

**WALKER CITY COUNCIL
REGULAR MEETING MINUTES
WALKER FIRE HALL MEETING ROOM
MONDAY, JULY 3, 2017**

CALL TO ORDER –Mayor Shaw

- Mayor Jed Shaw called the regular scheduled meeting to order at 6:01 p.m.
- Pledge of Allegiance
 - Council members present: McMurrin, Moore, Shaw, Senenfelder, Wilkening
 - Council members absent:
 - Others present during portions of the meeting included:

Terri Bjorklund, City Administrator
Wayne Tennis, Chief of Police

Pamela Smith, City Employee
Dean Morrill, Pilot Independent

CONSENT AGENDA-Mayor Shaw

Shaw motioned to approve the Consent Agenda Items 1 thru 17 as follows, waving the reading.

1. Approve Walker City Council Work Session minutes of June 5th, 2017.
 2. Approve Walker City Council regular meeting minutes of June 5th, 2017.
 3. Review and file draft of Walker Library Board Meeting Minutes of June 21st, 2017.
 4. Review and file draft of Walker Park Advisory Board minutes of June 27th, 2017.
 5. Review and file draft of Art & Culture Commission minutes of June 20th, 2017.
 6. Review and file Walker Police Department Monthly Report.
 7. Review and file Public Works Committee minutes of June 28th, 2017.
 8. Review and file Walker Area Joint Fire Department Minutes of June 8th, 2017.
 9. Review and file Walker Area Joint Fire Department's 2018 Budget.
 10. Approve Cash Balance Report as of May 31st, 2017.
 11. Review and file Cass County's May/June Tax Settlement for 2017.
 12. Consider approval of the request from the Accounting Department to pay the Legion for the 1st half of 2017 tax abatement in the amount of \$1,013.33
 13. Approve to pay Invoice 36322 from Bond Trust Services Corporation for General Obligation Improvement Bonds, Series 2007A, in the amount of \$6,132.50
 14. Review and file letter from the State Demographic Center regarding annual population and household estimates for the City of Walker.
 15. Approve to pay Cass County Highway Department for 2016-2017 winter salt and sand in the amount of \$8,427.58.
 16. Approve to pay Electric Pump for emergency repair of the Park Lift Station in the amount of \$7,405.50
 17. Review and file Small Cities Assistance appropriated distribution.
 18. Approve to accept the bid from Tyler's Backhoe Service in the amount of \$3,800 to demolish lot six (6) auditors plat lot five (5) Cass County Minnesota and clean up all the garbage in the yard and bill the First National Bank for such services.
- Motion passed (5-0)

SCHEDULED CITIZEN PRESENTATIONS –Mayor Shaw

None.

CITY STAFF COMMENTS – Administrator Terri Bjorklund

- Walker DMV’s transition to MNLARS (Minnesota Licensing and Registration System)

Bjorklund explained that the staff has been training for the past 6 months for the MNLARS rollout. Thursday July 20th we will be closing DMV for motor vehicle transactions at about 2:00 p.m. All paperwork and financial reports are mandated to be into the State by 3:00 p.m. on Thursday. On Friday the Motor Vehicle transaction side will be closed for the entire day, we will provide DNR and Driver’s License services. Monday July 24th, depending on what time the State authorizes us to open, we will open for business once they have everything up and our inventories have been validated and we are rolling on the new system. Monday is our busiest day so hopefully there’s no hiccups in the system and we can get off and rolling. These transactions are going to take longer with each transaction so we need to be a little bit more patient during this transition. Everything is going to be electronic moving forward which will stream line everything in the end. Senenfelder questioned if there were other DMV’s on this system already. Bjorklund stated that no other DMV is on this systems as of yet. We have volunteered to be one of the pilots testing this transition first.

Wilkening stated that we will need a notice in the paper regarding the week of July 24th. McMurrin suggested the addition of a notice on the electronic board sign.

PERSONNEL, BUDGET & ADMINISTRATION – Councilmember Senenfelder

1. **M/S Senenfelder/McMurrin** to approve of Claim #53850 to Claim #54013 including Voided Check Numbers 53799, 53910, 53911 and 53991 through 54002 and bank drafts in the amount of \$482,225.48.
Wilkening questioned if there was any reason why we couldn’t put that under the consent agenda. Bjorklund stated that she will check with the Auditor.
Motion passed (5-0)
2. **M/S Senenfelder/Moore** to approve to pay Invoice No. 65499 from Ulteig in the amount of \$7,768.89 for professional services through May 31, 2017for the 2016 Southside Street and Utility Improvements.
Motion passed (5-0)
3. **M/S Senenfelder/Wilkening** to approve to enter into the amended bond purchase and project loan agreement with Minnesota PFA.
Motion passed (5-0)
4. **M/S Senenfelder/McMurrin** to approve of Resolution 19-2017, a resolution accepting donations made to the City of Walker thru fiscal year 2017.
Roll Call: Ayes: McMurrin, Moore, Senenfelder, Shaw, Wilkening Nays: None
Motion passed (5-0)
5. **M/S Senenfelder/McMurrin** to approve of Ordinance 2017-04, an Ordinance adding sales and use tax to the Code of Ordinances.
Motion passed (5-0)

6. **M/S Senenfelder/McMurrin** to approve of Resolution 20-2017, a resolution of the City of Walker approving special legislation authorizing imposition of a one and one half percent sales and use tax for the twenty year capital improvement plan of 2012. Roll Call: Ayes: McMurrin, Moore, Senenfelder, Shaw, Wilkening Nays: None Motion passed (5-0)
7. **M/S Senenfelder/Wilkening** to approve of Resolution 21-2017, a resolution authorizing a summary publication of ordinance 2017-04, adding sales and use tax regulations. Wilkening suggested send him a letter of thanks to Larry Howes. Without him this never would have happened. Shaw suggested presenting it formally. Roll Call: Ayes: McMurrin, Moore, Senenfelder, Shaw, Wilkening Nays: None Motion passed (5-0)
8. **M/S Senenfelder/Moore** to approve of the recommendation of the Personnel Committee to increase the employee health benefit to the Blue Cross Blue Shield coverage by \$105.62 per month effective July 2017, giving the same benefit to the Chief of Police position effective January 2017. Motion passed (5-0)
9. **M/S Senenfelder/McMurrin** to approve to increase the Chief of Police dental benefit \$3.10 per month 50% of the increase effective January 2017. (There was no increase to the dental plan for 2017-2018 for non-union staff) Motion passed (5-0)
10. **M/S Senenfelder/McMurrin** to approve of the recommendation of the Personnel Committee to budget for and approve a 3% increase to wages for all non –union staff effective January 1, 2018, excluding the Liquor Store Manager Position Wilkening questioned why we were excluding the Liquor Store Manager Position in the 3% raise. Shaw stated that Steve’s position last year was involved in the State Meditated pay raise. Motion passed (5-0)
11. **M/S Senenfelder/Moore** to approve of review and file letter of resignation from Michelle Carlson, DMV Clerk as of June 20th, 2017. Senenfelder questioned where she went. Bjorklund noted that she took a position at the Laporte School District and added that they have a good lady. Motion passed (5-0)

**ECONOMIC DEVELOPMENT/LIQUOR STORE/AIRPORT/LIBRARY –
Councilmember McMurrin**

Planning Commission did not conduct a meeting on June 26th, 2017; due to lack of quorum.

1. **M/S McMurrin/Moore** to approve of Walker Library Board Meeting Minutes of April 17th, 2017. Motion passed (5-0)
2. **M/S McMurrin/Moore** to approve to appoint Patricia Lamb to the Library Board. Motion passed (4-1)
3. **M/S McMurrin /Moore** to approve of the Library Board canceling the July 19th, 2017 meeting due to lack of items to discuss and membership. Motion passed (5-0)

**PARKS /AMBULANCE BOARD/ARTS AND CULTURAL COMMISSION–
Councilmember Moore**

1. **M/S Moore/McMurrin** to approve of the Walker Park Advisory Board meeting minutes of May 23rd, 2017.
Motion passed (5-0)
2. **M/S Moore/McMurrin** to approve of the recommendation of the Park Advisory Board to refund the Park Event Fees to Color Dash and Headwaters to Hills bike ride.
Motion passed (5-0)

3. **M/S Moore/Senenfelder** to approve of the recommendation of the Park Advisory Board to allow the Friends of the Park to install small, low maintenance shrubs and mulch in the entrance area and if needed, to finish the Legacy Pathway entry. (shrubs will be donated or paid for by FOP)

McMurrin stated that they should finish what they are doing before requesting to do other things. The path needs to be completed before they ask to do other things. Senenfelder added that he agreed noting that he was a little upset that the pathway wasn't completed before the Fourth of July.

Wilkening states that he is very appreciated of the fundraising that they have done, but believes the City needs to take over the projects. If they would like to donate money to the Park Advisory Board to pay for shrubs to be installed that would be excellent. The City would select the shrubs and we would have someone professional install them and Neil or Public Works would oversee them. McMurrin adds that because the City has to maintain them. Senenfelder stated that he would like to see the project get done and believes that in order for the project to be completed that this is part of the project; let's get it done and move on. McMurrin stresses that it needs to be manageable for our staff because they are going to be the ones taking care of them. Wilkening reiterates that they should donate the money to the City for the shrubs and the City take care of it. Wilkening believes that it would have been done a little differently if Neil had been in charge of it. Senenfelder stated that it was his understanding that it would have been completed in a week. Moore stated that she really appreciates all their fundraising efforts. She added that she has not seen so many kids use that park. Moore states that she was approached by a couple advisory board members and they feel like Friends of the Park are taking over the advisory board. Moore feels that they can accomplish more if they work together. There is a power struggle that is going on. Moore requested the Council for advice on how to keep the Park Advisory Board meetings to an hour length of time. Wilkening questioned why the Friends of the Park have to be on the agenda every month; if we provide direction as to what their function is. I think their function of raising money is a great function and I think they work very hard at it. But I think at the end of the day when something gets constructed in our City we as a Council are responsible for that. I think that this project has proven itself as far as organization and completion that they are good at raising money, but when it comes to getting the project done the City should be in charge.

Motion failed (1-4)

4. **M/S Moore/Senenfelder** to approve of the recommendation of the Park Advisory Board to move the donor sign next to the entrance area to the right of the lift station and update it.
Motion passed (5-0)
5. **M/S Moore/Senenfelder** to approve of the recommendation of the Park Advisory Board to allow Friends of the Park to purchase and install an Expression Swing replacing a regular swing on the older swing set.
Wilkening stated that he would like to see the motion rephrased the Park Advisory Board accepts the donation of the swing and the City will get it installed promptly. The entire Board notes their agreement with the rephrasing.
Motion failed (0-5)
M/S Wilkening/McMurrin to accept the donation of the swing from the Friends of the Park and direct city staff to install.
Motion passed (5-0)
6. **M/S Moore/Wilkening** to approve of the request of the Arts & Culture Commission to apply for the Community Innovation Grant to help aid in the funding the proposed gazebo.
Motion passed (5-0)

PUBLIC WORKS, SAFETY & CEMETERY – Councilmember Wilkening

1. **M/S Wilkening/Senenfelder** to approve of the recommendation of the Public Works Committee to approve the quote of from Graham Refrigeration for the replacement of condenser coil on the dehumidifier at the water plant in the amount of \$2,500.00
Motion passed (5-0)
2. **M/S Wilkening/McMurrin** to approve of the recommendation of the Public Works Committee to approve the quote from Freeman Well Drilling for the inspections and necessary repairs of Well No. 3 located at the Park in the amount of \$875.00, plus necessary repairs. (This is a budgeted item)
Motion passed (5-0)
3. **M/S Wilkening/Moore** to approve of the recommendation of the Public Works Committee to approve the quote from Bay Carpet and Tile in the amount of \$2,616.25 for replacement vinyl plank flooring in Liquor Store, City Hall, stairs and restrooms.
Motion passed (5-0)
4. **M/S Wilkening/Senenfelder** to approve of the recommendation of the Public Works Committee to approve the quote from Leech Lake Lumber in the amount of \$2,592 for blown fiberglass insulation material and labor in conjunction with the Clinic roof repair.
Motion passed (5-0)
5. **M/S Wilkening/Moore** to approve of the recommendation of the Public Works Committee to approve the quote from Don Knowles construction to build a portico over the rear entrance to City Hall in the amount of \$4,980.00
Motion passed (5-0)

OTHER BUSINESS –Mayor Jed Shaw

- City Hall and DMV will be closed on Tuesday July 04, 2017

- Bjorklund announced that we should see the start of the staining and repair of the building next week and advises them to be cognitive of where they are working and to stay out of their way as much as possible.

McMurrin questioned how the Liquor Store did on their first open Sunday. Bjorklund stated that it was as busy as a Holiday day and there were people waiting in line at 11:00 a.m. to get it.

ADJOURNMENT-Mayor Jed Shaw

Mayor Shaw adjourned the regularly scheduled Meeting at 6:33p.m.

Jed Shaw, Mayor

Attest: _____
Terri Bjorklund, Administrator