

**WALKER CITY COUNCIL  
REGULAR MEETING MINUTES  
WALKER FIRE HALL MEETING ROOM  
Monday August 6, 2012**

**CALL TO ORDER – Mayor Bruns**

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

Terri Bjorklund, Administrator	Wayne Tennis, Police Chief
Meghan Compton, City Employee	Neil Lange, Public Works Director
Dean Morrill, Pilot Independent	John Valen, City Attorney
Shawn McMahan, SEH	Tom Foster, SEH
Ken Bresley, Airport Commissioner	Michael Cronin, Holiday Companies
Jack Arnold	Travis Baker, Police Officer

**CONSENT AGENDA**

**M/S** Wilkening/Moore to approve the Consent Agenda Items 1 thru 12 as follows, waving the reading. Item #6 was moved to Personnel, Budget and Administration.

1. Approve Walker City Council Regular Meeting Minutes of July 2, 2012.
2. Approve Cash Balance Report as of June 30, 2012.
3. Review and file Walker Police Department Monthly Report.
4. Review and file Cass County Economic Development Corporation report.
5. Review and file Cass County's May/June Tax Settlement.
6. Review and file letter dated July 19, 2012 from Beltrami Electric Cooperative Inc. regarding approval of the City of Walker's loan application for expanding sanitary sewer service to the Industrial Park.
7. Review and file letter dated July 6, 2012 from Walker Youth Hockey regarding the City on the Bay 10k results.
8. Review and file letter dated July 13, 2012 from Minnesota Department of Health regarding the Sanitary Survey report for Walker Public Water Supply.
9. Approve payment of invoice 30765 from Ulteig for Professional Services through June 30, 2012 in the amount of \$6,072.56
10. Review and file draft Walker Planning Commission's/Board of Adjustments meeting minutes of July 30, 2012.
11. Review and file June 2012 monthly zoning report.
12. Review and file TIF report for Year Ended December 31, 2011.

Motion passed (5-0)

**SCHEDULED CITIZENS PRESENTATIONS – Mayor Bruns**

- No business

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

- No business

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

1. **M/S Nelson/Moore** Consider approval of Claim #46787 to Claim #46804, Claim #46807 to Claim #46865, Claim # 46868 to Claim #46907, and bank drafts in the amount of \$560,190.58.  
Motion passed (5-0)
2. **M/S Wilkening/Moore** Consider approval of recommendation regarding the Arnold property. A review was done by city staff (Chief Tennis, Lange and Administrator Bjorklund). They found significant progress made on the cleanup of property and recommend the city continue working with Mr. Arnold on the cleanup of his property.  
Motion passed (5-0)
3. **M/S Nelson/McMurrin** Consider approval of Walker Personnel Committee's recommendation to approve Pam Smith's transition from probationary status to permanent full-time DMV Clerk, with the approved 3% increase in wages, effective July 17<sup>th</sup>, 2012.  
Motion passed (5-0)
4. **M/S Nelson/McMurrin** Consider approval of Walker Personnel Committee's recommendation to approve Meghan Compton's transition from probationary status to permanent full-time Receptionist/Accounting Clerk, with the approved 3% increase in wages, effective August 6<sup>th</sup>, 2012.  
Motion passed (5-0)
5. Consider the request from Cass County Economic Development Corporation for membership fees for 2013 in the amount of \$1,500.  
Bruns – it is a recommendation of the city Attorney to not sign the contract that has been given to us. Over the years, has it done us some good? Yes. Has it benefited us? Yes. I feel it's worth what we give them to what we have gotten out of it.  
Wilkening – I agree  
Nelson – I was a little confused with the attorneys note. 'I would recommend simply paying the membership dues'.  
Wilkening – what I see is they are asking us for a contract so to speak so we are obligated, so to speak. So I recommend taking the attorney's advice and not signing the contract.  
Nelson – if we are not signing the contract and these are the services they outlined. If we pay \$1500 what services will we receive without signing?  
Bruns – the same services we've received in the past, we've never been asked to sign a contract.  
Wilkening – we wouldn't  
**M/S Nelson/Moore** Defer this request and request Gail to attend the budget committee meeting to gather more information and present to the council at a later date.  
Motion passed (5-0)

6. **M/S Nelson/Moore** Consider approval of a request from Initiative Foundation for a donation of \$450 in 2013.

Nelson – I'll defer to someone with more experience and past practice if it's worth the city to make a donation.

Bruns – in the past, I've attended meetings they've put on. They brought park planners, and professional people, to go through town to see what we can do and make things better.

Nelson – did we pay for that? Or did they?

Bruns – they paid the professionals. One meeting was a combining of governments. There are a number of things they do, and that we can go to, if we want to.

Nelson – so we are donating \$450 and you are saying that is worth it?

Bruns – as far as a dollar amount, I don't know

Nelson – I just don't want to get in the habit of 'rubber stamping' it just because we always have.

Moore – I feel it was a very good learning experience when they helped us here.

And there is a lot more Walker can take advantage of.

Motion passed (5-0)

7. **M/S Nelson/McMurrin** Discussion on proposed information sheet outlining the reasons for requesting the citizens approve a 1.5% Sales and Use tax.

Nelson – the thought it to mail this out with water bills so we can try and sell this without expending city dollars to do so. This is the final draft we want to propose that we use.

Bruns – Has anyone heard much talk about the sales tax with business owners or residents?

McMurrin & Bruns hadn't

Bruns – I was asked to speak at the Rotary and it was all positive feedback. I don't know what the best venue is to go, but I wouldn't be opposed to going to talk to anyone.

McMurrin – Sending this out will help out a lot

Bruns – it is in a lot of other communities

Nelson – we need to get the word out, the positive word. When you see tax referendum on a ballot, people are going to say no. We need to explain why this will benefit this city.

Bruns – This is the one potential solution to offset the taxes for the residents in the city of Walker.

Nelson – this will go out in the water bills August, September & October?

Bjorklund – that is up for the city council to decide?

Moore – Can we advertise this in the pilot?

Nelson – we can't pay to advertise this.

Amend, this will be sent out in September & October.

Motion passed (5-0)

8. Consider approval of a 1-4 day Temporary Liquor License for the Walker Rotary, and request to waive the \$75.00 temporary liquor license fee, on September 8<sup>th</sup> at Walker city park during Ethnic Fest.  
Wannarka – location is based upon #1 in public works  
M/S Wilkening/Moore to move agenda item 8 to Public Works item 3.  
Motion passed (5-0)
9. Review and file letter dated July 19, 2012 from Beltrami Electric Cooperative Inc. regarding approval of the City of Walker's loan application for expanding sanitary sewer service to the Industrial Park.  
M/S Nelson/Moore The City Administrator is to move forward in drafting the bond so the commitment letter can be sent to Beltrami Electric Cooperative.  
Wilkening – this was an item we had discussed holding off on until next month in our budget meeting.  
Nelson – I feel comfortable going forward with this.  
Bruns – I can't imagine we'd find it cheaper if we waited. It is an interest free loan.  
Motion passed (5-0)

#### **ECONOMIC DEVELOPMENT & LIQUOR STORE – Councilmember Moore**

1. M/S Moore/Nelson Consider approval of Walker Planning Commission/Board of Adjustments Meeting Minutes of June 25, 2012.  
Motion passed (5-0)
2. M/S Moore/Wilkening Review request of the Holiday Stations Stores for a sign ordinance text amendment and consider calling for a public hearing to be held August 27<sup>th</sup>, 2012 at 6 pm at the Walker Fire Hall meeting room 701 Elm Street.  
McMurrin – they want to change the wording for what we just did?  
Nelson – their sign is within 50' of the stop light.  
McMurrin – why can't they do an additional sign? We just spent all of this time putting this together. Why do we have to change it? It costs money every time we have a public hearing. We just did this.  
Nelson – Is there a Holiday store representative here?  
Cronin – at the planning commission meeting, we had an opportunity to talk about what this change is. No one wants to create a distraction or a safety hazard. What we have found in the cities we've done is when you have those strict ordinances ... you essentially remove the safety hazards. Our experience is that these things get driven by numerous times a day, possibly even a million cars (in the Twin Cities). If it was a safety issue, we'd ask you to consider that. What we are asking for is for you to remove the prohibition of us to allow the sign. If you do allow that, we can then apply for the conditional use permit. We apologize for not being up here earlier. If our application fee doesn't cover these costs, we would be happy to pay the extra.  
Wilkening – if it isn't a safety hazard, and they have information they can bring forward, then maybe it's time to say you can use a conditional use permit. I'm not opposed to the planning commission to hear it and if it isn't what we like, then we can say no later.

Bruns – I'm not opposed to sending it back to the planning commission if they are willing.

Nelson – I am torn, I am always saying we need to help the businesses in our community but I also understand what Annie is saying. But we need to help the businesses.

Bruns – I think Gary made a good point, is when we put this together, we had thought it was a safety issue. I feel we should send this back.

Cronin – I think with a text change, you do a publication about the public hearing and then you do the notice after the conditional use permit is approved.

Wilkening – from a cost perspective, we haven't decided upon a cost have we?

**M/S Nelson/Moore** move the discussion back to the Planning and Zoning committee

Motion passed (5-0)

**M/S Wilkening** to hold a public hearing August 27<sup>th</sup> at 6 pm at the Fire hall on 701 Elm Street to consider text change to our sign ordinance.

Wilkening – we need to hold a public hearing in order to consider the text change for the ordinance.

Roll Call: Ayes: Nelson, Moore, Wilkening, Bruns Naye: McMurrin

3. **M/S Moore/Wilkening** Review application LU-2012-08, a request for rezoning, and consider calling for a public hearing to be held August 27<sup>th</sup>, 2012 at 6 pm at the Walker Fire Hall meeting room 701 Elm Street.

Motion passed (4-0) Abstain: Nelson

### **LIBRARY, PARKS AND AIRPORT – Councilmember McMurrin**

1. Review and file Walker Park Board meeting minutes of July 24, 2012.
2. **M/S McMurrin/Moore** Consider approval of the Park Board's recommendation for approval of PMTT Professional Musky Tournament on August 24<sup>th</sup> and 25<sup>th</sup> from 7am to 4pm request to use the park boat launch for takeoff and return.

Cindy – that is the night BAM is staying overnight, until the 24<sup>th</sup>. Is that going to interfere with anything?

McMurrin – it shouldn't with the way it was explained to us.

Motion passed (5-0)

3. **M/S McMurrin/Moore** Review and file progress report on Arrival/Departure building.

Motion passed (5-0)

Bresley – Introduced Tom Foster and Shawn McMahan, representing SEH, who has handled all our projects in the past several years.

McMahan – Provided a summary on the airport project that's under way. Right now we are at the midway point. Once the bid is approved, we'll submit a grant request letter for the funds and then complete the project. The low bidder was Village Homes of Walker. We recommend the contract be awarded to Village Homes. We appreciate working for Walker and if you have any questions feel free to run them through Terri.

Wilkening – Addendum #2, I didn't see any documentation about this, what was that about?

Shawn - Addendum #2 just identified some concrete requirements to clarify the required work.

Wilkening – that was done before the bids?

Shawn – yes.

4. **M/S McMurrin/Wilkening** Review and file City Attorney’s opinion, finding no conflict of interest with entering a contract with Village Homes.  
Motion passed (5-0)
5. **M/S McMurrin/Nelson** Consider approval of Short Elliot Hendrickson Inc. (SEH)’s recommendation to accept and award the bid to Village Homes for the airport Arrival/Departure building in the amount of \$157,365.60.  
Motion passed (5-0)
6. **M/S McMurrin/Moore** Consider approval for Short Elliot Hendrickson Inc. to assist the City of Walker with the preparation of a MPCA Industrial Stormwater permit application at an estimated cost of \$4,400.00.  
Motion passed (5-0)
7. **M/S McMurrin/Moore** Consider approval of Architect/Engineer agreement with Short Elliot Hendrickson Inc. for Professional Services relating to the airport.  
Motion passed (5-0)
8. Review and file library surveys to date.
9. Discussion on recommendations of the library building committee and action if needed.

McMurrin – I think we should have mentioned the condition the library is in because most don’t realize that. They will be at the grocery store and they’ll put them in everyone’s bag.

Nelson – I am just expressing my opinion, but look at the last page of the survey, no one wants a new library they don’t want the taxes raised. I can’t approve spending \$600,000.

McMurrin – The library already has a certain amount of money, the townships will help and we’re going to apply for a grant. The city won’t be paying for it.

Nelson – is there any idea of how much money they are going to put in? If we get a grant for \$300k, the townships kick in \$150k and we kick in \$150k, then that seems reasonable to me. You are recommending buying that property.

McMurrin – I am not saying we buy that today, but am recommending we buy that property. We can even make it a parking lot.

Wilkening – I personally like the library in the downtown area. One of the things that came from the planning study that we recently did, investment of the public infrastructure in the downtown space, I think that the city should consider that site. I am not opposed to that site. I support that planning of what I see. I don’t see anything about money here. But we should try to reduce the levy.

McMurrin – they seem very positive about helping financially. What they want to do, if they help, is for us to do and then they could budget each year and take a loan out for that.

Bruns – the challenge I present you with is how much is the library used? I was the same way, I was dumbfounded as to how many use the library.

McMurrin – they are going to get the eBooks now, so people can get those books there.

Wilkening – I'd hate to see a vinyl sided cheaply built building. I say we look at the exterior design of it.

Moore – I can't see paying \$300k to 'bandage' that building.

Bjorklund – the council needs to decide if they want to apply for this grant, and hire a grant writer that will be very detailed in this grant. We need a design, an estimated cost. So we have some cost, but we actually need an engineer to sit down and design this.

Wilkening – we are not going to get this grant going this year, there is just no way.

Nelson – just because we apply for the grant, we aren't guaranteed to get the money. Before we apply for a grant, we need to have in writing what the townships are going to give. I would feel much better knowing that they have committed themselves.

Wilkening – why would we direct this committee to develop a floor plan?

Bruns – we need to decide if we are going to buy the other lot because they only have so much space.

Nelson – there are a lot of unknowns here that we don't know.

McMurrin – isn't there a timeline on that grant?

Wilkening – there is no way we can do that this year. From my understanding we are going to hire an architect to design this building.

Terri – yes. This grant isn't offered every year.

McMurrin – it would be unfortunate to miss out on this money.

Bjorklund – the timeline is very tight. If the council wants to move forward, then we need to hire a grant writer and a design of the building needs to be started.

McMurrin – What does a grant writer cost?

Bruns – The fire department is charged \$500.

Wilkening – if we can get the footwork done by the end of October, then I say do it.

**M/S Wilkening/Moore** Direct the City Administrator to solicit proposals for a grant writer for the Library.

Nelson – I am a little confused because I thought you said money wasn't available yet.

Bjorklund – the grant application hasn't opened yet, but usually it is open August 1<sup>st</sup>.

Nelson – even this little bit of confusion, when is the grant due? I don't know.

What do you want me to write this grant for? I don't know. How can a grant writer give you a bid if he doesn't know what he is building?

Motion passed (4-1) Naye: Nelson

## **PUBLIC WORKS AND SAFETY & CEMETERY– Councilmember Wilkening**

1. **M/S Wilkening/Nelson** Consider request for street closure from Leech Lake Area Chamber on September 8, 2012, from midnight - 6 p.m. All required information and fees are on file with the Administrator.

Wilkening – that application is from the top of the street all the way down?

Wannarka – only the bottom, circle, is used. Initially we had talked to do the whole street. We can certainly keep the opening to the public restrooms and garbage. The request isn't coming from me it's the person putting it on. If we have any type of weather, it is not going to be able to be there.

Wilkening – what will happen?

Wannarka – I don't have a backup plan. My second thought is to be by the rock garden on the lawn. I don't see it would be a success by moving it there.

Nelson – I don't think we should have a plan B.

Wayne – I think personally, if we can close it off on top it would be better. If you come down with a boat, they aren't going to be able to turn around in Bonnie Stewart's driveway. We'll do a thru traffic sign so Bonnie and them can drive around.

Motion passed (3-2) Nays: Nelson, McMurrin

2. **M/S Wilkening/Moore** Consider request for street closure from Leisure Outdoor Adventures on August 10, 2012 from 4pm – 9pm. All required information and fees are on file with the Administrator.

Motion passed (5-0)

3. **M/S Wilkening/Moore** Moved from Personnel, Budget & Administration #8. Consider approval of a 1-4 day Temporary Liquor License for the Walker Rotary, and request to waive the \$75.00 temporary liquor license fee, on September 8<sup>th</sup> at Walker city park during Ethnic Fest.

Motion passed (4-1) Nays: McMurrin

Chief Tennis – it was brought up today how the damage is going down in the park. We have not had any all summer. It's not the summer that we have the problems. It's when school is in. It was requested we lock it at 3:30 and then open it on weekends. If there is a special event, we can open them up. Bruns, my recommendation is to move this to the park board on what they would like to see done.

#### **OTHER BUSINESS – Mayor Bruns**

- Wayne – tomorrow night is National Night Out, in the City park from 6-8 pm
- Bjorklund – just a reminder we have two council seats and a mayor seat open. The last day to file is August 14<sup>th</sup> at 5 pm.
- Any applications that come in regarding street closures that are less than 90 days prior, can we disregard and only move forward with items that have all the required paperwork in within the deadline? Bruns, I agree but we need to make exceptions for the any events that have happened in the past. Moore, we need to publish this in the paper so everyone is aware. Nelson, I say we move forward with this January 1<sup>st</sup>, along with waiving the fees.
- Nelson- I was talking to Lange about Moondance Jam with RVs pulling up to our free water. Last year we went through 32,000 gallons of water.  
McMurrin- how are we going to police that?  
Nelson- we can lock it up and charge them.  
Bruns- how are you going to charge them?  
Wilkening- you go to Super One and buy groceries, you go to Holiday and buy gas. As a city, it's a nice amenity to have.  
Nelson- I didn't realize that was being practiced.  
Bjorklund- I think there should be a goodwill donation box.



**M/S Wilkening/McMurrin** to put public works and public safety to come up with a plan.

Neil- we have a lockbox out at the airport and it's basically the same concept.

Lately, we've been making money on it.

Moore- I think we'd be pleasantly surprised by the results.

Motion passed (5-0).

**ADJOURNMENT – Mayor Bruns**

Mayor Bruns adjourned the Regular Scheduled Meeting at 7:38 p.m.

\_\_\_\_\_  
Scott Bruns, Mayor

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