

**WALKER CITY COUNCIL  
REGULAR MEETING MINUTES  
WALKER FIRE HALL MEETING ROOM  
MONDAY, JANUARY 8, 2018**

**CALL TO ORDER –Mayor Shaw**

- Mayor Jed Shaw called the regular scheduled meeting to order at 6:00p.m.
- Pledge of Allegiance
  - Council members present: Moore, Shaw, Senenfelder, Wilkening
  - Council members absent: McMurrin
  - Others present during portions of the meeting included:

Terri Bjorklund, City Administrator  
Wayne Tennis, Chief of Police  
John Valen, City Attorney  
Marge Reinke, Park Estates  
Joe Arndt, Portage Brewing Co.  
Ally Garbe, Leech Lake Watershed  
Cindy Wannarka, LL Chamber

Pamela Smith, City Employee  
Dean Morrill, Pilot Independent  
Neil Lange, Public Works  
Pat Kastning, Self  
Erin Haefele, Self  
Mary Andrus, Self  
Jenn Arnold, Frost Fest

**CONSENT AGENDA-Mayor Shaw**

**M/S Moore/Senenfelder** to approve the Consent Agenda Items 1 thru 12 as follows, waving the reading.

1. Approve Walker City Council regular and public hearing meeting minutes of December 4<sup>th</sup>, 2017.
2. Approve Walker City Council continuation meeting minutes of December 21<sup>st</sup>, 2017.
3. Review and file draft of the Walker Planning Commission Board of Adjustments regular meeting minutes of December 18<sup>th</sup>, 2017.
4. Review and file November Zoning Administrator report.
5. Review and file Walker Police Department Monthly Report.
6. Review and file Public Works Committee minutes of December 28<sup>th</sup>, 2017.
7. Review and file Draft Walker Area Joint Fire Department Minutes of December 14<sup>th</sup>, 2017.
8. Approve Cash Balance Report as of November 30<sup>th</sup>, 2017.
9. Review and file letter from Walker Area Community Center for Acknowledgement of Charitable Contributions.
10. Approve of loan repayment to Minnesota Public Facilities Authority in the amount of \$23,361.13 for G.O. Bonds repayments due to the Authority on or before February 20, 2018.
11. Approve Change Order No: 2 from R.L. Larson Excavating, Inc. for Project No: R15.00604 in the amount of \$139,387.03.
12. Approve request of the Accounting Department for General Fund 101 charging TIF 2-15 Chase Fund 419 \$3,213.64 and TIF 2-8 Wilkening \$950.00 for the 2017 TIF administrative fees.  
Motion passed (4-0)

**WALKER CITY COUNCIL  
PUBLIC HEARING MEETING MINUTES  
WALKER FIRE HALL MEETING ROOM  
MONDAY, JANUARY 8, 2018**

**PUBLIC HEARING –MAYOR SHAW**

➤ Mayor Jed Shaw called the public hearing meeting to order at 6:01 p.m.

- Council members present: Moore, Shaw, Senenfelder, Wilkening
- Council members absent: McMurrin
- Others present during portions of the public hearing included:

Terri Bjorklund, City Administrator  
Wayne Tennis, Chief of Police  
John Valen, City Attorney  
Marge Reinke, Park Estates  
Joe Arndt, Portage Brewing Co.  
Ally Garbe, Leech Lake Watershed  
Cindy Wannarka, LL Chamber

Pamela Smith, City Employee  
Dean Morrill, Pilot Independent  
Neil Lange, Public Works  
Pat Kastning, Self  
Erin Haefele, Self  
Mary Andrus, Self  
Jenn Arnold, Frost Fest

Public hearing opened at 6:01p.m.

Kris Carlson reviewed the Public Hearing agenda. He stated the public hearing would cover the following: Purpose of a Public Hearing, Project Development, Proposed Improvements, Estimated Project Costs and Financing, Assessment Summary, Questions and Comments. He read that the purpose of the public hearing is to inform property owners of proposed project and to follow Minnesota Statute 429-Procedure for Assessing Improvements that include; preliminary engineering report, public hearing, design and construction bid letting, assessment hearing and project construction and as well as to gain public comments and input. The purpose of the project will be designed and constructed in conjunction with Cass County's C.S.A.H. 12 project. The purpose is for replacement of the existing VCP Sanitary Sewer Mains and services and brick manholes within the limits of the County's project. As well as replacement of the existing Cast Iron watermain within the C.S.A.H. 12/Michigan Avenue Intersection. Kris reviewed with the public the project location map and the proposed improvements adding that the green shows the proposed sanitary sewer and the blue are the proposed watermain. The estimated project costs is \$141,500 with the sanitary sewer estimated at \$116,700, watermain \$11,000 and sanitary sewer services estimated at \$13,800. The project will be financed through City funds and special assessments. The proposed assessment methodology is sanitary sewer and watermain is assessed by front foot and each sanitary sewer service is 100% assessable with the City at 0%. The estimated cost sharing totals at \$141,500; sanitary sewer \$116,700 is assessable the City would be \$0 totaling \$116,700 assessable. The proposed watermain improvement has adjacent assessable footage; the assessable of watermain is \$0, the City would be \$11,000, totaling \$11,000. The sanitary sewer is \$13,800, the City \$0 for a total project estimate at \$141,500. The estimated assessment rates for sanitary sewer is \$116,700, units are 1,176 at a cost per unit at \$99.23. The sanitary

sewer service is \$13,800; units are 8 at a cost per unit at \$1,725. The assessable footage determination with watermain and sanitary sewer for rectangular interior lots is equal to the width of the parcel abutting the improvement. The irregularly shaped interior lots is equal to the average width of the parcel and the corner lots is equal to the smaller of the two sides (width), regardless of the side the improvement is being made. Kris reviews the assessable footage calculation with Avenue Y and Avenue Z. The estimated assessment for 100 foot lot for sanitary sewer is \$99.23 per unit at a total of \$9,923. The estimated assessment for watermain for 100 foot lot is \$0 per unit, noting that the proposed watermain improvement has no adjacent assessable footage. The sanitary sewer is one each at \$1,725. The total estimated assessment for 100 foot lot is \$11,648. The estimated project schedule for the preliminary engineering report is January 8<sup>th</sup>, 2018, public hearing January 8<sup>th</sup>, 2018, design will be sometime in January thru February 2018, project bidding will happen around March or April 2018, assessment hearing May, 2018, begin construction June, 2018 and end construction September, 2018.

Kris asked if the Council or the public had any questions or comments.

No public or Council comments or questions were heard.

Public hearing closed at 6:09 p.m.

#### **SCHEDULED CITIZEN PRESENTATIONS –Mayor Shaw**

None.

#### **CITY STAFF COMMENTS – Administrator Terri Bjorklund**

Bjorklund addressed the Council announcing that the police squad car is in for repair adding that at this point they are not sure that it is most likely a water pump or a gasket; if not those then it may be a cracked head. This will be an emergency repair and that bill will be coming forward once it is repaired.

In researching some things last we week we realized that there was some disjoint between adopting our new code of ordinances and our last update to the code of ordinances. Staff is working to get those ordinances into our ordinance book correctly.

#### **PERSONNEL, BUDGET & ADMINISTRATION – Councilmember Senenfelder**

1. **M/S** Senenfelder/Moore to approve of Claim #54642 to Claim #54758 including Voided Check Numbers 54670 and 54671 and bank drafts in the amount of \$276,463.87 thru 12/31/2017.  
Motion passed (4-0)
2. **M/S** Senenfelder/Wilkening to approve of Resolution 01-2018, a Resolution Stating Annual Designations.  
Roll Call: Ayes: Moore, Senenfelder, Shaw, Wilkening                      Nays: None  
Absent: McMurrin  
Motion passed (4-0)
3. **M/S** Senenfelder/Moore to approve of Resolution 02-2018, a Resolution Authorizing the Mayor and City Administrator to sign all State and Federal Airport Grants.  
Roll Call: Ayes: Moore, Senenfelder, Shaw, Wilkening                      Nays: None  
Absent: McMurrin  
Motion passed (4-0)

4. **M/S Senenfelder/Moore** to approve of Resolution 03-2018, a Resolution Authorizing the Mayor and City Administrator to Sign all State and Federal Grants.  
 Roll Call: Ayes: Moore, Senenfelder, Shaw, Wilkening                      Nays: None  
 Absent: McMurrin  
 Motion passed (4-0)
5. **M/S Senenfelder/Wilkening** to approve of Resolution 04-2018, a resolution receiving feasibility report on street and utility improvements -C.S.A.H. 12-(TENTH STREET) Walker, Minnesota.  
 Roll Call: Ayes: Moore, Senenfelder, Shaw, Wilkening                      Nays: None  
 Absent: McMurrin  
 Motion passed (4-0)
6. **M/S Senenfelder/Wilkening** to approve of Resolution 05-2018, a resolution ordering improvement and preparation of plans.  
 Roll Call: Ayes: Moore, Senenfelder, Shaw, Wilkening                      Nays: None  
 Absent: McMurrin  
 Motion passed (4-0)
7. **M/S Senenfelder/Wilkening** to approve of Resolution 06-2018, a resolution to enter into a master professional services agreement with Ulteig Engineers, Inc.  
 Roll Call: Ayes: Moore, Senenfelder, Shaw, Wilkening                      Nays: None  
 Absent: McMurrin  
 Motion passed (4-0)
8. **M/S Senenfelder/Moore** to approve of Resolution 07-2018, a resolution accepting completed work performed for the 2016 Southside Area and 5<sup>th</sup> Street North utility and street improvements.  
 Senenfelder stated that he had once question that he had already received an answer from the Administrator and that is what happens if the grass doesn't grow in the right of ways, apparently that is under warranty.  
 Roll Call: Ayes: Moore, Senenfelder, Shaw, Wilkening                      Nays: None  
 Absent: McMurrin  
 Motion passed (4-0)
9. **M/S Senenfelder/Moore** to approve of the request of the Accounting Department to transfer \$1,013.33 from the General Account to the Legion Abatement Account the 2<sup>nd</sup> half 2017 abatement payment to Spencer Ross Post 134 and to pay Spencer Ross Post 134 \$1,013.33.  
 Motion passed (4-0)
10. **M/S Senenfelder/Moore** to approve of the application for a 1 day temporary liquor license for Portage Brewing Company February 10<sup>th</sup>, 2018.  
 Motion passed (4-0)
11. **M/S Senenfelder/Moore** to approve to pay Invoice #18 from the Walker Area Joint Fire Department in the amount of \$26,867.70 for the City's portion of the Walker Fire Contract.  
 Wilkening stated that he saw they are split into two payments are we just deciding to send in the full amount. Bjorklund answered that yes-they are sending in the full amount because it saves time.  
 Motion passed (4-0)

12. **M/S Senenfelder/Moore** to approve of the 2018 Council Committee Appointments as presented by Mayor Shaw.  
Motion passed (4-0)

**ECONOMIC DEVELOPMENT/LIQUOR STORE/AIRPORT/LIBRARY –Mayor Shaw**

1. **M/S Shaw/Wilkening** to approve of Planning Commission/Board of Adjustments Meeting Minutes of November 27<sup>th</sup>, 2017.  
Motion passed (4-0)
2. **M/S Shaw/Wilkening** to approve of the recommendation of the Planning Commission/Board of Adjustments to approve Variance LU-2017-05 (Park Estates Association) to allow for an 8.7 foot setback of the front yard (city street) deviating from the 20 foot setback with stated findings of fact and conditions as listed:

**Findings of Fact:**

1. The applicant establishes that there are practical difficulties, as defined in this ordinance, would render conformity necessarily burdensome due to the current location of the dumpster which has been in place since 1996 and a majority of the land owners are elderly and unable to shovel the snow off their dumpster.
2. The plight of the landowner is not created by the landowner but due to the location of the building entrance in accordance with the location constructed for the dumpster on the western side of the garage.
3. The purpose of the variance is based upon an allowable use in the zone and is in harmony with the neighborhood and consistent with the 2016 Walker Area Comprehensive Plan to implement the goals and policies and to enact the following strategy to continue to maintain and enforce ordinances for handling garbage and outside storage so as to keep properties neat.
4. The variance will not alter the essential character of the locality.
5. The variance is not for economic reasons alone.
6. The variance would not allow or create a use not provided for in a zoning district.

**Conditions:**

1. Erosion control measures are used during installation.
2. Reestablish any disturbed turf after project.
3. Structure is to remain a lean-to for the dumpster only at the current location of the garage and not be enclosed at any time in the future.

Motion passed (4-0)

3. **M/S Shaw/Wilkening** to approve of the recommendation of the Planning Commission/Board of Adjustment to approve LU-2017-06, a Lot Split Metes and Bounds Subdivision of 201 Michigan Avenue West with the following findings of fact and conditions as listed:

**Findings of Fact:**

1. The property is zoned Transitional Commercial and is suitable in its natural state for commercial uses as permitted in the TC zone.
2. Tract A will have 15,079 ± sq. ft. remaining and both Tracts B and C combined will have 16,188±sq. ft. of buildable area although at this time will be used for water retention purposes.

3. Tract B and C contain no structures. Tract A contains structures that do not meet the setbacks but the current structures are considered legally non-conforming. Tract A does continue to meet impervious surface coverage requirements with the reconfigured lot lines.
4. Tract A currently has water and sewer connections.
5. Tract B and C have no water or sewer connections.
6. The proposed lot layouts are compatible with the existing layout of adjoining properties and the proposed lot lines are parallel and perpendicular to existing lot lines. Future development will not be constrained by the proposed lot layouts.
7. The appropriate surveys and descriptions have been provided by and reviewed by the City Surveyor.

**Conditions:**

1. Tract B and C will be will be used for water retention and the land management of Tract B and C will be consistent with land used as and for water retention.

Motion passed (4-0)

**PARKS /AMBULANCE BOARD–Councilmember Moore**

1. **M/S Moore/Senenfelder** to approve to advertise for the vacant seat on the Park Advisory Board.  
Motion passed (4-0)
2. **M/S Moore/Senenfelder** to approve of the Park Use Event Application submitted by Leech Lake Area Watershed Foundation for Leech Lake Frost Fest on February 10<sup>th</sup>, 2018 with approximately 300 to 400 people expected; contingent upon providing 3 porta potties,2 yard dumpster and provisions for security.  
Moore and Wilkening believe this will be a neat event. Shaw clarified that the event was providing the porta potty. Senenfelder added that he wishes them the best.  
Motion passed (4-0)
3. **M/S Moore/Wilkening** to approve to move forward with the lighting upgrade at the Ambulance Building with the quote from Olson Electric in the amount of \$3,925.00.  
Motion passed (4-0)

**PUBLIC WORKS, SAFETY & CEMETERY – Councilmember Wilkening**

1. Recognition of the 2016 Water Fluoridation Quality Award.

**OTHER BUSINESS –Mayor Jed Shaw**

- City offices and DMV will be closed on Monday January 15<sup>th</sup>, 2018 in honor of Martin Luther King Day.

**ADJOURNMENT-Mayor Jed Shaw**

Mayor Shaw adjourned the regular scheduled meeting at 6:20 p.m.

\_\_\_\_\_  
Jed Shaw, Mayor

Attest:\_\_\_\_\_  
Terri Bjorklund, Administrator