

**CITY OF GILBERT  
CITY COUNCIL MEETING**

**Tuesday, September 12, 2023**

- D. Manhole Project Change order - addition of about \$1500 to contract
- E. Resolution 2023-27 - Northern Lights Purchase agreement.
- F. Dynamic Breaking Ordinance - 2<sup>nd</sup> Reading and Vote
- G. I & I final stages
- H. RROCC annual appropriation - no change from last year \$4,032.45
- I. Voting Operations, Technology, & Election resources fee (SLC) - Agreement
- J. City of Gilbert request to Rock Ridge School
- K. Delta Dental Plan benefit increase
- L. Planning and Zoning/Motions from Working Session

9. **Miscellaneous Announcements**

10. **ADJOURN** \*\*Note: Agenda Subject to change or additions\*\*

City of Gilbert  
Minutes of Special City Council Meeting  
Monday, August 28, 2023  
Council Chambers

Mayor Smith called the meeting to order at 4:40P.M.

Quorum established.

Present: Mayor Smith, Councilors Skenzich, Pontinen

Absent with notice: Councilor Pulles & Councilor Heitzman

Recess meeting at 4:40pm

- Parcel Purchase Proposal.

**Motion** by Skenzich, second by Pontinen to recess meeting at 4:45 p.m.

Aye: Smith, Skenzich, Pontinen MCU

Nay: None

Reconvene special meeting at 6:15 p.m.

Quorum established.

Present: Mayor Smith, Councilors Skenzich, Pontinen, Heitzman

Absent with notice: Councilor Pulles

\*There is No Public in Attendance

Proposal of Lot 18, Block 8 purchase from Northern Lights Dental Care:

1. Purchase of Lot 18, Block 8 for \$1 with all expenses to purchaser in connection with the transaction of determining the legal description, permits, and documentation in order to divide the existing tax parcel. Purchase will be an addendum to the existing development agreement. With purchaser agreement to terms, construction may begin.

**Motion** by Skenzich, second by Pontinen.

Aye: Smith, Skenzich, Heitzman, Pontinen MCU

Nay: None

**Motion** by Skenzich, second by Heitzman to adjourn Special City Council meeting at 6:25 P.M.

Aye: Smith, Skenzich, Heitzman, Pontinen MCU

ATTEST:

\_\_\_\_\_  
Jill Zallar, City Clerk-Treasurer

\_\_\_\_\_  
Tom Smith, Mayor

City of Gilbert  
Minutes of Regular City Council Meeting  
Tuesday, August 22, 2023  
Council Chambers

Mayor Smith called the meeting to order at 6:02 P.M.

Quorum determined.

Present: Councilors Skenzich, Pontinen, Mayor Smith

Absent with notice: Councilors Pulles and Heitzman

Mayor Smith led the audience in the Pledge of Allegiance

Addition to the Agenda:

1. Gilbert Knights of Columbus Council 5031 Gambling Request 2024
2. Nick Vukelich Proclamation

**Motion** by Pontinen, second by Skenzich to approve additions to the agenda as listed above. MCU

**Approve Consent Agenda:**

City Council Minutes

- August 8, 2023 City Council Regular Meeting Minutes
- August 8, 2023 City Council Working Session Minutes
- August 8, 2023 Public Hearing Minutes

Boards and Commissions Minutes

- August 1, 2023 Cemetery Board Minutes
- August 8, 2023 Library Board Minutes

Invoices from Previously Approved Projects

- PFA Bond Payment \$70,835, \$256,916.20, \$18,716.57, \$10,144, total: \$356,611.77
- Stantec WWTP \$2,678.93
- JPJ Engineering-Approve Plumbing Site \$7,200, JPJ/Sherwood Forest \$16,497.70, Jola & Sopp \$2,986.31, JPJ /WWTP \$1,150.31

Invoices for Campground-Reimburse to General Fund Transfer

Payment of Bills and Payroll upon proper audit of Clerk and Mayor

- Check register 8/5/23-8/18/23

**Motion** by Skenzich, second by Pontinen to approve Consent Agenda items as listed above, with the removal of JPJ invoice \$16,497.70 for Sherwood Forest Campground improvements. MCU

**Public Participation:**

Leo Skrbec, Gilbert Water & Light Board member. Requests to set a date for a public hearing regarding McKinley water rates.

Paul Skrbec, Gilbert business owner. Requests to have City surplus and unused items be put to public auction. He is interested in unused/old campfire rings.

**Reports – Mayor & Council**

**Mayor Smith:**

Splash Town Emergency services family day and ScubaPalooza events update.

**Councilor Pontinen:**

Requests Council approval to review the City's sanitation process, cost/budget, and alternatives.

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**Motion** by Skenzich, second by Pontinen to approve Councilor Pontinen to gather cost-savings information pertinent to the City's sanitation process and services. MCU  
Pictures donated from the Historical Society; Council request to Clerk to contact them to take them back.

**Councilor Skenzich:** no report

**Reports – Staff, Boards & Commissions**

**City Attorney Bryan Lindsay:** No formal report

**Police Chief Ty Techar**

Service call report.

**City Engineer John Jamnick**

Manhole replacement project update.

Councilor Pontinen discusses City departmental invoice coding concerns and inquires on recent large paintings brought to City Hall from Gilbert School.

**Campground Director Wendy Flannigan:**

ScubaPalooza and reservations update.

**Motion** by Skenzich, second by Pontinen to purchase Badminton/Volleyball posts and net for the Sherwood Forest Campground in the amount of \$499 plus shipping. MCU

Inquires whether non-campers can fill their RV's with City water at the Sherwood Forest Campground.

**Motion** by Skenzich, second by Pontinen to charge \$5 per RV sewage drop and \$5 per RV fresh water tank fill at Sherwood Forest Campground. Drop box payment system. MCU

**Library Director Su Dabbas:**

**Motion** by Pontinen, second by Skenzich to accept the resignation of Gilbert Library employee Barb Skalko effective 8/7/2023. MCU

Facilities updates discussion.

**Advisory Boards:**

Tanya Smith, Charter Commission member, update. Council would like each City Advisory Board to review City Ordinances relevant to their department, with intent to update/review all ordinances. Paul Skrbec, Campground Board member, update on Sherwood Forest Campground reservation system software update.

**Clerk Treasurer Zallar:**

Financial update.

1. Snowplowing at RRCC parking lot. Discussion.

2. Non-compliance I&I penalty fee. Point of Sale inspection discussion.

**Motion** by Skenzich, second by Pontinen to approve Clerk Zallar to notify the public of fees charged to residents who have not had an I & I Inspection or are still in non-compliance after



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notification of a failed/non-compliant I & I Inspection. Fees will be charged on the utility bill due on October 10, 2023. One hundred dollars (\$100) per month will be charged until an inspection has been scheduled, or a non-compliant/failed inspection status has become compliant. A 60-day grace period will follow a failed/non-compliant inspection to allow for repairs. MCU

3. Approval of Utility Rate on Rental Units/Public Hearing Notice
4. Set Preliminary Budget meeting dates. Working session 9/12/23
5. Paychex Digital Time and Attendance
6. Food Truck locations discussion.

**Old Business:**

WWTP Update

WTP Update

**New Business:**

WTP/WWTP employee training request

**Motion** by Skenzich, second by Pontinen to approve reimbursement of training expenses of \$778 to Trudy Salo for her attendance at the American WaterWorks Association conference in Duluth, MN. MCU

Nick Vukelich Proclamation

Proclaimed by the City of Gilbert, Saturday, August 26, 2023 as Nick Vukelich Day.

**Motion** by Pontinen, second by Skenzich to adopt the above proclamation. MCU

Dynamic Braking Ordinance - 2<sup>nd</sup> Reading. No action.

Planning & Zoning Requests

**Motion** by Skenzich, second by Pontinen to approve Micheletti land use permit. MCU

**Motion** by Pontinen, second by Skenzich to approve Karri Schutte to Planning and Zoning Commission. MCU

**Motion** by Skenzich, second by Pontinen to approve Knights of Columbus application to hold gambling at St. Joseph Catholic church in 2024. MCU

Miscellaneous Announcements: None

**Motion** by Skenzich, second by Pontinen to adjourn meeting at 8:04 PM.

Aye: Skenzich, Pontinen, Smith    MCU

*\*These minutes are paraphrased and are not written word for word.*

ATTEST:

\_\_\_\_\_  
Jill Zallar, Clerk Treasurer

\_\_\_\_\_  
Thomas Smith, Mayor

# *City of Gilbert - Campground Board*

## *Agenda*

Wednesday, August 2, 2023

5:02 PM Gilbert City Hall

### 1. **CALL TO ORDER AND ROLL CALL**

Member (2024 term)	Tanya Smith	<u>  X  </u>
Member (2024 term)	Kari Zeiher	<u>  X-late  </u>
Member (2025 term)	Jeff Milos	<u>  X  </u>
Member (2026 term)	Paul Skrbec	<u>  X  </u>
Member (2026 term)	Vacant	<u>          </u>

### NON-VOTING MEMBERS

City Council Liaison	Joe Pulles	<u>          </u>
Campground Manager	Wendy Flannigan (via phone)	<u> absent </u>
Executive Admin. Clerk	Jill Zallar	<u>  X  </u>

### 2. **APPROVAL OF AGENDA –**

*Motion to approve the agenda as distributed. Note any adds/deletions.*

By:            Tonya Smith            Second:            Jeff Milos            **Yes-3 / No-0**  
**Motion passes.**

### 3. **APPROVAL OF MINUTES**

*Approval of the Campground Board minutes of last meeting on **June 7, 2023**.  
Note corrections, additions or deletions, if any.*

By:            Jeff Milos            Second:            Tonya Smith            **Yes-3 / No-0**  
**Motion passes.**

### 4. **PUBLIC INPUT**

### 5. **Guests: Jeff Ward – Crawl 4 The Cure.**

### 6. **BOARD MEMBER REPORTS**

- A. Chair – reported on his conversation with a local diver who suggested the City invest in benches that would aid in putting tanks on as well as coming up with a solution for divers to get tanks filled with oxygen in Gilbert. Both would significantly improve the diving experience in Gilbert.
- B. Vice Chair
- C. Secretary
- D. At-large members

### 7. **CAMPGROUND MANAGER REPORT**

- A. Status report

### 8. **OLD BUSINESS:**

- A. Crawl 4 The Cure debrief – Jeff Ward joined the discussion about this year's Crawl 4 The Cure.
  - i. The **street dance** was well received and will be done again in 2024 with some changes: advertising needs to get out sooner and

## ***City of Gilbert - Campground Board Agenda***

the Crawl will use this as an opportunity to fundraise by selling merchandise in addition to raffle tickets.

- ii. **Registration** had some challenges this year partially due to lodging options (new special event camping offered late). Discussion was held about how the Crawl, City and area campgrounds could work together to incentivize participants signing up for the Crawl event first, then be given access to the camping reservation process.
- iii. **Special event camping area** – overall worked well, but the health department would like some changes to how we mark sites for spacing; they would also like a few more porta-potties closer to the area rather than at the rec center.
- iv. Skrbec discussed feedback from two local bar owners who felt the City put in a lot of expense but their establishments didn't see benefit. The group discussed how the event could get more engagement from local businesses.
- v. Jeff Ward discussed timing for the start of 2024 organizing and asked for help establishing a local, Gilbert person on the ground to assist the organizing team. Skrbec volunteered to fill that role for the committee.

### **B. New reservation platform status**

- i. **Camplife** demo - complete
- ii. **Firefly** demo - complete
- iii. **Campspot** - rescheduled for August 9, 5-6:30 pm
- iv. **Bonfire** - rescheduled for August 21, 5-6:30 pm
- v. **RoverPass** or **Good Sam** – removed from search

**Motion by Kari Zeiher, second by Jeff Milos** to remove RoverPass and Good Sam from the list because the committee feels it has met the requirement of 3-4 systems to select from. **Yes-4 / No-0 Motion passes.**

The Campground Board will make recommendations for the City Council to decide which system to move forward with at their September meeting.

### **C. Standard Operating Procedures (SOP) – tabled until September meeting.**

# *City of Gilbert - Campground Board*

## *Agenda*

Action items from walking tour of Sherwood Forest

- i. Pavilion repair (and electric outlet) – this has been fixed
- ii. Jola and Sopp punch list items
- iii. Tree planting next steps – recommended for updated master plan
- iv. Connection to beach next steps – recommended for updated master plan
- v. Recycling center next steps – recommended for updated master plan
- vi. Dump station next steps – recommended for updated master plan

Skrbec will bring a draft of a formal recommendation to the City Council for revising the campground master plan to the September meeting.

Motion by Kari Zeiher, seconded by Tanya Smith to make a formal recommendation to the City Council to seek bids for the 2 existing pavilions and adding a grate for the storm water culvert as a safety issue.

**Yes – 4 / No – 0 Motion Passes** – Skrbec will bring a draft of a formal recommendation to the September meeting.

### **9. NEW BUSINESS:**

### **10. MISCELLANEOUS:**

11. ADJOURNMENT: Motion to adjourn by Zeiher, second by Smith  
**Yes - 4 / No – 0 Motion passes.** Time of adjournment 7:31 pm

RECEIVED

SEP 08 2023

CITY OF GILBERT

Gilbert Cemetery Advisory Board

September 5, 2023

Meeting Called to order by Chair, Donna Sadar at 2:00pm

Present: Donna Sadar, Linda Tyssen, Patty Skofich, Keith Shatava (late) and Public Works Director, Sam Lautigar.

Absent: Robert Kivela

Motion to approve August 1, 2023 minutes by P. Skofich, second by D. Sadar – motion carries

OLD BUSINESS

Discussion of cemetery burial application – Sam explained old application

Decision was made to go with three marker/monument/burial diagrams and fix the information sheet to match. We will need families to contact the city PRIOR to ordering a marker/monument to make sure its in compliance.

Memorials must be constructed of quarried granite or bronze material.

NEW BUSINESS

To complete the application next meeting if possible.

ADJOURN

Motion by K. Shatava, second by L. Tyssen at 3:30pm – motion carries.

To: City of Gilbert

From: Peter Daniels, PE

File: 193803690

Date: August 23, 2023

**Reference: Application for Payment No. 42 – Wastewater Treatment Facility Improvements  
Partial Release of Claims**

Attached to this memo is Pay Application No. 42 from Magney Construction Inc. ("Magney") for the Wastewater Treatment Facility Improvements project. We are recommending payment for the work completed and materials stored to date by Magney as reflected in the subject Application for Payment. Some of the costs for this work will be paid directly by Stantec, as described below. It is recommended that the City make payment of the amount of \$29,888.31 to Magney. Upon receipt from the City of a signed copy of this Memo, Stantec will make payment directly to Magney for an amount of \$18,383.98.

Work completed as part of this pay request is related to the post-completion change orders (Change Orders 19-23, as well as Change Order 24 which covers the improvements being completed on a Time and Materials basis). The MBR Replacement work by Magney Construction is complete and has been fully invoiced.

Including previous pay requests, this brings the total payment amounts to:

	Base Bid
Previous Payments:	\$8,778,369.65
Total completed and stored to date:	\$8,826,641.94
Total retainage to date:	\$0.00
Amount Requested this pay request:	\$48,272.29
Original contract amount:	\$8,035,500.00
Approved change orders to date:	\$803,783.57
Contract amount with approved change orders:	\$8,839,283.57

A breakdown of the cost sharing for the work completed as part of this pay request, as previously approved with each change order, is attached to this cover memo. The work completed for this pay request is highlighted on the cost sharing summary sheet.

Upon City acceptance of the pay application, please sign the Magney pay application cover page and email the signed page back to Peter Daniels at Stantec. Also please complete the section below related to the partial release for Stantec's contribution towards the work and email this signed page back to Peter Daniels.

Please contact Peter Daniels at 763-218-3023 if there are any questions.

August 23, 2023

City of Gilbert

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Reference:           Application for Payment No. 42 – Wastewater Treatment Facility Improvements

By signing below, the City agrees that upon payment by Stantec to Magney of the "Stantec Share" shown in the attached table, Stantec will have satisfied all its obligations to the City with respect to the items identified in the table and the City releases any and all claims it may now or in the future have against Stantec related to those items.

The undersigned, an authorized representative of the City of Gilbert, agrees to the terms and conditions above, including the release of claims against Stantec with respect to those items for which Stantec pays to Magney the "Stantec Share."

City of Gilbert

By: \_\_\_\_\_

Date: \_\_\_\_\_

Change Order Cost Sharing Summary

	City Share	Stantec Share	Total
<b>Change Order No. 24</b>			
Cor 27: Add Angle Iron in Primary Clarifier	\$ 1,819.87	\$ -	\$ 1,819.87
RFP 24: CIP Room Heater Adjustment	\$ -	\$ 1,550.52	\$ 1,550.52
Cor 06: Chemical Dosing for Caustic Injection Point	\$ -	\$ 2,792.39	\$ 2,792.39
RFP 13R2: Relocate Effluent Sample Box	\$ 2,275.86	\$ 2,275.86	\$ 4,551.71
RFP 60: Add Alum Injection Feed Point	\$ -	\$ 5,640.90	\$ 5,640.90
Cor 08: MBR Basin Instrument Relocation	\$ 10,033.54	\$ -	\$ 10,033.54
RFP 37R: MBR Room Heater	\$ 4,067.52	\$ 1,355.84	\$ 5,423.36
RFP 38B: Electrical in Sludge Storage Tanks 3 & 4	\$ 13,188.97	\$ 4,396.33	\$ 17,585.30
RFP 40R2: Control bldg labor and material to date	\$ 12,631.82	\$ 12,631.81	\$ 25,263.63
<b>Pay Application No. 42</b>	<b>\$ 29,888.31</b>	<b>\$ 18,383.98</b>	<b>\$ 48,272.29</b>
Shading indicates included with current Pay Application			



**Application for Payment No. 42**

To: The City of Gilbert, MN

From: Magney Construction, Inc., 1401 Park Road, Chanhassen, MN 55317

Contract: \_\_\_\_\_

Project: Wastewater Treatment Facility Improvements

Owners Contract No. \_\_\_\_\_ Engineer's Project No. 193803690

Date of this Invoice: 8/3/23

Invoice Work Period: 5/3/23 to 7/31/23

1) Original Contract amount	<u>\$8,035,500.00</u>
2) Change Orders to date	<u>\$803,783.57</u>
3) Revised Contract amount	<u>\$8,839,283.57</u>
4) Value completed to date	<u>\$8,826,641.94</u>
5) Materials stored on site	<u>\$0.00</u>
6) Total Earned to date	<u>\$8,826,641.94</u>
7) Amount retained	<u>\$0.00</u>
8) Amount previously paid	<u>\$8,778,369.65</u>
<b>Amount due this Payment</b>	<b><u>\$48,272.29</u></b>

Accompanying Documentation:

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of work done under the Contract referred to above have been applied on account to discharge CONTRACTOR'S legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered 1 through 1 inclusive; (2) title of all work, materials and equipment incorporated in said Work otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all Liens, security interest or encumbrance (except such as are recovered by a Bond acceptable to OWNER indemnifying OWNER against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance by the Contract Documents and not defective.

**Magney Construction, Inc. (Contractor)**

By: \_\_\_\_\_

Project Manager

**Payment of the above AMOUNT DUE THIS APPLICATION is recommended.**

Owner: City of Gilbert Engineer: Stantec

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: Aug. 23, 2023

Contractor: Magney Construction, Inc.  
Owner: City of Gilbert, Mn  
Project: Wastewater Treatment Facility Improvements  
Stantec Project Number 193803690

APPLICATION FOR PAYMENT SCHEDULE

Spec. Section	Description of Work	Scheduled Value	Work Previous Application	Completed This Application	Materials Presently Stored	Total Completed & Stored to Date	% Complete	Balance To Finish
1000	General Conditions & Job Overhead	\$ 636,420	636,420.00	0.00	0.00	636,420.00	100%	0.00
1015	Bond & Insurance	\$ 110,550	110,550.00	0.00	0.00	110,550.00	100%	0.00
15120	Temporary Conveyance of Wastewater	\$ 68,120	68,120.00	0.00	0.00	68,120.00	100%	0.00
24113	Demolition & Structure Modifications:							
	Control Building	\$ 46,720	46,720.00	0.00	0.00	46,720.00	100%	0.00
	Influent Building	\$ 18,650	18,650.00	0.00	0.00	18,650.00	100%	0.00
	Garage/Filter Building	\$ 92,450	92,450.00	0.00	0.00	92,450.00	100%	0.00
	Primary Clarifier	\$ 32,760	32,760.00	0.00	0.00	32,760.00	100%	0.00
	Sludge Tanks/ Aeration Tanks	\$ 71,330	71,330.00	0.00	0.00	71,330.00	100%	0.00
	Exterior	\$ 61,490	61,490.00	0.00	0.00	61,490.00	100%	0.00
	Digester	\$ 139,240	139,240.00	0.00	0.00	139,240.00	100%	0.00
	Trickling Filter	\$ 129,420	129,420.00	0.00	0.00	129,420.00	100%	0.00
U.P.	Removal of Sand/Grit from Tanks (200 CY@\$60/CY)	\$ 12,000	12,000.00	0.00	0.00	12,000.00	100%	0.00
24113	Asbestos Abatement	\$ 6,500	6,500.00	0.00	0.00	6,500.00	100%	0.00
31000	Concrete Work							
	MBR Building	\$ 706,530	706,530.00	0.00	0.00	706,530.00	100%	0.00
	Control Building	\$ 3,600	3,600.00	0.00	0.00	3,600.00	100%	0.00
	Influent Building	\$ 2,100	2,100.00	0.00	0.00	2,100.00	100%	0.00
	Garage	\$ 69,860	69,860.00	0.00	0.00	69,860.00	100%	0.00
	Primary Clarifiers	\$ 1,320	1,320.00	0.00	0.00	1,320.00	100%	0.00
	Sludge Tanks	\$ 17,840	17,840.00	0.00	0.00	17,840.00	100%	0.00
	Exterior (Includes Retaining Wall & Sand Drying Bed))	\$ 68,230	68,230.00	0.00	0.00	68,230.00	100%	0.00
32000	Rebar							
	MBR Building	\$ 233,640	233,640.00	0.00	0.00	233,640.00	100%	0.00
	Control Building	\$ 1,200	1,200.00	0.00	0.00	1,200.00	100%	0.00
	Influent Building	\$ 800	800.00	0.00	0.00	800.00	100%	0.00
	Garage	\$ 23,700	23,700.00	0.00	0.00	23,700.00	100%	0.00
	Primary Clarifiers	\$ 400	400.00	0.00	0.00	400.00	100%	0.00
	Sludge Tanks	\$ 6,000	6,000.00	0.00	0.00	6,000.00	100%	0.00
	Exterior	\$ 23,100	23,100.00	0.00	0.00	23,100.00	100%	0.00
34000	Precast Hollow Core Planks	\$ 124,400	124,400.00	0.00	0.00	124,400.00	100%	0.00
34800	Precast Concrete Specialties (Splash Blks)	\$ 400	400.00	0.00	0.00	400.00	100%	0.00
37000	Concrete Restoration	\$ 150,000	150,000.00	0.00	0.00	150,000.00	100%	0.00

Contractor: Magney Construction, Inc.  
 Owner: City of Gilbert, Mn  
 Project: Wastewater Treatment Facility Improvements  
 Stantec Project Number 193803690

Date of Application: 8/3/23  
 Work Completed Through: 7/31/23

APPLICATION FOR PAYMENT SCHEDULE

Spec. Section	Description of Work	Scheduled Value	Work Previous Application	Completed This Application	Materials Presently Stored	Total Completed & Stored to Date	% Complete	Balance To Finish
42200	Masonry Work							
	MBR Building	\$ 386,320	386,320.00	0.00	0.00	386,320.00	100%	0.00
	Garage	\$ 12,340	12,340.00	0.00	0.00	12,340.00	100%	0.00
55000	Metal Fabrications	\$ 161,800	161,800.00	0.00	0.00	161,800.00	100%	0.00
55001	Stop Logs and Stop Plates	\$ 14,350	14,350.00	0.00	0.00	14,350.00	100%	0.00
61000	Rough Carpentry	\$ 9,400	9,400.00	0.00	0.00	9,400.00	100%	0.00
62000	Finish Carpentry (casework in Break Rm)	\$ 6,600	6,600.00	0.00	0.00	6,600.00	100%	0.00
66000	Plastic Fabrications (FRP Grating)	\$ 16,550	16,550.00	0.00	0.00	16,550.00	100%	0.00
67000	Fiberglass Dome Cover re-surfacing	\$ 45,000	45,000.00	0.00	0.00	45,000.00	100%	0.00
71113	Bituminous Dampproofing (cavity wall)	\$ 15,900	15,900.00	0.00	0.00	15,900.00	100%	0.00
71300	Membrane Waterproofing	\$ 18,100	18,100.00	0.00	0.00	18,100.00	100%	0.00
72100	Insulation (below grade)	\$ 2,880	2,880.00	0.00	0.00	2,880.00	100%	0.00
75423	Thermoplastic Polyolefin Roofing	\$ 82,000	82,000.00	0.00	0.00	82,000.00	100%	0.00
76200	Sheet Metal Flashing & Trim	w/75423						
79200	Joint Sealants	\$ 15,200	15,200.00	0.00	0.00	15,200.00	100%	0.00
81100	Metal Doors and Frames (incl. HDWE)	\$ 48,500	48,500.00	0.00	0.00	48,500.00	100%	0.00
81613	FRP Doors and Frames	w/81100						
83100	Access Panels	\$ 350	350.00	0.00	0.00	350.00	100%	0.00
83113	Floor Access Doors	\$ 6,220	6,220.00	0.00	0.00	6,220.00	100%	0.00
83323	Insulated Rolling Service Door	\$ 8,800	8,800.00	0.00	0.00	8,800.00	100%	0.00
83613	Upward Acting Sectional Doors	\$ 5,200	5,200.00	0.00	0.00	5,200.00	100%	0.00
84513	Translucent Panels	\$ 46,090	46,090.00	0.00	0.00	46,090.00	100%	0.00
85113	Aluminum Windows	w/84513						
88100	Glass & Glazing	w/84513						
89119	Metal Wall Louvers	\$ 4,800	4,800.00	0.00	0.00	4,800.00	100%	0.00
92000	Gyp Board & Framing	\$ 1,800	1,800.00	0.00	0.00	1,800.00	100%	0.00
93113	Ceramic Tile	\$ 32,600	32,600.00	0.00	0.00	32,600.00	100%	0.00
95100	Acoustical Treatment	\$ 5,050	5,050.00	0.00	0.00	5,050.00	100%	0.00
96500	Resilient Flooring	\$ 8,980	8,980.00	0.00	0.00	8,980.00	100%	0.00
98813	Concrete Floor Sealer	\$ 4,940	4,940.00	0.00	0.00	4,940.00	100%	0.00
99100	Painting	\$ 100,690	100,690.00	0.00	0.00	100,690.00	100%	0.00
99723	Concrete Floor Coating	w/99100						
101400	Signs	\$ 1,070	1,070.00	0.00	0.00	1,070.00	100%	0.00
102813	Toilet Accessories	\$ 2,590	2,590.00	0.00	0.00	2,590.00	100%	0.00
104400	Fire Protection Specialties	\$ 1,210	1,210.00	0.00	0.00	1,210.00	100%	0.00
105112	Metal Lockers	\$ 4,560	4,560.00	0.00	0.00	4,560.00	100%	0.00

Date of Application: 8/3/23  
Work Completed Through: 7/31/23

Contractor: Magney Construction, Inc.  
Owner: City of Gilbert, Mn  
Project: Wastewater Treatment Facility Improvements  
Stantec Project Number 193803690

APPLICATION FOR PAYMENT SCHEDULE

Spec. Section	Description of Work	Scheduled Value	Work Previous Application	Completed This Application	Materials Presently Stored	Total Completed & Stored to Date	% Complete	Balance To Finish
115360	Laboratory Equipment - Allowance	\$ 8,000	8,000.00	0.00	0.00	8,000.00	100%	0.00
116110	Bench Fume Hoods	w/123100						
123100	Manufactured Metal Casework	\$ 40,070	40,070.00	0.00	0.00	40,070.00	100%	0.00
133419	Metal Building Systems	\$ 81,620	81,620.00	0.00	0.00	81,620.00	100%	0.00
146300	Bridge Crane	\$ 45,350	45,350.00	0.00	0.00	45,350.00	100%	0.00
146300	Portable Davit Cranes and Flush Mount Sockets	\$ 10,820	10,820.00	0.00	0.00	10,820.00	100%	0.00
211313	Wet Pipe Sprinkler System	\$ 24,400	24,400.00	0.00	0.00	24,400.00	100%	0.00
220500	Plumbing							
	MBR Building	\$ 140,270	140,270.00	0.00	0.00	140,270.00	100%	0.00
	Control Building	\$ 22,750	22,750.00	0.00	0.00	22,750.00	100%	0.00
	Influent Building	\$ 8,420	8,420.00	0.00	0.00	8,420.00	100%	0.00
	Garage	\$ 26,960	26,960.00	0.00	0.00	26,960.00	100%	0.00
230500	HVAC							
	MBR Building	\$ 187,230	187,230.00	0.00	0.00	187,230.00	100%	0.00
	Control Building	\$ 72,750	72,750.00	0.00	0.00	72,750.00	100%	0.00
	Influent Building	\$ 41,080	41,080.00	0.00	0.00	41,080.00	100%	0.00
	Garage	\$ 58,040	58,040.00	0.00	0.00	58,040.00	100%	0.00
260505	Electrical							
	Mobilization	\$ 135,200	135,200.00	0.00	0.00	135,200.00	100%	0.00
	MBR Building	\$ 327,300	327,300.00	0.00	0.00	327,300.00	100%	0.00
	Control Building	\$ 119,800	119,800.00	0.00	0.00	119,800.00	100%	0.00
	Influent Building	\$ 100,200	100,200.00	0.00	0.00	100,200.00	100%	0.00
	Garage	\$ 184,000	184,000.00	0.00	0.00	184,000.00	100%	0.00
	Sludge Tanks	\$ 32,100	32,100.00	0.00	0.00	32,100.00	100%	0.00
	Generator	\$ 60,500	60,500.00	0.00	0.00	60,500.00	100%	0.00
	Exterior	\$ 17,000	17,000.00	0.00	0.00	17,000.00	100%	0.00
	Site Fiber	\$ 9,100	9,100.00	0.00	0.00	9,100.00	100%	0.00
311000	Structure Excavation	\$ 82,400	82,400.00	0.00	0.00	82,400.00	100%	0.00
311000	Structure Backfill and Granular Fill Under Slabs	\$ 95,670	95,670.00	0.00	0.00	95,670.00	100%	0.00
321123	Aggregate Base Course	\$ 42,000	42,000.00	0.00	0.00	42,000.00	100%	0.00
321201	Flexible Pavement	\$ 80,500	80,500.00	0.00	0.00	80,500.00	100%	0.00
323113	Chain Link Fencing	\$ 12,830	12,830.00	0.00	0.00	12,830.00	100%	0.00
329200	Turf & Grasses	\$ 7,530	7,530.00	0.00	0.00	7,530.00	100%	0.00
330505	Site Piping	\$ 354,050	354,050.00	0.00	0.00	354,050.00	100%	0.00
	U.P. Additional DI Fittings (8000 lbs @ \$5.00/lbs)	\$ 40,000	40,000.00	\$0.00	0.00	40,000.00	100%	0.00
	U.P. Improved Pipe Foundations (1000 CY @ \$20/CY)	\$ 20,000	20,000.00	0.00	0.00	20,000.00	100%	0.00

Date of Application: 8/3/23  
Work Completed Through: 7/31/23

# APPLICATION FOR PAYMENT SCHEDULE

Contractor: Magney Construction, Inc.  
Owner: City of Gilbert, Mn  
Project: Wastewater Treatment Facility Improvements  
Stantec Project Number 13803690

[illegible]

Date of Application: 8/3/23  
Work Completed Through: 7/31/23

**Project: Wastewater Treatment Facility Improvements**  
**Stantec Project Number 193803690**

[illegible]



Date of Application: 8/3/23  
Work Completed Through: 7/31/23

[illegible]

APPLICATION FOR PAYMENT SCHEDULE

Spec. Section	Description of Work	Scheduled Value	Work Previous Application	Completed This Application	Materials Presently Stored	Total Completed & Stored to Date	% Complete	Balance To Finish
	<b>Change Order No. 10</b>							
Cor 129	Delete floor coating in MBR Tank Room 202	\$ (2,283.75)	(2,283.75)	0.00	0.00	(2,283.75)	100%	0.00
Cor 133	Add underground insulation for decant piping	\$ 2,890.08	2,890.08	0.00	0.00	2,890.08	100%	0.00
Cor 148	Add 2" Non-Potable water in MBR Building	\$ 9,447.71	9,447.71	0.00	0.00	9,447.71	100%	0.00
Cor 150	Add FRP grating at MBR splitter box	\$ 14,494.31	14,494.31	0.00	0.00	14,494.31	100%	0.00
Cor 154	Added sidewalk work	\$ 17,567.63	17,567.63	0.00	0.00	17,567.63	100%	0.00
Cor 159	Cap water line	\$ 3,919.73	3,919.73	0.00	0.00	3,919.73	100%	0.00
Cor 160	Add fencing	\$ 12,652.58	12,652.58	0.00	0.00	12,652.58	100%	0.00
Cor 163	Add valve extensions in Aeratipn Tank	\$ 3,087.84	3,087.84	0.00	0.00	3,087.84	100%	0.00
Cor 168	Add joint sealant in MBR Tank Room 202	\$ 1,881.85	1,881.85	0.00	0.00	1,881.85	100%	0.00
Cor 171	Reduce Concrete Restoration Allowance	\$ (25,000.00)	(25,000.00)	0.00	0.00	(25,000.00)	100%	0.00
Cor 172	Reduce Tank Cleaning Allowance	\$ (9,242.09)	(9,242.09)	0.00	0.00	(9,242.09)	100%	0.00
Cor 173	Reduce Improved Pipe Foundation Allowance	\$ (5,402.80)	(5,402.80)	0.00	0.00	(5,402.80)	100%	0.00
Cor 174	Reduce Concrete Restoration Allowance	\$ (13,000.00)	(13,000.00)	0.00	0.00	(13,000.00)	100%	0.00
	<b>Change Order No. 11</b>							
Cor 158	Extend Culvert and add Manhole	\$ 58,883.45	58,883.45	0.00	0.00	58,883.45	100%	0.00
Cor 160B	West Side grading T&M	\$ 23,130.37	23,130.37	0.00	0.00	23,130.37	100%	0.00
Cor 162	Remove and replace bitum at entry gate area and road	\$ 10,924.70	10,924.70	0.00	0.00	10,924.70	100%	0.00
	<b>Change Order No. 12</b>							
Cor 152B	Add Class Five Road	\$ 1,301.99	1,301.99	0.00	0.00	1,301.99	100%	0.00
Cor 160C	West Side grading T&M - Top soil, seeding, fertilizer	\$ 5,254.64	5,254.64	0.00	0.00	5,254.64	100%	0.00
Cor 177	Patch Holes in Control Building	\$ 1,452.21	1,452.21	0.00	0.00	1,452.21	100%	0.00
Cor 182	Relocate ferric line to splitter box	\$ 1,187.63	1,187.63	0.00	0.00	1,187.63	100%	0.00
	<b>Change Order No. 13</b>							
Cor 177B	Patch Holes in Control Building - Revised	\$ (232.39)	(232.39)	0.00	0.00	(232.39)	100%	0.00
Cor 193	Cleaning Control Building First Level	\$ 915.57	915.57	0.00	0.00	915.57	100%	0.00
Cor 197	Reduce Concrete Restoration Allowance	\$ (1,400.00)	(1,400.00)	0.00	0.00	(1,400.00)	100%	0.00
	<b>Change Order No. 14</b>							
	Add for ductile iron pipe fittings (Unit Price Bid Item 2)	\$ 21,548.12	21,548.12	0.00	0.00	21,548.12	100%	0.00
	Credit for decrease in pavement section	\$ (20,685.00)	(20,685.00)	0.00	0.00	(20,685.00)	100%	0.00
	Credit for unused lab equipment (Unit price Bid Item 8)	\$ (2,882.87)	(2,882.87)	0.00	0.00	(2,882.87)	100%	0.00



APPLICATION FOR PAYMENT SCHEDULE

Spec. Section	Description of Work	Scheduled Value	Work Previous Application	Completed This Application	Materials Presently Stored	Total Completed & Stored to Date	% Complete	Balance To Finish
	<b>Change Order No. 15</b>							
RFP 16	Add plug valves to storage tanks #3 and #4	\$ 8,984.66	8,984.66	0.00	0.00	8,984.66	100%	0.00
RFP 30	Replace Blower intakes	\$ 6,539.83	6,539.83	0.00	0.00	6,539.83	100%	0.00
RFP 44	Adjust sodium hydroxide lines in splitter box	\$ 2,318.29	2,318.29	0.00	0.00	2,318.29	100%	0.00
RFP 49	Adjust chemical tank vent pipes	\$ 1,057.14	1,057.14	0.00	0.00	1,057.14	100%	0.00
	<b>Change Order No. 16</b>							
RFP 31	Add valve at sludge pump #2	\$ 4,903.45	4,903.45	0.00	0.00	4,903.45	100%	0.00
RFP 42	Change operators from lever to chain wheel	\$ 10,129.05	10,129.05	0.00	0.00	10,129.05	100%	0.00
	<b>Change Order No. 17</b>							
RFP 4	SCADA upgrades to effluent pumps	\$ 10,175.38	10,175.38	0.00	0.00	10,175.38	100%	0.00
RFP 36	Add chlorine scale electrical	\$ 1,304.78	1,304.78	0.00	0.00	1,304.78	100%	0.00
RFP 39	Exterior light replacement	\$ 3,647.20	3,647.20	0.00	0.00	3,647.20	100%	0.00
	<b>Change Order No. 18</b>							
RFP 3	CIP Pipe Bracing	\$ 1,686.03	1,686.03	0.00	0.00	1,686.03	100%	0.00
RFP 7A	A/C in MBR electrical Room	\$ 19,519.16	19,519.16	0.00	0.00	19,519.16	100%	0.00
RFP 16	PVC pipe horizontal bracing	\$ 1,660.08	1,660.08	0.00	0.00	1,660.08	100%	0.00
RFP 41	MBR Pipe Gallery safety shower	\$ 15,748.74	15,748.74	0.00	0.00	15,748.74	100%	0.00
	<b>Change Order No. 19</b>							
	Mobilization	\$ 9,670.00	9,670.00	0.00	0.00	9,670.00	100%	0.00
	General Conditions and Job Overhead	\$ 120,000.00	120,000.00	0.00	0.00	120,000.00	100%	0.00
	Membrane Replacement Tank #1	\$ 85,000.00	85,000.00	0.00	0.00	85,000.00	100%	0.00
	Membrane Replacement Tank #2	\$ 85,000.00	85,000.00	0.00	0.00	85,000.00	100%	0.00
	Membrane Replacement Tank #3	\$ 85,000.00	85,000.00	0.00	0.00	85,000.00	100%	0.00
	Allowance - Electrical Controls	\$ 10,000.00	4,265.73	0.00	0.00	4,265.73	43%	5,734.27
	<b>Change Order No. 20</b>							
	Correction Period Clarification - No Cost	0.00	0.00	0.00	0.00	0.00	0%	0.00

APPLICATION FOR PAYMENT SCHEDULE

Spec. Section	Description of Work	Scheduled Value	Work Previous Application	Completed This Application	Materials Presently Stored	Total Completed & Stored to Date	% Complete	Balance To Finish
	<b>Change Order No. 21</b>							
RFP 42	Change operators from lever to chain wheel	\$ 3,353.13	3,353.13	0.00	0.00	3,353.13	100%	0.00
RFP 31	Lower pump stand add filler flange	\$ 6,755.85	6,755.85	0.00	0.00	6,755.85	100%	0.00
RFP 38AR	Add weight to sludge tank decant arms	\$ 7,892.43	985.06	0.00	0.00	985.06	12%	6,907.37
RFP 57	Invoice owner for fiberglass tank purchased	\$ 671.68	671.68	0.00	0.00	671.68	100%	0.00
	Add lockable circuit breakers at blowers	\$ 419.80	419.80	0.00	0.00	419.80	100%	0.00
	<b>Change Order No. 22</b>							
Cor 03	New air and permeate headers in membrane tanks	\$ 22,430.46	22,430.46	0.00	0.00	22,430.46	100%	0.00
	<b>Change Order No. 23</b>							
Cor 04	Extra work in Membrane Tank #1 header	\$ 10,906.91	10,906.91	0.00	0.00	10,906.91	100%	0.00
RFP 9R	Caustic injection point relocation	\$ 2,105.43	2,105.43	0.00	0.00	2,105.43	100%	0.00
Cor 01	Revise permeate pipe	\$ 1,757.02	1,757.02	0.00	0.00	1,757.02	100%	0.00
	<b>Change Order No. T&amp;M</b>							
Cor 27	Add angle iron in Primary Clarifier	\$ 1,819.87	1,819.87	0.00	0.00	1,819.87	100%	0.00
RFP 24	CIP Room Heater Adjustment	\$ 1,550.52	1,550.52	0.00	0.00	1,550.52	100%	0.00
Cor 06	Chemical dosing for screen influent line	\$ 2,792.39	2,792.39	0.00	0.00	2,792.39	100%	0.00
RFP 13R2	Relocate Effluent Sample Box - Revised	\$ 4,551.71	4,551.71	0.00	0.00	4,551.71	100%	0.00
RFP 60	Add alum injection feed point	\$ 5,640.90	5,640.90	0.00	0.00	5,640.90	100%	0.00
Cor 08	MBR Basin Instrument Relocation	\$ 10,033.54	10,033.54	0.00	0.00	10,033.54	100%	0.00
RFP 37R	MBR Room Heater	\$ 5,423.36	0.00	5,423.36	0.00	5,423.36	100%	0.00
RFP 38B	Electrical in Sludge Storage Tanks 3 & 4	\$ 17,585.30	0.00	17,585.30	0.00	17,585.30	100%	0.00
RFP 40R2	Control Bldg Labor and material to date	25,263.63	0.00	25,263.63	0.00	25,263.63	100%	0.00
	<b>Totals</b>	<b>8,839,283.57</b>	<b>8,778,369.65</b>	<b>48,272.29</b>	<b>0.00</b>	<b>8,826,641.94</b>		<b>12,641.64</b>



# Invoice

<b>SEND TO</b> Company name Stantec		<b>From</b> Greg Szypulski	
<b>Attention</b> Peter Daniels		<b>Date</b> 8/3/2023	
<b>Fax</b>	<b>Phone</b>	<b>Proposal Correspondence #</b>	<b>RFP No.</b> 40R2 20

☐ Urgent
 ☐ Please comment
 ☒ Please review
 ☐ For your information

Total pages, including cover: 7

## COMMENTS

**RE: Gilbert Phase 2 - WWTF - RFP #40R2**

Peter,

The following are an accumulation of costs since August, 2022 for labor and material related to aiding in design, estimating, and site visits to assist in the best possible solution for rerouting the 4" DIP sludge line in the Control Building. This proposal excludes any painting, electrical or mechanical work. This is a PARTIAL cost for RFP 40R2. Actual installation of piping will occur and be invoiced at a later date.

<b>Labor:</b> Project Manager, Superintendant, Laborer	\$5,564.41
<b>Material:</b> Pipe, bolts, Gaskets, Subsistance (1 day)	\$19,083.23
<b>Equipment:</b> Pick-Up Truck	\$242.64
<b>Subcontractor:</b>	\$0.00
<b>Subtotal</b>	\$ 24,890.28
<b>Freight</b>	inc
<b>Sales Tax</b>	inc
<b>General Contractor's Insurance</b>	\$373.35
<b>Total</b>	\$ 25,263.63

<b>Working Days Required for this</b>	<b>4</b>
---------------------------------------	----------

Please review this proposal and feel free to contact me with any questions, comments or concerns.

Thank you,

*Greg Szypulski*  
 Greg Szypulski  
 Project Manager

<i>Accepted By</i>	<i>Date</i>



# INVOICE

1830 Craig Park Court  
St. Louis, MO 63146

Invoice # 8845459  
Invoice Date 7/18/23  
Account # 100144  
Sales Rep JIM PRITCHARD  
Phone # 651-463-6090  
Branch #245 Farmington, MN  
Total Amount Due \$6,912.33

Remit To:  
CORE & MAIN LP  
PO BOX 28330  
ST LOUIS, MO 63146

MAGNEY CONSTRUCTION 230  
1401 PARK RD  
CHANHASSEN MN 55317 9592

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00000

Shipped To:  
MAGNEY CONSTRUCTION  
ATTN: BRETT G 218-590-4288  
298 DAKOTA AVENUE EAST  
GILBERT, MN

RFP 40R2

CUSTOMER JOB- 050223 GILBERT WWTF

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading Shipped Via	Invoice#
5/11/23	7/17/23	525-13300	GILBERT WWTF	050223	W/ T031836	8845459

Product Code	Description	Quantity		B/O	Price UM	Extended Price
		Ordered	Shipped			
/19217363689	4 FDU X FDU 7'6-1/2" RPX/CEM TAG: SUB BASEMENT 20	1	1		982.53000 EA	982.53
/19217363690	4 FDU X FDU 5'4-7/8" RPX/CEM TAG: WETWELL 90	1	1		815.44000 EA	815.44
/19217363691	4 FDU X PLN 6'0" RPX/CEM TAG: WETWELL 100	1	1		622.08000 EA	622.08
/19217363692	4 FDU X FDU 6'11" RPX/CEM TAG: WETWELL 160	1	1		915.70000 EA	915.70
/19217363693	4 FDU X FDU 6'0" RPX/CEM TAG: WETWELL 170	1	1		848.86000 EA	848.86
/19217363700	4 FDU X FDU 8'11-5/8" RPX/CEM TAG: WETWELL 190	1	1		1049.37000 EA	1,049.37
/19217363701	4 FDU X PLN 6'0" RPX/CEM TAG: WETWELL 200	1	1		622.08000 EA	622.08
/19217363702	4 FDU X FDU 1'10" RPX/CEM ONE FLANGE HAND TIGHT TAG: MAIN FLOOR 280	1	1		581.50000 EA	581.50

Freight Delivery Handling Restock Misc

Subtotal: 6,437.56  
Other: .00  
Tax: 474.77

Terms: NET 30  
Ordered By: GREG S

Invoice Total: \$6,912.33

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.  
To review these terms and conditions, please visit: <http://bandc.coreandmain.com/>



# INVOICE

1830 Craig Park Court  
St. Louis, MO 63146

Invoice # T031836  
Invoice Date 7/18/23  
Account # 100144  
Sales Rep JIM PRITCHARD  
Phone # 651-463-6090  
Branch #245 Farmington, MN  
Total Amount Due \$6,370.29

Remit To:  
CORE & MAIN LP  
PO BOX 28330  
ST LOUIS, MO 63146

MAGNEY CONSTRUCTION 230  
1401 PARK RD  
CHANHASSEN MN 55317 9592

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00000

Shipped To:  
MAGNEY CONSTRUCTION  
ATTN: BRETT G 218-590-4288  
298 DAKOTA AVENUE EAST  
GILBERT, MN

CUSTOMER JOB- 050223 GILBERT WWTF

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
6/13/23	7/13/23	GILBERT	GILBERT WWTF	050223		MAGNOM	T031836

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
24T049FPR	4 FLG 90 C110 PR USA BID SEQ# 10	4	4		334.30000	EA	1,337.20
2404F210400DSS4	4 MEGA-FLG 2104DSS4 AIS 304SS B&N 210400DSS4 BID SEQ# 20	2	2		252.55000	EA	505.10
96LS200SS	LINK SEAL LS-200-SS BID SEQ# 30	45	45		2.48000	EA	111.60
24T04FBPR	4 BLIND FLG DI PR USA BID SEQ# 40	1	1		102.20000	EA	102.20
/21017363648	4" SS CLEVIS HANGER AIS BID SEQ# 50	2	2		74.00000	EA	148.00
24T04T040FPR	4 FLG TEE C110 PR USA BID SEQ# 60	1	1		400.28000	EA	400.28
24T04FB20PR	4X2 TAPT BLIND FLG DI PR USA BID SEQ# 70	1	1		130.57000	EA	130.57
3120N060SDAIS	2X6 316SS NIPPLE AIS USA BID SEQ# 80	1	1		133.34000	EA	133.34
/30017363649	2" SS BALL VALVE USA BID SEQ# 90	1	1		555.15000	EA	555.15
/21017363650	4" SS RISER CLAMP AIS BID SEQ# 100	4	4		74.00000	EA	296.00
/05017363651	2" X 2'0" S40 304SS PIPE IMP BID SEQ# 120	1	1		46.94000	EA	46.94
/30017363652	4" FLG PLUG VLV W/G&HW USA BID SEQ# 130	1	1		1376.40000	EA	1,376.48
/20017363653	4" MALE CAMLOCK X 150# FLG SS BID SEQ# 140	1	1		312.28000	EA	312.28



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St. Louis, MO 63146

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Invoice Date 7/18/23  
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Sales Rep JIM PRITCHARD  
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1401 PARK RD  
CHANHASSEN MN 55317 9592

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Shipped To:  
MAGNEY CONSTRUCTION  
ATTN: BRETT G 218-590-4288  
298 DAKOTA AVENUE EAST  
GILBERT, MN

CUSTOMER JOB- 050223 GILBERT WWTF

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
6/13/23	7/13/23	GILBERT	GILBERT WWTF	050223		MAGNUM	T031836

Product Code	Description	Quantity		Price	UM	Extended Price
		Ordered	Shipped			
/20017363654	4" MALE CAMLOCK X 150# FLG ALU BID SEQ# 150	1	1	102.46000	EA	102.46
24AFFGFTY04SBR	4X1/8 SBR FLANGE TYTE FF GSKT NSF61 APPROVED BID SEQ# 160	1	1	14.33000	EA	14.33

## Shipment Information

Carrier: MAGNUM  
Tracking #: 6677155

Please visit <https://oa.coreandmain.com>  
to view delivery status.

Freight \$360.82  
Delivery  
Handling  
Restock  
Misc  
Terms: NET 30  
Ordered By: GREG

Subtotal: 5,571.93  
Other: 360.82  
Tax: 437.54

Invoice Total: \$6,370.29

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.  
To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>

**CORE & MAIN****INVOICE**1830 Craig Park Court  
St. Louis, MO 63146

Invoice # T200391  
Invoice Date 7/14/23  
Account # 100144  
Sales Rep JIM PRITCHARD  
Phone # 651-463-6090  
Branch #245 Farmington, MN  
Total Amount Due \$379.40

Remit To:  
CORE & MAIN LP  
PO BOX 28330  
ST LOUIS, MO 63146

MAGNEY CONSTRUCTION 230  
1401 PARK RD  
CHANHASSEN MN 55317 9592

000/0000  
00000

Shipped To:  
MAGNEY CONSTRUCTION  
ATTN: BRETT G 218-590-4288  
298 DAKOTA AVENUE EAST  
GILBERT, MN

CUSTOMER JOB- 050223 GILBERT WWTF

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
7/12/23	7/12/23	GILBERT	GILBERT WWTF	050223		BESTWAY	T200391

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				

CORE & MAIN PO#-		1391284					
96SDC9204SS	STANDON S9204-SS 4IN SADDLE SU PPORT F/DI 304 STAINLESS STEEL BID SEQ# 110	1	1		353.34000 EA		353.34

RFP 40R2

CONCRETE ROOM

Freight      Delivery      Handling      Restock      Misc

Subtotal: 353.34  
Other: .00  
Tax: 26.06

Terms: NET 30  
Ordered By: GREG S

Invoice Total: \$379.40

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.  
To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>



**CORE & MAIN****INVOICE**

1830 Craig Park Court

St. Louis, MO 63146

Invoice # T209213  
Invoice Date 7/19/23  
Account # 100144  
Sales Rep JIM PRITCHARD  
Phone # 651-463-6090  
Branch #245 Farmington, MN  
Total Amount Due \$261.58

Remit To:  
CORE & MAIN LP  
PO BOX 28330  
ST LOUIS, MO 63146

MAGNEY CONSTRUCTION 230  
1401 PARK RD  
CHANHASSEN MN 55317 9592

000/0000  
00000

Shipped To:  
MAGNEY CONSTRUCTION  
ATTN: BRETT G 218-590-4288  
298 DAKOTA AVENUE EAST  
GILBERT, MN

CUSTOMER JOB# 050223 GILBERT WWTF

RFP 40R2

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
7/13/23	7/14/23	GILBERT	GILBERT WWTF	050223		BESTWAY	T209213

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				

CORE &amp; MAIN PO#- 1393451

24AFFGFTY04SBR	4X1/8 SBR FLANGE TYTE FF GSKT NSF61 APPROVED BID SEQ# 160	17	17	14.33000 EA	243.61
----------------	---	----	----	-------------	--------

Freight      Delivery      Handling      Restock      Misc

Subtotal: 243.61  
Other: .00  
Tax: 17.97

Terms: NET 30

Ordered By: BRETT G

Invoice Total: \$261.58

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.  
To review these terms and conditions, please visit: <http://tando.coreandmain.com/>





# Northern States Supply

Bolts, Nuts and Tools

P.O. Box 1057 \* Willmar, MN 56201  
(320) 235-0555

Phone  
Fargo 701-282-2088  
Sioux Falls 605-334-5695  
St. Cloud 320-253-3340

Phone  
Mankato 507-388-4060  
Duluth 218-722-3014  
Bismarck 701-250-1151

\*\*\* INVOICE \*\*\*

Invoice #
1700890
Invoice Date
08/01/2023
Page: 1 of 1

BILL TO: 4741674

MAGNEY CONSTRUCTION  
1401 PARK ROAD  
CHANHASSEN, MN 55317

SHIP TO: 3

MAGNEY CONST  
202 DAKOTA AVE E  
GILBERT, MN 55741

Salesman: CHRIS WHARTON

Tracking #:

Customer PO#: 525-1828

Terms: NET 30 DAYS

Order #	Order Date	Ship Via	Freight	WH	Tax Code	Check #
10-00712251	07/17/2023	SPEE DEE	PREPAID & ADD	10	MNSTL	
Order Qty	Ship Qty	B.O. Qty	Item # / Description	Cust #	Unit Price U/M	Ext Price
5	5	0	YFR674144-DOM S/O 1/2-13X6FT THREAD ROD STAIN DOMESTIC		33.8000 EA	169.00
						Taxable <input checked="" type="checkbox"/>
25	25	0	R-WW1242 1/2X4-1/4 STAIN WEDGE ANC REDHD STAINLESS		390.0000 C	97.50
						Taxable <input checked="" type="checkbox"/>
20	20	0	YNCO7400-PS 1/2-13 NC COUPLER NUT STAINLESS IMPORT 18 STOCK BAL 2 WEEKS		154.3000 C	30.86
						Taxable <input checked="" type="checkbox"/>
60	60	0	YNXF7400-USA S/O 1/2-13 NC FIN HEX NUT STAINLESS USA MADE		1.2100 EA	72.60
						Taxable <input checked="" type="checkbox"/>
60	60	0	YWUF1400-USA S/O 1/2 USS FLATWASHER 300STAIN USA MADE		0.3300 EA	19.80
						Taxable <input checked="" type="checkbox"/>
25	25	0	R-WW1254 1/2X5-1/2 STAIN WEDG ANC REDHD STAINLESS		509.1607 C	127.29
						Taxable <input checked="" type="checkbox"/>
168	168	0	YCXL7938-USA S/O 5/8-11X3 HX CAP 18/8STAIN USA MADE		4.7000 EA	789.60
						Taxable <input checked="" type="checkbox"/>
168	168	0	YNXF7900-USA S/O 5/8-11 NC FIN HEX NUT STAINLESS USA MADE		1.9600 EA	329.28
						Taxable <input checked="" type="checkbox"/>

Signature:

Sub Total \$1,635.93  
Sales Tax \$125.63  
Incoming Freight \$0.00  
Freight \$67.53  
Invoice Amt \$1,829.09  
Payment Amt  
TOTAL DUE \$1,829.09

Check out our new website at [www.northernstatesupply.com](http://www.northernstatesupply.com)

New Feature!! Retrieve invoice copies and pay your invoices online. Go to [www.northernstatesupply.com](http://www.northernstatesupply.com) and log into your account.

# INVOICE

**BRAUN**  
**INTERTEC**

The Science You Build On.

**PLEASE REMIT TO**

Braun Intertec Corporation  
Lockbox #446035 PO BOX 64384  
Saint Paul, MN 55164-0384

Telephone (952) 995-2000  
Fax (952) 995-2020  
Tax I.D. 41-1684205

Sam Lautigar  
City of Gilbert  
16 South Broadway Street  
PO Box 548  
Gilbert, MN 55741

Date 8/31/2023  
Invoice number B356045  
Project ID B2305176  
Customer account 21225  
Customer PO

Proposed New Water Treatment Plant

Geotechnical Evaluation  
4760 Cedar Island Drive  
Gilbert, MN 55741

For Professional Services rendered through 8/25/2023

Total Project Fee Authorized	\$22,750.00
Percent Complete as of 8/25/2023	69.35 %
Amount Due to Date	\$15,777.50
Less Previously Invoiced	\$12,542.50
<b>Total Fees</b>	<b>\$3,235.00</b>

Please pay from this invoice.

Terms: Due on receipt, 1 1/2% per month after 30 days, 18% annual percentage rate,  
unless otherwise specified by written agreement.

# Statement



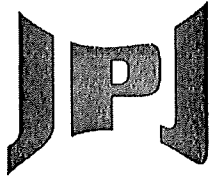
212 E 4th Ave N  
Aurora, MN 55705  
218-229-0100

Date
8/31/2023

To:
City of Gilbert 165 Broadway Street Gilbert, MN 55741

Date	Description	Amount	Balance
08/15/2023	AP25231001E General:AP25232001E Exhaust fan repairs- INV #COG230013. Due 09/15/2023. Orig. Amount \$1,227.50.	1,227.50	1,227.50
07/14/2023	AP25232001E WW General:Membrane #2 Flow Control Valve Act. Repla- INV #COG230012. Due 08/15/2023. Orig. Amount \$1,070.12.	1,070.12	2,297.62
			Amount Due
			\$2,297.62

If you have already sent in payment please disregard. Questions on your statement please call Amanda Johnson at the number above or email [amandaj@amptekcontractors.com](mailto:amandaj@amptekcontractors.com)



Engineering

Land Surveying

Site Development

**INVOICE**

July 31, 2023

Please make checks payable to:  
JPJ Engineering, Inc.

Federal Tax ID # 27-4371358

Ms. Jill Zallar, Clerk  
City of Gilbert  
P.O. Box 548  
Gilbert, MN 55741Project: Wastewater Facility  
Project No.: 15-191  
Invoice No.: 25  
Invoice Period: June 20, 2023 thru July 13, 2023For professional engineering services provided in connection with the above mentioned project.  
Services performed included the following:

Item	Contract Amount	Percent Cmpl	Amount Billed To Date	Contract Amount Remaining	Amount Previously Invoiced	Current Invoice Amount
Site Survey	\$8,400.00	100%	8,400.00	0.00	8,400.00	0.00
Building Surveys / 3D Scanning	\$9,000.00	98%	8,794.19	205.81	8,794.19	0.00
EQ Basin Design Phase	\$27,600.00	100%	27,600.00	0.00	27,600.00	0.00
EQ Basin Bidding Phase	\$2,800.00	100%	2,800.00	0.00	2,800.00	0.00
EQ Basin Const. Management	\$64,000.00	105%	67,059.71	(3,059.71)	67,059.71	0.00
<b>TOTAL CONTRACT</b>	<b>\$111,800.00</b>		<b>\$114,653.90</b>	<b>(\$2,853.90)</b>	<b>\$114,653.90</b>	<b>\$0.00</b>
Extras:						
Reimbursables	L.S.		290.36		290.36	0.00
MPCA Stormwater Permit Fee	L.S.		400.00		400.00	0.00
Project Administration (Interim Financing)	Hourly		550.00		550.00	0.00
Extra - Liner Issues	Hourly		1,100.00		1,100.00	0.00
Extra - Field Measure Barrels	Hourly		347.16		347.16	0.00
Project Management	Hourly		310.00		310.00	0.00
MNOSHHA Requirement	Hourly		770.00		770.00	0.00
Topo Site Area for Sludge Storage Area	Hourly		1,150.31		0.00	1,150.31
<b>TOTAL EXTRAS</b>			<b>4,917.83</b>		<b>3,767.52</b>	<b>1,150.31</b>

**TOTAL AMOUNT DUE THIS INVOICE****\$1,150.31**

Approved by:

John P. Jannick, Principal Engineer

Invoices are due and payable upon receipt. Invoices not paid within 30 days of the date rendered will be assessed a finance charge of 1.0% per month for each month beyond 30 days past due.

425 Grant Street  
5670 Miller Trunk HwyP.O. Box 656  
Suite AHibbing, MN 55746  
Duluth, MN 55811  
www.jpjeng.com218-262-5528  
218-720-6219218-262-5059 (Fax)  
218-720-6267 (Fax)

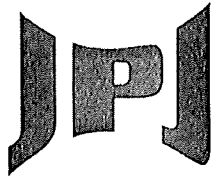
City of Gilbert - Wastewater Facility  
Project #15-191  
June 20, 2023 thru July 13, 2023  
Attachment for Invoice #25

**Extra:**

**Topo Site Area for Sludge Storage Area & Drafting (Hourly):**

Land Survey Technician	11.75 hours @ \$95.00/hr.	\$1,116.25
Mileage	1.00 Lump Sum	\$34.06
	Subtotal - Extra =	<u>\$1,150.31</u>

Total Invoice #25 = \$1,150.31



Engineering

Land Surveying

Site Development

**INVOICE**

July 31, 2023

Please make checks payable to:

JPJ Engineering, Inc.

Federal Tax ID #: 27-4371358

Ms. Jill Zallar, Clerk  
City of Gilbert  
P.O. Box 548  
Gilbert, MN 55741

Project: Sherwood Forest Campground 2021 Improvements  
Project No.: 21-843  
Invoice No.: 4  
Invoice Period: June thru July 10, 2023

For professional engineering services provided in connection with the above mentioned project.  
Services performed included the following:

Item	Contract Amount	Percent Cmpl	Amount Billed To Date	Contract Amount Remaining	Amount Previously Invoiced	Current Invoice Amount
Design Fee (6.5%)	\$6,500.00	100%	6,500.00	0.00	6,500.00	0.00
Construction Management	Hourly		14,310.69		11,475.69	2,835.00
Mileage			554.46		403.15	151.31
MN DOL Service Connection Plan Review			300.00		300.00	0.00
Subtotal	\$6,500.00		\$21,665.15	\$0.00	\$18,678.84	\$2,986.31
GRAND TOTAL	\$6,500.00		\$21,665.15	\$0.00	\$18,678.84	\$2,986.31

TOTAL AMOUNT DUE THIS INVOICE

\$2,986.31

Approved by:

John P. Jannick, Principal Engineer

Invoices are due and payable upon receipt. Invoices not paid within 30 days of the date rendered will be assessed a finance charge of 1.0% per month for each month beyond 30 days past due.

425 Grant Street  
5670 Miller Trunk Hwy

P.O. Box 656  
Suite A

Hibbing, MN 55746  
Duluth, MN 55811  
www.jpjeng.com

218-262-5528  
218-720-6219

218-262-5059 (Fax)  
218-720-6267 (Fax)

City of Gilbert - Sherwood Forest Campground 2021 Improvements

Project #21-843

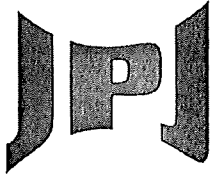
June thru July 10, 2023

**Attachment for Invoice #4**

**Construction Management**

Project Engineer	16.00 hours @ \$95.00/hr.	\$1,520.00
Engineering Technician	16.25 hours @ \$80.00/hr.	\$1,300.00
Project Manager Assistant	0.25 hours @ \$60.00/hr.	\$15.00
Mileage	1.00 Lump Sum	\$151.31
	Subtotal	<u>\$2,986.31</u>

**TOTAL INVOICE #4 = \$2,986.31**



---

Engineering

Land Surveying

Site Development

September 8, 2023

Ms. Jill Zallar, Clerk  
City of Gilbert  
P.O. Box 548  
Gilbert, MN 55741

**Re: 2022 Manhole Replacements  
Project No. 22-133**

Dear Ms. Zallar:

Enclosed is Partial Payment Estimate No. 1 for the 2022 Manhole Replacements project. We recommend payment of \$102,651.68 to 2 EZ Inc., dba Jola & Sopp Excavating, P.O. Box 566, Eveleth, MN 55734.

After your review and approval, please sign and date the partial payment estimate, and return it to our office.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

JPJ Engineering, Inc.

A handwritten signature in cursive script that reads 'John P. Jammick'.

John P. Jammick, P.E.

JPJ/dj

Enclosure



# PARTIAL PAYMENT ESTIMATE

<b>PROJECT:</b> 2022 Manhole Replacements		<b>PROJECT NO.:</b> 22-133	<b>DATE:</b> September 6, 2023 <b>PAY ESTIMATE NO.:</b> 1 PAGE 1 OF 2
<b>OWNER:</b> City of Gilbert P.O. Box 548 Gilbert, MN 55741	<b>CONTRACTOR:</b> 2 EZ, Inc. dba Jola & Sopp Excavating P.O. Box 566 Eveleth, MN 55734		<b>PERIOD OF ESTIMATE</b>  FROM: August 23, 2023 TO: September 1, 2023

CONTRACT CHANGE ORDER SUMMARY			ESTIMATE
No.	Amount		
	Additions	Deductions	
CO #1		\$6,800.00	1. Original Contract \$153,326.00
			2. Change Orders (\$6,800.00)
			3. Revised Contract (1+2) \$146,526.00
			4. Work Completed* \$108,054.40
			5. Stored Materials \$0.00
			6. Subtotal (4+5) \$108,054.40
			7. Retainage 5% (\$5,402.72)
			8. Previous Payments \$0.00
TOTALS		\$6,800.00	9. Amount Due (6-7-8) \$102,651.68
NET CHANGE		\$6,800.00	*Detailed breakdown attached

CONTRACT TIME		
Original (days):	On Schedule	Starting Date: September 28, 2023
Revised:	<input checked="" type="checkbox"/> Yes	Substantial Completion: July 1, 2023
	<input type="checkbox"/> No	Projected Completion: August 1, 2023

**CONTRACTOR'S CERTIFICATION:**

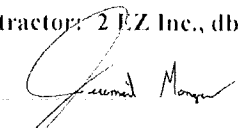
The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: 2 EZ Inc., dba Jola & Sopp Excavating

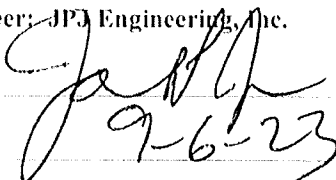
By: 

Date: 9/8/2023

**ENGINEER'S CERTIFICATION:**

The undersigned certifies that to the best of their knowledge and belief and to the extent of their assigned Contract responsibilities, the quantities shown in this estimate are correct and that the work has been performed in accordance with the Contract Documents.

Engineer: JPS Engineering, Inc.

By: 

Date: 9-6-23

**APPROVED BY OWNER:**

Owner: City of Gilbert

By: \_\_\_\_\_

Date: \_\_\_\_\_

## PAY ESTIMATE NO. 1

DATE: September 6, 2023

OWNER: City of Gilbert

PROJECT: 2022 Manhole Replacements

CONTRACTOR: 2 EZ, Inc. dba Jola & Sopp Excavating

DESCRIPTION	QUAN. BID	UNIT	UNIT PRICE	QUANTITY THIS PERIOD	AMOUNT THIS PERIOD	QUANTITY TO DATE	AMOUNT TO DATE
RMV & REPLACE MANHOLE A8	1	L.S.	\$21,731.00	0.80	\$17,384.80	0.80	\$17,384.80
RMV & REPLACE MANHOLE A9	1	L.S.	\$5,303.00	1	\$5,303.00	1	\$5,303.00
RMV & REPLACE MANHOLE A13	1	L.S.	\$7,805.00	1	\$7,805.00	1	\$7,805.00
RMV & REPLACE MANHOLE C19	1	L.S.	\$28,438.00	0	\$0.00	0	\$0.00
RMV & REPLACE MANHOLE E1	1	L.S.	\$13,373.00	0.80	\$10,698.40	0.80	\$10,698.40
RMV & REPLACE MANHOLE E6	1	L.S.	\$12,851.00	1	\$12,851.00	1	\$12,851.00
RMV & REPLACE MANHOLE E7	1	L.S.	\$15,878.00	1	\$15,878.00	1	\$15,878.00
RMV & REPLACE MANHOLE E10	1	L.S.	\$20,290.00	1	\$20,290.00	1	\$20,290.00
RMV & REPLACE MANHOLE E22	1	L.S.	\$15,064.00	0.80	\$12,051.20	0.80	\$12,051.20
RMV & REPLACE MANHOLE F9	1	L.S.	\$12,593.00	1	\$12,593.00	1	\$12,593.00
CO #1 MH A13 CREDIT	1	L.S.	(\$6,800.00)	1	(\$6,800.00)	1	(\$6,800.00)

**TOTAL WORK COMPLETED THIS PERIOD..... \$108,054.40**

**TOTAL WORK COMPLETED TO DATE..... \$108,054.40**



# MINNESOTA

## PUBLIC FACILITIES AUTHORITY

### Water Infrastructure Project Disbursement Request Form

Recipient - Contract ID:

**CWRF\_Gilbert\_03**

Project Title:

Sanitary sewer rehabilitation

Disbursement request details:

Request Number:

9

Amount:

\$107,882.87

notes:

Prepared by:

JPJ Engineering (city engineer) and Jim Paulsen City of Gilbert

Authorized  
by:

Name (print)

Jill Zallar

Title/phone

Executive Administrative Clerk

218 748 2232

Sign/date

Jill Zallar

09/06/23

*I hereby certify that this request for disbursement is, to the best of my knowledge and belief, true and accurate and made in accordance with the conditions of the project agreement, that the certified payrolls received in connection with any enclosed construction invoices are in compliance with the U. S. Department of labor requirements of 29 CFR 5.5(a)(1), that the project is in compliance with the American Iron and Steel (AIS) requirements, and that I am authorized to request disbursements on behalf of the recipient.*

MPFA approvals:

MPFA Loan Officer	date	MPFA Executive Director	date
James Fletcher	651.259.7497	James.Fletcher@state.mn.us	

***The remainder of this form is reserved for MPFA Disbursement Coding.***

The Note for this project is:

**Tax Exempt**

Loan Officer - please check this box IFF this is the final request on this project:

☐

see the back page of this form for general instructions.

# MN Public Facilities Authority

## Project Disbursement Request - Summary of Project Costs

Recipient - Contract ID: **CWRF\_Gilbert\_03**

SRF:	Clean Water SRF-Loan	MPFA-CWRF-L-054-FY21	\$	373,983
WIF:	WIF Wastewater-Grant	MPFA-WIFC-G-054-FY21	\$	1,495,930
				<b>\$ 1,869,913</b>

*note to recipient: complete the yellow-highlighted boxes below for each request:*

The costs detailed below relate to **Project Disbursement Request #:**

9

Cost descriptions				Amounts
A.	Non-Construction:	Engineering		\$ 5,231.19
		Legal/Finance		\$ -
		Administration		\$ -
		Other		\$ -
		Total Non-Construction		\$ 5,231.19
B.	Construction:	<u>Clean Water...</u>	<u>Drinking Water...</u>	
		Treatment Facilities	Treatment	\$ -
		Collector Systems	Transmission & Distribution	\$ 102,651.68
		Interceptor	Source (Wells/surface water intakes)	\$ -
		Lift Station	Storage / Water Tower	\$ -
		Equipment	Other	\$ -
		Other		\$ -
		Total Construction		\$ 102,651.68
C.	Total disbursement request (A + B):			\$ 107,882.87
D.	Total of previous requests submitted to PFA ** (see pg 2 for detail):			\$ 1,762,030.13
E.	Total requested to date (C + D):			\$ 1,869,913.00
F.	Original award total from above:			\$ 1,869,913.00
G.	Remaining un-drawn balance (F – E):			\$ -

Notes:

**page 2 may be used by the recipient for tracking past disbursement requests on this project**

\*\* History of payment requests submitted to PFA:

Req #	Dated	Notes	\$ amount Requested	\$ amount Paid by PFA
1	08/11/21	#1	\$ 405,208.95	\$ 405,208.95
2	08/13/21	#2	\$ 475,044.05	\$ 475,044.05
3	09/13/21	#3	\$ 183,097.73	\$ 183,097.73
4	10/13/21	#4	\$ 204,123.96	\$ 204,123.96
5	11/13/21	#5	\$ 51,483.52	\$ 51,483.52
6	12/15/21	#6	\$ 156,510.22	\$ 156,510.22
7	06/22/22	#7	\$ 108,217.90	\$ 108,217.90
8	08/09/22	#8	\$ 178,343.80	\$ 178,343.80
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36				
<b><i>total requested / paid prior to this request:</i></b>			<b><u>\$ 1,762,030.13</u></b>	<b><u>\$ 1,762,030.13</u></b>

CITY OF GILBERT  
2020/2021 Infrastructure Improvements  
PFA Reimbursement  
September 2023

Phase 1  
MnDOT

Subtotal = \$0.00  
\$0.00

Phase 2  
JPJ Invoice #18

Subtotal = \$ 5,914.39  
\$ 5,914.39

2022 Manhole Replacements

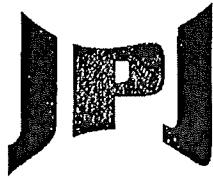
JPJ Invoice #1 \$ 1,135.00  
JPJ Invoice #2 \$ 2,657.50  
2 EZ Inc. Partial Payment Estimate #1 \$102,651.68

Subtotal = \$106,444.18

**TOTAL = \$112,358.57**

**BALANCE OF FUNDS REMAINING = \$107,882.87**

**CITY SHARE = (\$4,475.70)**



*PJ cancelled to Jill 11/17/22*

Engineering

Land Surveying  
**INVOICE**

Site Development

November 15, 2022

Please make checks payable to:  
JPJ Engineering, Inc.  
Federal Tax ID #: 27-4371358

Ms. Jill Zallar, Clerk  
City of Gilbert  
P.O. Box 548  
Gilbert, MN 55741

Project: **2020/2021 Infrastructure Improvements**  
Project No.: 13-856  
Invoice No.: 18  
Invoice Period: August thru September 2022

For professional engineering services provided in connection with the above mentioned project.  
Services performed included the following:

Item	Contract Amount	Percent Cmpl	Amount Billed To Date	Contract Amount Remaining	Amount Previously Invoiced	Current Invoice Amount
<b>Additional Sanitary Sewer - CDBG Project, \$932,622 Construction - (Part 1 Bid)</b>						
<u>Design Fee</u>						
Part 1 - CDBG \$259,869 (4.5%)	\$11,694.00	100%	11,694.00	0.00	11,694.00	0.00
Part 1 - Additional Sanitary Sewer Work \$672,758	\$30,274.00	100%	30,274.00	0.00	30,274.00	0.00
<u>Construction Management (8%)</u>						
Part 1 - CDBG	\$17,150.00	100%	17,150.00	0.00	17,150.00	0.00
Part 1 - Additional Sanitary Sewer Work (HRI.)	\$70,000.00	125%	87,349.59	(17,349.59)	84,107.94	3,241.65
<b>Subtotal</b>	<b>\$129,118.00</b>	<b>113%</b>	<b>146,467.59</b>	<b>(17,349.59)</b>	<b>143,225.94</b>	<b>3,241.65</b>
<b>Street Work / Upper/Lower Alleys - \$794,968 Construction</b>						
<u>Design Fee</u>						
Part 2 - Street Work \$220,486 (6.5%)	\$14,332.00	100%	14,332.00	0.00	14,332.00	0.00
Part 2 - Upper/Lower Alleys \$574,482 (6.5%)	\$37,341.00	100%	37,341.00	0.00	37,341.00	0.00
<u>Construction Management (8%)</u>						
Part 2 - Street Work	\$18,600.00	100%	18,600.00	0.00	16,610.00	1,990.00
Part 2 - Upper/Lower Alleys	\$45,000.00	100%	45,000.00	0.00	44,317.26	682.74
Part 2 - Change Order Items	\$13,100.00	100%	13,100.00	0.00	13,100.00	0.00
<b>Subtotal</b>	<b>\$128,373.00</b>	<b>100%</b>	<b>\$128,373.00</b>	<b>\$0.00</b>	<b>\$125,700.26</b>	<b>\$2,672.74</b>
<b>Extras:</b>						
MnDOH Plan Review Fee	Lump Sum		150.00		150.00	0.00
MPCA Construction Stormwater Permit Fee	Lump Sum		400.00		400.00	0.00
Postage - Shipping to MnDOH & MPCA	Lump Sum		24.85		24.85	0.00
<b>GRAND TOTAL</b>	<b>\$257,491.00</b>	<b>107%</b>	<b>\$275,415.44</b>	<b>(\$17,349.59)</b>	<b>\$269,501.05</b>	<b>\$5,914.39</b>

TOTAL AMOUNT DUE THIS INVOICE

**\$5,914.39**

*✓ pd 12/9/22  
CR 259103*

425 Grant Street  
5670 Miller Trunk Hwy

P.O. Box 656  
Suite A

Hibbing, MN 55746  
Duluth, MN 55811  
www.jpjeng.com

218-262-5528  
218-720-6219

218-262-5059 (Fax)  
218-720-6267 (Fax)

Approved by:

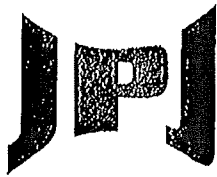
*John P. Jamnick*

---

John P. Jamnick, Principal Engineer

Invoices are due and payable upon receipt. Invoices not paid within 30 days of the date rendered will be assessed a finance charge of 1.0% per month for each month beyond 30 days past due.





Engineering

Land Surveying

Site Development

**INVOICE**

March 28, 2023

Please make checks payable to:  
**JPJ Engineering, Inc.**  
Federal Tax ID #: 27-4371358

Ms. Jill Zallar, Clerk  
City of Gilbert  
P.O. Box 548  
Gilbert, MN 55741

Project: 2022 Manhole Replacements  
Project No.: 22-133  
Invoice No.: 1  
Invoice Period: December 2022 thru March 14, 2023

For professional engineering services provided in connection with the above mentioned project.  
Services performed included the following:

Item	Contract Amount	Percent Cmpl.	Amount Billed To Date	Contract Amount Remaining	Amount Previously Invoiced	Current Invoice Amount
Construction Management	Hourly		1,135.00		0.00	1,135.00
Subtotal	\$0.00		\$1,135.00	\$0.00	\$0.00	\$1,135.00
GRAND TOTAL	\$0.00		\$1,135.00	\$0.00	\$0.00	\$1,135.00

TOTAL AMOUNT DUE THIS INVOICE

\$1,135.00

Approved by:

John P. Jannick, Principal Engineer

Invoices are due and payable upon receipt. Invoices not paid within 30 days of the date rendered will be assessed a finance charge of 1.0% per month for each month beyond 30 days past due.

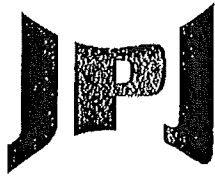
425 Grant Street  
5670 Miller Trunk Hwy

P.O. Box 656  
Suite A

Hibbing, MN 55746  
Duluth, MN 55811  
www.jpjeng.com

218-262-5528  
218-720-6219

218-262-5059 (Fax)  
218-720-6267 (Fax)



Engineering

Land Surveying

Site Development

**INVOICE**

June 12, 2023

Please make checks payable to:

**JPJ Engineering, Inc.**

Federal Tax ID #: 27-4371358

Ms. Jill Zallar, Clerk  
City of Gilbert  
P.O. Box 548  
Gilbert, MN 55741

Project: 2022 Manhole Replacements  
Project No.: 22-133  
Invoice No.: 2  
Invoice Period: April thru May 2023

For professional engineering services provided in connection with the above mentioned project.  
Services performed included the following:

Item	Contract Amount	Percent Cmpl.	Amount Billed To Date	Contract Amount Remaining	Amount Previously Invoiced	Current Invoice Amount
Construction Management	Hourly		3,792.50		1,135.00	2,657.50
Subtotal	\$0.00		\$3,792.50	\$0.00	\$1,135.00	\$2,657.50
GRAND TOTAL	\$0.00		\$3,792.50	\$0.00	\$1,135.00	\$2,657.50

**TOTAL AMOUNT DUE THIS INVOICE****\$2,657.50**

Approved by:

John P. Jamnick, Principal Engineer

Invoices are due and payable upon receipt. Invoices not paid within 30 days of the date rendered will be assessed a finance charge of 1.0% per month for each month beyond 30 days past due.

425 Grant Street  
5670 Miller Trunk Hwy

P.O. Box 656  
Suite A

Hibbing, MN 55746  
Duluth, MN 55811  
www.jpjeng.com

218-262-5528  
218-720-6219

218-262-5059 (Fax)  
218-720-6267 (Fax)

## PARTIAL PAYMENT ESTIMATE

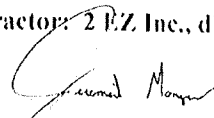
<b>PROJECT:</b> 2022 Manhole Replacements		<b>PROJECT NO.:</b> 22-133	<b>DATE:</b> September 6, 2023 <b>PAY ESTIMATE NO.:</b> 1 <b>PAGE 1 OF 2</b>
<b>OWNER:</b> City of Gilbert P.O. Box 548 Gilbert, MN 55741	<b>CONTRACTOR:</b> 2 EZ, Inc. dba Jola & Sopp Excavating P.O. Box 566 Eveleth, MN 55734	<b>PERIOD OF ESTIMATE</b>  FROM: August 23, 2023 TO: September 1, 2023	

CONTRACT CHANGE ORDER SUMMARY			ESTIMATE
No.	Amount		
	Additions	Deductions	
CO #1		\$6,800.00	1. Original Contract \$153,326.00 2. Change Orders (\$6,800.00) 3. Revised Contract (1+2) \$146,526.00  4. Work Completed* \$108,054.40 5. Stored Materials \$0.00 6. Subtotal (1+5) \$108,054.40  7. Retainage 5% (\$5,402.72) 8. Previous Payments \$0.00 9. Amount Due (6-7-8) \$102,651.68 *Detailed breakdown attached
TOTALS		\$6,800.00	
NET CHANGE		\$6,800.00	

CONTRACT TIME		
Original (days): Revised:	On Schedule <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Starting Date: September 28, 2023 Substantial Completion: July 1, 2023 Projected Completion: August 1, 2023

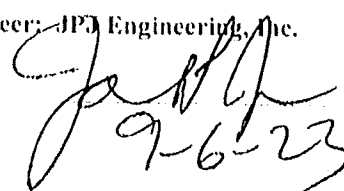
**CONTRACTOR'S CERTIFICATION:**  
 The undersigned Contractor certifies, to the best of its knowledge, the following:  
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;  
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and  
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor:** 2 EZ Inc., dba Jola & Sopp Excavating

By   
 Date 9/8/2023

**ENGINEER'S CERTIFICATION:**  
 The undersigned certifies that to the best of their knowledge and belief and to the extent of their assigned Contract responsibilities, the quantities shown in this estimate are correct and that the work has been performed in accordance with the Contract Documents.

**Engineer:** JPS Engineering, Inc.

By   
 Date 9-6-23

**APPROVED BY OWNER:**  
  
**Owner:** City of Gilbert

By  
 Date

# PAY ESTIMATE NO. 1

DATE: September 6, 2023

OWNER: City of Gilbert

PROJECT: 2022 Manhole Replacements

CONTRACTOR: 2 EZ, Inc. dba Jola & Sopp Excavating

DESCRIPTION	QUAN. BID	UNIT	UNIT PRICE	QUANTITY THIS PERIOD	AMOUNT THIS PERIOD	QUANTITY TO DATE	AMOUNT TO DATE
RMV & REPLACE MANHOLE A8	1	L.S.	\$21,731.00	0.80	\$17,384.80	0.80	\$17,384.80
RMV & REPLACE MANHOLE A9	1	L.S.	\$5,303.00	1	\$5,303.00	1	\$5,303.00
RMV & REPLACE MANHOLE A13	1	L.S.	\$7,805.00	1	\$7,805.00	1	\$7,805.00
RMV & REPLACE MANHOLE C19	1	L.S.	\$28,438.00	0	\$0.00	0	\$0.00
RMV & REPLACE MANHOLE E1	1	L.S.	\$13,373.00	0.80	\$10,698.40	0.80	\$10,698.40
RMV & REPLACE MANHOLE E6	1	L.S.	\$12,851.00	1	\$12,851.00	1	\$12,851.00
RMV & REPLACE MANHOLE E7	1	L.S.	\$15,878.00	1	\$15,878.00	1	\$15,878.00
RMV & REPLACE MANHOLE E10	1	L.S.	\$20,290.00	1	\$20,290.00	1	\$20,290.00
RMV & REPLACE MANHOLE E22	1	L.S.	\$15,064.00	0.80	\$12,051.20	0.80	\$12,051.20
RMV & REPLACE MANHOLE F9	1	L.S.	\$12,593.00	1	\$12,593.00	1	\$12,593.00
CO #1 MH A13 CREDIT	1	L.S.	(\$6,800.00)	1	(\$6,800.00)	1	(\$6,800.00)

TOTAL WORK COMPLETED THIS PERIOD..... \$108,054.40

TOTAL WORK COMPLETED TO DATE..... \$108,054.40

## 2023 Campground

	Jul-Aug	Sept
Wages	3,000.00	

Camp Host Wage

Taxes		
6.875% State	1,141.32	
3% Hospitality	498.04	
6% 1st Resp	996.07	
.5% Transportation	83.00	

(Hotel/Motel tax return paid to Eveleth)

Miscellaneous supplies, etc.		
Wood	4,068.85	
Ice	459.48	
Camping World		
Apparel	1,452.00	
Fuel -Holiday card	119.24	
Range Paper	412.71	
Range Office	241.47	

Range Wood

Lakeshore Ice

Campground Store supplies

J&B Milos Enterprises

AEOA no longer offers fuel for City (end of May 2023) now using credit card. 224-45183-212

Towels, tp, etc.

Copy Paper, ink, etc.

Menards		
pens/post-its, etc.		
lawn/seed items	159.97	
Water Element	164.42	
Tools, supplies	82.02	
Overflow marking,etc	110.87	

Groceries for campstore - smores, mustard, batteries, hose, sprinklers

Utilities		
Cellular Phone	44.65	
Internet-Mediacom	1,019.85	
Electric	10,414.67	
Water	176.19	
Sewer	207.70	
Refuse		
A1 rentals	1,298.21	

218-748-2221 First Net

182-0080-00 182007000 182007500 182008500

Campground only

Advertising		
Explore MN Ad		
Skyline Publishing		

STL Map

Membership Dues		

SECA Permit		
Design approval		
Permit		

SECA permit-design approve fee (1x unless area changes)

Permit-Application Fee (annually - good for 2 events per year)

Improvements		
Amptek (electrical)		
MN Power	1,133.82	
Jola & Sopp	16,497.70	
JPJ Engineering Fees	2,986.31	
Northland Lawn	160.97	
New lock-shower (BISS)	920.00	
TOTALS	47,849.53	

raise PM/transformer secondary connections

connect cable dug under existing secondary ped

Construction

Hook bolk, nuts, chute...

Mesabi Sign		
Floor to Ceiling		

sent to IRRR for campground improvements grant.

## Report Criteria:

Report type: Summary

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

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/23	09/01/2023	29296	473	PAYCHEX PAYROLL SERVICES	101-20200	260.81
09/23	09/05/2023	29299	287	A1 SERVICES INC	101-20200	1,348.00
09/23	09/05/2023	29300	1109	amptek inc	602-20200	1,227.50
09/23	09/05/2023	29301	7	ARMORY SHELL	101-20200	5,000.00
09/23	09/05/2023	29302	14	BAKER & TAYLOR	211-20200	508.72
09/23	09/05/2023	29303	20	BOBCAT OF DULUTH	101-20200	512.95
09/23	09/05/2023	29304	378	CHRISTENSEN PARTS	101-20200	166.85
09/23	09/05/2023	29305	54	CINTAS	101-20200	126.04
09/23	09/05/2023	29306	1311	CIT Computer Integration Technologies	101-20200	2,664.38
09/23	09/05/2023	29307	277	CLAREY'S SAFETY EQUIPMENT	101-20200	833.17
09/23	09/05/2023	29308	173	EOC/TriMark	101-20200	25.17
09/23	09/05/2023	29309	52	FIVE SEASONS SPORTS CENTER	101-20200	440.16
09/23	09/05/2023	29310	540	GRAND RAPIDS PUBLIC UTILITIES	602-20200	283.50
09/23	09/05/2023	29311	66	GRANDE ACE HARDWARE	101-20200	111.95
09/23	09/05/2023	29312	68	GUARDIAN PEST SOLUTIONS	101-20200	228.66
09/23	09/05/2023	29313	79	INTER CITY OIL CO	101-20200	1,191.40
09/23	09/05/2023	29314	1338	J & B MILOS ENTERPRISES	224-20200	1,452.00
09/23	09/05/2023	29315	1393	JME	101-20200	4,534.38
09/23	09/05/2023	29316	84	JOLA & SOPP EXCAVATING INC	601-20200	25,097.70
09/23	09/05/2023	29317	142	JPJ ENGINEERING INC	224-20200	2,986.31
09/23	09/05/2023	29318	91	LAKE COUNTRY POWER	101-20200	36.75
09/23	09/05/2023	29319	92	LAWSON PRODUCTS	101-20200	591.17
09/23	09/05/2023	29320	371	MENARDS	224-20200	450.51
09/23	09/05/2023	29321	664	METRO SALES	101-20200	473.58
09/23	09/05/2023	29322	1181	MID-STATE TRUCK SERVICE INC.	101-20200	195.87
09/23	09/05/2023	29323	1	MINNESOTA POWER	101-20200	195.28
09/23	09/05/2023	29324	130	OFFICE OF MN IT SERVICES	101-20200	155.42
09/23	09/05/2023	29325	1089	pro hydro testing	101-20200	579.83
09/23	09/05/2023	29326	144	RANGE AUTO PARTS CO	101-20200	2,214.01
09/23	09/05/2023	29327	146	RANGE PAPER	101-20200	491.90
09/23	09/05/2023	29328	1261	Range Wood	224-20200	962.50
09/23	09/05/2023	29329	1229	RMB ENVIRONMENTAL LABORATORIES	602-20200	214.53
09/23	09/05/2023	29330	1080	SEH Inc.	501-20200	452.43
09/23	09/05/2023	29331	1147	SHRED-it USA	101-20200	84.51
09/23	09/05/2023	29332	164	STREICHERS	101-20200	5,632.54
09/23	09/05/2023	29333	1387	TECHBYTES	101-20200	18.75
09/23	09/05/2023	29334	1388	TITAN MACHINERY - RODGERS	101-20200	6,385.51
09/23	09/05/2023	29335	1268	US Bank Equipment Finance	101-20200	157.08
09/23	09/05/2023	29336	530	USA BLUE BOOK	602-20200	484.20
09/23	09/05/2023	29337	1134	USIC locating service	604-20200	700.00
09/23	09/06/2023	29338	287	A1 SERVICES INC	224-20200	508.00
09/23	09/06/2023	29339	3	AT&T FIRST NET	101-20200	604.56
09/23	09/06/2023	29340	1290	BRADACH, MICHAEL	101-20200	400.00
09/23	09/06/2023	29341	54	CINTAS	602-20200	269.76
09/23	09/06/2023	29342	71	HAWKINS INC	601-20200	2,503.32
09/23	09/06/2023	29343	1255	LAKESHORE ICE	224-20200	156.32
09/23	09/06/2023	29344	92	LAWSON PRODUCTS	101-20200	139.24
09/23	09/06/2023	29345	100	MEDIACOM	601-20200	113.60
09/23	09/06/2023	29346	101	MESABI BITUMINOUS INC	101-20200	150.00
09/23	09/06/2023	29347	1	MINNESOTA POWER	602-20200	31.71
09/23	09/06/2023	29348	1265	Northland Lawn and Sport	224-20200	160.97
09/23	09/06/2023	29349	146	RANGE PAPER	224-20200	104.48
09/23	09/06/2023	29350	1261	Range Wood	224-20200	1,947.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/23	09/06/2023	29351	1134	USIC locating service	604-20200	1,600.00
09/23	09/06/2023	29352	181	VERIZON WIRELESS	602-20200	22.73
09/23	09/06/2023	29353	3	AT&T FIRST NET	602-20200	64.05
09/23	09/06/2023	29354	100	MEDIACOM	224-20200	679.90
09/23	09/06/2023	29355	277	CLAREY'S SAFETY EQUIPMENT	101-20200	46,615.68
Grand Totals:						125,547.84

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
101-20200	.00	81,276.19-	81,276.19-
101-41110-320	304.23	.00	304.23
101-41110-321	44.63	.00	44.63
101-41400-300	61.00	.00	61.00
101-41400-310	260.81	.00	260.81
101-41400-321	184.54	.00	184.54
101-41400-413	157.08	.00	157.08
101-41910-300	100.78	.00	100.78
101-41930-210	163.08	.00	163.08
101-41930-300	1,800.91	.00	1,800.91
101-41930-400	111.95	.00	111.95
101-41940-210	160.43	.00	160.43
101-42110-316	604.65	.00	604.65
101-42110-331	5,279.56	.00	5,279.56
101-42110-400	1,399.60	.00	1,399.60
101-42110-417	352.98	.00	352.98
101-42110-500	5,000.00	.00	5,000.00
101-42260-210	48,028.68	.00	48,028.68
101-42260-316	100.78	.00	100.78
101-42260-331	400.00	.00	400.00
101-43000-210	125.15	.00	125.15
101-43000-212	1,191.40	.00	1,191.40
101-43000-217	139.24	.00	139.24
101-43000-220	13,299.13	.00	13,299.13
101-43000-221	74.06	.00	74.06
101-43000-225	150.00	.00	150.00
101-43000-316	100.78	.00	100.78
101-43000-321	132.52	.00	132.52
101-43000-387	232.03	.00	232.03
101-45122-220	32.26	.00	32.26
101-45122-300	62.06	.00	62.06
101-45122-321	77.71	.00	77.71
101-45122-410	528.00	.00	528.00
101-49000-400	440.16	.00	440.16
101-49000-410	176.00	.00	176.00
211-20200	.00	638.79-	638.79-
211-45500-200	52.36	.00	52.36
211-45500-210	508.72	.00	508.72
211-45500-321	77.71	.00	77.71
224-20200	.00	26,390.75-	26,390.75-
224-45183-210	104.48	.00	104.48
224-45183-223	160.97	.00	160.97
224-45183-257	4,518.32	.00	4,518.32

GL Account	Debit	Credit	Proof
224-45183-300	2,986.31	.00	2,986.31
224-45183-320	679.90	.00	679.90
224-45183-321	44.63	.00	44.63
224-45183-404	246.44	.00	246.44
224-45183-410	1,152.00	.00	1,152.00
224-45183-500	16,497.70	.00	16,497.70
501-20200	.00	452.43-	452.43-
501-41000-550	452.43	.00	452.43
601-20200	.00	11,598.11-	11,598.11-
601-49430-216	2,503.32	.00	2,503.32
601-49430-220	240.33	.00	240.33
601-49430-300	8,658.00	.00	8,658.00
601-49430-321	196.46	.00	196.46
602-20200	.00	2,603.13-	2,603.13-
602-49480-210	242.86	.00	242.86
602-49480-220	243.87	.00	243.87
602-49480-300	1,511.00	.00	1,511.00
602-49480-316	201.63	.00	201.63
602-49480-321	157.53	.00	157.53
602-49480-380	31.71	.00	31.71
602-49480-438	214.53	.00	214.53
604-20200	.00	2,588.44-	2,588.44-
604-49570-315	2,300.00	.00	2,300.00
604-49590-300	42.26	.00	42.26
604-49590-309	201.55	.00	201.55
604-49590-321	44.63	.00	44.63
Grand Totals:	125,547.84	125,547.84-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

## Report Criteria:

Report type: Summary

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



City of Gilbert  
Request for City Council Action

**Date:** September 12, 2023

**Issue:** Requesting authorization to advertise for two (2) winter seasonal rink attendants to be paid \$15.00/hour, the same rate as paid to temporary summer seasonal labor in 2023.

**Background:** Seasonal Rink Attendants work up to 67 shifts during the season.

**Council Action:** Council is requested to approve authorization to advertise.

RESOLUTION NO. 2023-29

RESOLUTION AUTHORIZING THE CITY OF GILBERT TO SUBMIT INFORMATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY (MPFA) AND TO ENTER INTO A GRANT AGREEMENT WITH THE MPFA.

WHEREAS, under the provisions contained in Laws of Minnesota 2023 chapter 72, article 2, section 10, subd. 7, \$1,365,000 was appropriated to the MPFA

“For a grant to the city of Gilbert to design and construct a new lime softening water treatment plant and associated capital improvements. This appropriation includes money for demolition of decommissioned water treatment structures, a lime sludge processing system, capital improvements to lime sludge storage facilities, and replacement of aquifer monitoring equipment in existing water supply wells.”

WHEREAS, to receive this money, the City of Gilbert must submit required information and enter into a Grant Agreement with the MPFA; and

BE IT FURTHER RESOLVED that the City of Gilbert has the legal authority to apply for the grant, and the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life.

BE IT FURTHER RESOLVED that the Grant Agreement shall be executed on behalf of the City of Gilbert by the signature of its Mayor, Tom Smith, (title of authorized signer #1) and its City Clerk Treasurer, Jill Zallar, (title of authorized signer #2). In the event of disability or resignation or other absence of either such officer, the Grant Agreement may be signed by the manual signature of that officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature shall appear on the Grant Agreement shall cease to be such officer before delivery of the Grant Agreement, such signature shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until delivery.

I CERTIFY THAT the above resolution was adopted by the City of Gilbert (Name of Governing Body) on September 12, 2023(month, day, year).

SIGNED:		WITNESSED:	
Signature:		Signature:	
Name:	Tom Smith	Name:	Jill Zallar
Title:	Mayor	Title:	Clerk Treasurer

SEAL

Capital Appropriation to the MN Public Facilities Authority (MPFA)  
for a grant to Gilbert

The MPFA has received an appropriation from the legislature:

	YYYYS	Chp	Ar	Sec	Sub
Citation:	2023	072	02	010	007
Amount:	\$1,365,000				

For a grant to the city of Gilbert to design and construct a new lime softening water treatment plant and associated capital improvements. This appropriation includes money for demolition of decommissioned water treatment structures, a lime sludge processing system, capital improvements to lime sludge storage facilities, and replacement of aquifer monitoring equipment in existing water supply wells.

Gilbert must submit an application to MPFA and subsequently enter into a grant agreement.

Attached to this email are:

- Application forms (a fillable-PDF and an Excel file)
- Example Application Resolution

Please note that Minnesota Management and Budget's website for capital projects includes important information about project requirements:

<https://mn.gov/mmb/debt-management/capital-projects/>

Please contact your MPFA loan officer to work thru the application and grant agreement process:

Peter Bradshaw  
651.259.7689  
[Peter.Bradshaw@state.mn.us](mailto:Peter.Bradshaw@state.mn.us)

RESOLUTION NO. 2023-30

RESOLUTION AUTHORIZING THE CITY OF GILBERT TO SUBMIT INFORMATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY (MPFA) AND TO ENTER INTO A GRANT AGREEMENT WITH THE MPFA.

WHEREAS, under the provisions contained in Laws of Minnesota 2023 chapter 71, article 1, section 15, subd. 8, \$4,885,000 was appropriated to the MPFA

“For a grant to the city of Gilbert to design and construct a new lime softening water treatment plant and associated capital improvements. This appropriation includes money for demolition of decommissioned water treatment structures, a lime sludge processing system, capital improvements to lime sludge storage facilities, and replacement of aquifer monitoring equipment in existing water supply wells.”

WHEREAS, to receive this money, the City of Gilbert must submit required information and enter into a Grant Agreement with the MPFA; and

BE IT FURTHER RESOLVED that the City of Gilbert has the legal authority to apply for the grant, and the financial, technical, and managerial capacity to ensure proper construction, operation, and maintenance of the project for its design life.

BE IT FURTHER RESOLVED that the Grant Agreement shall be executed on behalf of the City of Gilbert by the signature of its Mayor, Tom Smith (title of authorized signer #1) and its City Clerk, Jill Zallar, (title of authorized signer #2). In the event of disability or resignation or other absence of either such officer, the Grant Agreement may be signed by the manual signature of that officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature shall appear on the Grant Agreement shall cease to be such officer before delivery of the Grant Agreement, such signature shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until delivery.

I CERTIFY THAT the above resolution was adopted by the City of Gilbert (Name of Governing Body) on September 12, 2023 (month, day, year).

SIGNED:		WITNESSED:	
Signature:		Signature:	
Name:	Tom Smith	Name:	Jill Zallar
Title:	Mayor	Title:	Clerk Treasurer

SEAL

Capital Appropriation to the MN Public Facilities Authority (MPFA)  
for a grant to Gilbert

The MPFA has received an appropriation from the legislature:

	yyyyS	Chp	Ar	Sec	Sub
Citation:	2023	071	01	015	008
Amount:	\$4,885,000				

For a grant to the city of Gilbert to design and construct a new lime softening water treatment plant and associated capital improvements. This appropriation includes money for demolition of decommissioned water treatment structures, a lime sludge processing system, capital improvements to lime sludge storage facilities, and replacement of aquifer monitoring equipment in existing water supply wells.

Gilbert must submit an application to MPFA and subsequently enter into a grant agreement.

Attached to this email are:

- Application forms (a fillable-PDF and an Excel file)
- Example Application Resolution

Please note that Minnesota Management and Budget's website for capital projects includes important information about project requirements:

<https://mn.gov/mmb/debt-management/capital-projects/>

Please contact your MPFA loan officer to work thru the application and grant agreement process:

Peter Bradshaw  
651.259.7689  
[Peter.Bradshaw@state.mn.us](mailto:Peter.Bradshaw@state.mn.us)

City of Gilbert  
Request for City Council Action

**Date:** September 12, 2023

**Issue:** PW Quotes

**Background:** Each year the city purchases sand for the winter season.

Seppi Bros: Coarse Sand (350-400 cy) @ 7.50/cy  
250 yards estimated need **Total: \$1875**

**Council Action:** Council action is requested.

Virginia  
1915 9<sup>th</sup> Avenue North  
Virginia, Minnesota 55792  
Phone: 218/741-7007  
Fax: 218/741-9338



Hibbing  
4031 Dillon Road  
Hibbing, Minnesota 55746  
Phone: 218/262-6681  
Fax: 218/262-6684

P.O. Box 1006, Virginia, Minnesota 55792

September 5, 2023

City of Gilbert  
samlautigar@gilbertmn.org

Re: Winter Sand Quote


### QUOTATION

Coarse Sand (350-400 cy)  
\$7.50/cy

Material located at Jammer Lake Pit – 9 miles north of Virginia on Highway 53.

Terms: Net/30

Respectfully submitted,

  
Matt Seppi  
President  
[seppis@seppibros.com](mailto:seppis@seppibros.com)

7.50  
x 250 yards SAND  
1875

City of Gilbert  
Request for City Council Action

**Date:** September 12, 2023

**Issue:** PW Quotes

**Background:** Quote for WWTP needs: Display to change parameter (ours has died) – Clerk and WWTP Lead discussed, and this part has been ordered as this is an item the plant needs to do their job and it is under the \$2500.

Parkson	
PR, Modular Compact, 120VAC, Programmed	1060.00
Expansion Module 120V	265.00
	<b>Total: \$1350</b>

**Council Action:** Council action is requested.



# Parkson

1401 W. Cypress Creek Rd. - Suite 100, Fort Lauderdale, FL 33309 - HEADQUARTERS

562 Bunker Court, Vernon Hills, IL 60061

100 Schreiber Dr., Trussville, AL 35173

MAI SCHREIBER

100 Schreiber Dr.

Trussville, AL

1-888-Parkson

Sammy A

\*The Quotation is submitted pursuant to Parkson Corporation Aftermarket Terms and Conditions, which are embedded below

Quote Name Gilbert, MN P04300893 AWP10-3.0 VEP  
8-22-23

Created Date 8/22/2023

Quote Number 00035576

Expiration Date 9/22/2023

Prepared By Vince Piagentini

Contact Name Terah Rinerson

Phone 847-837-4958

Phone (218) 748-2219

Email vpiagentini@parkson.com

Email terahrinerson@gilbertmn.org

Fax 847-816-3707

Bill To Name Gilbert, MN

Ship To Name Gilbert, MN

Project # P04300893

Payment Terms Net 30

Freight Prepay and Add

Estimated Delivery 1-2 weeks

FOB: Shipping Point

Item Number	Product	Line Item Description	Quantity	Sales Price	Total Price
Custom	Customized1	Expansion Module, 120VAC (33-183-017)	1.00	\$265.00	\$265.00
Custom	Customized2	PR, Modular Compact, 120VAC, Programmed (33-183-003)	1.00	\$1,060.00	\$1,060.00
0900100	x- Packaging and Handling for orders under \$2,000.00 / Waived for Credit Card Orders / Does Not Including Shipping Cost / Actual Freight Cost will be Charged		1.00	\$25.00	\$25.00

Line Items 3

Subtotal \$1,350.00

Total Price \$1,350.00

Please complete information below:

BILL TO Name: \_\_\_\_\_

SHIP TO Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

PO #: \_\_\_\_\_

SHIP TO Attn of: \_\_\_\_\_

Bill to - Email: \_\_\_\_\_

Phone: \_\_\_\_\_

All amounts expressed in US Dollars

Quote Acceptance Information

Signature

Name

City of Gilbert  
Request for City Council Action

**Date:** September 12, 2023

**Issue:** Stantec Approve and Sign Change order 24

**Background:** Change Order No. 24- Wastewater Treatment Facility Improvements

**Council Action:** Council action is requested

## Jill Zallar

**From:** Daniels, Peter <peter.daniels@stantec.com>  
**Sent:** Wednesday, August 23, 2023 12:13 PM  
**To:** Jill Zallar; Sandra Gulan; Sam Lautigar  
**Cc:** Greg Szypulski; Bejarano, Camila  
**Subject:** Gilbert WWTP - Change Order 24 and Pay Application 42  
**Attachments:** Pay Request 42\_signed.pdf; Gilbert CO 24.pdf

This message was sent from outside of the organization. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

Jill and Sandra,

Attached are two documents related to the work at the Gilbert Wastewater Treatment Plant, listed below. These are submitted to the City for review and approval at the next City Council meeting.

- Change Order #24
- Application for Payment #42

Action items for each are provided below.

- **Change Order #24**
  - This change order is being processed to update the contract amount for the recent time and materials work that been completed by Magney. The work completed has previously been approved by the City. **The City needs to sign Page 5 of the attached document, and email back to me. No other actions are needed related to this document.**
- **Application for Payment #42**
  - Magney is requesting payment for a total amount of \$48,272.29. Stantec and the City will each pay a portion of this total amount as described in the cover memo. The breakdown is as follows:
    - **City to make payment for \$29,888.31.**
    - Stantec will pay for the remainder amount, \$18,383.98.
  - Two pages of the attached document need to be signed by the City and returned. Please sign where indicated on page 2 and 4 of the attached document and return to me. Once we receive the signed pages, Stantec will make payment for our share.

Please respond to confirm you received this and let me know if you have any questions. Thanks!

Peter Daniels PE (AL, GA, IA, IL, KY, MA, MN, ND, NE, PA, SD, VA, WI)  
Principal Wastewater Engineer

Direct: (612) 712-2049  
Cell: (763) 218-3023  
peter.daniels@stantec.com

Stantec  
733 Marquette Avenue Suite 1000  
Minneapolis MN 55402-2314



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Please consider the environment before printing this email.



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To: City of Gilbert

From: Peter Daniels, PE

File: 193803690

Date: August 23, 2023

---

**Reference: Change Order No. 24 – Wastewater Treatment Facility Improvements**

**Background**

Attached to this memo is Change Order No. 24 for the Wastewater Treatment Facility Improvements Project. This change order covers the improvements being completed on a Time and Materials (T&M) basis. The City Council previously authorized (March 28, 2023) remaining work items to be completed by Magney Construction on a time and materials basis, based on estimated costs prior to the work being completed. This change order is being processed to update the Contract Price to reflect the actual costs of work that has been completed.

A description of the work covered under this change order is described below. Supporting documentation from the contractor is attached. The original list of work that was presented at the March 28, 2023 council meeting is attached for reference.

Item #1 (No RFP)

- Description: This item includes the cost of the additional angle iron in the primary clarifier. The original grating in the primary clarifier building was unstable and additional support was required to improve safety. The cost of this item is \$1,819.87.

Cost Sharing: The City will pay the cost of this item.

Item #2 (RFP No. 24)

- Description: This item includes the cost of the work to relocate the existing heater in the CIP room to better heat lower portion of the room. The cost of this item is \$1,550.52.

Cost Sharing: Stantec will pay the cost of this item.

Item #3 (No RFP)

- Description: This item covers the cost of an additional feed point to inject caustic into the fine screen discharge pipe in the chemical room. The purpose of this new injection point is to eliminate the need to run the caustic feed line to the outdoor splitter box, which has led to freezing issues. The cost of this item is \$2,792.39.

Cost Sharing: Stantec will pay the cost of this item.

Item #4 (RFP 13)

- Description: This item includes the cost of relocating the effluent sample point to eliminate need for effluent sample box and sump pump, which helps reduce the risk of basement flooding. The cost of this item is \$4,551.71.

Cost Sharing: Stantec will contribute 50 percent of this item. A breakdown is shown below.

- Total Cost: \$4,551.71
- Total City Cost: \$2,275.86
- Total Stantec Cost: \$2,275.85

August 23, 2023

City of Gilbert

Page 2 of 3

Reference: Change Order No. 24 – Wastewater Treatment Facility Improvements

Item #5 (RFP 60)

- Description: This item covers the cost of an additional feed point to inject alum into the fine screen discharge pipe in the chemical room. The purpose of this new injection point is to eliminate the need to run the alum feed line to the outdoor splitter box, which has led to freezing issues. The cost of this item is \$5,640.90.

Cost Sharing: Stantec will pay the cost of this item.

Item #6 (No RFP)

- Description: This item includes the cost of relocating the pH and dissolved oxygen probes in the MBR basins. The original probes needed to be relocated to better fit with the new Kubota MBR equipment. The cost of this item is \$10,033.54.

Cost Sharing: The City will pay the costs of this item.

Item #7 (RFP No. 37)

- Description: This item covers the cost of the work to add a heater in the MBR room above the north door. The cost of this item is \$5,423.36.

Cost Sharing: Stantec will contribute 25 percent of the cost of this item. A breakdown is shown below.

- Total Cost: \$5,423.36
- Total City Cost: \$4,067.52
- Total Stantec Cost: \$1,355.84

Item #8 (RFP No. 38B)

- Description: This item covers the cost of the work to add lighting and receptables in the Aerated Sludge Storage Tanks 3 and 4 to accommodate submersible decant pumps. The cost included in this change order is for the electrical work only, as the mechanical and structural work has not yet been completed. The davit crane work and platform as part of Invoice for RFP 38B will be completed and invoiced at a later date. The electrical cost for this item is \$17,585.30.

Cost Sharing: Stantec will contribute 25 percent of the cost of this item. A breakdown is shown below.

- Total Cost: \$17,585.30
- Total City Cost: \$13,188.97
- Total Stantec Cost: \$4,396.33

Item #9 (RFP No. 40)

- Description: This item covers the cost for labor and material since August 2022 for rerouting the 4" DIP primary clarifier sludge piping from Control Building lower level to ground surface. This addresses safety issue at bottom of stairs and allows better access for City pumping operations. The cost included in this change order is for the design, estimating, and site visits only. Installation of piping including painting, electrical or mechanical work will occur and be invoiced at a later date. The cost of this item is \$25,263.63.

Cost Sharing: Stantec will contribute 50 percent of this item. A breakdown is shown below.

- Total Cost: \$25,263.63.

August 23, 2023

City of Gilbert

Page 3 of 3

Reference: Change Order No. 24 – Wastewater Treatment Facility Improvements

- Total City Cost: \$12,631.82
- Total Stantec Cost: \$12,631.81

**Item #10**

- The current contract completion date for the work is June 30. To reflect the remaining work expected to be completed at the WWTF, the Final Completion date is extended to December 31, 2023. There is no cost associated with the changed contract completion date.

**Summary and Next Steps**

A summary of the costs related to the work in this change order is shown below. It is recommended that the City process Change Order No. 24 by signing the change order document attached to this cover memo.

	City Share	Stantec Share	Total
Item 1: Add angle iron in Primary Clarifier	\$1,819.87	\$0	\$1,819.87
Item 2: CIP Room Heater Adjustment	\$0	\$1,550.52	\$1,550.52
Item 3: Chemical dosing for screen influent line	\$0	\$2,792.39	\$2,792.39
Item 4: Relocate Effluent Sample Box - Revised	\$2,275.86	\$2,275.85	\$4,551.71
Item 5: Add alum injection feed point	\$0	\$5,640.90	\$5,640.90
Item 6: MBR Basin Instrument Relocation	\$10,033.54	\$0	\$10,033.54
Item 7: Add heater above MBR Room north door	\$4,067.52	\$1,355.84	\$5,423.36
Item 8: Add electrical infrastructure in Sludge Storage Tank 3 and 4	\$13,188.97	\$4,396.33	\$17,585.30*
Item 9: Reroute the primary clarifier sludge piping from Control Building lower level to ground surface	\$12,631.82	\$12,631.81	\$25,263.63*
Total	\$44,017.58	\$30,643.64	\$74,661.22

\*Partial cost for these items, work not yet complete. Additional change order to be processed when remaining work is complete.

Please contact Peter Daniels if there are any questions.



Original Contract Amount	\$8,035,500.00
Previous Change Orders	\$729,122.35
This Change Order	\$74,661.22
Revised Contract Amount (including this change order)	\$8,839,283.57

#### CHANGE IN CONTRACT TIMES

##### Original Contract Times:

MBR Milestone Date (days or date):	October 31, 2019
Substantial Completion (days or date):	September 1, 2020
Ready for final Payment (days or date):	October 1, 2020

##### Increase of this Change Order:

MBR Milestone Date (days or date):	0 days
Substantial Completion (days or date):	0 days
Ready for final Payment (days or date):	December 31, 2023

##### Contract Time with all approved Change Orders:

MBR Milestone Date (days or date):	November 27, 2019
Substantial Completion (days or date):	November 2, 2020
Ready for final Payment (days or date):	December 31, 2023

##### Recommended by Engineer:

**STANTEC**

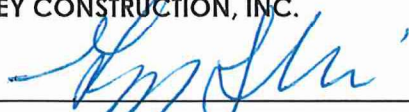


Aug. 23, 2023

Date

##### Approved by Contractor:

**MAGNEY CONSTRUCTION, INC.**



8/23/2023

Date

##### Approved by Owner:

**CITY OF GILBERT**

Date



Owner: City of Gilbert, 16 South Broadway Avenue, Gilbert, MN 55741	Date	23-Aug-23
Contractor: Magney Construction, Inc. 1401 Park Road, Chanhassen, MN 55317		
Bond Company: Fidelity and Deposit Company of Maryland, 1299 Zurich Way, Schaumburg, IL 60196	Bond No: 9283643	

**CHANGE ORDER NO. 24**  
WASTEWATER TREATMENT FACILITY IMPROVEMENTS  
STANTEC FILE NO. 193803690

**Description of Work**

This Change Order provides for the following adjustments.

No.	Item	Unit	Quantity	Unit Price	Total Amount
1	Add angle iron in Primary Clarifier	LS	1	\$1,819.87	\$1,819.87
2	CIP Room Heater Adjustment	LS	1	\$1,550.52	\$1,550.52
3	Chemical dosing for screen influent line	LS	1	\$2,792.39	\$2,792.39
4	Relocate Effluent Sample Box - Revised	LS	1	\$4,551.71	\$4,551.71
5	Add alum injection feed point	LS	1	\$5,640.90	\$5,640.90
6	MBR Basin Instrument Relocation	LS	1	\$10,033.54	\$10,033.54
7	Add heater above MBR Room north door	LS	1	\$5,423.36	\$5,423.36
8	Add electrical infrastructure in Sludge Storage Tank 3 and 4	LS	1	\$17,585.30	\$17,585.30
9	Reroute the primary clarifier sludge piping from Control Building lower level to ground surface	LS	1	\$25,263.63	\$25,263.63
<b>TOTAL CHANGE ORDER:</b>					<b>\$74,661.22</b>



City of Gilbert  
Request for City Council Action

**Date:** September 12, 2023

**Issue:** 2022 Manhole Replacements Project: No. 22-133

**Background:** The manhole project change order #1

- MHA13 did not need to be replaced                      Credit \$6800
- Add: Remove and Replace B20                      Cost: \$8300

Difference Total: \$1,500 add on to contract price.

Original Contract Award to 2Ez dba Jola and Sopp	\$153,326
DOT reimbursement:	\$34,040.17
PFA funding (CWRF_03 WIF)	\$86,746.28
PFA SRF Loan (CWRF_L_054)	\$21,686.59
*City Obligation	\$10,852.96
• Plus \$1,500	<b>\$12,352.96</b>

**Council Action:** Council action is requested.

## Sam Lautigar

---

**From:** jmonger@jolaandsopp.com  
**Sent:** Tuesday, September 5, 2023 11:40 AM  
**To:** 'John Jamnick'; Sam Lautigar  
**Cc:** 'Diane Jamnick'  
**Subject:** A Couple Changes-2022 Gilbert Manholes

This message was sent from outside of the organization. Please do not click links or open attachments unless you recognize the source of this email and know the content is safe.

John,

Sounds like a few things changed while replacing manholes in Gilbert. Sounds like we didn't need to replace MHA13 so Patrick wanted to credit the City a lump sum of \$6,800 and propose a lump sum of \$8,300 to remove and replace B20 as an contract add.

Let us know what you think.

Jerry Monger

2 EZ, Inc. dba Jola & Sopp Excavating

**Mobile:** 507.412.9481

**Email:** [JMonger@JolaAndSopp.com](mailto:JMonger@JolaAndSopp.com)

**Mailing Address:** P.O. Box 566 Eveleth, MN 55734

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\$1500 more  
to replace B20  
used approved for this  
then also to Dis connect  
- Rock houses from city sewer

City of Gilbert  
Request for City Council Action

**Date:** September 12, 2023

**Issue:** Parcel Sale and Development Agreement Resolution 2023-27

**Background:** Resolution 2023-27 for Parcel purchase and development agreement with Norther Lights Dental to include Lot 18, Block 8 First Addition to Townsite of Gilbert a portion of parcel code 060-0020-01900 as an addendum to Lots 19-21, block 8, First additional to Townsite as approved by council on August 28<sup>th</sup>, 2023.

- Purchase price of **\$2.00** for all lots within agreement (attached)

**Council Action:** Council action is requested

**RESOLUTION 2023-27**

RESOLVED by the **City Council of the City of Gilbert**, a political subdivision under the laws of the State of Minnesota, at its meeting of August 28th, 2023 as follows:

That the **City of Gilbert** is hereby authorized to execute any and all documents necessary to consummate the sale of property located in St. Louis County, Minnesota, and legally described as follows, to-wit:

Lot Eighteen (18), Block Eight (8), FIRST ADDITION TO TOWNSITE OF GILBERT

which is a portion of Parcel Code 060-0020-01900, a copy of St. Louis County Land Explorer printout being attached to this Resolution and hereby made a part hereof, contingent on Buyer obtaining a survey to determine the legal description to be utilized in connection with this transaction and obtaining the necessary permits and documentation in order to divide the existing tax parcel, at the sole expense of the Buyer

to **Northern Lights Dental Care P.C.**, for the sum of One and 00/100ths Dollar (\$1.00)

AND

Lots Nineteen (19) through Twenty-one (21), Block Eight (8), FIRST ADDITION TO TOWNSITE OF GILBERT

to **Northern Lights Dental Care P.C.**, for the sum of One and 00/100ths Dollar (\$1.00).

Pursuant to the terms and conditions contained in that certain Development Agreement dated August 8, 2023, by and between the parties hereto, a copy of which is attached hereto as Exhibit "A" and hereby made a part hereof.

Dated: September 12, 2023

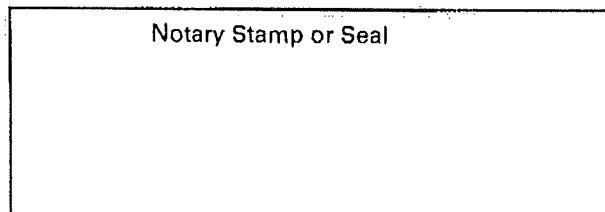
**City Council of the City of Gilbert**

By: \_\_\_\_\_  
**Thomas M. Smith,**  
Mayor

By: \_\_\_\_\_  
**Jill Zallar,**  
City Clerk

STATE OF MINNESOTA                     )  
   ) ss.  
COUNTY OF ST. LOUIS                     )

The foregoing instrument was acknowledged before me this 12th day of September, 2023, by **Thomas M. Smith** and **Jill Zallar**, the Mayor and City Clerk, respectively, of **City of Gilbert**, a political subdivision under the laws of the State of Minnesota, on behalf of the **City Council of the City of Gilbert**.



\_\_\_\_\_  
Notary Public

THIS INSTRUMENT DRAFTED BY:  
Bryan M. Lindsay, Attorney at Law  
TRENTI LAW FIRM  
225 First Street North, Suite 1000, P.O. Box 958  
Virginia, MN 55792  
(218) 749-1962



Parcel Code 060-0020-01900



County Land Explorer  
St. Louis County, MN



Cadastral



Search Address or Tax PIN



101

47.48671 -92.46640 Devices

**DEVELOPMENT AGREEMENT  
BETWEEN  
CITY OF GILBERT AND NORTHERN LIGHTS  
DENTAL CARE P.C.**

**THIS AGREEMENT**, made as of the 8th day of August, 2023 by and between the City of Gilbert, a municipal corporation organized and existing under the laws of the State of Minnesota (hereinafter referred to as "City"), and Northern Lights Dental Care P.C., a professional corporation organized and existing under the laws of the State of Minnesota (hereinafter referred to as the "Developer").

**WHEREAS**, the City has determined that the development of new dental care facility would be desirable to meet community needs and is consistent with the goals of the City; and

**WHEREAS**, the Developer is proposing to construct an approximately three thousand (3,000) square foot single story dental office located on property described in Exhibit A which is located within the City of Gilbert, County of St. Louis, State of Minnesota; and

**WHEREAS**, the Developer has requested City assistance in obtaining a site for the project within the corporate limits of the City of Gilbert; and

**WHEREAS**, the City believes that the minimum improvements, defined herein as construction of an approximate three thousand (3,000) square feet dental office at a development cost of no less than \$150,000.00 (or the minimum assessment agreement amount) is in the best interest of the City; and

**WHEREAS**, subject to the City's assistance, the Developer represents that it has obtained all additional financing necessary to complete the project and operate the facility.

**NOW, THEREFORE**, in consideration of the project and the mutual obligations of the parties hereto, each of the parties hereby does covenant and agree with the other as follows:

**ARTICLE I**  
**ESSENTIAL PROVISIONS**

1. The Developer, with the City, will use their best efforts to obtain permits, licenses and approvals in a timely manner before the minimum improvements are made. All requirements are subject to state, local and federal laws.
2. The Developer agrees to construct an approximately three thousand (3,000) square foot dental office at the location at a cost of not less than \$150,000.00 according to the plans/specifications, and sworn construction statement that shall be agreed upon the parties in advance of commencement of improvements.
3. The Developer also agrees to provide the City with other information requested relating to the updated site and business plan agreement.
4. The Developer agrees to substantial completion of construction within 18 months from the time a building permit is granted by the City of Gilbert to complete the project.
5. Prior to commencement of construction of no later than sixty (60) days following the effective date of this Agreement, City will:
  - a) Convey to the Developer that certain real estate sufficient to undertake the development contemplated by this agreement which is owned by the City, and is part of the property legally described in Exhibit A, through a warranty deed which shall grant marketable title.
  - b) The purchase price of the land described in Exhibit A shall be \$100.00 (One Hundred and 00/100ths Dollars).
  - c) City agrees that the current zoning of the property described in Exhibit A allows the use described in Article I, Item 2.

## ARTICLE II EVENTS OF DEFAULT

**Events of Default Defined.** The following are events of default under the Agreement:

1. Failure of the Developer to perform its obligations under Article I of the Agreement including commencing and completing construction of the dental office described above.
2. Failure of the City to convey the parcel with a marketable title within 60 days of the dated of this agreement.

**Remedies on Default:** Wherever an event of default occurs and remains uncured, the City (or the Developer) may immediately suspend its performance under the Agreement and may take any one or more of the following actions after giving thirty (30) days written notice to the other party, but only if the Event of Default has not been cured within said thirty (30) days:

1. Suspend its performance under the Agreement until it receives assurances from the other party, deemed adequate that the other party will cure its default and continue its performance under the Agreement.
2. Cancel and rescind the Agreement.
3. Take whatever action, including legal or administrative action, which may appear necessary or desirable to compensate for damages or to enforce performance under the Agreement, provided that abandonment of the project by Developer prior to installation of utilities and site improvements will be without penalty.
4. Ownership of the parcel shall revert to the City if remedy on default cannot be cured. Developer acknowledges and agrees that in the event of reverter under this paragraph it shall waive all claims whether legal or equitable, and further acknowledges the risk of loss of its investment in the property in the event of an uncured default.



**ARTICLE III  
OTHER PROVISIONS**

**Notices and Demands.** A notice, demand or other communication under the Agreement by any party to any other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, overnight delivery, or delivered personally to:

To Developer: Whitney Elizabeth Cobby  
Chief Executive Officer  
12 North Broadway Ave.  
P.O. Box 608  
Gilbert, MN 55741

With copies to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To City: City of Gilbert  
Attn: City Clerk  
16 South Broadway Street  
P.O. Box 548  
Gilbert, MN 55741

With copies to: City of Gilbert  
Attn: Bryan M. Lindsay, City Attorney  
225 First Street North, Suite 1000  
P.O. Box 958  
Virginia, MN 55792

**Additional Provisions.** Developer and City represent to each other that they have taken all proper action to authorize the Agreement and they are authorized to enter into it and it is, at execution hereof, in full force and effect.

**Applicable Law.** The Agreement, together with all of its Articles, paragraphs, terms and provisions, is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota. The appropriate venue and jurisdiction for any litigation hereunder shall be in a court located in St. Louis County, Minnesota. However, litigation in the federal courts involving the parties shall be in the appropriate federal court within the State of Minnesota, and the parties

to the Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

**Entire Agreement.** It is understood and agreed that the entire agreement of the parties is contained herein and that the Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. Any amendment to the Agreement shall be in writing and shall be executed by the same parties who executed the original agreement or their successors in office.

**Counterparts.** The Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

**IN WITNESS WHEREOF,** the City has caused the Agreement to be duly executed in its name and on its behalf and the Developer has caused the Agreement to be duly executed in its behalf on or as of the date first above written.

**CITY OF GILBERT**

BY: \_\_\_\_\_

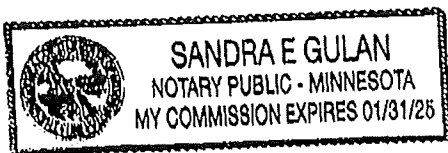
Thomas M. Smith, Mayor  
Mayor

BY: \_\_\_\_\_

Jill Zallar, City Clerk  
City Clerk

STATE OF MINNESOTA    )  
  )ss.  
COUNTY OF ST. LOUIS    )

On this 8th day of August, 2023, before me, a Notary Public within said County and State, personally appeared **Thomas M. Smith** and **Jill Zallar**, to me personally known, who, being duly sworn, did say that they are the **Mayor** and **City Clerk**, respectively, of the City of Gilbert, the municipal corporation named in the foregoing instrument, and acknowledged that they and said municipal corporation, by authority of its Council, executed the same as their free act and deed.



\_\_\_\_\_  
Notary Public

BY: Whitney Elizabeth Cobby  
Whitney Elizabeth Cobby, Chief Executive  
Officer

[illegible]

On this 23<sup>rd</sup> day of August, 2023, before me, a Notary Public within said County and State, personally appeared **Whitney Elizabeth Cobby**, the Chief Executive Officer of Northern Lights Dental Care P.C., to me personally known, who, being duly sworn, did say that she executed the same as her free act and deed.



Self  
Notary Public

EXHIBIT A

Legal Description

Real property lying and being in the County of St. Louis, State of Minnesota, legally described as follows,  
to-wit:

Lot Eighteen (18), Block Eight (8), FIRST ADDITION TO TOWNSITE OF GILBERT

Part of Parcel Code 060-0020-01900

AND

Lots Nineteen (19) through Twenty-one (21), Block Eight (8), FIRST ADDITION TO  
TOWNSITE OF GILBERT

Parcel Code 060-0020-01920

City of Gilbert  
Request for City Council Action

Date: September 12, 2023

Issue: Ordinance – Dynamic Braking Restriction – 2nd Reading; Vote

Background: Copy of a new City of Gilbert Ordinance is ready for first reading.

- introduced – July 25, 2023
- first reading – August 08, 2023
- second reading – September 12, 2023
  - followed by a vote and it is either adopted or not.
- Published – on or before September 20, 2023
- Effective Date – October 20, 2023

Council Action: Council is action is requested.

## ORDINANCE

Amending City of Gilbert City Code, TITLE VII: TRAFFIC by creating Section 71.045 entitled Dynamic Braking Restriction

The City Council of the City of Gilbert does hereby amend Title VII of the City Code as follows:

- A. Except as provided in this section, the use or operation of a dynamic braking device on unmuffled vehicles is hereby prohibited within the City of Gilbert.
- B. A dynamic braking device is a device used on vehicles that converts the engine from an internal combustion engine to an air compressor for the purpose of braking without the use of wheel brakes. These devices are commonly referred to as "air brakes," "engine brakes," "compression brakes," "Jacob's Brakes," or "Jake Brakes."
- C. This section shall not apply to City emergency vehicles, whether or not responding to an emergency.
- D. As an affirmative defense to a charge of a violating of this section, the driver of the vehicle must prove by a preponderance of the evidence that:
  - 1. The driver of the vehicle was operating the vehicle in compliance with all applicable laws at the time the unmuffled dynamic braking device was used; and
  - 2. The speed of vehicle was reasonable given all of the relevant circumstances; and
  - 3. The driver believed that the use of the unmuffled dynamic braking device was necessary to either:
    - a. Avoid an imminent threat to the safety of the driver or any other person; or
    - b. Avoid an imminent threat to property.
  - 4. The driver's belief as to the necessity for using the unmuffled dynamic braking device was objectively reasonable.

This ordinance becomes effective as of October 20, 2023 and shall be published according to law.

Moved by \_\_\_\_\_, supported by \_\_\_\_\_, that the ordinance be adopted.

The Mayor declared the Ordinance adopted.

Adopted Date:

Effective Date:

\_\_\_\_\_  
Tom Smith

Mayor

Attest: \_\_\_\_\_  
Jill Zallar  
City Clerk

City of Gilbert  
Request for City Council Action

**Date:** September 12, 2023

**Issue:** Inflow and Infiltration Inspection Process – Close out

**Background:** SEH has conducted I & I inspections for the City of Gilbert over the last two years and is coming to close this project. As of August 31, 2023, the remaining approximately 115 properties who have not contacted SEH for an inspection will be billed the \$100 penalty on their billing statement that will be due October 10, 2023.

The approximately 121 properties that have been inspected but found non-compliant will have until July 1, 2024, to make changes, be re-inspected and found compliant.

The City Council is requested to decide on the final states of the project:

- Who will be responsible for the charges of the 1<sup>st</sup> inspection for those who have not yet had one?
- Who will be responsible for the charges of the re-inspection?
- Who is responsible for advising the resident of the changes that need to be made to bring property up to compliance?

**Council Action:**



City of Gilbert  
Request for City Council Action

**Date:** September 12, 2023

**Issue:** Range Recreation Civic Center (ROCC) board appropriation for 2024.

**Background:** Council members are requested to approve allocation funds for the Range Recreation Civic Center – this is an annual request. No fee charges from 2023.

Gilberts portion: \$4,032.45

**Council Action:** Council action is requested.



August 20, 2023

City of Gilbert  
Attn: Jill Zallar  
P.O. Box 548  
Gilbert, MN 55741

RECEIVED

AUG 29 2023

CITY OF GILBERT

Dear Ms. Zallar,

As we are aware that each City is in the process of preparing their 2024 budget, we wanted to inform you the Quad Cities Joint Powers Board decided that the request for annual appropriation will remain at \$39,150.00

The allocation of funds is utilized directly for building maintenance and capital improvements. The Board agrees in order to maintain the integrity of our beautiful facility that the budget should remain consistent with the past eleven years.

Listed below is the amount requested from each city. If you have any questions, please feel free to contact me at (218) 290-3930 or email [peggiese@gmail.com](mailto:peggiese@gmail.com)

	<u>% population</u>	<u>Amount</u>
Virginia	51.3%	20,083.95
Eveleth	21.6%	8,456.40
Mt. Iron	16.8%	6,577.20
Gilbert	10.3%	<u>4,032.45</u>
		39,150.00

We would like to extend our sincere gratitude for your continued support of the Range Recreation Civic Center. We greatly appreciate your alliance and continuous partnership.

Sincerely,

A handwritten signature in cursive script, appearing to read "Peggy Giese".

Peggy Giese  
RRCC Executive Board Assistant

# Voting Operations, Technology, & Election Resources (VOTER) Account

Minnesota Secretary of State Steve Simon

In accordance with the requirements of  
Minnesota Statutes section 5.305

## Contents

- A. Voter Account Overview – Page 1
- B. Allocations by County – Page 3
- C. Example Allocation of Funding – Page 4

## Section A. VOTER Account Overview

**Summary:** On July 20, the Office of the Secretary of State completed the electronic transfer of \$1.25 million in electronic payments to counties for the Voting Operations, Technology, & Election Resources (VOTER) Account. Allocations by county are included in Section B.

### **What is the VOTER Account?**

The VOTER Account is a dedicated stream of state funding for county and municipal election administration. Funds were approved in 2023 Session Laws, Chapter 62 (Article 1, Section 43 and Article 4, Section 6). \$1.25 million will be allocated to counties according to the formula listed below. These funds will be allocated by July 20 each year, starting this year, until the law is amended by the legislature.

### **How were the total amounts determined for each county?**

- 20 percent is allocated equally to all 87 counties
- 80 percent is allocated based on proportion of registered voters ([using May 1, 2022 numbers](#))

### **What do counties need to do once the funds are received?**

Upon receipt of funds, each county must segregate the funds in a county election funding account. The money in the account remains in the account until it is spent for any of the authorized purposes.

### **Do counties need work with cities/townships to determine how the funds will be allocated within the county?**

Yes. The county and the local units of government located within the county may devise their own agreement/formula for distributing the funds.

If the county and a local unit of government do not agree on a distribution plan, the county must allocate the funds to that unit of local government as follows:

- 50 percent is retained by the county;
- 25 percent is allocated to each local unit of government responsible for administering absentee voting or mail voting in proportion to that unit of government's share of the county's registered voters on May 1 for the most recent statewide general election; and
- 25 percent is allocated to cities and townships in proportion to each city and township's share of registered voters in the county on May 1 for the most recent statewide general election

If an agreement is reached between the county and *some* cities/townships, but not *all*, then those cities/townships with whom an agreement is not reached must receive the default allocation.

We have included an example in Section C.

**When do counties need to allocate funding to municipalities/townships?**

Counties must distribute funds to cities and townships by December 31 of each year. If an agreement is reached where funds are not allocated to some municipalities/townships, then this deadline would not apply for those jurisdictions.

**If a local unit of government administers absentee or mail voting for state elections, would they also receive the additional 25 percent allocation in the odd year?**

Yes. This 25 percent allocation applies every year, even if there is not an election in the jurisdiction for that year.

If a local unit of government only administers AB/MB for their elections in the odd year, but not for state elections in the even year, they would not be entitled to the 25 percent allocation.

It is the position of the OSS that the determination of whether a local unit of government is entitled to the 25 percent allocation should be made at the time that the funds are distributed by the county.

**What can the VOTER Account funds be used for?**

The funds can be used for any purpose that is directly related to election administration. The enabling legislation included the following categories:

1. equipment;
2. hardware or software;
3. cybersecurity;
4. security-related infrastructure;
5. capital improvements to improve access to polling places for individuals with disabilities;
6. staff costs for election administrators, election judges, and other election officials;
7. printing and publication;
8. postage;
9. programming;
10. local match for state or federal funds; and
11. any other purpose directly related to election administration.

**What are the reporting requirements?**

\*Reporting requirements take effect starting in December 2024. Those first reports will cover the previous fiscal year (July 1, 2023 – June 30, 2024).

- By December 15 of each year, municipalities must report to the counties how their money was spent.
- By December 31 of each year, the county will report to the OSS how they and their underlying municipalities spent the funds.
- By January 31 of each year, the OSS must compile the reports from the county and submit a summary report to the legislature that identifies expenditures by county, city, and town and the purposes of each expenditure.
- Funds remain in the county and/or city/township account until they are expended.

The OSS is establishing a process for reporting on VOTER funds expenditures that will be in place well ahead of the December 2024 reporting deadlines. In the meantime, counties and municipalities



must maintain an itemized description of how their funds are being spent according to the general expenditure categories outlined above. Receipts and invoices should also be maintained.

## Section B. VOTER Account Allocations by County

County	Total County Allocation
<b>Grand Total</b>	<b>\$1,250,000.00</b>
Aitkin	\$6,027.81
Anoka	\$67,239.04
Becker	\$8,986.40
Beltrami	\$10,629.08
Benton	\$9,854.34
Big Stone	\$3,761.13
Blue Earth	\$13,859.40
Brown	\$7,442.54
Carlton	\$9,158.19
Carver	\$23,139.96
Cass	\$8,862.89
Chippewa	\$4,899.10
Chisago	\$13,480.17
Clay	\$12,911.18
Clearwater	\$4,321.42
Cook	\$4,045.77
Cottonwood	\$4,722.82
Crow Wing	\$15,600.59
Dakota	\$82,028.38
Dodge	\$6,577.70
Douglas	\$10,434.27
Faribault	\$5,279.17
Fillmore	\$6,610.54
Freeborn	\$8,104.72
Goodhue	\$11,662.34
Grant	\$3,987.95
Hennepin	\$229,237.64
Houston	\$6,357.91
Hubbard	\$6,948.79
Isanti	\$10,427.25
Itasca	\$11,184.03
Jackson	\$4,624.86
Kanabec	\$5,739.52
Kandiyohi	\$10,136.17
Kittson	\$3,656.44
Koochiching	\$4,983.31

Lac qui Parle	\$4,085.91
Lake	\$4,998.75
Lake of the Woods	\$3,649.14
Le Sueur	\$8,110.33
Lincoln	\$3,845.07
Lyon	\$6,934.47
McLeod	\$9,299.10
Mahnomen	\$3,677.20
Marshall	\$4,450.82
Martin	\$6,217.85
Meeker	\$7,013.63
Mille Lacs	\$7,458.26
Morrison	\$8,928.58
Mower	\$9,008.58
Murray	\$4,360.16
Nicollet	\$8,689.14
Nobles	\$5,623.60
Norman	\$3,925.35
Olmsted	\$31,118.90
Otter Tail	\$13,950.62
Pennington	\$5,087.74
Pine	\$7,827.95
Pipestone	\$4,368.86
Polk	\$7,655.60
Pope	\$4,975.46
Ramsey	\$92,584.73
Red Lake	\$3,538.82
Redwood	\$5,405.21
Renville	\$5,372.93
Rice	\$13,775.75
Rock	\$4,442.40
Roseau	\$5,468.37
Saint Louis	\$39,362.83
Scott	\$29,698.55
Sherburne	\$20,442.68
Sibley	\$5,534.34
Stearns	\$29,148.66
Steele	\$9,264.31
Stevens	\$4,341.35

Swift	\$4,440.44
Todd	\$6,924.09
Traverse	\$3,432.15
Wabasha	\$6,903.03
Wadena	\$5,203.67
Waseca	\$5,987.95

Washington	\$53,793.99
Watsonwan	\$4,444.37
Wilkin	\$3,926.75
Winona	\$10,984.45
Wright	\$28,866.27
Yellow Medicine	\$4,528.02

## Section C. Example Allocation According to the Default Formula with Partial Agreement

County has 20,000 registered voters and receives a VOTER Account allocation of \$10,000.

	# of Registered Voters	Administers AB	Reached agreement with county?
City A	8,000	Yes	No
City B	5,000	No	Yes
Township A	4,000	No	No
Township B	3,000	No	Yes

- The county reaches an agreement with City B and Township B where those two jurisdictions will not receive any funding and their portion of the VOTER funds will remain with the county.
- The county cannot reach an agreement with City A and Township A. Their VOTER funds must be determined by the default formula.

Therefore, the \$10,000 would be allocated as follows:

	County	City A	City B	Township A	Township B
50% percent to county	<b>\$5,000</b>	\$0	\$0	\$0	\$0
25% to all municipalities / townships, in proportion to share of registered voters in the county.	\$625 (from City B) + \$375 (from Township B) = <b>\$1,000</b>	$\$2,500 \times .4 =$ <b>\$1000</b>	$\$2,500 \times .25 =$ <b>\$625</b>	$\$2,500 \times .2 =$ <b>\$500</b>	$\$2,500 \times .15 =$ <b>\$375</b>
25% to county/ city/ township responsible for administering AB, in proportion to share of registered voters in the county.	$12,000/20,000 = 60$ percent  $.6 \times \$2,500 =$ <b>\$1,500</b>	$8,000/20,000 = 40$ percent  $.4 \times \$2,500 =$ <b>\$1,000</b>			
Total allocation	<b>\$7,500</b>	<b>\$2,000</b>		<b>\$500</b>	



**St. Louis County VOTER Account Allocations**  
**Fiscal Year (July 1, 203 - June 30, 2024)**

Total Allocation                      \$39,362.83  
St. Louis County Allocation        \$22,358.62

City/Township	Allocation
ALANGO TWP.	\$12.94
ALBORN TWP.	\$24.07
ALDEN TWP.	\$10.22
ANGORA TWP.	\$12.41
ARROWHEAD TWP.	\$10.67
AULT TWP.	\$7.87
AURORA	\$163.51
BABBITT	\$150.94
BALKAN TWP.	\$45.34
BASSETT TWP.	\$2.42
BEATTY TWP.	\$26.57
BIWABIK CTY.	\$97.04
BIWABIK TWP.	\$47.54
BREITUNG TWP.	\$30.96
BREVATOR TWP.	\$55.64
BROOKSTON	\$3.86
BUHL	\$89.78
CAMP 5 TWP.	\$1.82
CANOSIA TWP.	\$125.20
CEDAR VALLEY TWP.	\$10.29
CHERRY TWP.	\$42.47
CHISHOLM	\$409.83
CLINTON TWP.	\$50.41
COLVIN TWP.	\$16.43
COOK	\$49.96
COTTON TWP.	\$27.78
CRANE LAKE TWP.	\$8.10
CULVER TWP.	\$12.49
DULUTH CTY	\$8,246.21
DULUTH TWP.	\$112.56
EAGLE'S NEST TWP.	\$16.05
ELLSBURG TWP.	\$12.79
ELMER TWP.	\$7.04
ELY	\$340.79
EMBARRASS TWP.	\$32.78
EVELETH	\$320.96
FAIRBANKS TWP.	\$5.00
FAYAL TWP.	\$110.90
FIELD TWP.	\$20.06
FINE LAKES TWP.	\$7.19
FLOODWOOD CTY	\$23.39
FLOODWOOD TWP	\$12.94
FREDENBERG TWP.	\$85.99

City/Township	Allocation
FRENCH TWP.	\$34.59
GILBERT	\$174.56
GNESEN TWP.	\$101.51
GRAND LAKE TWP.	\$145.72
GREAT SCOTT TWP	\$22.41
GREENWOOD TWP.	\$60.33
HALDEN TWP.	\$7.34
HERMANTOWN	\$956.21
HIBBING	\$1,467.48
HOYT LAKES	\$202.57
INDUSTRIAL TWP.	\$39.67
IRON JUNCTION	\$5.98
KABETOGRAMA TWP	\$8.71
KELSEY TWP.	\$7.49
KINNEY	\$5.83
KUGLER TWP.	\$8.93
LAKEWOOD TWP.	\$123.54
LAVELL TWP.	\$15.44
LEIDING TWP.	\$19.53
LEONIDAS	\$2.65
LINDEN GROVE TWP.	\$5.90
MCDAVITT TWP.	\$22.94
MCKINLEY	\$4.84
MEADOWLANDS CTY	\$4.92
MEADOWLANDS TWP	\$14.76
MIDWAY TWP.	\$78.73
MORCOM TWP.	\$5.15
MORSE TWP.	\$76.23
MOUNTAIN IRON	\$293.25
NESS TWP.	\$3.33
NEW INDEPENDENCE T	\$16.73
NORMANNA TWP.	\$42.16
NORTH STAR TWP.	\$13.32
NORTHLAND TWP.	\$9.54
ORR	\$11.51
OWENS TWP.	\$12.19
PEQUAYWAN TWP	\$11.20
PIKE TWP.	\$22.79
PORTAGE TWP.	\$9.46
PRAIRIE LAKE TWP	\$2.57
PROCTOR	\$155.03
RICE LAKE	\$423.45
SANDY TWP.	\$19.15

City/Township	Allocation
SOLWAY TWP.	\$105.60
STONEY BROOK TWP.	\$15.29
STURGEON TWP.	\$8.10
TOIVOLA TWP.	\$10.29
TOWER	\$42.84
UNORG. PRCT. 1	\$3.71
UNORG. PRCT. 10	\$0.30
UNORG. PRCT. 11	\$5.30
UNORG. PRCT. 12	\$1.06
UNORG. PRCT. 13	\$12.41
UNORG. PRCT. 14	\$41.26
UNORG. PRCT. 15	\$52.61
UNORG. PRCT. 16	\$8.25
UNORG. PRCT. 17	\$13.40
UNORG. PRCT. 18	\$5.07
UNORG. PRCT. 19	\$8.33
UNORG. PRCT. 2	\$22.79
UNORG. PRCT. 20	\$0.53
UNORG. PRCT. 21	\$9.24
UNORG. PRCT. 22	\$0.38
UNORG. PRCT. 23	\$2.95
UNORG. PRCT. 24	\$4.69
UNORG. PRCT. 3	\$5.15
UNORG. PRCT. 4	\$15.22
UNORG. PRCT. 5	\$17.33
UNORG. PRCT. 6	\$0.15
UNORG. PRCT. 7	\$13.32
UNORG. PRCT. 8	\$2.50
UNORG. PRCT. 9	\$26.04
VAN BUREN TWP.	\$8.55
VERMILION LAKE TWP.	\$15.97
VIRGINIA	\$740.93
WAASA TWP.	\$12.26
WHITE TWP.	\$156.69
WILLOW VALLEY TWP.	\$6.21
WINTON	\$8.63
WUJORI TWP.	\$29.98

City of Gilbert  
Request for City Council Action

**Date:** September 12, 2023

**Issue:** St Louis County (SLC) Voting Operations, Technology, & Election Resource Account.

**Resolution 2023-28**

**Background:** Changes by the Office of the Secretary of State giving a dedicated stream of state funding for county and municipal election administration funds; approved in 2023 (see attached).

- Gilbert - \$174.56

St. Louis County is requesting the City of Gilbert agree and sign the attached agreement concerning distribution plan for allocating the funds as Resolution 2023-28.

**Council Action:** Council action is requested



## RESOLUTION 2023-28

### AGREEMENT BETWEEN ST. LOUIS COUNTY AND THE CITY OF GILBERT CONCERNING DISTRIBUTION PLAN FOR ALLOCATING FUNDS FROM VOTER ACCOUNT

This agreement is entered into by and between St. Louis County (the "County") and The City of Gilbert (the "City or Town").

WHEREAS, Minn. Stat. § 5.305 (the "Statute") was enacted in 2023.

WHEREAS, under the Statute, the County receives an annual distribution of funds from the State of Minnesota's Voting Operations, Technology, and Election Resources Account (also known as the VOTER Account).

WHEREAS, under the Statute, the funds must be allocated among the County and local units of government within the County.

WHEREAS, under the Statute, if the County and local units of government within the County do not agree on a distribution plan for allocating funds, the County must allocate funds according to a formula set forth in subdivision 4(a) of the Statute.

WHEREAS, the County and the City or Town have reached agreement on a distribution plan for allocating funds that would otherwise be allocated to the City or Town according to the formula set forth in subdivision 4(a) of the Statute.

NOW, THEREFORE, the County and the City or Town agree as follows:

1. The County shall retain all funds that would otherwise be allocated to the City or Town according to the formula set forth in subdivision 4(a) of the Statute.
2. This agreement applies to the distribution of funds received by the County in 2023 and all subsequent years, unless the agreement is terminated pursuant to the next section.
3. A party may terminate this agreement by providing to the other party written notice of termination at least sixty days before July 20 of any year, with the termination taking effect on July 20 of that year. Termination will not affect any pre-termination allocation of funds, and under no circumstances will the City or Town have any right to recover any funds retained by the County before the termination takes effect.
4. The parties represent that they have read and understand this agreement, that they have had the opportunity to review and discuss this agreement with their respective counsel, and that they intend to be bound by the terms of this agreement.
5. This agreement is the final expression of the parties and the complete and exclusive statement of the agreed-upon terms. It shall supersede all prior negotiations, understandings, and agreements concerning the matters addressed herein. There are no representations, warranties, or stipulations, oral or written, not contained herein.

6. No alteration, variation, modification, waiver, or amendment of the provisions of this agreement shall be valid unless it has been reduced to writing and signed by authorized representatives of the County and the City or Town.

7. Each person executing this agreement on behalf of a party represents that the person is authorized to do so.

**ST. LOUIS COUNTY**

\_\_\_\_\_  
Nancy Nilsen  
St. Louis County Auditor

Dated: \_\_\_\_\_

APPROVED AS TO FORM AND EXECUTION:

\_\_\_\_\_  
Nick D. Campanario  
Assistant County Attorney – Civil Division Head

Dated: \_\_\_\_\_

**CITY OF GILBERT**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

City of Gilbert  
Request for City Council Action

**Date:** September 12, 2023

**Issue:** Request to Rock Ridge School – Gilbert Campus

**Background:** The City of Gilbert staff has walked through the Gilbert Campus to determine which items the city would like to request from the district. Attached is the letter sent to the school board of items with pictures of some of the items.

Public works will also remove the school playground equipment next week Sept 11-15th – we need to determine where we want it placed. Notice has been sent to the school board and PW will contact school grounds keeper.

**Council Action:** Council action is requested



# City of Gilbert

[www.gilbertmn.org](http://www.gilbertmn.org)

16 South Broadway • P.O. Box 548 • Gilbert, MN 55741

Phone: 218-748-2232 • Fax: 218-748-2234

City of Gilbert  
16 S Broadway PO Box 548  
Gilbert, MN 55741  
[jillzallar@gilbertmn.org](mailto:jillzallar@gilbertmn.org)

August 31, 2023

Thank you for the opportunity to walk through the Gilbert campus. The City of Gilbert would like to put in a formal request for the following items:

- Volleyball Posts and Net
- Water Heater
- Shed by the Tennis Courts
- Information on what will happen with the bus garage
- Auditorium Drapes/Curtains (not picture)

The city has also viewed the condition of the current tennis courts and does *not* wish to request that they be removed from the demolition bid.

Sincerely,

Jill Zallar, Clerk Treasurer  
City of Gilbert  
PO Box 548, Gilbert, MN 55741  
218-748-2232  
[jillzallar@gilbertmn.org](mailto:jillzallar@gilbertmn.org)

Attachment: pictures



City of Gilbert  
Request for City Council Action

**Date:** September 12, 2023

**Issue:** Delta Dental Insurance Renewal

**Background:** City of Gilbert's dental plan contract with Delta Dental is scheduled for renewal. We are asking for approval now to leave ample time for contract processing timeframes.

- Dental renewal date October 01, 2023 – 23% increase from 2022
  - See attached breakdowns

**Council Action:** Council action is requested



Delta Dental of Minnesota  
Attn: Delta Dental Connect  
500 Washington Ave. South, Ste. 2060  
Minneapolis, MN 55415

<https://www.deltadentalmn.org>

Delta Dental of Minnesota

June 15, 2023

Sandra Gulan  
Deputy Clerk  
City of Gilbert  
PO Box 548  
16 S Broadway Ave  
Gilbert, MN 55741-0548

RE: Dental Plan Contract Renewal  
Renewal Period: October 1, 2023-September 30, 2024, Client Number: 249225

Dear Sandra Gulan,

Thank you for choosing Delta Dental of Minnesota. We are pleased to be your partner in your employee's wellness. As the nation's leading dental benefits provider, we know that good oral health is crucial to overall health. City of Gilbert's contract is scheduled to renew on October 1, 2023. We have completed a comprehensive review of your dental plan premiums and are pleased to offer your contract renewal with the rates below:

Rates per subscriber per month	Current Rate(s)	Renewal Rate(s)
	October 1, 2022 through September 30, 2023	October 1, 2023 through September 30, 2024
Subscriber only	\$39.21	\$48.58
Subscriber and spouse	\$74.95	\$92.86
Subscriber and child(ren)	\$89.26	\$110.59
Subscriber, spouse and child(ren)	\$140.33	\$173.87

23%

\*Please note: As part of the annual review of our dental policies, and in response to the impact of inflation on overall dental costs, Delta Dental of Minnesota will implement new rates for plans renewing on or after December 1, 2022.

We consider your payment of the new rates as consent to renew your Delta Dental contract. Renewal of your contract is based on the assumption that your group continues to meet Delta Dental's underwriting guidelines. Because this is a prepaid dental benefits program, your group's first payment at these rates will be October 1, 2023.

No action is required from you at this time unless you wish to change or cancel your coverage. Please contact us if you would like to make any changes to your plan designs and we can provide a comprehensive analysis of how any changes would affect your overall dental plan cost.

Delta Dental appreciates your ongoing business and we look forward to continuing our commitment to excellent service and quality dental benefits for you and your employees. If you have any questions please contact James Giblin Jr or the Delta Dental Connect Team at 1-800-906-5250, [DeltaDentalConnect@DeltaDentalMN.org](mailto:DeltaDentalConnect@DeltaDentalMN.org).

Sincerely,

Tom Bellamy  
Senior Vice President, Chief Sales and Retention Officer  
Delta Dental of Minnesota

Stephanie A. Albert  
Assistant Secretary

Copy: Delta Dental Connect  
James Giblin Jr, Marsh & McLennan Agency LLC Co

Delta Dental of Minnesota  
500 Washington South Avenue  
Suite 2060  
Minneapolis, MN 55415-1163

Telephone: 612-224-3300  
Toll Free: 1-877-268-3384  
[DeltaDentalMN.org](http://DeltaDentalMN.org)



$$35.00 + 80\%$$

AFSCME

$$E \quad 48.58 - 35. = 13.58$$

$$80\% \text{ of } 13.58 = 10.86 \quad \text{employee pay}$$

$$13.58 - 10.86 = 2.72 \text{ / month}$$

$$2.72 \times 12 = 32.64 \div 24 = 1.36 \text{ / p.p.}$$

(employee pay)

LELS

$$E \quad 40.60 \text{ / mo. employee p.d.} \quad 48.58 - 40.60 = 7.98$$

$$7.98 \times 12 = 95.76 \div 24 = 3.99 \text{ / pp}$$

employee

$$E+S \quad 92.86 - 35. = 57.86$$

$$\text{employee} \quad 80\% \text{ of } 57.86 = 46.29 \text{ / mo.}$$

$$\text{employee} \quad 20\% \text{ of } 57.86 = 11.57 \text{ / mo.}$$

$$11.57 \times 12 = 138.84 \div 24 = 5.79 \text{ / pp}$$

$$E+Ch:11(s)$$

$$110.59 - 35 = 75.59$$

$$\text{employee} \quad 80\% \text{ of } 75.59 = 60.47$$

$$\text{employee} \quad 20\% \text{ of } 75.59 = 15.12$$

$$15.12 \times 12 = 181.44 \div 24 = 7.56 \text{ / pp}$$

$$\text{Family}$$

$$173.81 - 35 = 138.81$$

$$\text{employer} \quad 80\% \text{ of } 138.81 = 111.10$$

$$\text{employee} \quad 20\% = 27.71$$

$$27.71 \times 12 = 333.24 \div 24 = 13.89 \text{ / pp}$$

$$E+1 \quad 71.96 \text{ / mo. employee p.d.} \quad 92.86 - 71.96 = 20.90$$

$$20.90 \times 12 = 250.80 \div 24 = 10.45 \text{ / pp}$$

employee

$$E+Ch:11(s) \quad 95.60 \text{ / mo. employee p.d.} \quad 110.59 - 95.60 = 14.99$$

$$14.99 \times 12 = 179.88 \div 24 = 7.50 \text{ / pp}$$

employee

$$EAM \quad 95.60 \text{ / mo. employee p.d.} \quad 173.81 - 95.60 = 78.21$$

$$78.21 \times 12 = 939.24 \div 24 = 39.14 \text{ / pp}$$

employee

City of Gilbert  
Request for City Council Action

**Date:** September 12, 2023

**Issue:** Planning and Zoning

**Background:** Planning and zoning requests for council review until P&Z board has a quorum.

**Council Action:** Council action is requested

RECEIVED

AUG 31 2023

CITY OF GILBERT

PERMIT NUMBER 2023-

APPLICATION FOR LAND USE

A copy of a certified site survey is highly recommended with all permits.

City of Gilbert - Box 548 - Gilbert, MN 55741

1. APPLICANT/OWNER ADDRESS TELEPHONE  
Debi Lesemann 225 Deerwood Dr. 780-8848  
2. CONTRACTOR'S NAME ADDRESS TELEPHONE  
Jon Ebner  
3. LEGAL DESCRIPTION:  
ADDITION CIC #48 BLOCK Rock n' Pine Estates LOT(S) Unit 30  
PARCEL ID NUMBER 060-0026-00100

4. BUILDING DESCRIPTION:  
NEW ☒ ADDITION Deck OTHER Deck  
HOUSE Garage GARAGE Commercial

5. PROPOSED LAND USE:  
15 ft. in front of house zoned: R-2

6. TOTAL COST OF IMPROVEMENT:  
\$1500

7. SETBACKS:  
FRONT 25' REAR 5' SIDE 5' SIDE 5'

8. SIGNATURE OF APPLICANT: Debi Lesemann DATE 8-30-23

9. FEE \$ 20.00 DATE 8/31/23 CLERK Jill Gallen

WHEN APPROVED ON THIS SPACE THIS IS YOUR PERMIT  
[Signature] 9/12/23 C approved  
ZONING ADMINISTRATOR DATE metty

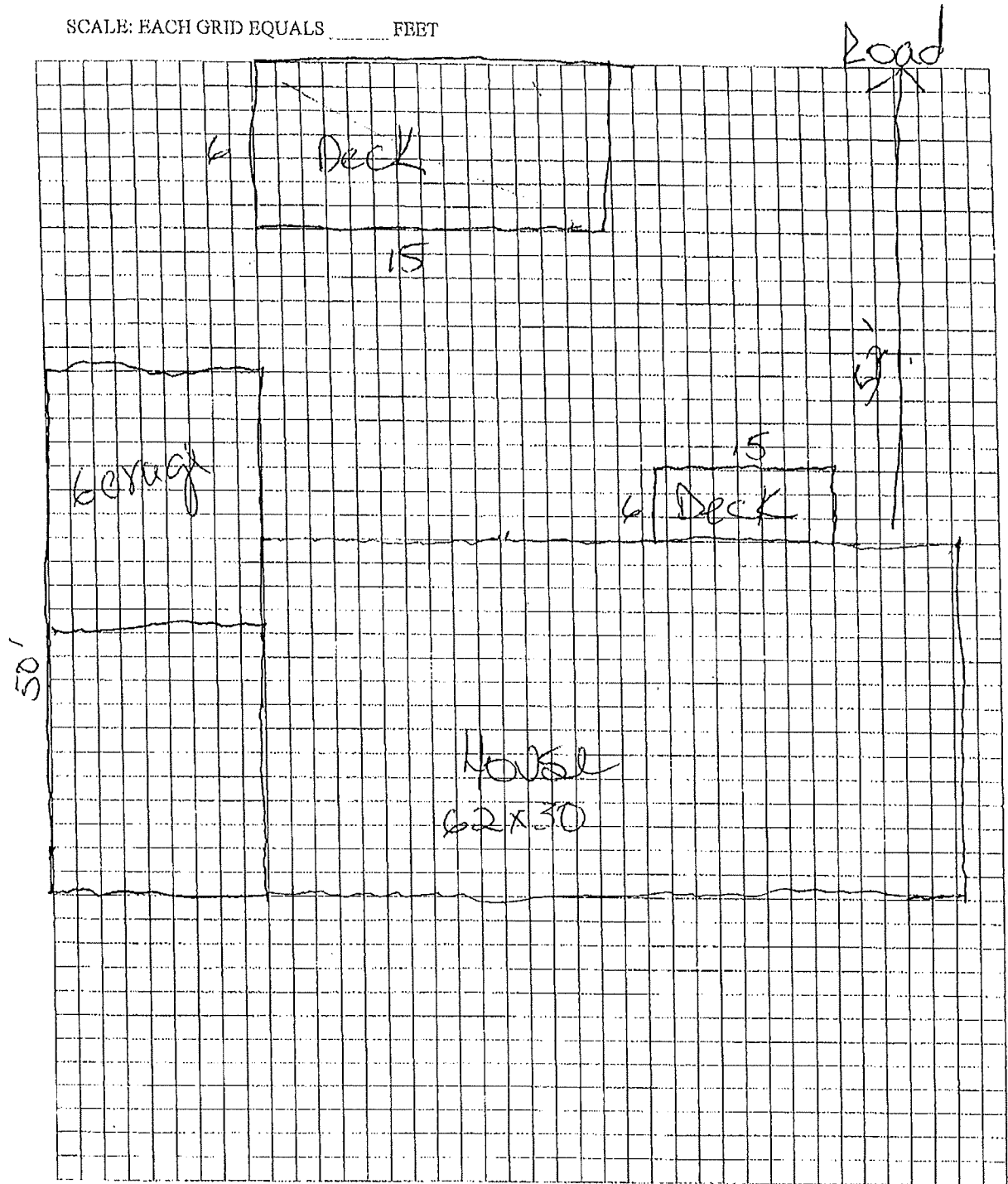
\*PERMIT EXPIRES IF WORK IS NOT STARTED WITHIN ONE YEAR FROM DATE APPROVED\*

CERTIFICATE OF COMPLETION

HAVING INSPECTED THE ABOVE NAMED PREMISES TO DETERMINE THAT THE LAND USE HAS BEEN UNDERTAKEN IN COMPLIANCE WITH THE ABOVE APPLICATION AND IN CONFORMITY WITH THE ZONING ORDINANCE AND OTHER PERTINENT ORDINANCES, PERMIT AUTHORIZING USE OF PROPERTY FOR THE PURPOSE LISTED IS GRANTED.

ZONING ADMINISTRATOR DATE

SCALE: EACH GRID EQUALS \_\_\_\_\_ FEET



## PLANNING & ZONING LAND USE PERMIT CHECKLIST

*\*attach to land use permit*

1. Fee paid (attach receipt) 8/31/2023 HPD
2. Date emailed to Planning & Zoning 8/31/2023
3. Approved/Denied at P & Z Meeting Date \_\_\_\_\_ (circle appropriate action)
4. Special Action to be taken as noted from P & Z Committee Meeting:
5. Date resident contacted regarding action taken above \_\_\_\_\_
6. Date permit (copy) picked up by resident \_\_\_\_\_
7. OR Date permit (copy) mailed to resident \_\_\_\_\_
8. Permit filed in drawer \_\_\_\_\_
9. NOTES:



# PROPERTY DETAILS REPORT

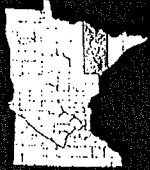
St. Louis County, Minnesota



Date of Report: 9/1/2023 8:13:51 AM

General Details				
Parcel ID:	060-0026-00100			
Document Department:	Abstract			
Document Number:	01411594			
Document Date:	04/15/2021			
Plat Name:	CIC #48 ROCK N PINES ESTATES 1ST SUPPL			
Legal Description Details				
Plat Name:	CIC #48 ROCK N PINES ESTATES 1ST SUPPL			
Section	Township	Range	Lot	Block
-	-	-	-	-
Description:	Unit 30			
Taxpayer Details				
Taxpayer Name and Address:	LESEMANN DEBBRA 225 DEERWOOD DR GILBERT MN 55741			
Owner Details				
Owner Name and Address:	LESEMANN DEBBRA 7231 PIKE RD EMBARRASS MN 55732			
Owner Name and Address:	ROGERS CASSANDRA LEA 225 DEERWOOD DR GILBERT MN 55741			
Payable 2023 Tax Summary				
2023 - Net Tax		\$4,728.00		
2023 - Special Assessments		\$0.00		
<b>2023 - Total Tax &amp; Special Assessments</b>		<b>\$4,728.00</b>		
Current Tax Due (as of 8/31/2023)				
Due May 15		Due October 16		Total Due
2023 - 1st Half Tax	\$2,364.00	2023 - 2nd Half Tax	\$2,364.00	2023 - 1st Half Tax Due \$2,624.04
2023 - 1st Half Tax Paid	\$0.00	2023 - 2nd Half Tax Paid	\$0.00	2023 - 2nd Half Tax Due \$2,364.00
2023 - 1st Half Penalty	\$260.04	2023 - 2nd Half Penalty	\$0.00	Delinquent Tax
<b>2023 - 1st Half Due</b>	<b>\$2,624.04</b>	<b>2023 - 2nd Half Due</b>	<b>\$2,364.00</b>	<b>2023 - Total Due \$4,988.04</b>
Parcel Details				
Property Address:	225 DEERWOOD DR, GILBERT MN			
School District:	2909			
Tax Increment District:	-			
Property/Homesteader:	LESEMANN, DEBBRA L			





# PROPERTY DETAILS REPORT

St. Louis County, Minnesota



Date of Report: 9/1/2023 8:13:51 AM

Assessment Details (2023 Payable 2024)							
Class Code (Legend)	Homestead Status	Land EMV	Bldg EMV	Total EMV	Def Land EMV	Def Bldg EMV	Net Tax Capacity
201	2 - Owner/Relative Homestead (100.00% total)	\$22,400	\$215,800	\$238,200	\$0	\$0	-
Total:		\$22,400	\$215,800	\$238,200	\$0	\$0	2224
Land Details							
Deeded Acres:	0.00						
Waterfront:	-						
Water Front Feet:	0.00						
Water Code & Desc:	-						
Gas Code & Desc:	-						
Sewer Code & Desc:	-						
Lot Width:	215.58						
Lot Depth:	125.00						
The dimensions shown are not guaranteed to be survey quality. Additional lot information can be found at <a href="https://apps.stlouiscountymn.gov/webPlat/frame?frmPlatStatPopUp.aspx">https://apps.stlouiscountymn.gov/webPlat/frame?frmPlatStatPopUp.aspx</a> . If there are any questions, please email <a href="mailto:PropertyTax@stlouiscountymn.gov">PropertyTax@stlouiscountymn.gov</a> .							
Improvement 1 Details (HOUSE)							
Improvement Type	Year Built	Main Floor Ft <sup>2</sup>		Gross Area Ft <sup>2</sup>	Basement Finish	Style Code & Desc.	
MANUFACTURED HOME	2004	2,498		2,498	-	DBL - DBL WIDE	
Segment	Story	Width	Length	Area	Foundation		
BAS	1	0	0	698	FLOATING SLAB		
BAS	1	30	60	1,800	FLOATING SLAB		
DK	1	10	16	160	POST ON GROUND		
Bath Count	Bedroom Count	Room Count		Fireplace Count	HVAC		
2.25 BATHS	4 BEDROOMS	-		-	C&AIR_COND, GAS		
Improvement 2 Details (ATT GARAGE)							
Improvement Type	Year Built	Main Floor Ft <sup>2</sup>		Gross Area Ft <sup>2</sup>	Basement Finish	Style Code & Desc.	
GARAGE	2003	1,350		1,350	-	ATTACHED	
Segment	Story	Width	Length	Area	Foundation		
BAS	1	45	30	1,350	FLOATING SLAB		
Improvement 3 Details (Slab)							
Improvement Type	Year Built	Main Floor Ft <sup>2</sup>		Gross Area Ft <sup>2</sup>	Basement Finish	Style Code & Desc.	
	0	813		813	-	PLN - PLAIN SLAB	
Segment	Story	Width	Length	Area	Foundation		
BAS	0	0	0	286	-		
BAS	0	0	0	527	-		
Sales Reported to the St. Louis County Auditor							
Sale Date		Purchase Price			CRV Number		
04/2021		\$200,000			242080		



# PROPERTY DETAILS REPORT

St. Louis County, Minnesota



Date of Report: 9/1/2023 8:13:51 AM

Assessment History							
Year	Class Code (Legend)	Land EMV	Bldg EMV	Total EMV	Def Land EMV	Def Bldg EMV	Net Tax Capacity
2022 Payable 2023	204	\$17,400	\$208,200	\$225,600	\$0	\$0	-
	<b>Total</b>	<b>\$17,400</b>	<b>\$208,200</b>	<b>\$225,600</b>	<b>\$0</b>	<b>\$0</b>	<b>2,256.00</b>
2021 Payable 2022	201	\$17,400	\$195,800	\$213,200	\$0	\$0	-
	<b>Total</b>	<b>\$17,400</b>	<b>\$195,800</b>	<b>\$213,200</b>	<b>\$0</b>	<b>\$0</b>	<b>1,951.00</b>
2020 Payable 2021	201	\$17,400	\$181,300	\$198,700	\$0	\$0	-
	<b>Total</b>	<b>\$17,400</b>	<b>\$181,300</b>	<b>\$198,700</b>	<b>\$0</b>	<b>\$0</b>	<b>1,793.00</b>
2019 Payable 2020	201	\$17,400	\$190,400	\$207,800	\$0	\$0	-
	<b>Total</b>	<b>\$17,400</b>	<b>\$190,400</b>	<b>\$207,800</b>	<b>\$0</b>	<b>\$0</b>	<b>1,893.00</b>
Tax Detail History							
Tax Year	Tax	Special Assessments	Total Tax & Special Assessments	Taxable Land MV	Taxable Building MV	Total Taxable MV	
2022	\$3,644.00	\$0.00	\$3,644.00	\$15,927	\$179,221	\$195,148	
2021	\$3,698.00	\$0.00	\$3,698.00	\$15,705	\$163,638	\$179,343	
2020	\$3,812.00	\$0.00	\$3,812.00	\$15,848	\$173,414	\$189,262	

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# County Land Explorer

St. Louis County, Minnesota



St. Louis County MN



Title...



County Land Explorer

St. Louis County

[www.stlouiscountymn.gov/explorer](http://www.stlouiscountymn.gov/explorer)

Minnesota

#### Disclaimer

This is a compilation of records as they appear in the Saint Louis County Offices affecting the area shown. This drawing is to be used only for reference purposes and the County is not responsible for any inaccuracies herein.

Map created using County Land Explorer  
[www.stlouiscountymn.gov/explorer](http://www.stlouiscountymn.gov/explorer)

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