

**WALKER CITY COUNCIL
REGULAR MEETING MINUTES
WALKER FIRE HALL MEETING ROOM
Monday October 1, 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:

Meghan Compton, City Employee	Wayne Tennis, Police Chief
Terri Bjorklund, City Administrator	Neil Lange, Public Works Director
Dean Morrill, Pilot Independent	John Valen, City Attorney
Kris Carlson, Ulteig	Ken Bresley, Airport Commissioner

CONSENT AGENDA

M/S Moore/Wilkening to approve the Consent Agenda Items 1 thru 11 as follows, waving the reading

1. Approve Walker City Council Regular Meeting Minutes of September 10, 2012.
2. Approve Cash Balance Report as of August 31, 2012.
3. Review and file letter dated September 25, 2012 to the Cass County Auditor regarding TIF District 2-5 Reed's Sporting Goods.
4. Review and file draft Walker Planning Commission's/Board of Adjustments meeting minutes of September 24, 2012.
5. Review and file August 2012 monthly zoning report.
6. Approve payment of invoice 32205 from Ulteig for professional services through August 31, 2012 in the amount of \$1,479.93.
7. Approve payment of invoice 259967 from SEH for Arrival/Departure Building – Design Phase in the amount of \$17,900.00.

Motion passed (5-0)

SCHEDULED CITIZEN PRESENTATIONS – Mayor Bruns

- Kris Carlson, PE – Ulteig – Bob Schlieman has moved on to a new position and Kris is taking his place and will be finishing up his projects. He's been with Ulteig for almost 10 years now and is originally from Longville so he is familiar with the area. He's here to answer any questions we have.
Bruns – you don't see any problems taking off where Bob left off?
Carlson – Bob took good notes and I did meet with him. He wants to do additional review on the CIPs to make the transition as smooth as possible.
City Council introductions.

CITY STAFF COMMENTS – Administrator Terri Bjorklund

- No business

PERSONNEL, BUDGET & ADMINISTRATION – Councilmember Nelson

1. **M/S Nelson/Moore** Consider approval of claim #47086 to claim #47099, claim #47102 to claim #47186, claim #47188 to claim #47205 and bank drafts in the amount of \$143,135.87.
Motion passed (5-0)
2. **M/S Nelson/Wilkening** Consider approval for the personnel committee to conduct interviews for a part-time Police Officer with scheduled hours of 28-30 per week. Wilkening – will this be an expansion of the current part-time?
Bruns – as when Terri brought it up, with the liquor store position, we ended up getting more than 1 person because the people didn't want the 30 hours. We are going to see what applications we get, and what hours they are looking for. We will fill the hours we need.
McMurrin – so we'll have two part-time?
Bruns – and potentially 3 part-time, if one person doesn't want as many hours as we are asking for.
Motion passed (5-0)
3. **M/S Nelson/McMurrin** Consider approval to advertise and conduct interviews for a part-time fill-in Department of Motor Vehicle Clerk. This would be a fill-in position for vacation and sick leave days at a pay rate of \$9.50 per hour
Motion passed (5-0)
4. **M/S Nelson/Wilkening** Consider approval for the cross training of Pam Smith DMV Clerk to enable her to help cover for the current Receptionist/Accounting Clerk while on leave. The rate of pay during the training period would be 10.00 per hour for 40 hours per week and upon the successful completion of a 60 day training period the pay rate would be \$11.00 per hour.
Wilkening – so is this kind of the same thing? Sick & on-call type thing? Do we have someone going on leave for a while?
Bjorklund – this is for Meghan who will be taking leave for approximately 8 weeks.
Nelson – and also an opportunity for when people are sick or on vacation.
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 August 27, 2012.
Motion passed (5-0)
2. **M/S Moore/Wilkening** Consider approval of the recommendation by the Planning Commission to approve the Conditional Use permit of LU-2012-10, Nelson property.
Motion passed (3-0) Abstain: Nelson, Bruns

3. Review and discussion of draft Walker Area Fire Protection District Joint Powers Agreement.

Nelson – I like the idea, when are you looking at the effective date?

Bruns – I don't think it will be too much longer. Right now, everyone is taking it to their boards to see what might come of it. Once that is done, the attorney will come up. He is actually the Turtle Lake attorney. Bemidji is looking to do something similar to this. I don't know if everyone has read this or not, but it is going to be a five person board, once from each city/township. The fire chief will also be on the board, as a non-voting member. I don't see any negatives to it as far as the city goes. I've talked to the firemen about it, initially there was some chatter about it. About a month ago, I brought it up again and one guy asked what will change in what we do? I told him it really doesn't change anything. Right now we go to the city to ask for things, with this, we would go to the board and ask for things.

Nelson – on page 2, to provide for the transfer of all city assets and funds. Right now we've got about \$169,000 in funds. Will this mean we will transfer all of this to the district? And do all other townships have funds that will transfer?

Bruns- for the last 5 years, that's how it's been. It's been based on only building values.

Nelson – I'm more concerned with our money.

Bruns – that's my point, over the last five years, the townships have contributed to those funds.

Wilkening – in December we'll actually expend a portion of that fund to relief and other things. A portion will also be distributed out to the firemen. Say it happened in January, that number is going to be less.

Nelson – I was more concerned with us giving all the money but it sounds like all of the end users have contributed. My next question is on page 11, the board determines by 2/3 votes it may assess members an additional amount. Let's say our portion is \$100,000. If I read this right, the district finds they have run out of money in October so they figure they need \$25,000 to go the rest of the way will they assess that amount?

Bruns – yes, based on that percentage

Nelson - Does this district have the authority to assess?

Bruns – yes, that is what our goal is

Wilkening – the city of walker would have to expend funds, but the townships don't have to. In the past, there have been times that the City has had to spend excess funds so with this the funds would be split.

Nelson – I am wondering about the legality of the word assess.

Valen – I didn't write the agreement, but it looks like they are using it in a vague manner.

Bruns – like Gary said, the only time I see that happening is if a catastrophic thing happens to one of our vehicles and right now the townships don't have to pay for that.

Wilkening- we would still be a part of the discussion, being on the board

Bruns – John, why would they do a 2/3 rather than a majority?

Valen – I have no idea

Moore – Chief of Fire Department, are you comfortable with this? Are there any concerns as the fire chief?

Bruns – No, I think this is a good thing. I think it is going to force us to get a better handle on our budget and our wish list. We are going to have to get our act together a lot better than we have in the past because the board will say this is our money. I don't see a change, instead of us making the decisions, it will be a board making the decisions. We talked about setting it up with different people, but we need to have a representative that makes up this board.

Nelson – I have one more question on page 9, housing vehicles and equipment. Making expenditures to expand and improve _____ so does that mean the district is responsible for maintenance? They will pay some sort of rent and the maintenance on equipment?

Bruns – yes. I know the township did contribute to help build this building.

Wilkening – my big concern initially is the dollar amount of the lease...the intention is that the police department will stay here and if the townships want to meet here then the townships will work with the fire department to schedule things. The other groups can still continue to do business here (girl scouts, driving exams).

Bruns – I've told them all about all of the things that go on here and they are surprised at how often the building is used.

Nelson – I think it benefits the city because it is forcing the townships to pay their fair share.

Wilkening – it allows them as much interaction of the budget process as they'd like because right now they don't have any say. It gives the fire department personnel more responsibility on the budget and expenditures. I see this as a really good thing. Before it is ever done, I think we need to direct John to go through it to make sure we are not getting ourselves in to anything and if we do a lease agreement, John also needs to be involved.

Neil – it would be the same issue with the doors where the bobcat and lawnmowers are. It is still a city building. They don't have to have a lease on that portion and the garage portion.

Bruns – I see the city coming out better than anything. It holds the fire department more accountable. They'll have to hire their own accounting firm or work with the city on that.

McMurrin – it will open up their time to do other things

4. Discussion on lease agreement for fire hall.

Moore – will that be presented to us formally?

Bruns – yes, once we are in the final agreement, we will be asked to approve it.

Bjorklund – when will we be looking to implement this?

Bruns – I wouldn't be surprised if we couldn't do this by the end of the year? Or for sure by March when the townships have to hold their annual meeting.

Wilkening – I saw Ken saying it would be march

Bresley – That is when our annual meeting is

Bruns – we'll see what they say

Bresley – there has been a lot of discussion at all of the township meetings on this, so there won't be any surprises.

LIBRARY, PARKS & AIRPORT – Councilmember McMurrin

1. Walker Park Board meeting of September 25, 2012 - quorum not available to conduct business.
2. **M/S McMurrin/Moore** Consider approval of the request of the Airport Commissioner to expend city funds to have Olson Electric install 200 amp fusible disconnect and install wire from Hangar building to new arrival/departure building at a cost of \$2,385.00.

McMurrin – Ken would you like to explain what that is about and that is not a cost of the new building?

The power comes from the main middle hangar. If we increased it to 600 amps, the amount of power coming out of the building will still be 100 amp. If we do this, we will have 200 amp service in the arrival/departure building.

90 % of the hangars are metered already. It won't be long before we say the hangar renters will be picking up the electricity they use. We're going to have the place torn up shortly, so if we have the opportunity to get this done it may be cheaper to do now. This is additional funds we'd be giving to the airport. It is additional funds coming in for arrival/departure building reconstruction money. It's airport fund money, not grant money.

Nelson – when you are talking airport fund money in the bank?

Motion passed (5-0)

3. **M/S Wilkening/McMurrin** Consider approval of the Airport Commissioner's request to expend city funds to pay for the demolition and building permit for the Walker Airport arrival/departure building at a cost of \$1,323.50.

McMurrin – is this out of the same fund?

Bresley – it is the cities money, but it's in the airport fund.

McMurrin – People are asking how much the city is spending on this.

Bresley - What's happening is it's going from the right hand pocket, to the left hand pocket because it's being paid back to the city.

Motion passed (5-0)

Bresley – the building is down. We should start next week. WE were notified today, the date we should have the building off line is October 22nd. Last week, Terri & I made our annual trip to meet with the FAA and MnDot. What we did is continue to update a five year CIP. I believe you have copies of that plan in your packets. Just a couple comments, you'll see on the 5 year plan, the deer perimeter fencing. It's not something that's required but the FAA, for budgeting purposes, wants it in our budget so they can go back to congress to ask for more money. We keep it out there because we don't want to lose the funding. The FBA hangar will never exist because we can't justify it. There is just no way.

Nelson – is that one you just keep on there, so they can submit it to congress so we get allocated more funds so we can use that at the airport but not necessarily on this.

Bresley – we have discretionary funds from the FAA to be used at our discretion but with their approval. That will be saved in our budget until we get to 650. If we get

to 650, and don't spend it, they'll take it. Once the grant is approved and we haven't even applied for our grant. Once it's approved we get the 150. The 8 unit T hangar, that represents replacing the oldest hangar we have out there now. It's in tough shape. It's old. We're putting that down as an item for our capital improvement plan. They've indicated that money will be available, but we still have to justify and a process we'll have to go through. The last thing is obstruction removal, obstruction to any flight in and out of an airport. One is called an approach obstruction the other one is a transitional surfaces, that's the area on either side of your runway. We've done a tremendous job with Neil and his people finding the transitional surface way. It's better than perfect. It's just one of those things, it will always be there. Some we'll deal with, some we won't. If we want the GPS approach, we'll have to look at the obstruction approach. It's one of the things we'll have to address down the road.

4. **M/S McMurrin/Moore** Consider approval of the proposed 2013-2018 Airport CIP due to the FAA after October 1, 2012.

Motion passed (5-0)

5. **M/S McMurrin/Moore** Consider Approval of the Library Building Committee's recommendation to hire Ginny Brodeen of CLC to write a grant for the Walker Library.

Nelson – is this the grant you've talked about before?

McMurrin – yes, it will cost \$5000. She has a really good resume and I believe she'll get it approved if she writes it.

Bjorklund – I still haven't been approved of the grant. Even if she isn't approved for this round, it would be approved for next year's round of grants.

It's money that is allocated to that MN department of education and they received IMM this year for new buildings, handi-capped access, etc. and they are 50/50 grants.

Wilkening – this is something I'd like to move forward with working with the townships.

McMurrin – they won't be discussing anything until March.

Motion passed (5-0)

Bruns- you mentioned the building will be Oct 22nd

Bresley - A week if everything goes as planned and then we need 2 ½ days to put the building up.

PUBLIC WORKS, SAFETY & CEMETERY – Councilmember Wilkening

1. **M/S Wilkening/McMurrin** Consider approval of the request of the Public Works committee for Neil Lange to attend training by MRWA to be held November 27, 2012 at the Chase at a cost of \$100.00.

Motion passed (5-0)

2. **M/S Wilkening/Moore** Consider approval of the request of the Public Works committee for replacement of a leaking check valve in the Park Lift Station. Total cost of replacement from Hydro Tech Services is approximately \$2,850.00.

Motion passed (5-0)

3. M/S Wilkening/Nelson Consider approval of the request to replace the boiler at the ambulance garage. Total cost of replacement from Andrew's Plumbing is \$1,762.00.

Motion passed (5-0)

4. Discussion on Ulteig agreement if necessary.

We do have an agreement with Ulteig and I believe John has reviewed that and if we can move out of that agreement. We might want to consider advertising for a new city engineer for other businesses to bid on.

Valen – there is a section of this agreement, section 5.02 that provides this agreement can be terminated at any time. As long as you do it in good faith, it is pretty much an open door to get out of these things. I think his departure would justify terminating.

McMurrin – do we want to give Kris Carlson a chance?

Bruns – I think we could go with Gary's advice to advertise for bids and we may still end up with Ulteig.

Wilkening – I think now is the time to re-evaluate our agreement, which would provide opportunity to Ulteig, Bob's new company, etc.

Moore – I think at this time, because of the change with Ulteig, we'd be smart to request bids.

Nelson – I'd like to ask Neil what he thinks

Neil – I've dealt with a lot of different engineers. I know we've had a good working relationship with Bob. Working with our CIP, I know what happened this project and I know the next project will be different. It's good to work with people that understand that things will be different. We've had two big projects, Cochran's marina and that went perfect. Engineering wise, everything worked good. We had some issues on the 6th street project but that's expected. It would be interesting to see what other people apply.

Nelson – the firm isn't necessarily that one guy. So it's the support staff that goes around him. If bob was great, and did a great job, then you'd like to think the organization is consistent on how they train and work together. My only concern, if you've been happy with this particular group of people, then is it necessary at this time to change. How much longer do we have on this agreement?

Bjorklund – 2 years

Nelson – so we've been in this agreement 1 year. I'm not opposed to looking for someone new, but is this the time?

Wilkening – I feel like we did our constituents a disservice because we didn't go out there and look. We were handed people and it wasn't positive for the city. I would think it would prudent to at least advertise and maybe we end up right back at where we're at.

M/S Wilkening/Moore Consider approval that the city contact Ulteig to terminate the contract and then advertise bids for a City Engineer for a term starting in 2013.

Ulteig will continue to complete the projects they are using

The FAA strongly encouraged us to go out and invite engineering firms to come in and see how we do things and see if we can get more for our dollar. We, as the council, elected to stay. Once we made this decision, the rep left the company and

the rep we got now is every bit as good as the rep we had a number of years ago, so we lucked out.

Motion passed (5-0)

OTHER BUSINESS – Mayor Bruns

➤ Bruns - Does anyone have any suggestion on the 1.5% sales tax on how we can let our residency know?

Moore - would it be valuable to do a community meeting about it?

Wilkening - I think we can do that as long as we don't expend city funds to do so. We could hold a 2nd city council meeting the 3rd Thursday of this month and have it directed to sales tax.

Bruns – but if you can't advertise it, who is going to come?

Dean – you don't have to, you send a press release and it's free.

Nelson – we need to do whatever is possible.

Bruns - I met with the retail service community and they were not verbally opposed to it at that meeting.

Wilkening – I think a portion of it can be addressed to us, by establishing our budget, showing that we have the ability to lower taxes rather than increase spending.

Nelson – it sounds as though the sales tax is going to pay for all of the projects.

Wilkening – I made sure I told them it wasn't going to eliminate assessments but would cover approximately 50%.

M/S Wilkening – motion to set a second meeting for the third Thursday at 6 pm.

Motion withdrawn.

M/S Bruns/Wilkening motion to set a second meeting for Thursday the 11th at 6 pm at the fire hall.

ADJOURNMENT – Mayor Bruns

Mayor Bruns adjourned the Regular Scheduled Meeting at 7:12 p.m.

Scott Bruns, Mayor

Attest: _____
Terri Bjorklund, Administrator