

**WALKER CITY COUNCIL
REGULAR MEETING MINUTES
WALKER FIRE HALL MEETING ROOM
MONDAY, DECEMBER 7, 2015**

CALL TO ORDER –Mayor Shaw

- Mayor Jed Shaw called the regular scheduled meeting to order at 6:01p.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

Terri Bjorklund, City Administrator
Cindy Wannarka, Chamber
Chris Thorson, Ulteig

CONSENT AGENDA

M/S Senenfelder/Wilkening to approve the Consent Agenda Items 1 thru 16 as follows, waving the reading.

1. Approve Walker City Council regular Meeting Minutes of November 2nd, 2015.
2. Review and file draft of Walker Park Board Meeting Minutes of November 24th, 2015.
3. Review and file Walker Friends of the Park Meeting Minutes of November 12, 2015.
4. Review and file Walker Public Library Board Meeting Minutes of September 23rd, 2015.
5. Review and file Cemetery Board Meeting Minutes of November 3rd, 2015.
6. Review and file Public Works Meeting Minutes of November 18th, 2015.
7. Review and file September and October 2015 Zoning Administrator report.
8. Approve payment for emergency survey work by NEI for the plans and specifications for the repair of sanitary sewer line located in the alley North of Minnesota Avenue between 5th and 6th Street North. In the amount of \$4,600.00.
9. Review and file draft Walker Planning Commissions/Board of Adjustments Meeting Minutes of November 30th, 2015.
10. Review and file Walker Area Joint Fire Department Agenda and Minutes of November 12th, 2015. (intent to purchase tanker truck)
11. Review and file Walker Police Department Monthly Report.
12. Approve Cash Balance Report as of October 31st, 2015.
13. Review and file Land Use Calendar application deadlines and meeting dates for 2016.
14. Review and file payment to SEH Invoice No. 305673 in the amount of \$4,400.00 for final payment of the 2015 Airport Crack seal project.
15. Review and file Thank you from the Chamber of Commerce for the 2015 festival of lights sponsorship.
16. Review and file Cass County October/November 2015 Property Tax Settlement.

Motion passed (5-0)

Mayor Shaw moved the public hearing for Modification to the Tax Increment Financing after the Truth in Taxation Public comment.

TRUTH IN TAXATION –Mayor Shaw

- Discussion of 2016 Budget and open meeting for the public to comment regarding 2016 proposed budget.
- No public comment or questions were heard.

**CITY OF WALKER
PUBLIC HEARING MINUTES
PERTAINING TO FEES FOR LICENSES, PERMITS, RENTALS, LEASES AND
MUNICIPAL SERVICES WALKER FIRE HALL MEETING ROOM
MONDAY, DECEMBER 7, 2015**

CALL TO ORDER –Mayor Jed Shaw

- Mayor Jed Shaw called the Public Hearing to order at 6:10 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

Terri Bjorklund, City Administrator
Cindy Wannarka, Chamber
Chris Thorson, Ulteig

Mayor Shaw opened the Public Hearing at 6:10 p.m. and address's the public asking if there are any questions or comments regarding this Public Hearing.

There were no other public comments or suggestions.

Public hearing closed at 6:15 p.m.

**CITY OF WALKER
PUBLIC HEARING MINUTES FOR
MODIFICATION TO THE TAX INCREMENT FINANCING PLAN FOR TAX
INCREMENT FINANCING DISTRICT NO. 2-13
WALKER FIRE HALL MEETING ROOM
MONDAY, DECEMBER 7, 2015**

CALL TO ORDER –Mayor Jed Shaw

- Mayor Jed Shaw called the Public Hearing to order at 6:15 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

Terri Bjorklund, City Administrator
Cindy Wannarka, Chamber
Chris Thorson, Ulteig

Mayor opened the Public Hearing at 6:10 p.m. and address's the public asking if there are any questions or comments regarding this Public Hearing.

Mayor Shaw reads the following:

The City Council approved TIF District 2-13 on 4/23/2000. The District was established as a redevelopment District under the TIF Law to provide assistance to Tianna Estates, LLS in the form of a \$598,000 TIF Note at 8.5% interest. The City is contractually required to pay 90% of increment collected through 2/1/2017, for increments collected through 2016.

The original authorized budget, based on estimates at the time, included a total increment of \$1,140,000 for \$780,000 of project costs and \$420,000 in interest. Due to changes in the TIF law, property tax law and OSA requirements, the original authorized budget is not sufficient to pay the contractual obligation of the TIF Note.

The TIF Plan is being modified to increase the budget by \$285,000 to include an increment amount sufficient to satisfy the contractual TIF Note terms while staying in compliance with the current OSA requirements. The original intent of the Plan was to decertify the District as of 12/31/2016. The modification confirms that intent.

Consider resolution adopting modification to TIF District 2-13 which includes reaffirming that the District originally was established as a redevelopment district under the TIF law and that the modified Plan conforms to the TIF law.

There were no other public comments or suggestions.

Public hearing closed at 6:13 p.m.

SCHEDULED CITIZEN PRESENTATIONS –Mayor Shaw

CITY STAFF COMMENTS – Administrator Terri Bjorklund

PERSONNEL, BUDGET & ADMINISTRATION – Councilmember Senenfelder

1. **M/S Senenfelder/Wilkening** to approve of Claim #51803 to Claim #51901 including Voided Check Number 51819 and 51820 and bank drafts in the amount of \$143,478.82.
Motion passed (5-0)
2. **M/S Senenfelder/McMurrin** to approve to have DMV write a check to the City of Walker for expenses incurred 1-1-2015 through 11-30-2015 in the amount of \$76,666.40, plus December 2015 expenses.
Motion passed (5-0)
3. **M/S Senenfelder/McMurrin** to approve of the request from the Accounting Department to transfer \$353.54 from the General Library account fund No.101 to the Library Capital projects building fund No. 512.
Motion passed (5-0)

4. **M/S** Senenfelder/Wilkening to approve to pay Invoice 54415 to Ulteig in the amount of \$18,200.17 for the proposed 2016 Southside Street Improvements.
Motion passed (5-0)
5. **M/S** Senenfelder/McMurrin to approve of Resolution 30-2015, a resolution adopting a modification to the tax increment financing plan for tax increment financing district No. 2-13.
Roll Call: Ayes: Haefele, Senenfelder, McMurrin, Shaw, Wilkening Nays: None
Motion passed (5-0)
6. **M/S** Senenfelder/McMurrin to approve of Resolution 31-2015, a resolution accepting donations made to the City of Walker thru fiscal year 2015.
Roll Call: Ayes: Haefele, Senenfelder, McMurrin, Shaw, Wilkening Nays: None
Motion passed (5-0)
7. **M/S** Senenfelder/Haefele to approve of Resolution 32-2015, a resolution adopting the final 2016 Budget with 2.2% change to the Levy.
Roll Call: Ayes: Haefele, Senenfelder, McMurrin, Shaw, Wilkening Nays: None
Motion passed (5-0)
8. **M/S** Senenfelder/Wilkening to approve of Resolution 33-2015, a resolution adopting the final tax levy.
Roll Call: Ayes: Haefele, Senenfelder, McMurrin, Shaw, Wilkening Nays: None
Motion passed (5-0)
9. **M/S** Senenfelder/McMurrin to approve of Ordinance 2015-02, an Ordinance amending chapter 36 fees, adopted 12-01-2014 and titled "LICENSES, PERMITS, RENTALS, LEASES AND MUNICIPAL SERVICES", and adopting ordinance 2015-02 amendment to chapter 36 fees and authorizing the summary publication of the ordinance change.
Motion passed (5-0)
10. **M/S** Senenfelder/McMurrin to approve of Resolution 34-2015, a Resolution authorizing summary publication of Ordinance 2015-02, Fee Schedule.
Roll Call: Ayes: Haefele, Senenfelder, McMurrin, Shaw, Wilkening Nays: None
Motion passed (5-0)
11. **M/S** Senenfelder/Haefele to approve of the following Licenses for the City of Walker contingent on the Blue Canoe B&B, LLC closing scheduled on 1/4/2016 and proof of liquor liability insurance coverage submitted.

On-Sale

Chase On the Lake, LLC
 Tianna Country Club, Inc.
 Spencer Ross Post 134
 Benson's Emporium, Inc.
 Lucky Moose Bar & Grill
 Café Zona Rosa
 Bayside Bar & Grill

Sunday

Chase On the Lake, LLC
 Tianna Country Club, Inc.
 Spencer Ross Post 134
 Benson's Emporium, Inc.
 Lucky Moose Bar & Grill
 Café Zona Rosa
 Bayside Bar & Grill

Wine

Village Square
 Jimmy's Family Restaurant
 Blue Canoe B & B, LLC

(Blue Canoe B&B, LLC is contingent upon closing on property scheduled for 1/4/2016 and proof of liquor liability insurance coverage)

3.2 On-Sale

Jimmy's Family Restaurant

Village Square

Blue Canoe B & B, LLC

(Blue Canoe B&B, LLC is contingent upon closing scheduled on 1/4/2016 and proof of liquor liability insurance coverage)

3.2 Off-Sale

Jimmy's Family Restaurant

Super One Foods

Abstain: Wilkening

Motion passed (4-0)

12. **M/S** Senenfelder/Haeefe to approve of request of the City Administrator to send 2 staff members to MCFOA Region II Meeting in Grand Rapids December 18th, 2015 for a seminar on Liquor Licensing at the total cost of \$30.00 plus mileage and wages.
Motion passed (5-0)
13. **M/S** Senenfelder/Wilkening to approve of the request from the Walker Area Community Center for a donation of the cost of water for the outdoor rink to establish and maintain the rink along with a cash donation in the amount of \$3,500.00 for wages.
Motion passed (5-0)

ECONOMIC DEVELOPMENT & LIQUOR STORE – Councilmember Haeefe

1. **M/S** Haeefe/Wilkening to approve of the Walker Planning Commission/Board of Adjustments Meeting Minutes of September 28th, 2015.
Motion passed (5-0)
2. **M/S** Haeefe/Senenfelder to approve of the adoption of Ordinance 2015-01, an Ordinance amending §33.25 PARK BOARD §33.26 PLANNING ADVISORY COMMISSION SECTION §92.10 DEFINITIONS OF CEMETERY BOARD AND §154.127 PLANNING COMMISSION to City of Walker Code of Ordinances.
Roll Call: Ayes: Haeefe, Senenfelder, McMurrin, Shaw, Wilkening Nays: None
Haeefe questioned the name of Park Board changing to Park Advisory Board.
Valen stated that State Statute doesn't authorize a Park Board unless you have over 1000 residents.
Motion passed (5-0)
3. **M/S** Haeefe/McMurrin to approve of the Resolution 35-2015 a Resolution authorizing summary publication of Ordinance 2015-01, Park Board, Planning Commission, Definitions of Cemetery Board and Planning Commission.
Roll Call: Ayes: Haeefe, Senenfelder, McMurrin, Shaw, Wilkening Nays: None
Motion passed (5-0)

4. **M/S** Haefele/McMurrin to approve of the recommendation of the Planning Commission/Board of Adjustments to approve of the signage for the trail committee as presented with one suggested change; to have the WACC sign include End of Route on the sign.
Senenfelder question who would be funding the signs.
Bjorklund stated the trail committee has remaining grant funds and a portion of this is remaining would go towards funding the signs.
Motion passed (5-0)

LIBRARY, PARKS & AIRPORT – Councilmember McMurrin

1. **M/S** McMurrin/Senenfelder to approve of the Park Board Minutes of October 27th, 2015.
Motion passed (5-0)
2. **M/S** McMurrin/Wilkening to approve of the Construction Report and payment for the 2015 Crack Seal Project in the amount of \$27,472.26.
Motion passed (5-0)
3. **M/S** McMurrin/Wilkening to approve of the Airport Capital Improvement Project List for submission to MNDOT.
Motion passed (5-0)
4. **M/S** McMurrin/Senenfelder to approve of the recommendation of the Park Board to accept the concept for placement of a memorial bench near the light house area from the Bob Boos family; under the condition the Boos family sends a proposal for the bench and how they intend to secure it.
The Board discussed the conformity of the bench request and the actual location of the bench. It is decided that this approval is to accept the concept. Neil Lange and Annie McMurrin will go to the site to check out possible locations.
Motion passed (5-0)
5. **M/S** McMurrin/Senenfelder to approve of the following Mission Statement for the Park Board:
 - The mission of the Walker Park Advisory Board is to provide outdoor recreational activities in a safe, clean and inviting environment for both our residents and visitors to enjoy.Motion passed (5-0)
6. **M/S** McMurrin/Senenfelder to approve of the following Mission Statement for the Friends of the Park:
 - The Friends of the Park is organized for the purpose to promote, enhance and maintain community support for the Walker City Park through activities, fundraising and volunteer efforts.Motion passed (5-0)

PUBLIC WORKS, SAFETY & CEMETERY – Councilmember Wilkening

1. M/S Wilkening/McMurrin to review and file letter from Minnesota Department of Health regarding the 2016 Drinking Water Revolving Fund Project Priority List.
Motion passed (5-0)
2. M/S Wilkening/McMurrin to approve of Ulteig's proposed project schedule for the 2016 Southside utility and street improvement with the revised schedule.
By adding additional meetings in February this will make the process go smoother.
Motion passed (5-0)
3. M/S Wilkening/McMurrin to approve of Resolution 36-2015, a resolution ordering preparation of report on improvement.
Roll Call: Ayes: Haefele, Senenfelder, McMurrin, Shaw, Wilkening Nays: None
Motion passed (5-0)
4. M/S Wilkening/Senenfelder to approve of the recommendation of the Public Works Committee to allocate remaining Gregerson Timber Sale Funds in the amount of \$8,758.00 to purchase new lighted holiday decorations for the light poles and remaining funds to a banner replacement project.
Wilkening stated they will be working with the Chamber and other entities for the banner replacement project.
Motion passed (5-0)
5. M/S Wilkening/McMurrin to approve of the recommendation of the Public Works Committee to allocate Sawyer Enterprise Logging Funds in the amount of \$23,022.60 to the 2017 Sidewalk project and to approve the accounting office to transfer the funds from the Sewer account.
Wilkening notes that these funds were collected from a logging project done this summer and the funds were being held in a Sewer account and would like to use the funds to help repair the curbs and the sidewalks in town.
Motion passed (5-0)
6. M/S Wilkening/Senenfelder to approve of the plans and specifications set forth from NEI for the repair of sanitary sewer line located in the alley North of Minnesota Avenue between 5th and 6th Street North.
Motion passed (5-0)
7. M/S Wilkening/McMurrin to approve of the recommendation of the Public Works Committee to accept the quote from Young Excavating in the amount of \$44,154.85 for repair of sanitary sewer line located in the alley North of Minnesota Avenue between 5th and 6th Street North.
Motion passed (5-0)
8. M/S Wilkening/Shaw to approve of the recommendation of the Public Works Committee to accept the quote from Bemidji Bituminous for repair of alley North of Minnesota Avenue between 5th and 6th Street North, in the amount of \$5,800.00.
Motion passed (5-0)
9. M/S Wilkening/McMurrin to approve of the recommendation of the Cemetery Board to allow the placement of shepherds hooks at the Cemetery for Wreaths Across America after the Fall clean-up is completed with removal prior to the Spring clean-up with the Legion/Mankie's communicating with the City staff each Fall regarding the program coordination of set-up and removal.
Motion passed (5-0)

10. **M/S Wilkening/McMurrin** to approve of the recommendation of the Cemetery Board to allow the Cemetery Caretaker removing all decorations and shepherds hooks that are not permanently attached to a head stone each Fall in order to facilitate the Cemetery clean-up both Spring and Fall. Staff will place a reminder notice in the Newspaper prior to the removal each Fall.
 Senenfelder questioned if they need approval from the City next year.
 Wilkening clarified that this if for coordinating with the City staff for clean-up purposes.
 Motion passed (5-0)
11. **M/S Wilkening/McMurrin** to approve of the recommendation of the Cemetery Board to place two cameras and signage that was donated in the Cemetery to help deter theft of memorials.
 Motion passed (5-0)
12. **M/S Wilkening/Senenfelder** to approve of the recommendation of the Cemetery Board to allow Lois Orton and Mary Andrus to remain on the board for another 3-year term beginning January 1st, 2016 and ending December 31st, 2018 in order to stagger the terms and get the 2 new board members familiar with the process/history. The two new members would then be two 3-year terms. January 1st, 2016 thru December 31st, 2021. All other terms would then follow the Ordinance.
 Motion passed (5-0)

OTHER BUSINESS –Mayor Jed Shaw

- City offices and DMV will close at 3pm on December 24th and Walker Bay Spirits will close at 4pm
- City offices, DMV and Walker Bay Spirits will be closed Friday December 25th, 2015 in observance of Christmas and Friday January 1st, 2016 in observance of New Year’s Day.
- The next regularly scheduled City Council meeting is Thursday December 17th at 5:00 p.m.

M/S Wilkening/Senenfelder approve to pay for the alley project emergency repair of sanitary sewer line located in the alley North of Minnesota Avenue between 5th and 6th Street North with unallocated LGA funds from 2015.
 Wilkening stated that the City has about \$68,000 in an LGA account and suggested using the unallocated funds from 2015 to help pay for the emergency repair of the alley between 5th and 6th.
 Motion passed (5-0)

ADJOURNMENT-Mayor Jed Shaw

Mayor Shaw adjourned the regularly scheduled Meeting at 6:46 p.m.

 Jed Shaw, Mayor

Attest: _____
 Terri Bjorklund, Administrator