

**WALKER CITY COUNCIL
REGULAR MEETING MINUTES
WALKER FIRE HALL MEETING ROOM
MONDAY, MAY 6, 2013**

CALL TO ORDER –Mayor Scott Bruns

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

Wayne Tennis, Police Chief

Terri Bjorklund, City Administrator

Pamela Smith, City Employee

Neil Lange, Public Works Director

John Valen, City Attorney

Dean Morrill, Pilot Independent

Joanne Mitchell

CONSENT AGENDA

M/S Moore/Nelson to approve the Consent Agenda Items 1 thru 13 as follows, waving the reading.

1. Approve Walker City Council Regular Meeting Minutes of April 1, 2013.
2. Approve Cash Balance Report as of March 31, 2013.
3. Approve payment of invoice dated 4/9/13 from Cass County Chief Financial Officer in the amount of \$1,750.00 for Tax Increment Financing District Administration.
4. Approve payment of invoice 734726 in the amount of \$2,755.02 from Nortrax, for emergency repair of the John Deere 310D.
5. Approve payment of invoice dated 3/15/13 from Mathias C. Justin, LTD., in the amount of \$10,000, for preparation of the December 31, 2012 City Audit.
6. Review and file Walker Area Joint Fire Department Minutes of April 2, 2013.
7. Review and file Walker Park Board Meeting Minutes of April 23, 2013.
8. Review and file Grant Adjustment Memo from the Business and Community Development Program.
9. Review and file Cass County Economic Development report.
10. Review and file letter from Shingobee Township.
11. Review and file Walker Police Department Monthly Report.
12. Review and file Draft of Walker Planning Commissions/Board of Adjustments Meeting Minutes of April 29, 2013.
13. FYI, the dates of the approved application for a Circus June 25th and 26th 2013, has been changed to Monday June 24th, 2013 at 4:30 p.m. & 7:30 p.m. and leaving June 25th, 2013.

Motion passed (4-0)

AUDITOR’S PRESENTATIONS –Mayor Bruns

- Judi Moravec Presentation of the 2012 Audit Report.

CITY STAFF COMMENTS – Administrator Terri Bjorklund

None.

PERSONNEL, BUDGET & ADMINISTRATION – Councilmember Nelson

1. M/S Nelson/McMurrin to approve of Claim #47920 to Claim #47966, and Claim #47969 to Claim #48037, and bank drafts in the amount of \$376,089.83.
Motion passed (4-0)
2. M/S Nelson/Moore to approve transfer of Liquor Store fund profits in the amount of \$300,000 to the accounts listed in exhibit A.

The following is a proposal for consideration by the Council for distribution of Liquor Store fund profits.

Balance as of March 31, 2013 \$405,915.71 Transfer in the amount of \$300,000.00 to the following accounts:

Liquor Store Savings	54,000.00
Block 23 Storm Water Project	36,000.00
Park Capitol Projects	25,000.00
Trail Maintenance	5,000.00

General Fund for 2013 Donations

Cass County EDC	1,500.00
Cass County Historical Society	500.00
MN Association of Small Cities	550.00
Initiative Foundation	450.00
League of MN Cities	1,000.00
Summer Rec	5,000.00
Ice Rink (WACC)	3,500.00
DONATION TOTAL	12,500.00

Parks for Rock Garden contract	3,500.00
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Street Capitol Projects

Maintenance/Upgrades	164,000.00
Total Transfer from Liquor Store	300,000.00

2012 LGA Payment Transfer to

Street Capitol Projects

Street Maintenance/Upgrades	79,001.00
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Motion passed (4-0)

3. M/S Nelson/McMurrin to approve American Legal Publishing to update the City’s Code of Ordinances S-4 Supplement and S-4 Folio Supplemental editing not to exceed \$3,520.00 including shipping and handling.

Motion passed (4-0)

4. **M/S Nelson/Moore** to approve to hire Ehlers to complete the 2012 TIF Reporting at a cost not to exceed \$3,150.00.
Motion passed (4-0)
5. **M/S Nelson/Moore** to approve to purchase HSM Cross Cut Shredder in the amount of \$1,506.94.
Motion passed (4-0)
6. **M/S Nelson/Moore** to approve of Resolution 15-2013, a resolution accepting donations made to the City of Walker thru the fiscal year of 2013.
Roll Call: Ayes: Nelson, Moore, McMurrin, Bruns Nays: None
Motion passed (4-0)
7. **M/S Nelson/McMurrin** to approve of implementing MunicPay for the City's utility department for electronic payment processing contingent upon the City Attorneys review and approval of the agreement.
Motion passed (4-0)
8. **M/S Nelson/Moore** to approve of the Personnel's recommendation to hire Jesse LaBlanc and Andy Rollins as part-time fill-in officers at \$12.00 per hour.
McMurrin-We are hiring 2 new police officers? Why?
Nelson mentions that Garr is starting with the Leech Lake Reservation department, however, will remain working with the City of Walker Part Time.
Wayne-He is still part time. All three are in current agencies.
Andy is licensed under the County, Garr is under Leech Lake, and Jesse's license is held by the City. There will not be any expense to us (*City of Walker*) for training.
Bruns questions John Valen regarding remarks on Facebook and whether or not they would be acceptable to bring up at a Council Meeting?
John then questions the credibility of Facebook and asks what statement was made.
Bruns- Supposedly when he left he didn't want his kids going to walker school.
Nelson also questions the credibility of this statement, noting that he wouldn't believe this unless he saw it.
John states that he wouldn't put any weight on this.
Moore-I am on Facebook and I've never seen anything like that.
Motion passed (4-0)
9. **M/S Nelson/Moore** to approve of Personnel's recommendation to terminate the employment of Donna Kurtz, Deputy Registrar.
Motion passed (4-0)
10. **M/S Nelson/McMurrin** to approve of the Personnel Committees recommendation to hire Duane Augustson as the Deputy Registrar at a rate of \$13.00 per hour and upon successful completion of the 6 month probationary period a wage increase of \$1.00 per hour.
Bruns mentions that he was originally the second choice for the Deputy Registrar position, and that if it wasn't for the experience that Donna held, he would have been hired then.
Motion passed (4-0)

11. **M/S Nelson/Moore** to approve of the Personnel Committees recommendation to approve Pamela Smith's successful completion of the 6 month probationary period as the Receptionist/Accounting Clerk at a pay rate of \$14.00 per hour.
Motion passed (4-0)
12. **M/S Nelson/Moore** to approve the proposed technology policy.
Motion passed (4-0)

ECONOMIC DEVELOPMENT & LIQUOR STORE – Councilmember Moore

1. **M/S Moore/Nelson** Reviewed and filed Walker Planning Commissions/Board of Adjustments Meeting Minutes of March 25, 2013.
Motion passed (4-0)
2. **M/S Moore/Nelson** to approve the recommendation of the Planning Commission to approve the revised LU-2013-01, from a Lot Split request, to a Registered Land Survey #70 request.
Nelson-So what exactly does that mean?
Moore explains that Marine Max will have to complete the RLS before the Lot Split can be considered.
Motion passed (4-0)

LIBRARY, PARKS & AIRPORT – Councilmember McMurrin

1. **M/S McMurrin/Moore** to approve the recommendation of the Park Board to approve Days Sewer Service contract for 2013 at the rate of \$105.00 per month plus \$30.00 every Monday for pumping at the 5th Street location and \$155.00 per month plus \$30.00 every Monday for pumping at the park location with Tip Overs, Graffiti, or damages will be \$50.00 plus cost of parts needed.
Motion passed (4-0)
2. **M/S McMurrin/Moore** to approve the recommendation of the Park Board to approve of Summer Rec Park use June 10th thru July 25th, 2013 for 75-100 children 9:00 a.m. to 12:00 p.m.
Motion passed (4-0)
3. **M/S McMurrin/Moore** to approve to appoint Nancy Beard to the open Park Board seat vacated by Rosenberry.
Motion passed (4-0)
4. **M/S McMurrin/Moore** to approve of a change order in the amount of \$17,440.10 for the Airport Arrival Departure Building grant in order to comply with ADA requirements and upgrading of the Septic System.
Bjorklund-This is part of the FAA grant, 10 percent will be the city's responsibility.
Motion passed (4-0)

PUBLIC WORKS, SAFETY & CEMETERY – Councilmember/mayor bruns

1. **M/S Brunns/Moore** to approve of the request of the Public Works Department to have Nortrax repair the transmission on the backhoe, the estimated cost is \$1,200.00 plus tax for the.
Motion passed (4-0)

2. **M/S** Bruns/Moore to approve of the request of the Public Works Department to pay Lowell's Tire in the amount \$1,760.00 plus tax for replacement of the rear tires on the backhoe.
Motion passed (4-0)
3. **M/S** Bruns/Moore to approve of the request of the Public Works Department to approve the storm water repair project at 4th Street North, not to exceed \$22,000.00.
Neil explains to the Council that the pipe that is going under the road is undermined, because when they redid the culvert joints the couplings did not seal and this spring they froze shut. It is happening in 3 different spots. The smaller sedimentation basin that is there can't dissipate fast enough.
Bruns-Is this a temporary solution to the problem?
Neil-This is permanent.
Bruns-How big of a pond?
Neil-15x25.
Bruns-Will this have to be surveyed?
Neil explains that the Chase is already planning a survey to be prepared for their property, so the City of Walker shouldn't have to.
Bjorklund states that the survey is expected to be done this week.
Neil explains we won't have an issue with people driving over the pipes and it will have a place where the debris is collected before any of it goes to the Lake.
Motion passed (4-0)
4. **M/S** Bruns/Nelson to approve of the request of the Public Works Department to approve to pay Tyler's Backhoe Service \$4,000.00 plus tax, to gravel and shape Lake May Road.
McMurrin-Is this the whole dirt part that you close down every year?
Neil-It was not shut down this year.
Bruns-How often is this done?
Neil- It's been a long time, possibly 2010.
Neil states that the grater is hitting the top of the culverts now.
Motion passed (4-0)
5. **M/S** Bruns/Nelson to approve request of the Public Works Department to purchase Chloride from Cass County Hwy. Department in the amount of \$2,400.00 plus tax, for dust control of dirt roads within City of Walker limits.
Motion passed (4-0)
6. **M/S** Bruns/Moore to approve to move forward with the upgrade to Block 23 Storm Water Project, working with Cass County for a possible grant for all, or a portion of the project cost. The cost to the City of Walker not to exceed \$36,000.00 using allocated Liquor Store funds.
Motion passed (4-0)
7. **M/S** Bruns/McMurrin to approve of the request of the Public Works Department to work with Cass County Environmental Services for grant options to clean, televise and map the Storm Sewer in the downtown area, not to exceed \$10,000.00.
Motion passed (4-0)

8. **M/S** Bruns/Moore to approve to work with William Stocker for engineering of flow rates, at a rate of \$85.00 per hour and for the design of the expansion for the Industrial Park Septic System, at a cost of \$5,400.00.
Neil explains that the drain field at the Industrial Park needs to ensure that the flow rates are in agreement.
Neil-We are going to determine how much room we have right now and to monitor it to make sure it stays under the 10,000 gallons.
Motion passed (4-0)
9. **M/S** Bruns/Moore to approve of the request of the Public Works Department to accept the price quote from Johnson Jet Line, Inc., in the amount of \$6,947.00, for cleaning and televising of sanitary sewer.
Nelson-Where at?
Neil-Michigan and 5th Street South.
Nelson-Is this to determine if there are bad spots?
Neil-We already have parts of Michigan completed, this gives us chance to see the condition.
Motion passed (4-0)
10. **M/S** Bruns/Moore to approve the request of the Public Works Department to send Nick Zubke and Dan Gendron to a Water/Sewer training June 19th and 20th, 2013 at a cost of \$154.00 for lodging plus meals, using a city vehicle.
Motion passed (4-0)
11. **M/S** Bruns/McMurrin to approve the request from Rich Hanson for street closure of 5th Street South between Minnesota Ave. to Alley between Minnesota and Michigan on Wednesday July 10th, 2013 for Girls Night Out, contingent upon proof of insurance.
Moore states that she remembers problems with this last year, with employees blocking the street with their vehicles.
Wayne-Only a few employees had done it. And it only took 2 hours to find 2 cars to be moved. It helped.
Bruns-Keep an eye on it and report back if there is a problem.
Motion passed (4-0)

OTHER BUSINESS –Mayor Bruns

- City offices and the DMV will be closed on Monday May 27, 2013, in observance of Memorial Day.

ADJOURNMENT –Mayor Bruns

Mayor Bruns adjourned the Regular Scheduled Meeting at 6:51 p.m.

Scott Bruns, Mayor

Attest:_____
Terri Bjorklund, Administrator