

City of Gilbert  
Minutes of Regular City Council Meeting  
Tuesday, October 10, 2023  
Council Chambers

Mayor Smith called the meeting to order at 6:20 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 resignation of City employee under Consent Agenda

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

**Approve Consent Agenda:**

City Council Minutes

- September 26, 2023 City Council Working Meeting Minutes
- September 26, 2023 City Council Regular Session Minutes
- October 2, 2023 City Council Special Meeting - Cancelled

Boards and Commissions Minutes

- October 3, 2023 Cemetery Board Meeting Minutes
- September 21, 2023 Water & Light Meeting Minutes
- June 29, 2023 RAMS Meeting Minutes

Invoices from Previously Approved Projects

- JPJ – Approve Plumbing Site Dev. – Inv #2 – 23-187 – 09/18/2023 - \$4,800.00
- JPJ – Manhole Replacement – Inv #3 – 22-133 – 09/18/2023 - \$6,179.17

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

- Check register 9/23/2023 – 10/06/2023

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

**Public Participation:**

- A resident expressed disappointment in the \$100 fee and lost wages due to needing to have the I & I inspection completed. The resident was reminded there had been 2 years to complete the inspection and a suggestion was made to try to find someone they know that could be there for the brief inspection, as opposed to losing wages.

**Reports – Mayor & Council**

**Mayor Smith:**

Reminded the public that calendar parking will be starting November 1 (until May). Please adhere to it daily; it's important for snow removal.

**Councilor Pontinen:**

Added to the minutes of the last council meeting: with the 34% budget increase, half of it was from the purchase of the public works truck and firetruck. The other half was from insurance, wage increases and other costs (i.e., cost of living). \$127,000 payment for the firetruck and public works truck is per year, for 15 years. With the interest on the \$1.2 million, it comes to \$1,905,000 that we are paying back.

**Councilor Heitzman:**

No formal report.

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**Councilor Pulles:**

The Gilbert School auction is on Do-Bid. Mayor Smith mentioned the City did acquire the two lights that were outside of the elementary school; placement will need to be determined.

**Councilor Skenzich:**

No formal report.

**Reports – Staff, Boards & Commissions**

**Fire Chief Kwiatkowski:**

Not present.

**City Attorney Bryan Lindsay:**

(Collen Kosluchar for Bryan Lindsay) No formal report.

**Police Chief Ty Techar:**

Calendar parking tickets are generally issued between midnight-4:00a.m. Citations are not usually handed out during the day. Wisconsin and New York Avenue seem to have a lot more vehicles; so there may be special signage added and may get to a point where daytime parking citations will have to be issued. Spoke with Public Works about trying to keep that first 200 block open; a firetruck or loader cannot get through those streets with vehicles parked on both sides.

287 calls for service last month. Heroin overdoses are the highest they have ever been. Narcan has been used more in the last 10 months than ever before.

37 ATV's were stopped on Main Street; 25-30 were following the Polaris App. Chief Techar believes that app has been corrected now. He has met with the ATV Park to update signage.

**City Engineer John Jamnick:**

Approve Plumbing update: all the contracts are over to Jola & Sopp, construction meeting scheduled for next week. Meeting with the DNR for land acquisition, process, and easement. They will have a representative to present at the next City Council meeting on October 24<sup>th</sup>.

**Public Works Operations Director Sam Lautigar:**

Not present.

**Campground Director Wendy Flannigan:**

No present.

**Library Director Su Dabbas:**

Free solar glasses are available for the entire family for the solar eclipse. Free acrylic painting sets are still available, one per family. Expecting ERATS to come to help with the nasty clean up. Asked for update on the Visa card.

**Advisory Boards:**

**Campground Board/Paul Skrbec:**

**Motion** by Pulles, second by Heitzman to change the reservation platform to Firefly (to help trim costs, user friendly, etc.). Cost for new system is based per reservation. Campground board is looking to have the new system up and running by January 1, 2024. MCU

**Motion** by Pulles, second by Heitzman to buy a Zoom license for \$149.90; to come out of the campground budget, to hold meetings via Zoom. Clerk Zallar will look into the possibility if the City could add to their Zoom for a lessor cost. MCU

**Motion** by Heitzmen, second by Pontinen to have two pedestals replaced with ones that have meters. All the seasonal campsites have the ability to have meters operating on them, with the

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exception of two. It is believed surplus meters could be used; and to take out of the campground fund if needed. This will help increase the revenue at the campground; to have seasonal campers pay their monthly rate plus electric. MCU

**Motion** by Pulles, second by Heitzman to begin the bidding process for general campground repairs. Roofing for pavilions, footings on one, culvers, as well as safety repairs. MCU  
Skrbec will talk with Clerk Zallar regarding the campgrounds master plan. Skrbec will also look into the wifi service at the campground next season.

**Clerk Treasurer Zallar:**

**Motion** by Pulles, second by Heitzman to send a letter of support on behalf of Fayal to St. Louis County. They are applying for aquatic soil and water conservation grants for dealing with aquatic species at a few locations, including Ore Be Gone. MCU

**Motion** by Skenzich, second by Heitzman for Fall Alley Pick up dates to be October 30-November 3<sup>rd</sup>. Leaves in bags and tree branches less than 4' feet in length. MCU

**Motion** by Skenzich, second by Pulles to reimburse the \$100 deposit from the electric fund for a resident on New York Avenue. MCU

**Old Business:**

**WWTP Update & WTP Update:**

Councilor Pontinen stated there has been some trouble with mud in the system since after the main street was done. City workers are still trying to locate where it is coming from. Televising will take place to try to locate where the mud is coming from. There are 4 active springs at the old campground. Paul Skrbec offered to bring the old blueprints to help locate old piping, in hopes it could help stop the steady I & I.

**Motion** by Pontinen, second by Heitzman to direct Sam, the Public Works Director, to look into the I & I problems at Rock and Pines and the old, abandoned trailer park. If it is above the ability of the city to fix it, a contractor will be contacted. MCU

**New Business:**

**Motion** by Pontinen, second by Pulles to accept the financial statements, audit for year end 2022 and recommendations that were presented by Greg Knudson from Walker, Giroux & Hahne. MCU

**Motion** by Pulles, second by Heitzman to accept Resolution 2023-31 Certifying Proposed 2023 Tax Levy, Collectable 2024 and setting Truth in Taxation Hearing Date for 12/12/2023 at 6:01pm- The City of Gilbert will present the budget and levy to the public for information and to receive public input at a public hearing on Monday, December 12, 2023 at 6:01pm Reminder this is the preliminary budget, the City is going to work its best to lower the proposed levy. MCU

**Motion** by Skenzich second by Heitzman to accept the I&I Inspection final process. Reminder to the public, those who need to get the I&I Inspection completed, are calling the city to set that up. MCU

**Motion** by Skenzich second by Heitzman to approve Knights of Columbus Charitable Gambling Request for January 1, 2024. MCU

**Motion** by Pulles second by Heitzman to approve Resolution 2023-32, to change the due date of utility billing to the 15<sup>th</sup> of each month. Reminder the payment would need to be at City Hall by

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the close of business on the 15<sup>th</sup> to not receive a late payment fee. This will include residents paying through their banks bill-pay – residents need to be aware that it may take 7-10 business for their payment to be sent by their bank; it may not be ACH. MCU

**Motion** by Pulles second by Skenzich to approve Resolution 2023-33, Seasonal Disconnect. The resolution discontinues seasonal disconnects. MCU

**Motion** by Heitzman second by Pulles to table the Special Election discussion at this time. MCU

**Motion** by Skenzich, second by Pulles to accept the Appraisal Report – On Site Property & Casualty inspection from the League of Minnesota Cities Insurance Trust. MCU

**Motion** by Pulles, second by Heitzman to move to a Closed Session to review Contracts & Employee contracts, evaluations and conduct discussions at 7:39 PM. MCU

**Motion** by Heitzman, second by Pulles to reconvene the Regular Council Meeting at 8:16 PM  
MCU

**Motion** by Skenzich, second by Heitzman to close the City employee turnover investigation; results have been determined. MCU

**Motion** by Pulles, second by Heitzman for a conditional offer for the Deputy Clerk position to Marion DeLage pending the acceptance of the terms of the contract. MCU

**Motion** by Pulles, second by Heitzman to direct Attorney Lindsay for the 360 review summary for the next council meeting on 10/24/23. MCU

**Motion** Heitzman, second by Pulles to direct Attorney Lindsay to draft a contract for campground hosts for the acceptance of the counteroffer. MCU

**Miscellaneous Announcements:** None

**Motion** by Pulles seconded by Heitzman to adjourn meeting at 8:21 PM. MCU

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

ATTEST:

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Jill Zallar, Clerk Treasurer

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Thomas Smith, Mayor