

CITY OF GILBERT REGULAR COUNCIL MEETING 11-12-24

6:00 PM REGULAR CITY COUNCIL MEETING

THERE IS NO COUNCIL WORKSHOP AT 5 PM.

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
 - October 22, 2024
 -
 - B. Invoices from Previously Approved Projects
 - C. Boards and Commission Minutes
 - Planning & Zoning Commission minutes
 - Library Board Meeting minutes
 - Cemetery Board Meeting minutes
 - D. Payments of bills and payroll upon proper audit of clerk and mayor
 - Check register WAITING FOR FINAL, WILL HAVE BEFORE MEETING
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 - E.
 -
 -
 - F.
4. **PUBLIC INPUT**
5. **REPORTS - MAYOR & COUNCIL**
 - A. Mayor
 - B. City Councilors
6. **REPORTS - STAFF, BOARDS & COMMISSIONS**
 - A. Fire Chief Kwiakowski - EQUIPMENT DRYER PROPOSAL
 - B. City Attorney
 - C. Chief of Police Techar
 - D. City Engineer
 - E. PW Operation Director
 - F. Campground Host
 - G. Library Director
 - H. First Responders Presentation
 - I. Interim Clerk-Administrator -THANK ELECTION JUDGES -ROCKRIDGE
7. **OLD BUSINESS**
 - A.
 - B.

8. NEW BUSINESS

- A. RESOLUTION 2024-24 CDBG GRANT APPLICATION
- B. LANYK ELECTRIC LIGHT POLE ESTIMATE
- C. DISPLAY SALES ESTIMATE
- D. CHARITABLE GAMBLING APP FOR KNIGHTS OF COLUMBUS
- E. Miscellaneous Announcement(s)
- F. COUNCIL WILL MEET IN CLOSED SESSION TO DISCUSS LABOR NEGOTIATIONS AS PER MN SS13D.03
 - MOTION TO SUSPEND OPEN MEETING
 - MOTION TO OPEN CLOSED SESSION
 - MOTION TO CLOSE CLOSED SESSION
 - MOTION TO REOPEN SUSPENDED MEETING
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9. MISCELLANEOUS ANNOUNCEMENTS

10. ADJOURN ****Note: Agenda Subject to change or Additions****

City of Gilbert
Minutes of Regular City Council Meeting
Tuesday, October 22, 2024
Council Chambers

Mayor Smith called the meeting to order at 6:01P.M.

Quorum determined.

Present: Councilors Pontinen, Pulles and Skenzich, Mayor Smith, Interim Clerk Mike Skrbich, and Police Chief Ty Techar

Absent with notice: Councilors Heitzman

Pledge of Allegiance

Motion by Skenzich, seconded by Pulles to add under New Business (MCU):

- D. Advertise for Rink Attendants

Approve Consent Agenda:

City Council Minutes

- October 8, 2024 City Council Regular Meeting Minutes

Boards and Commissions Minutes

- Planning & Zoning Commission Minutes
- Library Board Meeting Minutes
- Cemetery Board Meeting Minutes

Invoices from Previously Approved Projects

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

- Check register 10/09/2024 - 10/18/2024

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

Public Participation:

None

Reports – Mayor & Council

Mayor Smith: Reminder calendar parking starts November 1st.

Councilor Pontinen: Nothing at this time.

Councilor Pulles: Gazebo looks great for Halloween.

Councilor Skenzich: Nothing at this time.

Reports – Staff, Boards & Commissions

Police Chief Ty Techar: Bids came back for cameras at the water tower. Bids are high. Will continue to look at all options. Interim Clerk Skrbich will reach out to S.E.H. as they are working with AT&T for their lease renewal and see if they could assist with a couple hot spots.

City of Gilbert
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Public Works Director Sam Lautigar: Brush alley pick up is next week. Tree trimming is going on for a couple weeks as well. The truck the city purchased a while ago is at the body shop. Hoping to get it soon.

Interim Clerk/Treasurer Mike Skrbich: Working with FEMA on claims. Working with S.E.H. to get an engineering proposal for IRRRB for the Community Center projects.

New Business:

Motion by Pulles, seconded by Skenzich to accept the resignation of Blake Bistodeau. Bistodeau was the most recent hire for the Wastewater Treatment plant. MCU

Motion by Pulles, seconded by Skenzich to repost for the Wastewater Treatment plant position. MCU

Motion by Skenzich, seconded by Pulles to approve the JPJ Engineering survey proposal for the property on Dakota Avenue, Parcel numbers 060-0018-00010 & 00010. MCU

Miscellaneous Announcements: None

Motion by Pulles, seconded by Skenzich to adjourn meeting at 6:16PM. MCU

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

ATTEST:

Mike Skrbich, Interim Clerk/Administrator

Thomas Smith, Mayor

CITY OF GILBERT
CITY COUNCIL WORKING SESSION - MINUTES
Tuesday, October 22nd, 2024
5:00 P.M.

MEMBERS PRESENT – Skenzich, Smith, Pulles & Pontinen & Attorney Noelle Berkelman

CALL TO ORDER – Called to order at 5 PM.

REVIEW OF MINUTES

1. Audit Update – Mike provided an update on the audit process.
2. Interim Clerk Contract discussion – Mike directed to set up a closed session for 11-12-24.
3. Biwabik Police Contract – Tom & Mike met with Biwabik getting closer.
4. JAMNICK PROPOSAL – Mike recommended approving this to clarify the property we are trying to sell to Brad Scott.
5. FEMA Update – Mike sent the letter of request to Wayne Lamoreux at the state and is waiting for a response.
6. Miscellaneous items -Attorney Lindsay will work with Mike to send a letter to Fayal regarding the rate increase.
7. **Adjourn – A motion was made by Joe Pulles and seconded by Jeremy Skenzich to adjourn at 5:53 PM. Approved with all in favor.**

RESOLUTION OF THE

2024-24, CITY COUNCIL/AGENCY BOARD

WHEREAS, St. Louis County is preparing a Consolidated Plan/Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program and other Community Planning and Development (CPD) programs, and

WHEREAS, St. Louis County has requested CDBG-eligible projects from participating communities and agencies for inclusion in the Action Plan, and

WHEREAS, it is found that the project meets the Benefit to Low/Moderate Income Persons federal objective of the CDBG program and is prioritized by the community/agency as a high-priority need.

NOW, THEREFORE BE IT RESOLVED, that the City/Agency of _____ CDBG application related to the _____ Project is hereby authorized to be submitted to St. Louis County for inclusion in St. Louis County's Consolidated Plan/Action Plan to the U.S. Department of Housing and Urban Development and that the _____ and _____ are hereby authorized to execute all documents, agreements or contracts which result from this application to St. Louis County.

Upon vote taken thereon, the following voted:

For:

Against:

Whereupon said Resolution No. _____ was declared duly passed and adopted this _____ day of _____, 20____.

(name)
Mayor/Executive Director

Attested by: (name)
(title)

Gilbert Cemetery Board September 3, 2024

Chair Donna Sadar called meeting to order at 4 p.m.

Members present: Patty Skofich, Linda Tyssen, Sadar. Absent: Keith Shatava, Bob Kivela.

Motion to accept June 4, 2024, minutes by Skofich, support by Tyssen. Motion carried.

Old business:

Board has not received a response from Mayor Tom Smith regarding a request for additional cemetery board members. Board will address matter with the new mayor and council in January 2025.

Rudy Vertachnik received an e-mail from interim city clerk Mike Skrbich regarding volunteers working at the cemetery. Skofich has a copy of e-mail and will make additional copies for the October board meeting.

New business:

Headstones which had fallen off their bases on 16 graves have been repaired by the city crew, using the equipment the cemetery board had recommended the city purchase.

Operations Director Sam Lautigar brought to advisory board's attention the new Jordahl headstone. Having three headstones on one gravesite is prohibited. Others have been refused when they wanted to do the same. The rule is one headstone per grave plot.

Meeting adjourned at 5 p.m., on a motion by Sadar. Next meeting is October 1 at the cemetery.

Linda Tyssen

Secretary pro tem



Estimate

Lanyk Electric, Inc.
5555 Enterprise Drive NE
Virginia, MN 55792
Office (218) 749-2222 Direct (651) 245-8163
cam@lanykelectric.com

Date: 11/6/2024
Name: City of Gilbert
Attn: Sam Lautigar
Address:
City, State, Zip
Phone:
Location of Job: Broadway Street and Kansas Ave
Gilbert, MN

SPECIFICATIONS OF JOB

Repair damaged light foundation and replace pole	\$12,500.00
Replace (2) luminaires	\$700.00

Notes:
12-15 week lead time on pole
Assumes light foundation can be salvaged

Total \$13,200.00

We hereby offer to furnish all labor and materials necessary to complete the above described electrical wiring installations in a good and workmanlike manner'
For the sum of: **\$13,200.00** Dollars, or on a time and materials basis if no amount specified.
payable as follows: NET 30

The materials and workmanship under this proposal shall comply with the rules and regulations set forth in the National Electrical Code and all state and local regulations governing such work. The price quoted includes required insurance, and permit and inspection fees. Any changes in the above specifications shall be made in writing, and as evidence of agreement, shall be signed by both parties. The contractor shall not be held responsible or liable for any loss, damage delay due to causes beyond his control. If the purchaser disposes of the property by sale or otherwise before this contract has been fulfilled, the full unpaid amount of the contract shall become due and payable at once. All equipment and devices installed as a part of this proposal shall be guaranteed for a period on one year from date of completion except as otherwise noted, or in accordance with the manufacturer's warranty. Contractor's liability shall be limited to the replacement of defective parts.

This proposal may be withdrawn by us if not accepted within 30 days from the above date.

Respectfully submitted,

Customer Acceptance:

Cam Lanyk

Lanyk Electric, Inc.
By: Cam Lanyk, President

By:
Its:
Date work to start:

The above proposal and terms of payment are hereby accepted and you are authorized to do the work specified.



DISPLAYSALES

6300 W Old Shakopee Rd, Suite 112
Bloomington, MN 55438
Phone 800-328-6195 Fax 952-885-0099
www.displaysales.com

Quote

Estimate	SQ-6724
Date	10/31/2024
Customer Account	C12264
Customer Contact	Sam Lautigar
Salesperson	Lori Lundeen
PO Number	Sam Lautiger
Expiration Date	Valid for 30 Days

Bill To:
City of Gilbert Accounting
PO Box 548
Gilbert, MN 55741
Sam Lautigar

Ship To:
City of Gilbert
16 S Broadway Ave
Gilbert, MN 55741
Sam Lautigar

Item number	Description	Quantity	Unit	Unit Price	Amount
BULB-LED-C7-CC-BAR-BLU	C-7 Crystal Cut LED Blue Bar 120V Bulb	600	Each	\$ 1.16	\$ 696.00
BULB-LED-C7-CC-BAR-CW	C-7 Crystal Cut LED Cool White Bar 120V Bulb	500	Each	\$ 1.16	\$ 580.00
BULB-LED-C7-CC-BAR-RED	C-7 Crystal Cut LED Red Bar 120V Bulb	600	Each	\$ 1.16	\$ 696.00
BULB-LED-C7-CC-BAR-GLD	C-7 Crystal Cut LED Gold/Orange Bar 120V Bulb	300	Each	\$ 1.16	\$ 348.00
BULB-LED-C7-CC-BAR-GRN	C-7 Crystal Cut LED Green Bar 120V Bulb	400	Each	\$ 1.16	\$ 464.00
FEE-FREIGHT	Shipping and Handling	1	Each	\$ 35.00	\$ 35.00
				Subtotal	\$ 2,819.00
				Sales Tax	\$ 0.00
				Total	\$ 2,819.00

Financing available.

To accept this quotation, sign here and return.

Thank you for your business.

Mr. Mayor and council,

The Gilbert Fire Department is asking for approval for the following purchase with the \$8000.00 donation from the Gilbert Fire Department Relief Association. Remainder coming from budget surplus due to unsuccessful grant requests.

Turnout Gear Dryer

\$8870.07

Electrical and Plumbing work

\$UNKNOWN at this time

Thank you for your consideration,

Marc Kwiatkowski

Gilbert Fire Chief

ORGANIZATION INFORMATION

Organization Name: Gilbert Knights of Columbus Council 5031 Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 23-7543196

Mailing Address: 4916 Chestnut Drive

City: Gilbert State: Mn Zip: 55741 County: St. Louis

Name of Chief Executive Officer (CEO): Michael D. Menart

CEO Daytime Phone: (218) 290-2110 CEO Email: Kofedd.mike@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

Current calendar year Certificate of Good Standing
Don't have a copy? This certificate must be obtained each year from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? Yes No 3/24/24, 4/28/24, (for 2024) 9/15/24, 10/20/24

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

one of four or fewer bingo events held this year. Dates: March 14, 2025, April 13, 2025, September 28, 2025, October 26, 2025

-OR-

conducted on up to 12 consecutive days in connection with a:

county fair Dates: _____

civic celebration Dates: _____

Minnesota State Fair Dates: _____

Person in charge of bingo event: Michael D. Menart Daytime Phone: (218) 290-2110

Name of premises where bingo will be conducted: St. Joseph's Catholic Church

Premises street address: 515 Summit Street Gilbert, Mn 55741

City: Gilbert If township, township name: _____ County: St. Louis