

**WALKER CITY COUNCIL
REGULAR MEETING MINUTES
WALKER FIRE HALL MEETING ROOM
MONDAY, FEBRUARY 6, 2017**

CALL TO ORDER –Mayor Shaw

- Mayor Jed Shaw called the regular scheduled meeting to order at 6:00 p.m.
- Mayor Shaw turned the regular meeting over to Administrator Terri Bjorklund for the swearing in of Councilor Gary Wilkening.
- Pledge of Allegiance
 - Council members present: McMurrin, Moore, Shaw, Wilkening
 - Council members absent: Senenfelder
 - Others present during portions of the meeting included:

Terri Bjorklund, City Administrator
Pamela Smith, City Employee
Travis Baker, Police
Cindy Wannarka, Chamber
Fred Rogers, Self
Maggie Mellby, Self
Cherylinz Martin Wade, Self

John Valen, City Attorney
Wayne Tennis, Chief of Police
Dean Morrill, Pilot Independent
Chris Thorson, Ulteig
Terry Freeman, Cass Co. Surveyor
Joey Wade, Self

CONSENT AGENDA-Mayor Shaw

M/S McMurrin/Wilkening to approve the Consent Agenda Items 1 thru 19 as follows, waving the reading.

1. Approve Walker City Council regular and public hearing meeting minutes of January 9th, 2017.
2. Review and file draft of Walker Library Board Meeting Minutes of January 18th, 2016.
3. Review and file draft of Walker Park Advisory Board Meeting Minutes of January 24th, 2017.
4. Review and file Friends of Park minutes of January, 2017.
5. Review and file draft of Walker Planning Commission/Board of Adjustments regular meeting minutes of January 30th, 2017.
6. Review and file November and December 2016 Zoning Administrator report.
7. Review and file Walker Police Department Monthly Report.
8. Review and file Public Works Committee minutes of January 24th, 2017.
9. Approve Cash Balance Report as of December 31st, 2016.
10. Review and file Walker Area Joint Fire Department Amended Minutes of December 8th, 2016.
11. Review and file Walker Area Joint Fire Department Minutes of January 12th, 2017.
12. Approve of paid Invoice No. 00598520-IN from Electric Pump in the amount of \$2,197.30 for emergency repair of the Park Lift Station.
13. Review and file Cass County's January Tax Settlement.
14. Approve payment to the Walker Area Joint Fire Department for 2017 operating capitol in the amount of \$23,845.25.

15. Approve of paid loan repayment to Minnesota Public Facilities Authority in the amount of \$274,401.91 for G.O. Bonds repayments.
16. Review and file letter from Cass County Economic Development regarding membership dues paid.
17. Review and file letter from Minnesota Public Facilities Authority regarding the cancellation of General Obligation Note Loan ID number CDAP-93-0083-R-FY95.
18. Review and file City of Walker, Local Tax bill introduced in the House and Senate. HF242 - SF194
19. Review and file Cass County Emergency Operations Plan.
Motion passed (4-0)

SCHEDULED CITIZEN PRESENTATIONS –Mayor Shaw

Mayor Shaw invites Mr. Wade to state his case.

Valen interjects and advises Mayor Shaw that the proper procedure is for him to submit the complaint to the Mayor first.

Valen explains to Wade that the written complaint form is to be turned into the Mayor first and questioned if his contact information was included on the form.

Wade explains that there is only one statement on the complaint and that it is a broad statement. Valen explained again to turn it into the Mayor first. Wade argues that is why he is here to address the Council as a whole. Valen explained again that he is to file the written complaint with detailed information and submit it to the Mayor first before it can be presented to Council. Wade explains that if he is going to submit a written complaint it would be very extensive. Wade started to read aloud from the form and Valen started to speak. Wade stated to the Council that he had been interrupted four times by Valen.

Valen advises the Council that they have a policy in place and that they should have the complaint form turned into the Mayor first to see if there is probable cause and before anything is made public.

Mayor Shaw asked Wade to calm down and explained that he would get his chance to be heard. He explained that Mr. Valen is our City Attorney. Shaw further explained that the way you submit the complaint form is through him first and then decide if it needs to go to Council. Mayor Shaw stated that he has the written complaint. Wade clarifies that Mayor Shaw is going to follow the advice of the City Attorney and request that he submit a complete in-depth transcript of his complaint to Mayor Shaw and if at that point you feel that it is necessary you will invite me back to your Council meeting to discuss it more. Mayor Shaw stated that was correct. Wade and Shaw discuss being able to discuss this verbally when the transcript is turned into Mayor Shaw. Wade will contact City Hall to schedule a time to meet with Mayor Shaw.

CITY STAFF COMMENTS – Administrator Terri Bjorklund

None.

PERSONNEL, BUDGET & ADMINISTRATION – Councilmember Wilkening

1. M/S Wilkening/McMurrin to approve of Claim #53344 to Claim #53425 including Voided Check Number 53371 and bank drafts in the amount of \$572,950.01 thru 12/31/2016.
Motion passed (4-0)

2. **M/S Wilkening/McMurrin** to approve to pay League of Minnesota Cities Insurance Trust \$17,334 for worker's compensation deposit premium.
Motion passed (4-0)
3. **M/S Wilkening/Moore** to approve of the Pay Equity Implementation Report submitted to the State of Minnesota.
Motion passed (4-0)
4. **M/S Wilkening/McMurrin** to approve of Resolution 07-2017a Resolution authorizing the sale of city property not needed for public use.
Roll Call: Ayes: McMurrin, Moore, Shaw, Wilkening Nays: None
Absent: Senenfelder
Motion passed (4-0)
5. **M/S Wilkening/Moore** to approve to send up to 6 staff members to the LMC 2017 Safety and Loss Control workshops March 29th, 2017 in Mahnomon MN or April 25th in Cohasset at a cost of \$20.00 each plus mileage.
Moore questioned who the six staff members that would be attending?
Bjorklund stated that it is Officer Baker, Mr. Lange, Mrs. Smith; whoever we can get to attend these safety and loss meetings so they have a better understanding of the individual natures and dynamics of all the areas of their work as it relates to safety and loss.
Motion passed (4-0)
6. **M/S Wilkening/McMurrin** to provide a donation to the Cass County Historical Society in the amount of \$500.00.
Motion passed (4-0)
7. **M/S Wilkening/Moore** to approve of Pamela Smith's successful completion of the 6 month probationary period as the Zoning Administrator with a \$1.00 per hour wage increase, effective January 17, 2017.
Motion passed (4-0)
8. **M/S Wilkening/McMurrin** to approve to pay R.L. Larson Excavating, Inc. \$1,605.50 for partial payment No. 8 for project No. R15.00604 dated January 31st, 2017 for the 2016 Southside Area and 5th Street North Utility and Street Improvements. Cass County has already been billed for their portion in the amount of \$1,202.70.
Motion passed (4-0)
9. **M/S Wilkening/Moore** to approve of City staff coordinating with Cass County to implement Nixle, a Community Information Service at no cost to the City.
Motion passed (4-0)
10. **M/S Wilkening/Moore** to approve of Resolution 08-2017, a Resolution approving State of Minnesota joint powers agreements with the City of Walker on behalf of its Police Department.
Wayne explains that this gives the police department permission to run Drivers Licenses or anything through the State. It is an agreement with the BCA.
Wilkening added that it is basically a system that holds them to a standard of what they have to do when they are using the system and how they can use it.
Roll Call: Ayes: McMurrin, Moore, Shaw, Wilkening Nays: None
Absent: Senenfelder
Motion passed (4-0)

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

1. **M/S McMurrin/Moore** to approve of Walker Planning Commission/Board of Adjustments Meeting Minutes of November 28th, 2016.
Motion passed (4-0)
2. **M/S McMurrin/Moore** to approve of the recommendation of the Planning Commission/Board of Adjustments to appoint Sue Ostlund and Randy Carlson to fill the two open board seats on the Planning Commission/Board of Adjustments. Moore states that she believes these two members will be very valuable.
Motion passed (4-0)
3. **M/S McMurrin/Wilkening** to approve of the recommendation of the Planning Commission/Board of Adjustments to approve Land Exchange No. 74, a land exchange between Hawkinson Construction and the City of Walker to establish a County State Aid Highway system within the City Limits.
Freeman stated that it should be corrected to Registered Land Survey No. 74. He adds that eventually there will be a land exchange between the City of Walker and Hawkinson Construction. It is extending the current route into Ah-Gwah-Ching in a southwesterly direction to come out on County State Aid 50 and then out to 34; which would eventually be a County State Aid Highway. There is already a Right-of-Way Plat in place for that route. Freeman points out the tracts on the map that are being traded.
Motion fails (0-4)

M/S McMurrin/Moore to approve of the recommendation of the Planning Commission/Board of Adjustments to approve Registered Land Survey No. 74, a land exchange between Hawkinson Construction and the City of Walker to establish a County State Aid Highway system within the City Limits.

Wilkening explains that this has been in process for quite some time. It has gone through public hearings, Planning Commission, the County Board. It is time to get it done and get it on their construction schedule. Wilkening added that it sounds like it might get added on the five-year plan.

Motion passed (4-0)

4. **M/S McMurrin/Moore** to approve of the Library Board minutes of November 16th, 2016.
Motion passed (4-0)
5. **M/S McMurrin/Moore** to approve of the recommendation of the Library Board to consider the current location as the new Library building site and to hire Lucachick Architecture to rework the existing design for the current location.
Shaw questioned if they plan on having the architect looking at the existing footprint itself and trying to fit the new building within those parameters.
McMurrin clarified that that is what they are looking at.
Motion passed (4-0)

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

1. **M/S Moore/McMurrin** to approve of the Walker Park Advisory Board meeting minutes from December 27th, 2016.
Motion passed (4-0)
2. **M/S Moore/McMurrin** to approve of the recommendation of the Walker Park Advisory Board of the following Park Use applications:
Wahoo Adventures: 3rd Annual Headwaters to Hills Bicycle Tour- Camping/Upper Park Use, Arrive Thursday August 24th, 2017-Leave Friday August 25th, 2017 at 8:00 a.m.; approximate number of people 35 riders plus crew.
McMurrin questioned if they would be bringing in any extra toilets or if it is a small enough group that they don't have to.
Moore clarified that they did turn in their tax exempt letter and certificate.
Motion passed (4-0)
3. **M/S Moore/Wilkening** to approve of the recommendation of the Walker Park Advisory Board to donate the old dock pieces that need new floats to the Lions Club to build a barge.
McMurrin questioned what they needed a barge for. Moore explained that this is because they are not able to light the fireworks off at their current location. They would have to close the entire upper part of the park or the lower portion of the park. Moore stated that the barge would be in the water and the fireworks would be shot off of the barge.
McMurrin added that it sounded dangerous and question what the liability would be if we donated the docks. Would the City be liable? Valen adds that there would be no liability to the City. Shaw stated that it was a solution. He further adds that the previous location was impacting the right-of-way on highway 371.
McMurrin questioned if there was talk about shooting it off at popple dock, she added that she would be trying to get on their local Council Meeting.
Shaw reminds the Board that all they are asking for is the old dock pieces at this time.
Motion passed (4-0)
4. **M/S Moore/McMurrin** to approve of Ordinance 2017-01, an Ordinance adding Arts and Culture Commission for the City of Walker.
Roll Call: Ayes: McMurrin, Moore, Shaw, Wilkening Nays: None
Absent: Senenfelder
Motion passed (4-0)
5. **M/S Moore/McMurrin** to approve of Resolution 04-2017, a Resolution authorizing summary publication of Ordinance 2017-01.
Roll Call: Ayes: McMurrin, Moore, Shaw, Wilkening Nays: None
Absent: Senenfelder
Motion passed (4-0)
6. Discussion on request from Otto Ringle to suggest that the Culture Commission oversee annual Art-in-the-Garden event with permanent musical venue and other cultural events in our area.
Moore stated that until Committee members are appointed by Council, she advises that they not approve anything in relations to Arts & Culture until a Committee is formed. The Board agrees with Councilmember Moore.

Fred Rogers stated that he has a booklet with guidelines that help with the building of a committee of this nature.

Wilkening requested when McMurrin meets with Leech Lake Council to discuss the popple docks, if she could bring up this newly formed cultural committee and see if they want to have a representative sit on this committee.

Mellby questioned if they would be interviewing committee members. Shaw answered that if they received enough applications and needed to narrow it down they would conduct interviews. Mellby clarified that it was a five member board.

7. **M/S Moore/Wilkening** to approve of the application from Michelle Ortely to use the Rock Garden on June 3rd 2017 from 1p.m. to 5 p.m. for a wedding.

Motion passed (4-0)

PUBLIC WORKS, SAFETY & CEMETERY – Mayor Shaw

1. **M/S Wilkening/Moore** to approve of the recommendation of the Public Works Committee to approve the quote in the amount of \$3,908.38 from Midwest Machinery Co, for repair of the airport snow blower.

Lange clarifies that price is for the parts only; it will be approximately \$500 for labor. Shaw stated that he could submit a request for council approval once he knows the amount of the labor.

Motion passed (4-0)

2. **M/S Wilkening/McMurrin** to approve of the recommendation of the Public Works Committee to enter into an agreement with Cass County to participate in the plowing of the Ah-Gwah-Ching Road.

Wilkening stated that this will be on a 3 year rotational basis. We are currently doing it with Shingobee on a 2 year rotation.

Motion passed (4-0)

3. **M/S Wilkening/McMurrin** to approve of the request for installation of the requested signage in the Parking Green across from the Legion with “no trailer parking” in lot; (Public Works Committee recommends denial of request)

Motion failed (1-3)

4. **M/S Wilkening/McMurrin** to approve of the request from a resident to allow the west end of Cleveland Blvd to be exempt from the snow removal ordinance; (Public Works Committee recommends denial of request)

Motion failed (0-4)

5. Chris Thorson – Ulteig, presentation: Facility Plan – Sanitary Sewer Collection System Improvements

Thorson reviews with the Board that he met with the Public Works Committee to start looking at an area of the City that is experiencing issues with the sanitary sewer along with water mains. This initiates going after funding. PFA is who the City has gone after funding with before for this type of sewer main replacement. This is the initial step with the Facility Plan addressing the needs and concerns of the sewer in this area and to move forward with the Public Hearing. Thorson gave a background of what the Facility Plan includes; the deficiencies of the old 1950’s –1960’s sewer main. This is a type of pipe that is called a vitrified clay pipe. It is very prone to cracking and the joints coming apart and roots being able to get in and create clogs.

He points out the area that this included starting on the west end of Cleveland Blvd just after 7th street going east, skipping over 5th street, continuing to the water plant on 2nd street. The other major segment would be Railroad Avenue, behind Zona Rosa and the Legion and continuing down past Hardees. The other streets are interconnecting streets that have water and sewer running through them. The sewer as it runs along Cleveland Blvd that is the City's main trunk sewer. That is where a lot of your sewers are connecting to from around the City and gets carried down to the main lift station. He points out on the next page the orange lines are not considered under this project, but the lengths of green are what we are looking at replacing. On the next page in blue are the lengths of water main they are looking at replacing. Thorson refers to the insert page for the project costs. The project cost is 1,515,000; the water distribution system is 158,000 along with those improvements we also did look at the storm sewer. It all empties directly into the lake so there will be a process to go through if we can look at making some improvements and treatment options for that storm sewer before it enters into the lake. He noted that along with this is street reconstruction, the area with the asterisk that doesn't have water and sewer under them. This proposed project is a grand total of just under \$4 million. It is a little less length than the previous street project we just went through. Thorson reviews the Funding application timeline with the Board:

- a) Present Facility Plan to the Council-February 6th
- b) Public Hearing on the Facility Plan-February 23rd
- c) Resolution accepting Facility Plan-February 23rd
- d) Submittal to PFA for Sanitary Sewer Application-March 3rd
- e) Submittal to PFA for Watermain Application-May 5th (Thorson notes that it is not required to conduct a public hearing for Watermain Applications only for Sewer)
- f) Request for project to be on the PFA's Intended Use Plan-June 2nd (Thorson notes that this is the next step it says we intent to move forward-it doesn't lock the City in saying they intent to move forward with project in 2018. It just says that the City wants to be included on the list)

Lange stated they were looking at the possibility of changing the directional flow with the sewer on Front Street. If they did they would have a backup in case something would happen on Cleveland that the sewer could still flow down and around by the lift station. Thorson adds that it is a good precautionary measure but they should look at the cost of adding a parallel line and see if that is something the City is willing to put in.

Valen questioned if special assessments are going to be part of this plan? Thorson clarified that yes, special assessments are going to be part of this plan.

Bjorklund questioned if the numbers on the estimated cost on page 5 of the Facility Plan include engineering? Thorson states that yes, it includes the engineering report. Thorson stated the hopes are that the estimated project cost transitions down as it gets closer to the actual project time.

6. **M/S Wilkening/McMurrin** to approve to call for a public hearing on February 23, 2017 at 5:00 pm at the Walker Fire Hall to receive public comment on the proposed Facility Plan – Sanitary Sewer Collection System Improvements
Motion passed (4-0)

OTHER BUSINESS –Mayor Jed Shaw

- City Offices and DMV will be closed on Monday February 20th, 2017 in honor of Presidents’ Day.
- The Park Board will not have a quorum in February so there will be no meeting held on February 28, 2017

CONTINUATION-Mayor Jed Shaw

Mayor Shaw continues the meeting until 5:00 p.m. on Thursday February 23rd, 2017, for a Public Hearing on the proposed Facility Plan on Sanitary Sewer Collection System Improvements.

Jed Shaw, Mayor

Attest: _____
Terri Bjorklund, Administrator