles to approve planning and zoning meeting minutes from August 5, 2019. MCU

2. EFGSD Joint Powers Recreation Board Meeting Minutes September 11, 2019

**Motion** by Skenzich, second by Robich to approve EFGSD Joint Powers Recreation Board meeting minutes from September 11, 2019 MCU

**Additions to agenda**

1. Recommended to the City Council to purchase new water and electric utility meters. Suggests the City Council go out for bids for the new utility meters and include the request of installation in the bids.
  - Recommendations, funding, specifications and completion date to be presented to council at future meeting.
  - Discussion.
2. Recommend to implement the I & I inspection process immediately. Starting with the location of Indiana to Arizona (starting at this location may potentially assist in finding the source of the contamination at the Wastewater Treatment Plant) and to set up a Work Session with the Water and Light Advisory Board and the City Council to discuss further implementation of the I & I process.
  - Discussion.
3. Recommend to the City Council to fix the leaning pole on Cedar Island Drive for \$2,535.00.
4. Recommend to the City Council to complete the work of replacing the transclosure in Rock N Pines with a Padmount Transformer that the City of Gilbert provides for installation. MN Power quote of \$2,677.00. And, install a new pole with 100W sodium vapor street light and 130 feet of wire, back to an existing pole that already has secondary wire on it. MN Power quote of \$1,800.00.

**Motion** by Skenzich, second by Leoni to approve the above #1-4 Additions to Agenda as described. MCU

**Motion** by Robich, second by Pulles for a Working Session between City Council and Water & Light board 6:00 P.M., October 29, 2019.

**Old Business:**

- A. WWTP Construction Project Update:
  - City Engineer Report re: start-up for new treatment process November 2019. Completion date October 2020.
- B. MN TH 37 Update:
  - City Engineer Report re: project and improvement cost, construction dates update, funds availability.
  - Funding information presented by Clerk Paulsen, to council at future date.
- C. Second Reading Cemetery Ordinance 31.22 to Increase Board Membership
  - Effective 30 days from publication date.
  - Mayor to bring appointment to council.

**Motion** by Skenzich, second by Leoni to adopt Ordinance 31.22 Cemetery Advisory Board to Increase Membership from 4 to 5 members, MCU

- D. Water Plant Back Wash Pump Project
  - Recommendations
  - Discussion

**Motion** by Robich second by Pulles to table Water Treatment Plant back wash pump replacement until October 08, 2019 regular council meeting.

Aye: Robich, Pulles, Leoni

Nay: Skenzich, Oberstar

**Motion carries 3/2.**

**New Business:**

- A. Retirement of Jacob Bradach
  - Retirement effective November 12, 2019.
  - Council thanks Jacob Bradach for his service to the City of Gilbert.

**Motion** by Pulles, second by Skenzich to accept Jacob Bradach retirement resignation, effective November 12, 2019. MCU

- B. Approve Internal Vacancy Posting and Assemble Interview Committee
  - Mayoral appointments to interview committee: Mayor Oberstar and Councilor Pulles.
  - Bradach, Paulsen, Lautigar to consult during interview process.
  - Internal vacancy to post 9/25/19 to 10/07/19.

**Motion** by Pulles, second by Skenzich to approve an internal posting for the position of Water/Wastewater Lead Operator and the interview committee to comprise of Mayor Oberstar and Councilor Pulles, with Bradach, Paulsen and Lautigar as interview consultants. MCU

C. Cemetery Board Resignation and Appointment

- Resignation of John Skalko
- Acknowledgement of services to City of Gilbert

**Motion** by Pulles, second by Leoni to accept John Skalko resignation as Cemetery Board member. MCU

**Motion** by Pulles, second by Skenzich to appoint Linda Tyssen to the Cemetery Board by Mayoral appointment and City Council approval. MCU

D. Accept Donation

- \$4,000.00 donation from Gilbert Fire Relief Association, to be used towards purchase of Fire Department equipment.
- Mayor thanks Gilbert Fire Department.

**Motion** by Pulles, second by Robich to accept \$4,000.00 donation from Gilbert Fire Department Relief Association for use towards purchase of Gilbert Fire Department equipment. MCU

E. Alley Pick up

- October 28-November 1, 2019.

**Motion** by Pulles, second by Leoni to approve Gilbert Alley Pick-Up October 28 – November 1, 2019. MCU

F. Water System Interconnect Analysis

- Interconnectivity with Quad Cities, discussion.
- Model, funding discussion.
- Phase 1, Phase 2 discussion.

**Motion** by Oberstar stepping off the chair, second by Skenzich to approve Quad Cities Phase 1 Analysis in the amount of \$3,225.00, City of Gilbert portion of Phase 1 total cost.

Aye: Oberstar, Skenzich, Leoni

Nay: Robich, Pulles

**Motion carries 3/2**

G. Approve League of Minnesota Cities Membership dues

**Motion** by Robich, second by Pulles to approve 2019-2020 League of Minnesota Cities Membership dues in the amount of \$2064.00. MCU

H. Approve 2020 Coalition of Greater Minnesota Cities Dues

- Dues and voluntary assessment discussion

**Motion** by Pulles, second by Robich to approve 2020 Coalition of Greater Minnesota Cities dues in the amount of \$3,954.00 and to **not** participate in the Voluntary Assessment for Environmental Action Fund in the amount of \$537.00. MCU

I. Approve Northeastern Minnesota Municipal Power Agency Dues

- Discussion re: past membership, benefit

**Motion** by Skenzich, second by Leoni to approve NMMPA dues in the amount of \$1,000.00 MCU

J. Approve Purchase for Cemetery Water Line

- Discussion re: background of issue, contractor.
- Start Fall 2019, completion Spring 2020.

**Motion** by Pulles, second by Leoni to approve \$970.00 for the purchase of 2,600 feet of water line pipe for Gilbert Cemetery water line repair. MCU

K. Approve Personnel Policies Review

- Last updated 2013. Discussion.
- Aspire Insurance HR department to perform review
- Recommendations for updates.

**Motion** by Pulles, second by Skenzich approve \$1000.00 to Aspire Insurance for review of City of Gilbert Personnel Policy manual. MCU

L. Preliminary Levy

- Preliminary proposed 6% Levy Truth in Taxation public hearing date set for November 26, 6:01 P.M.
- Public encouraged to attend Truth in Taxation hearing.
- Discussion.

**Motion** by Robich, second by Pulles to approve Truth in Taxation preliminary proposed 6% Levy public hearing set for November 26, 2019 at 6:01 P.M. MCU

Aye: Robich, Pulles, Skenzich, Leoni, Oberstar

Nay: 0

M. Miscellaneous: N/A

**Approve Payment of Bills and Payroll:**

**Motion** by Pulles, second by Skenzich to approve payment of bills and payroll upon proper audit of the Clerk and Mayor. MCU

**Motion** by Pulles, second by Leoni to adjourn meeting at 8:34 P.M. MCU

ATTEST:

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

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

## Report Criteria:

Report type: Summary

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

Check Issue Date	Check Number	Payee	Amount
09/10/2019	22394	city of rice lake	4,000.00
09/12/2019	22395	VISA	303.42
09/12/2019	22396	VISA	39.22
09/12/2019	22397	VISA	95.05
09/12/2019	22398	CITY OF EVELETH	612.04
09/12/2019	22399	RAUTANEN, BARBARA	5,500.00
09/12/2019	22400	TRENTI LAW FIRM	2,949.80
09/12/2019	22401	A1 SERVICES INC	2,856.00
09/12/2019	22402	ALLIED 100	306.80
09/12/2019	22403	BAKER & TAYLOR	47.03
09/12/2019	22404	MINNESOTA ENERGY RESOURCES	250.07
09/12/2019	22405	MINNESOTA POWER	81,076.35
09/12/2019	22406	VERIZON WIRELESS	200.02
09/12/2019	22407	A1 SERVICES INC	34.18
09/12/2019	22408	AMERIPRIDE SERVICES	22.54
09/12/2019	22409	FIVE SEASONS SPORTS CENTER	7.78
09/12/2019	22410	GOPHER STATE ONE CALL	33.75
09/12/2019	22411	MINNESOTA POWER	1,233.54
09/12/2019	22412	VERIZON WIRELESS	61.03
09/16/2019	22414	BLUE CROSS & BLUE SHIELD OF MN	205.30
09/16/2019	22415	gary gwash	673.14
09/16/2019	22416	HEITZMAN, MARK	38.99
09/16/2019	22417	NORTHLAND TRUST SERVICES	3,570.00
09/16/2019	22418	AMERIPRIDE SERVICES	175.72
09/16/2019	22419	BLUE CROSS & BLUE SHIELD OF MN	205.30
09/16/2019	22420	GALLS LLC	46.23
09/16/2019	22421	HEIMAN FIRE EQPT	1,859.95
09/16/2019	22422	HP PSYCHOLOGICAL ASSOCIATES	500.00
09/16/2019	22423	INTER CITY OIL CO	722.29
09/16/2019	22424	LEAGUE OF MN CITIES	45.00
09/16/2019	22425	MEDIACOM	249.95
09/16/2019	22426	A1 SERVICES INC	31.18
09/16/2019	22427	CORE & MAIN	874.70
09/16/2019	22428	FIVE SEASONS SPORTS CENTER	469.33
09/16/2019	22429	HAWKINS INC	3,006.10
09/16/2019	22430	L & M SUPPLY	523.01
09/16/2019	22431	MINNESOTA DEPT OF COMMERCE	42.43
09/16/2019	22432	WATER & LIGHT	20,473.43
09/16/2019	22433	APG Media of MN	37.50
09/16/2019	22434	EXCEL BUSINESS SYSTEMS	263.39
09/16/2019	22435	L & M SUPPLY	307.95
09/16/2019	22436	LAKE COUNTRY POWER	36.00
09/16/2019	22437	TOMAHAWK FORD INC	9,351.88
09/16/2019	22438	VISA	303.92
09/19/2019	22439	MENARDS	415.93
09/19/2019	22440	MINNESOTA FIREWOOD	1,800.00
09/19/2019	22441	NCPERS MINNESOTA	32.00
09/19/2019	22442	Pace Analytical Services	388.60
09/19/2019	22443	PRAXAIR DISTRIBUTION INC	123.89
09/19/2019	22444	QUILL	192.05
09/19/2019	22445	RANGE AUTO PARTS CO	627.98
09/19/2019	22446	RANGE PAPER	227.56
09/19/2019	22447	SEPPI BROTHERS	405.00

Check Issue Date	Check Number	Payee	Amount
09/19/2019	22448	SERVICE SOLUTIONS INC	171.00
09/19/2019	22449	SERVICEMASTER	1,420.00
09/19/2019	22450	SKUBIC BROS INTERNATIONAL	640.34
09/19/2019	22451	TALL PINES ICE CO	124.00
09/19/2019	22452	VERIZON WIRELESS	184.29
09/19/2019	22453	AFLAC	957.86
09/19/2019	22454	EMERGENCY AUTOMOTIVE TECH INC	2,720.00
09/19/2019	22455	MACQUEEN EQUIPMENT INC	1,852.70
09/19/2019	22456	MEDIACOM	91.47
09/19/2019	22457	MENARDS	2,343.36
09/19/2019	22458	MINNESOTA POWER	6,067.47
09/19/2019	22459	MINNESOTA PUMP WORKS	1,144.96
09/19/2019	22460	MINNESOTA TELECOMMUNICATIONS	365.70
09/19/2019	22461	NORRI DIST CO INC	53.80
09/19/2019	22462	NORTH AMERICAN ELECTRIC	740.00
09/19/2019	22463	NORTHERN ENGINE & SUPPLY INC.	102.31
09/19/2019	22464	NORTHLAND MONUMENTS	180.00
09/19/2019	22465	BLUE CROSS & BLUE SHIELD OF MN	205.30
09/12/2019	201508340	COMMISSIONER OF REVENUE	9,884.00
09/19/2019	201508341	NORTHEAST SERVICE COOPERATIVE	.00
09/12/2019	201508342	NORTHEAST SERVICE COOPERATIVE	48,222.00
09/16/2019	201508343	PAYCHEX PAYROLL SERVICES	270.15
09/16/2019	201508344	PAYCHEX PAYROLL SERVICES	48,261.83
09/16/2019	201508345	PERA	9,982.75
09/16/2019	201508346	STATE OF MN	742.69
09/16/2019	201508347	STATE OF MN	483.27
09/17/2019	201508348	VISA	4,498.90
09/19/2019	201508349	WEISS, FRANK	633.60
Grand Totals:			290,198.09

Dated: 9-24-19

Mayor: Karl Christy Jr

City Council: Rebecca A Robert

[Signature]  
Rowen J. Leese

City Administrator/Clerk: [Signature]