

**WALKER CITY COUNCIL
REGULAR MEETING MINUTES
WALKER FIRE HALL MEETING ROOM
MONDAY, FEBRUARY 1, 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: Senenfelder, Shaw, McMurrin and Wilkening
 - Council members absent: Haefele
 - Others present during portions of the meeting included:

Dean Morrill, Pilot Independent
Wayne Tennis, City Police
Pamela Smith, City Employee
Travis Bakker, City Police
Dan Dormanen, Self

Terri Bjorklund, City Administrator
Chris Thorson, Ulteig
John Valen, City Attorney
Neil Lange, Public Works
Shannon Pfeiffer, FOP

CONSENT AGENDA

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

1. Approve Walker City Council regular and public hearing meeting minutes of January 4, 2016.
2. Review and file draft of Walker Park Advisory Board Meeting Minutes of January 26th, 2016.
3. Review and file Friends of Park minutes of January 14th, 2016.
4. Review and file draft Walker Planning Commissions/Board of Adjustments Meeting and public hearing Minutes of January 25th, 2016.
5. Review and file December Zoning Administrator report.
6. Review and file Walker Police Department Monthly Report.
7. Review and file Public Works Committee Minutes of January 27th, 2016.
8. Approve Cash Balance Report as of December 31st, 2015.
9. Review and file Walker Area Joint Fire Department Minutes of January 14, 2016.
10. Review and file Cass County's January Tax Settlement.
11. Review and file letter of acknowledgement from Justin Clasen & Company, LTD regarding the name change and partnership with Mathias C. Justin, LTD.
12. Review and file copy of email notification from MNDNR, Walker Area Fisheries regarding not finding the presence of the invasive species, zebra mussel veligers and spiny water fleas in 2015 samples from Leech Lake.
13. Approve to pay Cass County Highway Department invoice dated 12/31/2015 for installation of tires, salt and sand usage in the amount of \$3,123.17.
14. Approve payment to the Walker Area Joint Fire Department's for 2016 operating capitol in the amount of \$21,714.55.
15. Approve to pay Municode for invoice 002656015 in the amount of \$2,400.00 for the legal manuscript of the Walker City Code.

Motion passed (4-0)

SCHEDULED CITIZEN PRESENTATIONS –Mayor Shaw

None

CITY STAFF COMMENTS – Administrator Terri Bjorklund

None

PERSONNEL, BUDGET & ADMINISTRATION – Councilmember Senenfelder

1. **M/S Senenfelder/Wilkening** to approve of Claim #51986 to Claim #52107 including Voided Check Numbers 42041 and 52042 and bank drafts in the amount of \$462,484.99 from 12/31/2015 thru 1/31/2016.
Motion passed (4-0)
2. **M/S Senenfelder/McMurrin** to approve to pay League of Minnesota Cities Insurance Trust \$16,627 for worker's compensation deposit premium.
Motion passed (4-0)
3. **M/S Senenfelder/McMurrin** to approve to send Terri Bjorklund to MCFOA Annual Conference March 15th thru March 18th, 2016 in St. Cloud, MN at a cost of \$220.00 plus meals, lodging and mileage.
Motion passed (4-0)
4. **M/S Senenfelder/Wilkening** to approve of the request of the Accounting Department to transfer \$1,088.28 from the General Account to the Legion Abatement Account for the February 2016 abatement payment to Spencer Ross Post 134.
Motion passed (4-0)
5. **M/S Senenfelder/McMurrin** to approve to pay Invoice No. 55341 from Ulteig in the amount of \$50,617.35 for professional services through December 31, 2015 for the 2016 Southside Street and Utility Improvements.
Motion passed (4-0)
6. **M/S Senenfelder/Wilkening** to approve of request from the Accounting Department to transfer \$27,363.95 from the General Account 101 to the project account 103 for payment of Ulteig invoice 54848.
Motion passed (4-0)
7. **M/S Senenfelder/Wilkening** to approve of Budget and Finance recommendation to transfer \$11,000.00 from the 2015 Small Cities Assist funding to the 2017 Sidewalk Project Fund
Motion passed (4-0)
8. **M/S Senenfelder/McMurrin** to approve to send up to 4 staff members to the LMC 2016 Safety and Loss Control workshops March 22, 2016 in Bemidji MN at a cost of \$20.00 each plus mileage.
Motion passed (4-0)
9. **Senenfelder/McMurrin** Review and file letter of resignation from Julie Morris from Walker Bay Spirits municipal liquor store.
Motion passed (4-0)
10. **Senenfelder/Wilkening** Review and file letter of resignation from Adam Mykkanen from City of Walker Police Department.
Motion passed (4-0)

11. **M/S Senenfelder/McMurrin** to approve to set the part time Police Officers wage at \$15.00 an hour, and to raise the wage of current part time Police Officers to \$15.00 an hour effective February 2, 2016.
 Wilkening-Is that why we are losing Adam?
 Bjorklund-No, it is another job offer. We feel that increasing our wage will allow us to be more competitive when we hire someone else.
 Motion passed (4-0)
12. **M/S Senenfelder/McMurrin** to approve to enter into Rock Garden Planting and Maintenance Contract with Jodi Jensted for the 2016 season.
 Bjorklund-the only change was leaving it open-ended on the season description.
 Motion passed (4-0)
13. **M/S Senenfelder/Wilkening** to approve to purchase the bizhubC308 printer from Marco in the amount of \$8,000.00. (budgeted item for 2016)
 Mayor Shaw explained to the Council that his office has just purchased new printers and with his experience the cost of leasing the equipment vs. buying the equipment was a better fit.
 Bjorklund stated that the auditors had made the comment that they were impressed that the City didn't lease a equipment-that we own it out-right.
 Motion passed (4-0)
14. **M/S Senenfelder/McMurrin** to approve of the request from the Cass County Historical Society for a donation (budgeted \$500.00).
 Motion passed (4-0)
13. **M/S Senenfelder/McMurrin** to approve of the following Licenses for the City of Walker.

<u>On-Sale Intoxicating Liquor</u>	<u>Sunday</u>
Blue Canoe B&B LLC	Blue Canoe B&B LLC

 Senenfelder question if the number of permits allowed did not affect this. Bjorklund clarified that it did not.
 Wilkening questioned the permit that was issued in January for them and the fee that they have to pay the full fee for this one.
 McMurrin question the number of seating that they had. Bjorklund noted that she has gone to the establishment and counted every seat. And they currently meet our Ordinance.
 Senenfelder noted that because they meet all of the requirements and are in compliance with our City Code and sees no reason to not approve this.
 Abstain: Wilkening
 Motion passed (3-0)

ECONOMIC DEVELOPMENT & LIQUOR STORE – Councilmember McMurrin

1. **M/S McMurrin/Senenfelder** to approve of Walker Planning Commission/Board of Adjustments Meeting Minutes of December 28th, 2015.
 Motion passed (4-0)
2. **M/S McMurrin/Wilkening** to approve of the recommendation of the Walker Planning Commission/Board of Adjustments to approve LU-2016-01 CUP for the installation of (2) 4' microwave dish antennas and radios with the following finding of facts and conditions:

Findings of Facts

- There will be no changes to the exterior footprint of the buildings and will not require additional storm water management improvements, or erosion control.
- The site as viewed from public waters will have negligible impact.
- Municipal water and sewer services are not a factor.
- The application does not have lake access for watercraft.
- The proposed use is located in an area zoned as Parks and Recreation. The City Code states that, “In no case shall towers or antennas be allowed in designated conservation areas or public parks. “§155.10 (B).
- The proposed use conforms to the Comprehensive Plan.
- The following are located around the site:
 - North: Single Family, Traditional Residential and Multi Family
 - East: Parks and Recreation
 - South: Parks and Recreation
 - West: Parks and Recreation
- The proposed use, with conditions, is not considered to be injurious to public health, safety, decency, order, comfort, convenience, appearance, or prosperity.
- Tower height. The ordinance states that towers and antenna shall not exceed 200 feet in height. The tower is a 400 foot high tower. Antenna installation is 320 feet. This is a current legal non-conforming use.

Conditions:

- The antennas will have no adverse impact on surrounding public or private property.
- The antennas shall blend into the surrounding environment except where the color is dictated by federal or state authorities.
- Final plans must be developed in substantial conformance with the presented plans.

Wilkening explains the thought process behind the tower Ordinance. They needed to create stringent restrictions within the ordinance regulating the height of towers and antennas to prevent Walker from looking like the city of Duluth. However, what they have found is that a majority of the applications that they get in are for putting up antennas or replacing a current antenna. Wilkening suggests having a building permit verses the Conditional Use permit would better fit the addition or replacement of antennas. If the request for a tower or extension or replacement of the current tower they will have to go through the Conditional Use process.

Motion passed (4-0)

3. **M/S McMurrin/Wilkening** to approve of Ordinance No. 2016-02, an Ordinance adopting the Official Zoning Map No. 2016-02 for the City of Walker.

Motion passed (4-0)

PUBLIC WORKS, SAFETY & CEMETERY – Councilmember Wilkening

1. **M/S Wilkening/Senenfelder** to approve of the recommendation of the Public Works Committee to purchase a replacement pump for the Park Lift station from Electric Pump in the amount of \$30,641.00, shipping is estimated to be an additional \$400.00.
Motion passed (4-0)
2. **M/S Wilkening/Senenfelder** to approve of the recommendation of the Public Works Director to approve the quote from Five Star Auto Body in the amount of \$2,574.76 for the repair of Unit 503 (1995 plow truck).
Motion passed (4-0)
3. **M/S Wilkening /Senenfelder** to approve of the recommendation of the Public Works Committee to adopt the Sidewalk Inspection Policy.
Motion passed (4-0)
4. **M/S Wilkening/McMurrin** to approve of the recommendation of the Public Works Committee to adopt the Street Sweeping Policy.
Senenfelder question on why the policies were needed.
Wilkening explained the League of Minnesota Cities requested it.
Motion passed (4-0)
5. **M/S Wilkening/Murrin** to approve of the recommendation of the Public Works Committee for Ulteig’s suggested phases to the 2016 Utility and Street Improvements project.
Thorson reviewed the phases:
1A-phase 1A work started prior to June 1, 2016. 1B Work started on/after June 1, 2016. Complete phases 1A & 2B with Bituminous Base course before initiating phase 2 street closures. Phase 2A completed with bituminous base course within 5 weeks of street closure. Phase 2 B completed with bituminous base course by August 27, 2016 (Before school starts) 3A completed with bituminous base course by October 28, 2016. Phase 3B-Tower Avenue to remain open to traffic while underground utility installation is performed on 5th Street.
Wilkening stated that as much hassle as we are going to have I believe we will still have reasonable flow.
Thorson stated that the contractor will provide pre-warnings to homeowners affected.
Shaw mentions possibly having two crews working at the same time.
Thorson discussed having an incentive for the contractors to finish early.
Bjorklund states that could throw off the phasing dates.
Wilkening-Maybe add an incentive to only the last phase of the project?
Shaw questioned Thorson and what was a reasonable incentive is for finishing early.
Thorson-Reverse liquidated damages.
Wilkening adds a side note that Dave Enblom has looked at the phasing and he thinks the City is on the right track.
Thorson explains the proposed project schedule as follows:
 - Review of project plans with Public Works committee-February 11, 2016
 - Resolution Approving Plans and Specifications and Ordering Advertisement for Bids-February 18, 2016
 - Advertise for Bids-February 24, March 2&9, 2016
 - Bids Received-March 22, 2016, (11:00 a.m.)
 - Assessment Hearing-April 21, 2016 (tentative)

- Award Construction Contract-April 21, 2016 (tentative)
- Construction Start-Early May, 2016

What would happen between weeks 4 and 5 is we would give the information to the PFA and it would take 2 to 3 weeks for that to be reviewed.

The construction date could be in early May or the end of April. The determination of that would be at the April Council meeting.

Wilkening adds that we could also have the assessment hearing at that same meeting.

Motion passed (4-0)

4. **M/S Wilkening/Senenfelder** to approve of the recommendation of the Public Works Committee to apply the assessment policy to all abutting parcels after the principal forgiveness grant (if received) is applied to the total cost of the south side and north fifth street 2016 project.

Motion passed (4-0)

5. **M/S Wilkening/Shaw** to approve of the request of the Public Works Committee in regards to Street closures for the 2016 season as to not impede traffic flow any more than necessary, requested street closures (Crazy Day's, Reeds, Ethnic Fest) only be approved using a portion of Front Street and the Parking Green on the east side corner of 5th and front.

Motion passed (4-0)

OTHER BUSINESS –Mayor Jed Shaw

- City offices and DMV will be closed on Monday February 15th, 2016 in honor of Presidents' Day.
- The next regularly scheduled Council Meeting is Thursday February 18th at Walker Fire Hall at 6:00 p.m.
- We will close the meeting at this time for the Council and Attorney to discuss negotiation strategies in conjunction with the proposed sale of the Clinic condo

The regular City Council meeting was closed at 6:59 p.m. for City Council and the City Attorney to discuss negotiation strategies in conjunction with the proposed sale of the Clinic condo.

Open the closed meeting at 7:25pm. and adjourn without discussion

ADJOURNMENT-Mayor Jed Shaw

Mayor Shaw adjourned the regularly scheduled Meeting at 7:25 p.m.

Jed Shaw, Mayor

Attest: _____
Terri Bjorklund, Administrator