

CITY OF GILBERT
AMENDED CITY COUNCIL
MEETING
Tuesday, March 12, 2024

6:00 P.M. REGULAR CITY COUNCIL MEETING

- COPY
1. **CALL TO ORDER**
 2. **ROLL CALL**
 - A. Determination of Quorum
 - B. Pledge of Allegiance
 - C. Approve Additions/Deletions to the Agenda (If any)
 3. **CONSENT AGENDA**
 - A. City Council Minutes
 - February 27, 2024, City Council Regular Meeting Minutes
 - B. Boards and Commissions Minutes
 - February 21, 2024, Water & Light board meeting minutes
 - February 05, 2024, Gilbert Public Library board meeting minutes
 - C. Invoices from Previously Approved Projects
 - Stantec Engineering- Invoice 2202907 March 2024 - \$1076.25
 - Northland Trust Svc- 2012A Bond Payment \$26,870.00 (May 01, 2024)
 - D. Invoices for campground - Reimburse General Fund

Payments of bills and payroll upon proper audit of clerk and mayor

 - Check register 02/23/2024 - 03/07/2024.
 4. **PUBLIC INPUT**
 5. **REPORTS - MAYOR & COUNCIL**
 - A. Mayor
 - B. City Councilors
 6. **REPORTS - STAFF, BOARDS & COMMISSIONS**
 - A. Fire Chief Kwiakowski
 - B. City Attorney
 - C. Chief of Police Techar
 - D. City Engineer
 - E. PW Operation Director
 - F. Campground Host
 - G. Library Director
 - H. Advisory Boards
 - I. Clerk-Treasurer
 7. **OLD BUSINESS**
 - A. WWTP Update & WTP Update - parcel ownership.
 - B. Section 12.07 of the City Charter, Vacation of Streets - 2nd Reading/Vote
 - C. Sherwood Forest Recreation §91.12(B)(11) -2nd Reading/Vote
 8. **NEW BUSINESS**
 - A. CIT - Barracuda Email Protection - 3 years (we did annual in past) - \$5214.00.
 - B. Pay Equity Report for 2024 (due every 3 years)
 - C. Closed Session - Negotiate Employee City Clerk Contract
 - D. Action from Closed Session
 - E. Action(s) from Special Meeting or Working Session
 9. **Miscellaneous Announcements**
 10. **ADJOURN** **Note: Agenda Subject to change or additions**

City of Gilbert
Minutes of Regular City Council Meeting
Thursday, February 27, 2024
Council Chambers

Mayor Smith called the meeting to order at 5:32 P.M.

Quorum determined.

Present: Mayor Smith, Councilors Skenzich, Pontinen, Heitzman, and Clerk Treasurer Zallar.

Councilor Pulles absents with notice.

No Public in attendance.

Per **Minn Stat 202a.19** no public meetings shall be held past 6:00 P.M due to Caucuses this evening.

Motion by Councilor Skenzich to move into recess until 5:00 P.M. on Thursday, February 29, 2024. Second by Councilor Heitzman. All in favor MCU: 4/0.

Mayor Smith called the meeting to order at 5:02 P.M. from the prior recessed meeting on Tuesday, February 27th. Tuesday's meeting was recessed due to it being caucus night.

Quorum determined.

Present: Councilors Pontinen, Skenzich, Mayor Smith, Clerk Treasurer Zallar, City Engineer Matt Reid and Public Works Director Sam Lautigar

Absent with notice: Councilor Mark Heitzman and Councilor Joe Pulles

Mayor Smith led the audience in the Pledge of Allegiance

Motion by Skenzich to allow 2 additions to the Agenda:

- Under New Business #E: WWTP/WTP Employee Resignation letter from Terah Rinerson-Trucano
- Under Old Business #D: Accept bids for the Surplus Items Electric Meters.

Second by councilor Pontinen. MCU

Approve Consent Agenda:

City Council Minutes

- February 13, 2024 City Council Working Session Minutes
- February 13, 2024 City Council Regular Meeting Minutes

Boards and Commissions Minutes

- None at this time.

Invoices from Previously Approved Projects

- JPJ Engineering – 21-133 2022 invoice \$755.00
- Stantec Engineering – Pay #45 Magney \$21,437.66

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

- Check register 2/10/2024 - 2/22/2024.

Motion by Pontinen, seconded by Skenzich to approve Consent Agenda as listed above. MCU

Public Participation: None at this time.

Reports – Mayor & Council

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Mayor Smith: A moment of silence was held at the request of the Mayor, for the devastation the Burnsville police and fire departments experienced recently. Councilor Pontinen and Mayor Smith met with the school to discuss acquiring the property. No decisions have been made yet and options will be discussed at a future meeting.

Councilor Pontinen: Pontinen suggested holding a public hearing/quorum to let the public express their views regarding the school property. The public is welcome to come to city hall to share/listen on March 12th at 5:00p.m.

Councilor Heitzman: Not present.

Councilor Pulles: Not present.

Councilor Skenzich: Nothing at this time.

Reports – Staff, Boards & Commissions

Fire Chief Kwiakowski: Not present.

City Attorney Bryan Lindsay: Not present. Clerk Zallar stated they are awaiting word from DeCare Dental's legal counsel regarding the City of Gilbert parking lot 2013 license update.

Public Works Operations Director Sam Lautigar: Crews have been doing some clean up around City Hall; painting, burn pile, surplus meter clean-up, etc. They also tried keeping up with the winter sale/sand and all the trucks hauling. Discussion took place regarding KGM and Veit requesting the City's help in keeping the dust down, as well as what to charge them. The City will send both companies an invoice. KGM is done hauling and Veit has another 2-3 weeks left of hauling.

Lautigar spoke of a quote he received to purchase aglime for the ballfields.

Motion made by Pontinen, seconded by Skenzich to approve the purchase of aglime for the ballfields.

Lautigar will continue looking into the Civil Defense siren and the options out there.

The new dump truck should be here in March.

Campground Board Director Paul Skrbec: Skrbec spoke of the different rates at the campground and recommended a new rate for special events.

Motion made by Skenzich, seconded by Pontinen to approve the rate of \$30/night and same rules as last year, for special events. MCU

He also gave updates on revenue, reservations, a review of occupancy and reporting sources. A process for refunding a credit card customer by check is also in the works.

Motion made by Pontinen, seconded by Skenzich to have Clerk Zallar and Skrbec work together to come up with a refund policy for this scenario. MCU

Three bids for firewood vendors have been received and will be presented at the next meeting, as the current supplier will no longer be doing this kind of service.

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Councilor Pontinen thanked Skrbec for all that he continues to do for the campground.

Clerk Treasurer Zallar: Financial update given. Council direction to schedule a special meeting for Thursday, March 7 at 5 P.M with attorney to tackle issues that need to be addressed. Council direction to have Clerk add public participation moment to March 12, 2024 meeting on school property -council would like to hear from the residents before making any decisions. A reminder that polls are open on Tuesday. This Saturday, the City Hall will be open from 9-3pm for absentee ballots.

The mayor reminded everyone to “get out and vote!”

Old Business:

WWTP Update & WTP Update:

Motion made by Pontinen, seconded by Skenzich to direct Clerk Zallar and Attorney Lindsay to look into the parcels at the lime pond. MCU

Tabled the second reading/and vote of Section 12.07 of the City Charter, Vacation of Streets. Moved to next meeting March 12, 2024.

The first reading for Sherwood Forest Recreation §91.12(B)(11) was done. The second reading will be on March 12, 2024.

Motion by Skenzich, seconded by Pontinen to accept 4 bids on the surplus water meters, with the remainder of the meters to be scrapped. The City saved approximately 60 meters. MCU

New Business:

Motion made by Skenzich, seconded by Pontinen to approve Blondo Consulting for \$12,500, by recommendation from City Engineer Matt Reid, S.E.H.

Motion made by Skenzich, seconded by Pontinen to approve Resolution 2024-09 Special Appropriation MPFA application.

Motion by Pontinen, seconded by Skenzich to accept Resolution 2024-10 MPFA Drinking Revolving Loan application.

Discussion took place regarding using Zoom for future Council meetings. It was decided since the meeting was hacked last time, the Zoom code will only be given to those who need it at the time of the meeting. Zoom is not required for each meeting but will continue to be utilized as needed – safer to just use for those that need it as currently those that utilize the zoom option are only committee and board members that could attend in person. The city will not discontinue zoom however; as it is used as communications in other meetings throughout the city.

The City and S.E.H. are looking into the low water levels at Ore Be Gone. Water levels look drastically low at this time.

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Reminder to the public to keep an eye out for burning bans. It is very dry right now.

Motion by Skenzich, seconded by Pontinen to accept the resignation Terah Trucano-Rinerson, Lead for the Water/Wastewater plant, with great appreciation for her years of service and the best of luck in her future endeavor. MCU

Motion by Skenzich, seconded by Pontinen to approve Clerk Zallar to internally post for the Water Treatment Plant Lead.

Will hold further discussion of committee selection and internal hiring process for next meeting.

Motion by Skenzich, seconded by Pontinen to adjourn meeting at 6:24PM. MCU

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

ATTEST:

Jill Zallar, Clerk Treasurer

Thomas Smith, Mayor

CITY OF GILBERT

COMMITTEE/BOARD Water & Light Board

Date: 2-21-24 Call to Order: 6:00 a.m. (p.m)

In Attendance:

Leo, Bruce & Dick

Approval of Minutes Mayor Tom, Council Bob & City Clerk Jill

Motion Leo 2nd Bruce M.C.U.

New Business:

Adopting a Solar Ordinance from MMUA & other local cities. Will be for systems under 40KW residential only. Look into the cost & certification cost to installer.

Look at contracting out the commercial garbage. Bids will be taken.

Setup meeting with Fayer Township for water service to Difford's Point Fayer Township customers 2-28-24 11:00 A.M.

Old Business:

Solar Ordinance

Garbage Collection

Water Township of Fayer

Recommendations: Switch W & L Board meetings to third Thursday starting April

Next Meeting Date/Time: March 20 6:00 P.M.

Adjourn: 7:51 a.m. (p.m) Leo motions Bruce 2nd M.C.U.

**Gilbert Public Library Board Minutes
(Regular Board Business Meeting)**

Date: 02-05-24

Meeting called to order: Joe call the meeting 6:07

Roll call of board members:

Present: Joe Stanawa, Bob Vessel, Julie Sipola, Caitlin Ogilvie, Laura Bartoletti

Absent:

Public in Attendance: Sara Nyberg

Adoption of meeting agenda: Laura motioned, Bob seconded, passed

Adoption of the Library's Financials: Joe motioned, Julie seconded, passed

Approval of last regular meeting minutes: Caitlin motioned, Julie seconded, passed

Director's Report: Received a new VISA to replace the one about to expire, Began Winter Reading for all ages which will end in March. The children's Take and Make is a snowboarder craft.

Old Business: Progress is being made on the radiator covers

New Business: Looking at 2 bookshelves to replace the old tin ones that are outdated and shelves are breaking. Will ask the Foundation to look into this.

Adjournment: 7:06 Caitlin motioned, Julie seconded, passed



INVOICE

Invoice Number	2202907
Invoice Date	March 5, 2024
Customer Number	140154
Project Number	193803690

Bill To

City of Gilbert, MN
Accounts Payable
16 South Broadway Avenue
Gilbert MN 55741
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID
11-2167170

Project Description: Gilbert WWTF Improvements Construction Phase Services

Stantec Project Manager: Daniels, Peter Kane
Current Invoice Due: \$1,076.25
For Period Ending: March 1, 2024



Northland Trust Services, Inc.
150 South Fifth Street, Suite 3300
Minneapolis, MN 55402
(612) 851-4951 Phone
(612) 851-4933 Fax

INVOICE

CITY OF GILBERT
ATTN: CLERK-TREASURER
PO BOX 548
GILBERT MN 55741-0548

03/01/2024
GILB12A

RE: CITY OF GILBERT, MINNESOTA
\$1,025,000 GENERAL OBLIGATION BONDS,
SERIES 2012A

Debt Service: 05/01/2024

RECEIVED
MAR 05 2024
CITY OF GILBERT

Principal:		25,000.00
Interest:		1,375.00
Total Principal & Interest:		26,375.00
Less Cash on Hand (Escrow Funds)	(0.00)

Paying Agent Annual Fee		495.00

Total Amount Due: 26,870.00

IF PAYING BY WIRE, PLEASE NOTIFY US VIA EMAIL

Thank you for your business!

CHECK PAYMENTS due: 04-24-2024

Make Checks payable to:
NORTHLAND TRUST SERVICES INC.

ACH PAYMENTS due: 04-26-2024

Wells Fargo Bank, Minneapolis, MN
ABA: 091-000-019
CHECKING ACCT: 143-6412710
REF: Issuer name & series number

WIRE PAYMENTS due: 04-26-2024

Wells Fargo Bank, San Francisco, CA
ABA: 121-000-248
ACCT: 143-6412710 Northland Trust Services
REF: Issuer name & series number

IF YOU ARE REQUESTED TO CHANGE THESE WIRE INSTRUCTIONS FOR ANY REASON, YOU MUST VERBALLY CONFIRM THE CHANGE WITH NORTHLAND TRUST SERVICES WITH THE FOLLOWING CONTACTS:

*MN SCHOOL DISTRICTS should wire funds 3 days prior to debt service date according to State Credit Enhancement requirements.

Priscilla Sullivan
PH: (612) 851 - 4951
psullivan@northlandtrust.com

Scott Miles
PH: (612) 851 - 5914
smiles@northlandtrust.com

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
A1 SERVICES INC (6)							
45084	1	Invoice	Haul Bio-solids	01/04/2024	4,820.10	02/24	602-49480-387
45092	1	Invoice	Haul Bio-solids	02/23/2024	4,284.90	03/24	602-49480-387
Total A1 SERVICES INC (6):					<u>9,105.00</u>		
ADVANCED AUDIO INC (10)							
3/4/24	1	Invoice	Paper, envelopes, Return env., printing, process utility billing	03/04/2024	1,353.45	03/24	604-49590-350
Total ADVANCED AUDIO INC (10):					<u>1,353.45</u>		
AFLAC (16)							
995371	1	Invoice	AFLAC	03/01/2024	602.99	03/24	101-21700
Total AFLAC (16):					<u>602.99</u>		
AUBIN, ANDREA (55)							
ELECTION	1	Invoice	election judge	03/05/2024	244.40	03/24	101-41410-100
Total AUBIN, ANDREA (55):					<u>244.40</u>		
BAKER & TAYLOR (63)							
2038066604	1	Invoice	Books and supplies	01/30/2024	41.84	03/24	211-45500-210
2038070108	1	Invoice	Books and supplies	01/31/2024	402.62	03/24	211-45500-210
2038088559	1	Invoice	Books and supplies	02/13/2024	106.01	03/24	211-45500-210
Total BAKER & TAYLOR (63):					<u>550.47</u>		
BLUE CROSS & BLUE SHIELD OF MN (78)							
APRIL-JUNE	1	Invoice	1005633278000 G.SHEA APRIL-JUNE 2024	02/26/2024	863.55	02/24	101-49200-130
MARCH-JUN	1	Invoice	1002143701000 G.MACKLEY MARCH-JUNE 2024	02/26/2024	1,063.60	02/24	101-49200-130
MARCH-JUN	1	Invoice	1005586255000 K.KLANDER MARCH-JUNE 2024	02/26/2024	1,063.60	02/24	101-49200-130
MARCH-JUN	1	Invoice	1001692921000 K.KUITUNEN MARCH-JUNE 2024	02/26/2024	1,063.60	02/24	101-49200-130
MARCH-JUN	1	Invoice	1005631505000 K.SKELTON MARCH-JUNE 2024	02/26/2024	1,063.60	02/24	101-49200-130
MARCH-JUN	1	Invoice	1003833474000 R.OLSEN MARCH-JUNE 2024	02/26/2024	1,151.40	02/24	101-49200-130
MARCH-JUN	1	Invoice	1005637762000 M.SKELTON MARCH-JUNE 2024	02/26/2024	1,063.60	02/24	101-49200-130
MARCH-JUN	1	Invoice	1002890181000 P.DRASZT MARCH-JUNE 2024	02/26/2024	1,063.60	02/24	101-49200-130
MARCH-JUN	1	Invoice	1005655273000 P.HOMOLA MARCH-JUNE 2024	02/26/2024	1,151.40	02/24	101-49200-130
MARCH-JUN	2	Adjustmen	1005655273000 P.HOMOLA MARCH-JUNE 2024	02/26/2024	1,151.40-	02/24	101-49200-130
MARCH-JUN	1	Invoice	1002890172000 R.DRASZT MARCH-JUNE 2024	02/26/2024	1,063.60	02/24	101-49200-130
MARCH-JUN	2	Adjustmen	1002890172000 R.DRASZT MARCH-JUNE 2024	02/26/2024	1,063.60-	02/24	101-49200-130
MARCH-JUN	1	Invoice	1005637323000 R.HOMOLA MARCH-JUNE 2024	02/26/2024	1,151.40	02/24	101-49200-130
MARCH-JUN	1	Invoice	1005654999000 T.BRADACH MARCH-JUNE 2024	02/26/2024	1,063.60	02/24	101-49200-130
MARCH-JUN	1	Invoice	1005655273000 P.HOMOLA MARCH-JUNE 2024	02/26/2024	1,151.40	02/24	101-49200-130
MARCH-JUN	1	Invoice	1002890172000 R.DRASZT MARCH-JUNE 2024	02/26/2024	1,063.60	02/24	101-49200-130
Total BLUE CROSS & BLUE SHIELD OF MN (78):					<u>12,826.55</u>		
Chris Vreeland (120)							
FEBRUARY	1	Invoice	I & I Inspections-4 hours	02/27/2024	160.00	02/24	602-49480-300
MARCH 202	1	Invoice	I & I Inspections	03/06/2024	80.00	03/24	602-49480-300
Total Chris Vreeland (120):					<u>240.00</u>		
CHRISTENSEN PARTS (121)							
560478	1	Invoice	Parts PW	02/22/2024	56.37	03/24	101-43000-221

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total CHRISTENSEN PARTS (121):					56.37		
CINTAS (124)							
4180290045	1	Invoice	Rugs	01/16/2024	168.75	03/24	101-41930-300
4182445212	1	Invoice	Garage Mats and Overall for mechanic	02/06/2024	25.03	03/24	101-41930-300
4183165861	1	Invoice	Rugs	02/13/2024	168.75	03/24	101-41930-300
4183165968	1	Invoice	Garage Mats and Overall for mechanic	02/13/2024	25.03	03/24	101-41930-300
4183904420	1	Invoice	Rugs	02/20/2024	78.86	03/24	101-41930-300
4183904457	1	Invoice	Garage Mats and Overall for mechanic	02/20/2024	73.92	03/24	101-41930-300
4184604408	1	Invoice	Garage Mats and Overall for mechanic	02/27/2024	25.83	03/24	101-41930-300
4185323970	1	Invoice	Garage Mats and Overall for mechanic	03/05/2024	25.83	03/24	101-41930-300
Total CINTAS (124):					592.00		
CIRCLE K WEX BANK (125)							
95082410	1	Invoice	Public Works Fuel	02/07/2024	778.06	03/24	101-43000-212
95082410	2	Invoice	Sewer Fuel	02/07/2024	45.12	03/24	602-49480-212
95082410	3	Invoice	Water Fuel	02/07/2024	74.21	03/24	601-49430-212
95082410	4	Invoice	Police Fuel	02/07/2024	1,814.46	03/24	101-42110-212
Total CIRCLE K WEX BANK (125):					2,711.85		
CIT Computer Integration Technologies (126)							
368343	1	Invoice	Agreement Office 365	02/15/2024	336.90	03/24	101-41930-300
368736	1	Invoice	Agreement Managed Backup - Datto Alto 3	02/15/2024	145.00	03/24	101-41930-300
369179	1	Invoice	Agreement Managed Services Standard 2022	02/15/2024	2,144.00	03/24	101-41930-300
Total CIT Computer Integration Technologies (126):					2,625.90		
CREATIVE PRODUCT SOURCING INC. (151)							
156665	1	Invoice	Supplies for DARE	02/08/2024	1,410.23	02/24	101-42110-207
Total CREATIVE PRODUCT SOURCING INC. (151):					1,410.23		
Cut Rate Batteries (777)							
96657	1	Invoice	Radio Batteries	02/22/2024	228.00	03/24	101-42260-210
Total Cut Rate Batteries (777):					228.00		
DVS RENEWAL (186)							
2024 - 2004	1	Invoice	2004 PONT GTP	02/01/2024	40.25	02/24	101-43000-400
Total DVS RENEWAL (186):					40.25		
EXCEL BUSINESS SYSTEMS (219)							
74956	1	Invoice	LIBRARY COPIER	02/09/2024	134.70	03/24	211-45500-200
Total EXCEL BUSINESS SYSTEMS (219):					134.70		
FERGUSON ENTERPRISES #1657 (226)							
9610658	1	Invoice	water part	01/30/2024	442.03	02/24	601-49430-210
Total FERGUSON ENTERPRISES #1657 (226):					442.03		
FIVE SEASONS SPORTS CENTER (233)							
90500259	1	Invoice	pd ATV	02/27/2024	206.95	03/24	101-42110-245

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total FIVE SEASONS SPORTS CENTER (233):					206.95		
FRED FAUST (243)							
917221	1	Invoice	Repair supplies	01/23/2024	41.63	03/24	101-43000-210
917226	1	Invoice	sockets, etc	02/14/2024	306.45	03/24	101-43000-220
Total FRED FAUST (243):					348.08		
GRAND RAPIDS PUBLIC UTILITIES (264)							
48472	1	Invoice	Liquid Hauled Waste Disposal	02/12/2024	283.50	03/24	602-49480-300
Total GRAND RAPIDS PUBLIC UTILITIES (264):					283.50		
GRANDE ACE HARDWARE (265)							
193519	1	Invoice	Keys	02/07/2024	59.80	02/24	101-42260-210
Total GRANDE ACE HARDWARE (265):					59.80		
GUARDIAN PEST SOLUTIONS (272)							
2543478	1	Invoice	CITY HALL pest control	02/21/2024	105.60	02/24	101-41930-300
2546489	1	Invoice	Water plant pest control	02/19/2024	55.00	03/24	601-49430-300
Total GUARDIAN PEST SOLUTIONS (272):					160.60		
HANSON, TANNER (280)							
7450	1	Invoice	Duluth FOTOS Attendance-Reimbursement	02/12/2024	285.00	02/24	101-42260-331
Total HANSON, TANNER (280):					285.00		
HAWKINS INC (283)							
6683269	1	Invoice	Water Dept 150 lb Chlorine Cylinder	02/07/2024	393.00	03/24	601-49430-216
6691391	1	Invoice	sulfuric acid	02/14/2024	1,679.10	03/24	601-49430-216
6694539	1	Invoice	WWTP Supplies	02/20/2024	226.66	03/24	601-49430-216
Total HAWKINS INC (283):					2,298.76		
HOMETOWN FOCUS (297)							
20980	1	Invoice	Garbage Route Ad	02/09/2024	27.00	02/24	101-41400-350
21673	1	Invoice	PW ad	02/16/2024	47.28	03/24	101-43000-350
22301	1	Invoice	Garbage Route Ad	02/23/2024	47.28	03/24	101-41400-350
22367	1	Invoice	Election	02/23/2024	27.00	03/24	101-41400-320
Total HOMETOWN FOCUS (297):					148.56		
HUNTINGTON NATIONAL BANK (303)							
8732281	1	Invoice	campground lawnmower	02/08/2024	11,705.93	03/24	224-45183-500
Total HUNTINGTON NATIONAL BANK (303):					11,705.93		
INTER CITY OIL CO (309)							
30009	1	Invoice	Oil	02/21/2024	803.25	03/24	101-43000-212
59583	1	Invoice	Fuel Oil	02/21/2024	1,170.89	03/24	101-43000-212
Total INTER CITY OIL CO (309):					1,974.14		
IRON RANGE PLUMBING & HEATING (316)							
38141	1	Invoice	wwtp repair	02/18/2024	1,248.60	03/24	601-49430-300

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
38142	1	Invoice	wwtp repair	02/18/2024	1,348.60	03/24	601-49430-300
Total IRON RANGE PLUMBING & HEATING (316):					2,597.20		
Janece Johnson (790)							
UTILITY DEP	1	Invoice	Utility Deposit Refund	02/20/2024	157.48	02/24	604-49590-429
Total Janece Johnson (790):					157.48		
Jayne Lautigar (791)							
2/19/2024	1	Invoice	Reimbursement for FD's Chain saw chain, etc.	02/19/2024	55.66	02/24	101-42260-400
Total Jayme Lautigar (791):					55.66		
JPJ ENGINEERING INC (338)							
1 - MAY 2023	1	Invoice	Staking Rudy V. Property Corners	06/12/2023	420.00	02/24	101-49200-303
22-133 #5 20	1	Invoice	22-133 #5 2022 Manhole Replac	02/21/2024	755.00	02/24	101-43000-303
Total JPJ ENGINEERING INC (338):					1,175.00		
KERN, BARBARA (348)							
ELECTION	1	Invoice	election judge pay	03/05/2024	208.00	03/24	101-41410-100
Total KERN, BARBARA (348):					208.00		
L & M SUPPLY (360)							
10011692	1	Invoice	PW Maintenance	02/05/2024	45.07	02/24	101-43000-220
Total L & M SUPPLY (360):					45.07		
LAKE COUNTRY POWER (362)							
2/14/2024	1	Invoice	Street Lights	02/27/2024	36.75	02/24	101-43000-387
Total LAKE COUNTRY POWER (362):					36.75		
LAWSON PRODUCTS (376)							
9311328338	1	Invoice	Supplies	02/26/2024	657.22	03/24	101-43000-210
9501096	1	Invoice	public works maintenance	01/30/2024	48.03	02/24	101-43000-220
Total LAWSON PRODUCTS (376):					705.25		
LELS (380)							
MARCH 202	1	Invoice	UNION DUES	03/01/2024	423.00	03/24	101-21700
Total LELS (380):					423.00		
LIIMATTA, JEREMY (382)							
ELECTION	1	Invoice	election judge pay	03/05/2024	277.50	03/24	101-41410-100
Total LIIMATTA, JEREMY (382):					277.50		
LINDE GAS & EQUIPMENT INC. (385)							
40915075	1	Invoice	air cylinders	01/31/2024	124.74	02/24	101-43000-210
Total LINDE GAS & EQUIPMENT INC. (385):					124.74		
MAGNEY CONSTRUCTION INC (392)							
PAY #45	1	Invoice	Pay 45- WWTP	02/14/2024	21,437.66	02/24	602-49480-300

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total MAGNEY CONSTRUCTION INC (392):					21,437.66		
MEDIACOM (409)							
2/15/24	CED	1	Invoice	218-748-2232 4760 Cedar Island dr -WTP phone	02/15/2024	108.57	02/24 601-49430-321
Total MEDIACOM (409):					108.57		
MedicareBlue RX (410)							
MARCH-JUN		1	Invoice	#80344403 MARCH-JUNE 2024 G.SHEA	02/26/2024	494.00	02/24 101-49200-130
MARCH-JUN		1	Invoice	#803786494 MARCH-JUNE 2024 M.OLSEN	02/26/2024	305.60	02/24 101-49200-130
MARCH-JUN		1	Invoice	#803844522 MARCH-JUNE 2024 P.HOMOLA	02/26/2024	494.00	02/24 101-49200-130
MARCH-JUN		1	Invoice	#803844521 MARCH-JUNE 2024 R.HOMOLA	02/26/2024	494.00	02/24 101-49200-130
Total MedicareBlue RX (410):					1,787.60		
MENARDS (412)							
27668		1	Invoice	PD gym supplies	01/12/2024	54.88	02/24 101-42110-208
29092		1	Invoice	City hall	02/02/2024	74.41	02/24 101-41930-400
29469		1	Invoice	PD gym supplies	02/07/2024	31.96	02/24 101-42110-208
29884		1	Invoice	PW maint	02/14/2024	59.76	02/24 101-43000-220
30084		1	Invoice	City hall	02/16/2024	60.62	02/24 101-41930-400
30084		2	Invoice	PW maint	02/16/2024	16.47	02/24 101-43000-220
Total MENARDS (412):					298.10		
MESABI HUMANE SOCIETY (417)							
2401		1	Invoice	Contract	01/01/2024	560.25	03/24 101-42700-300
2402		1	Invoice	Contract	02/01/2024	560.25	03/24 101-42700-300
Total MESABI HUMANE SOCIETY (417):					1,120.50		
METRO SALES (422)							
2469086		1	Invoice	CH Copies	02/20/2024	319.91	03/24 101-41930-300
Total METRO SALES (422):					319.91		
MID-STATE TRUCK SERVICE INC. (425)							
80221V		1	Invoice	PW TRUCK PART	02/09/2024	290.29	02/24 101-43000-220
80540V		1	Invoice	Fire Truck	02/27/2024	276.69	03/24 101-42260-400
80743V		1	Invoice	PW maintenance	03/04/2024	712.56	03/24 101-43000-220
Total MID-STATE TRUCK SERVICE INC. (425):					1,279.54		
MINNESOTA DEPT OF HEALTH - WATER (441)							
1ST QTR WA		1	Invoice	SERVICE CONNECTION FEES	02/16/2024	1,987.00	02/24 601-22900
Total MINNESOTA DEPT OF HEALTH - WATER (441):					1,987.00		
MINNESOTA POLLUTION CONTROL AGENCY (451)							
1000017832		1	Invoice	Annual permit	02/14/2024	1,450.00	02/24 602-49480-433
Total MINNESOTA POLLUTION CONTROL AGENCY (451):					1,450.00		
MINNESOTA POWER (453)							
FEB 2024 Ci		1	Invoice	2/24 City Lighting	02/16/2024	216.32	02/24 101-43000-387
FEB 2024 G		1	Invoice	GENOA LIFT STATION	02/16/2024	32.70	02/24 602-49480-380

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total MINNESOTA POWER (453):					249.02		
Minnesota Public Safety Group (455)							
19-650	1	Invoice	Monthly Fire Training	02/29/2024	280.00	03/24	101-42260-331
Total Minnesota Public Safety Group (455):					280.00		
NBS CALIBRATIONS (490)							
139207	1	Invoice	Service & calibrate scale	01/31/2024	2.01	02/24	602-49480-300
Total NBS CALIBRATIONS (490):					2.01		
NORTHERN BALANCE & SCALE NBS (504)							
139414	1	Invoice	Calibrate scale & thermometers	02/14/2024	275.00	03/24	602-49480-404
Total NORTHERN BALANCE & SCALE NBS (504):					275.00		
NORTHERN ENGINE & SUPPLY (505)							
316641	1	Invoice	Dust Cap	02/19/2024	90.22	03/24	602-49480-210
Total NORTHERN ENGINE & SUPPLY (505):					90.22		
NORTHLAND TRUST SERVICES (515)							
GILB12A 3/7/	1	Invoice	Series 2012A General Obligation Bonds	03/01/2024	26,870.00	03/24	301-41000-611
Total NORTHLAND TRUST SERVICES (515):					26,870.00		
PARKHURST, RANDALL (533)							
2/28/2024 T	1	Invoice	Cyber Security Training	02/28/2024	200.00	02/24	101-41930-300
FEB 2024	1	Invoice	Contract rate IT contractor	03/07/2024	2,000.00	03/24	101-41930-300
Total PARKHURST, RANDALL (533):					2,200.00		
PRECISION MACHINE (558)							
53969	1	Invoice	Repair Cylinder Rods	01/31/2024	1,400.00	02/24	101-43000-300
Total PRECISION MACHINE (558):					1,400.00		
RANGE AUTO PARTS CO (575)							
16714	1	Invoice	POLICE-jump starter	01/25/2024	375.00	02/24	101-42110-210
16719	1	Invoice	shop	01/25/2024	65.55	02/24	101-43000-220
16735	1	Invoice	PW maintenance	02/01/2024	440.25	02/24	101-43000-220
16750	1	Invoice	POLICE	02/08/2024	89.95	02/24	101-42110-210
16754	1	Invoice	shop	02/13/2024	313.88	02/24	101-43000-220
16760	1	Invoice	Fire Department	02/14/2024	459.88	03/24	101-42260-210
16780	1	Invoice	PW maintenance	02/22/2024	137.96	03/24	101-43000-220
16794	1	Invoice	shop	02/28/2024	800.12	03/24	101-43000-220
Total RANGE AUTO PARTS CO (575):					2,682.59		
RANGE OFFICE SUPPLY (580)							
46345	1	Invoice	CH operating supplies	02/16/2024	212.67	03/24	101-41400-210
Total RANGE OFFICE SUPPLY (580):					212.67		
RANGE PAPER (581)							
34317	1	Invoice	WWTP SUPPLIES	01/23/2024	131.54	02/24	602-49480-210

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
47619	1	Invoice	CITY OFFICE OPERATING SUPPLIES CLEANING SUPPLIES	02/20/2024	60.79	03/24	101-41930-210
98037	1	Invoice	Ice Melt - City Garage	01/26/2024	72.42	02/24	101-43000-210
Total RANGE PAPER (581):					264.75		
RASK, RUSSELL (588)							
7419	1	Invoice	Duluth FOTOS Attendee Reimbursement	02/05/2024	285.00	02/24	101-42000-331
Total RASK, RUSSELL (588):					285.00		
RMB ENVIRONMENTAL LABORATORIES (602)							
H013279	1	Invoice	water testing	01/12/2024	78.38	03/24	602-49480-438
H013456	1	Invoice	Influent/Effluent WTP testing	02/08/2024	206.91	02/24	602-49480-438
H013504	1	Invoice	Influent/Effluent WTP testing	02/16/2024	294.69	03/24	602-49480-438
H013513	1	Invoice	water testing	02/09/2024	78.38	03/24	602-49480-438
H013583	1	Invoice	Influent/Effluent WTP testing	02/22/2024	206.91	03/24	602-49480-438
H013649	1	Invoice	Influent/Effluent WTP testing	02/27/2024	294.69	03/24	602-49480-438
Total RMB ENVIRONMENTAL LABORATORIES (602):					1,159.96		
RMS Tritec LLC (710)							
144613	1	Invoice	Parts	02/02/2024	292.64	03/24	602-49480-220
Total RMS Tritec LLC (710):					292.64		
SADAR, DONNA (614)							
ELECTION	1	Invoice	election judge wage	03/05/2024	231.40	03/24	101-41410-100
Total SADAR, DONNA (614):					231.40		
SALO, TRUDY (617)							
3/7/2024	1	Invoice	Clothing Allowance	03/07/2024	190.42	03/24	602-49480-418
Total SALO, TRUDY (617):					190.42		
Schanlaub, Leon (381)							
ELECTION	1	Invoice	election judge	03/05/2024	162.50	03/24	101-41410-100
Total Schanlaub, Leon (381):					162.50		
SEBUNIA, RICHARD (622)							
ELECTION	1	Invoice	election judge	03/05/2024	209.30	03/24	101-41410-100
Total SEBUNIA, RICHARD (622):					209.30		
SEH Inc. (623)							
462197	1	Invoice	Project #173620 GILBM Pellet Softening WTP Fin	02/16/2024	81,035.21	03/24	601-49430-303
Total SEH Inc. (623):					81,035.21		
SHRED-it USA (637)							
8006456765	1	Invoice	CITY HALL SHRED SERVICES	03/01/2024	91.39	03/24	101-41400-300
Total SHRED-it USA (637):					91.39		
STANTEC (664)							
2202907	1	Invoice	Engineering - WWTF Improvements	03/05/2024	1,076.25	03/24	602-49480-300

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total STANTEC (664):					1,076.25		
SUN LIFE FINANCIAL (674)							
MARCH 202	1	Invoice	City Office	02/26/2024	78.60	02/24	101-41400-130
MARCH 202	2	Invoice	Police	02/26/2024	275.10	02/24	101-42110-130
MARCH 202	3	Invoice	Streets	02/26/2024	196.50	02/24	101-43000-130
MARCH 202	4	Invoice	Water	02/26/2024	39.30	02/24	601-49430-130
MARCH 202	5	Invoice	Sewer	02/26/2024	117.90	02/24	602-49480-130
Total SUN LIFE FINANCIAL (674):					707.40		
TACONITE TIRE SERVICE (680)							
14043530	1	Invoice	PW	02/13/2024	1,173.06	02/24	101-43000-221
Total TACONITE TIRE SERVICE (680):					1,173.06		
TDS METROCOM - MN (685)							
2/13/2024	1	Invoice	800 number	02/13/2024	1.90	02/24	224-45183-321
Total TDS METROCOM - MN (685):					1.90		
TITAN MACHINERY - ROGERS (698)							
19234870 G	1	Invoice	public works maintenance	02/02/2024	150.88	02/24	101-43000-220
19237289 G	1	Invoice	public works maintenance	02/05/2024	418.04	03/24	101-43000-220
19237289 G	2	Adjustmen	public works maintenance	02/05/2024	418.04	03/24	101-43000-220
19237353 G	1	Invoice	public works blade	02/05/2024	418.04	02/24	101-43000-220
19239915 G	1	Invoice	public works blade	02/06/2024	246.10	02/24	101-43000-220
Total TITAN MACHINERY - ROGERS (698):					815.02		
TRENTI LAW FIRM (706)							
139199	1	Invoice	GENERAL FEES	02/07/2024	1,671.50	02/24	101-41610-304
139200	1	Invoice	Criminal FEES	02/07/2024	3,590.68	02/24	101-42110-304
Total TRENTI LAW FIRM (706):					5,262.18		
Ultimate Safety Concepts Inc. (138)							
210062	1	Invoice	Turnout Gear	02/27/2024	494.61	03/24	101-42260-430
210101	1	Invoice	supplies-gloves	02/28/2024	807.39	03/24	101-42260-210
Total Ultimate Safety Concepts Inc. (138):					1,302.00		
US Bank Equipment Finance (722)							
522533405	1	Invoice	CH copier lease	02/14/2024	142.80	02/24	101-41400-413
Total US Bank Equipment Finance (722):					142.80		
USA BLUE BOOK CUST#40578 (723)							
280074	1	Invoice	DPD, chlorine std, fluoride reagent	02/16/2024	459.09	03/24	602-49480-216
280545	1	Invoice	SEWER CHEM	02/19/2024	188.75	03/24	602-49480-216
Total USA BLUE BOOK CUST#40578 (723):					647.84		
USABLE LIFE (724)							
5065580	1	Invoice	Life & Disability insurance	02/16/2024	287.81	02/24	101-41400-130

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total USABLE LIFE (724):					287.81		
USIC locating service (726)							
641959	1	Invoice	electrical locates	02/18/2024	100.00	03/24	604-49570-315
645798	1	Invoice	electrical locates	03/03/2024	300.00	03/24	604-49570-315
Total USIC locating service (726):					400.00		
VERIZON WIRELESS (731)							
9955734668	1	Invoice	police	02/02/2024	24.79	03/24	101-42110-320
9956135459	1	Invoice	Act 286632063 - Machine to Machine WTP	02/21/2024	105.03	02/24	601-49430-321
Total VERIZON WIRELESS (731):					129.82		
VESSCO INC (733)							
92125	1	Invoice	Freight	09/27/2023	19.44	02/24	601-49430-322
Total VESSCO INC (733):					19.44		
VIKING INDUSTRIAL CENTER (736)							
3282507	1	Invoice	sewer	01/29/2024	279.58	02/24	602-49480-210
Total VIKING INDUSTRIAL CENTER (736):					279.58		
WATER & LIGHT (748)							
FEBRUARY	1	Invoice	City Hall	02/27/2024	733.04	02/24	101-41930-380
FEBRUARY	2	Invoice	Community Center	02/27/2024	740.97	02/24	101-41940-380
FEBRUARY	3	Invoice	City Garage	02/27/2024	890.69	02/24	101-43000-380
FEBRUARY	4	Invoice	Street Lights	02/27/2024	616.40	02/24	101-43000-387
FEBRUARY	5	Invoice	REcycle Center	02/27/2024	60.80	02/24	101-44000-380
FEBRUARY	6	Invoice	Cemetery	02/27/2024	64.42	02/24	101-49000-380
FEBRUARY	7	Invoice	cb city	02/27/2024	14.00	02/24	101-49200-388
FEBRUARY	8	Invoice	ROCK HOUSE	02/27/2024	186.76	02/24	101-49200-385
FEBRUARY	9	Invoice	Campground	02/27/2024	2,680.99	02/24	224-45183-380
FEBRUARY	10	Invoice	rec center	02/27/2024	409.43	02/24	101-45122-380
FEBRUARY	11	Invoice	SWITCH ROOM	02/27/2024	386.69	02/24	604-49570-380
FEBRUARY	12	Invoice	Water plant	02/27/2024	4,658.35	02/24	601-49430-380
FEBRUARY	13	Invoice	SEWER	02/27/2024	14,068.36	02/24	602-49480-380
Total WATER & LIGHT (748):					25,510.90		
WESCO DISTRIBUTION (751)							
982187	1	Invoice	water plant electrical	01/30/2024	322.40	02/24	601-49430-220
Total WESCO DISTRIBUTION (751):					322.40		
Grand Totals:					242,492.52		

Report GL Period Summary

Vendor number hash:	0
Vendor number hash - split:	0
Total number of invoices:	0
Total number of transactions:	0

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

City of Gilbert
Request for City Council Action

Date: March 12, 2024

Issue: For council and citizen viewing

Background: Shannon Kendall, IRRRB has provided the City of Gilbert the honor of being published in the current addition of "The Ranger" and highlighting the last project that was partially funded with IRRRB dollars.

Article is attached with map of the disk golf 9 hole course.

Council Action: No council action is required

A wonderful article in the latest IRRRB “The Ranger” penned by Shannon Kendall:

Gilbert improves community amenities.

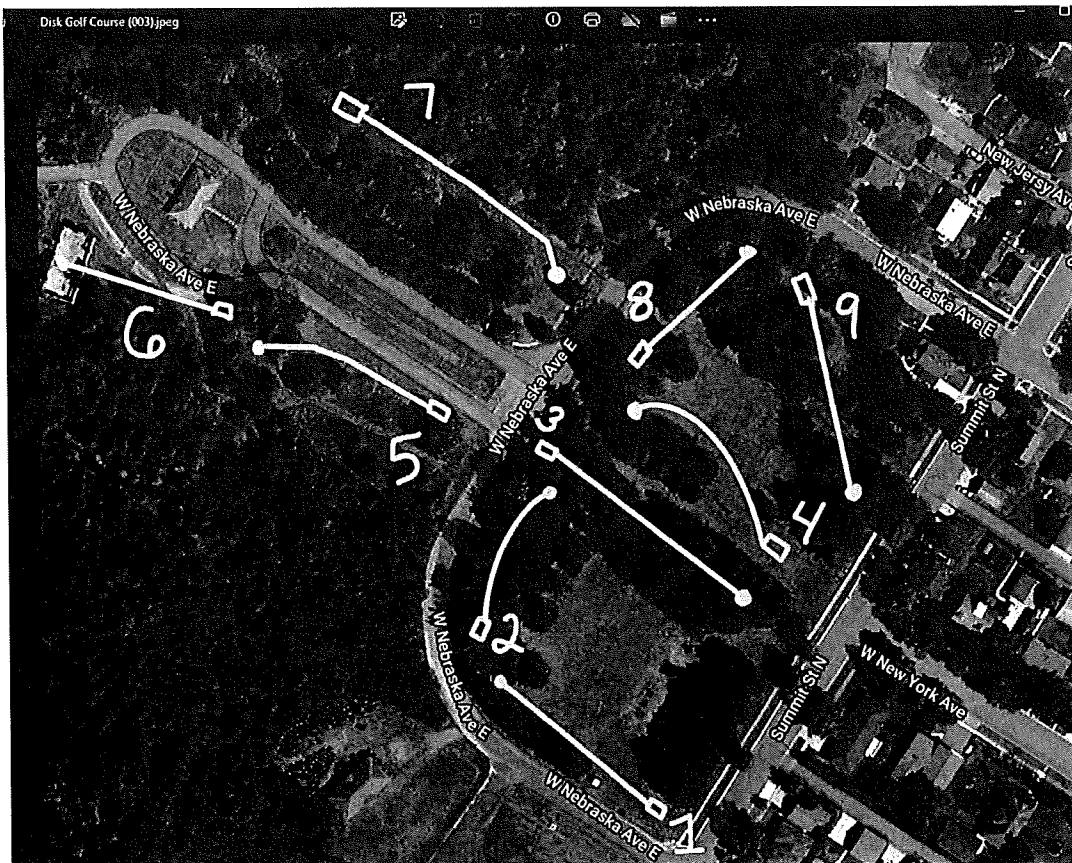
The city of Gilbert made improvements to its existing arena and is adding a nine-hole disc golf course to the city park. Iron Range Resources & Rehabilitation supported the project with a \$11,975 Culture & Tourism grant. Total project investment was \$32,426.

The Skenzich Arena (also known as “The Bubble”) is utilized year-round, as an ice-skating rink in the winter and as a community gathering and youth athletics venue in the summer. The facility’s entrances were beyond repair and were replaced with steel frames and doors to ensure safety and security.

Disc golf course baskets were installed in Hopkins Park which is about one mile from the arena. The course will soon be marked and officially open in the spring. Both projects will benefit Gilbert’s permanent residents and the seasonal visitors to West 40 RV Park & Campground and the 57-unit Sherwood Forest Campground adjacent to the 140-acre Lake Ore-Be-Gone.

Gilbert is also home to the Iron Range Off-Highway Vehicle State Recreation Area, which spans 1,200 acres and has 36 miles of scenic trails. The small rural community is situated along Mesabi Trail, a 132-mile paved bicycle trail running from Grand Rapids to Ely. These three major attractions position Gilbert amidst some of the region’s premier outdoor recreation that draws visitors from across Minnesota and the Midwest.

Email [Danae Beaudette](mailto:Danae.Beaudette@ironrange.org) or call her at 218-735-3022 for Culture & Tourism grant information.



City of Gilbert
Request for City Council Action

Date: March 12, 2024

Issue: A Portion of Pleasant Street, to be vacated – 2nd Reading & vote

Background: Sec 12.07 of the City of Gilbert Charter for the Vacation of Streets. “The council may by ordinance approved by 4/5 of its members vacate any street, avenues, alleys or other public way and easements thereof within the city. Such vacation may be made only after published notice and an opportunity for affected property owners and the public to be heard, and upon further terms and by such procedure as the Council ordinance may prescribe. A notice of completion of such proceedings shall be filed with the proper county officers in accordance with the law.”

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

- introduced – January 09, 2024
- first reading – January 23, 2024
- second reading – March 12, 2024
 - followed by a vote and it is either adopted or not.
- Published – on or before March 22, 2024
- Effective Date – April 22, 2024

Council Action: Council is requested to conduct its first reading of the Ordinance.

CITY ORDINANCE
NO. _____
CITY OF GILBERT

BE IT ORDAINED by the City Council of the City of Gilbert, Minnesota as follows:

WHEREAS, a portion of Pleasant Street, legally described as follows, to-wit:

That part of Pleasant Street, as platted and dedicated in SECOND ADDITION TO GILBERT, according to the recorded plat thereof, St. Louis County, Minnesota, lying northerly of the northerly right of way of State Highway No. 135

Sketch and description attached hereto for illustrative purposes.

shall be vacated pursuant to Gilbert City Charter Section 12.07 as follows:

Sec. 12.07. Vacation of Streets. The Council may by ordinance approved by 4/5 of its members vacate any streets, avenues, alleys or other public way and easements thereof within the city. Such vacation may be made only after published notice and an opportunity for affected property owners and public to be heard, and upon further terms and by such procedure as the Council by ordinance may prescribe. A notice of completion of such proceedings shall be filed with the proper county officers in accordance with law.

All other provisions of Gilbert City Charter Section 12.07 shall remain as currently in existence and not amended except as specifically identified herein and said amendment shall be effective immediately upon its passage.

Moved by _____ and seconded by _____ that the foregoing ordinance be adopted.

Voting Yes:

Voting No:

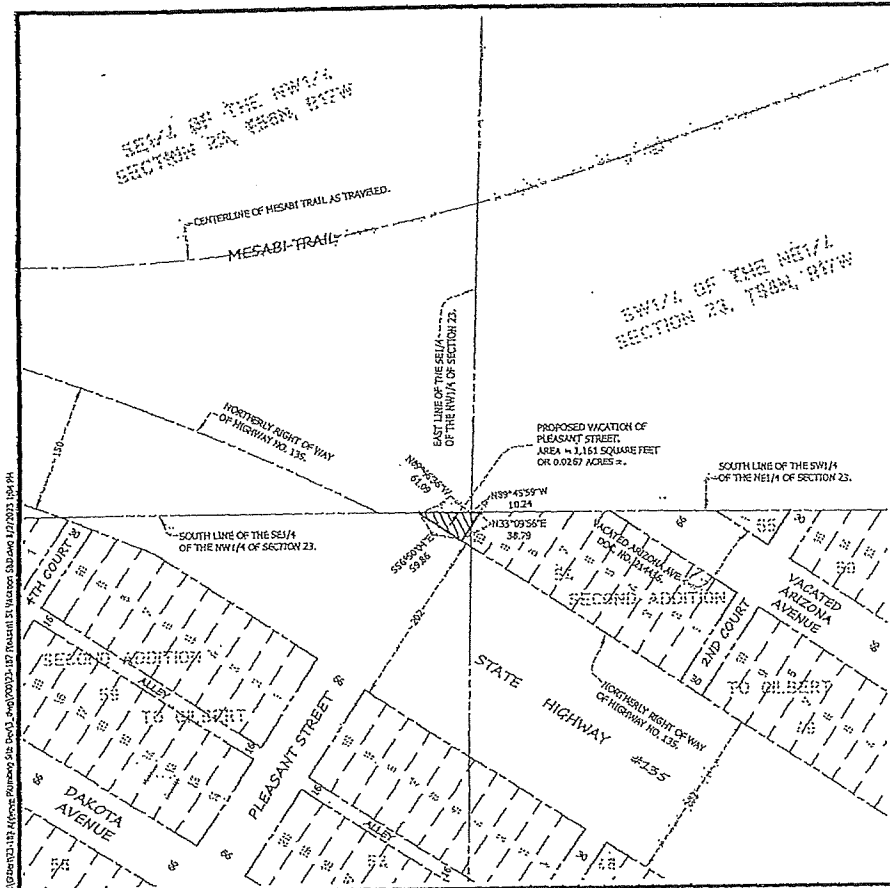
Absent:

Ordinance declared adopted this _____ day of _____, 2024

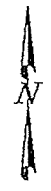
Thomas M. Smith, Mayor

ATTEST:

Jill Zallar, City Clerk



VACATION DESCRIPTION:
 That part of Pleasant Street, as platted and dedicated in SECOND ADDITION TO GILBERT, according to the recorded plat thereof, St. Louis County, Minnesota, lying northerly of the northerly right-of-way of State Highway No. 135.



SCALE: 1 INCH = 100 FEET
 0 50 100 200
 SCALE IN FEET

SURVEYOR NOTES:
 Orientation of the bearing system is based on the south line of the SE1/4 of the NW1/4 of Section 23, T58N, R17W, to have a bearing of N 89°46'26\"/>

Area of the vacation is 1,161 square feet or 0.0267 acres ±.

CERTIFICATION:
 I hereby certify that plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.
 Signed this 15th day of August, 2023 for JPI Engineering, Inc.
 Randy H. Horst, PLS License Number 21401

JPI Engineering, Inc.
 Engineering Land Surveying Site Development
 121 ENGINEERING, INC
 415 Grant Street
 Hibbing, MN 55716
 (218) 262-0328
 5670 Miller Trunk Hwy
 Duluth, MN 55811
 (218) 720-6219
 www.jpieng.com

SKETCH & DESCRIPTION
 For: City of Gilbert
 Gilbert, Minnesota
 Part of Section 23, Township 58 North, Range 17 West, St. Louis County, Minnesota.

SURVEY BY:	AG
DRAWN BY:	AG
DESIGNED BY:	RHM
DATE:	8/16/23
PROJECT NUMBER:	23-187
SHEET NUMBER:	1 OF 1

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City of Gilbert
Request for City Council Action

Date: March 12, 2024

Issue: Ordinance – SHERWOOD FOREST RECREATION AREA §91.12 (B)(11) – 2nd Reading/Vote

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

- introduced – January 23, 2024
- first reading – February 27, 2024
- second reading – March 12, 2024
 - followed by a vote and it is either adopted or not.
- Published – on or before March 22, 2024
- Effective Date – April 22, 2024

Council Action: Council action is requested.

**CITY ORDINANCE
NO. 91.12
CITY OF GILBERT**

BE IT ORDAINED by the City Council of the City of Gilbert, Minnesota as follows:

WHEREAS, § 91.12 SHERWOOD FOREST RECREATION AREA; (B), (11) currently reads as follows:

“(B) All persons using the camp sites, picnic grounds, or recreation areas of Sherwood Forest or otherwise present on Sherwood Park area, shall comply with the following rules and regulations, and violations of this section.

(11) No person, family, organization, group of persons, or camping unit shall use the same camp site or trailer site for a period of more than 14 consecutive days; longer stays must move to a different scamp site, with the different camp site designation being subject to reasonable guidelines and restrictions by the City Council, its designee or caretaker.”

WHEREAS, said Section shall be amended to read as follows:

§ 91.12 SHERWOOD FOREST RECREATION AREA; (B), (11).

“(B) All persons using the camp sites, picnic grounds, or recreation areas of Sherwood Forest or otherwise present on Sherwood Park area, shall comply with the following rules and regulations, and violations of this section.

(11) No person, family, organization, group of persons, or camping unit shall use the same camp site or trailer site for a period of more than 14 consecutive days unless in a designated seasonal campsite. Stays of 30 days or more must be on a designated seasonal campsite. All seasonal campers must sign a lease agreement.”

All other provisions of the Ordinance § 91.12 shall remain as currently in existence and not amended except as specifically identified herein and said amendment shall be effective immediately upon its passage.

Moved by _____ and seconded by _____ that the foregoing ordinance be adopted.

Voting Yes:

Voting No:

Absent:

Ordinance declared adopted this _____ day of _____, 2024.

Tom Smith, Mayor

ATTEST:

Jill Zallar, City Clerk-Treasurer

City of Gilbert
Request for City Council Action

Date: March 12, 2024

Issue: CIT Barracuda Email Protection License Renewal

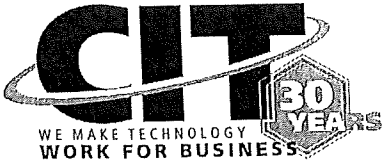
Background: Yearly email protection renewal and technical support for all City of Gilbert emails (30).

1 Year protection fee: \$1904.00

3 year protection fee: \$5214.00

Suggest 3-year protection

Council Action: Council action is requested.



Barracuda Email Protection Renewal Quote

Quote #028663 v1



Prepared For:
 City of Gilbert

 Jill Zallar
 16 S Broadway St
 Gilbert, MN 55741
 P: (218) 748-2232
 E: JillZallar@gilbertmn.org

Prepared by:
 Computer Integration
 Technologies, Inc.
 Nick Lesneski
 2375 Ventura Drive
 Woodbury, MN 55125-3930
 P: 651.255.5734
 E: nick.lesneski@cit-net.com

Date Issued:
 03.05.2024

Date Expires:
 03.24.2024

Quote Details

Type	Renewal Details
RENEWAL TYPE	Barracuda Email Protection
EXPIRATION DATE	03/24/2024
SERIAL NUMBER	1933939

3 Year Recommended Support

Description	Price	Qty	Ext. Price
Email Protection, Advanced, Qty 25	\$5,209.00	1	\$5,209.00
Subtotal:			\$5,209.00

*** Optional**

1 Year Support

Description	Price	Qty	Ext. Price
Email Protection, Advanced, Qty 25	\$1,899.00	1	\$1,899.00
* Optional Subtotal:			\$1,899.00

Shipping & Handling

Description	Price	Qty	Ext. Price
CITHANDFEE Handling Fee - Software/Support License	\$5.00	1	\$5.00
Subtotal:			\$5.00

Quote Summary

	Amount
3 Year Recommended Support	\$5,209.00
Subtotal:	\$5,209.00
Shipping:	\$5.00
Total:	\$5,214.00

*Optional Expenses

	One-Time
1 Year Support	\$1,899.00
Optional Subtotal:	\$1,899.00



By signing this quote, it is assumed that CIT will proceed with placing orders for the recommended products and services. Quoted prices are based upon market pricing at the time of the quote. Due to fluctuating market conditions, pricing for third-party hardware, services, and related products are subject to change due to the market pricing in effect at the time of delivery. CIT will make commercially reasonable efforts to communicate with the customer for material price increases prior to delivery.

Beyond the standard configuration and deployment of the tool/service, additional configuration, tuning will be billed T&M.

SSL, UCC and Wildcard Certificates will be automatically renewed with a one year option 10 days prior to the expiration if CIT does not receive a response from the customer. If a certificate is not needed, please send an email to Renewals@cit-net.com as soon as possible.

Each of the parties hereto has caused this Schedule to be duly executed by their authorized representatives on the date expressed below. The terms of this project proposal ("Schedule") by and between Computer Integration Technologies, Inc., ("CIT") and Customer are part of, and are hereby incorporated into, the Master Service Agreement executed by CIT and Customer.

Please do not pay from quote; taxes, shipping, handling and other fees may apply. Not all items are available for refund or exchange and must be approved by CIT prior to product return. Customers may need to work directly with manufacturers for item returns.

Acceptance

Computer Integration Technologies, Inc.

City of Gilbert

Nick Lesneski

Nick Lesneski
Signature / Name

Jill Zallar
Signature / Name

Initials

03/05/2024
Date

Date

City of Gilbert
Request for City Council Action

Date: March 12, 2024

Issue: Pay Equity Report required by the Minnesota Management and Budget system.

Background: This report is required every 3 years. Every political subdivision is required to use a job evaluation system to determine the comparable work value of the work performed by each class of its employees. We compare using the State Job Match System.

Council Action: Council action is requested.

Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

Part A: Jurisdiction Identification

Jurisdiction: Jill Linae Zallar
 16 south Broadway Street
 Gilbert, MN
 Jurisdiction Type: CITY - City

Contact:	Name	Title	Phone	Email
	Jill Zallar	City Clerk	218-748-2232	jillzallar@gilbertmn.org

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:
 State Job Match

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (*less than 240 characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

(prominent location) (*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

(governing body) (*less than 60 characters)

(chief elected official)(*less than 60 characters)

(title) (*less than 60 characters)

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Part C: Total Payroll

1,055,355.92 is the annual payroll
for the calendar year just ended
December 31.

Save Changes

Sign & Submit

Return to Test Results

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.



Minnesota Pay Equity Management System - Jill Linae Zallar(24-No Submission)

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[Log Out](#)

[<--Jobs Page](#)

[Reports-->](#)

Compliance Report

Jurisdiction: Jill Linae Zallar

Report Year: 2024

Case:1 - Private (Jur Only)

Contact:	Name	Title	Phone	Email
	Jill Zallar	City Clerk	218-748-2232	jillzallar@gilbertmn.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity Report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the guidebook.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	4	8	3	15
# Employees	6	9	9	24
Avg.Max Monthly Pay Per Employee	4,643.00	4,195.56		4,666.58

II. STATISTICAL ANALYSIS TEST

A. UNDERPAYMENT RATIO = 80.00 *	Male Classes	Female Classes
a. # at or above Predicted Pay	2	3
b. # Below Predicted Pay	2	5
c. TOTAL	4	8
d. % Below Predicted Pay (b divided by c = d)	50.00	62.50

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 13	Value of T = 1.117
---------------------------------	--------------------

- a. Avg.diff.in pay from predicted pay for male jobs = (\$4)
- b. Avg.diff.in pay from predicted pay for female jobs = (\$406)

III. SALARY RANGE TEST = 0.00% (Result is A divided by B)

A. Avg.# of years to max salary for male jobs = 0.00

B. Avg.# of years to max salary for female jobs = 0.00

IV. EXCEPTIONAL SERVICE PAY TEST = 100.00% (Result is B divided by A)

A. % of male classes receiving ESP 100.00 *

B. % of female classes receiving ESP 100.00

*(If 20% or less, test result will be 0.00)

[Go To Implementation Form](#)

[View Another Case](#)

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.

DEPARTMENT SUMMARY

0056 1102-0609 City of Gilbert		EMPLOYER LIABILITIES (cont'd)				FEDERAL LIABILITY		NET PAY	
EMPLOYER DATE	SOC SEC	MEDICARE	FED UNEMPLOY	STATE UNEMPLOYMENT (\$SUI)	SUI RATE	ALL OTHER LIABILITIES	TOTAL	CHECK DATE	TOTAL 941 TAX LIABILITY
**** 19 PUBLIC UTILITIES / 1 BI-WEEKLY PAYROLL									
12/01/23	556.07	130.05					686.12	12/01/23	1,941.73
12/15/23	571.24	133.60					704.84	12/15/23	1,930.99
12/29/23	609.16	142.48					751.64	12/29/23	2,115.41
MTD (DEC)	1,736.47	406.13					2,142.60	MTD (DEC)	5,988.13
QTD (Q4)	3,997.69	934.96					4,932.65	QTD (Q4)	13,844.59
YTD (2023)	14,250.13	3,332.72					17,582.85	YTD (2023)	51,708.44
**** 1 BI-WEEKLY PAYROLL TOTAL									
12/01/23	1,973.78	747.44					2,721.22	12/01/23	9,438.84
12/15/23	2,137.50	782.49					2,919.99	12/15/23	9,826.90
12/29/23	2,058.52	796.55					2,855.07	12/29/23	10,101.27
MTD (DEC)	6,169.80	2,326.48					8,495.28	MTD (DEC)	29,367.01
QTD (Q4)	14,566.12	5,527.10	9.69				20,093.22	QTD (Q4)	70,871.65
YTD (2023)	54,422.57	20,931.89	9.69				75,364.15	YTD (2023)	272,645.17
**** 1 COUNCIL / 3 MONTHLY PAYROLL									
12/15/23	31.00	7.26					38.26	12/15/23	76.50
MTD (DEC)	31.00	7.26					38.26	MTD (DEC)	76.50
QTD (Q4)	93.00	21.78					114.78	QTD (Q4)	229.52
YTD (2023)	372.00	87.12					459.12	YTD (2023)	918.12
**** 3 FIRST RESPONDERS / 3 MONTHLY PAYROLL									
12/29/23	11.66	2.73					14.39	12/29/23	28.78
MTD (DEC)	11.66	2.73					14.39	MTD (DEC)	28.78
QTD (Q4)	27.16	6.35					33.51	QTD (Q4)	67.03
YTD (2023)	115.89	27.08					142.97	YTD (2023)	285.96
**** 3 MONTHLY PAYROLL TOTAL									
12/15/23	31.00	7.26					38.26	12/15/23	76.50
12/29/23	11.66	2.73					14.39	12/29/23	28.78
MTD (DEC)	42.66	9.99					52.65	MTD (DEC)	105.28
QTD (Q4)	120.16	28.13					148.29	QTD (Q4)	296.55
YTD (2023)	487.89	114.20					602.09	YTD (2023)	1,204.08
**** 4 ANNUAL FIRE									
12/15/23	250.71	58.64					309.35	12/15/23	620.12
MTD (DEC)	250.71	58.64					309.35	MTD (DEC)	620.12
QTD (Q4)	636.86	148.98					785.84	QTD (Q4)	1,601.62
YTD (2023)	2,232.95	522.41					2,755.36	YTD (2023)	5,540.42
**** ALL ORGANIZATIONAL UNITS									
12/01/23	1,973.78	747.44					2,721.22	12/01/23	9,438.84
12/15/23	2,419.21	848.39					3,267.60	12/15/23	10,523.52
12/29/23	2,070.18	799.28					2,869.46	12/29/23	39,831.98
MTD (DEC)	6,463.17	2,395.11					8,858.28	MTD (DEC)	30,092.41
QTD (Q4)	15,323.14	5,704.21	9.69				21,027.35	QTD (Q4)	72,769.82
YTD (2023)	57,143.41	21,568.50	9.69				78,721.60	YTD (2023)	279,389.67

City of Gilbert
Request for City Council Action

Date: March 12, 2024

Issue: Mayor Proclamation of Sexual Assault Awareness Month for April 2024

Background: see attached Proclamation

Council Action: Council action is requested.

2024 Sexual Assault Awareness Month
Mayor Proclamation

WHEREAS, Sexual Assault Awareness Month is intended to bring awareness to the fact that sexual violence is widespread and is a public health concern for individuals, families, community members and communities as a whole.

WHEREAS, Child sexual abuse /exploitation, rape and sexual harassment impact all communities as seen by the national statistics: One in three girls and one in six boys will be sexually violated by the age of 18. One in five children is solicited sexually while on the internet. One-third of all sexual violence cases in Northern St. Louis County happen to children 17 years and younger.

WHEREAS, In fiscal 2023, our local Sexual Assault Program of Northern St. Louis County has worked with more than 464 primary and secondary crime victims of sexual violence whom reside in our communities. The Program has provided more than 17,650 documented trauma and victim-focused advocacy services with these crime victims.

WHEREAS, Staff, Board Members and Volunteers of our local anti-sexual violence program; The Sexual Assault Program of Northern St. Louis County, encourage every person to speak out when witnessing acts of violence, however small; and to help survivors connect with community allies.

WHEREAS, We must work together to educate and engage communities in sexual violence awareness and prevention and to believe, listen, learn and support its victims and family members.

WHEREAS, a growing number of Minnesota leaders are committed to sexual violence prevention; and

WHEREAS, All Minnesotans must be part of the solution to eliminate crimes of sexual violence.

THEREFORE, I, the Mayor of the City of Gilbert, Minnesota, do hereby proclaim the month of April in the year of 2024 as:

SEXUAL ASSAULT AWARENESS MONTH

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal

of the city of Gilbert located in St. Louis County in the state of Minnesota.

_____ this _____ day of _____, 2024.

Mayor Signature