



**WALKER**  
**City On The Bay**

**AGENDA**  
**CITY COUNCIL MEETING**  
**MONDAY, OCTOBER 19<sup>TH</sup>, 2017**  
**WALKER, MINNESOTA**

- 5:00 p.m. Call to Order –Mayor Shaw**  
➤ Pledge of Allegiance
- 5:00 p.m. Consent Agenda – Mayor Shaw**  
1. Approve Walker City Council regular meeting minutes of October 2<sup>nd</sup>, 2017.  
2. Approve Cash Balance Report as of September 30<sup>th</sup>, 2017.
- 5:00 p.m. Scheduled Citizen Presentations –Mayor Shaw**
- 5:00 p.m. City Staff Comments – Administrator Terri Bjorklund**
- 5:05 p.m. Personnel, Budget & Administration – Councilmember Senenfelder**  
1. Consider approval to hire Danette Olstad for the full time motor vehicle clerk position at a rate of \$13.00 per hour and upon the successful completion of the 6 month probationary period an additional .50¢ per hour.  
2. Consider approval to hire Afytn Wildes for the part-time fill-in Police Officer position (28-30 hours per pay period) at \$15.45 an hour  
3. Consider approval to hire Tyron Van Heerden for the part-time fill-in Police Officer position (28-30 hours per pay period) at \$15.45 an hour  
4. Consider approval to hire Shawn Birr for the part-time fill-in Police Officer position (28-30 hours per pay period) at \$15.45 an hour  
5. Consider approval to increase the wage of Joanne Mitchell, Deputy Clerk adding an additional .50¢ per hour.  
6. Consider approval of Ordinance 2017-06 an Ordinance repealing Ordinance No. 2017-01, adopted on February 6th, 2017, and titled “AN ORDINANCE ADDING ARTS AND CULTURE COMMISSION”.  
7. Consider approval of Resolution 35-2017, a Resolution authorizing a summary publication of Ordinance 2017-06, an Ordinance repealing ordinance No. 2017-01, adopted on February 6<sup>th</sup>, 2017, and titled “AN ORDINANCE ADDING ARTS AND CULTURE COMMISSION”

8. Consider approval of Resolution 36-2017, a Resolution Certifying Delinquent Nuisance Enforcement Expenses for Past Due Mowing/Maintenance to the 2018 Tax Roll.
9. Consider approval of the request of the accounting department to transfer \$10,000 from the general checking account fund 101 to the Building Capital Projects account fund 505. (This was budgeted in the 2017 Capital Outlay)
10. Consider approval of the request of the accounting department to transfer \$54,299.77 from fund 302 checking to the following funds:
  - \$13,900.94 to fund 305 checking
  - \$40,398.83 to fund 306 checking
8. Consider approval of the estimate from Kent Reeve Locksmithing to replace the exterior doors at the clinic building with new galvanized doors in the estimated amount of \$2,025. (Cost does not include finish painting.)

**5:10 p.m.      Economic Development, Liquor Store, Airport & Library – Councilmember McMurrin**

**5:10 p.m.      Parks, Ambulance Board, Arts & Culture Commission– Councilmember Moore**

**5:10 p.m.      Public Works & Safety/Cemetery – Councilmember Wilkening**

**5:10 p.m.      Other Business –Mayor Shaw**

**5:10 p.m.      Adjournment-Mayor Shaw**

**WALKER CITY COUNCIL  
REGULAR MEETING MINUTES  
WALKER FIRE HALL MEETING ROOM  
MONDAY, OCTOBER 2, 2017**

**CALL TO ORDER –Mayor Shaw**

- Mayor Jed Shaw called the regular scheduled meeting to order at 6:00p.m.
- Pledge of Allegiance
- Moment of silence for the Las Vegas tragedy
  - 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  
Neil Lange, Public Works  
Mike Paulus, Cass County EDC  
Travis Baker, Police

Pamela Smith, City Employee  
Dean Morrill, Pilot Independent  
Kristin Holly, Self  
Cindy Wannarka, Chamber of Commerce

**CONSENT AGENDA-Mayor Shaw**

M/S Moore/Senenfelder to approve the Consent Agenda Items 1 thru 10 as follows, waving the reading.

1. Approve Walker City Council regular and public hearing meeting minutes of September 11<sup>th</sup>, 2017.
2. Review and file draft of Walker Library Board Meeting Minutes of September 20<sup>th</sup>, 2017.
3. Review and file draft of Walker Park Advisory Board minutes of September 26<sup>th</sup>, 2017.
4. Review and file draft of the Walker Planning Commission Board of Adjustments regular meeting minutes of September 25<sup>th</sup>, 2017.
5. Review and file draft of Art & Culture Commission minutes of September 19<sup>th</sup>, 2017.
6. Review and file Walker Police Department Monthly Report.
7. Review and file Public Works Committee minutes of September 27<sup>th</sup>, 2017.
8. Review and file Walker Area Joint Fire Department Minutes of September 14<sup>th</sup>, 2017.
9. Approve Cash Balance Report as of August 31<sup>st</sup>, 2017.
10. Approve to pay Northern Engineering and Consulting Inc. Invoice number 2014-4711 in the amount of \$2,736.67 for the 2015-066 Cass County Hwy-5<sup>th</sup> Street project.  
Motion passed (5-0)

**SCHEDULED CITIZEN PRESENTATIONS –Mayor Shaw**

- Mike Paulus, Executive Director for Cass County EDC updates on EDC activity; 2016-2017 operational year review  
Paulus expresses his thanks for the financial support to the City of Walker. Paulus provides an overview of the operational year:  
Eleven businesses engaged with through our Small Business Development Center contract. Thirty-eight jobs were created and \$795,000 in capital was raised. They

provided 112 hours of technical assistance to Walker area business entities with an estimated value of service provided in the amount of \$7,280. Additional highlights of operations included:

Potential expansion of a major employer, creation of a potential event center, worked with the City and County on the Ah-Gwah-Ching site, performed strategy mapping with Leech Lake Chamber of Commerce to work on workforce issue around Walker, involved in the 371 expansion conversation, attended planning meetings and financially supported the Leech Lake Area Chamber of Commerce job fair.

**CITY STAFF COMMENTS – Administrator Terri Bjorklund**

None.

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

1. M/S Senenfelder/McMurrin to approve of Claim #54286 to Claim #54394 including Voided Check Numbers 54313 and 54333 and bank drafts in the amount of \$181,589.06  
Motion passed (5-0)
2. M/S Senenfelder/Wilkening to approve of Resolution 32-2017, 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)
3. M/S Senenfelder/McMurrin to approve of the request of the accounting department to transfer \$120,751 from the general checking account fund 101 to the following accounts:
  - \$2,867 from the general checking account fund 101 to the Building Capital Projects account fund 505.
  - \$12,384 to the Street Equipment Savings account.
  - \$90,000 to Street Capital Project checking account fund 500.
  - \$15,500 to Cemetery checking account fund 209.Motion passed (5-0)
4. M/S Senenfelder/Wilkening approve to review and file letter of resignation from Officer Heather Broughten, Walker Police Department as of September 13<sup>th</sup>, 2017.  
Motion passed (5-0)
5. M/S Senenfelder/McMurrin to approve to hold the next regularly scheduled City Council meeting on the 3<sup>rd</sup> Thursday of October scheduled as October 19<sup>th</sup>, 2017 at 5:00 pm for council consideration to hire a DMV clerk.  
Motion passed (5-0)
6. M/S Senenfelder/Wilkening to approve of Resolution 34-2017, a resolution to approve the establishment of a new savings account for the sewer PFA surcharge revenue.  
Roll Call: Ayes: McMurrin, Moore, Senenfelder, Shaw, Wilkening      Nays: None  
Motion passed (5-0)

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

1. M/S McMurrin/Wilkening to approve Walker Planning Commission/Board of Adjustments Meeting Minutes of August 28<sup>th</sup>, 2017.  
Motion passed (5-0)

2. M/S McMurrin/Moore to approve of the recommendation of the Planning Commission/Board of Adjustments to approve Conditional Use Permit LU-2017-02 for a freestanding sign with the following findings of fact and conditions;

*Findings of Fact:*

1. With implemented conditions, no soil erosion or possible pollution of public waters is likely as a result of the conditional use.
2. The visibility of structures and other facilities as viewed from public waters is not affected by the conditional use.
3. The site is serviced by adequate city water and sewer services. N/A to this request
4. The conditional use does not attract watercraft.
5. The Free Standing Sign is an allowable conditional use in this zoning district.
6. The use, with conditions imposed by the Planning Commission, is compatible with the surrounding neighborhood, in that there are other similar uses in the area.
7. The use, with conditions imposed by the Planning Commission, would not likely be injurious to the public health, safety, decency, order, comfort, convenience, appearance, or prosperity of the City.

*Conditions:*

1. Erosion control methods must be used during construction of sign.
2. The removal of vegetation will require replanting of the disturbed area and will be accomplished with best practices to control erosion.
3. Lighting of the sign shall not disturb the peace and tranquility of the neighborhood.
4. The proposed use must meet all other City ordinance requirements. Failure by the owner to act in reliance on a conditional use permit within six months or failure to complete the work under a conditional use permit within one year, unless extended by the Planning Commission, shall void the permit.

Motion passed (5-0)

3. M/S McMurrin/Senefelder to approve of the recommendation of the Planning Commission to approve Resolution 33-2017, a resolution calling for a public hearing to receive public comment on the proposed zoning reclassification.  
Roll Call: Ayes: McMurrin, Moore, Senefelder, Shaw, Wilkening      Nays: None  
Motion passed (5-0)
4. M/S McMurrin/Moore to approve of the Library Board minutes of August 16<sup>th</sup>, 2017.  
Motion passed (5-0)
5. M/S McMurrin/Moore to approve of the request from the Library Board to replace 3 computers.

Wilkening stated that they have a replacement plan with the Library. McMurrin adds that they are doing a gradual replacement. Bjorklund stated that there is some money in the automated repair and replacement fund. I know there isn't enough in that fund to replace them all.

Bjorklund states that they buy them through Kitchigami because they have to be specific computers with specific software to operate at the Library.

Motion passed (5-0)

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

1. M/S Moore/Senenfelder to approve of the Walker Park Advisory Board meeting minutes of August 22<sup>nd</sup>, 2017.

Motion passed (5-0)

2. M/S Moore/McMurrin to approve of the request of the Arts & Culture Commission to consider dissolving the Arts & Culture Commission and move forward with repealing Ordinance 2017-01 'AN ORDINANCE ADDING ARTS AND CULTURE COMMISSION'.

Wilkening questioned what steps they have to take for repealing this. Bjorklund answered, you need 10 days notification along with an Ordinance repealing that Ordinance. Wilkening questioned if they would do that at the next council meeting on the 19<sup>th</sup>. Bjorklund stated that was correct.

Motion passed (5-0)

3. M/S Moore/Wilkening to approve of the request of the Arts & Culture Commission to issue a check to the Walker Area Foundation in the amount of \$12,025.11; the remainder of the donated funds in the Art & Culture Fund 108.

Motion passed (5-0)

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

1. M/S Wilkening/Senenfelder to approve of the request of the Public Works Committee for Neil Lange to attend the Northwest District Water Operators School in Bemidji, MN October 24<sup>th</sup>-26<sup>th</sup>, 2017; at a cost of \$140 plus wages and meals.

Motion passed (5-0)

2. M/S Wilkening/McMurrin to approve of the recommendation of the Public Works Committee to send all Public Works staff members to safety training in Backus on October 11<sup>th</sup>, 2017 at a cost of \$50 per attendee.

Motion passed (5-0)

**OTHER BUSINESS –Mayor Jed Shaw**

- Elected and Senior Officials are invited to attend an Emergency Management Training on Thursday, October 12<sup>th</sup>, 2017 from 10 a.m. to noon.
- Community members are invited to attend the presentation about the challenges of substance abuse and how we can come together as community members to better address this issue
- The Public Works department will be flushing hydrants the 3<sup>rd</sup> week of October.

**MEETING CLOSED TO PUBLIC–Mayor Jed Shaw**

The regular meeting closed at 6:14 p.m. under the exception to the open meeting law in order for the city to have confidential discussion regarding a land acquisition.

The closed portion of the meeting was opened at 6:15 p.m. and closed at 6:36 p.m. The regular portion of the meeting was reopened at 6:36 p.m.

**ADJOURNMENT-Mayor Jed Shaw**

Mayor Shaw adjourned the regularly scheduled meeting at 6:36 p.m.

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

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





**CITY OF WALKER  
CASS COUNTY, MINNESOTA  
ORDINANCE No. 2017-06**

**AN ORDINANCE REPEALING ORDINANCE NO 2017-01, ADOPTED ON  
FEBRUARY 6<sup>TH</sup>, 2017, AND TITLED “AN ORDINANCE ADDING ARTS AND  
CULTURE COMMISSION”**

The City Council of Walker ordains:

**SECTION 1.** Ordinance No. 2017-01 adopted on February 6<sup>th</sup>, 2017 and titled “An ordinance adding Arts and Culture Commission” is repealed:

**SECTION 2.** Sec. 2-105. - Arts and culture commission. (a)-(d)(1)(2)(3) and (e)-(g)(1)(2)(3) and (h)-(m) of the Code of Ordinances, City of Walker, Minnesota, is hereby repealed in its entirety.

**SECTION 3.** This ordinance becomes effective from and after its passage and publication.

**ADOPTED** this 19<sup>th</sup> day of October, 2017, by the City Council of the City of Walker.

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Jed Shaw, Mayor

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Terri Bjorklund, City Clerk

MOTION:

SECOND:

McMurrin:

Moore:

Shaw:

Senenfelder:

Wilkening:

State of Minnesota  
County of Cass  
City of Walker

**RESOLUTION 35-2017**

**A RESOLUTION AUTHORIZING A SUMMARY PUBLICATION OF ORDINANCE 2017-06, AN ORDINANCE REPEALING ORDINANCE NO 2017-01, ADOPTED ON FEBRUARY 6<sup>TH</sup>, 2017, AND TITLED "AN ORDINANCE ADDING ARTS AND CULTURE COMMISSION"**

**WHEREAS**, publication of the title summarizing Ordinance 2017-06 will clearly inform the public of the intent and effect of the Ordinance.

**WHEREAS**, a printed copy of the text of Ordinance 2017-06 will be available for inspection by any person during regular business hours at the office of the City Administrator or by standard or electronic mail.

**WHEREAS**, the ordinances shall become effective upon their passage and publication as provided by law.

**WHEREAS**, the Ordinance amendments are deemed lengthy and the City Council determines publication of a summary of the Ordinance amendments sufficient to clearly inform the public of the intent and effect of the ordinance;

**NOW THERE BE IT FURTHER RESOLVED** that the City Council hereby determines to publish the following summary language, which is hereby approved, in lieu of publishing the full ordinance amendment:

Summary: Ordinance 2017-06 repeals Article V. 'Boards and Commissions' by removing Sec. 2-105 Arts and Culture Commission in its entirety.

Adopted by the Walker City Council this 19<sup>th</sup> day of October, 2017.

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

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

Motion:  
Second:  
McMurrin:  
Moore:  
Senenfelder:  
Shaw:  
Wilkening:

State of Minnesota  
County of Cass  
City of Walker

**RESOLUTION 36-2017**

**A RESOLUTION CERTIFYING DELINQUENT NUISANCE ENFORCEMENT  
EXPENSES FOR PAST DUE MOWING/MAINTENANCE TO THE 2018 TAX  
ROLL**

**WHEREAS**, pursuant to proper notice duly given as required by law the Walker City Council, of the City of Walker, County of Cass, State of Minnesota recognizes the need to Certify delinquent nuisance enforcement expense for past due Mowing/Maintenance to the Cass County Auditor for collection, and

**WHEREAS**, Sec 23-1 part (D), of the City of Walker's Code of Ordinance's hereby allows for Certifying delinquent nuisance enforcement expense for past due Mowing/Maintenance to the 2018 tax roll: and

**WHEREAS**, the Walker City Council of the City of Walker hereby allow for parcel numbers 96-354-0115 to be certified to the Cass County Auditor for collection with taxes payable in 2018 unless paid in full by the owner(s) of the above described parcels by 4:30p.m. October 19<sup>th</sup>, 2017.

**NOW, THEREFORE BE IT RESOLVED** by the Walker City Council, of the City of Walker, County of Cass, State of Minnesota hereby certifies delinquent nuisance enforcement expense for past due Mowing/Maintenance to the property described as parcel number 96-354-0115 to the Cass County Auditor to be certified for collection with the real estate taxes payable in 2018 unless paid in full by the owner(s) of the above described parcels by 4:30p.m. October 19<sup>th</sup>, 2017.

Adopted by the City Council of the City of Walker this 19<sup>th</sup> day of October, 2017.

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

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

Motion:  
Second:  
McMurrin:  
Moore:  
Senenfelder:  
Shaw:  
Wilkening:

# Memorandum

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**To:** Walker City Council

**From:** Accounting

**Date:** October 10, 2017

**Re:** Transfer Request

Request to transfer \$10,000 from the general checking account fund 101 to fund 505 Building Capital Projects fund 505 checking. This was budgeted in the 2017 Capital Outlay.

Request to transfer \$54,299.77 from fund 302 checking to the following funds:

\$13,900.94 to fund 305 checking

\$40,398.83 to fund 306 checking

## Kent Reeve Locksmithing Estimate

Date: 10-3-2017

To: City of Walker

Where: Essentia Clinic

Contact Person: Neil

e mail:

Phone: 547-5513

Replace Exterior doors with new galvanized doors using existing door hardware and closers, one 36 inch door and one 40 inch door. They come with primer paint and will need to be finished.  
Installed on site.

Door Costs:	1625.00
Instillation costs	400.00
Total cost	\$2025.00

This dose not include finish painting.

Kent Reeve  
32915 Meadow View Dr.  
Laporte, MN 56461  
218-224-2252  
218-224-2251 F  
218-556-4064 C

Payment on completion of Project. Any additions or unexpected repairs will be billed at time and materials. Projects over \$5000.00 will need 50% up front to start project.