

**WALKER CITY COUNCIL
REGULAR MEETING MINUTES
WALKER FIRE HALL MEETING ROOM
Monday March 3, 2008**

CALL TO ORDER – Mayor Walhof

- Mayor Walhof called the regular scheduled meeting to order at 7:00 p.m.
- Council members present: Fjelstul, Finney, Worth, Wilkening, Walhof
- Council members absent: None
- Others present during portions of the meeting included:

Terri Bjorklund, Administrator
Wayne Tennis, Police Chief
Dean Morrill, Pilot Independent
Edy Asell, Planning Commission
Jesse LeBlanc, Police Officer
Andy Peek, SEH
Brian Hein, Leech Lake Chamber
Gail Levenson, Cass County EDC
Steve Bilben, Shingobee Trail Connection
Nathan Lebeck, Walker Ambulance
Jeff Larson, Walker Ambulance
Char Moore Leech Lake Chamber
Gary Bilben, The Green Scene
Andrew Arnold, Leech Lake Chamber
Mona Glassmann, Walker Ambulance
Deb Wilkening, Park Board
Ryan Quirin, Walker Ambulance
Corina Bilger, Walker Ambulance
Dennis Mackedauz, North Ambulance
Ken Krupich, FM Ambulance
Tony Sauer, Shingobee Twp.

Sylvia Bakker, City Employee
Will Hoyt, Landecker & Assoc.
Willard Arends, Park Board
John Valen, City Attorney
Matt Pellinen, Landecker & Assoc.
Ken Bresley, Walker Airport
Cindy Wannarka, Leech Lake Chamber
Otto Ringle, Walker Citizen
Chris Kimmerle, Walker Ambulance
Brian Huewe, Walker Ambulance
Ed Thu, Shingobee Twp.
Robert Moore, Planning Commission
Theresa Bilben, The Green Scene
Laurie Hill, Walker Ambulance
Ron Geiser, Shingobee Twp.
Nicole Gearns, Walker Ambulance
Richard Bilger, Walker Ambulance
Michael Parrish, North Ambulance
Patrick Coyne, North Ambulance
Dean Lampe, FM Ambulance

CONSENT AGENDA – Mayor Walhof

M/S Wilkening, Fjelstul to approve the consent agenda items 1 thru 6 as presented.

1. Approve Walker City Council Regular Meeting Minutes February 4, 2008.
2. Approve Claim numbers #39362 thru #39397, and Claim number #39399 thru #39496, in the amount of \$347,486.99.
3. Approve Cash Balance Report for the month ended January 31, 2008.
4. Review and file Walker Police Departments Monthly Report.

5. Review and file Cass County Economic Development's February 2008 Activity Report.
6. Review and file Closing Memorandum, \$915,000 General Obligation Refunding Bonds Series 2008A.
7. Add # 8 under Economic Development, to approve starting up an Economic Development Board.
8. Add # 24 under Personnel & Budget, request from Police Chief Wayne Tennis to discuss and act on the request from the Boys & Girls Club.

Motion passed: 5-0

SCHEDULED CITIZEN PRESENTATIONS – Mayor Walhof

- Ken Bresley – Scheduled for first week of June to finish up the project. Lighting System on Airport is functioning and has been approved by the FAA.
- Andy Peek – Walker Municipal Airport Update.
- Cindy Wannarka – Leech Lake Area Chamber
- Brian Hein – Walker Bay Days
- Otto Ringle – Pathway of Time
- Steve Bilben – Shingobee Connection Trail Report
- Gail Leverson – Cass County EDC

CITY STAFF COMMENTS/CONCERNS – Administrator Terri Bjorklund

- Ambulance Update
- Safety Committee – Sylvia Bakker, Edy Asell, & Nick Zubke will be attending a LMC Safety workshop on April 22, 2008, to get a Safety Committee back on board.
- Maintenance agreements for roads within Shingobee Township. The Contracts have been sent to John Valen City Attorney for his review.
- Savings accounts have changed at the First National Bank from a Premier Acct. to an Investment Acct., which will produce more interest for the City.
- The Emergency Siren has been moved to the top of the hill by the Water Tower, is now on-line and functional, and will be tested the first Wednesday of each month.

PUBLIC WORKS & SAFETY/CEMETERY – Council member Finney

1. M/S Finney, Wilkening to approve entering into a Management contract to include the sale of Ambulance Equipment, for the Walker Ambulance Service, effective June 1, 2008 with North Ambulance.

Motion passed: 5-0

2. M/S Finney, Wilkening to approve entering into a lease agreement for the Walker Ambulance Building with North Ambulance effective June 1, 2008.

Motion passed: 5-0

3. M/S Finney, Wilkening to approve entering into a Billing agreement with North Ambulance effective June 1, 2008.

Motion passed: 5-0

4. **M/S** Finney, Wilkening to approve the sale of Walker Ambulance Services Disposable Inventory at 50% of inventory on June 1, 2008, not to exceed \$3,800.00 to North Ambulance.

Motion passed: 5-0

5. **M/S** Finney, Fjelstul to approve executing a Business Associate Agreement with North Ambulance to meet HIPPA Laws.

Motion passed: 5-0

PERSONNEL, BUDGET & ADMINISTRATION – Council member Fjelstul

1. **M/S** Fjelstul, Finney to approve request to add Crystal Wilson as an On-Call Paid Volunteer on the Walker Ambulance Service.

Motion passed: 5-0

2. **M/S** Fjelstul, Worth to approve request to remove Jeremy Wolfenbarger from the Walker Ambulance Service, and pay him his volunteer time to date.

Motion passed: 5-0

3. **M/S** Fjelstul, Worth to approve request to remove Travis Carlson from the Walker Ambulance Service, and pay him his volunteer time to date.

Motion passed: 5-0

4. **M/S** Fjelstul, Worth to approve request to reimburse Nicole Gearns \$650.00 for completion of the EMT-B Class, paid for by self. Nicole has completed the class and been with the Ambulance Service since February 2007.

Motion passed: 5-0

5. **M/S** Fjelstul, Wilkening to approve Bid Quote from Independent Petroleum in the amount of \$23,839.37 for replacing and upgrading the Airport Fueling System.

Motion passed: 5-0

6. **M/S** Fjelstul, Finney to approve moving forward with the taxiway extension at the Walker Municipal Airport.

Motion passed: 5-0

7. **M/S** Fjelstul, Wilkening to approve Leech lake Area Chamber of Commerce's request for a 1 to 4 Day Temporary On-Sale Liquor License for September 13, 2008, Ethnic Fest. LLACC 2008-001

Motion passed: 5-0

8. **M/S** Fjelstul, Wilkening to approve Leech Lake Area Chamber of Commerce's request for a 1 to 4 Day Temporary On-Sale Liquor License for October 4, 2008, Fall Has it All. LLACC 2008-002

Motion passed: 5-0

9. **M/S** Fjelstul, Wilkening to approve Walker Area Community Centers request for a 1 to 4 Day Temporary On-Sale Liquor License for March 14 & 15, 2008. WACC 2008-001-002

Motion passed: 5-0

10. **M/S** Fjelstul, Finney to approve Walker Area Community Centers request for a 1 to 4 Day Temporary On-Sale Liquor License for April 19, 2008. WACC 2008-003

Motion passed: 5-0

11. **M/S** Fjelstul, Finney to approve Walker Area Community Centers request for a 1 to 4 Day Temporary On-Sale Liquor License for May 03, 2008. WACC 2008-004
Motion passed: 5-0

Send Issue to Economic Development for discussion on setting a cost for 1 to 4 Day Temporary Liquor Licenses.

12. **M/S** Fjelstul, Finney to table the Chase On The Lake, LLC's application for an On-Sale Liquor License, and a Sunday Liquor License.

Motion passed: 5-0

13. **M/S** Fjelstul, Wilkening to approve request from the Walker Bay Days Committee to transfer all funds pertaining to Walker Bay Days over to the Leech Lake Area Chamber of Commerce.

Motion passed: 5-0

14. **M/S** Fjelstul, Wilkening to approve payment of Invoice #336735 in the amount of \$1,017.50 to Ehlers & Associates, Inc. for work completed on Tif 2-9, Country Inn Bonds, and Tif 2-13, Tianna.

Motion passed: 5-0

15. **M/S** Fjelstul, Wilkening to approve payment of Invoice #12528 in the amount of \$34,830.00 to the League of MN Cities Insurance Trust for Worker's Compensation Premium.

Motion passed: 5-0

16. **M/S** Fjelstul, Wilkening to approve request for a donation in the amount of \$500.00 to the Cass County Historical Society.

Motion passed: 5-0

17. **M/S** Fjelstul, Worth to approve request from Police Chief Wayne Tennis to send Officer LeBlanc to Taser Instructor Training on May 19th and 20th, 2008 at a cost of \$275.00, plus lodging, meals, and mileage.

Motion passed: 5-0

18. **M/S** Fjelstul, Worth to approve request from Police Chief Wayne Tennis for all Officer's to attend the mandatory training on March 20th, 2008 in the Walker Area.

Motion passed: 5-0

19. **M/S** Fjelstul, Wilkening to approve having repairs done to the Ford Patrol Car, at a cost of approximately \$1,500.00.

Motion passed: 5-0

20. **M/S** Fjelstul, Wilkening to approve Resolution 16-2008, a resolution to allow the American Legion Auxiliary Post 134 to conduct lawful gambling at 407 Front Street W. Walker, MN 56484.

Roll Call: Ayes: Finney, Fjelstul, Wilkening, Worth, Walhof Nyes: None

Motion passed: 5-0

21. **M/S** Fjelstul, Finney to approve request from Mark Olson, Walker Fire Department Training Officer to attend the Northwest Minnesota Fire & Recue School March 8th & 9th, 2008 at a cost of \$95.00, plus mileage.

Motion passed: 5-0

22. **M/S** Fjelstul, Wilkening to approve quote in the amount of \$1,688.10 for a Toshiba Lap-Top Computer, and docking station for the Financial Department, to replace a ten-year old computer.

Motion passed: 5-0

23. Council member John Fjelstul gave the Council an update on the Township meetings, and implementing a Joint Economic Comprehensive Plan.
24. **M/S** Fjelstul, Wilkening to approve Police Chief Wayne Tennis request from the Boys & Girls Club to send Police Officer Jesse LeBlanc to Maryland for a three day training on March 24th to the 26th for National Night Out, sponsored by the Boys & Girls Club, at no cost to the City.

Motion passed: 5-0

ECONOMIC DEVELOPMENT – Council member Wilkening

1. **M/S** Wilkening, Worth to consider re-approval of the Walker Planning commissions Public Hearing and Regular Meeting Minutes of Monday January 28th, 2008.

Motion passed: 5-0

2. Review and file Walker Planning Commissions Public Hearing and Regular Meeting Minutes of Monday February 25, 2008.
3. Review and file Building & Zoning Report.
4. **M/S** Wilkening, Fjelstul to approve Walker Planning Commissions recommendation for re-zoning that portion of the South side of Summit Avenue East beginning at the intersection of Cole Street and ending at the intersection of Minnesota Avenue East to include the following parcel numbers (#96-023-3310, #96-023-3305, #96-023-3306, #96-023-3307, #96-023-3308) and those properties located on the east side of Cole Street known as 405 and 501 Cole Street South including the following parcel numbers (#96-023-3309, #96-023-3319) from General Commercial to Traditional Residential.

Motion passed: 5-0

5. **M/S** Wilkening, Finney to approve Walker Planning Commissions recommendation to pass Ordinance §154.072 an Ordinance to amend the City of Walker Zoning and Subdivision Ordinance to permit Recreational Vehicle Campgrounds to be amended as follows:

Sec. 1 In §154.003 (B), the following definition is added in appropriate alphabetical sequence:

“RECREATIONAL VEHICLE CAMPGROUND. A land use consisting of designated sites with appropriate facilities designed for temporary occupation by Recreational Vehicles defined in M.S.A. §168.011, Subd. 25, but excluding those of a folding or pop-up nature, and tent trailers.

Sec. 2 The **ZONING AND SUBDIVISION APPENDIX: CHARTS, §1. LAND USE CLASSIFICATION CHART** is amended by adding, in the appropriate alphabetical sequence, “Recreational Vehicle Campground,” followed by a “C” (for conditional use permit) under GC (General Commercial), with an X under all other districts.

Sec. 3 §154 is amended by adding “**§154.072 RECREATIONAL VEHICLE CAMPGROUNDS.**”

- (A) Recreational Vehicle Campgrounds are to be allowed as a service to the public, but only by conditional use permit in the General Commercial District.
- (B) Performance review standards (in addition to conditional use permit (CUP) review criteria) are the following:

- (1) A Recreational Vehicle Campground may not be located adjacent to a residential district, a low-density residential district or a multi-family residential district.
- (2) All Recreational Vehicle Campgrounds must be serviced by city water and sewer, and garbage collection points shall be screened from public view.
- (3) Fire pits may be installed, but must be cement-or brick-lined, at least three feet deep and no more than four feet in diameter, and surrounded by a cement or brick firebreak of at least five feet from the edge of the fire pit.
- (4) An owner of a Recreational Vehicle Campground shall adopt and enforce Rules and Regulations for users of the campground, which shall include without limitation the following restrictions:
 - (a) No site may be used by a user for more than six day/seven nights consecutively.
 - (b) No exterior repairs to motor homes, including washing, may be performed on site except tire repair.
 - (c) Sun-protection awnings may be used if attached to the vehicle.
 - (d) One screened tent for insect protection may be erected so long as the sides are screened.
 - (e) Overnight sleeping outside of the recreational vehicle is prohibited.
 - (f) Generators, clotheslines and recreational vehicle based selling are prohibited.
 - (g) Use of fire pits is prohibited whenever open fires are prohibited by the Department of Natural Resources.
 - (h) All Recreational Vehicles must be self-contained, with holding tanks.
 - (i) Proof of licensing and approval by the Minnesota Department of Health, or such state designated agency, must be furnished to the City prior to final approval, and proof of subsequent licensing furnished as issued.
- (5) Owners of Recreational Vehicle Campgrounds shall maintain records for each recreational vehicle including the following information: name and home address; make, model, year, and state and license plate number of the vehicle; check-in and check-out dates.

Roll Call: Ayes: Finney, Fjelstul, Wilkening, Worth, Walhof Nyes: None

Motion passed: 5-0

- 6. **M/S** Wilkening, Worth to approve Walker Planning commissions recommendation to grant a Conditional Use Permit for a Home Occupation Business to be located at 708 5th Street South.

Motion passed: 5-0

- 7. **M/S** Wilkening, Fjelstul to approve the removal of the two Handicap Parking Places by the Old City Hall building to increase parking in that area.

Motion passed: 5-0

- Council Member Wilkening discussed with the Council the idea of establishing an Economic Development Committee. He would like to start with a 7-member

board, and would like it to be 2 members from outside the City, and 5 members from within the City. Brad asked that they contact some older members from the Industrial Park Board. Hopefully we would be able to get a nice mix of people. Education, Financial, etc. Wilkening to work on setting up some guidelines.

PARKS & RECREATION/LIBRARY – Council member Worth

1. **M/S** Wilkening, Worth to approve Walker Park Board Minutes of February 26, 2008.

Motion passed: 5-0

2. **M/S** Fjelstul, Wilkening to approve Walker Park board's recommendation to allow the Leech lake Area Chamber of Commerce to use the Walker City Park on August 1st and 2nd, 2008 for Walker Bay Days.

Motion passed: 5-0

3. **M/S** Wilkening, Fjelstul to review and file the Pathway of Time Plan and incorporate it into the over-all Comprehensive Development Plan of the City Park.

Motion passed: 5-0

4. **M/S** Fjelstul, Finney to approve Walker Park Board's recommendation to advertise for an additional Park Board member.

Motion passed: 5-0

PUBLIC WORKS & SAFETY/CEMETERY – Council member Finney

1. **M/S** Finney, Fjelstul to approve Sylvia Bakker, Edy Asell, and Nick Zubke's attendance at the League Of MN Cities Safety & Loss Control Workshop to be held April 22, 2008, at a cost of \$60.00, plus meals and mileage.

Motion passed: 5-0

2. **M/S** Finney, Worth to approve Nick Zubke's attendance at the Wastewater Operator's Conference March 26th thru the 28th, 2008, at a cost of \$270.00, plus lodging, meals, and mileage.

Motion passed: 5-0

3. **M/S** Finney, Fjelstul to approve quote in the amount of \$3,975.00 from Team Laboratory Chemical Corp. for spraying of the ponds in 2008.

Motion passed: 5-0

4. **M/S** Finney, Wilkening to approve quote in the amount of \$1,437.75 to purchase Lift Station degreaser.

Motion passed: 5-0

5. **M/S** Finney, Fjelstul to approve quote in the amount of \$2,000.00 for parts for the Elgin Street Sweeper.

Motion passed: 5-0

6. **M/S** Finney, Wilkening to approve payment of Invoice in the amount of \$858.00 for the 1st Qtr. Of the community Water Supply Service Connection Fee, to the Minnesota Department of Health.

Motion passed: 5-0

7. **M/S** Finney, Wilkening to approve payment of Invoice #72824 in the amount of \$561.25 to Peterson Sheet Metal for replacement of the inducer motor on the Liquor Store Furnace.

Motion passed: 5-0

8. **M/S** Finney, Fjelstul to approve payment of Invoice in the amount of \$588.00 to Mid-State Refrigeration to repair the condensing unit on the cooler.

Motion passed: 7-0

9. **M/S** Finney, Fjelstul to approve quote in the amount of \$1,217.54 from Kelco Supply Company for a Canopy Frost Remover and torch for the Walker Evergreen Cemetery,

Motion passed: 5-0

10. **M/S** Finney, Fjelstul to approve quote in the amount of \$1,384.50 for Herbicide Application at the Walker Evergreen Cemetery.

Motion passed: 5-0

11. **M/S** Finney, Wilkening to approve payment of Invoice in the amount of \$1,498.20 to Cass County Highway Department for 1 load of salt.

Motion passed: 5-0

12. **M/S** Finney, Fjelstul to approve the Walker Fire Department's participation in applying for a County-Wide Communications Infrastructure FEMA Grant for mobile and handheld radio's with Pine River submitting the Grant Application.

Motion passed: 5-0

13. **M/S** Finney, Wilkening to approve the Walker Fire Department hiring a grant writer at a cost of \$575.00, for a FEMA Grant for a Tanker Truck.

Motion passed: 5-0

14. **M/S** Finney, Fjelstul to approve request for the Public Works Committee, and the City Administrator to work on Utility issues for the Chase On the Lake Project.

Motion passed: 5-0

OTHER BUSINESS – Mayor Walhof

- **M/S** Finney, Wilkening to approve Resolution 17-2008, a resolution to support the Leech Lake Area Fishing Task Force for a new updated Management Plan for the year 2009 and beyond.

Roll Call: Ayes: Finney, Fjelstul, Wilkening, Worth, Walhof Nyes: None

Motion passed: 5-0

ADJOURNMENT – Mayor Walhof

Mayor Walhof adjourned the regular scheduled meeting at 9:10 p.m.

Bradley J. Walhof, Mayor

Attest: _____
Terri Bjorklund, Administrator

