

**CITY OF GILBERT  
CITY COUNCIL MEETING  
Tuesday, April 09, 2024**

**6:00 P.M. REGULAR CITY COUNCIL MEETING**

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**
    - March 19, 2024, Special Meeting Minutes
    - March 19, 2024, Working Session Minutes
    - March 26, 2024, City Council Regular Meeting Minutes
    - March 26, 2024, Working Session Meeting Minutes
  - B. **Boards and Commissions Minutes**
    - April 01, 2024, Planning & Zoning Meeting Minutes
  - C. **Invoices from Previously Approved Projects**
    -
  - D. **Invoices for campground – Reimburse General Fund**
    -

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

  - Check register 03/23/2024 - 04/05/2024.
4. **PUBLIC INPUT**
5. **REPORTS - MAYOR & COUNCIL**
  - A. Mayor
  - B. City Councilors
6. **REPORTS - STAFF, BOARDS & COMMISSIONS**
  - A. Fire Chief Kwiakowski - (3) requests in packet
  - 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
- OLD BUSINESS**
  - A. WWTP - accept close-out of engineering contract.
  - B. WTP Update
  - C. Section 12.07 of the City Charter, Vacation of Streets - 2<sup>nd</sup> Reading/Vote
  - D. Campground monthly dashboard approval
8. **NEW BUSINESS**
  - A. Accept donation from MN Fire Fighters Foundation
  - B. Resolution 2024-12 - Grant Application
  - C. Action(s) from Working Session
9. **Miscellaneous Announcements**
10. **ADJOURN** **\*\*Note: Agenda Subject to change or additions\*\***

City of Gilbert  
Minutes of Regular City Council Meeting  
Thursday March 28, 2024  
Council Chambers

Mayor Smith called the meeting to order at 6:26 P.M.

Quorum determined.

Present: Councilors Pontinen, Skenzich, Mayor Smith, Administrative Assistant Marion DeLage, Attorney Bryan Lindsay, Police Chief Ty Techar and Public Works Director Sam Lautigar

Absent with notice: Councilor Joe Pulles, Councilor Mark Heitzman and Clerk-Treasurer Jill Zallar.

Mayor Smith led the audience in the Pledge of Allegiance

Prior Regular City Council meeting from Tuesday, March 26, 2024 moved into recess until 6:00 P.M. on Thursday, March 28, 2024, no quorum was established due to inclement weather.

**Approve Consent Agenda:**

City Council Minutes

- March 7, 2024 Special Meeting Minutes
- March 12, 2024 City Council Regular Meeting Minutes
- March 12, 2024 Working Session Meeting Minutes

Boards and Commissions Minutes

- February 7, 2024 Campground Board Meeting Minutes
- March 4, 2024 Library Meeting Minutes

Invoices from Previously Approved Projects

- SEH Invoice 463718 - \$137,863.03

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

- Check register 3/8/2024 - 3/22/2024

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

**Public Participation:** Kim Bradach from the 3<sup>rd</sup> of July Committee let the public know about the Adult Prom fundraiser that will be held on Saturday, April 13, 2024 from 8pm-midnight at the VFW Anex for everyone over 21 years of age. Participants do not need to dress up but can if they would like. Jeremy Cap will be doing the music and tickets are \$25 per person at the door.

Bradach also asked for council approval to put a flyer in with the utility bill for the public to be aware of the fundraiser.

**Motion** by Pontinen seconded by Skenzich to approve adding the 3<sup>rd</sup> of July fundraiser flyer with the utility billing for April. MCU

**Reports – Mayor & Council**

**Mayor Smith:** Congratulations to the Cherry High School basketball team for winning State.

**Councilor Pontinen:** No formal report.

**Councilor Skenzich:** No formal report.

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Council Chambers

**Reports – Staff, Boards & Commissions**

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

**Police Chief Ty Techar:** Techar (Emergency Management Director) has been working with Public Works Director Lautigar to look into options for the sirens in town. Would like to be added to the next agenda to discuss the options. The first quote was for \$48k and second quote was for \$93k. Grants are available if there were a number of tornadoes in the last 50 years, however straight-line winds do not qualify. There may be other avenues to fund it.

Techar did look into an app, that is also an Emergency Alert System, called Everbridge. It can send alerts to the community by overriding the phone and send a notice alert. Techar is also in the process to determine how many residents still have landlines and how many may not have cell phones. Many communities have been using it already, including Chisholm, Hibbing and Duluth. The app could be used for other notification purposes as well, for example, if there was a water main break, it could inform that area of the community of the break. Can also use it for callouts to City Officials. Annual cost is \$600. Techar and Lautigar will have more information at the next meeting.

**Public Works Operations Director Sam Lautigar:** Alley pickup – leaves and grass in bags and sticks and brush less than 4’ in length will be April 29<sup>th</sup> - May 3<sup>rd</sup>.

**Motion** by Skenzich, seconded by Pontinen to approve the dates of April 29<sup>th</sup>-May 3<sup>rd</sup> for Alley pickup. MCU

**Campground Host Wendy Flannigan:** Reservations for Crawl for a Cure is April 1<sup>st</sup>. Apparel to sell at the campground was low and would like to place an order for under \$1400 to restock.

**Motion** by Pontinen, seconded by Skenzich to approve the purchase of new apparel to sell at the campground. MCU

Mayor Smith asked Flannigan and Campground Director Paul Skrbec if they would know how many of the campers facilitated the campground from just Ore-Be-Gone, as there are concerns regarding low water levels this year. There is not a way to determine that.

**Campground Board Director Paul Skrbec:** Updated dashboard with requests from the council at the last meeting on the new Campground website. A monthly chart is added to see what is coming in, what is paid in taxes and what is due by costumers. Occupancy chart and referral sources were also added.

Attorney Lindsay brought a contract for the partnership in the firewood purchase.

**Motion** by Pontinen, seconded by Skenzich to approve the firewood acquisition between the City of Gilbert and West 40 Campground. MCU

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**Motion** by Skenzich, seconded by Pontinen to approve the resignation of Deputy-Treasurer Jill Zallar, last day will be April 12, 2024. MCU

Councilor Pontinen has been in contact with the League of Minnesota Cities and has contacted an interim clerk, Micheal Skrbec. He had helped the City of Gilbert in the past. He is available to meet next week. Per Attorney Lindsay, as an interim the City would treat it as a professional service contract. The City would like to meet with him and discuss the needs, have him submit a proposal before the next council meeting on April 9<sup>th</sup>. Discussion took place to have him come for at least a week to meet with Clerk-Treasurer Zallar so they could touch base before Zallar's last day.

**Old Business:**

**WWTP Update & WTP Update:** Attorney Lindsay updated the council on previous parcel ownership concerns. Lindsay stated there no longer is an ownership issue as they were already cleaned up by Trenti law firm years ago. Lindsay sent the update to S.E.H.

Section 12.07 of the City Charter, Vacation of Streets – 2<sup>nd</sup> Reading/Vote was tabled as there were not enough council members present to vote.

**New Business:**

**Motion** by Pontinen, seconded by Skenzich to approve the final change order #26 for the WWTF improvements. MCU

**Motion** by Skenzich, seconded by Pontinen to approve the south side Bar Owner's 4<sup>th</sup> of July street dance request, following the past guidelines. MCU

**Motion** by Skenzich, seconded by Pontinen to approve the Crawl for Cure request for street dance and dinner, same plan as last year, with a fee of \$500 for the rental of the Skenzich Arena on July 17, 2024. MCU

**Motion** by Skenzich, seconded by Pontinen to approve Resolution 2024-11, accepting two Gilbert Public Library contributions: Mary Russo Memorial Grant \$1,265.69, to purchase adult fiction and historical fiction for the library and Leona Olson Gifford Grant \$6,144.95, for establishment, maintenance and expansion costs associated with automation for the library. MCU

**Motion** by Pontinen, seconded by Skenzich to approve a fence permit for 204 Ore Be Gone Drive. MCU

**Motion** by Skenzich, seconded by Pontinen to approve the Parkson quote of \$9,871 to replace screen at the Wastewater treatment plant. MCU

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Advertising for summer help discussion between Lautigar and the Council. Expressing jobs and needs.

Discussion took place regarding Trudy Salo taking over Terah's old position at the WWTP. Sam will put together a meeting, to welcome her aboard and hear ideas, etc. This will take place next week so Salo can be approved for the supervisory position by the next meeting on April 9<sup>th</sup>.

**Motion** by Skenzich, seconded by Pontinen to adjourn meeting at 7:24PM. MCU

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

ATTEST:

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

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Thomas Smith, Mayor

City of Gilbert  
Minutes of Working Session  
Tuesday, March 26, 2024  
Council Chambers

Meeting recessed to March 28, 2024

Mayor Smith called the meeting to order at 5:02 P.M.

Present: Mayor Smith, Councilors Pontinen,

Absent with notice: Clerk Zallar, Councilors Pulles, Heitzman

1. Summer Hire – discussion of whether to hire or not – what work will need to be done – agree to go out for applications at this time. Public works needs to start putting together a schedule – it's a problem stated councilor Pontinen, suggests hire wastewater and use it for extra public works, work. Councilor Pontinen questioned position description for director as he is a supervisor based off of the job description currently. The attorney did state that supervisory roll comes into play with discipline action, which is within the scope of the job description currently and would be ineligible to be in union with that role. Councilor Pontinen also asked the Public Works director if he run equipment, as that is not in his job description – he stated he does when needed. The job description needs to be looked at and updated to ensure that it meets the job duties currently.
2. Spring Dumpster dates to have available to public. Looking at May 6-10
3. Alley Pickup dates – Councilor Pontinen will bring to next meeting more information of how the city can possibly do this more efficiently and coving fees of just our residents as in past too many outsiders dump into the dumpsters.
4. Retaining wall collapse – Question whether city is responsible? Direct Public Works Director to speak to homeowner.
5. Rock house roof – Will go out for additional quotes for fall budget.
6. Parkson Quote – screen quote – discussion of problem/issue.
7. Ore Be Gone Request for property access (driveway) – working on best fit – city engineer does believe that we need to look at master plan for campground as OHV trail runs along these properties. Going to wait till snow melts to look at it better.
8. Biwabik Equipment Sharing – more discussion needed.
9. Biosolids Project – brought for review mainly.

Motion moved to adjourn by Councilor Skenzich, 2<sup>nd</sup> Councilor Pontinen at 6:21 P.M. MCU

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Mayor, Tom Smith

ATTEST:

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City Clerk-Treasurer, Jill Zallar

City of Gilbert  
Minutes of Special Council Meeting  
Tuesday, March 19, 2024  
Council Chambers

Mayor Smith called the meeting to order at 6:22 P.M.

Quorum established.

Present: Mayor Smith, Councilors Skenzich, Heitzman, Pontinen, & Pulles, City Attorney, Clerk  
Treasurer Jill Zallar.

Absent with notice: none

1. Approve Plumbing - directed city attorney Lyndsey to draw up an offer to approve plumbing based off of the provisions discussed at working session.
2. Job Description
3. Hiring Processes
4. Clerk & Deputy Clerk Positions

Closed session was tabled.

No miscellaneous items

**Motion** by Councilor Heitzman, second by Councilor Pulles to adjourn at 7:09 P.M.  
MCU 4/0

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Tom Smith, Mayor

ATTEST:

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Jill Zallar, City Clerk Treasurer

City of Gilbert  
Minutes of Working Session  
Tuesday, March 19, 2024  
Council Chambers

Mayor Smith called the meeting to order at 5:00 P.M.

Quorum established.

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

Absent with notice: None

1. Approve Plumbing: Four options by owner discussed.
2. Job Descriptions, Hiring Processes: Discussion, policy and procedures and job descriptions are with attorney for review and language.

Motion to Adjourn by Councilor Heitzman, 2<sup>nd</sup> Councilor Pulles at 6:10 P.M. MCU

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Mayor, Tom Smith

ATTEST:

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City Clerk-Treasurer, Jill Zallar

**Jill Zallar**

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**From:** Scott Dennie <densco1985@gmail.com>  
**Sent:** Monday, April 1, 2024 7:24 PM  
**To:** Karri Schutte; James Hall; Tom Smith; Jill Zallar  
**Subject:** APRIL P&Z MEETING MINUTES

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.

Greetings all, meeting minutes to follow

Quorum determined, meeting called to order at 6:30 PM, April 1, 2024.  
Commissioners present; Scott Dennie, Karri Schutte, and James Hall.  
No other officials or guests in attendance.

Approval of prior minutes from last meeting of 2/5/2024  
moved by Karri Schutte, second by Scott Dennie  
M P U 3-0 to accept minutes as written

OLD BUSINESS - none

NEW BUSINESS - Karri and Steve Schutte building permit request  
Motion by Scott Dennie, second by James Hall to recommend acceptance of permit request  
for home addition. M P U 3-0

Meeting adjourned at 6:45 PM. Motion by James Hall, second by Karri Schutte. M P U 3-0.

Next meeting scheduled for May 6, 2024 6:30 PM Gilbert City Hall

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
<b>ADVANCED AUDIO INC (10)</b>							
4/3/2024	1	Invoice	Paper, envelopes, Return env., printing, process utility billing	04/03/2024	1,100.79	04/24	604-49590-350
Total ADVANCED AUDIO INC (10):					1,100.79		
<b>ARMORY SHELL (45)</b>							
14898	1	Invoice	Police Impound	03/16/2024	200.00	04/24	101-42110-436
Total ARMORY SHELL (45):					200.00		
<b>ARROWHEAD EMS ASSOCIATION (47)</b>							
12095	1	Invoice	Annual Dues 10/1/2022-9/30/23	09/28/2022	85.00	04/24	101-42000-433
Total ARROWHEAD EMS ASSOCIATION (47):					85.00		
<b>Ascendance Truck Central LLC (425)</b>							
81060V	1	Invoice	PW Parts	03/22/2024	2,146.08	04/24	101-43000-220
Total Ascendance Truck Central LLC (425):					2,146.08		
<b>Body-Solid (797)</b>							
2112036	1	Invoice	Stand, Bars, Dumbelss - PD Gym	02/16/2024	702.20	04/24	101-42110-208
2117772	1	Invoice	Hex Dumbell - PD Gym	03/13/2024	96.00	04/24	101-42110-208
2118469	1	Invoice	Powerline Trainer Weight Stacks - PD Gym	03/15/2024	1,100.00	04/24	101-42110-208
Total Body-Solid (797):					1,898.20		
<b>Boyer Trucks - Superior (796)</b>							
096P9230	1	Invoice	Fuel Tank, etc.	03/20/2024	2,923.53	04/24	101-43000-220
Total Boyer Trucks - Superior (796):					2,923.53		
<b>CINTAS (124)</b>							
4186768421	1	Invoice	CH Rugs	03/19/2024	78.86	04/24	101-41930-300
4186768492	1	Invoice	PW Rugs & Overalls	03/19/2024	73.92	04/24	101-41930-300
4187489415	1	Invoice	Overalls for mechanic	03/26/2024	25.83	04/24	101-41930-300
Total CINTAS (124):					178.61		
<b>CIRCLE K WEX BANK (125)</b>							
95717809	1	Invoice	Public Works Fuel	03/07/2024	581.24	04/24	101-43000-212
95717809	2	Invoice	Sewer Fuel	03/07/2024	60.43	04/24	602-49480-212
95717809	3	Invoice	Water Fuel	03/07/2024	134.42	04/24	601-49430-212
95717809	4	Invoice	Police Fuel	03/07/2024	1,560.88	04/24	101-42110-212
Total CIRCLE K WEX BANK (125):					2,336.97		
<b>CIT Computer Integration Technologies (126)</b>							
370535	1	Invoice	Agreement Managed Backup - Datto Alto 3	03/15/2024	145.00	04/24	101-41930-300
370843	1	Invoice	Agreement Office 365	03/15/2024	336.90	04/24	101-41930-300
371331	1	Invoice	Agreement Managed Services Standard	03/15/2024	2,132.00	04/24	101-41930-300
371870	1	Invoice	Barracuda Email Protection, Advanced	03/20/2024	5,209.00	04/24	101-41930-300
371899	1	Invoice	Services Desk Remote Support/Troubleshooting	03/21/2024	2,217.60	04/24	101-41930-300
Total CIT Computer Integration Technologies (126):					10,040.50		
<b>CIVIC SYSTEMS LLC (136)</b>							
CVC24685	1	Invoice	Bank reconciliation assistance & training	03/13/2024	2,175.00	04/24	601-49430-309

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total CIVIC SYSTEMS LLC (136):					2,175.00		
<b>EAST RANGE SPORTSMEN'S &amp; CONSERVATION CL (193)</b>							
2024 MEMB	1	Invoice	2024 Membership Dues	03/22/2024	175.00	03/24	101-42110-433
Total EAST RANGE SPORTSMEN'S & CONSERVATION CL (193):					175.00		
<b>FLANNIGAN, WENDY (236)</b>							
APRIL 2024	1	Invoice	campground contract monthly payment	04/05/2024	1,000.00	04/24	224-45183-300
Total FLANNIGAN, WENDY (236):					1,000.00		
<b>HANSON, TANNER (280)</b>							
4/1/2024	1	Invoice	Hotel for Training	04/01/2024	580.62	04/24	101-42260-331
Total HANSON, TANNER (280):					580.62		
<b>HUSKY SPRING (304)</b>							
S1-2390551	1	Invoice	square & bolt	03/15/2024	1,330.50	04/24	101-43000-220
Total HUSKY SPRING (304):					1,330.50		
<b>INTER CITY OIL CO (309)</b>							
59674	1	Invoice	300 gallons	03/28/2024	1,285.50	04/24	101-43000-212
Total INTER CITY OIL CO (309):					1,285.50		
<b>Johnson, Michelle (424)</b>							
4/1/2024	1	Invoice	supply reimbursement	04/01/2024	44.02	04/24	101-41930-210
Total Johnson, Michelle (424):					44.02		
<b>L &amp; M SUPPLY (360)</b>							
10033851	1	Invoice	CH paint supplies	03/08/2024	20.46	04/24	101-41400-400
Total L & M SUPPLY (360):					20.46		
<b>LAKEHEAD TRUCKING (364)</b>							
216380	1	Invoice	RED BALL LIME - REC DEPT	03/11/2024	1,657.02	04/24	101-45122-220
216713	1	Invoice	RED BALL LIME - REC DEPT	03/06/2024	1,657.02	04/24	101-45122-220
Total LAKEHEAD TRUCKING (364):					3,314.04		
<b>LELS (380)</b>							
APRIL 2024	1	Invoice	UNION DUES	04/01/2024	423.00	04/24	101-21700
Total LELS (380):					423.00		
<b>MAKELA, TRISTAN (397)</b>							
4/1/2024	1	Invoice	FIRE TRAINING/HOTEL REIMB	04/01/2024	492.10	04/24	101-42260-331
FIRE TRNG	1	Invoice	FIRE TRAINING REIMB	04/01/2024	160.00	04/24	101-42260-331
Total MAKELA, TRISTAN (397):					652.10		
<b>MEDIACOM (409)</b>							
3/15/2024 C	1	Invoice	218-748-2232 4760 Cedar Island dr -WTP phone	03/15/2024	108.57	04/24	601-49430-321

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total MEDIACOM (409):					108.57		
<b>MENARDS (412)</b>							
32179	1	Invoice	City hall paint supplies	03/18/2024	16.35	04/24	101-41930-400
Total MENARDS (412):					16.35		
<b>MINNESOTA POWER - SERVICE (454)</b>							
3/19/2024	1	Invoice	Street Lighting	03/19/2024	214.77	04/24	101-43000-387
3/19/2024 G	1	Invoice	Genoa Lift Station	03/19/2024	33.66	04/24	602-49480-380
8096897358	1	Invoice	MAINTENANCE WORK ORDERS	03/12/2024	1,343.77	04/24	604-49570-300
8099399801	1	Invoice	MAINTENANCE WORK ORDERS	03/08/2024	1,382.88	04/24	604-49570-300
Total MINNESOTA POWER - SERVICE (454):					2,975.08		
<b>Minnesota Public Safety Group (455)</b>							
19-657	1	Invoice	Monthly Fire Training	03/31/2024	280.00	04/24	101-42260-331
Total Minnesota Public Safety Group (455):					280.00		
<b>NEMANICK, ANTHONY (492)</b>							
4/1/2024	1	Invoice	TRAINING/HOTEL REIMB	04/01/2024	446.34	04/24	101-42260-331
Total NEMANICK, ANTHONY (492):					446.34		
<b>NORTHERN ENGINE &amp; SUPPLY (505)</b>							
316832	1	Invoice	hose & fittings	03/18/2024	251.06	04/24	101-43000-221
Total NORTHERN ENGINE & SUPPLY (505):					251.06		
<b>PARKHURST, RANDALL (533)</b>							
MARCH 202	1	Invoice	Contract rate IT contractor	04/01/2024	2,000.00	04/24	101-41930-300
Total PARKHURST, RANDALL (533):					2,000.00		
<b>PEMBERTON LAW (540)</b>							
13	1	Invoice	attorney fee	03/06/2024	12,000.00	04/24	101-41610-304
Total PEMBERTON LAW (540):					12,000.00		
<b>RANGE AUTO PARTS CO (575)</b>							
16842	1	Invoice	PW maintenance	03/21/2024	271.62	04/24	101-43000-220
Total RANGE AUTO PARTS CO (575):					271.62		
<b>RANGE PAPER (581)</b>							
61301	1	Invoice	CITY OFFICE OPERATING SUPPLIES	03/20/2024	93.00	04/24	101-41930-210
Total RANGE PAPER (581):					93.00		
<b>Retrofit Environmental (798)</b>							
123424-IN	1	Invoice	Fluorescent Lights - City Garage	01/10/2024	247.40	04/24	101-43000-220
Total Retrofit Environmental (798):					247.40		
<b>RMB ENVIRONMENTAL LABORATORIES (602)</b>							
D057065	1	Invoice	Influent/Effluent WTP testing	03/27/2024	294.69	04/24	602-49480-438

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
H013868	1	Invoice	Influent/Effluent WTP testing	03/20/2024	186.01	04/24	602-49480-438
Total RMB ENVIRONMENTAL LABORATORIES (602):					480.70		
<b>Schweigart, Jason (621)</b>							
4/1/2024	1	Invoice	Clothing Allowance	04/01/2024	169.99	04/24	101-43000-418
Total Schweigart, Jason (621):					169.99		
<b>ST LOUIS CO AUDITOR (655)</b>							
060-0110-00	1	Invoice	Tax due on lot bought back from Brown; exempt in 2025 060-0110-0	04/01/2024	232.00	04/24	101-41910-430
Total ST LOUIS CO AUDITOR (655):					232.00		
<b>TRENTI LAW FIRM (706)</b>							
139476	1	Invoice	GENERAL MATTERS	03/08/2024	3,551.53	04/24	101-41610-304
139477	1	Invoice	Criminal Matters	03/07/2024	3,272.32	04/24	101-42110-304
Total TRENTI LAW FIRM (706):					6,823.85		
<b>TRI-CITIES BIOSOLIDS DISP AUTH (708)</b>							
04012024	1	Invoice	Second Quarter 2024	04/01/2024	6,062.87	04/24	602-49480-433
Total TRI-CITIES BIOSOLIDS DISP AUTH (708):					6,062.87		
<b>Ultimate Safety Concepts Inc. (138)</b>							
210407	1	Invoice	Operating Supplies	03/18/2024	79.20	04/24	101-42260-210
Total Ultimate Safety Concepts Inc. (138):					79.20		
<b>US Bank Equipment Finance (722)</b>							
524996840	1	Invoice	CH copier lease	04/09/2024	142.80	04/24	101-41400-413
Total US Bank Equipment Finance (722):					142.80		
<b>USIC locating service (726)</b>							
648711	1	Invoice	electrical locates	03/24/2024	500.00	04/24	604-49570-315
Total USIC locating service (726):					500.00		
<b>VIKING INDUSTRIAL CENTER (736)</b>							
3282886	1	Invoice	sewer	02/02/2024	297.38	04/24	602-49480-210
Total VIKING INDUSTRIAL CENTER (736):					297.38		
<b>WATER &amp; LIGHT (748)</b>							
MARCH 202	1	Invoice	CITY HALL	03/30/2024	776.51	04/24	101-41930-380
MARCH 202	2	Invoice	COMMUNITY CENTER	03/30/2024	744.56	04/24	101-41940-380
MARCH 202	3	Invoice	CITY GARAGE	03/30/2024	889.19	04/24	101-43000-380
MARCH 202	4	Invoice	STREET LIGHTS	03/30/2024	510.92	04/24	101-43000-387
MARCH 202	5	Invoice	REcycle Center	03/30/2024	60.80	04/24	101-44000-380
MARCH 202	6	Invoice	CEMETERY	03/30/2024	45.23	04/24	101-49000-380
MARCH 202	7	Invoice	cb city	03/30/2024	14.00	04/24	101-49200-388
MARCH 202	8	Invoice	ROCK HOUSE	03/30/2024	186.76	04/24	101-49200-385
MARCH 202	9	Invoice	Campground	03/30/2024	7,030.86	04/24	224-45183-380
MARCH 202	10	Invoice	rec center	03/30/2024	430.27	04/24	101-45122-380
MARCH 202	11	Invoice	SWITCH ROOM	03/30/2024	386.69	04/24	604-49570-380
MARCH 202	12	Invoice	WATER PLANT	03/30/2024	3,974.79	04/24	601-49430-380

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
MARCH 202	13	Invoice	SEWER	03/30/2024	10,373.26	04/24	602-49480-380
Total WATER & LIGHT (748):					25,423.84		
Grand Totals:					90,811.97		

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: \_\_\_\_\_

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

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Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

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Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
<b>ADVANCED AUDIO INC (10)</b>							
4/3/2024	1	Invoice	Paper, envelopes, Return env., printing, process utility billing	04/03/2024	1,100.79	04/24	604-49590-350
Total ADVANCED AUDIO INC (10):					1,100.79		
<b>ARMORY SHELL (45)</b>							
14898	1	Invoice	Police Impound	03/16/2024	200.00	04/24	101-42110-436
Total ARMORY SHELL (45):					200.00		
<b>ARROWHEAD EMS ASSOCIATION (47)</b>							
12095	1	Invoice	Annual Dues 10/1/2022-9/30/23	09/28/2022	85.00	04/24	101-42000-433
Total ARROWHEAD EMS ASSOCIATION (47):					85.00		
<b>Ascendance Truck Central LLC (425)</b>							
81060V	1	Invoice	PW Parts	03/22/2024	2,146.08	04/24	101-43000-220
Total Ascendance Truck Central LLC (425):					2,146.08		
<b>Body-Solid (797)</b>							
2112036	1	Invoice	Stand, Bars, Dumbelss - PD Gym	02/16/2024	702.20	04/24	101-42110-208
2117772	1	Invoice	Hex Dumbell - PD Gym	03/13/2024	96.00	04/24	101-42110-208
2118469	1	Invoice	Powerline Trainer Weight Stacks - PD Gym	03/15/2024	1,100.00	04/24	101-42110-208
Total Body-Solid (797):					1,898.20		
<b>Boyer Trucks - Superior (796)</b>							
096P9230	1	Invoice	Fuel Tank, etc.	03/20/2024	2,923.53	04/24	101-43000-220
Total Boyer Trucks - Superior (796):					2,923.53		
<b>CINTAS (124)</b>							
4186768421	1	Invoice	CH Rugs	03/19/2024	78.86	04/24	101-41930-300
4186768492	1	Invoice	PW Rugs & Overalls	03/19/2024	73.92	04/24	101-41930-300
4187489415	1	Invoice	Overalls for mechanic	03/26/2024	25.83	04/24	101-41930-300
Total CINTAS (124):					178.61		
<b>CIRCLE K WEX BANK (125)</b>							
95717809	1	Invoice	Public Works Fuel	03/07/2024	581.24	04/24	101-43000-212
95717809	2	Invoice	Sewer Fuel	03/07/2024	60.43	04/24	602-49480-212
95717809	3	Invoice	Water Fuel	03/07/2024	134.42	04/24	601-49430-212
95717809	4	Invoice	Police Fuel	03/07/2024	1,560.88	04/24	101-42110-212
Total CIRCLE K WEX BANK (125):					2,336.97		
<b>CIT Computer Integration Technologies (126)</b>							
370535	1	Invoice	Agreement Managed Backup - Datto Alto 3	03/15/2024	145.00	04/24	101-41930-300
370843	1	Invoice	Agreement Office 365	03/15/2024	336.90	04/24	101-41930-300
371331	1	Invoice	Agreement Managed Services Standard	03/15/2024	2,132.00	04/24	101-41930-300
371870	1	Invoice	Barracuda Email Protection, Advanced	03/20/2024	5,209.00	04/24	101-41930-300
371899	1	Invoice	Services Desk Remote Support/Troubleshooting	03/21/2024	2,217.60	04/24	101-41930-300
Total CIT Computer Integration Technologies (126):					10,040.50		
<b>CIVIC SYSTEMS LLC (136)</b>							
CVC24685	1	Invoice	Bank reconciliation assistance & training	03/13/2024	2,175.00	04/24	601-49430-309

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total CIVIC SYSTEMS LLC (136):					2,175.00		
<b>EAST RANGE SPORTSMEN'S &amp; CONSERVATION CL (193)</b>							
2024 MEMB	1	Invoice	2024 Membership Dues	03/22/2024	175.00	03/24	101-42110-433
Total EAST RANGE SPORTSMEN'S & CONSERVATION CL (193):					175.00		
<b>FLANNIGAN, WENDY (236)</b>							
APRIL 2024	1	Invoice	campground contract monthly payment	04/05/2024	1,000.00	04/24	224-45183-300
Total FLANNIGAN, WENDY (236):					1,000.00		
<b>HANSON, TANNER (280)</b>							
4/1/2024	1	Invoice	Hotel for Training	04/01/2024	580.62	04/24	101-42260-331
Total HANSON, TANNER (280):					580.62		
<b>HUSKY SPRING (304)</b>							
S1-2390551	1	Invoice	square & bolt	03/15/2024	1,330.50	04/24	101-43000-220
Total HUSKY SPRING (304):					1,330.50		
<b>INTER CITY OIL CO (309)</b>							
59674	1	Invoice	300 gallons	03/26/2024	1,285.50	04/24	101-43000-212
Total INTER CITY OIL CO (309):					1,285.50		
<b>Johnson, Michelle (424)</b>							
4/1/2024	1	Invoice	supply reimbursement	04/01/2024	44.02	04/24	101-41930-210
Total Johnson, Michelle (424):					44.02		
<b>L &amp; M SUPPLY (360)</b>							
10033851	1	Invoice	CH paint supplies	03/08/2024	20.46	04/24	101-41400-400
Total L & M SUPPLY (360):					20.46		
<b>LAKEHEAD TRUCKING (364)</b>							
216380	1	Invoice	RED BALL LIME - REC DEPT	03/11/2024	1,657.02	04/24	101-45122-220
216713	1	Invoice	RED BALL LIME - REC DEPT	03/06/2024	1,657.02	04/24	101-45122-220
Total LAKEHEAD TRUCKING (364):					3,314.04		
<b>LELS (380)</b>							
APRIL 2024	1	Invoice	UNION DUES	04/01/2024	423.00	04/24	101-21700
Total LELS (380):					423.00		
<b>MAKELA, TRISTAN (397)</b>							
4/1/2024	1	Invoice	FIRE TRAINING/HOTEL REIMB	04/01/2024	492.10	04/24	101-42260-331
FIRE TRNG	1	Invoice	FIRE TRAINING REIMB	04/01/2024	160.00	04/24	101-42260-331
Total MAKELA, TRISTAN (397):					652.10		
<b>MEDIACOM (409)</b>							
3/15/2024 C	1	Invoice	218-748-2232 4760 Cedar Island dr -WTP phone	03/15/2024	108.57	04/24	601-49430-321

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
Total MEDIACOM (409):					108.57		
<b>MENARDS (412)</b>							
32179	1	Invoice	City hall paint supplies	03/18/2024	16.35	04/24	101-41930-400
Total MENARDS (412):					16.35		
<b>MINNESOTA POWER - SERVICE (454)</b>							
3/19/2024	1	Invoice	Street Lighting	03/19/2024	214.77	04/24	101-43000-387
3/19/2024 G	1	Invoice	Genoa Lift Station	03/19/2024	33.66	04/24	602-49480-380
8096897358	1	Invoice	MAINTENANCE WORK ORDERS	03/12/2024	1,343.77	04/24	604-49570-300
8099399801	1	Invoice	MAINTENANCE WORK ORDERS	03/08/2024	1,382.88	04/24	604-49570-300
Total MINNESOTA POWER - SERVICE (454):					2,975.08		
<b>Minnesota Public Safety Group (455)</b>							
19-657	1	Invoice	Monthly Fire Training	03/31/2024	280.00	04/24	101-42260-331
Total Minnesota Public Safety Group (455):					280.00		
<b>NEMANICK, ANTHONY (492)</b>							
4/1/2024	1	Invoice	TRAINING/HOTEL REIMB	04/01/2024	446.34	04/24	101-42260-331
Total NEMANICK, ANTHONY (492):					446.34		
<b>NORTHERN ENGINE &amp; SUPPLY (505)</b>							
316832	1	Invoice	hose & fittings	03/18/2024	251.06	04/24	101-43000-221
Total NORTHERN ENGINE & SUPPLY (505):					251.06		
<b>PARKHURST, RANDALL (533)</b>							
MARCH 202	1	Invoice	Contract rate IT contractor	04/01/2024	2,000.00	04/24	101-41930-300
Total PARKHURST, RANDALL (533):					2,000.00		
<b>PEMBERTON LAW (540)</b>							
13	1	Invoice	attorney fee	03/06/2024	12,000.00	04/24	101-41610-304
Total PEMBERTON LAW (540):					12,000.00		
<b>RANGE AUTO PARTS CO (575)</b>							
16842	1	Invoice	PW maintenance	03/21/2024	271.62	04/24	101-43000-220
Total RANGE AUTO PARTS CO (575):					271.62		
<b>RANGE PAPER (581)</b>							
61301	1	Invoice	CITY OFFICE OPERATING SUPPLIES	03/20/2024	93.00	04/24	101-41930-210
Total RANGE PAPER (581):					93.00		
<b>Retrofit Environmental (798)</b>							
123424-IN	1	Invoice	Fluorescent Lights - City Garage	01/10/2024	247.40	04/24	101-43000-220
Total Retrofit Environmental (798):					247.40		
<b>RMB ENVIRONMENTAL LABORATORIES (602)</b>							
D057065	1	Invoice	Influent/Effluent WTP testing	03/27/2024	294.69	04/24	602-49480-438

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
H013868	1	Invoice	Influent/Effluent WTP testing	03/20/2024	186.01	04/24	602-49480-438
Total RMB ENVIRONMENTAL LABORATORIES (602):					480.70		
<b>Schweigart, Jason (621)</b>							
4/1/2024	1	Invoice	Clothing Allowance	04/01/2024	169.99	04/24	101-43000-418
Total Schweigart, Jason (621):					169.99		
<b>ST LOUIS CO AUDITOR (655)</b>							
060-0110-00	1	Invoice	Tax due on lot bought back from Brown; exempt in 2025 060-0110-0	04/01/2024	232.00	04/24	101-41910-430
Total ST LOUIS CO AUDITOR (655):					232.00		
<b>TRENTI LAW FIRM (706)</b>							
139476	1	Invoice	GENERAL MATTERS	03/08/2024	3,551.53	04/24	101-41610-304
139477	1	Invoice	Criminal Matters	03/07/2024	3,272.32	04/24	101-42110-304
Total TRENTI LAW FIRM (706):					6,823.85		
<b>TRI-CITIES BIOSOLIDS DISP AUTH (708)</b>							
04012024	1	Invoice	Second Quarter 2024	04/01/2024	6,062.87	04/24	602-49480-433
Total TRI-CITIES BIOSOLIDS DISP AUTH (708):					6,062.87		
<b>Ultimate Safety Concepts Inc. (138)</b>							
210407	1	Invoice	Operating Supplies	03/18/2024	79.20	04/24	101-42260-210
Total Ultimate Safety Concepts Inc. (138):					79.20		
<b>US Bank Equipment Finance (722)</b>							
524996840	1	Invoice	CH copier lease	04/09/2024	142.80	04/24	101-41400-413
Total US Bank Equipment Finance (722):					142.80		
<b>USIC locating service (726)</b>							
648711	1	Invoice	electrical locates	03/24/2024	500.00	04/24	604-49570-315
Total USIC locating service (726):					500.00		
<b>VIKING INDUSTRIAL CENTER (736)</b>							
3282886	1	Invoice	sewer	02/02/2024	297.38	04/24	602-49480-210
Total VIKING INDUSTRIAL CENTER (736):					297.38		
<b>WATER &amp; LIGHT (748)</b>							
MARCH 202	1	Invoice	CITY HALL	03/30/2024	776.51	04/24	101-41930-380
MARCH 202	2	Invoice	COMMUNITY CENTER	03/30/2024	744.56	04/24	101-41940-380
MARCH 202	3	Invoice	CITY GARAGE	03/30/2024	889.19	04/24	101-43000-380
MARCH 202	4	Invoice	STREET LIGHTS	03/30/2024	510.92	04/24	101-43000-387
MARCH 202	5	Invoice	REcycle Center	03/30/2024	60.80	04/24	101-44000-380
MARCH 202	6	Invoice	CEMETERY	03/30/2024	45.23	04/24	101-49000-380
MARCH 202	7	Invoice	cb city	03/30/2024	14.00	04/24	101-49200-388
MARCH 202	8	Invoice	ROCK HOUSE	03/30/2024	186.76	04/24	101-49200-385
MARCH 202	9	Invoice	Campground	03/30/2024	7,030.86	04/24	224-45183-380
MARCH 202	10	Invoice	rec center	03/30/2024	430.27	04/24	101-45122-380
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MARCH 202	12	Invoice	WATER PLANT	03/30/2024	3,974.79	04/24	601-49430-380

Invoice	Seq	Type	Description	Invoice Date	Total Cost	Period	GL Account
MARCH 202	13	Invoice	SEWER	03/30/2024	10,373.26	04/24	602-49480-380
Total WATER & LIGHT (748):					25,423.84		
Grand Totals:					90,811.97		

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: \_\_\_\_\_

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

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Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

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City of Gilbert  
Request for City Council Action

**Date:** April 09, 2024

**Issue:** Fire department requests

**Background:** See attached request from Chief Kwiatkowski

A.) Accept donation form Fire Department Relief Assn. (under new business item a).

B.) Approve the quote for Extractor Washing Machine and plumbing supplies.

C.) Approval for Fire Department to submit a grant application and accept any awarded grant funding to Lake Country Power Community Trust Operation Round Up Grant for the purchase of two (2) EV Blankets for use fighting electric vehicle fires. Grant max is \$5,760.00, if the grant doesn't cover 100% this authorization would also allow the Fire Department to use dollars from their budget for equipment (or other remaining budget item) to match difference.

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

Mr. Mayor and council,

- 1.) The Gilbert Fire Department is asking for approval to accept a donation of \$8,000.00 from the Gilbert Fire Department Relief Association.
- 2.) The Gilbert Fire Department is asking for approval to use the donation of \$8,000.00 to purchase a second Extractor Washing machine and plumbing supplies.
- 3.) The Gilbert Fire Department is asking for approval to submit a grant to Lake Country Power for (2) EV Blankets to help fight Electric Vehicle fires. The grant amount is \$5,760.00.

Thank you for your consideration,

Marc Kwiatkowski

A handwritten signature in black ink, appearing to read "Marc Kwiatkowski". The signature is written in a cursive style with a prominent initial "M".

Gilbert Fire Chief

**Darling's Sales & Service Company**

Commercial Laundry Equipment &amp; Parts

10007 Baltimore Street  
 Minneapolis, MN 55449  
 Phone 763-786-1803 Fax 763-786-4902

**QUOTATION**

Date: 3/26/24  
 Quote # 12701  
 Quote By: Brad Darling

**Bill To:**

Gilbert Fire Department  
 16 South Broadway  
 Gilbert, MN

Attn: Mark Heitzman

Phone: 218-750-0813  
 Fax:  
 Cell:  
 Email: mlheitz30@msn.com

**Regarding:** New Washer for Turn Out Gear

Quantity	Description	Price each	Amount
1	EH020 Continental 20lb. Washer. Logi Pro Computer Control, Soft Mount, Capable of High and Low Speed Spin, Inverter Drive Motor, Pump Drain, 115V Electric.		\$6,495.00
	All Freight charges, Delivery charges to your location, Washer installed to you're your existing utilities.		\$1,000.00
	<b>Above quote is subject to MN Sales Tax if applicable.</b>		
	Delivery Time: ASAP		
	Terms: Net 15 days from Date of invoice		

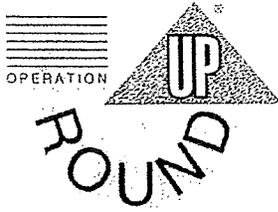
We are pleased to submit the above quotation for your attention.

your consideration. Should you place an order, be assured it will receive our prompt

This quotation is valid for 30 days. Thereafter it is subject to change without notice.

By \_\_\_\_\_ Accepted \_\_\_\_\_ Date \_\_\_\_\_

*Thank You!*



Lake Country Power Community Trust  
Operation Round Up®  
26039 Bear Ridge Drive  
Cohasset, MN 55721

## OPERATION ROUND UP® GRANT GUIDELINES

### PURPOSE:

The Lake Country Power Community Trust will be funded by voluntary Operation Round Up contributions from members of the Cooperative and from other sources of funds available to the Trust. Grant availability will be promoted to area communities and organizations. Contributions will be distributed primarily in the local area served by the Cooperative for charitable and educational purposes.

Quarterly application deadlines are February 15, May 15, August 15 and November 15. Quarterly applications must be postmarked on or before these dates, or turned in to Lake Country Power's headquarters at 26039 Bear Ridge Drive in Cohasset by the close of business (4:30 p.m.) on the date of each quarterly deadline, to be eligible for consideration in conjunction with the quarterly schedule listed above.

The Trust Board will review grant applications and distribute funds quarterly – generally each March, June, September and December.

### ELIGIBILITY:

1. Grants will generally be made to nonprofit, civic or community-based organizations that demonstrate a commitment to enhance the quality of life in the region.
2. Grants will be distributed primarily in the local area served by the cooperative (see Lake Country Power geographic service territory map, back page).
3. Project/purpose/objectives should fit in one or more of these categories: Community Service, Education and Youth, Community Economic Assistance, Environment, Emergency Energy Assistance and Disaster Relief.
4. Applications must be submitted on Official Operation Round Up® application form.

### LIMITATIONS:

Grants will generally **not** be made for:

- a. Lobbying, political and religious organizations.
- b. Veteran, fraternal and labor organizations.
- c. Fund-raising dinners, raffles and other events.
- d. Individuals.
- e. Capital fund campaigns (building or improvements to property).
- f. National fund drives.
- g. Advertising.
- h. On-going operational expenses.
- i. Grants will not normally exceed \$10,000 annually for any one group, organization or charity.



**MACQUEEN**  
EQUIPMENT



**MACQUEEN**  
EMERGENCY

350 Austin Circle  
Delafield, WI 53018  
(262) 646-5911  
Fax: (262) 646-5912

**Ship To:** ANTHONY NEMANICK  
217 MICHIGAN AVE WEST  
GILBERT, MN 55741

**Invoice To:** CITY OF GILBERT  
Po Box 548  
Gilbert MN 55741

Attention: ANTHONY NEMANICK

Branch 16 - DELAFIELD, WI		
Date 03/22/2024	Time 14:05:25 (O)	Page 1
Account No GILBE001	Phone No 2187419443	Est No 01 020228
Ship Via BEST WAY DIRECT	Purchase Order PENDING	
Tax ID No		Salesperson 277 / 312

ESTIMATE EXPIRY DATE: 04/21/2024

**QUOTE - ORDER ACKNOWLEDGEMENT**

Part#	Description	U	Qty	Price	Amount
***DOES NOT INCLUDE SHIPPING***					
FP-BL-XL-EV-K1	EV FIRE XL KIT		1	2450.00	2450.00
	BRIMSTONE XL EV FIRE BLANKET KIT, 25' X 33' BLANKET, 53' CINCH STRAP, EXTENDING POLE SET, DEPLOYMENT BAG				
AC-POLE-EV-SET	EXTENDABLE POLE		1	195.00	195.00
	EXTENDABLE DEPLOYMENT POLES SET				
AC-KV-CIN-XL-53	KEVLAR STRAP XL		1	235.00	235.00
	CLINCH STRAP XL KEVLAR				
				Subtotal:	2880.00
				Tax:	.00
				TOTAL:	2880.00

Authorization: \_\_\_\_\_

X 2  
\$5760.00

**Return/Exchange Policy**

Returns/Exchanges are accepted within 30 days of the purchase date on stock items in original, re-sellable packaging, with tags. No writing is allowed on the packaging. Please contact our Inside Sales Support Team at 800-615-6789 for a Return Authorization Number. A copy of the Return Authorization Form should accompany the return. We will not accept returns without a Return Authorization Number. A credit will be issued after a full product inspection is complete on an eligible return. Returns are subject to a 25% restocking fee, which we may waive for exchanges. Purchaser is responsible for freight. Unfortunately, all special orders, custom items, and SCBA cylinders are non-returnable. Other restrictions may apply. MacQueen Emergency reserves the right to refuse returns not received in the 30-day return period.

Visit Us Online  
www.MacQueenGroup.com

City of Gilbert  
Request for City Council Action

**Date:** April 09, 2024

**Issue:** WWTP

**Background:** Accept the close-out of attached construction related items from Stantec

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

This email provides a summary of the remaining work on the WWTF that is being completed by Stantec and Magney Construction, both related to the original engineering and construction contracts. We anticipate this information will be shared with the City Council for their review and input.

#### Construction Related Items:

1. Magney contract closeout:
  1. Final invoice from Magney for the project related to sludge storage tank improvements.
    1. Work in Sludge Storage Tanks 3 and 4: Magney completed the work during the week of March 11, the total cost is \$9,620.78. For this item, Stantec contributes 25% of the cost (Stantec share is \$2,405.20).
    2. Materials for work in Sludge Storage Tanks 1 and 2: The original aluminum swivel joints deteriorated, making decanting from these sludge storage tanks difficult. It was determined during conversations with the City and a swivel joint supplier that stainless steel swivel joints should be installed as replacements. Magney has purchased all the materials for this change (swivel joints and piping/hardware). The final Magney pay application will request payment for these materials, which is \$26,882.05 (to be paid by Stantec).
  2. Magney construction contract closeout.
    1. We are going to work with the City and Magney to get the Magney construction contract closed out. They have completed their work.
2. Fine screen plumbing changes (and effluent re-use system):
  1. We have been working with the City to develop a plan for making plumbing changes that improve the performance of the fine screens due to the low water pressure of the fine screen spray wash system. The original effluent reuse pumping system has not worked reliably, and the current water supply to the fine screens has a low pressure.
  2. To address the issue, we have proposed to abandon the effluent reuse system, and a new water line will be installed to the fine screens, one that bypasses existing pressure reducing valves. The new line will provide a higher water pressure to the fine screens, which is expected to reduce the frequency of manual cleaning of the screens.
  3. In addition, City water will continue to be provided for membrane Clean in Place (CIP) events, as well as the two outdoor yard hydrants on the north side of the EQ Pond.
  4. It is anticipated that the City will hire a local plumbing contractor to complete the work. Stantec will develop a Request for Quote package that the City can use to solicit multiple quotes.
  5. Upon City approval of this plan, we will first reach out to the MPCA, as they will need to review and approve the modifications. Abandoning the effluent reuse system may affect previous grant funding the City received for that system.
  6. Review/approval by the MN Dept. of Labor and Industry will also be required as the changes affect the building's plumbing design.
  7. It is anticipated that Stantec will pay for the construction costs associated with making these changes.
3. Installation of new swivel joints in Sludge Storage Tanks 1 and 2:
  1. As noted above, Magney has purchased the materials for the decant piping equipment in Sludge Storage Tanks 1 and 2. However, this equipment will need to be installed in the fall, after the City empties the tanks. The City will hire a local contractor to get this work completed. It is anticipated that Stantec will pay the costs for this work.

#### Engineering Related Items:

1. Update O&M Manual that we prepared for the project (a draft has been completed, the City provided comments, and we need to update to reflect the new Kubota equipment).
2. Finalize Record Drawings. Need to do this to update for all the change order work that has happened over the past year.

3. Closeout documentation related to Magney construction contract (final pay request).

Before we proceed with this remaining work, we would like the City's concurrence with that the list of items shown above reflects all of the open items and that there are not other tasks required by the original engineering contract. Upon receiving the City's concurrence that this list is complete approval, we will move forward with completing the items listed above, including paying for the share of work that is proposed to be covered by Stantec.

Upon completion of the items listed above, Stantec will ask that the City acknowledge that it is not aware of any claims or concerns with tasks that were included in the City-Stantec engineering contract.

Please review and let us know if you have any questions. If the City would like to have a meeting to discuss these items, please let us know. I can make a visit to Gilbert to discuss, or we can also have a virtual meeting.

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](mailto:peter.daniels@stantec.com)

Stantec  
733 Marquette Avenue Suite 1000  
Minneapolis MN 55402-2314

**City of Gilbert**  
**Request for City Council Action**

**Date:** April 09, 2024

**Issue:** A Portion of Pleasant Street, to be vacated – 2<sup>nd</sup> 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 – April 09, 2024
  - followed by a vote and it is either adopted or not.
- Published – on or before April 19, 2024
- Effective Date – May 19, 2024

**Council Action:** Council action is requested

**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:

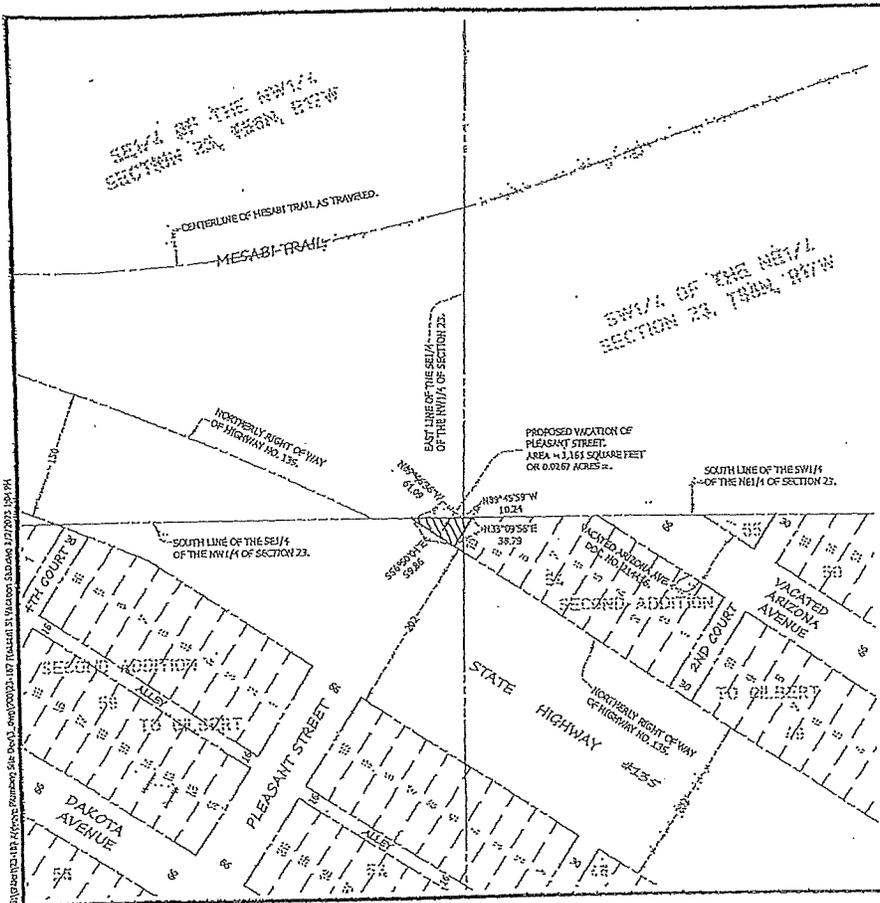
Absent:

Ordinance declared adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024

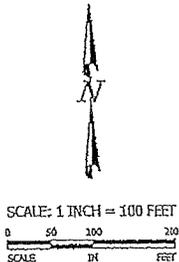
\_\_\_\_\_  
Thomas M. Smith, Mayor

ATTEST:

\_\_\_\_\_  
Jill Zallar, City Clerk

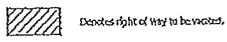


**VACATION DESCRIPTION:**  
 That part of Pleasant Street, as platted and dedicated in SECOND ADDITION TO GILBERT, according to the recorded plat thereof, St. Louis County, Minnesota, lying northerly of the northerly right of way of State Highway No. 135.



**SURVEYOR NOTES:**  
 Orientation of the bearing system is based on the north line of the SE 1/4 of the NW 1/4 of Section 23, T55N, R17W, to have a bearing of N 69°45'26\"/>

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



**CERTIFICATION:**  
 I hereby certify that this 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 1st day of August, 2013 for JPD Engineering, Inc.  
 \_\_\_\_\_  
 Harold H. Hordley, PLS License Number 21401



JPD ENGINEERING, INC.  
 415 Grove Street  
 FROSTBURG, PA 15746  
 (717) 262-5328  
 5670 Miller Truck Hwy  
 Duluth, PA 15831  
 (717) 720-6219  
 www.jpdesign.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 :	AXG
DRAWN BY :	AXG
DESIGNED BY :	RHH
DATE :	8/1/2013
PROJECT NO. :	23-187
DESCRIPTION :	1 OF 1

City of Gilbert  
Request for City Council Action

**Date:** April 09, 2024

**Issue:** Campground Dashboard

**Background:** Accept the attached dashboard for monthly reporting

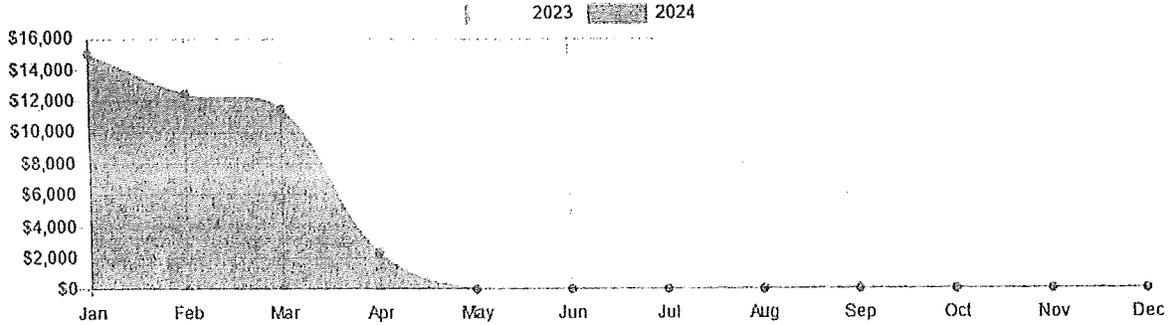
**Council Action:** Council action is requested.

**Sherwood Forest  
Campground**

# Monthly Dashboard

Report for the month of March 2024 (as of April 2).

### RESERVATION PAYMENTS



Charges Report				
	# of charges	Taxes	Total Paid	Total Due
January	1038	\$10,659.18	23,844.39	\$59,338.79
February	242	\$2,016.57	\$6,293.56	\$11,434.01
March	340	\$2,604.46	\$7,503.56	\$12,632.40
April to date	100	\$659.08	\$2,043.37	\$3,159.71
Sherwood sub-total	1720	\$15,939.29	\$39,674.88	\$86,564.91
SECA sub-total	37	\$235.83	\$773.49	\$1,068.37
<b>TOTAL</b>	<b>1757</b>	<b>\$16,175.12</b>	<b>\$40,448.37</b>	<b>\$87,633.25</b>
<b>TOTAL REVENUE PAID AND DUE FOR 2024</b>			<b>\$128,081.95</b>	

### Revenue Summary - Year to Date Sherwood Forest & SECA

TYPE	TAX TOTAL	PAYMENTS RECEIVED TOTAL	PROCESSING FEE TOTAL
Reservation	\$15,019.69	\$35,102.09	\$1,216.83
Add-on	\$120.36	\$1,414.29	\$48.65
Reservation Fee	\$26.20	\$2,878.00	\$102.90
Lock Fee	\$0.00	\$2,670.00	\$94.71
Other Charge	\$0.00	\$50.00	\$3.54
<b>Overall Total</b>	<b>\$15,166.25</b>	<b>\$42,114.38</b>	<b>\$1,466.63</b>

Sherwood Forest  
Campground

# Monthly Dashboard

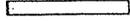
## Campground Occupancy Days Over 70%

Date	Occupancy	Event
5/24/2024	90%	Memorial Day weekend
5/25/2024	90%	Memorial Day weekend
5/26/2024	84%	Memorial Day weekend
6/28/2024	78%	
6/29/2024	83%	
7/2/2024	75%	3rd/4th of July
7/3/2024	92%	3rd/4th of July
7/4/2024	98%	3rd/4th of July
7/5/2024	94%	3rd/4th of July
7/6/2024	83%	3rd/4th of July
7/12/2024	87%	
7/13/2024	84%	
7/18/2024	98%	Crawl 4 the Cure
7/19/2024	98%	Crawl 4 the Cure
7/20/2024	98%	Crawl 4 the Cure
7/25/2024	70%	
7/26/2024	89%	
7/27/2024	83%	
8/1/2024	73%	
8/2/2024	97%	
8/3/2024	97%	
8/9/2024	83%	
8/10/2024	84%	
8/16/2024	90%	Scuba-Palooza
8/17/2024	90%	Scuba-Palooza
8/30/2024	83%	Labor Day Weekend
8/31/2024	83%	Labor Day Weekend
9/1/2024	76%	Labor Day Weekend
10/3/2024	70%	Rock-Rash
10/4/2024	81%	Rock-Rash
10/5/2024	81%	Rock-Rash

Sherwood Forest  
Campground

# Monthly Dashboard

## Campground Referral Sources

Referral Source	Count	Percentage
ATV MN	2	0.8% 
City of Gilbert Website	7	2.7% 
Crawl 4 The Cure	11	4.2% 
Dive Shop / Diving Club	4	1.5% 
Drove By / Road Sign	5	1.9% 
Explore Minnesota	2	0.8% 
Facebook or other social media	1	0.4% 
Good Sam Club	6	2.3% 
Google Search	18	6.9% 
Mesabi Trail	2	0.8% 
MN4WDA	13	5.0% 
Other	43	16.4% 
Returning Guest	148	56.5% 

City of Gilbert  
Request for City Council Action

**Date:** April 09, 2024

**Issue:** Accept donation

**Background:** City has received a donation from the Minnesota Fire Fighters Foundation in the amount of \$8000.00 for equipment needs of the fire department.

**Council Action:** Council is requested to accept this donation.

# LG555 Government Approval or Acknowledgment for Use of Gambling Funds

Keep this completed form attached to the LG100C in your organization's records. You do not need to submit this form to the Gambling Control Board or the Department of Revenue.

## ORGANIZATION AND EXPENDITURE INFORMATION (attach additional sheets if necessary)

Organization Name: **GILBERT FIRE DEPARTMENT RELIEF ASSOCIATION** License Number: **05549**

Address: **18 SOUTH BROADWAY STREET** City/State/Zip: **GILBERT MN 55741**

1. Amount of proposed lawful purpose expenditure: \$ 8000

2. Check one expenditure category:
- A. **Contribution to a unit of government**—United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities.
  - B. **Wildlife management project or activity** that benefits the public at large, with approval by the Minnesota Department of Natural Resources (DNR).
  - C. **Grooming and maintaining snowmobile or all-terrain vehicle trails** established under Minnesota Statutes, Sections 84.83 and 84.927, including purchase or lease of equipment, with approval by the DNR. All trails must be open to public use.
  - D. **Supplies and materials for safety training and educational programs** coordinated by the DNR, including the Enforcement Division.
  - E. **Citizen monitoring of surface water quality testing** for public waters by individuals or nongovernmental organizations, with Minnesota Pollution Control Agency (MPCA) guidance on monitoring procedures, quality assurance protocols, and data management, providing that data is submitted to the MPCA.

3. Describe the proposed expenditure, including vendors:

the purchase AND installation of an washmachine extractor

- **NO FINANCIAL OR OTHER BENEFIT:** I affirm that the contribution or expenditure does not result in any monetary, economic, financial, or material benefit to our organization, in compliance with Minn. Rule 7861.0320, subp. 17, para. C.
- **FOR DNR-RELATED PROJECTS:** I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on form LG100C.
- **FOR SURFACE WATER QUALITY TESTING:** I affirm that the MPCA has been consulted in developing the monitoring plan and that the data collected will be submitted to the MPCA. Send form for signature to: Manager, Water Monitoring Section, Minnesota Pollution Control Agency, 520 Lafayette Road North, St. Paul, MN 55155. Website: [www.pca.state.mn.us](http://www.pca.state.mn.us)

Chief Executive Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_

## GOVERNMENT APPROVAL/ACKNOWLEDGMENT

Contribution amount: \$ 8000. Government use of contribution (check one):

- Wildlife**—DNR approves the wildlife management project or activity.
- Trails**—DNR approves the grooming/maintaining of snowmobile and/or all-terrain vehicle trails.
- Safety training**—DNR approves the supplies/materials for DNR safety training and educational programs.
- Water quality testing**—MPCA approves the surface water quality testing project.
- Donation to other unit of government** (city, county, state, federal, or any of their subdivisions) provided the funds will not be used for a pension or retirement fund.

Unit of Government: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

By signature below, the representative of the unit of government acknowledges and approves the contribution amount for the use as listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_ Title \_\_\_\_\_

**Questions?** Contact the Minnesota Gambling Control Board at 651-539-1900. This form will be made available in alternative format (i.e. large print, braille) upon request. The information requested on this form will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

City of Gilbert  
Request for City Council Action

**Date:** April 09, 2024

**Issue:** Fire department purchase

**Background:** Request to purchase & installation :

- Wash machine extractor \$7495.00
  - Total amount of this purchase \$8,000

**Council Action:** Council is requested to approve this purchase.

# Darling's Sales & Service Company

Commercial Laundry Equipment & Parts

# QUOTATION

10007 Baltimore Street  
Minneapolis, MN 55449  
Phone 763-786-1803 Fax 763-786-4902

Date: 3/26/2024  
Quote # 12701  
Quote By: Brad Darling

**Bill To:**  
Gilbert Fire Department  
16 South Broadway  
Gilbert, MN

Phone: 218-750-0813  
Fax:  
Cell:  
Email: mlheitz30@msn.com

Attn: Mark Heitzman

**Regarding:** New Washer for Turn Out Gear

Quantity	Description	Price each	Amount
1	EH020 Continental 20lb. Washer. Logi Pro Computer Control, Soft Mount, Capable of High and Low Speed Spin, Inverter Drive Motor, Pump Drain, 115V Electric.		\$6,495.00
	All Freight charges, Delivery charges to your location, Washer installed to you're your existing utilities.		\$1,000.00
	<b>Above quote is subject to MN Sales Tax if applicable.</b>		
	Delivery Time: ASAP		
	Terms: Net 15 days from Date of invoice		

We are pleased to submit the above quotation for your attention.

This quotation is valid for 30 days. Thereafter it is subject to change without notice.

By \_\_\_\_\_ Accepted \_\_\_\_\_ Date \_\_\_\_\_

*Thank You!*

City of Gilbert  
Request for City Council Action

**Date:** April 09, 2024

**Issue:** Resolution 2024-12

**Background:** Resolution authorizing City of Gilbert to make application to and accept funds from MN Department of Health, Drinking Water Protection Grant programs. This will be used to fund processes needed to determine Well 3 future and/or new location.

**Council Action:** Council is requested to approve Resolution 2024-12

CITY OF GILBERT  
RESOLUTION NO. 2024-12

STATE OF MINNESOTA  
COUNTY OF ST. LOUIS  
CITY OF GILBERT

RESOLUTION AUTHORIZING CITY OF GILBERT TO  
MAKE APPLICATION TO AND ACCEPT FUNDS FROM  
MN DEPARTMENT OF HEALTH UNDER THE DRINKING WATER PROTECTION  
GRANT PROGRAMS

WHEREAS THE authorizing authority approves of the attached application for the City of Gilbert 2024 Drinking Water Protection Grant Program; and

WHEREAS THE authorizing authority agrees to accept funding for the underlying project if approved by MN Department of Health.

NOW BE IT RESOLVED that the authorizing authority of the City of Gilbert does adopt this resolution.

Upon vote taken, the following voted:

For:

Absent:

Whereupon Resolution No. 2024-12 was declared duly passed and adopted on this 09TH day of April 2024.

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

\_\_\_\_\_  
Mayor  
Title

\_\_\_\_\_  
Jill Zallar

\_\_\_\_\_  
Clerk-Treasurer  
Title