WALKER CITY COUNCIL
REGULAR MEETING MINUTES
WALKER FIRE HALL MEETING ROOM
MONDAY, AUGUST 1, 2022

CALL TO ORDER – Mayor McMurrin
Mayor McMurrin called the regularly scheduled meeting to order at 6:02 p.m.

- Pledge of Allegiance
- Councilmembers present: Annie McMurrin, Char Moore, Mary Beth Hansen, Jim Senenfelder, Gary Wilkening
- Councilmembers absent: None
- Others present during portions of the meeting include:

Hope Fairchild, City Administrator	Wayne Tennis, Chief of Police
Jennie Meyer, Zoning Administrator	Travis Baker, Police Officer
Mike Ridlon, Public Works Director	John Valen, City Attorney
Bob Moore, Self	Dean Morrill, Pilot Independent Newspaper
Lynda M. Jacobson, Self	Betty Pederson, Self
Brent Custard, North Memorial	Rick Wagner, North Memorial
Mike, North Memorial	Troy Mayer, North Memorial
Kathi Cadmus, Self	Jon Knowles, Self
Joni LaFontaine, Self	Kristin Holly, Walker Bay Live

CONSENT AGENDA – Mayor McMurrin
M/S Hansen/Senenfelder to approve of consent agenda items 1 through 15 as follows, waiving the reading.

1. Approve of Walker City Council regular meeting minutes of July 5th, 2022.
2. Review and file draft of Walker Planning Commission/Board of Adjustments regular meeting minutes of July 25th, 2022.
3. Review and file June 2022 Zoning Administrator Report.
4. Review and file draft of Park Advisory Board regular meeting minutes of July 26th, 2022.
5. Review and file draft of Library Advisory Board regular meeting minutes of June 21st, 2022.
6. Approve of Public Works Committee meeting minutes of July 26th, 2022.
7. Review and file draft of Cemetery Advisory Board regular meeting minutes of July 20th, 2022.
8. Review and file draft of Walker Area Joint Fire Department meeting minutes of July 14th, 2022.
9. Review and file Walker Police Department Monthly Report.
10. Approve of the Cash Balance Report dated June 30th, 2022.
11. Review and file Sales Tax Receipts dated July 11th, 2022.
12. Review and file Cass County Property Tax Statement of Remittance dated July 1st, 2022.
13. Review and file State of Minnesota Payment Advice: Local Government Aid in the amount of $11,832.00 and Supplementary Local Government Aid in the amount of $4,565.00, in a total amount of $16,397.00.

14. Review and file Council invitation to Cass County EDC Annual Meeting on Thursday, September 8th in Pequot Lakes.
15. Approve of paying invoice no. 20454 in the amount of $3,700.00 to Turf Technology LLC for Evergreen Cemetery June lawn mowing.
    Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays: Motion passed (5-0)

SCHEDULED PRESENTATIONS – Mayor McMurrin

1. North Memorial Ambulance Service – presentation on financial need for updating lease agreement and creating special taxing district for services.

CITY STAFF COMMENTS – Administrator Fairchild

1. Two Walker City Councilmembers and Mayor offices will be voted for at the State General Election to be held Tuesday, November 8th, 2022. Candidates may begin filing for these offices on Tuesday, August 2nd, 2022, until Tuesday, August 16th, 2022.
2. The State Primary Election will be held on Tuesday, August 9th, 2022. Residents of Walker will vote at the Walker Fire Hall, located at 701 Elm Avenue.
3. The City of Walker is seeking applications to fill the position of Police Chief. Applications are due by Wednesday, August 31st, 2022, by 4:30 p.m. Application, job announcement, and job description can all be found on the City website under the "Government" tab and clicking on "Employment."

PERSONNEL, BUDGET & ADMINISTRATION – Councilmember Senenfelder

1. **M/S Senenfelder/Moore** to approve of claim no. 60907 to claim no. 61002 including voided check numbers 60929 and 60930 and bank drafts 882 to 900 in the amount of $602,254.01.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays: Motion passed (5-0)
2. **M/S Senenfelder/Wilkening** to approve of the request to transfer $8,713.76 (Arvig 1st quarter franchise fees) from the General Fund 101 to the Street Capital Project 500 Sidewalk Fund.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays: Motion passed (5-0)
3. **M/S Senenfelder/Moore** to approve of the request to transfer $1,932.00 (Paul Bunyan Natural Gas 2nd Quarter franchise fees) from General Checking Account to Street Capital Project 500 Sidewalk Fund.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays: Motion passed (5-0)
4. **M/S Senenfelder/Moore** to approve of the request to transfer $360.00 from Fund 106 – Community Digital Sign to Fund 101 – General to pay for property insurance for digital sign, renewal period 5/1/2022 – 5/01/2023.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays: Motion passed (5-0)
5. **M/S Senenfelder/Moore** to approve of the request to transfer $7,409.00 from Police Equipment Savings Fund to General Checking Account for the purchase of the 2018 Ford squad car, including graphics, updates, and maintenance.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:

Motion passed (5-0)

6. **M/S Senenfelder/Hansen** to approve of Resolution 28-2022, a Resolution Accepting Donations Made to the City of Walker throughout Fiscal Year 2022.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:
   Motion passed (5-0)
7. **M/S Senenfelder/Wilkening** to approve of the donation request in the amount of $500.00 from the Cass County Museum.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:
   Motion passed (5-0)
8. **M/S McMurrin/Wilkening** to approve of a $1,000.00 donation to the Walker Area Food Shelf.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:
   Motion passed (5-0)
9. **M/S Senenfelder/Moore** to approve of Ordinance No. 2022-07, an Ordinance Adding Sec. 4-175 to Chapter 4: Alcoholic Beverages, Article IV – 3.2 Percent Malt Liquor, Division 2 – License.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:
   Motion passed (5-0)
10. **M/S Senenfelder/Hansen** to approve of Resolution 27-2022, a Resolution Approving Minnesota Premises Permit for Lawful Gambling for Leech Lake Area Amateur Hockey Association to take place at Cabana Del Norte, 441 Walker Bay Blvd., Walker, Minnesota.
    Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:
    Motion passed (5-0)
11. Discussion on the regulation of cannabinoids within the City of Walker.
    The City Council directed Administrator Fairchild to research what a "study" by State Statute is defined as, in order to place a moratorium on the production and sale of cannabinoid products within the City of Walker.
12. **M/S Senenfelder/Moore** to approve of Carol Longfellow attending the 2022 Minnesota Deputy Registrars Association Annual Meeting on September 16th, 2022, in St. Cloud, MN at the cost of $40.00 plus milage.
    Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:
    Motion passed (5-0)
13. **M/S Senenfelder/Wilkening** to approve of appointing Annie McMurrin and Char Moore to the Walker City Council seats on the Airport Advisory Board.
    Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:
    Motion passed (5-0)
14. Discussion on the lease agreement for the ambulance garage between the City of Walker and North Memorial Ambulance Service.
    Administrator Fairchild described the meeting that was held during the past month, with Councilmember Moore, Cass County Administrator Josh Stevenson, Hubbard County Administrator Jeffrey Cadwell, and representatives of North Memorial. This meeting was to discuss the possibility of Cass County and Hubbard County working together to create a special taxing district for ambulance services under the Walker license service area, as North Memorial stated that they were losing money. The first step would be for the City of Walker to discuss the possibility of lowering the ambulance building rent to, for example, $1.00/year. Cass County Administrator Stevenson stated that the Cass County Board of Commissioners

would not move forward with looking into a special taxing district if the rent payments were not lowered.

15. **Senenfelder/Moore** to approve of the Budget and Finance Committee meeting with representatives of North Memorial to discuss North Memorial financials in the Walker Ambulance Service Area further.
    Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:
    Motion passed (5-0)

PLANNING AND ZONING, LIBRARY & LIQUOR STORE – Councilmember Hansen

1. **M/S Hansen/Moore** to approve of the Walker Planning Commission/Board of Adjustments Meeting minutes of June 27th, 2022.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:
   Motion passed (5-0)
2. **M/S Hansen/Wilkening** to approve of the recommendation of the Planning Commission/Board of Adjustments to approve of LU-2022-04, an interim use permit for a vacation/short-term rental located at 206 Prospect Place E., with the following proposed findings of fact and conditions:

   Findings of Fact:

   1) The proposed request is now an allowable use in the Transitional Commercial Zoning District through an approved Interim Use Permit
   2) The proposal ensures prevention of solid erosion or other possible pollution of public waters both during and after construction because there is not construction proposed.
   3) The proposal with conditions ensures visibility of structures and other facilities as viewed from public waters is limited because there are no changes or additions to structures on site.
   4) The site is currently hooked to municipal water and sewer services.
   5) The proposal is not compatible with watercraft accommodations as there is no access to water.
   6) The proposal conforms to the Comprehensive Plan and supports tourism industries by complimenting and supporting other local businesses. Residence continues to be used and maintained by owners.
   7) The proposal is compatible with the existing neighborhood.
   8) The use protects the public health, safety, decency, order, comfort, convenience, appearance, and prosperity as there is permitting and inspections.

   Conditions:

   1) The appropriate lodging license must be obtained from the Minnesota Department of Health in order for the IUP to be valid. An IUP granted by the City is contingent upon the applicant's receipt of an appropriate lodging license. Failure to obtain an appropriate lodging license within 30 days of IUP approval shall render the IUP voice (the license has to be obtained and provided).

2) The initial term of a vacation rental IUP is two years. The property owner may thereafter apply to renew the IUP for a term of two years. There are no automatic renewals. Each initial and renewal application is subject to an inspection as provided in paragraph 3.
3) The property shall be inspected by the City Building Inspector (the "Initial Inspection") to ensure compliance with applicable building codes and ordinances. In the event that modifications are needed to the property after the Initial Inspection, additional inspections may be required. The applicant is responsible for all inspection fees. The City Building Inspector shall provide a report to the City regarding the home's compliance within 30 days once the renovations are completed or the IUP shall be rendered void.
4) Any modifications to the property rendering the property unsuitable for residential use under the Walker City Code or State Building Code may be grounds for revocation of the IUP.
5) Due to normal differences in operation, the IUP shall not be transferrable to a new owner, nor transferable to a different property. Any change in ownership of the property shall terminate the IUP and require a new application and process if the use is to continue.
6) Each permittee is required to carry general liability insurance on the subject property with minimum coverage of $1,000,000.00 per occurrence. An umbrella policy may be used in conjunction with liability coverage to reach the $1,000,000.00 minimum. A certificate of insurance shall be provided to the City upon request of the City (insurance has been obtained).
7) One off-street parking space per every two bedrooms shall be provided on-site. Garage spaces may be counted towards required parking spaces on a one-to-one basis. Parking spaces applied toward requirement must be concrete, asphalt, or other approved alternative. Parking on grass or dirt is not allowed.
8) Signage. Notwithstanding any other provision of the zoning ordinance, no signage shall be allowed unless specifically allowed by the IUP.
9) Licensee shall keep a report detailing use of the home by recording, at minimum, the name, address, phone number, and vehicle license number of all guests using the property.
10) Three (3) warnings of noncompliance with the City of Walker Ordinance Article V. Performance Standards, Section 109-153: Nuisances, will terminate the IUP.
11) If a problem arises, the owner or registration agent must respond to the issue within a two-hour time frame.
12) Notification of house rules shall be posted both on the property and also in the rental; documents will state the following: "please be considerate of neighbors. Quiet hours shall be observed between the hours of 10:00 p.m. to 7:00 a.m. Sunday through Thursday, and 11:59 p.m. to 7:00 a.m. Friday evening through Sunday morning.

Councilmembers discussed the feedback received by neighbors and those in the HOA regarding shared walls and spaces.

City Attorney Valen recommended approval of the interim use permit, as it met all City ordinances.

Roll call: Ayes: Hansen, Moore, Senenfelder Nays: Wilkening, McMurrin
Motion passed (3-2)

3. Discussion on the Planning Commission/Board of Adjustments recommendation to review regulation on the amount of vacation rentals in City limits when there are 5% (21 homes) running as vacation rentals.
   Councilmembers requested that the Planning Commission/Board of Adjustments take another look at these numbers, as the overall view was that 21 homes was too high. Councilmembers discussed the lack of housing not only in Walker, but all over Minnesota. Councilmember Wilkening brought up the possibility of the City creating an HRA to have more options for creating new workforce housing.
4. **M/S Hansen/Moore** to approve of Resolution 26-2022, a Resolution Approving of Vacation of an Alley Running West and East from Minnesota Avenue East to Walker Bay Boulevard, North of Parcels 96-351-1120 and 96-351-1110, and South of Parcels 96-351-0950 and 96-351-1030. The Alley is to the East of Summit Avenue East, Crossing to the Other Side of Minnesota Avenue East.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:
   Motion passed (5-0)
5. **M/S Hansen/Moore** to approve of the Library Advisory Board meeting minutes of June 21st, 2022.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:
   Motion passed (5-0)
6. **Wilkening/Hansen** to approve of Administrator Fairchild working with Meyers Group Architecture on their Public Library Interior Designer/Space Planning Consultant proposal.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:
   Motion passed (5-0)
7. **M/S Hansen/Senenfelder** to approve of paying an estimated fee of $5,750.00 to Ulteig for a boundary and topographic survey at the new Public Library site.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:
   Motion passed (5-0)
8. **M/S Hansen/Senenfelder** to approve of having Braun Intertec do soil boring at the new Walker Public Library site.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:
   Motion passed (5-0)

PARKS & CEMETERY – Councilmember Moore

1. **M/S Moore/Wilkening** to approve of the Park Advisory Board meeting minutes of June 28th, 2022.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays:
   Motion passed (5-0)
2. **M/S Moore/Senenfelder** to approve of the recommendation of the Park Advisory Board to approve of Arvig Employee Grilled Lunch: requested by Arvig for the use of the Upper City Park Pavilion. Event to take place on Monday, August 8th, 2022, with set-up taking place at 8

a.m., actual event taking place at 11 a.m., and clean-up taking place at 1:30 p.m. Estimate of 50 participants and spectators.
Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays: Motion passed (5-0)

3. **M/S Senenfelder/Moore** to table the discussion of managing the ice rink at the Walker Area Community Center for the 2022-2023 season, paying for electricity at the warming house, and insuring the warming house; discussion on advertising for contracted ice rink caretaker/manager position; and the recommendation of the Park Advisory Board to create a Microsoft Forms survey to ask the public where the new ice rink should be located, and advertise in the Pilot-Independent Newspaper.
   New information regarding the Hockey Association now wanting to manage the ice rink for the 2022-2023 season came to light prior to the Council meeting.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays: Motion passed (5-0)
4. Discussion on City Park Ordinances.
   City Attorney Valen stated the necessity of placing standards in ordinance for approval of for-profit ventures in the Park. The Council recommended that the Park Advisory Board come up with standards for review.

PUBLIC WORKS & AIRPORT – Councilmember Wilkening

1. **M/S Wilkening/Moore** to approve of the recommendation of the Public Works Committee to approve of Ulteig Work Order No. 1 for the Northwest Area Project.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays: Motion passed (5-0)
2. **M/S Wilkening/Senenfelder** to approve of the recommendation of the Public Works Committee to purchase the attached list of equipment (highlighted) in the estimated amount of $16,183.50 using 2022 LGA funds.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays: Motion passed (5-0)
3. **M/S Wilkening/Moore** to approve of paying invoice no. IN690174 in the amount of $3,907.03 to TriMark Industrial for chloride solution for gravel roads.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays: Motion passed (5-0)
4. **M/S Wilkening/Moore** to approve of paying Application for Payment No. 7 (Final) in the amount of $21,942.03 to Ram General Contracting for work completed on 2021 SRE Building for period ending July 28th, 2022.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays: Motion passed (5-0)
5. **M/S Wilkening/Hansen** to approve of Administrator Fairchild to reach out to other cities with large dock systems for recommendations of engineers and put out an RFP for a City Dock facility study.
   Roll call: Ayes: Senenfelder, Wilkening, Hansen, Moore, McMurrin Nays: Motion passed (5-0)

OTHER BUSINESS – Mayor McMurrin

- City Hall and the DMV will be closed on Monday, September 5th, 2022, in observance of Labor Day.
- The next City Council meeting will take place on Thursday, August 18th, 2022, at 5:00 p.m. at the Walker Fire Hall.
- Due to the Labor Day Holiday, the September City Council meeting will take place on Tuesday, September 6th, 2022, at 6:00 p.m.

ADJOURNMENT – Mayor McMurrin

Mayor Annie McMurrin adjourned the meeting at 7:30 p.m.

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Annie McMurrin, Mayor Hope Fairchild, City Administrator/Clerk-Trs.