

City of Gilbert

Minutes of Special City Council Meeting

Tuesday September 15 2026 at 6:00 p.m.

Council Chambers

Present	Mayor Karl Oberstar Jr.; Councilors Robert Pontinen, Paul Skrbec, Ryan Redepenning, and Rudy Vertachnik
Also Present	City Attorney Bryan Lindsay and Police Chief Ty Techar
Absent	None

Call to Order

Mayor Oberstar called the special meeting to order at 6:00 p.m. A quorum was present.

2023 City Audit

The Council reviewed the completed 2023 City of Gilbert audit prepared by CliftonLarsonAllen LLP. The final audit is needed for submission to the State of Minnesota and to support the City's work with its engineer and the Public Facilities Authority. CliftonLarsonAllen will continue work on the 2024 audit as soon as practicable.

Motion: A motion was made by Councilor Skrbec and seconded by Councilor Pontinen to approve the final 2023 City of Gilbert audit as prepared by CliftonLarsonAllen LLP. Motion carried unanimously.

Special Meeting for Clerk Transition

The Council discussed immediate administrative needs following the departure of City Hall employees, including payroll, utility collections, financial-system access, and the need for interim clerk assistance. The City Attorney agreed to contact the League of Minnesota Cities regarding available transition resources and to contact Nancy Sanford regarding the proposed meeting.

Motion: A motion was made by Councilor Skrbec and seconded by Councilor Pontinen to hold a special City Council meeting on Saturday, September 19, 2026, at 12:00 p.m. to address clerk negotiations, clerk succession, and emergency administrative needs. Motion carried unanimously.

Police Department Tyler System

The Council considered the Police Department's participation in the Tyler Technologies records-management system arrangement. The City's estimated annual share is approximately \$900.

Motion: A motion was made by Councilor Vertachnik and seconded by Councilor Redepenning to approve the agreement for the Tyler system used by the Gilbert Police Department at an estimated annual cost of approximately \$900. Motion carried unanimously.

2027 Budget Review

Police Chief Techar reviewed preliminary Police Department budget considerations. Discussion included a health-insurance proposal projected to reduce City costs by approximately \$48,000, staffing vacancies and anticipated military and medical leaves, overtime, squad-car replacement and repair needs, and inconsistencies in prior budget and revenue figures. Chief Techar stated that the Police Department may be able to hold its 2027 budget near the 2026 level if the anticipated insurance savings are realized, but additional review is required.

The Council also discussed the City of Biwabik's contractual share of police-service costs. The Council favored a one-year figure while the City confirms staffing, insurance, labor-contract, and financial information.

Motion: Councilor Skrbec moved, and the motion was seconded by Councilor Vertachnick, to direct the Police Chief to calculate a four-percent increase to the total Police Department budget for purposes of determining the City of Biwabik's thirty-five-percent contractual share, and to direct the City Attorney to prepare the appropriate written notice, memorandum, or agreement for delivery to the City of Biwabik by September 25, 2026. Motion carried unanimously.

Employee Departures and Information Access

The Council discussed preserving City records and maintaining access to City accounts, computers, phones, and software following the employee departures. The Council directed that the former employees' user accounts be frozen rather than deleted and that City data be preserved. The Council also discussed obtaining written resignations for the personnel files and providing notice to the appropriate union representative regarding the represented employee's reported resignation. No additional formal action was taken.

Adjournment

A motion was made and seconded to adjourn. Motion carried unanimously. The meeting adjourned at 6:58 p.m.

Mayor Karl Oberstar Jr.

Clerk