

**CITY OF GILBERT**  
**CITY COUNCIL WORKING SESSION - AGENDA**  
**Tuesday, February 24, 2026**  
**5:00 P.M.**

**MEMBERS' PRESENT**

**CALL TO ORDER**

**REVIEW OF MINUTES**

1. Ridge Inn Mini Storage Promissory Note due
2. Fees for Broadway Manor – Shelley with HRA
3. Jason Hale
4. Campground discussion
5. Commercial Garbage discussion
6. Rentals – Short term & Long term
7. REVVER – Document Management for Caselle
8. Ehler's – Financial Management Plan needed for the PFA Funding
9. Councilors Vertachnik & Redepenning to inventory IT and services
10. Follow up from previous Council Meeting
  - a. Abdo and Audit
  - b. Wood for the Campground – No price change from last year
  - c. Wall in Clerk's Office – Bid attached
  - d. First Responders – Raise call rate to \$10 per call from \$9
  - e. Community Center update
- 11. Adjourn**

**CITY OF GILBERT**  
**CITY COUNCIL WORKING SESSION - MINUTES**  
**Tuesday, February 10, 2026**  
**5:00 P.M.**

**MEMBERS' PRESENT** – Vertachnik, Oberstar, Skrbec, Pontinen, Lorey, DeLage  
**CALL TO ORDER** – 5:00PM  
**REVIEW OF MINUTES**

1. **DEVELOPERS** – Aaron Schweiger from Zenith ready to make an offer to the City: \$300,000 (City assessed at \$211,000) for 136 acres, wants to develop the whole thing. Schweiger would still like to build on Alaska Avenue and will be calling IRRR about Anthem building. Would make a great senior independent living facility. Schweiger stated he is committed to being here and working with Gilbert.
2. **NORTH SHORE DEVELOPMENT (JASON HALE) DOCUMENTS TO REVIEW** – Contingent upon Attorney's review and changes, if needed. Once approved, have Hale reach out to Zenith.
3. **IT** – Discussion on current IT situation and need for updating, moved to B. under New Business.
4. **Abdo SERVICES FOR COMPLETING 2023 AND 2024 AUDITS** – update given by Deputy Clerk Lynn Lorey. Moved to H. under Old Business.
5. **PURCHASING A TORO WORKMAN FOR THE CAMPGROUND** – some information was distributed. Moved to C. under New Business.
6. **CALL REGARDING AN ICE ISSUE/WATER ISSUE** – Moved to D. New Business.
7. **FIRST RESPONDER ISSUE/PROBLEM** – First Responder not willing to fill out reports and other paperwork involved with calls. Should follow policy, if not then termination. Pete Makowski can take care of the issue or have it handled through the City Office.
8. **AGREEMENT FOR PROFESSIONAL SERVICES – ENTERPRISE TRAIL CONSTRUCTION** – Moved to I. under Old Business.
9. **PUMP REPLACEMENTS FOR THE LIFT STATION AT ROCK AND PINES AND IN SPARTA A PUMP REPLACEMENT AT A LATER TIME** – Moved to E. under New Business.
10. **LETTER OF SUPPORT FOR BOIS FORTE APPLICATION FOR A BUILD GRANT** – Moved to F. under New Business.

11. EMAIL FROM HRA REGARDING INCREASE IN FEES – Moved to G. under New Business.
12. BOARDS & COMMISSION DISCUSSION – Moved to H. under New Business.
13. ADJOURN – **Motion** made by Vertachnik, seconded by Skrbec to adjourn the Working Session Meeting at 6:04PM. MCU



1021 S 2<sup>nd</sup> Ave  
PO Box 1245  
Virginia, MN 55792

Phone: 218-741-5450  
Fax: 218-741-1692  
e-mail: storage@ridgeinn.com

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Aurora ~ Eveleth ~ Gilbert ~ Virginia

January 30, 2026

Mayor Karl Oberstar Jr.  
P O Box 548  
Gilbert, MN 55741

City Clerk Mike Skrbich  
P O Box 548  
Gilbert, MN 55741

Gentlemen,

This is a reminder that a promissory note for \$56,000 plus interest will be due Ridge Inn Inc. on March 26, 2026.

A copy of the promissory note and the City of Gilbert Resolution 2024-05 are enclosed.

Because neither of you were involved in City business when this took place I thought a reminder might be necessary.

Please confirm receipt of this letter either by phone, email, or in writing so that I know you are aware of the upcoming payment.

Respectfully,

RC Weidner

Enclosures

PROMISSORY NOTE

\$ 56,000.00

GILBERT, MN, 3/14, 2024

For value received, I or we, jointly and severally, promise to pay to the order of **Ridge Inn, Inc.**, a business corporation organized and existing under the laws of the State of Minnesota, **FIFTY-SIX THOUSAND and 00/100ths DOLLARS (\$56,000.00)** at P.O. Box 1245, Virginia, MN 55792 as follows:

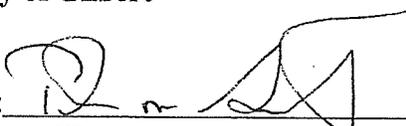
Principal amount of Fifty-six Thousand and 00/100ths Dollars (\$56,000.00) payable on or before the date two (2) years from and after the date of closing including interest at the rate of six percent (6%) per annum

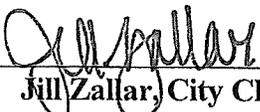
If any installment of this note is not paid at the time and place specified, the entire amount unpaid shall be due and payable at the election of the holder hereof. All parties hereto, whether makers, endorsers, sureties, guarantors, or otherwise, hereby waive presentment for payment, demand, notice of non-payment and protest. If placed in the hands of an attorney for collection, we jointly and severally agree to pay reasonable attorney's fees.

City of Gilbert

Due 3/26/26

Address \_\_\_\_\_  
\_\_\_\_\_

By:   
Thomas M. Smith, Mayor

By:   
Jill Zallar, City Clerk



C & C WINGER, INC

7854 HIGHWAY 135 NORTH

EMBARRASS, MN 55732

PHONE (218) 984-2078

CCWINGER@GMAIL.COM

DATE: OCTOBER 28, 2025

NAME: SHERWOOD FOREST CAMPGROUND

WORK PERFORMED AT:

ADDRESS:

ADDRESS:

CITY: GILBERT, MN 55741

PHONE: FAX:

WE HEREBY PROPOSE TO FURNISH ALL LABOR, EQUIPMENT, AND MATERIAL FOR:

REMOVE & REPLACE 256 SQ FT SIDEWALK AROUND SHOWERHOUSE \$4,000.00

REMOVE & REPLACE 270 SQ FT SIDEWALK TO SHOWERHOUSE \$4,000.00

LIFT & LOWER PAVILION \$4,000.00

REMOVE & REPLACE 24'x24'x6" THICKENED EDGE SLAB \$15,000.00

REMOVE & REPLACE 6'x20' APRON \$2,250.00

AS NEEDED

12 YDS CLASS 5 DELIVERY \$350.00/LD

247 W/ OPERATOR \$143.00/HR

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE WORK TO BE PERFORMED IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A PROFESSIONAL MANNER FOR THE SUM OF:

TWENTY-NINE THOUSAND TWO HUNDRED FIFTY DOLLARS \$29,250.00

TO BE PAID AS FOLLOWS:

*UPON COMPLETION*

FINANCE CHARGE OF 1.5% PER MONTH WILL BE ADDED TO ALL ACCOUNTS OVER 30 DAYS

ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO, AND OTHER NECESSARY INSURANCE UPON ABOVE WORK.

C & C WINGER AUTHORIZED SIGNATURE:

THIS PROPOSAL MAY

BE WITHDRAWN IF

NOT ACCEPTED IN :

**30 DAYS**

Jennie L. Winger

**PRELIMINARY MECHANIC'S LIEN NOTICE**

ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

**ACCEPTANCE OF PROPOSAL**

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE:

DATE:



City of Gilbert  
Request for Council Action

Date: February 24, 2026

Issue: Caselle + REVVER

Background: REVVER is the document management part of Caselle that would allow us to save invoices to vendors, create forms to add to our website that link back to REVVER, save employee related documents, and so much more.

Council Action: Council Action Requested

Put your documents to work.



Caselle® Software & Services Proposal  
with Revver Document Management

**Gilbert, MN**

Jan, 2026

(Valid through Feb 2026)

Put your documents to work.



Caselle® Software & Services Proposal  
with Revver Document Management  
Gilbert, MN  
Jan 29, 2026

**Proposal Detail**

Caselle Application Software	Unit Price	QTY	Extended Price
Revver Document Management Success Plan, Setup and Training (One time fee)	\$5,000	1	\$5,000
Annual Caselle® Software Revver License Fee	\$1,200	1	\$1,200
Smart Extract AI - Pending Invoiced (Annual)	\$1,500	1	\$1,500

**Note 1:** The subscription based Revver Document Management includes: Zonal OCR, Full Text Search, Encryption, Drag and Drop, Role-Based Security, Versioning, Document Retention, Audit Trail, Advanced Workflow Licenses, Doc Requests and the Caselle® Integration, and Smart Extract AI for Pending Invoices..

**Note 2:** All billing is facilitated by Caselle® through the current Caselle® Software Assurance Agreement.

**Note 3 -** One time Onboarding/Implementation cost - \$5,000. The Smart Extract is charged per year for the account. And the licenses are 1,200 per license per year. If you pay monthly to Caselle, that can continue with the adjusted price.

I have read and agree to all terms & conditions proposed herein.

Signature

Printed Name & Title

Email Address

Date

# Caselle + REVVER

## THE POWER OF CASELLE + REVVER

AREA	CASELLE ALONE	CASELLE + REVVER
Accounts Payable	Manual invoice entry, email-based approvals.	✓ Invoices processed 4x faster, automated routing, audit trails to maximize accountability.
HR & Payroll	Manual record filing and onboarding packets.	✓ Faster employee onboarding & records management, 100% compliant.
Utilities & Planning	Paper-heavy process, long turnaround times.	✓ 70-80% faster processing, streamlined approvals, fewer errors.
Compliance & Audits	Manual document pulls, risk of missing files.	✓ Built-in audit trails, compliance-ready workflows, reduced fraud risk.
Resource Management	Hours spent filing and chasing paperwork.	✓ Tens of thousands of dollars saved annually; staff redeployed to higher-value work.

## WHAT YOU'LL WALK AWAY WITH

Already helping beta users **save hundreds of hours**, this smart integration does the heavy lifting for you. From automated email imports to intelligent data extraction and seamless ERP updates in Caselle, you'll see:



**Auto-import invoices** sent to your email inbox



**Invoice approval workflows** that save hours every week



**No more typing**, invoice data is automatically extracted and entered into Caselle



**Faster processing, fewer errors, and a more productive team**

This would save a lot of time and bring us into the current times by having all of our data/invoices/contracts/etc. online for ease of access and it would provide us with the knowledge that our records are saved in multiple ways so if there were an emergency, we would be able to continue business as usual even if we couldn't be on site (emergency preparedness/contingency planning).

I certainly wish you could see the demonstration that Marion and I watched to see the potential time savings and better organization that REVVER would allow the City of Gilbert to put in place.

I don't believe that the cost of the implementation is expensive at all and the annual fee per user is reasonable compared to the amount of time savings it will allow staff. Lynn



February 19, 2026

Lynn Lorey  
Deputy City Clerk  
City of Gilbert  
PO Box 548  
Gilbert, MN 55741-0548

## RE: Proposal for a Long-Term Financial Management Plan and Utility Rate Study

Dear Lynn,

On behalf of Ehlers, I am pleased to present this proposal to undertake customized long-term financial planning for the City of Gilbert. We are deeply appreciative of the relationship we have built with the City and hope our past efforts, along with this proposal, demonstrate our team's collective commitment and qualifications to deliver practical financial planning – and to surpass your expectations for quality and value. We would be honored to serve you once again.

We understand the City intends to develop a capital improvement plan (CIP) to map out various improvement projects over the next five to ten years. Most urgently, the City is in the midst of planning for the construction of a water treatment plant. Paying for these projects will have an impact on the property taxes and utility rates, and a long-term Financial Management Plan and Utility Rate Study can help plan for these projects and prioritize them.

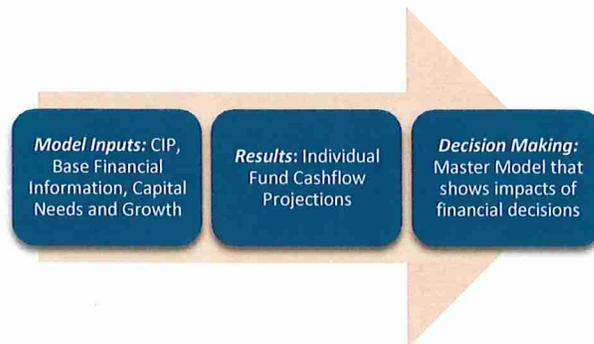
Prior to completion of the CIP, a Utility Rate Study can help address the City's largest financial challenges in its water and sewer funds. In addition, we can create a Financial Management Plan for the governmental funds that will show where there may be opportunities to take on capital projects along with other City needs.

The financial plans will provide a strategy for funding the City's priority projects and operations. It will let us ask, "What if?" For example, what if we delay a project? What if we need to add additional staff? The Financial Management Plan and Utility Rate Study provide tools to explore questions like these and develop a comprehensive funding strategy for the long-term operating and capital needs of the City. And lastly, these plans should also help the City establish good reserves and maintain a more predictable budget-to-actual performance throughout the year together with up-to-date audited financial statements if you choose to have S&P reinstate your bond rating or when you request a new rating for a new bond issue.

## Financial Management Plan

A Financial Management Plan (“FMP”) is a 10-year long-term operating budget and capital improvement plan with a funding strategy developed through facilitated discussions with staff and Council. It will guide the City’s financial future and determine how the City can fund its capital and operating needs.

Ehlers will create a customized Excel model for the City of Gilbert with cashflow projections for each fund that roll up into a summary forecast.



We preliminarily propose including the following funds in the study:

- General Fund
- Permanent Improvement and Replacement Capital Projects Fund
- Library Fund
- Debt Service Fund

After completing the numerical analysis, we will engage the Council in facilitated discussions to describe the projections and develop consensus. By understanding the financial impacts of decisions, the Council can establish spending priorities and develop consensus about an acceptable level of property taxes and other revenues. The FMP will provide the Council and the public with an understanding how today’s decisions will affect constituents in the future.

## Staff and Council Meetings for the FMP

Ehlers’ Scope of Work anticipates two meetings with staff and one meeting with the City Council. During the initial staff meeting, we will discuss policy issues prior to preparing a baseline model for the City’s financial condition. This baseline model will show financial impacts of all operations and capital improvements and will be reviewed in a second meeting with staff.

After staff is comfortable with the projections and assumptions, we start the conversation with the Council. At the workshop with the Council, we will show the financial impact of accomplishing all the City’s goals and determine if priorities need to be set between competing funding demands. We also explore options for additional revenues.

Based on staff and Council direction, we then refine the FMP with up to two scenarios that alter the timing of capital projects, staffing additions and alternative revenue sources. After soliciting additional feedback, we will develop a fiscal strategy.

## Financial Management Plan Deliverables

The FMP will deliver an achievable, comprehensive financial plan that has been reviewed by and agreed upon by the City Council. The FMP includes:

- Annual projected budget numbers for each of the next 10 years
- Inclusion of all capital improvements identified by the city
- Inclusion of additional staffing and equipment
- Expected changes in the tax base
- Facilitated Council discussions to reach consensus on prioritization of projects and potential new revenues
- Presentation materials for Council and City use

Most importantly, the FMP process will result in a feasible funding plan for the City's operations and capital projects, as further described in [Appendix A](#).

## Utility Rate Study

The City of Gilbert utility rate study will provide a platform for the City to make rate-setting decisions to help the utility funds maintain financial self-sufficiency. We propose to include the water and sewer utilities in the rate study.

The rate study will result in:

- A full understanding of the anticipated financial needs of the utility systems
- Recommendations for inflationary increases to utility rates and fees through 2036
- An optional restructuring of the water rates to provide tiered conservation rates. The optional rate restructure can identify if one user class is subsidizing another user class, for example, if residential is subsidizing commercial users. The rate restructure would then correct any imbalance while maintaining revenue requirements.
- Recommendations for appropriate cash balances and a strategy for maintaining reserves
- A funding plan for future capital projects and utility replacement
- A flexible planning tool that will help the City to respond to changing circumstances, weather patterns, and changes to the customer base

A scope of work for the rate study is attached in [Appendix B](#).

## Utility Rate Study Project Deliverables

Upon completion, the City will have:

- Rate recommendations for the water and sanitary sewer funds for the next five to ten years
- The rate study results in Power Point format outlining rate-setting recommendations for

- the City to consider
- Financial projections
  - Established priorities developed with staff and Council for capital spending
  - A financial plan for maintaining adequate fund balances and funding capital projects
  - A transparent decision-making process.

## Project Team

The Project Team for the FMP and URS will consist of Todd Hagen and Elizabeth Diaz. Todd will serve as Project Manager and attend the Council Meetings. He will bring his many years of municipal experience to structuring options and setting priorities. Elizabeth will complete the numerical analysis.

## Project Schedule

The URS can be completed in four months to help complete the funding requirements for the new water treatment plant. The FMP can be completed by Spring 2026 to help set the budget and levy for 2027.

## Proposed Cost

Ehlers proposes to complete the FMP for the not-to-exceed cost of \$17,000. The not-to-exceed cost for the URS is \$15,800. The optional restructure of the water rates would be an additional \$5,300.

We propose that the projects will be billed hourly at the hourly rate of \$310, for actual hours worked so that the final costs may be less. As the work progresses, Ehlers will invoice monthly for work completed in the prior month with descriptions of project activities and the time expended. Alternatively, if the City anticipates issuing debt in 2026, the cost of the FMP or URS may be financed along with a capital project.

Ehlers is committed to delivering, and showing value, in our work.

Thank you for engaging with us in your financial planning discussion. We appreciate your consideration and look forward to discussing how Ehlers can best serve the City.  
Sincerely,



Todd Hagen  
Senior Municipal Advisor  
(651) 697-8508  
[thagen@ehlers-inc.com](mailto:thagen@ehlers-inc.com)

## Appendix A

### Scope of Work: Financial Management Plan

The Financial Management Plan (“FMP”) will be completed in the following steps.

- Step 1.** Review City’s current financial position, policies, and practices.
- Step 2.** Aggregate and outline all future capital needs and program requests from the city’s departments. A comprehensive list of major capital items and operational needs will be developed with the staff leadership.
- Step 3.** Assist in identifying other policy issues to be discussed and establish a framework for such discussion.
- Step 4.** Evaluate the impact of any tax base changes. Potential changes in the tax base due to growth or redevelopment will be included in the FMP model.
- Step 5.** Create the FMP Base Model that shows the impact of including all capital requests. The Model will follow the City’s financial statements and show projected ending cash balances for each fund for each of the next ten years.
- Step 6.** Analyze options to best meet the City’s needs. Options might include varying the timing of capital projects, changing capital funding policies, or modeling alternative revenue sources. The financial impact, including determining bond rating impact(s), of up to two scenarios will be shown.
- Step 7.** Prepare an achievable, comprehensive financial plan that helps the City fund capital and operating priorities and builds Council consensus.

## Appendix B

### Scope of Work for Utility Rate Study

Ehlers proposes taking the following steps in completing the Utility Rate Study. Our approach is flexible and has proven to deliver the information, recommendations and facilitated discussion essential to setting utility rates with confidence and accuracy.

- Step 1.** Solicit feedback on concrete objectives that the City wants to achieve with the study. At our initial meeting, Ehlers will work with staff to make sure we fully understand the utility's financial situation, including outstanding and planned capital projects, the City's short and long-term goals, and future estimates of land use and growth.
- Step 2.** Gather data from City staff  
Rate studies are a team effort. Ehlers will work with you to ensure that we receive the necessary data for the study.
- Step 3.** Complete a review of the City's Capital Improvement Plan
- We will use information from City staff and consulting engineers to compile a detailed Capital Improvement Plan for the water and sanitary sewer funds.
  - We will ensure all utility-related costs, such as equipment and capital improvement projects are included in the Capital Improvement Plan.
- Step 4.** Complete rate study and financial plan  
This step will focus on providing up to two options for user rates for residential and commercial customers. Ehlers will:
- Assemble and review existing historical utility system financial information
  - Develop a pro forma cash flow statement for each fund showing total operating revenues and total expenses, including operations and maintenance costs, depreciation, department servicing, net operating income, capital improvements, etc. to test adequacy of existing and proposed rates
  - Review rates and user charges to determine if the rates and charges are sufficient to pay for operations and capital improvements
  - Identify any additional issues, such as:
    - ✓ The use of debt vs. cash to pay for future capital improvements, with the emphasis on financing capital improvements with cash.
    - ✓ Minimum cash balances in the funds
    - ✓ Address city identified issues
  - Develop inflationary rate recommendations for each utility for the next ten years
- Step 5.** Provide up to two options for new water rate structures (optional)
- Analyze twelve months of utility billing data
  - Restructure rates to achieve revenue equity and city's policy goals

- Ensure new rate structures will achieve revenue requirements for the water fund

**Step 6. Review preliminary findings with City staff**

- Review preliminary findings and seek direction for any revisions.
- Facilitate discussion to prioritize projects, if necessary, and develop proposed charges.

**Step 6. Recommendations**

The rate analysis will give recommendations for the staff and Council to consider. The recommendations will be customized for the City of Gilbert and will address annual adjustments to rates, cash balance policies, and the timing of capital improvements.

**Step 7. Presentation to Council and the Community**

The rate analysis will include one City Council workshop or meeting.

Minnesota Firewood, LLC

# Quote

18691 233rd ST  
LITTLE FALLS, MN 56345

Date	Estimate #
2/19/2026	1586

Name / Address
SHERWOOD FOREST CAMPGROUND PO Box 548 Gilbert, MN 55741 218-748-2221 campground

			Project
Description	Qty	Rate	Total
.75 CU.Ft. Heat Treated Bundles 26 pallets of 88 count bundles (you unload us)	2,288	4.50	10,296.00
.75 CU.Ft. Heat Treated Bundles 22 pallets of 88 count bundles (we bring a machine and unload ourselves)	1,936	4.50	8,712.00
It's been a pleasure working with you!		<b>Subtotal</b>	\$19,008.00
		<b>Sales Tax (6.875%)</b>	\$0.00
		<b>Total</b>	\$19,008.00

Wall in  
City Clerk's  
Office



905 SECOND AVENUE SOUTH  
P.O. BOX 6  
VIRGINIA, MINNESOTA 55792  
TELEPHONE (218) 741-3482  
FAX (218) 741-3483

**PROPOSAL**

February 11, 2026

City of Gilbert  
ATTN: Sam Lautigar

RE: **CITY HALL REVISIONS**

Per your request we quote on furnishing necessary labor and material for revisions, including the following;

- Build (2) new walls (wood framing/gypsum drywall)
- Demo to install new door and frame in existing wall
- Furnish and install 3-0 x 7-0 metal frame, wood door and hardware
- Patch gypsum board at new door opening
- Add new wall base
- Taping and Painting, as required
- Mechanical sub, to relocate duct

LUMP SUM PRICE FOR ABOVE - **\$ 19,900.00**

LENCI ENTERPRISES, INC.

Handwritten signature of Dale Hansen in blue ink.

Dale Hansen