

City of Gilbert
Minutes of Regular City Council Meeting
Tuesday, September 12, 2023
Council Chambers

Mayor Smith called the meeting to order at 6:14 P.M.

Quorum determined.

Present: Councilors Pontinen, Heitzman, Pulles, Skenzich, Mayor Smith

Mayor Smith led the audience in the Pledge of Allegiance

Addition to the Agenda:

1. Approve adding new building permit for Northern Lights Dental, under new business.

Motion by Heitzman, second by Pulles to approve the above addition to the agenda. MCU

Approve Consent Agenda:

City Council Minutes

- August 22, 2023 City Council Regular Meeting Minutes
- August 22, 2023 City Council Working Session Minutes

Boards and Commissions Minutes

- August 2, 2023 Campground Board Meeting Minutes
- September 5, 2023, Cemetery Board Meeting Minutes

Invoices from Previously Approved Projects

- Payment to Magney Pay #42 - \$29,888.31
- Braun Intertec – WTP Geotechnical Services - \$3,235.00
- Amptek – Exhaust fan and membrane #2 work - \$2,297.62
- JPJ Engineering – Approve Plumbing Site Development - \$7,200
- Sherwood Forest Project – JPJ \$2,986.31
- Wastewater Facility Project 15-191 JPJ \$1,150.31
- 2EZ dba Jola & Sopp Pay #1 for manhole project \$102,651.68

Invoices for Campground-Reimburse to General Fund Transfer

- August expenses - \$47,849.53 (including obstruction and end of July)

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

- Check register 8/19/23 – 9/8/23

Motion by Heitzman, second by Skenzich to approve Consent Agenda as listed above. MCU

Public Participation:

- Sharon Strle discussed concerns regarding recent contractor work near and on her property.
- Tamara Gulbranson stated concerns regarding utility bill late fees and suggested changing the due date of the utility bill.

Motion by Pulles, second by Skenzich to waive Tamara Gulbranson's utility bill late fees (pending documentation). MCU

Motion by Heitzman, second by Pontinen to waive all City utility bill late fees, until the City Charter is revised to reflect this change. MCU

- Betty Olson expressed concern regarding unleashed dogs in Gilbert. Police Chief Techar discussed this situation. The Council and Charter Board will review.
- Paul Skrbec stated utility billing procedure is per ordinance, therefore can make changes as needed, without Charter Board approval.

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Reports – Mayor & Council

Mayor Smith:

Hoped everyone had a safe and joyous holiday weekend before school started.

Councilor Pontinen:

Discussed setting up a meeting with City Attorney Lindsay and Council members to do a walkthrough together of the wastewater facility.

Councilor Heitzman:

Reminded the public to help control the pet population and get your pets spayed or neutered. Also reminded the public to donate blood.

Councilor Pulles:

Thanked the citizens for coming to the meeting and expressing their concerns. Pulles also stated that we are still looking for people to join City advisory boards.

Councilor Skenzich:

Spoke of acquiring two lights and some plaques from the closed Gilbert School. Mayor Smith let the public know that any resident can call the City and suggest some memorabilia from the school before it is turned over to Do-Bid. Skenzich also inquired about the Gilbert school playground equipment. Operations Director Lautigar stated if it is in good shape, public works will move it to a new location, possibly by the City ballfields.

Reports – Staff, Boards & Commissions

Fire Chief Kwiatkowski: No formal report

Councilor Skenzich, Pulles and Heitzman spoke of the importance of closing bedroom doors at nighttime, in case of a house fire. As well as monitor and change batteries in carbon monoxide and smoke detectors.

City Attorney Bryan Lindsay: No formal report

Police Chief Ty Techar: There have been at least 30 entries into the Gilbert School, with 15-25 charges pending for trespassing, burglary, and damage to property. Motion detectors have been hidden and the school is currently well surveilled.

Radar signs at the south of town to help with traffic data as well as reducing speeds.

City Engineer John Jannick

Two remaining manholes on the replacement project. Restoration on the completed manholes is beginning, which includes seeding, ground leveling, etc.

Public Works Operations Director Sam Lautigar:

A dumpster will be available for the first two weeks in October for blight cleanup.

Motion by Pulles, second by Skenzich for a G-Men dumpster available for blight clean up October 2nd-13th.

Aye: Pulles, Skenzich, Smith, Heitzman

Nay: Pontinen

motion carries 4/1

Discussion on meter bases, cost and future discussions.

Streetlight installed at Sherwood Forest Campground. Campground Board will look into possibly adding more lighting.

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During a recent manhole replacement on Minnesota and Wisconsin alley, due to discovery of faulty pipes, the City had to replace a waterline. Replacement waterline was installed by Jola & Sopp at a cost of \$4,400.

Cemetery drainage seems to be working well.

Campground Director Wendy Flannigan:

Had vandals over Labor Day weekend. Law enforcement was notified. Discussion on adding more lighting to help deter crime and not disrupt the campers.

Campground is full for the rest of the season. Closing on October 8, 2023.

Library Director Su Dabbas: No formal report

Advisory Boards:

Campground Board/Paul Skrbec: no meeting was held this month, due to no quorum. Future special meeting date TBA.

Skrbec let the council know that they will receive a recommendation to restart the master planning project now that there have been changes and new issues. This will help in receiving grant funding to continue development.

Charter Board/Tanya Smith: Next meeting on September 20th ; Attorney Lyndsay will present final Charter draft for review.

Smith gave Clerk Zallar an estimate (\$1800) from St Louis County for printing/programming ballots for special election. Other costs will need to be included i.e., election judges, administration, publication, etc. for the Council to determine if a special election will need to take place or wait for the general election.

Water & Light Board/Leo Skrbec: asked for a motion to be made regarding the apartment/rental units to be charged all utility and refuse rates. Councilor Pontinen presented an update on the apartments and how to make it fair.

Motion by Skenzich, second by Pulles for all apartment/rental units inside the City limits of Gilbert, Summit View Apartments and HRA Apartments for base rate increases to be charged over a 3-year period, to be consistent with the rates that are charged to all home and businesses. Any new rate increases or decreases moving forward will be adjusted accordingly. MCU

Clerk Treasurer Zallar:

- PSA: Fayal and Gilbert will be flushing hydrants.
- Financial update.

Motion by Skenzich, second by Heitzman for approve a new hire to obtain a Class B license. MCU

Motion by Pulles, second by Heitzman to open a capital improvement savings account fund from the interim financing for the water treatment plant. MCU

- Budget meeting Monday, September 18th, at noon.

New Business:

Motion by Heitzman, second by Pulles to approve an additional \$2,500 to SEH Inc. to continue scheduling and inspections for the month of September 2023, not to exceed \$4,500. MCU

Motion by Pulles, second by Heitzman to approve winter sand purchase by Public Works in the amount of \$1,875. MCU

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Motion by Pulles, second by Skenzich for Public Works to hire 2 winter seasonal employees for \$15/hr. MCU.

Motion by Pulles, second by Heitzman to approve Resolution 2023-29 Enter into Grant agreement with MPFA. MCU

Motion by Skenzich, second by Heitzman to approve resolution 2023-30 Enter into Grant agreement with MPFA. MCU

Motion by Heitzman second by Pulles to approve Public Works purchase of winter sand in the amount of \$1875. MCU

Motion by Heitzman second by Skenzich to approve WWTP purchase of Modular Compact-Expansion Module (120V) for \$1,350. MCU

Motion by Heitzman second by Pontinen to approve Stantec WWTP Change order #24

Aye: Smith, Skenzich, Pontinen, Heitzman

Nay: Pulles

Motion carries 4/1.

Motion by Pulles second by Heitzman to approve Manhole Project change order-addition of \$1,500 to contract. MCU

Motion by Pulles second by Heitzman to approve Resolution 2023-27 Northern Lights Purchase Agreement for a purchase price of \$2.00 for all lots within the agreement. MCU

Motion by Pulles second by Heitzman to approve Dynamic Breaking Ordinance, effective October 20, 2023. MCU

Motion by Pulles second by Heitzman to approve ROCC annual appropriation of \$4,032.45. MCU

Motion by Pulles second by Heitzman to approve Resolution 2023-28 Voting Operations, Technology & Election resources from Saint Louis County with City of Gilbert receiving \$174.56. MCU

Motion by Heitzman second by Pulles to approve Delta Dental Plan benefit increase 23% from 2022, if Clerk Zallar cannot find a less expensive option. MCU

Motion by Pulles seconded by Skenzich to approve Planning and Zoning applications as presented. MCU

Miscellaneous Announcements: None

Motion by Skenzich second by Pulles to amend the previous motion regarding utility seasonal disconnections to determine if the seasonal disconnection is a City policy or Ordinance, which will then determine further action taken. MCU

Motion by Heitzman seconded by Pulles to adjourn meeting at 9:54 PM. MCU

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

ATTEST:

Jill Zallar, Clerk Treasurer

Thomas Smith, Mayor