

**WALKER CITY COUNCIL
REGULAR MEETING MINUTES
WALKER FIRE HALL MEETING ROOM
MONDAY, SEPTEMBER 10, 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, Senenfelder, Shaw and Wilkening
 - Council members absent: McMurrin
 - Others present during portions of the meeting included:

Terri Bjorklund, City Administrator	Pamela Smith, City Employee
Dean Morrill, Pilot Independent	Andy Erickson, City Police
Michael Ridlon, Public Works Director	John Valen, City Attorney
Paul Fairbanks, WACC	Kris Carlson, Ulteig

CONSENT AGENDA-Mayor Shaw

M/S Moore/Senenfelder to approve the Consent Agenda Items 1 thru 11 as follows waving the reading and the addition of number 12; adding an Invoice from Ulteig under Personnel, Budget and Administration.

1. Approve Walker City Council regular meeting minutes of August 6th, 2018.
2. Review and file draft of Walker Planning Commission/Board of Adjustments regular meeting minutes of August 27th, 2018.
3. Review and file July Zoning Administrator report.
4. Review and file draft of Walker Park Advisory Board minutes of August 28th, 2018.
5. Review and file Walker Police Department Monthly Report.
6. Review and file Walker Area Joint Fire Department Minutes of August 9th, 2018.
7. Review and file Public Works Committee meeting minutes of August 21st, 2018.
8. Approve Cash Balance Report as of July 31st, 2018.
9. Approve to pay Invoice No. 76434 from Ulteig in the amount of \$3,490.32 for Professional Services for work performed through July 31, 2018 for Walker-2018 Utility Improvements-CSAH 12 UEI Project No. R17.01996.
10. Approve to pay Invoice No. 76436 from Ulteig in the amount of \$3,600.00 for Professional Services for work performed through July 31, 2018 for Walker-Tower Avenue Extension to TH 371 UEI Project No. R17.01152.
11. Review and file Thank You from Leech Lake Area Chamber of Commerce for Ethnic Fest and Walker Bay Days.
12. Approve the addition of Invoice No. 77185 from Ulteig in the amount of \$21,203.38 added to Agenda under Personnel, Budget and Finance.
Motion passed (4-0)

SCHEDULED CITIZEN PRESENTATIONS –Mayor Shaw

CITY STAFF COMMENTS – Administrator Terri Bjorklund

Bjorklund takes this opportunity to introduce our new Public Works Director, Michael Ridlon; whom started last Tuesday. Welcome Michael.

Wilkening expresses his thanks to Terri for all of the extra hours and time that she has put in due to changes in management. I think that the Council should offer her some extra compensation other than a simple ‘thank-you’. Terri has three vacation days coming up and I would make the motion that we provide those days as extra vacation days in lieu of the extra hours that she has worked.

M/S Wilkening/Senenfelder to approve of three extra vacation days in lieu of the extra hours that she has worked due to management changes.
Motion passed (4-0)

Bjorklund noted that the City has received an invitation from Cass County EDC for their annual dinner. It is at the Quarterdeck in Nisswa on October 11th if anyone would like to attend please let me know and I will make you reservations; social hour is at 5 and dinner is at 6.

PERSONNEL, BUDGET & ADMINISTRATION –Councilmember Senenfelder

1. **M/S** Senenfelder/Wilkening to approve of Claim #55526 to Claim #55674 including Voided Check Numbers 55570 and 55571 and bank drafts in the amount of \$268,478.57.
Motion passed (4-0)
2. Overview and discussion on the proposed 2019 preliminary budget.
Wilkening stated that it seems to be a good starting point to work from. What we are doing today is setting our maximum amount for our budget. If it was adopted as-is, it would be 2.6% which amounts to \$27,000 of total dollars. We are only up \$50,000 from 2015. Wilkening added that he believes that he and Senenfelder can do more refining of this.
Senenfelder thanks the staff for their time in putting the budget together, adding that 2.6% is considerably a lower number when you compare it to other area Cities and Townships and what they have to do. We are trying to hold the line on a lot of items.
3. **M/S** Senenfelder/Wilkening to approve of Resolution 24-2018, a resolution adopting 2019 preliminary budget and tax levy and certifying the truth-in-taxation meetings.
Roll Call: Ayes: Moore, Senenfelder, Shaw, Wilkening Nays: None
Absent: McMurrin
Motion passed (4-0)
4. **M/S** Senenfelder/Wilkening to approve of Resolution 22-2018, a resolution opposing the sale of strong beer, spirits and wine in grocery and convenience stores.
Roll Call: Ayes: Moore, Senenfelder, Shaw, Wilkening Nays: None
Absent: McMurrin
Wilkening stated that the one thing left out of this is the fact that this is a revenue source; this would be a negative revenue impacting proposal. The verbiage of the Resolution I can support.
Shaw noted it is something we should keep our eye on right now.

Senenfelder suggested getting copies of this resolution and passing it on to State Representatives and the League of Minnesota Cities so they see where we stand on this issue.

Roll Call: Ayes: Moore, Senenfelder, Shaw, Wilkening Nays: None

Absent: McMurrin

Motion passed (4-0)

5. **M/S** Senenfelder/Wilkening to approve of Resolution 23-2018, a resolution certifying past due Walker Water Works accounts to the 2019 tax roll.

Roll Call: Ayes: Moore, Senenfelder, Shaw, Wilkening Nays: None

Absent: McMurrin

Motion passed (4-0)

6. **M/S** Senenfelder/Moore to approve of application for Payment No. 1 for 2018 Street and Utility Improvements-CSAH 12 (Tenth Street) Contract No. R17.01996 in the amount of \$125,064.44.

Motion passed (4-0)

7. **M/S** Senenfelder/Moore to approve of the Accounting Department to transfer \$1,460.00 from the Cemetery operating checking (fund 209) to the Cemetery perpetual care savings account.

Motion passed (4-0)

8. **M/S** Senenfelder/Moore to approve of the 2017 Liquor Store Profit Allocation of \$74,131.00 for distribution as described in Exhibit 2018-A, and approving the transfers of those funds.

Motion passed (4-0)

9. **M/S** Senenfelder/Moore to approve of the request to send Officer Baker to a Towards Zero Deaths Conference in Mankato October 22nd-24th, 2018; at a cost of mileage, meals and wages. (The room has to be paid for but will be partially covered by the grant after reimbursement.)

Motion passed (4-0)

10. **M/S** Senenfelder/Moore to approve to send Jon Fank and Jay Carroll to MRWA Water Operation & Maintenance Training in Thief River Falls on Wednesday September 26th, 2018 at a cost of wages.

Motion passed (4-0)

11. **M/S** Senenfelder/Moore to approve to send Terri Bjorklund to R5 Summit on Wednesday October 24th, 2018 in Staples at a cost of wages, mileage and meals.

Motion passed (4-0)

12. **M/S** Senenfelder/Wilkening to approve to send Michael Ridlon and Daniel Martin to Airports 101 in Brainerd on Thursday September 20th, 2018 at a cost of wages.

Motion passed (4-0)

13. Discussion regarding the Walker Area Community Center's outdoor skating rink closure.

Senenfelder stated that this initially came through the Pilot Independent news feed to one of the Park Board members on August 28th. The WACC is going to shut down their two outdoor rinks. Both of those rinks are used a lot by young and old and people in our community. I think that the City needs to look at something to help keep it open. I have had discussions with members of the Walker Hockey Association and they are on board to keep it open. Senenfelder described the two outdoor rinks;

one hockey and one regular ice rink used for open skating and a warming house there as well. What the WACC decided not to pay for is the electricity to heat the building and the electricity for the lights from 4:30 to 8:30; middle of December to around the first part of March. I would like to entertain the motion of a donation up to \$3,000.00 to the Walker Area Community Center to help keep those rinks open.

Shaw states that we donate \$3,500 to them right now. Shaw questioned if now they are donating \$6,500 to the WACC.

Senenfelder clarified that the City probably donates far more than that. We donate three-quarter of Dewey's wages, the water to flood the rink and we would donate heavy equipment to get rid of heavy snow; this would be above and beyond that. The Hockey Board may match that donation.

Moore question what the extra donation would be going towards.

Senenfelder-The electricity to heat the building.

Shaw states that the motion would be up to \$3,000 to be matched by the Hockey Association for 2018.

M/S Senenfelder/Wilkening to approve to donate up to \$3,000 to the Walker Area Community Center in 2018 with donation to be matched by the Hockey Association to pay for electricity in order to keep the outdoor rinks open.

Fairbanks stated that they regret not being able to operate the rink. I think the one time contribution from the City will help keep it open. On behalf of the Board we support the motion.

Senenfelder questioned if he thinks we can get this done without putting an additional meter in at least for this year.

Moore and Senenfelder state that they had a unanimous consensus at the Park Board meeting that those rinks need to stay open.

Fairbanks stated that they appreciate the support from the City and the Park Board and Hockey Association.

Motion passed (4-0)

14. **M/S Senenfelder/Wilkening** to approve of Approve to pay Invoice No. 77185 from Ulteig in the amount of \$21,203.38 for Professional Services through August 25, 2018 for Walker 2018 Utility Improvements-CSAH 12 UEI Project No. R17.01996. Wilkening stated to Kris that it looks like they have eaten up their budgets under inspections. Where are we at time wise and how much more can be expected coming forward.

Kris s

Kris- We have about \$5,000 left plus the assessment hearing should get us there. I will bring the break down to Public Works.

Wilkening clarified that they would end up about 10% over on inspections.

Kris-But there may be some money left in the construction side of it so it may be a wash.

Motion passed (4-0)

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

1. **M/S Shaw/Moore** to approve of Walker Planning Commission/Board of Adjustments Meeting Minutes of July 30th, 2018.
Motion passed (4-0)
2. **M/S Shaw/Wilkening** to approve of the recommendation of the Planning Commission/Board of Adjustments of the draft City of Walker Real Estate Disposition Policy.
Wilkening stated that this would go to public hearing.
Motion passed (4-0)
3. **M/S Wilkening/Senenfelder** to approve to hold a public hearing at the Planning Commission Board of Adjustments meeting to hear public input on the proposed City of Walker Disposition Policy prior it to becoming a policy.
Motion passed (4-0)
4. **M/S Shaw/Senenfelder** to approve of the recommendation of the Planning Commission/Board of Adjustments to approve to enter into a contract for Planning and Zoning Services with Sourcewell at a contract cost maximum not to exceed \$1,500.
Senenfelder added that the City needs to utilize what services Sourcewell offers. They are doing great things in other parts of the State around our area. We need to keep looking at what they can do for us.
Motion passed (4-0)

PARKS /AMBULANCE BOARD–Councilmember Moore

1. **M/S Moore/Senenfelder** to approve of the Walker Park Advisory Board meeting minutes of July 24th, 2018.
Motion passed (4-0)

PUBLIC WORKS, SAFETY & CEMETERY – Councilmember Wilkening

1. **M/S Wilkening/Senenfelder** to approve of Resolution 25-2018, a resolution for hearing on proposed assessment on C.S.A.H. 12.
Roll Call: Ayes: Moore, Senenfelder, Shaw, Wilkening Nays: None
Absent: McMurrin
Motion passed (4-0)
2. **M/S Wilkening/Senenfelder** to approve of Resolution 26-2018, a resolution declaring cost to be assessed, and ordering preparation of proposed assessment on C.S.A.H. 12.
Roll Call: Ayes: Moore, Senenfelder, Shaw, Wilkening Nays: None
Absent: McMurrin
Motion passed (4-0)
3. Presentation of Preliminary Engineering Report for the 2019 Northside Project Utility and Street Improvements.
Kris Carlson from Ulteig states that this is a brief summary of the report that is included in the packet.
Presentation Meeting Agenda: Project Overview, Project Need, Proposed Improvements, Estimated Project Costs and Financing, Assessment Summary and Questions and Comments.

Project Overview: The Northside project consists of street utility improvements of aging infrastructure North of 371, West of Second Street and East of Seventh Street.
Project Need-Sanitary Sewer System: The sanitary sewer consists of segments of the City's original sanitary system with some of it being over 50 years old. A portion of Railroad is the City's main trunk line about 95% of the City's sewer runs through that. Major deficiencies include major pipe sags, cracked and failing pipe, root intrusion, mineral build up, infiltration and inflow and inadequate pipe slopes. We are anticipating a high amount of in-flow infiltration; a large amount of water that is getting into the system that shouldn't be in the system that you are in turn pumping to your ponds and treating. It would be a cost savings by removing that.

Project Need-Watermain: Portions of the Watermain is part of the City's original water distribution system that is over 50 years old. A fair amount of this is 4 inch CIP, which does not meet MnDOH size requirements. They require 6 inch or greater. Based on the age, some of the watermain and service laterals may contain lead in joints or within the pipe itself.

Project Need-Streets: There are a lot of potholes and cracking. The water quality is a problem. There are a few spots where the manholes have been repaired. There is poor drainage around there as well. We do have some existing storm sewers that may be under buildings based upon some of the maps we have. There are some significant encroachments on the existing City infrastructure. The important one is water quality. Currently right now with the City's greatest resource being the Lake, there is a fair amount of storm water run-off going directly into the Lake. One thing that we would be looking at in this project is doing a water quality aspect to see if we can clean up some of the water we discharge.

Proposed Improvements-Sanitary Sewer: The areas in green are the proposed sewer mains that we are looking to install. The Chunk on Railroad Avenue from 2nd Street to the pump station; 95% or better of the City's sewer flow goes through that main.

Proposed Improvements-Watermain: There is not as much watermain that is being replaced. There was a watermain project back in the 90's that included replacing the main chunk of watermain on Cleveland Blvd.

Proposed Improvements-Street & Storm Sewer: The map is an overview of the areas that will be addressed. They include the two parking areas between 5th and 3rd that will be addressed. Based on preliminary discussion this also includes a multiuse trail.

Estimated Project Costs: This cost doesn't include any funding options or grant money. We do have applications for funding submitted to the State. Any kind of grant money that would come in would come off the top of this.

Project Financing: We do have applications into the MnPFA. The draft IUP's came out and the City scored 55 points for the sewer with a cut-off of 40. On the water side the City scored 10 with a cut-off right now being 7. By November or December we will have a better idea of what the City's actual cost is. A portion of the project will be paid for through City funds with the remainder being through special assessments.

Estimate Cost Sharing: Based upon the City's assessment policy these are typical cost splits. The assessable breakdown is about 2.3 million and the City portion is about 2.2 million. We are looking at the alley between 4th and 5th behind Bensons, there are significant issues there.

Senenfelder questioned if the percentages are in line with what they did with the Southside project.

Kris- Yes, it is the exact same. We are using the same policy as we used before.
Estimated Assessment Rates: Based upon the assessment methodology a 100' assessable frontage receiving all of the improvements will see an estimated assessment of \$28,200. These costs are pre any funding being received. This is worst case scenario. When we get to the public hearing we will know where we sit.
Estimate Project Schedule: Public Hearing November, Final Plans and specs and Advertise for Bidding February 2019, Receive Bids March, Begin Construction May, Substantial Completion October, Assessment Hearing November and Final Completion July 2020.

Wilkening motioned to approve of Resolution 27-2018, a resolution receiving the feasibility report on improvement and calling hearing on improvement.

Wilkening questioned if they are setting the hearing date for the November meeting with this resolution.

Shaw suggested December as a better month for that.

Kris stated that we have to make sure that we have everybody included at the hearing. I would rather oversaturate it and invite the whole City; we can always take out we just can't bring them back.

Wilkening withdraws his motion.

M/S Wilkening/Moore to approve of Resolution 27-2018, a resolution receiving the feasibility report on improvement and calling hearing on improvement with the change of setting the hearing date to December 3rd, 2018.

Roll Call: Ayes: Moore, Senenfelder, Shaw, Wilkening Nays: None

Absent: McMurrin

Motion passed (4-0)

4. **M/S** Wilkening/Senenfelder to approve of the recommendation of the Public Works Committee to enter into an agreement with Environmental Initiative, Inc. for a Heavy-Duty Vehicle Replacement or Repower Agreement.

It is basically a no strings attached accepting for destruction of the vehicle; once we have taking everything off of it that we want.

Motion passed (4-0)

5. **M/S** Wilkening/Senenfelder to approve of the recommendation of the Public Works Committee to purchase a 2018 Western Star Cab and Chassis in the amount of \$92,982 and T.B.E.I. J-Craft Plow Equipment in the amount of \$108,237; the State of Minnesota contract pricing, plus license and fees.

Wilkening stated it is a demo truck and if we don't do this now it is going to be the 3rd quarter of 2019 before we can get another vehicle. The other one we have is shot.

Shaw added that we are not going to get another chance at the \$25,000 grant.

Motion passed (4-0)

6. **M/S Wilkening/Senenfelder** to approve of the recommendation of the Public Works Committee of the design change to the fishing pier.
Wilkening stated that they had to do that because the DNR said they were too wide. They were a platform and not a dock.
Motion passed (4-0)
7. **M/S Wilkening/Senenfelder** to approve of the price quote from Johnson Jet-Line for 2018 to clean and televise sewer mains for the 2018 Northside Sanitary Project; Televising sanitary sewer in the amount of \$4,672.50 and Jetting/Vacuum sanitary sewer in the amount of \$4,672.50 and \$800 for each trip.
Bjorklund questioned Kris if these costs are able to be rolled into the project later. Kris stated that yes they can be rolled into the rest of the project costs.
Motion passed (4-0)
8. Discussion and possible recommendation for asphalt repair quotes.
Kris reviewed the bids from Knife River and Bemidji Bituminous. I don't think that they are apples to apples. With Bemidji Bituminous it is nothing more than a Band-Aid and we will be back doing it again in two more years. The boat ramp area is not in too bad of shape and patches on 3rd and 4th need to be done. There are some drainage issues on the west end of Railroad and the alley between 5th and 7th need attention. I would like to meet with the gentleman from Tiger Lily, I believe there is some stuff we can do there. If we do another project we would need to do the alleys from 5th to 6th. Right now all of the drainage goes to the west of that area. We would be looking at putting some kind of storm sewer between 5th and 6th. It would be nice to try to tie in those roof drains, in some cases they are flooding themselves. Once we get to 6th to 7th it isn't as big of a problem.
Wilkening questioned if the pavilion was to possibly eventually have water or sewer going to it they would have to tear up the overlay.
Senenfelder states that the worst part of the road by the park is down by landing area. Senenfelder brings up the flooding around Railroad in front of the townhouses.
Kris stated that there is storm sewer and that will have to be looked at. Possibly the storm sewer is undersized or possibly have to add a catch basin.
Wilkening-Are we going to be allowed to upgrade that?
Kris-If we are not adding impervious we shouldn't need to add a pond. It shouldn't trigger having to put a new stormwater pond.
Wilkening-It is my understanding that there is tank in the ground in the roadway there.
Kris added that one of the things they are looking into at the Northside project is an item called Stormcepters. They have a filtration system built inside that manhole; it collects the oil.
Wilkening- So we do 3rd and 4th and just the area at the end of the park at the boat landing by the park, instead of a \$60,000 project it wouldn't be much.
Kris-And depending on how the Northside project goes it might be worth looking at if some of those streets that need to be addressed and do them when have something here.
Shaw added that it usually cheaper when you have all of the large equipment already here in town.

Kris stated that 3rd and 4th need to be done and down by the beach/landing area where there aren't any utilities there.

Wilkening stated that he agrees with 3rd and 4th and scale back the park from the turn around and take it up and around the flag pole; we wouldn't be damaging that if we decided to come down with sewer and water.

Shaw questioned if we do this within the 2019 project does that cause more issues with shutting down more streets.

Senenfelder questioned if there was anything to get from the DNR prior to this project.

Bjorklund stated that we are responsible for the maintenance on it.

Wilkening added that he isn't opposed to making Railroad or the alleys a project and that whole Lake May Rd could actually be a project. Leave the Park alone?

Senenfelder stated that he is more concerned about Railroad by the townhouses.

M/S Wilkening/Moore to approve the paving the section of 3rd Street, 4th Street and Lake May Road as indicated on the map.

Motion passed (4-0)

OTHER BUSINESS –Mayor Jed Shaw

- The Evergreen Cemetery will be conducting clean-up of the Cemetery grounds after **September 15, 2018**. Cemetery personnel will be removing all items from graves, including fresh and artificial flowers.
- **Community Input Requested:** The Walker Park Advisory Board is requesting input from our community for ideas and thoughts for upgrading of the big open pavilion in the City Park. The meeting is September 17th, 2018 from 5-7pm. At the pavilion, in case of inclement weather; the fire hall will be an alternative location 5-7pm.

Senenfelder notes that it is a possible upgrade it is not a replacement of the pavilion that is there. We are not tearing down the shelter. We need to get a plan for the long term.

- The Public is invited to attend the September 11th Observance on the north lawn of the Court House on Tuesday September 11th, 2018 at 9:00 a.m.

Mayor Shaw suggested the Board form a committee or budget for a Grant Writer or have Terri put out an RFP for such a position. I think there is a need for that with us given the access to some of the grants that I have seen. The Library is one but there is potential for almost anything. If we had someone that we were comfortable working with and that is what they did and we could contract with them to access to more of these funds.

Wilkening-So you are thinking of putting out an RFP to request the services of a grant writer and get their knowledge base on file and hourly rate and such and have to use at our disposal?

Shaw-Or at least establish a relationship and get a budget set that we can work with and to see if some of the grants that we are looking at for projects are viable. A little bit more of a professional eye looking at these things for us.

M/S Wilkening/Moore to approve of Terri Bjorklund to create an RFP for requesting input from potential grant writers as to their knowledge base and cost.

Motion passed (4-0)

- **We will now close the regular portion of the meeting** under the attorney-client exception to the open meeting law in order for the city to have confidential communications with its legal counsel regarding a proposed land exchange agreement.

The meeting was closed at 7:04 pm under the attorney-client exception to the open meeting law in order for the city to have confidential communications with its legal counsel regarding a proposed land exchange agreement.

The regular meeting reopened at 7:26 pm

ADJOURNMENT-Mayor Jed Shaw

Mayor Shaw adjourned the regular scheduled meeting at 7:26pm

Jed Shaw, Mayor

Attest: _____
Terri Bjorklund, Administrator