

**WALKER CITY COUNCIL
REGULAR MEETING MINUTES
WALKER FIRE HALL MEETING ROOM
MONDAY, JANUARY 4, 2016**

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: Haeefele, Senenfelder, Shaw, McMurrin and Wilkening
 - Council members absent:
 - Others present during portions of the meeting included:

Dean Morrill, Pilot Independent
Wayne Tennis, City Police
Pamela Smith, City Employee
Travis Bakker, City Police
Senator Saxhaug
Jon Stewart
John & Norma Butzow
Andrew Bednarczyk
Phil Anderson
Dick Evenson
Tim Richardson
Greg McDonald
Brian & Mary Johnson
Jamie Johnson
Paul & Linda Nye
Vivian Auel
Richard Kolp
Mary Andrus
Gary & Theresa Bilben
Shannon Pfeiffer
Jana Weise
Jeff Weise
Jon & Amy Knowles
Neil Lange, Public Works

Terri Bjorklund, City Administrator
Chris Thorson, Ulteig
John Valen, City Attorney
Scott Bruns
Representative John Persell
Gary Raymond
Rich Raymond
Pat Pitzen
Mike Pederson
Dave & Lori Olson
Todd Schoeck
Erica Frizzell
Cindy Wannarka, Chamber
Jennifer Arnold
Rich Hansen
Ineke Leer
Chris & Carrie Huston
Greg B., SuperOne Foods
Tim K., SuperOne Foods
Mark McKenna, SuperOne Foods
Terry Freeman
Beverly Lloyd
Carol Smith

SENATOR SAXHAUG-

Saxhaug spoke briefly reviewing the 371 expansion studies, broadband expansion and notes the ‘good possibility’ of the bonding bill going through.

**CITY OF WALKER
PUBLIC HEARING MINUTES
FOR PROPOSED STREET IMPROVEMENTS
WALKER FIRE HALL MEETING ROOM
MONDAY, JANUARY 4, 2016**

CALL TO ORDER –Mayor Jed Shaw

- Mayor Jed Shaw called the Public Hearing to order at 6:04 p.m.
 - Council members present: Haefele, Senenfelder, Shaw, McMurrin and Wilkening
 - Council members absent:
 - Others present during portions of the meeting included:

Dean Morrill, Pilot Independent
Wayne Tennis, City Police
Pamela Smith, City Employee
Travis Bakker, City Police
Senator Saxhaug
Jon Stewart
John & Norma Butzow
Andrew Bednarczyk
Phil Anderson
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Richard Kolp
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Greg B., SuperOne Foods
Tim K., SuperOne Foods
Mark McKenna, SuperOne Foods
Terry Freeman
Beverly Lloyd
Carol Smith

Chris Thorson, Ulteig Engineering reviews the following:

Meeting Agenda:

- Purpose of hearing
- Project development
- Proposed improvements
- Estimated project costs and financing
- Assessment summary
- Questions and comments

Purpose of a Public Hearing:

- Inform property owners of proposed project
- Minnesota Statute 429-procedure for assessing improvements
 - Preliminary Engineering Report
 - Public Hearing
 - Design and Construction Bid Letting
 - Assessment Hearing
 - Project Constuction
- Gain public comments and input

Project Development:

- Purpose
 - Construct utility, street, and drainage improvements to:
 - 2nd Street, 3rd Street, 4th Street, 5th Street, Michigan Avenue, Park Avenue, Birchwood Avenue, Tower Avenue

Project Location Map, Cracks in Sanitary Sewer picture, Roots in Sanitary Sewer, and Proposed Sanitary Sewer and Water Main Improvements (noting the green lines are for sanitary sewer and the blue lines are for water mains) **and Proposed Surface Improvements.**

Thorson indicated the estimated project cost is a higher estimate. The estimate could decrease; noting the recent drop in fuel prices.

Project Financing:

- Project will be financed through City funds, special assessments and the Public Facilities Authority (PFA)
- Proposed Assessment Methodology, noting that government and school district properties will be assessed for each running foot of utilities, street, curb and storm at full cost (100%).

Estimated Cost Sharing and Estimated Assessment Rates; Thorson noted that there is a contingency fund built into this estimate. PFA determination due after City receives construction bids.

Avenue XYZ example; If you have a lot in between two other lots and your front footage is 100 Ft, that is what you would be assessed on-if you have a corner lot, the longest side of the lot is considered SLF or side lot footage. You would only be assessed water and sewer on front footage or FF so if your SLF was 130 feet and your FF is 90 feet you would only be assessed water and sewer on the FF 90. However, for street improvements you would be assessed for both the 130 feet and the 90 feet.

Estimated Assesment-80' Lots (Full Assessment Values); the total proposed assessment for an 80' lot would be \$21,840.00 this is before PFA would be applied. This total does not include driveway apron assessment values due to large variations from lot to lot. If you want to estimate a driveway apron it would be around \$1,000.00.

Estimated Assessment-80' Lots (Estimated with PFA funding); the total proposed assessment for an 80' lot would be \$7,560.00 this is with PFA funding and does not include a driveway apron assessment.

Estimated Project Schedule:

- Preliminary Engineering Report-December 17, 2015
- Public Hearing-January 4, 2016
- Design-January/February 2016

- Project Bidding-February/March 2016
- Assessment Hearing-April 2016
- Construction Start-April 2016
- Finish Construction-June 2017

Public Q&A with Chris Thorson, Ulteig Engineering

Public: Is the service on the sewer going all the way to the structure or to the curb stop?

Thorson: The City responsibility is up to the property line, anything after the property line is considered the homeowners expense. They will also be installing a clean out so down the road if there are any issues the City can easily tap into that clean out and jet-out your line towards the street.

Public: Is the elevation going to change?

Thorson: Everything will be kept at a similar elevation that it is now. There are a few areas that are being looked at to make it better.

Public: Will Churches and non-profits be assessed?

Thorson: They are not exempt from the cost they will be assessed at 100% as well as government and school properties.

Public: Will any sidewalks be added to the west side of 5th street that currently has no sidewalk?

Thorson: No, only to the East side that has the existing sidewalk and the plan is to go up to Park Avenue and turning East towards the school.

Public: Since governments and schools are funded by the public, won't we also be paying for that in some way?

Thorson: Yes.

Public: I need sewer work done, how can I coordinate when the project reaches my property?

Thorson: When construction starts we will have public meetings to keep everyone informed as to where the contractor will be planning its next phase and when you can expect to be impacted. At the public meetings would be a venue to approach the contractor about replacing your sewer line.

Public: Do you have a schedule of times when you plan on starting as far as downtown businesses go?

Thorson: The project is expected to start in May and will have two major phases. The first phase will be the stretch of Michigan up to 4th Street leaving 4th street open; with school still in session we want to be sure to keep that street open to accommodate for school traffic. Then we will go to 2nd, then 3rd. The second phase will be everything else; Tower, Birchwood, Park and the other half of Michigan. We will also be coordinating with County as well.

Lange: Would it be possibly to have two crews going at the same time?

Thorson: Yes, it always an option, it does depend on the contractor.

Public: What time of year do you estimate Phase II to start?

Thorson: Late August 2016. There will be a third phase to put the final layer of asphalt on in June 2017.

Public: Is the plan to have this project completed by freeze up next year?

Thorson: Yes. Everything done by Fall of 2017.

Public: The sidewalk by the School is fairly new. Are you planning on replacing it?

Thorson: There are some complications with keeping that sidewalk. The curb and gutter adjacent is very old. In most cases there is a concrete gutter pan. Sometimes when you pull that section out it impacts the sidewalk and there could be some variation when setting the curb elevation. We can try to keep as much of it as we can.

Public: Will trees on the boulevard be affected?

Thorson: They could be. It depends where the water and sewer line come into your property.

Public: Is the water service line all the way up to your house?

Thorson: Just to the curb stop.

Public: Will this project address the frozen water and sewer lines?

Thorson: Yes. We will looking at having the water main at least at an 8 foot bury.

Public: Will it be a problem if you line to your house is at a higher elevation then the 8 foot buried water main?

Thorson: No. We will jump it up to connect with your line.

Public: If we have freezing problem from the curb stop to the house, then we have to do something else?

Thorson: And during this project would be the best time to approach that.

Public: I have a rock retaining wall that is sitting on a Curb.

Thorson: That will go away; because of your water service lines that wall will affect that.

Senenfelder: Could you talk about Storm Water Retention?

Thorson: The wooded area between 4th and 5th street is where we are looking at putting the Storm Water drainage. Cass County is talking about paving their parking lot and we could tie that into the project.

Public: Will there be any interruption of water service when the new line is installed?

Thorson: There is expected to be very little disruption of service. Under the contract we keep it to a minimum of 4 hours and you will get notified.

Public: What is the amortization of the assessment?

Thorson: We have looked at the standard of payback usually around 10 to 15 years. If PFA funding is available then the City would set their interest rate for payback. A preliminary guess on interest would be 4%.

Public: The West end of Michigan and the crosswalks-it is a terrible intersection.

Thorson: We are looking at taking the curve where it basically comes to a three way intersection we would put in more of a 90% turn at that intersection. The driveway from the store will be narrowed to a 36 foot width to help control traffic.

Public: If there is no water line being installed on our street will we still be assessed for a water line?

Thorson: If your lot is not having a water line installed in front of it, then you will not be assessed on it.

Chris Thorson stated that if the public has more questions they can feel free to call City Hall and leave their name and address.

Public hearing closed at 6:50 p.m.

CONSENT AGENDA

M/S Senenfelder/Haeefe to approve the Consent Agenda Items 1 thru 15 as follows, waving the reading.

1. Approve Walker City Council regular meeting minutes of December 7th, 2015, public hearing meeting minutes of December 7th, 2015 pertaining to changes in the Fee Schedule and public hearing meeting minutes of December 7th, 2015 pertaining to TIF district No. 2-13 recodification.
2. Approve Walker City Council regular meeting minutes of December 17th, 2015.
3. Review and file draft of Walker Park Advisory Board Meeting Minutes of December 22nd, 2015.
4. Review and file Friends of Park minutes of December 10th, 2015.
5. Review and file draft Walker Planning Commissions/Board of Adjustments Meeting Minutes of December 28th, 2015.
6. Review and file November Zoning Administrator report.
7. Review and file Walker Police Department Monthly Report.
8. Approve Cash Balance Report as of November 30th, 2015.
9. Review and file Walker Area Joint Fire Department Minutes of December 10th, 2015.
10. Approve to pay Ulteig \$27,363.95 for professional services through November 30, 2015.
11. Review and file Cass County EFT payment in the amount of \$1,021.89 for Special Agreement Road No. 205.
12. Approve payment of invoice 28355 in the amount of \$47,772.50 for General Obligation Improvement Bonds, Series 2007A.
13. Approve payment of invoice 28356 in the amount of \$103,408.75 for General Obligation Refunding Bonds, Series 2008A.
14. Approve payment of invoice 28939 in the amount of \$550.00 for General Obligation Improvement Bonds, Series 2007A.
15. Approve payment of Minnesota PFA G.O. Bonds in the amount of \$74,249.87 due February 20th, 2016.
16. Approve the addition of #4 under Public Works consider approval to enter into an agreement with Terracon for geotechnical engineering services for Option one in the amount of \$10,700.00 for the proposed Southside project.
Motion passed (5-0)

PUBLIC WORKS, SAFETY & CEMETERY – Councilmember Wilkening

1. **M/S Wilkening/Senenfelder** to approve of the recommendation of the Public Works Committee to send Neil Lange to attend the MRWA annual technical conference in St. Cloud March 1st, 2016 thru March 3rd, 2016 at a cost of \$225.00 plus lodging, meals and mileage.
Motion passed (5-0)
2. **M/S Wilkening/Senenfelder** to approve of Resolution 06-2016, a resolution ordering improvements and preparation of plans for the 2016 Southside Area and Fifth Street North Utility and Street Improvements.
Roll Call: Ayes: Haeefe, Senenfelder, McMurrin, Shaw, Wilkening Nays: None
Motion passed (5-0)

3. **M/S Wilkening/Shaw** to approve of the request of City Sanitary Service to renew the 3 year contract with a 10% rate increase for a monthly total of \$1,466.66 per month plus 17% sales tax.
Motion passed (5-0)
4. **M/S Wilkening /McMurrin** to approve to enter into an agreement with Terracon for geotechnical engineering services for Option one in the amount of \$10,700.00 for the proposed Southside project.
Motion passed (5-0)

PERSONNEL, BUDGET & ADMINISTRATION – Councilmember Senenfelder

1. **M/S Senenfelder/Wilkening** to approve of Claim #51902 to Claim #51985 including Voided Check Numbers 51929 and 51930 and bank drafts in the amount of \$382,266.18 thru 12/30/2015.
Motion passed (5-0)
2. **M/S Senenfelder/Wilkening** to approve of Resolution 01-2016, a Resolution Stating Annual Designations.
Roll Call: Ayes: Haefele, Senenfelder, McMurrin, Shaw, Wilkening Nays: None
Motion passed (5-0)
3. **M/S Senenfelder/McMurrin** to approve of Resolution 02-2016, a Resolution Authorizing the Mayor and City Administrator to sign all State and Federal Airport Grants.
Roll Call: Ayes: Haefele, Senenfelder, McMurrin, Shaw, Wilkening Nays: None
Motion passed (5-0)
4. **M/S Senenfelder/McMurrin** to approve of Resolution 03-2016, a Resolution Authorizing the Mayor and City Administrator to Sign all State and Federal Grants.
Roll Call: Ayes: Haefele, Senenfelder, McMurrin, Shaw, Wilkening Nays: None
Motion passed (5-0)
5. **M/S Senenfelder/McMurrin** to approve of Wayne Tennis’s request to attend the 2016 Executive Training Institute on April 17th thru April 20th in St. Cloud, MN at a cost of \$355.00, plus meals, lodging and mileage.
Motion passed (5-0)
6. **M/S Senenfelder/Haefele** to approve of the 2016 Council Committee Appointments. Wilkening addressed the Council with his concerns with McMurrin being moved from Park Advisory Board and taking Haefele from Planning and Zoning. They are in the middle of some big projects and would be a disservice to change committees at this time. He also believes that this could damage relationships with the townships. He urges the Board to reconsider the appointments.
Haefele stated that she hopes that McMurrin will work with her to help her get to know the people of the townships.
McMurrin notes that she would like to see the last phase of the Park that she spent the last five years working on. She added that with Haefele only having 9 months left of this term, she would think differently if she was first starting a full term and having 4 years to dedicate to the Park and Library. If Haefele doesn’t run again or isn’t reelected that what was the purpose of changing that.
Wilkening stated that he feels that this change started with the Friends of the Park. If the Library is the issue in the Park then we need to focus on that and solve that. If this

is the hidden agenda then we should bring this out as a separate issue. ‘I think to take Annie off the Park Board it would be a disservice to the Townships, a disservice to the Park Board and a disservice to Annie.’

Senenfelder disagrees; I believe that everyone that is appointed to a committee should be doing their jobs conflicts or not. ‘I sit on other Boards with Township members; you learn to work with them.’ He believes that there is no hidden agenda. He hopes whoever comes to a committee meeting does so with good faith and with the best interest of the City in mind.

Ayes; Senenfelder, Shaw, Haefele Nays: Wilkening, McMurrin

Motion passed (3-2)

7. **M/S** Senenfelder/Wilkening to approve of Resolution 07-2016, a resolution accepting donations made to the City of Walker thru fiscal year 2016.

Roll Call: Ayes: Haefele, Senenfelder, McMurrin, Shaw, Wilkening Nays: None

Motion passed (5-0)

ECONOMIC DEVELOPMENT & LIQUOR STORE – Councilmember Haefele

1. **M/S** Haefele/Wilkening to approve of Walker Planning Commission/Board of Adjustments Meeting Minutes of November 30th, 2015.

Motion passed (5-0)

LIBRARY, PARKS & AIRPORT – Councilmember McMurrin

1. **M/S** McMurrin/Senenfelder to approve of Walker Park Advisory Board meeting minutes from November 24, 2015.

Motion passed (5-0)

2. **M/S** McMurrin/Senenfelder to approve of the recommendation of the Walker Park Advisory Board to accept the application from the Walker Eelpout Festival LLC, to use the Park for registration and vendors from February 18th-February 21st 2016.

The Board questions if there is no ice is there a contingency plan?

Tennis-it depends if the Sherriff’s office gives them a permit. I feel like we will be able to adapt if they don’t get the permit; as far as parking them at the Catholic Church and the School and behind the Court House with their permission.

Motion passed (5-0)

3. **M/S** McMurrin/Senenfelder to approve of the request of AIM Weekend Walleye Series to host a walleye tournament at the Walker Park June 12th, 2016 from 5:30 am to 7:00 pm with the following conditions: the applicant will provide 2 additional porta-johns and a 2 yard dumpster.

Motion passed (5-0)

4. **M/S** McMurrin/Senenfelder to approve of the recommendation of the Walker Park Advisory Board to accept the temporary sign design with the following changes: to add the name City of Walker on the sign and to secure a place for individual contributor’s names.

The Board clarifies that they have worked with MNDOT for placement.

Motion passed (5-0)

5. Discussion on the request to waive the sign permit application fee for the Friends of the Park.

The Board agrees it benefits the entire City and makes sense to waive the fee.

6. **M/S** Haefele/Senenfelder to approve of the recommendation of the Park Advisory Board to appoint Shannon Pfeiffer to fill the open seat.

McMurrin feels this is a conflict to have someone sitting on both the Friends of the Park and Park Advisory Boards. She believes that her sitting on both boards takes away the opinion of someone else that could sit on the board and bring something to the table.

Wilkening stated that he feels serving on both boards is a little like duplicating of duties.

Senenfelder stated that he based his motion on all of the work she has done for the park board. She has gone above what any other citizen has to bring something good to Walker City Park since he has been on the park board.

Ayes: Senenfelder, Shaw, Haefele, Wilkening Nays: McMurrin

Motion passed (4-1)

7. **M/S** Senenfelder/Haefele to approve of the request to waive the sign permit application fee for the Friends of the Park.

Motion passed (5-0)

SCHEDULED CITIZEN PRESENTATIONS –Mayor Shaw

None.

CITY STAFF COMMENTS – Administrator Terri Bjorklund

None.

OTHER BUSINESS –Mayor Jed Shaw

- City Offices and DMV will be closed on Monday January 18th, 2016 in honor of Martin Luther King Day.

ADJOURNMENT-Mayor Jed Shaw

Mayor Shaw adjourned the regularly scheduled Meeting at 7:16 p.m.

Jed Shaw, Mayor

Attest: _____
Terri Bjorklund, Administrator