

**WALKER CITY COUNCIL
REGULAR MEETING MINUTES
WALKER FIRE HALL MEETING ROOM
MONDAY, JUNE 5, 2017**

CALL TO ORDER –Mayor Shaw

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

Terri Bjorklund, City Administrator
Pamela Smith, City Employee
Dean Morrill, Pilot Independent
Kristin Holly, Self

John Valen, City Attorney
Wayne Tennis, Chief of Police
Terry Freeman, NECI
Roy Murray, Self

CONSENT AGENDA-Mayor Shaw

M/S Moore/Senenfelder to approve the Consent Agenda Items 1 thru 21 as follows, waving the reading.

1. Approve Walker City Council regular meeting minutes of May 1st, 2017.
2. Review and file draft of Walker Planning Commission/Board of Adjustments regular meeting minutes of May 22nd, 2017.
3. Review and file April 2017 Zoning Administrator report.
4. Review and file draft of Walker Park Advisory Board minutes of May 23rd, 2017.
5. The Library Board did not have a meeting in May due to a lack of quorum and lack of business for meeting.
6. Review and file draft of Art & Culture Commission minutes of May 16th, 2017.
7. Review and file draft of Cemetery Board minutes of May 23rd, 2017.
8. Review and file Walker Police Department Monthly Report.
9. Review and file Public Works Committee minutes of May 31, 2017.
10. Review and file Walker Area Joint Fire Department Minutes of May 11th, 2017.
11. Approve Cash Balance Report as of April 30th, 2017.
12. Review and file letter from League of Minnesota Cities regarding the dues for the 2018 fiscal year; dues may change based on shifts in City population.
13. Approve to pay the Minnesota Association of Small Cities Membership Dues for 2017-2018 in the amount of \$541.65.
14. Approve to pay Invoice No. 64630 from Ulteig in the amount of \$8,956.15 for professional services through April 30, 2017 for the 2016 Southside Street and Utility Improvements.
15. Approve to pay the 2017/2018 Maintenance Dues to the Walker Community Health Center at the allocated percentage of 46% in the amount of \$4,600.
16. Approve to pay the renewal premium in the amount of \$74,453 to League of MN Cities Insurance Trust.
17. Review and file Shingobee Township's annual contribution to the Evergreen Cemetery in the amount of \$6,000.00.

18. Approve to pay Invoice WK2017-1 from Kitchigami Regional Library for the 1st half payment for the 2017 levy and automation repair & replacement in the amount of \$7,761.50
19. Approve to pay Invoice No. 0060223-IN in the amount of \$11,467.04 to Electric Pump for the replacement motor from the park lift station.
20. Approve to pay Invoice No. 0060183-IN in the amount of \$1,124.70 to Electric Pump for the service call at the park lift station (expected to receive full reimbursement for equipment breakdown coverage in the amount of \$1,124.70)
21. Review and file reimbursement in the amount of \$10,967.04 payment for the damages to the muffin monster at the park lift station; less the \$500 deductible.
Motion passed (4-0)

SCHEDULED CITIZEN PRESENTATIONS –Mayor Shaw

None.

CITY STAFF COMMENTS – Administrator Terri Bjorklund

Bjorklund stated that she would like to let the council know that the upper park lift station pump #2 went out on Sunday. We are still waiting on an estimate for that cost of replacement. In 2014 when that happened the cost was about \$6,500. We only have one pump down there right now but things are going well. We will be doing an emergency repair as soon as we can get them up here to fix that. If you would like to add a motion under public works you can do that, but we do not have a dollar amount.

PERSONNEL, BUDGET & ADMINISTRATION – Councilmember Senenfelder

1. **M/S** Senenfelder/McMurrin to approve of Claim #53744 to Claim #53849 including Voided Check Numbers 53769 and 53770 and bank drafts in the amount of \$221,012.59.
Motion passed (4-0)
2. **M/S** Senenfelder/McMurrin to approve of Resolution 17-2017, a resolution accepting donations made to the City of Walker thru fiscal year 2017.
Roll Call: Ayes: McMurrin, Moore, Senenfelder, Shaw Nays: None
Absent: Wilkening
Motion passed (4-0)
3. **M/S** Senenfelder/McMurrin to approve of the 2016 Liquor Store Profit Allocation of \$86,293.00 for distribution as described in Exhibit 2017-A and approving the transfers of those funds.
Motion passed (4-0)
4. **M/S** Senenfelder/Moore to approve to pay R.L. Larson Excavating, Inc. \$163,508.66 for partial payment No.9 for project No. R15.00604 dated May 31, 2017 for the 2016 Southside Area and 5th Street North Utility and Street Improvements, Cass County will be billed \$7,175.03 for their portion.
Motion passed (4-0)

5. **M/S Senenfelder/McMurrin** to approve of the application for a 1 day temporary liquor license for the Walker Rotary for the Fourth of July; contingent upon receiving certificate of liability naming the City of Walker as a certificate holder.
Abstain: Moore
Motion passed (3-0)
6. **M/S Senenfelder/Moore** to approve of the application for a 1 day temporary liquor license for Portage Brewing Company July 1st 2017; contingent upon receiving certificate of liability naming the City of Walker as a certificate holder.
Motion passed (4-0)
7. **M/S Senenfelder/McMurrin** to approve of Portage Brewing Company to allow for Sunday off-sale of Growers; brewer off-sale intoxicating liquor license to coincide with State Statute and City hours of operation for Sunday off-sale.
Motion passed (4-0)
8. **M/S Senenfelder/McMurrin** to approve of the request of Walker-Hackensack-Akeley School District #113 to enter into a contract for services and approve requested contribution of \$3,000 for financial support for the 2017 programing associated with Summer Recreation.
McMurrin questioned if they requested a breakdown of fees last year on how they allocated the monies received. Bjorklund stated that in 2015 we received a request for \$5,000 and we received a breakdown. She added that 51% are unable to afford the participation fee that is charged and this helps with funding them. It may be based on the free/reduced lunch program as far what protocol that they use to decide how the fees are waived.
Motion passed (4-0)
9. **M/S Senenfelder/McMurrin** to approve to purchase Trail Signage and a Bike Fix-It Station totaling \$5,397 plus shipping. (There is \$6,679 in total funds available for this).
Senenfelder questioned how the current Fix-It station is surviving. The Board stated that it is doing fine. Mayor Shaw notes that he has used it several times. Bjorklund added that if we take measures to cover it up in the winter and provide proper winterization that they should stay in good condition.
Lange questioned the locations of the Fit-It stations. Bjorklund stated that they would work with Public Works for suitable locations.
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 April 24th, 2017.
Motion passed (4-0)

2. **M/S McMurrin/Senenfelder** to approve of the recommendation of the Planning Commission/Board of Adjustments to approve LU-2017-01 Lot Split - 807 Front Street based on the findings of fact; and to include attachment to a conforming lot and the submittal of satisfactory sewer connection plan for the Southerly Tract.
Senenfelder questioned what their plan is with the property. Freeman stated that he did not know what their plan is. Bjorklund stated that there is a failing septic system on the lot that the Southerly Lot will attach to.
Motion passed (4-0)
3. **M/S McMurrin/Senenfelder** to approve of Ordinance 2017-03, an Ordinance adding Temporary Dwelling regulations for the City of Walker.
Motion passed (4-0)
4. **M/S McMurrin/Moore** to approve of Resolution 16-2017, a Resolution authorizing summary publication of Ordinance 2017-03.
Roll Call: Ayes: McMurrin, Moore, Senenfelder, Shaw Nays: None
Absent: Wilkening
Motion passed (4-0)
5. **M/S McMurrin/Moore** to approve of Brian Grey's to operate as a flight instructor and aircraft rental out of one of his hangars at the Airport he would need Council approval to move forward with securing FAA approval.
Motion passed (4-0)
6. **M/S McMurrin/Moore** to approve of removing the curtesy van from service at the Airport due to the unsafe gauge issues that have been recently discovered and to offer it back to Tom Hill.
Motion passed (4-0)
7. **M/S McMurrin/Moore** to approve to enter into an agreement with Short Elliott Hendrickson, Inc. to complete the Master Plan with Airport Layout Plan.
McMurrin added that this is something that needs to get done in order to have access to funds.
Motion passed (4-0)

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

1. **M/S Moore/Senenfelder** to approve of the Walker Park Advisory Board meeting minutes of April 25th, 2017.
Motion passed (4-0)
2. **M/S Moore/McMurrin** to approve of the recommendation of the Walker Park Advisory Board Use application for WHA Community Education: WHA School District; Lower and Upper City Park; June 5th-June 22nd Monday through Thursday from 9am to 12pm, approximate number of people expected; 50 and no fee except application fee charged to the school.
Councilor McMurrin clarifies that this is for summer recreation.
Motion passed (4-0)

3. **M/S Moore/Senenfelder** to approve of the recommendation of the Walker Park Advisory Board Use application for Evangelist/Holzer Wedding: Paula Holzer; Lighthouse; July 1st, 2017 from 9:45 am to 11:00 am approximate number of people expected; 5.
Motion passed (4-0)
4. **M/S Moore/McMurrin** to approve of the recommendation of the Walker Park Advisory Board Use application for a Walk to Remember: Edgewood Vista (May Creek) Amy Pyburn; Lower Park; August 26th, 2017. Set-up 7:30 a.m. to 9:00 a.m. Actual Event 9:30 am to 12:00 pm Clean-up 12:00 pm to 1:00 pm approximate number of people expected; under 100.
Motion passed (4-0)
5. **M/S Moore/Senenfelder** to approve of the recommendation of the Walker Park Advisory Board Use application for Calvary Fall Carnival Kickoff: Calvary Church; Lower Park; September 17th, 2017; Set-up 3:30pm to 4:00 pm, Actual Event 7:00 pm to 8:00 pm; number of people expected; 150-200, contingent upon receipt of certificate of insurance.
Motion passed (4-0)
6. **M/S Moore/Senenfelder** to approve of the recommendation of the Walker Park Advisory Board Use application for Walker Bay Day's Lion Club 5K Run/Walk Upper shelter start and finish/ 200 people 7:30 am-11:30 am with only the \$25 application fee.
Motion passed (4-0)
7. **M/S Moore/McMurrin** to approve of the recommendation of the Walker Park Advisory Board Use application for 4th of July: Walker Rotary; Lower City Park; July 4th, 2017; approximate number of people expected; 3,000 with only the \$25 application fee.
Abstain: Moore
Motion passed (3-0)
8. **M/S Moore/McMurrin** to approve of the recommendation of the Walker Park Advisory Board Use application for Minnesota Association of Watershed District Luncheon; MAWD; Lower City Park; June 22nd, 2017; Set-up 11:30; Actual Event 12:30 to 1:30; Clean-up 1:30. Approximate number of people expected; 100.
Motion passed (4-0)
9. **M/S Moore/Senenfelder** to approve of the recommendation of the Walker Park Advisory Board to purchase Boulder #2 from Northland Monument in the amount of \$650.00, for donor recognition and approving inscription on both boulders.
Motion passed (4-0)
10. **M/S Moore/McMurrin** to approve of staff's recommendation to purchase 2 Pickle ball nets, 2 sets of posts and 2 sets of ground sleeves at the total cost of \$2,254.00. + Shipping. Funds in the amount of \$2,254.00 have been graciously donated for this request.
Councilor Senenfelder added that this will be a nice addition to the park.
Motion passed (4-0)

11. **M/S Moore/Senenfelder** to approve of the recommendation of the Walker Park Advisory Board on the placement of the grills within the Park; one at each pavilion and one near the horseshoe pit.
Moore voiced her concern of the horseshoe pit that would be close to the horseshoe pit; that that may be too close to the playground and worries that the children would be playing too close. Lange stated that that one would be further away from the playground than the one by the upper pavilion.
Motion passed (4-0)
12. **M/S Moore/Senenfelder** to approve of the recommendation of the Walker Park Advisory Board to clean up the area to the east of the staircase from the upper parking to boat landing.
Senenfelder explained that this area accumulates garbage that blows into that area. If the guys can clean it up and clear out some of the deadfall and add woodchips they could possibly install another dock in that location.
Motion passed (4-0)
13. **M/S Moore/McMurrin** to approve of the recommendation of the Walker Park Advisory Board to approve the bid from Bemidji Bituminous Inc. in the amount of \$2,000.00 for asphalt near the east basketball court.
Motion passed (4-0)
14. **M/S Moore/McMurrin** to approve of the recommendation of the Culture Commission to purchase the required BMI license for local governmental entities at a cost of \$335.
Motion passed (4-0)
15. **M/S Moore/McMurrin** to approve to review and file the Art-in-the-Garden Flyer for June 29th, July 27th and August 17th and the proposed budget for the 2017 Art-in-the-Garden events.
Motion passed (4-0)

PUBLIC WORKS, SAFETY & CEMETERY – Councilmember Shaw

1. **M/S Shaw/McMurrin** to approve of the Cemetery Board meeting minutes of March 28th, 2017.
Motion passed (4-0)
2. Motion passed (4-0)
3. **M/S Shaw/McMurrin** to approve of the recommendation of the Public Works Committee for the to hire Downare Roofing for repair of the roof at the water treatment plant caused by ice and snow damage at a cost of \$2,200.00
Motion passed (4-0)
4. **M/S Shaw/Moore** to approve of the recommendation of the Public Works Committee to purchase a cleaning head for the jetter at a cost of \$2,975.00 plus shipping.
Motion passed (4-0)
5. **M/S Shaw/McMurrin** to approve of the recommendation of the Public Works Committee to accept the bid of \$4,600.00 from Bemidji Bituminous for 2017 overlays.
Motion passed (4-0)

6. **M/S Shaw/Senefelder** to approve of the repair the pump at park lift station. Senefelder questioned the life span of the lift stations; should they last longer than only a few years. Neil stated that it was bought back in 2009 and repaired in 2014. That repair coincided with the MnDot removal of the trees.
Motion passed (4-0)
7. **M/S Shaw/Senefelder** to approve of the recommendation of the Public Works Committee to approve the following street closure request for the Reed's: Annual Father's Day Event - June 16th, at 6pm to June 18 at 10pm – Sixth Street from Minnesota to the FNB entrance.
Motion passed (4-0)
8. **M/S Shaw/Moore** to approve of the recommendation of the Public Works Committee to approve the following street closure request for the Legion Riders: 7th Annual Ride for the Vets -Parking lot across from the Legion Saturday August 19th, 5am– 5pm
Motion passed (4-0)
9. **M/S Shaw/Moore** to approve of the recommendation of the Public Works Committee to approve the following street closure request for the Fall Classic – August 18th 6pm to August 20th 10pm Sixth Street from Minnesota to the FNB entrance with one lane traffic in the west parking area from bank entrance to front Street.
Motion passed (4-0)
10. **M/S Shaw/McMurrin** to approve of the recommendation of the Public Works Committee to hire Downare Roofing to repair the Clinic roof at cost of \$24,320.00. (There are sufficient funds in the clinic fund to repair this is not budgeted for) The Board questioned if this could go back to the previous contractor to see if they could fix it and if this would keep happening? Lange clarified that this had to do with the design of the roof not the contractor. They are changing the design to eliminate the valleys in the roof. It will be expensive but the problem will be fixed for good.
Motion passed (4-0)
11. **M/S Shaw/McMurrin** to approve of the recommendation of the Public Works Committee to change the 2 hour parking signs in the downtown area to 4hour parking with enforcement. The signage will cost \$500.00 plus shipping.
Motion passed (4-0)
12. **M/S Shaw/Moore** to approve of the recommendation of the Public Works Committee to accept the bid from Don Knowles Construction in the amount of \$19,800.00 for the painting and repair of the exterior of City Hall and Liquor Store, and authorizing the transfer of funds from the DMV to the General Fund; as this is a non-budgeted expenditure.
Motion passed (4-0)
13. **M/S Shaw/Senefelder** to approve of the recommendation of the Public Works Committee to approve the bid from Olson Electric for \$7747.00 to rewire needed street lights downtown. This replacement will allow operational street lights by Orton's, Court House and the DQ; contingent on no excavation being needed. If excavation is needed the request will return to the Public Works Committee and require a plan.
Motion passed (4-0)

OTHER BUSINESS –Mayor Jed Shaw

ADJOURNMENT-Mayor Jed Shaw

Mayor Shaw adjourned the regularly scheduled Meeting at 6:32 p.m.

Jed Shaw, Mayor

Attest:_____
Terri Bjorklund, Administrator