

**WALKER CITY COUNCIL
REGULAR MEETING MINUTES
WALKER AMBULANC MEETING ROOM
Monday July 12, 2004 7:00 p.m.**

CALL TO ORDER – Mayor Walhof

- Mayor Walhof called the regular meeting to order at 7:00 p.m.
- Council members present: Finney, Bruns, Bresley, Walhof
- Council members absent: Reed
- Others present during portions of the meeting included:

Stephen Michel, Administrator
Lisa Rhorer, Leech Lake Area Chamber
Bob Mallory, Shingobee Twp. Resident
Shirley Mallory, Shingobee Twp. Resident
John Valen, City Attorney
Craig Nason, Prescott Property
Joe Plummer, Attorney for Prescott

Sylvia Bakker, City Employee
Wayne Tennis, Police Officer
Gary Weigel, Self
Mrs. Weigel, Self
Mitch Loomis, Self
Brad Spry, Self

CONSENT AGENDA – Mayor Walhof

M/S Bresley, Bruns to approve consent agenda items 1 through 15 as follows, with the addition of two items to the agenda under Public Works.

1. Approve Walker City Council Minutes of June 7, 2004.
2. Approve June 2004 disbursements.
3. Approve Cash Balance Report as of June 30, 2004.
4. Approve payment of Invoice #4164 in the amount of \$527.18 to Color Creations for printed graphics on the new squad car.
5. Approve payment of Invoice #452 in the amount of \$10,731.90 to Mineer Signs for the City Offices, Walker Bay Spirits Signs.
6. Approve payment of request for payment No. 4 in the amount of \$29,358.00 to Rice Lake Contracting for work completed on Lift Station “B”.
7. Approve payment of Invoice No. 0077574 in the amount of \$648.00 to Bolton & Menk, Inc. for Professional Services on Lift Station “B”.
8. Approve payment of Invoice No. 880B078-406 in the amount of \$1,593.00 to Widseth/Smith/Nolting for Architectural Services – relocation of City Hall/Liquor Store.
9. Approve payment application No. 6 in the amount of \$2,564.00 to Eagle Construction, Co., Inc. for work completed on the Conservation Building.
10. Approve payment application No. 7 in the amount of \$46,232.00 to Eagle Construction Co., Inc. for work completed on the Conservation Building.
11. Approve payment of \$4,869.00 to Anderson Brothers Construction for work completed on 4 catch basins.

12. Approve payment of Invoice in the amount of \$4,978.00 to Anderson Brothers Construction for patchwork completed per proposal.
13. Approve payment of Invoice # 042154 in the amount of \$1,591.00 to Landecker & Associates for Survey of a 5 acre parcel in the Industrial Park. Purchaser to be billed for half.
14. Approve payment of Invoice # 042015 in the amount of \$208.00 to Landecker & Associates for General Engineering and Surveying Services.
15. Approve payment of Invoice # 002192 in the amount of \$1,236.50 to Landecker & Associates for Main Street Storm water Project Engineering and Surveying Services for S.A.P. 111934.
 - Reviewed and filed registration form for “Working the Deal: JOBZ in 2004.
 - Reviewed and filed Region Five Development Commissions informational class on: How to become E-Commerce Certified.
 - Reviewed and filed letter dated June 24, 2004 from the League of MN Cities, notifying the City of a set maximum dues increase of 4.5% for fiscal year 2005.
 - Reviewed and filed invitation from the City of Little Falls to attend the League of Minnesota Cities Regional Meeting.
 - Reviewed and filed Conference information scheduled for October 6th and 7th, pertaining to economic development, workforce development and education.
 - Reviewed and filed letter dated June 6, 2004 from Gail Leverson, Cass County Economic Development Corporation Consultant.
 - Reviewed and filed memo from Minnesota Association of Townships, pertaining to an upcoming training session.
 - Acknowledged invitation to attend an informal meeting to be held at the Cass County Courthouse with State Auditor Pat Anderson and Senator Carrie Rudd. Council member Pat Finney to attend.
 - Reviewed and filed letter dated June 30, 2004, congratulating Walker Bay Spirits for passing the Tobacco Products compliance check.
 - Addition of Items Number 11 and 12 to Public Works.

Motion passed: 4-0

SCHEDULED CITIZEN PRESENTATIONS:

- Lisa Rhorer, Leech Lake Area Chamber of Commerce to discuss 5th street closure for Crazy Days and Ethnic Fest.
M/S Bresley, Finney to approve the closure of 5th & 6th streets for Crazy Days and Ethnic Fest as presented, providing the businesses involved have no issues with the closure of the streets.

Motion passed: 4-0

- Gary Weigel discussed with the Council the feasibility of hooking up his water/sewer lines in the alley off of 8th street. Council advised Mr. Weigel to research, and appear before the Council at a later date, with good established costs to prove hardship for having the hook-up fees waived.

CITY STAFF COMMENTS/CONCERNS – Administrator Steve Michel

- Discussed Healthy Communities Partnerships Informational Packet.
- Discussed request for support of the Crisis Line & Referral Service.
M/S Bresley, Bruns to deny request for support of the Crisis Line & Referral Service.
Motion passed: 4-0
- Council member Bruns reported to the Council on the July 4th fireworks.

PERSONNEL, BUDGET & ADMINISTRATION–Councilmember Bresley

1. Sue Ostlund, Ostlund Accounting presented the 2003 Audit.
2. M/S Finney, Bruns to approve payment of Invoice # 215 in the amount of \$5,800.00 to Ostlund Accounting, P.A., for the 2003 Audit.

Motion passed: 4-0

Council member Bresley presented to the Council the committee’s findings if the Liquor Store should have to close.

3. M/S Finney, Bruns to approve quote in the amount of \$1,515.00 to Neptune for software and handheld support for the water billing system.

Motion passed: 4-0

4. M/S Bruns, Finney to approve quote in the amount of \$972.35 for a 45” lateral file cabinet and remodel a lateral to make 2 cabinets for the printer and folder.

Motion passed: 4-0

5. M/S Bruns, Finney to approve Resolution # 16-2004, coverage for part-time Police Officers in the Public Employee’s Police and Fire Plan.

Roll Call: Ayes: Finney, Bresley, Bruns, Walhof Nyes: None Absent: Reed

Motion passed: 4-0

6. M/S Bruns, Finney to approve Resolution 17-2004, State of Minnesota/City of Walker Lease Agreement No. PS 0073.

Roll Call: Ayes: Finney, Bresley, Bruns, Walhof Nyes: None Absent: Reed

Motion passed: 4-0

7. Discussed the availability of Liquor Licenses. There presently are 5 Liquor Licenses that have been issued within the City of Walker.

City Administrator Stephen Michel said he would appreciate an opportunity to address the Council. He asked the Council for the opportunity to work with the Personnel Committee, and for the council to authorize the personnel committee to take the proper steps, and make the changes necessary to insure accurate financial reporting.

M/S Bresley, Bruns to authorize the Personnel Committee to work with the City Administrator, and make changes as necessary to ensure accurate financial reporting.

Motion passed: 4-0

ECONOMIC DEVELOPMENT – Councilmember Bruns

1. Review and filed Walker Planning Commissions Public Hearing Minutes of June 28, 2004.
2. Review and filed Walker Planning Commission Meeting Minutes of June 28, 2004.

3. **M/S** Bresley, Finney to approve Walker Planning Commissions recommendation to grant a Conditional Use Permit to Gary Weigel to operate a Day Care Facility on a parcel zoned Traditional Residential.

Motion passed: 4-0

4. **M/S** Bresley, Finney to approve Resolution 18-2004, changing the zoning ordinance in the Industrial Zone to read Conditional Uses, rather than Permitted Uses.

Roll Call: Finney, Bresley, Bruns, Walhof Nyes: None Absent: Reed

Motion passed: 4-0

5. **M/S** Bruns, Bresley to approve Resolution 19-2004, approving the vacation of a portion of Cleveland Blvd. And Railroad Avenue, as shown on Option A.

Roll Call: Bresley, Bruns, Walhof Nyes: Finney Absent: Reed

Motion passed: 3-0

6. **M/S** Bresley, Finney to approve purchase agreement with Richard C. Cole and Kathleen Cole for a 5 acre parcel in the Industrial Park II. Letter sent concerning the road itself, that if it gets improved beyond the Rogen driveway, property owner will be responsible for their share of the cost. Purchase agreement to include addendum for assessments if the roadway is improved beyond the property.

Motion passed: 4-0

7. Reviewed and filed letter dated June 17, 2004 from Landecker & Associates, in regard to a request to construct a windmill. City Administrator talked to the property owners involved, and the request is temporarily on hold.
8. Reviewed and discussed request for support in the amount of \$320.00 for the Initiative Foundation. City Administrator to see that various grants are applied for.

M/S Bresley, Bruns to approve request for support in the amount of \$320.00 for the Initiative Foundation.

Motion passed: 4-0

PARKS & RECREATION/CEMETERY – Councilmember Finney

1. Review and filed Walker Park Board Minutes of June 22, 2004.
Council member Bruns publicly thanked Nick and the Crew for the work they did in the Park before the 4th of July, and the clean up after the celebration.

PUBLIC WORKS & SAFETY – Councilmember Reed

1. **M/S** Bresley, Finney to approve payment of permit in the amount of \$603.20 to the Cass County Treasurer, to fill the wetland behind the Liquor Store in order to create additional parking.

Motion passed: 4-0

2. **M/S** Bresley, Bruns to approve Proposal Request No. 15 in the amount of \$1,433.00 to modify the counter area of the DMV Office. Cost to be covered by Widseth/Smith/Nolting.

Motion passed: 4-0

3. **M/S** Bresley, Finney to approve Proposal request in the amount of \$5,413.00, to modify counter area in the Liquor Store. City's share of the cost is \$1,804.00 to create more storage/shelf space.

Motion passed: 4-0

4. **M/S** Bruns, Bresley to approve Proposal Request # 12 in the amount of \$603.00 to install handrails at Stair B10 and Stair 113.

Motion passed: 4-0

5. **M/S** Bresley, Bruns to approve payment of Invoice in the amount of \$600.00 to T. Hyduke Electric for material and labor to trench in and wire signs at the Conservation Building.

Motion passed: 4-0

6. **M/S** Bruns, Bresley to approve payment of Invoice 18558 in the amount of \$2,295.02 to Emergency Apparatus for work completed on Ambulance Unit # 202.

Motion passed: 4-0

7. **M/S** Bresley, Finney to table payment of \$1,000.00 to Anderson Brothers for work completed on (2) spillways on 5th Street.

Motion passed: 4-0

8. Discussed letter dated June 29, 2004, from Landecker & Associates concerning storm drain behind Immanuel Lutheran Parsonage. Referred to the Public Works Committee.
9. Discussed quote from Jetline, Inc. to set up a preventive maintenance schedule to Jet/Vac the City's sewer lines.
M/S Bruns, Bresley to approve a 3 year maintenance agreement with Jetline, Inc. for Jet/Vac., contingent on contacting Park Rapids to make sure that they are no longer interested.
10. Reviewed quotes from Norm's and Jones Auto body for repairs to the City Truck.
M/S Bruns, Finney to award the quote to Jones Autobody, after Eric Myhra Ford look at it to make sure it has nothing wrong with the mechanical components.
11. **M/S** Bresley, Bruns to approve quote at a cost of \$65.00 an hour to have Viett & Company, Inc. televise the sewer lines for lining and having Veitt & Company, Inc. line 600 feet along highway 34 from the Walker Junction, 200 to 300 feet on Main Street from Subway to 6th Street and approximately 300 feet on Michigan Avenue to 2nd Street at an approximate cost of \$30.00 per foot, at a total cost of \$36,000.00, contingent on favorable referrals.

Motion passed: 4-0

12. **M/S** Bresley, Bruns to approve payment of Invoice in the amount of \$3,487.88 to Team Laboratory Chemical Corp. for spraying the ponds and fence lines at the sewer ponds.

Motion Passed: 4-0

OTHER BUSINESS – Mayor Walhof

Discussed the holding of a Liquor License to certain parcels.

Discussed the contracting of certain financial services with Ostlund Accounting.

ADJOURN – Mayor Walhof

Mayor Walhof adjourned the regular scheduled meeting at 9:46 p.m.

Bradley J. Walhof, Mayor

Attest: _____
Stephen J. Michel, Administrator