

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

Dean Morrill, Pilot Independent  
Wayne Tennis, City Police  
Pamela Smith, City Employee  
Travis Bakker, City Police  
Cindy Wannarka, Chamber  
Carrie Johnson, Self  
Christopher Clasen, Auditor  
Steve Ekholm, Self

Terri Bjorklund, City Administrator  
Chris Thorson, Ulteig  
John Valen, City Attorney  
Shannon Pfeiffer, FOP  
Dave Arrowwood, Chef Dave LLC.  
Otto Ringle, Circle of Time  
Jane Ekholm, Self

**CONSENT AGENDA**

M/S Senenfelder/Haefele to approve the Consent Agenda Items 1 thru 13 as follows, waving the reading.

1. Approve Walker City Council minutes of March 7<sup>th</sup>, 2016.
2. Review and file draft of Walker Park Advisory Board minutes of March 22<sup>nd</sup>, 2016.
3. Review and file Friends of Park minutes of March 10<sup>th</sup>, 2016.
4. Review and file Walker Area Joint Fire Department minutes of March 10<sup>th</sup>, 2016.
5. Review and file draft Walker Planning Commissions/Board of Adjustments meeting minutes of March 28<sup>th</sup>, 2016.
6. Review and file February Zoning Administrator report.
7. Review and file Walker Police Department Monthly Report.
8. Review and file Public Works Committee minutes of March 25<sup>th</sup>, 2016.
9. Review and file draft of Cemetery Board minutes of March 29<sup>th</sup>, 2016.
10. Approve Cash Balance Report as of February 29<sup>th</sup>, 2016.
11. Approve to pay Cass County Auditor for 2016 Property Tax on the Ambulance Building in the amount of \$9,632.00.
12. Review and file letter from Minnesota Department of Public Safety regarding implementing a new DVS mainframe known as MNLARS at the Department of Motor Vehicles.
13. Received DNR permit to remove a portion of the cattails at the boat docks/landing in the park. Project is completed  
Motion passed (4-0)

## **AUDITOR'S PRESENTATIONS –MAYOR SHAW**

### **➤ Christopher Clasen presentation of the 2015 Audit Report**

Summary of Audit was handed to Councilmembers and public. Clasen reviews the report. He explains that they were required to give two audit opinions. On the regulatory basis the City received a 'clean option'. He stated because the population is less than 2,500 the reporting requirements are much less. The fund balance policy is what the City requires and the City is in compliance with its own policy. He noted that the liquor store had a transfer out of \$105,000 that went to the General Fund, Parks and Trails. It basically helped the City. Instead of levying for taxes the City was able to use the revenue through their enterprise funds to give back to the community. He said that a lot of Cities that have municipal liquor stores are not able to do this so, hat's off to the city

He clarifies that the City currently has four bonds one is maturing next year and another is maturing in 2017, so by 2018 it will free up a lot of cash flow.

The segregation of duties is the only thing a City this size struggles with; even though we have adequate staff. He states that the Council needs to be extra vigilant and take an active role in reviewing disbursements and bank statements to avoid misappropriation of funds. He notes that the amount of cash flow that the liquor store has and that it was only \$23.00 off for the entire year and that he states is unheard of. Clasen stated that they audit 30 plus governmental entities a year and the City of Walker is in the top 3 as far as internal control and staff goes and notes that it has been a pleasure working with the City.

## **SCHEDULED CITIZEN PRESENTATIONS –Mayor Shaw**

None.

## **CITY STAFF COMMENTS – Administrator Terri Bjorklund**

None.

## **PERSONNEL, BUDGET & ADMINISTRATION – Councilmember Wilkening**

1. **M/S Senenfelder/Wilkening** to approve of Claim #52211 to Claim #52324 including Voided Check Numbers 52226 and 52227 and bank drafts in the amount of \$155,293.71.  
Motion passed (4-0)
2. **M/S Senenfelder/Wilkening** to accept the 2015 Audit as presented.  
Motion passed (4-0)
3. **M/S Senenfelder/Haeefe** to approve to pay Justin Clasen & Company LTD. for the preparation of the 2015 Audit in the amount of \$11,000.00.  
Motion passed (4-0)
4. **M/S Senenfelder/Wilkening** to approve of request from The Circle of Time for a letter of support for their grant application for the Five Wing Art Council.  
Wilkening questioned what would be required of the City for this.  
Bjorklund-we have not seen the full grant application at this time, and do not know what that would encumber to the City. The Circle of Time can apply for the grant, once it comes through if it is in the name of the City of Walker and the conditions are not acceptable to the council, the City can deny the application.  
Senenfelder asked if Otto could clarify if the grant would be going to the City or issued to the Circle of Time.

Otto believes that it would be issued to both the City and the Circle of Time. He stated to the Council that they are not able to submit the grant application without the letter of support. He also clarifies that it is a maintenance grant that would give them up to \$2,500 a year to maintain the statues and garden and offset the utility bills. He stated that letter of support needs to contain the verbiage stating that ‘the Circle of Time is an art specific affiliate of The City of Walker.’

Wilkening questioned that if the money came to the City of Walker, would the City be responsible for the maintenance.

Valen states that is unsure what they mean by ‘affiliate of the City’.

Otto states that with the monument being located on City property that there is a definite connection with the City of Walker.

Valen stated that he sees no problem taking it to the next step.

Senenfelder questioned if the money came to the City, would they pay the Circle of Time for maintenance.

Bjorklund stated that is a question for the Auditor. Where may we spend those funds to be in compliance with the State Auditor? It may not be able to be used for everything when it’s a governmental fund. There is not a lot of latitude when it comes to donations and things that the City can do with them.

Mayor Shaw states that submitting a letter sounds like a reasonable step.

Motion passed (4-0)

5. **M/S** Senenfelder/Shaw to approve of the following licenses for Chef Dave LLC, contingent on closing scheduled for April 15, 2016:

|                                  |                     |
|----------------------------------|---------------------|
| <u>3.2 On-Sale</u>               | <u>Wine</u>         |
| Village Square Café              | Village Square Café |
| Ayes: Haefele, Senenfelder, Shaw | Nays: None          |

Abstain: Wilkening

Motion passed (3-0)

6. **M/S** Senenfelder/Wilkening to approve to pay Invoice No. 56692 from Ulteig in the amount of \$51,331.20 for professional services through February 29, 2016 for the 2016 Southside Street and Utility Improvements.

Motion passed (4-0)

7. **M/S** Senenfelder/Wilkening to approve the amendment of lease No. PS0281 between the City of Walker and Department of Public Safety, Driver and Vehicle Safety for the renewal term continuing through June 30, 2019 at a total amount not to exceed \$520.00 per year.

Motion passed (4-0)

8. **M/S** Senenfelder/Haefele to approve of Ordinance 2016-03, an Ordinance amending title XI, chapter 111.01 (B)(2) entitled “INTOXICATING LIQUOR; SUNDAY SALES: ON-SALE”.

Senenfelder states this is so we are in line with State Statute.

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

Abstain: Wilkening

Motion passed (3-0)

9. **M/S Senenfelder/Haeefe** to approve of Resolution 14-2016, a Resolution authorizing a summary publication of Ordinance 2016-03, amending title XI, chapter 111.01 (B)(2) entitled “INTOXICATING LIQUOR; SUNDAY SALES: ON-SALE”.  
Roll Call: Ayes: Haeefe, Senenfelder, Shaw      Nays: None  
Wilkening abstain  
Motion passed (3-0)

**ECONOMIC DEVELOPMENT/LIQUOR STORE & AIRPORT – Mayor Shaw**

1. **M/S Shaw /Wilkening** to approve of Walker Planning Commission/Board of Adjustments Meeting Minutes of February 29<sup>th</sup>, 2016.  
Motion passed (4-0)
2. **M/S Shaw/Senenfelder** to approve of the recommendation from Walker Planning Commission/Board of Adjustments to approve LU-2016-02 Lot Split M/B with the proposed findings of facts:
1. The land is properly zoned as General Commercial and suitable in its natural state for the intended purpose.
  2. The PID#96-337-3440 has public water and sewer. The PID#96-369-0120 has public water and sewer available.
  3. Provisions for water-based recreation are not applicable.
  4. Lot areas and dimensions conform to the requirements for the General Commercial zoning district.
  5. Both tracts meet the minimum lot size requirement of 15,000 square feet.

Motion passed (4-0)

3. **M/S Shaw/Wilkening** to approve of the recommendation from Walker Planning Commission/Board of Adjustments to recommend enforcement of conditions for LU-2008-01 CUP.

Wilkening stated that this is something that stems from 2008. We received numerous complaints in that location; it is a matter of getting them to be in compliance with the conditions of the Conditional Use Permit that they were granted.

Shaw questioned what they needed.

Wilkening stated that they will need 2 parking spaces and in order to do that they would need to eliminate a tree. They will then need to plant two more trees to replace the one they cut down and the two will act as a screen.

Motion passed (4-0)

4. Update the Council on meeting with Richard Siegert Chair of The Paul Bunyan Expressway/Discussion on planning for the future.  
Wilkening reviewed with the Council a meeting at the Chamber and that Mr. Siegert updated attendees at that meeting the vision of the Paul Bunyan Expressway and bypassing Walker. He believes that the City should go after funds at the Senate and house bills that would be used for studying the traffic corridor from Pequot Lakes North to Walker. He notes that a corridor study in 2002 was done from the Y through Walker. He has had conversations with MN Dot district 2 engineers and he stated that there is no logical bypass of Walker-it is called Highway 64; and the traffic volumes north of Pequot don't justify having a four lane road. He is on board for updating the 2002 study and partnering with MN Dot. Wilkening suggests that possibly looking into creating a Resolution that states that the City would like to partner with MN Dot

district 2 to utilize funds that would be appropriated though the legislature he would more than likely have a better chance at getting them than we would.

Wilkening would like to have additional conversations with MN Dot and figure out how we would do that-if we were to create this partnership with them- to do this study.

### **LIBRARY, PARKS– Councilmember Haefele**

1. **M/S** Haefele/Senenfelder to approve of the Walker Park Advisory Board meeting minutes of February 23<sup>rd</sup>, 2016.  
Motion passed (4-0)
2. **M/S** Haefele/Senenfelder to approve of the recommendation of the Walker Park Advisory Board to accept the style/color of the ‘Gone Fishing’ black metal bench and for the installation on a concrete base on the North side of the walkway by the lighthouse in the Park.  
Motion passed (4-0)
3. **M/S** Haefele/Wilkening to approve of the recommendation of the Walker Park Advisory Board to accept the application from WHA community education to use the Park from June 7<sup>th</sup>, 2016 through July 1<sup>st</sup>, 2016, Monday thru Thursday from 9:00 a.m. to 11:30 a.m. for Summer Recreation.  
Motion passed (4-0)
4. **M/S** Haefele/Senenfelder to approve of the recommendation of the Walker Park Advisory Board to renew the contract for Day’s Sewer Service LLC Toilet bid for the 2015 Season for the City Park and Breakwater.  
Motion passed (4-0)
5. **M/S** Haefele/Wilkening to approve of the recommendation of the Walker Park Advisory Board to accept the quote from Turf Technology, LLC for fertilizer and broadleaf herbicide in the amount of \$2,004.00.  
Motion passed (4-0)
6. **M/S** Haefele/Senenfelder to approve of the request of Leech Lake Chamber of Commerce to host a 3 mile smile bike ride to start at the City Park and continue North through town to Shores of Leech Lake.  
Cindy stated that they picked four communities in the State of Minnesota and the City of Walker was one.  
Motion passed (4-0)
7. **M/S** Haefele/Senenfelder to approve to enter into an agreement for social or recreational services with Shingobee Township for the Walker Public Library in order to receive \$700.00 donation from Shingobee for the Library.  
Wilkening stated that the City doesn’t usually receive this document.  
Bjorklund spoke with Ann Swanson, the Shingobee Town Clerk and asked for clarification of what the funds are earmarked for, i.e. library materials, books, video, computers, etc. If that is the intent of the money then the check shouldn’t be written to the City of Walker, it should be going to Kitchigami Regional Library. Terri states that in the past that \$700.00 donation has been to offset operations of the Library.  
Mrs. Swanson stated that she would get back to her Board and then get back to us.  
Bjorklund told the Council that if their intent is for materials that the Council should not sign the agreement.

Wilkening stated that they may have to do it this way for their Audit.

Bjorklund suggests waiting to hear back from Shingobee.

Wilkening notes that he doesn't want to signal to them that they don't want the support.

Bjorklund agrees; the message that she put across to Ann was that their support was appreciated, but would like to make sure that their money gets spent with the intention that they donated it.

Ayes: None      Nays: None

Motion dies due to lack of vote.

**M/S** Wilkening/Senenfelder table the information from Shingobee in regard to their contract in lieu of waiting for a reply from Ann Swanson.

Motion passed (4-0)

Wilkening question where we were at with the Park equipment.

Haefele stated that they are much closer. They have narrowed it down to three different options and they are gearing the equipment to what the kids have voted for. She reassured the Council that they would have new park equipment to play on. By the next Park Advisory Board meeting they will be voting on it.

#### **PUBLIC WORKS, SAFETY & CEMETERY – Councilmember Wilkening**

1. **M/S** Wilkening/Senenfelder to approve of the Cemetery Board minutes of November 3, 2015.

Motion passed (4-0)

2. **M/S** Wilkening/Senenfelder to approve of the recommendation of the Cemetery Board to approve the following contracts with Turf Technology LLC:

- Cemetery Lawn and Maintenance for the 2016 season May thru October for lawn mowing, spring and fall clean-up , branch removal and grass seeding in the amount of \$15,500.00
- 2 herbicide applications covering all broadleaf weeds in the amount of \$2,300.00.
- for spring start up and winterization of sprinkler system in the amount of \$1,100.00

Shaw questioned why they had to increase the amount because of the extended season. What if it is a shorter season?

Bjorklund stated that last season they worked an extra 30 days last year that they did not account for.

Motion passed (4-0)

3. **M/S** Wilkening/Senenfelder to approve of the request of the Public Works Committee to purchase Chloride from Cass County Highway Department in the estimated amount of \$3,582.00 for dust control of dirt roads within City of Walker limits.

Motion passed (4-0)

4. **M/S Wilkening/Shaw** to approve of the request of the Public Works Committee to accept the quote from Their Well to inspect and repair Wells No.1 and No.2 at the water plant. The estimated cost to pull and inspect is \$2,750.00 per well. (this is a budgeted item)  
Motion passed (4-0)
5. **M/S Wilkening/Senenfelder** to approve of the recommendation of the Public Works Committee to accept the quote in the amount of \$3,195.00 from Team Lab for spraying of the sewer ponds, IPDF fence line, and storm water pond fence lines.  
Motion passed (4-0)
6. **M/S Wilkening/Senenfelder** to approve of the recommendation of the Public Works Committee to accept the 3 year pump maintenance service agreement with Electric Pump for the Park and upper lift stations at a cost of \$679.00 per year.  
Motion passed (4-0)
7. **M/S Wilkening/Haeefele** to approve of the recommendation of the Public Works Committee to purchase of a new E-one pump for the industrial park lift station from Ferguson water works in the amount of \$2,725.23.  
Motion passed (4-0)
8. **M/S Wilkening/Senenfelder** to approve the recommendation of the Public Works Committee to purchase an 18 foot trailer from Ron's Auto Inc. in the amount of \$4,351.18. (this is a budgeted item) PW Director is requesting a total budget not to exceed \$4,600.00  
Senenfelder-Does this replace something else?  
Wilkening-The one that we currently have the mechanical breaking system doesn't work properly. It will allow them to make one trip to the airport instead of making multiple trips. And the old one will get recycled.  
Motion passed (4-0)
9. **M/S Wilkening/Shaw** to approve of the request of Public Works to accept the bids from Turf Technology LLC for :
  - City Hall 2 lawn applications of balanced fertilizer and broadleaf herbicide \$488.80
  - Public Library 2 lawn applications of Balanced Fertilizer and broadleaf herbicide \$85.50
 Motion passed (4-0)
10. **M/S Wilkening/Senenfelder** to approve of the request from the Chase Hotel and Moondance to close the street between 6<sup>th</sup> Street North and 5<sup>th</sup> Street North for Chase the Moon event on April 23<sup>rd</sup>, 2016 from 1 p.m. to 4 p.m. (closing the street at midnight prior to the day of the event).  
Motion passed (4-0)
11. Review and file letter from Chamber of Commerce regarding Ethnic Fest proposed layout. (Staff has requested a street closure application for the area between Leer Title and Café Zona Rosa)

**OTHER BUSINESS –Mayor Jed Shaw**

- Next regularly scheduled City Council meeting will be Thursday, April 21<sup>st</sup>, 2016 at 6:00 p.m. at the Walker Fire Hall
  
- Bjorklund-We had another sewer backup/clog today. They found two large groups of grease and black sand on Cleveland; near the Northwood's Beach Condo. As soon as Neil returns on Wednesday we will be able to get them televised and figure out where the sand is coming from, so there may be some repair bills in the future.

Otto Ringle-I would like to commend the council on the very positive report on the 2015 Audit.

**ADJOURNMENT-Mayor Jed Shaw**

Mayor Shaw adjourned the regularly scheduled Meeting at 7:04 p.m.

\_\_\_\_\_  
Jed Shaw, Mayor

Attest: \_\_\_\_\_  
Terri Bjorklund, Administrator