



AGENDA
REGULAR CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 3, 2024, AT 6:00 P.M.
WALKER FIRE HALL MEETING ROOM
701 ELM AVENUE, WALKER, MINNESOTA

6:00 p.m. Call to Order – Mayor Worth

- Pledge of Allegiance.

6:00 p.m. Consent Agenda – Mayor Worth

1. Approve of Walker City Council regular meeting minutes of August 5, 2024.
2. Review and file Planning Commission/Board of Adjustments regular meeting minutes of August 26, 2024.
3. Review and file July 2024 Zoning Administrator Report.
4. Approve of Airport Advisory Board regular meeting minutes of August 23, 2024.
5. Approve of Public Works Committee regular meeting minutes of August 20, 2024.
6. Review and file Park Advisory Board regular meeting minutes of August 27, 2024.
7. Review and file Library Advisory Board regular meeting minutes of August 14, 2024.
8. Review and file Walker Area Joint Fire Department Board regular meeting minutes of August 8, 2024.
9. Review and file Walker Police Department Monthly Report.
10. Approve of the Cash Balance Report dated July 31, 2024.
11. Review and file sales tax receipts.
12. Approve of claim no. 64577 to claim no. 64721, included voided check numbers 64631, 64632, and 64654, and bank drafts 1190-1198 and 1202, in the amount of \$1,474,400.59.
13. Approve of Planning Commission/Board of Adjustments regular meeting minutes of June 24, 2024.
14. Approve of Park Advisory Board regular meeting minutes of July 23, 2024.
15. Approve of Library Advisory Board regular meeting minutes of July 9, 2024.
16. Review and file thank you from Hope Lutheran Outreach Board to the Walker Police Department.
17. Review and file email from Cass County Environmental Services on draft ordinance 2024-04 Cass County Short Term Rental Ordinance.
18. Review and file State of Minnesota Department of Education 2025 Certification of Minimum Local Support Requirement for the Walker Public Library.

19. Approve of paying invoice number ARIV1039388 in the amount of \$26,454.83 to Uteig Operations, LLC dated August 8, 2024 for Northwest Area Project engineering services.
20. Approve of paying invoice number 25179 in the amount of \$3,700.00 to Turf Technology LLC for July lawn mowing at Walker Evergreen Cemetery.
21. Approve of paying invoice number 122260832 in the amount of \$2,848.99 to Global Industrial for picnic tables and benches for the Walker City Park new pickleball courts.
22. Approve of paying invoice number 98194 in the amount of \$2,791.25 to Ehler's for TIF reporting.
23. Approve of paying invoice 67669 in the amount of \$87,183.67 to Connect Interiors for library book shelving product and installation.

6:05 p.m. Public Hearing – Mayor Worth

1. Public hearing on draft ordinance 2024-06, Mobile Food Units.
2. Public hearing on draft ordinance 2024-07, Fee Schedule.

6:10 p.m. Scheduled Presentations – Mayor Worth

Those looking to speak in front of the Council must fill out the City Council agenda request form that can be obtained at ci.walker.mn.us or at City Hall. The form must be submitted by noon on the Wednesday before the Council meeting. Presenters are limited to five minutes.

6:10 p.m. City Staff Comments – Administrator Fairchild

1. The Preliminary 2025 Budget and Levy will be reviewed and set at the Thursday, September 19, 2024 City Council meeting at 5:00 p.m.
2. The Dale and Harriet Jones Walker Public Library Grand Opening Ceremony will take place on Thursday, September 12, 2024 at 1:00 p.m. The address of the new library is 203 Tower Avenue West, Walker, Minnesota.

6:10 p.m. Personnel, Budget & Administration – Councilmember Senenfelder

1. Consider approval of the 2024 listed officers of the Walker Housing and Redevelopment Authority (Quam Court).
2. Consider approval of Ordinance 2024-06, an Ordinance Enacting Walker City Code Chapter 8 – Businesses, Article IV. – Peddlers and Solicitors, Section 8-110. Mobile Food Units.
3. Consider approval of Ordinance 2024-07, an Ordinance Adopting 2024 Fee Schedule.
4. Consider approval of donating \$1,000.00 to Walker Meals on Wheels.
5. Consider approval of the Solicitor/Peddler Per Diem License from Christopher Pennell to operate a mobile food unit at 906 Minnesota Avenue West between September 4, 2024 to September 1, 2025, with the following conditions:
 - Mobile food unit operates under and follows all requirements listed under the newly adopted Mobile Food Unit ordinance.
6. Discussion on the donation request from Walker Youth Hockey in the amount of \$2,500.00 for the outdoor community rink.

7. Consider approval of appointing Charles Ramstad and Dylan Ramstad Skyoles of Ramstad, Skoyles, Winters and Bakken, P.A. as primary and secondary city attorneys for the City of Walker at the cost of \$225.00 an hour for service.
8. Consider approval of Resolution 36-2024, a Resolution Stating Annual Designations.

6:20 p.m. Planning and Zoning, Library & Liquor Store – Councilmember Hansen

1. Consider approval of the 2025 Proposed Kitchigami Regional Library System operating budget and levy for the City of Walker in the amount of \$19,131.00.
2. Discussion on reappointing Mary Beth Hansen and an alternate appointee to the Kitchigami Regional Library Board.

6:25 p.m. Parks, Cemetery & Airport – Councilmember Moore

1. Consider the recommendation of the Park Advisory Board to approve of the Park Use Permit Application for Walker Pickleball Club Tournament and allowing the club to charge a \$5.00 entry fee.
2. Consider approval of the recommendation of the Park Advisory Board to approve of the Park Use Permit Application for Nielsen Family Get-Together on July 18, 2026.
3. Discussion on wind screens on new pickleball courts in Walker City Park.
4. Discussion on Walker Area Pickleball Club's request for court signage and sign language.

6:40 p.m. Public Works – Councilmember Wilkening

1. Consider approval of Resolution 37-2024, a Resolution for hearing on Northwest Area Project proposed assessment.
2. Consider approval of Resolution 38-2024, a Resolution Ordering Preparation of Report on West Side Project Improvement.
3. Consider approval of Resolution 39-2024, a Resolution Authorizing City of Walker to enter into Cooperative Agreement with Minnesota DNR for the Leech Lake Fishing Pier Project.
4. Discussion on draft ordinance relating to location and access to water meters.
5. Consider the recommendation of the Public Works Committee to approve of the Event/Street Closure Permit Application from WHA School for homecoming parade.

6:50 p.m. Announcements – Mayor Worth

- The Evergreen Cemetery will be conducting clean-up of the Cemetery grounds after September 17, 2023. Cemetery personnel will be removing items from graves, including fresh and artificial flowers. Please remove any items you wish to save prior to September 16, 2024.
- Upcoming meeting dates:
 - Library Advisory Board meeting: 9/10/2024 at 5 p.m.
 - Walker Area Joint Fire Department Board meeting: 9/12/2024 at 6 p.m.
 - Public Works Committee meeting: 9/17/2024 at 7 a.m.
 - City Council meeting: 9/19/2024 at 5 p.m.
 - Park Advisory Board meeting: 9/24/2024 at 5 p.m.
 - Planning Commission/Board of Adjustments meeting: 9/30/2024 at 6 p.m.

6:50 p.m. Adjournment – Mayor Worth



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 1
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Approve of Walker City Council regular meeting minutes of August 5, 2024.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of Walker City Council regular meeting minutes of August 5, 2024.		

**WALKER CITY COUNCIL
REGULAR MEETING MINUTES
WALKER FIRE HALL MEETING ROOM
701 ELM AVENUE, WALKER, MINNESOTA
MONDAY, AUGUST 5, 2024**

Call to Order – Mayor Worth

Mayor Worth called the regularly scheduled meeting to order at 6:00 p.m.

- Pledge of Allegiance.
- Councilmembers present: Mary Beth Hansen, Char Moore, Jim Senenfelder, Gary Wilkening, Jerecho Worth
- Councilmembers absent: none
- Staff members present: Hope Fairchild, City Administrator/Clerk-Treasurer; Peter Anderley, Police Chief; Jennie Meyer, Zoning Administrator; Dan Martin, Public Works Director
- Others present during portions of the meeting include:

Dean Morrill, Pilot Independent Newspaper	Matt Upgren, MNDOT
Joe DeVore, KLM Engineering	Bob Moore, Self
Joe Sherman, Shingobee Township	Doug Lenz, Walker Pickleball Club
Brad Running, Walker Pickleball Club	George Enusten, Meals on Wheels
Dave Schwartz, Walker Pickleball Club	Renee Wasmund, Walker Pickleball Club
Kent Kollodge, Walker Pickleball Club	Jerry Bolin, Karvakko Engineering
Kathi Cadmus, Library Volunteer	Joanne Pels, Senior Leech Lakers

Consent Agenda – Mayor Worth

M/S Moore/Senenfelder to approve of consent agenda items 1 through 34 as follows, waiving the reading.

1. Approve of Walker City Council regular meeting minutes of July 1, 2024.
2. July Planning Commission/Board of Adjustments meeting was not held due to lack of business.
3. Approve of Public Works Committee regular meeting minutes of July 16, 2024.
4. Review and file Park Advisory Board regular meeting minutes of July 23, 2024.
5. Review and file Library Advisory Board regular meeting minutes of July 9, 2024.
6. Review and file Cemetery Advisory Board regular meeting minutes of July 17, 2024.
7. Review and file Walker Area Joint Fire Department Board regular meeting minutes of July 11, 2024.
8. Review and file Walker Police Department Monthly Report.
9. Approve of the Cash Balance Report dated June 30, 2024.
10. Review and file sales tax receipts.
11. Approve of claim no. 64421 to claim no. 64576, included voided check numbers 64509, 64510, and 64522, and bank drafts 1180-1189, in the amount of \$914,497.29.
12. Approve of Park Advisory Board regular meeting minutes of June 25, 2024.
13. Approve of Library Advisory Board regular meeting minutes of June 11, 2024.

14. Review and file Minnesota State Payment Advice for the 1st half of Local Government Aid in the amount of \$21,504.00 and Small City Assistance in the amount of \$22,257.00.
15. Review and file Cass County Property Tax System Statement of Remittance, dated July 3, 2024.
16. Approve of Liquor Store Clerk Kristine Jenkins' successful completion of her six-month probationary period and a 3% wage increase as of July 20, 2024.
17. Approve of the Application and Permit for a 1 to 4 Day Temporary On-Sale Liquor License from Walker Fire Relief Association/Walker Area Joint Fire Department to take place at 701 Elm Avenue West on August 16, 2024 for annual fundraising fish fry.
18. Approve of the recommendation of the Public Works Committee to approve of Event/Street Closure Permit Application from Leech Lake Area Chamber of Commerce for Ethnic Fest Parade, to take place on Michigan Avenue West on September 14, 2024.
19. Approve of the recommendation of the Park Advisory Board to approve of Walker Lions Club serving food and beverages, including alcoholic beverages, at Walker Bay Live on August 15, 2024.
20. Approve of the recommendation of the Park Advisory Board to approve of Application for a 1 to 4 Day Temporary On-Sale Liquor License from Walker Lions Club for Walker Bay Live at Walker City Park on August 15, 2024.
21. Approve of Resolution 34-2024, a Resolution Accepting Donations made to the City of Walker through fiscal year 2024.
22. Approve of paying invoice no. 14539 in the amount of \$57,602.35 to Hy-Tec Construction for professional services and material through July 31, 2024.
23. Approve of paying \$369,714.22 to the Minnesota Public Facilities Authority for amounts due on general obligation bonds.
24. Approve of paying invoice no. INV0042092 in the amount of \$2,160.00 to Team Lab for white paint used for crosswalks and parking stripes.
25. Approve of the recommendation of the Public Works Committee to approve of paying invoice no. 32995 in the amount of \$15,402.49 to Martin's Snowplow & Equipment for new lawn mower.
26. Approve of paying invoice no. 14502 in the amount of \$305,572.97 to Hy-Tec Construction for professional services and materials through June 30, 2024.
27. Approve of paying invoice no. ARIV1037512 in the amount of \$37,850.59 to Ulteig Operations, LLC for Northwest Area Project professional services through June 30, 2024.
28. Approve of paying Application for Payment number 10 in the amount of \$353,993.07 to R.L. Larson Excavating, Inc. for Northwest Area Project professional services and materials through July 27, 2024.
29. Approve of paying invoice no. WC-1001708-7 in the amount of \$5,064.00 to the League of Minnesota Cities Insurance Trust for a premium adjustment based on an audit of wages in the 2023-2024 period.
30. Approve of paying invoice no. BA062724-31 in the amount of \$3,054.69 to Emergency Automotive Technologies, Inc. (EATI) for buildout of new police squad car.
31. Approve of paying invoice no. INV-200674 in the amount of \$5,886.25 to American Engineering Testing for the Northwest Area Project.
32. Approve of paying invoice no. 24762 in the amount of \$3,700.00 to Turf Technology, LLC for June 2024 lawnmowing.

33. Approve of paying invoice no. 7021 in the amount of \$41,080.00 to Outdoor Specialties, LLC for Walker Pickleball/Tennis Courts resurfacing project.
34. Approve of the recommendation of the Public Works Committee to approve of the installation of a mixer in water tower #2 from KLM Engineering in the amount of \$15,826.00, plus electrician costs in the amount of \$1,885.00.

Roll call: Ayes: Hansen, Moore, Senenfelder, Wilkening, Worth Nays:
Motion passed (5-0)

Scheduled Presentations – Mayor Worth

1. Presentation from representative of May Creek Senior Center – donation request for meals on wheels.
Presentation: a donation request was made in the amount of \$5,000.00.
2. Presentation from Penny Nichols regarding the possible placement of a charter school in Walker.
Presentation: requester did not show.

City Staff Comments – Administrator Fairchild

1. There will be two City Council seats and a Mayor seat up for election in November. Walker residents wishing to file will come to City Hall between Tuesday, July 30, 2024 and Tuesday, August 13, 2024 to do so.

Personnel, Budget & Administration – Councilmember Senenfelder

1. **M/S Senenfelder/Moore** to approve of the Peddler/Solicitor license applicant coordinating with Southwestern Advantage to sell door-to-door educational books, apps, jumpstart programs, and study guides for grades K through 12 throughout the month of August, 2024.
Roll call: Ayes: Hansen, Moore, Senenfelder, Wilkening, Worth Nays:
Motion passed (5-0)
2. Discussion on Council priorities to be considered in the 2025 budget.
Discussion: Councilmembers brought up ideas such as creating a Housing Redevelopment Authority, reimagining City Dock, cleaning water towers, and adding a full-time administrative assistant/receptionist.
3. **M/S Senenfelder/Moore** to approve of hiring Ben Roehl for the Public Works Employee position, with a starting hourly wage of \$23.50, and a 3% increase after a successful six-month probationary period.
Roll call: Ayes: Hansen, Moore, Senenfelder, Wilkening, Worth Nays:
Motion passed (5-0)
4. **M/S Wilkening/Hansen** to approve of draft donation request policy.
Roll call: Ayes: Hansen, Moore, Senenfelder, Wilkening, Worth Nays:
Motion passed (5-0)
5. **M/S Wilkening/Hansen** approve of calling for a public hearing for the draft mobile food unit ordinance and updated fee schedule.
Roll call: Ayes: Hansen, Moore, Senenfelder, Wilkening, Worth Nays:
Motion passed (5-0)

6. Discussion on donation request from May Creek Senior Center for meals on wheels program.
Discussion: Representatives of May Creek Senior Center were directed to fill out a donation request form at City Hall.
7. **M/S Senenfelder/Worth** to approve of the Solicitor/Peddler License from Clare Torola of Joyful Scoops Food Truck to operate on private property in conjunction with Walker Bay Live for no more than 21 days in one location in 2024.
Roll call: Ayes: Hansen, Moore, Senenfelder, Wilkening, Worth Nays:
Motion passed (5-0)

Planning and Zoning, Library & Liquor Store – Councilmember Hansen

1. **M/S Hansen/Wilkening** to approve of moving forward with quote from Merchants for moving services to transition to the new library building.
Roll call: Ayes: Hansen, Moore, Senenfelder, Wilkening, Worth Nays:
Motion passed (5-0)
2. **M/S Hansen/Moore** to approve of Jerecho Worth’s draft library landscaping plan and costs.
Discussion: Mayor Worth stated that he would donate his time and the City would receive a donation from Zubke’s in the form of a reduced cost for materials.
Roll call: Ayes: Hansen, Moore, Senenfelder, Wilkening, Worth Nays:
Motion passed (5-0)

Parks, Cemetery & Airport – Councilmember Moore

1. **M/S Hansen/Wilkening** to approve moving forward with the Walker Pickleball Club shade structure proposal.
Roll call: Ayes: Hansen, Moore, Senenfelder, Wilkening, Worth Nays:
Motion passed (5-0)
2. **M/S Hansen/Moore** to approve of all Walker Pickleball Club’s court accessories proposal.
Roll call: Ayes: Hansen, Moore, Senenfelder, Wilkening, Worth Nays:
Motion passed (5-0)

Public Works – Councilmember Wilkening

1. **M/S Wilkening/Hansen** to approve of Resolution 35-2024, a Resolution Supporting Highway 371/34 Walker Corridor Study Recommended Alternative.
Discussion: Councilmember Wilkening brought up a concern regarding potential traffic flow issues from a roundabout at the 371/34 intersection being so close to the 6th and 5th Street stoplights. Representatives of MNDOT explained based on their research, there was a higher percentage of improvement in flow during peak recreational time with the roundabout as opposed to just new traffic lights. Councilmember Senenfelder was concerned about single lane traffic in the roundabout and the potential back-up of traffic coming on and off of Highway 34. Representatives of MNDOT explained that in their study, they saw less queuing in the single lane roundabout than traffic lights. Councilmember Wilkening stated he felt that the roundabout near Walker Bay Boulevard will work well. Councilmember Moore stated that she was not in favor of roundabouts. Councilmember Wilkening stated another concern regarding the roundabout at the 371-34 intersection, specifically about the tight corner that Holiday Gas Station sits on. MNDOT explained the design for the roundabout would not worsen the already tight space at all but slightly improve it.
Roll call: Ayes: Hansen, Senenfelder, Worth Nays: Wilkening, Moore

Motion passed (3-2)

Announcements – Mayor Worth

- City offices and the DMV will be closed on Monday, September 2, 2024 for the Labor Day holiday.
- Upcoming meeting dates:
 - Library Advisory Board meeting: 8/14/2024 at 5 p.m.
 - Walker Area Joint Fire Department Board meeting: 8/08/2024 at 6 p.m.
 - Public Works Committee meeting: 8/20/2024 at 7 a.m.
 - Park Advisory Board meeting: 8/27/2024 at 5 p.m.
 - Planning Commission/Board of Adjustments meeting: 8/26/2024 at 6 p.m.
 - City Council meeting: 9/03/2024 at 6 p.m.

Adjournment – Mayor Worth

Mayor Worth adjourned the meeting at 6:46 p.m.

Jerecho Worth, Mayor

Hope Fairchild, City Administrator/Clerk-Trs.



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 2
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Review and file Planning Commission/Board of Adjustments regular meeting minutes of August 26, 2024.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Review and file Planning Commission/Board of Adjustments regular meeting minutes of August 26, 2024.		

**WALKER PLANNING COMMISSION
BOARD OF ADJUSTMENT
REGULAR MEETING MINUTES**

August 26th, 2024

6:00 pm 701 Elm Avenue, Walker Fire Hall Meeting Room

- 1. Call to Order** – 6:00 PM
- 2. Roll Call – Members Present:** Mary Beth Hansen, Seth Liefer, Jerecho Worth, Sue Ostlund
- 3. Absent:** Erin Haefele
- 4. Staff:** Jennie Meyer, Zoning Administrator
- 5. Public:** NONE
- 6. Additions or Deletions to the Agenda**
There was brief discussion held as to coming up with an idea to get retailers/business owners and the city together to get the sidewalks in storefronts and food establishments cleaned up. A suggestion was made to work with any future interns the city may have.
- 7. Announcements by Chair** – None
- 8. M/S Liefer/Worth** approving minutes from June 24th.
Motion passes (4-0)
- 9. Review Planning/Zoning Report for June and July**

There was a typo pointed out in the June zoning report. The correct valuations are as follows:

PERMITS: The following building permits were issued in **JUNE**:

Permit #	Date	Owner	Address	Work	Amount
2024 25	6/5/2024	COCHRAN, DAVE AND KAREN	206 S. 3RD ST	NEW HOME	\$700,000.00
2024 26	6/6/2024	TONY RANNO		WINDOWS AND DOORS	\$7,228.78
2024 27	6/10/2024	JAY FAGERMAN	600 8TH STREET	NEW SMALL DECK	\$2,000.00
2024 28	6/10/2024	JIMMY VAREBERG	412 10TH STREET	REMOVE AND REPLACE ROOF	\$31,000.00
2024 29	6/11/2024	JOSHUA STEVENSON	202 2nd St N	REPLACE OLD DECKING AND FIX STAIRS	\$18,000.00
2024 30	6/12/2024	JIM AND TAMMY CHRISTENSEN	711 HEARTLAND PL S	NEW WINDOWS	\$100,000.00
2024 31	6/18/2024	TONY RANNO	323 TIANNA	NEW SIDING HOUSE AND BUNK HOUSE	\$25,580.00

10. Old business- Quotes for ordinance amendment.

Hansen brought up the possibility of having the new city attorney work on the amendment to most ordinances with us. All agreed.

11. Discussion on revamping the current temporary sign permit application to clearly indicate the process to have a temporary, off premise, A-frame sign advertising off premises and discuss the amendments to the pertaining ordinance, Section 109-152 (m) (1) (a) (8-10)

The board made suggestions to the edits: #3 to read “the sign shall not block or impede pedestrian traffic and at least four feet of clear sidewalk must exist from the edge of the A-frame to the curb. The vision of vehicular traffic may not be obstructed.

#8 should clarify in different verbiage that “each parcel is only allowed ten applications per calendar year”. Regarding #9, the board suggests asking the city attorney if the indemnification of the city of any liability statement, signed on the application is enough protection for the city. The board suggests #10 be the first sentence only and the other part of that section may replace #4 as that was suggested to be eliminated.

12. M/S Hansen/Ostlund to table moving forward with a public hearing to hear comments regarding the amendment to the sign ordinance Section 109-152 as discussed until all changes in ordinance are agreed upon at next meeting.

Motion passes (4-0)

Meeting ended at 6:55 PM



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 3
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Review and file July 2024 Zoning Administrator Report.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Review and file July 2024 Zoning Administrator Report.		

ZONING ADMINISTRATOR REPORT

JULY 2024

PERMITS: The following building permits were issued in **JULY**:

Permit #	Date	Owner	Address	Work	Amount
2024 32	7/12/2024	Todd Shoeck	608 4th Street S	new roofing	\$18,212.00
2024 33	7/17/2024	John Burn	306 Cleveland	FOUNDATION ONLY TO ADDITION TO HOUSE GARAGE	\$10,000.00
2024 34	7/19/2024	KIMBALL	324 RAILROAD	FLOORING, PAINT, WALL AND DOOR CHANGES	\$24,000.00
2024 35	7/26/2024	ELLESTAD WALKER HOTEL	107 MINNESOTA AVE	REMODEL INSIDE PAINT OUTSIDE	\$105,500.00

Building Permits to Date	Commercial		Residential		Total	
2024	\$670,251.00	10	\$1,312,393.78	26	\$1,982,644.78	36
2023	\$13,755,759.75	(19)	\$3,269,833.47	(32)	\$17,025,593.22	(51)
2022	\$554,364.25	(11)	\$687,215.56	(31)	\$1,241,549.81	(42)
2021	\$1,185,705.00	(17)	\$7,831,204.02	(41)	\$9,016,909.02	(58)
2020	\$2,108,050.69	(26)	\$807,525.05	(41)	\$ 2,915,575.74	(67)
2019	\$ 1,131,785	(18)	\$ 728,751	(43)	\$ 1,847,191	(61)
2018	\$ 760,282	(27)	\$1,257,578	(34)	\$ 2,017,860	(61)
2017	\$ 556,125	(13)	\$1,333,498	(44)	\$ 1,892,623	(57)
2016	\$ 631,997	(15)	\$ 176,115	(25)	\$ 808,112	(40)
2015	\$1,018,145	(12)	\$1,226,852	(39)	\$ 2,244,997	(51)
2014	\$ 252,782	(18)	\$ 407,975	(23)	\$ 660,757	(41)

TEMPORARY SIGN:

DEMO PERMIT:

FENCE PERMIT:

SIGN PERMIT:

GRADING PERMIT:

SHORT TERM RENTAL: 12

COUNCIL ACTION: 8/5/2024

Planning and Zoning, Library & Liquor Store – Councilmember Hansen

1. **M/S Hansen/Wilkening** to approve of going forward with Merchant's quote for moving of the library.

Roll call: Ayes: Hansen, Moore, Senenfelder, Wilkening, Worth Nays:

Motion passed (5-0)

2. **M/S Hansen/Moore** to approve of Jerecho Worth's draft library landscaping plan and costs.

Roll call: Ayes: Hansen, Moore, Senenfelder, Wilkening, Worth Nays:

Motion passed (5-0)



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 4
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Approve of Airport Advisory Board regular meeting minutes of August 23, 2024.		
<u>Background Information:</u> The airport CIP is attached to the minutes. This CIP is not set in stone but is a guide for projects in the future.		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of Airport Advisory Board regular meeting minutes of August 23, 2024.		

**Airport Advisory Board Minutes
Friday, August 23, 2024, at 10:00 a.m.
Walker City Hall Meeting Room
205 Minnesota Avenue West**

Attending: Char Moore, Councilmember; Hope Fairchild, City Administrator; Dan Martin, Public Works Director; Adinda Van Espen, SEH Airport Engineer; Melissa Underwood, SEH Airport Planner; Jack Hawksford, SEH

Meeting started at: 10:00 a.m.

1. Discussion on Walker Municipal Airport Capital Improvement Plan
Discussion: SEH engineers and planners laid out the current CIP. Most focus was on the federal fiscal years of 2025 and 2026. The local share of projects in both of these years is 2.5% instead of 5%, which means that the City does not have to pay as much for projects.

2025 projects:

Snow Removal Equipment Acquisition – Snow Blower/Tractor/Push Blade (phase 2)
Runway 15/33 Recon & Lighting Replacement – Planning
Runway 15/33 Recon & Lighting Replacement – Design

2026 projects:

Runway 15/33 Reconstruction – Construction & CA
Lighting Replacement – Construction & CA
Crack Ceiling

These projects are timely and necessary for general airport operation. SEH engineers and planners stated that the “Runway 15/33 Recon & Lightning Replacement – Design” may be pushed to 2026 depending on how long the planning portion takes.

City Administrator Hope Fairchild and Public Works Director Dan Martin agreed on project prioritization, as the main maintenance issues that the public works department has been working with are pavement and lighting issues.

SEH engineers and planners stated that there are not any obstructions that need to be removed at this time.

Meeting ended at: 10:30 a.m.

Next meeting will take place in November, 2024.

DRAFT

Walker Municipal Airport (Y49) 20-Year Capital Improvement Program (CIP)

State Fiscal Year	Federal Fiscal Year	Project	Project Funding Type	Estimated Total Cost (2024 Dollars)	Funding Rates			Local Funding	State Funding	FAA Funding	Airport Improvement Program (AIP) Funding			BIL (AIG) Funding	
					Local	State	FAA				Entitlement Funding / Transfer	FAA Discret./ Apportion.	Remaining AIP Balance	BIL (AIG) Funding	Remaining BIL (AIG) Balance
2024/2025	2024	Annual Entitlement												Beginning Balance	\$304,000
		Returned Entitlements - Cook	AIP												
		Entitlement Transfer - Austin	AIP												
		SRE Acquisition - Snowblower / Tractor / Push Blade (Phase 1)	BIL/AIG	\$497,778	5%	5%	90%	\$24,889	\$24,889	\$448,000					
		FFY 2024 Totals		\$497,778				\$24,889	\$24,889	\$448,000					
2025/2026	2025	Annual Entitlement													
		Returned Entitlements Fillmore County (Partial from 2021)	AIP												
		SRE Acquisition - Snowblower / Tractor / Push Blade (Phase 2)	BIL/AIG	\$67,721	2.5%	2.5%	95%	\$1,693	\$1,693	\$64,334					
		Runway 15/33 Recon & Lighting Replacement - Planning	BIL/AIG	\$60,000	2.5%	2.5%	95%	\$1,500	\$1,500	\$57,000					
		Runway 15/33 Recon & Lighting Replacement - Design	AIP	\$100,000	2.5%	2.5%	95%	\$2,500	\$2,500	\$95,000					
		FFY 2025 Totals		\$227,721				\$5,693	\$5,693	\$216,334					
2026/2027	2026	Annual Entitlement													
		Returned Entitlements Fillmore County (Final from 2021)	AIP												
		Returned Entitlements - Glencoe	AIP												
		Returned Entitlements - Austin	AIP												
		Runway 15/33 Reconstruction - Construction & CA	AIP	\$2,500,000	2.5%	2.5%	95%	\$62,500	\$62,500	\$2,375,000					
		Lighting Replacement - Construction & CA	AIP	\$500,000	2.5%	2.5%	95%	\$12,500	\$12,500	\$475,000					
		Crack Sealing	BIL/AIG	\$80,000	2.5%	2.5%	95%	\$2,000	\$2,000	\$76,000					
		FFY 2026 Totals		\$3,080,000				\$77,000	\$77,000	\$2,926,000					
2028/2029	2027	Annual Non-Primary Entitlement													
		No Planned Projects Saving Entitlements	AIP												
		FFY 2027 Totals		\$0				\$0	\$0	\$0					
2029/2030	2028	Annual Non-Primary Entitlement													
		No Planned Projects Saving Entitlements	AIP												
		FFY 2028 Totals		\$0				\$0	\$0	\$0					
		2024 - 2028 Totals		\$3,805,499				\$107,582	\$107,582	\$3,590,334					
2030	2029	Annual Non-Primary Entitlement													
		Master Plan Update	AIP	\$400,000	5%	5%	90%	\$20,000	\$20,000	\$360,000					
		Fuel System - New & Relocated	State	\$250,000	30%	70%	0%	\$75,000	\$175,000	\$0					
2031	2030	Annual Non-Primary Entitlement													
		Runway 33 Easement Acquisition	AIP	\$75,000	5%	5%	90%	\$3,750	\$3,750	\$67,500					
2032	2031	Annual Non-Primary Entitlement													
		Crack Sealing - Runway 15/33	AIP	\$100,000	5%	5%	90%	\$5,000	\$5,000	\$90,000					
2033	2032	Annual Non-Primary Entitlement													
		Apron Reconstruction & Expansion	AIP	\$600,000	5%	5%	90%	\$30,000	\$30,000	\$540,000					
2034	2033	Annual Non-Primary Entitlement													
		No Planned Projects Saving Entitlements	AIP												
		2029 - 2033 Totals		\$1,425,000				\$133,750	\$233,750	\$1,057,500					
2035	2034	Annual Non-Primary Entitlement													
		Parallel Taxiway Reconstruction - Design	AIP	\$75,000	5%	5%	90%	\$3,750	\$3,750	\$67,500					
		Mower	State	\$20,000	25%	75%	0%	\$5,000	\$15,000	\$0					
2036	2035	Annual Non-Primary Entitlement													
		Parallel Taxiway Reconstruction	AIP	\$800,000	5%	5%	90%	\$40,000	\$40,000	\$720,000					
2037	2036	Annual Non-Primary Entitlement													
		No Planned Projects Saving Entitlements	AIP												
2038	2037	Annual Non-Primary Entitlement													
		No Planned Projects Saving Entitlements	AIP		5%	5%	90%	\$0	\$0	\$0					
2039	2038	Annual Non-Primary Entitlement													
		No Planned Projects Saving Entitlements	AIP												
2040	2039	Annual Non-Primary Entitlement													
		T-Hangar (8-unit) Hangar - Design	AIP	\$100,000	5%	5%	90%	\$5,000	\$5,000	\$90,000					
		Exist. Multi-Unit Hangar Demo	AIP	\$75,000	5%	5%	90%	\$3,750	\$3,750	\$67,500					
2041	2040	Annual Non-Primary Entitlement													
		T-Hangar (8-unit) + Site Work - Construction (AIP)	AIP	\$1,800,000	5%	5%	90%	\$90,000	\$90,000	\$1,620,000					
		2040 Borrow Entitlements for T-Hangar (7 airports)	AIP												
2042	2041	Annual Non-Primary Entitlement													
		Repay Entitlements - Airport #1 (From 2040 T-hangar)	AIP												
2043	2042	Annual Non-Primary Entitlement													
		Repay Entitlements - Airport #2 (From 2040 T-hangar)	AIP												
2044	2043	Annual Non-Primary Entitlement													
		Repay Entitlements - Airport #3 (From 2407 T-hangar)	AIP												
		2034 - 2043 Totals		\$2,870,000				\$147,500	\$157,500	\$2,565,000					
		CIP Totals		\$8,100,499				\$388,832	\$498,832	\$7,212,834					

Updated: August 22, 2024
Updated by: A. Van Espen



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 5
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Approve of Public Works Committee regular meeting minutes of August 20, 2024.		
<u>Background Information:</u> The airport CIP is attached to the minutes. This CIP is not set in stone but is a guide for projects in the future.		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of Public Works Committee regular meeting minutes of August 20, 2024.		

Public Works Committee Minutes
Tuesday, August 20, 2024, at 7:00 a.m.
Walker City Hall Meeting Room
205 Minnesota Avenue West

Attending: Gary Wilkening, Councilmember; Jim Senenfelder, Councilmember (by phone); Hope Fairchild, City Administrator; Dan Martin, Public Works Director; Kris Carlson, City Engineer

Meeting started at: 7:00 a.m.

1. Water

- a. In July we sent 7.08 million gallons to the tower averaging 239,000 gallons per day, we billed for 5.71 million gallons.
- b. The Public Works Committee recommends moving forward with the addition of a water meter ordinance for people who refuse to set up meter swaps.
Discussion: there are a handful of people that have not responded to scheduling requests for meter upgrades or swaps. Public Works Director Dan Martin spoke to his colleague in North Branch that has a similar ordinance.
- c. Pressure filter in the water plant started leaking again on July 30th, Tim with Municipal Service Co. out of Detroit Lakes came and rewelded it on August 2nd. This time he grinded deeper into the failing seam and welded again. Picture attached.
Discussion: Public Works Director Martin and City Engineer Carlson stated that the issue may need to be corrected from the inside. In the winter, when water usage is down, they will look into an interior inspection and make necessary repairs.

2. Sewer

- a. In July we sent 4.45 million gallons of sewer to the ponds. No discharge in the month of July.

3. Streets

- a. The Public Works Committee recommends approval of the Event/Street Closure Permit Application from WHA School for their homecoming parade.
- b. Discussion on adding gravel to Industrial Park Road and city portion of Lake May Road.
Discussion: Public Works Director Martin stated that he has not yet received a quote from Chad Freeman for gravel. The Public Works Department has funding left over in the snow plowing and salting budget due to the mild winter that could be used for

this project. Members agreed that the Lake May Road portion should wait until next year's West Side Project.

- c. A new fiberoptic line has now been installed to lower park pavilion by Arvig.
- d. Summit Avenue patching will take place between September 3 – September 6, 2024. Letters are going out in the mail today to residents in the neighborhood. Public Works Director Martin should notify the contractor that there is school drop-off and pick-up lines on 2nd Street near Summit Avenue.

4. City Equipment

- a. Public Works Director Martin will begin the process of looking into costs and budgeting to repaint water towers. The committee believes that painting has not been done since the 1990's or early 2000's.

5. City Administrator Additions

- a. Discussion on motorized vehicle usage on bike path off of 5th Street North.
Discussion: the Public Works Department has placed a cone in the center of the bike path off of 5th Street North that runs through the middle of the public parking lots so that motorized vehicles are not driving on it. The cone is often moved, and cars continue to drive down the bike path. Public Works Director Martin and City Engineer Carlson will look into a more permanent option to keep motorized vehicles off of the path, while still being able to remove it in the winter for the snowmobile trail. There are Arvig fiber optic lines that run under the trail.
- b. Discussion on potential water drainage issue from Fire Hall parking lot area to Charlie Thompson's property.
Discussion: Councilmember Gary Wilkening stated that the property owner brought this issue up to him a couple weeks ago. This issue should be solved within the West Side Street Improvement Project. City Engineers will look into the matter and keep it in mind through the planning of the construction project.
- c. Discussion on the addition of a plastic or open pipe system to be placed at the base of the fence between the library and the community gardens to assist with water run-off.
Discussion: there continues to be some water run-off from the library site to the community gardens site. We are looking at something to help divert the water away from the gardens site. City Engineer Carlson will assist in looking into a system.
- d. Discussion on wastewater billing amounts.
Discussion: Minnesota Rural Water is in the process of completing an all-encompassing water and wastewater rate study that will provide us with recommendations on our rates.

- e. Discussion on the request to add a naloxone emergency system at the trailhead restrooms on 5th Street N.

Discussion: The committee questioned whether or not the system would have an alarm or direct call to dispatch if it was used to assist with 1) a medical emergency, and 2) stop people from messing with the system if they weren't actually having an emergency. Councilmember Senenfelder brought up the liability concern as to the fact that the bathrooms are closed and locked up overnight. Administrator Fairchild will reach out to get these questions answered and bring back to the next meeting.

6. ULTEIG Additions

- a. Update on project(s).
 - i. Northwest Area Project: we are in the punch list stage of the project. Engineers will be walking through the project area. We are now working through the assessment process.
 - ii. West Side Project: engineers are going through the planning stage of the project, with soil boring and televising lines and pipes in the area soon. A public hearing for the proposed project should happen by the end of the year.
- b. Discuss and review preliminary Northwest Area Project assessment spreadsheets.

Meeting ended at: 7:40 a.m.

Next meeting will take place on Tuesday, September 17, 2024 at 7:00 a.m.



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 6
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Review and file Park Advisory Board regular meeting minutes of August 27, 2024.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Review and file Park Advisory Board regular meeting minutes of August 27, 2024.		

Park Advisory Board Minutes
 Tuesday, August 27, 2024, at 5:00 p.m.
 Walker Fire Hall Meeting Room
 701 Elm Avenue, Walker, Minnesota

Attending: Char Moore, Jerecho Worth, Pete Opheim, Tom Boege

Absent: Jenny Tinklenberg, Jane Ekholm

Also attending: Hope Fairchild, City Administrator; Bob Moore, Self; Judy Brown, Tennis player; numerous members of the Walker Area Pickleball Club

Chair called meeting to order at: 5:00 p.m.

Announcements from Chair:

None.

M/S Worth/Boege to approve of Park Advisory Board meeting minutes of July 23, 2024.

Motion passed (4-0)

Citizen's Presentations:

None.

Park Application Requests:

1. Review 2024 Park calendar of events.
2. **M/S Opheim/Worth** to approve of Park Use Permit Application for Walker Pickleball Club Tournament to take place on Tuesday, September 10, 2024, and allow the club to charge an entry fee in the amount of \$5.00.

Motion passed (4-0)

3. **M/S Worth/Opheim** to recommend approval of the Park Use Permit Application for Nielson family get-together, to take place on July 18, 2026.

Motion passed (4-0)

Rock Garden Application Requests:

None.

Other Business:

1. Discussion on Walker City Park Pickleball usage:
 - a. Use of remaining tennis court
 Discussion: Judy Brown, tennis player, discussed concerns with the way that the tennis court was painted. She stated that the tennis court outlines are not prominent enough and that the pickleball courts were more prominent on the tennis court side. She shared statements from other tennis players and stated that the tennis court in Hackensack has more prominent tennis court lines with secondary pickleball court

outlines. Administrator Fairchild stated that she is waiting on a quote for the cost of lining the tennis court in a more prominent color.

Administrator Fairchild and Mayor Worth stated that they had both received complaints regarding regular pickleball usage on the only remaining tennis court. Administrator Fairchild questioned why the Pickleball Club hadn't asked permission to leave the temporary pickleball nets on the sidelines of the tennis court, as they had with other requests such as the paddle holder, etc. Administrator Fairchild recalled that from previous pickleball presentations, the only time they had stated that they would be using the temporary nets on the tennis court for tournaments. Mayor Worth, Councilmember Moore, and Administrator Fairchild stated that in order to be fair and to allow open access to tennis players, pickleball players must remove the temporary pickleball nets and only use them for city-approved pickleball tournaments.

b. Dedicated playing time for Walker Pickleball Club members

Discussion: Pickleball Club Members stated that they were requesting dedicated playing time for the club and their guests in order to make sure play time is rotated and that one group of people cannot come and take over the courts for the entire day. Mayor Worth, Councilmember Moore, and Administrator Fairchild stated that because this is a public park, dedicated playing time would not be appropriate. Part of the language on the requested signage includes the requirement of taking turns and rotating playing time, which would cover the club's concerns.

c. Court signage

Discussion: The Walker Area Pickleball Club and the Park Board reviewed the club's requested signage. Concerns were brought up about the rule requesting that players use PlaytimeScheduler.com because not all members of the public are comfortable using the internet or having to sign up to play. Pickleball Club members stated that people could still play without signing up online. Mayor Worth requested that instead of listing the website, a QR code should be on the signs. The club also requested that the addition of "no chairs on courts" so that the court is not damaged.

Meeting adjourned at: 5:55 p.m.

Next meeting: September 24, 2024, at 5:00 p.m.

Park Calendar available at ci.walker.mn.us



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 7
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Review and file Library Advisory Board regular meeting minutes of August 14, 2024.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Review and file Library Advisory Board regular meeting minutes of August 14, 2024.		

Walker Public Library Board Meeting Minutes
Wednesday, August 14, 2024 – 5:00 p.m.
Walker Fire Hall Meeting Room
701 Elm Avenue, Walker, Minnesota

BOARD MEMBERS ATTENDING: Mary Beth Hansen, Joey Collins, Linda Nye, Peggy Trimble

BOARD MEMBERS ABSENT: Jim Senenfelder, Theresa Bilben, Wendy Paul

OTHERS ATTENDING: Carol Christensen, Walker Library Branch Manager; Kathi Cadmus, Library Volunteer; Dennis King, Turtle Lake Township; Joe Sherman, Shingobee Township

CHAIR CALLED THE MEETING TO ORDER AT: 5:00 p.m.

ANNOUNCEMENTS FROM CHAIR: None

MINUTES AND TREASURER'S REPORT: M/S

1. **M/S Collins/Nye** to approve Library Advisory Board Minutes of July 9, 2024.

Motion passed (4-0)

PRESENTATIONS:

None.

BRANCH MANAGER'S REPORT:

Old Business:

Summer Reading Program ended August 1st with an end of program Pizza Party celebration. The library had 133 children register and 63 complete the challenge (47%). The Library hosted 25 Summer Reading events over the two-month program that were attended by approximately 423 kids and adults. The Library would like to thank our generous donors to the program including the City of Walker, Friends of the Walker Library, Ace Hardware, Walker General Store, Hardees, and the numerous donations from community members!

The KRLS Board approved Deerwood Technology's proposal of \$12,853 for equipment upgrades at the Dale & Harriet Jones Walker Public Library. The new equipment should improve our internet and wi-fi service significantly.

Deerwood Technologies submitted a proposal for additional technology equipment for the new library building. Proposal is included in library update.

The library move plan is coming together with a planned closure for August 26th -Sept 2nd. Pending approval of occupancy by the City of Walker, a soft opening is planned for Tuesday, September 3rd.

New Business

Carol Christensen has accepted the Branch Manager position at Pine River Public Library with a tentative start date of September 16th. Internal position of the Walker Branch Manager position closed Monday, August 12th.

KRLS submitted draft 2025 budget to the City of Walker.

Requests for the Board:

I'd like to request a second reading of the draft for the Library Meeting Room Policy.

Upcoming/Ongoing Library Events:

Library transition dates:

8/22 – Network infrastructure install

8/26-27 – Merchant Movers professional moving services 8/27 – Deerwood Technologies hardware install

8/28 – Marco photocopier install

8/28 – Arvig phone line switch to new building 9/3 – New building soft opening

9/12 – New building Grand Opening Celebration

Manager Activities:

7/9 – Boys and Girls Club at WACC visit 7/10 – Friends of Walker Library meeting 7/30 – Boys and Girls Club at WACC visit 8/7 – KRLS Manager Meeting

8/13 – Election Day – Carol off to work polls 8/14 – Merchant Movers on-site meeting

NEW BUSINESS:

1. Update on library construction project.
 - a. One of the main parts that we are still waiting on is getting the elevator inspected and certified. They have assured us that it will be done.
 - b. There was a production delay in the library shelving. Again, assured us they will be delivered.
 - c. Review of mural for wall near the children's section. The photograph of the mural was well received by the group. Kathi said she was told it would be completed in two days.
2. Discussion on library grand opening date and ceremony.
 - a. The soft opening is scheduled for Tuesday, September 3, 2024. The grand opening ceremony is scheduled for Thursday, September 12, 2024. The plan for the ceremony will be to offer coffee, water, and cake (donated by Super One). Peggy has applied for a Thrivent Action Team Grant on behalf of the Friends for the ceremony. The plan will be to purchase plates, napkins, forks, etc. The grant will be for \$250 so may include publicity, and any other miscellaneous items needed.
3. Update from Joe Sherman on library newspaper insert.
 - a. Joe said the insert will be in the Pilot next week. Some proofreading has been done, but Joe would like anyone willing to look at it again to be at the newspaper office at 9:00 Thursday morning.

4. Kathi Cadmus reported that Lettie Blackburn plans to purchase a chair for the children's area. She showed us a photograph.
5. Peggy asked to have an invitation to the ceremony be offered to past librarians and staff members. There could be an area reserved for them and they would be asked to stand to be recognized. Kathi voiced a concern over getting names and contact information. Peggy will contact past library branch managers to see if they could provide that information.
6. Dennis King voiced a concern about voting to take place in November at the new library. After some discussion, Mary Beth Hansen will share the concern with the council and Hope.

OLD BUSINESS: None

KRLS BOARD REPRESENTATIVE REPORT:

N/A

ADJOURNMENT: 5:45 p.m.

Next meeting: Tuesday, September 10, 2024 at 5:00 p.m. at the new library!!!!



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 8
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Review and file Walker Area Joint Fire Department Board regular meeting minutes of August 8, 2024.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Review and file Walker Area Joint Fire Department Board regular meeting minutes of August 8, 2024.		

WALKER AREA JOINT FIRE DEPARTMENT

P.O. Box 1387
701 Elm Street
Walker, MN 56484

August 8, 2024**MINUTES**

Location: Walker Fire Hall

Present: Ron Geiser, Jim Senenfelder, Dennis King, Wayne Miller, Art Hamlin, Nancy Beard, Jon Stewart

Ron called the meeting to order, and the Pledge of Allegiance was said.

July minutes approved J/A

Board reviewed and approved bank reconciliation summary for the following accounts:

- a. Checking account, A/D
- b. Excess savings account J/A
- c. Equipment fund account A/D
- d. SCBA fund account J/A

Approved payment of bills. D/A

Motion made to transfer \$68,205.98 from equipment fund into the checking to make the 2024 E-One Truck payment.
J/A

Motion made to transfer \$10,000.00 from equipment fund into checking account for the Sourcewell Grant dollars. A/D

Motion made to transfer \$10,000.00 from equipment fund into checking for the grant match dollars. A/D

Appraisal report presented by the League of MN Cities was reviewed indicating an increase in building coverage and contents was advised. It was noted in the report that there was an error indicating the yr of construction was incorrect and requested it be corrected to 1983.

Updates from Fire Chief:

- 1) It has been a quiet fire season.
- 2) An additional Sourcewell Grant may be available in the future for up to \$50,000 with a 20% match
- 3) The Department has been contacted by Cass County Maintenance dept regarding a 6,500 gal buried LP tank which needs a burn off. The tank is located between Arvig and Cass County Social Services. This would be a contracted service thru Northdale Oil who is the owner of the tank. They would like to have a couple fire department personnel on hand for a period of at least 12 hrs during the burn off. Ron will work with Jon on the best way to proceed.

MOTION TO CLOSE MEETING: A/J

Next meeting:

Date: September 12, 2024

Time: 6:00 PM

Location: Firehall



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 9
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Review and file Walker Police Department Monthly Report.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Review and file Walker Police Department Monthly Report.		



Walker Police Department

Peter Anderley, Chief

205 Minnesota Avenue • Box 207 • Walker, MN 56484

walkerpd@ci.walker.mn.us

Phone (218) 547-5507 • Fax (218) 547-5513

Monthly Report 7/27/2024 to 8/25/2024

Total Calls: 124

Traffic Related:	24
Traffic Related Citations:	2
Traffic Crashes:	7
Arrests:	1
Medicals:	19
Assists to Other Agencies:	7
Thefts:	4
Alarms:	3



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 10
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Approve the Cash Balance Report dated July 31, 2024.		
<u>Background Information:</u> Spreadsheets included for Council review: 1. Consolidated cash balances by month for the 12 years ending December 31, 2024. 2. Consolidated investment earnings by month and source. 3. Consolidated investment earnings by month and fund.		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve the Cash Balance Report dated July 31, 2024.		

City of Walker
Cash Balance Report
July 31, 2024

Fund	Fund Nbr	General Checking	DMV Checking	Pooled Savings	PFA Savings Sewer & Water	Investments	Total 07/31/24	Total 07/31/23	Total 01/01/24	Current Year Increase (Decrease)	Prior Year Increase (Decrease)
General	101	\$ 217,578.90	\$ -	\$ 736,493.73	\$ -	\$ 2,027,686.72	\$ 2,981,759.35	\$ 2,012,974.85	\$ 2,571,017.13	\$ 410,742.22	\$ 968,784.50
General Police Equipment Savings	101	-	-	14,080.83	-	-	14,080.83	69,507.17	69,974.60	(55,893.77)	(55,426.34)
General Street Equipment Savings	101	-	-	8,830.88	-	204,986.30	213,817.18	207,287.00	208,574.95	5,242.23	6,530.18
General Police Drug Enforcement	102	2,060.24	-	-	-	-	2,060.24	4,135.09	4,172.95	(2,112.71)	(2,074.85)
Projects	103	-	-	11,652.81	-	-	11,652.81	101,922.39	11,315.11	337.70	(90,269.58)
General Police Alcohol Enforcement	104	-	-	5,047.52	-	-	5,047.52	4,861.68	4,901.24	146.28	185.84
Community Digital Sign	106	70.00	-	6,198.50	-	-	6,268.50	5,993.88	6,018.88	249.62	274.62
Library Donated Funds	107	11,902.95	-	5,311.65	-	-	17,214.60	18,834.47	17,684.40	(469.80)	(1,619.87)
Airport	201	146,024.96	-	14,395.34	-	350,000.00	510,420.30	434,739.57	450,922.22	59,498.08	75,680.73
Ambulance	202	19,650.00	-	10,072.60	-	225,000.00	254,722.60	560,285.85	251,380.48	3,342.12	(305,563.25)
Clinic	204	34,517.19	-	15,557.45	-	430,553.96	480,628.60	428,349.50	437,599.66	43,028.94	52,279.10
Cemetery	209	8,442.27	-	20,756.12	-	250,000.00	279,198.39	268,378.77	261,222.12	17,976.27	10,819.62
2016 PFA Water Debt Service	305	42,657.15	-	3,903.04	-	254,616.36	301,176.55	317,665.84	257,770.54	43,406.01	(16,489.29)
2016 PFA Sewer Debt Service	306	45,075.79	-	11,298.62	-	280,078.00	336,452.41	381,819.14	287,348.38	49,104.03	(45,366.73)
2021 PFA Water N.Side Debt Service	307	9,931.98	-	17,150.88	-	-	27,082.86	30,610.15	20,334.87	6,747.99	(3,527.29)
2021 PFA Sewer N.Side Debt Service	308	11,001.21	-	15,106.01	-	-	26,107.22	30,225.88	21,831.31	4,275.91	(4,118.66)
TIF 2-16 Portage Brewing	409	767.79	-	-	-	-	767.79	647.03	785.28	(17.49)	120.76
TIF 2-15	419	23,496.36	-	-	-	-	23,496.36	454,827.61	24,496.36	(1,000.00)	(431,331.25)
Street Capital Projects	500	(52,513.50)	-	1,707.77	-	1,059,744.68	1,008,938.95	1,139,247.20	982,293.63	26,645.32	(130,308.25)
Street Capital Projects-Sidewalk Proj	500	57,157.62	-	-	-	189,612.33	246,769.95	188,376.11	211,674.00	35,095.95	58,393.84
Local Sales Tax	501	26,225.25	-	17,982.69	-	2,091,365.19	2,135,573.13	2,816,342.17	1,692,969.35	442,603.78	(680,769.04)
Park Capital Projects	502	60,968.37	-	-	-	102,493.15	163,461.52	95,964.12	248,590.87	(85,129.35)	67,497.40
Trail Maintenance Capital Projects	503	-	-	12,052.04	-	170,369.31	182,421.35	80,617.23	176,075.99	6,345.36	101,804.12
Building Capital Projects	505	9,427.35	-	1,004.09	-	46,121.92	56,553.36	45,938.61	45,974.99	10,578.37	10,614.75
Library Capital Project	512	(32,383.22)	-	-	-	-	(32,383.22)	1,187,692.94	1,375,708.13	(1,408,091.35)	(1,220,076.16)
NW Area Capital Project	516	(456,404.00)	-	-	-	-	(456,404.00)	(258,413.10)	-	(456,404.00)	(197,990.90)
Water Fund	601	79,754.90	-	23,330.78	1,305.55	663,000.00	767,391.23	596,468.68	701,559.09	65,832.14	170,922.55
Sewer Fund	602	124,829.30	-	31,099.73	2,730.93	937,000.00	1,095,659.96	904,525.18	977,648.09	118,011.87	191,134.78
Storm Water	603	4,013.18	-	8,631.59	-	60,000.00	72,644.77	62,663.74	66,194.64	6,450.13	9,981.03
Liquor Store	609	71,960.79	-	7,475.61	-	175,000.00	254,436.40	264,465.71	192,202.53	62,233.87	(10,029.31)
Department of Motor Vehicle	871	-	138,799.34	-	-	-	138,799.34	298,859.13	187,552.39	(48,753.05)	(160,059.79)
Totals		\$ 466,212.83	\$ 138,799.34	\$ 999,140.28	\$ 4,036.48	\$ 9,517,627.92	\$ 11,125,816.85	\$ 12,755,813.59	\$ 11,765,794.18	\$ (639,977.33)	\$ (1,629,996.74)

City of Walker
Consolidated Investment Earnings by Month and Source
For the Seven Months Ended July 31, 2024

Description	General Checking #80317	Investments FNB North	Investments 4M Fund	Savings #601666	Savings #3656868	DMV Checking #90994	Other	Total
January	17.18	37,397.26	-	11,062.45	302.80	10.34	-	48,790.03
February	14.82	-	-	12,134.00	322.34	8.88	-	12,480.04
March	24.95	-	8,702.83	2,682.01	322.85	9.29	-	11,741.93
April	22.01	74,545.21	7,599.66	2,785.08	356.81	9.75	-	85,318.52
May	27.87	-	12,748.96	581.25	170.93	3.95	-	13,532.96
June	27.03	-	16,620.57	281.79	6.17	4.06	-	16,939.62
July	40.09	112,978.09	18,742.20	2,216.19	7.29	5.73	1.37	133,990.96
August	-	-	-	-	-	-	-	-
September	-	-	-	-	-	-	-	-
October	-	-	-	-	-	-	-	-
November	-	-	-	-	-	-	-	-
December	-	-	-	-	-	-	-	-
Totals	173.95	224,920.56	64,414.22	31,742.77	1,489.19	52.00		322,794.06

Our investments pay interest monthly, semi-annually, or at maturity. As we are cash based, we record interest when received.

Our annual investment earnings will be approximately \$500,000 given fluctuations for the amount of money we have in our bank accounts and timing of investment earning payments.

Working through the League of MN Cities, through PMA Financial we have more options for longer term investments. We have placed 2.23 million in 2 year investments and 1.9 million in 3 year investments with interest rates ranging from 4.5-4.7%. Locking in guarantees the City close to \$200,000 in investment earnings over the next 2-3 years. The certificates that matured in July totaling \$3,010,000 were placed in the 4MP fund with PMA Financial. This is a money market account, but is currently earning just over 5%. We plan to leave the funds here until we determine what we need to fund projects and how much we can invest on a longer term basis.

City of Walker
Consolidated Investment Earnings by Month and Fund
For the Seven Months Ended July 31, 2024

Fd #	Fund	January	February	March	April	May	June	July	Total
101	General	4,227.05	2,096.87	9,052.12	44,757.70	1,349.48	3,758.00	1,563.49	66,804.71
101	Police	51.43	23.42	5.49	68.47	78.09	32.36	254.52	513.78
102	Police Drug Enforce	21.51	9.80	2.30	28.65	4.62	6.51	51.16	124.55
103	Projects	58.34	26.57	6.23	77.68	12.52	17.64	138.72	337.70
104	Police Alcohol Enforce	25.27	11.51	2.70	33.65	5.42	7.64	60.09	146.28
106	Community Digital Sign	31.03	14.13	3.31	41.32	6.66	9.38	73.79	179.62
107	Library Donated Funds	77.33	35.22	8.26	102.97	16.60	8.04	63.23	311.65
201	Airport	517.19	235.55	55.25	7.65	110.27	1.90	13,151.97	14,079.78
202	Ambulance	136.01	61.94	14.53	10.85	1.75	2.46	8,464.58	8,692.12
204	Clinic	181.73	82.77	19.41	3.62	134.72	110.11	15,330.70	15,863.06
209	Cemetery	56.93	25.93	6.08	75.81	12.22	17.21	9,518.95	9,713.13
305	2016 PFA Water Southside	1,328.98	591.24	138.67	26.02	1,122.02	916.67	2,634.23	6,757.83
306	2016 PFA Sewer Southside	1,481.47	654.69	153.56	75.32	1,241.75	1,018.94	2,981.06	7,606.79
307	2021 PFA Water Northside	104.84	39.11	9.17	114.33	18.43	25.96	204.17	516.01
308	2021 PFA Sewer Northside	112.55	34.44	8.08	100.70	16.23	22.87	179.83	474.70
500	Street Capital Projects	34.13	15.54	3.65	31,598.34	2,882.00	2,747.57	2,534.23	39,815.46
501	Local Sales Tax	19,693.51	4,000.93	938.41	2,998.89	4,718.63	6,999.26	7,481.88	46,831.51
502	Park Capital Projects	766.08	348.91	81.84	2,832.21	501.79	364.59	1,037.30	5,932.72
503	Trail Maintenance	134.44	61.23	14.36	42.81	96.33	82.58	5,913.61	6,345.36
505	Building Capital Projects	5.03	2.29	0.54	1,128.61	1.08	1.52	11.95	1,151.02
512	Library Capital Projects	18,698.63	3,547.82	832.13	157.17	919.60	764.30	810.73	25,730.38
601	Water	379.83	207.44	126.58	421.90	103.75	3.23	22,532.56	23,775.29
602	Sewer	542.96	327.19	246.07	555.56	167.22	5.79	30,045.10	31,889.89
603	Storm Water	31.94	14.55	3.41	42.53	6.86	9.66	2,328.00	2,436.95
609	Liquor Store	81.48	2.07	0.49	6.01	0.97	1.37	6,579.29	6,671.68
871	DMV	10.34	8.88	9.29	9.75	3.95	4.06	5.73	52.00
Totals		48,790.03	12,480.04	11,741.93	85,318.52	13,532.96	16,939.62	133,950.87	322,753.97



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 11
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Review and file Sales Tax receipts.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Review and file Sales Tax receipts.		

City of Walker
Local Sales Tax - Fund 501
For the Year Ended 12/31/2024

City of Walker
Local Sales Tax - Received by Year
As of July 31, 2024

Month	For the Year Ended December 31,						
	2024	2023	2022	2021	2020	2019	2018
January	\$ 62,000.00	\$ 54,000.00	\$ 52,000.00	\$ 49,000.00	\$ 39,000.00	\$ 46,000.00	\$ -
	1,738.51	6,313.90	7,211.83	6,914.34	6,342.38	4,347.04	
February	75,000.00	67,000.00	67,000.00	61,000.00	48,000.00	52,000.00	-
	4,510.36	7,039.41	8,653.63	8,989.73	5,548.83	3,145.95	
March	4,399.64	55,000.00	52,000.00	59,000.00	36,000.00	42,000.00	-
	-	5,026.73	6,521.37	6,246.13	5,305.74	3,391.49	15,000.00
April	71,486.38	48,000.00	48,000.00	50,000.00	41,000.00	43,000.00	35,000.00
	-	4,567.89	7,610.05	7,505.80	5,551.69	2,153.96	4,524.05
May	52,171.81	48,000.00	49,000.00	60,000.00	38,000.00	42,000.00	37,000.00
	-	11,195.62	7,083.71	6,412.64	5,530.49	6,015.94	11,221.50
June	58,229.85	69,000.00	67,000.00	59,000.00	30,000.00	40,000.00	38,000.00
	-	5,007.67	9,357.97	8,106.42	5,463.99	3,495.19	9,775.01
July	66,235.72	60,000.00	80,000.00	68,000.00	60,000.00	62,000.00	53,000.00
	-	4,541.70	7,063.89	6,837.48	5,774.98	4,665.32	2,996.65
August		118,000.00	103,000.00	101,000.00	90,000.00	82,000.00	73,000.00
		4,618.33	7,023.82	21,280.17	4,307.08	3,667.53	6,427.58
September		96,000.00	118,000.00	125,000.00	104,000.00	97,000.00	103,000.00
		5,091.47	8,652.23	7,838.56	7,287.93	4,906.04	7,449.03
October		87,000.00	116,000.00	121,000.00	103,000.00	92,000.00	93,000.00
		8,622.96	7,240.99	10,238.29	11,070.45	4,459.78	2,842.56
November		73,000.00	97,000.00	90,000.00	81,000.00	65,000.00	65,000.00
		6,691.45	6,181.59	9,803.67	5,520.20	5,289.09	4,204.21
December		82,000.00	66,000.00	68,000.00	63,000.00	50,000.00	49,000.00
		6,088.06	5,202.93	6,929.72	5,400.22	7,256.45	3,436.30
Totals	\$ 395,772.27	\$ 931,805.19	\$ 1,002,804.01	\$ 1,018,102.95	\$ 806,103.98	\$ 765,793.78	\$ 613,876.89
Cummulative Sales Tax Receipts	\$ 5,534,259.07						
Cummulative Interest Income	53,058.41						
Total Receipts	\$ 5,587,317.48						

City of Walker
Local Sales Tax - Project Transfers
As of July 31, 2024

			For the Year Ended December 31,						
Fund	Date	Project Name	2024	2023	2022	2021	2020	2019	2018
504	09/10/19	CSAH 12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,324.69	\$ -
515	09/24/21	Northside Project	-	-	-	-	-	169,030.32	-
515	12/17/21	Northside Project	-	-	-	1,425,500.00	-	-	-
515	10/04/22	Northside Project	-	-	48,713.49	-	-	-	-
307	10/14/22	Debt Service - Northside Water	-	-	33,596.98	-	-	-	-
308	10/14/22	Debt Service - Northside Sewer	-	-	89,866.88	-	-	-	-
307	08/07/23	Debt Service - Northside Water	-	12,000.00	-	-	-	-	-
308	08/07/23	Debt Service - Northside Sewer	-	64,500.00	-	-	-	-	-
516	12/31/23	Northwest Project	-	1,540,211.99	-	-	-	-	-
Totals			\$ -	\$ 1,616,711.99	\$ 172,177.35	\$ 1,425,500.00	\$ -	\$ 237,355.01	\$ -

Cummulative Sales Tax Receipts	\$ 5,534,259.07
Cummulative Interest Income	53,058.41
Less: Cummulative Project Transfers	\$ 3,451,744.35
Cash and Investments 07/31/24	<u>\$ 2,135,573.13</u>



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 12
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Approve of claim no. 64577 to claim no. 64721 including voided check numbers 64631, 64632, and 64654, and bank drafts 1190-1198 and 1202, in the amount of \$1,474,400.59. The dates of the report are 08/01/24 through 08/31/24.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of claim no. 64577 to claim no. 64721 including voided check numbers 64631, 64632, and 64654, and bank drafts 1190-1198 and 1202, in the amount of \$1,474,400.59.		

VENDOR SET: 01 City of Walker, MN

BANK: * ALL BANKS

DATE RANGE: 8/01/2024 THRU 8/31/2024

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VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
C-CHECK	VOID CHECK	V	8/13/2024			064631		
C-CHECK	VOID CHECK	V	8/13/2024			064632		
C-CHECK	VOID CHECK	V	8/13/2024			064654		

* * T O T A L S * *		NO	INVOICE AMOUNT		DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		0	0.00		0.00	0.00
HAND CHECKS:		0	0.00		0.00	0.00
DRAFTS:		0	0.00		0.00	0.00
EFT:		0	0.00		0.00	0.00
NON CHECKS:		0	0.00		0.00	0.00
VOID CHECKS:		3 VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	
TOTAL ERRORS: 0						

		NO	INVOICE AMOUNT		DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01	BANK:	3	0.00		0.00	0.00
TOTALS:						
BANK:	TOTALS:	3	0.00		0.00	0.00

VENDOR SET: 01 City of Walker, MN
BANK: 1 #1 GENERAL CHECKING-POOL
DATE RANGE: 8/01/2024 THRU 8/31/2024

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
20714	EFTPS							
I-T1 202407220620	FED WH PR#8 COUNCIL 08/05/24	D	8/05/2024	190.00		001190		
I-T3 202407220620	SOC SEC WH PR#8 COUNCIL 8/5/24	D	8/05/2024	396.80		001190		
I-T4 202407220620	MED WH PR#8 COUNCIL 08/05/24	D	8/05/2024	92.80		001190		679.60
90000	MN DEPT OF REVENUE							
I-T2 202407220620	MN WH PR#8 COUNCIL 08/05/24	D	8/05/2024	137.15		001191		137.15
20714	EFTPS							
I-T1 202408050621	FED WH PR#16 08/09/24	D	8/09/2024	2,900.17		001192		
I-T3 202408050621	SOC SEC WH PR#16 08/09/24	D	8/09/2024	3,048.74		001192		
I-T4 202408050621	MED WH PR#16 08/09/24	D	8/09/2024	937.48		001192		6,886.39
90000	MN DEPT OF REVENUE							
I-T2 202408050621	MN WH PR#16 08/09/24	D	8/09/2024	1,431.49		001193		1,431.49
90004	P.E.R.A.							
I-P1 202408050621	PERA COOR PR#16 08/09/24	D	8/09/2024	3,443.73		001194		
I-P2 202408050621	PERA POLICE PR#16 08/09/24	D	8/09/2024	2,359.92		001194		5,803.65
10118	MN DEPT OF REVENUE							
I-JUL 24 SALE TAX	MN DPT REV JUL SALE TAX	D	8/15/2024	21,773.00		001195		21,773.00
20714	EFTPS							
I-T1 202408200622	FED WH PR#17 08/23/24	D	8/23/2024	2,985.14		001196		
I-T3 202408200622	SOC SEC WH PR#17 08/23/24	D	8/23/2024	3,161.24		001196		
I-T4 202408200622	MED WH PR#17 08/23/24	D	8/23/2024	966.64		001196		7,113.02
90000	MN DEPT OF REVENUE							
I-T2 202408200622	MN WH PR#17 08/23/24	D	8/23/2024	1,475.87		001197		1,475.87
90004	P.E.R.A.							
I-P1 202408200622	PERA COOR PR#17 08/23/24	D	8/23/2024	3,570.79		001198		
I-P2 202408200622	PERA POLICE PR#17 08/23/24	D	8/23/2024	2,388.65		001198		5,959.44
20712	DELTA DENTAL OF MINNESOTA							
I-08/2024	DELTA DENTAL OF MN 08/24	D	8/01/2024	444.08		001202		444.08
20147	AMERICAN NATIONAL BANK							
I-SEPT 24	ANB LIBRARY RENT SEPT 24	R	8/01/2024	1,100.00		064577		1,100.00
10008	BELTRAMI ELECTRIC CO-OP, INC.							
I-4542300 07/24	BELTRAMI AIRPORT ELECT	R	8/01/2024	297.77		064578		
I-4542301 07/24	BELTRAMI AIRPORT HANGER	R	8/01/2024	116.86		064578		
I-4542302 07/24	BELTRAMI WATER SEWER	R	8/01/2024	242.90		064578		657.53

VENDOR SET: 01 City of Walker, MN

BANK: 1 #1 GENERAL CHECKING-POOL

DATE RANGE: 8/01/2024 THRU 8/31/2024

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
200622	BERNICK'S							
I-20064691	BERNICK'S	R	8/01/2024	4,552.09		064579		
I-20064694	BERNICK'S	R	8/01/2024	17.25		064579		4,569.34
20906	BREAKTHRU BEVERAGE MN WINE & S							
C-412525115	BREAKTHRU BEVERAGE MN WINE & S	R	8/01/2024	117.85CR		064580		
C-412528849	BREAKTHRU BEVERAGE MN WINE & S	R	8/01/2024	24.37CR		064580		
I-116887521	BREAKTHRU BEVERAGE MN WINE & S	R	8/01/2024	142.50		064580		
I-116894849	BREAKTHRU BEVERAGE MN WINE & S	R	8/01/2024	2,979.56		064580		2,979.84
20670	C & L DISTRIBUTING							
I-1937482 CORR	C & L DISTRIBUTING	R	8/01/2024	107.20		064581		
I-1945845	C & L DISTRIBUTING	R	8/01/2024	5,723.50		064581		5,830.70
21928	DAHLHEIMER BEVERAGE							
C-2240985	DAHLHEIMER BEVERAGE	R	8/01/2024	22.80CR		064582		
I-2240911	DAHLHEIMER BEVERAGE	R	8/01/2024	5,512.30		064582		
I-2246652	DAHLHEIMER BEVERAGE	R	8/01/2024	4,179.00		064582		9,668.50
20134	EMERGENCY AUTOMOTIVE TECHNOLOG							
I-BA06272431C	EATI POL VEH BUILD OUT	R	8/01/2024	1,231.92		064583		
I-BA06272431D	EATI POL VEH BUILD OUT	R	8/01/2024	1,220.90		064583		2,452.82
10082	FORESTEDGE WINERY							
I-5675	FORESTEDGE WINERY	R	8/01/2024	1,104.00		064584		1,104.00
20944	GRANITE CITY JOBBING CO., INC							
I-402904	GRANITE CITY JOBBING CO., INC	R	8/01/2024	278.20		064585		278.20
21107	IMAGE BUILDERS							
I-300236	IMAGE BLDR POLICE PROMO SUP	R	8/01/2024	373.97		064586		
I-300237	IMAGE BLDR POL PROMO SUP	R	8/01/2024	393.78		064586		767.75
10041	JOHNSON BROTHERS LIQUOR CO.							
I-2588525	JOHNSON BROTHERS LIQUOR CO.	R	8/01/2024	3,134.56		064587		3,134.56
21102	KENNEDY & GRAVEN, CHARTERED							
I-182662	KEN GRAV ATTY LEGAL JUN 24	R	8/01/2024	672.00		064588		672.00
20790	MIKE'S CLEANING SERVICE							
I-2024-7	MIKE'S CLEANING JUL 24	R	8/01/2024	560.00		064589		560.00
20166	PAUL BUNYAN NATURAL GAS							
I-660186.01 07/24	PB NAT GAS LIQUOR STORE	R	8/01/2024	16.34		064590		
I-660187.01 07/24	PB NAT GAS WATER	R	8/01/2024	15.00		064590		
I-660188.01 07/24	PB NAT GAS CITY HALL	R	8/01/2024	15.00		064590		
I-660361.01 07/24	PB NAT GAS PUB RESTRM	R	8/01/2024	15.00		064590		
I-660443.01 07/24	PB NAT GAS SHOP	R	8/01/2024	17.84		064590		
I-660618.01 07/24	PB NAT GAS AIRPORT	R	8/01/2024	15.00		064590		94.18

VENDOR SET: 01 City of Walker, MN

BANK: 1 #1 GENERAL CHECKING-POOL

DATE RANGE: 8/01/2024 THRU 8/31/2024

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
20818	PAUSTIS WINE COMPANY							
I-242372	PAUSTIS WINE COMPANY	R	8/01/2024	688.50		064591		688.50
10073	PHILLIPS WINE & SPIRITS, INC.							
I-6819198	PHILLIPS WINE & SPIRITS, INC.	R	8/01/2024	3,476.16		064592		3,476.16
21027	RMB ENVIRONMENTAL LABORATORIES							
I-D062817	RMB MONITOR WELLS @ PONDS	R	8/01/2024	1,568.86		064593		
I-D063398c	RMB COURIER FEE	R	8/01/2024	20.00		064593		1,588.86
20929	SOUTHERN GLAZER'S WINE & SPIRI							
I-2508751	SOUTHERN GLAZER'S WINE & SPIRI	R	8/01/2024	1,291.01		064594		
I-2508752	SOUTHERN GLAZER'S WINE & SPIRI	R	8/01/2024	1,162.71		064594		2,453.72
90003	TEAMSTERS LOCAL UNION #346							
I-AUG 24	UNION #346 AUG DUES	R	8/01/2024	146.00		064595		146.00
21093	THE HOME CITY ICE COMPANY							
I-4800244706	THE HOME CITY ICE COMPANY	R	8/01/2024	304.54		064596		
I-4800244771	THE HOME CITY ICE COMPANY	R	8/01/2024	448.06		064596		752.60
20552	VERIZON WIRELESS							
I-9969521440	VERIZON STR/CA/POL PHONE	R	8/01/2024	527.45		064597		527.45
21097	VESTIS GROUP							
I-2630310964	VESTIS GROUP	R	8/01/2024	49.24		064598		49.24
10102	VIKING COCA-COLA BOTTLING CO.							
I-3437577	VIKING COCA-COLA BOTTLING CO.	R	8/01/2024	222.00		064599		222.00
10306	WALKER MARINE HOLDINGS, LLC							
I-12371	WKR MAR HLDS REIMB NW PROJ	R	8/01/2024	869.10		064600		869.10
10529	WALKER TIRE & SERVICE							
I-8467	WKR TIRE 2020 DURANGO REP	R	8/01/2024	1,237.67		064601		1,237.67
21103	OUTDOOR SPECIALTIES, LLC							
I-7021	OUTDOOR SP - PICKLEBALL CTS	R	8/13/2024	41,080.00		064602		41,080.00
90008	AFLAC							
I-035205	AFLAC	R	8/13/2024	63.05		064603		63.05
29204	AMERICAN ENGINEERING TESTING,							
I-INV-200674	AMER ENG NW PROJ	R	8/13/2024	5,886.25		064604		
I-INV-205609	AMER ENG NW PROJ ENG	R	8/13/2024	765.00		064604		6,651.25

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20920	APG MEDIA OF MINNESOTA LLC,							
I-172754	APG ELECTION FILING NOTICE	R	8/13/2024	62.25		064605		62.25
10000	ARVIG ENTERPIRSES, INC							
I-56883 001 4 08/24	ARVIG W/S/C/DMV/P/A/S/LIB/LS	R	8/13/2024	869.23		064606		
I-57016 001 1 08/24	ARVIG AIRPORT JUL 24	R	8/13/2024	80.85		064606		
I-57187 001 5 08/24	ARVIG WATER PLANT JUL 24	R	8/13/2024	169.60		064606		1,119.68
200622	BERNICK'S							
C-20065626	BERNICK'S	R	8/13/2024	541.20CR		064607		
C-20066512	BERNICK'S	R	8/13/2024	16.00CR		064607		
I-20065625	BERNICK'S	R	8/13/2024	1,694.00		064607		
I-20066511	BERNICK'S	R	8/13/2024	1,492.90		064607		2,629.70
20967	BMI, BROADCAST MUSIC INC.							
I-54255027	BMI, BROADCAST MUSIC INC.	R	8/13/2024	435.00		064608		435.00
20906	BREAKTHRU BEVERAGE MN WINE & S							
I-116999123	BREAKTHRU BEVERAGE MN WINE & S	R	8/13/2024	2,514.87		064609		
I-117107404	BREAKTHRU BEVERAGE MN WINE & S	R	8/13/2024	987.81		064609		3,502.68
20670	C & L DISTRIBUTING							
C-3114000044	C & L DISTRIBUTING	R	8/13/2024	10.70CR		064610		
I-1950072	C & L DISTRIBUTING	R	8/13/2024	4,738.20		064610		
I-1954299	C & L DISTRIBUTING	R	8/13/2024	1,127.85		064610		5,855.35
10052	CASS COUNTY RECORDER							
I-A000704764	CASS REC CEM DEED C MADISON	R	8/13/2024	46.00		064611		
I-A000704765	CASS REC CEM DEED W ANDERSON	R	8/13/2024	46.00		064611		92.00
20960	CENEX FLEET FUELING							
I-294110CL	CENEX FUEL JUL 24	R	8/13/2024	2,150.85		064612		2,150.85
20185	CIRCLE K							
I-98305229	CIRCLE K POL FUEL JUL 24	R	8/13/2024	541.43		064613		541.43
10021	CITY SANITARY SERVICE							
I-335834	CITY SAN STR/PK JUL 24	R	8/13/2024	735.93		064614		
I-336012	CITY SAN LS/CH JUL 24	R	8/13/2024	105.89		064614		841.82
21939	CIVICPLUS							
I-311160	CIVICPLUS ORDIN UPDATES	R	8/13/2024	1,071.85		064615		1,071.85

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21928	DAHLHEIMER BEVERAGE							
C-2246755	DAHLHEIMER BEVERAGE	R	8/13/2024	64.00CR		064616		
I-2252860	DAHLHEIMER BEVERAGE	R	8/13/2024	4,078.90		064616		4,014.90
20499	DAY'S SEWER SERVICE							
I-34275	DAY'S SEW BOAT LND RR JUL 24	R	8/13/2024	656.00		064617		656.00
10036	GOPHER STATE ONE CALL, INC.							
I-4070820	GOPHER LOCATES JUL 24	R	8/13/2024	67.50		064618		67.50
10196	GRAINGER							
I-9191844597	GRAINGER VAC PUMP	R	8/13/2024	105.34		064619		105.34
20944	GRANITE CITY JOBBING CO., INC							
I-405473	GRANITE CITY JOBBING CO., INC	R	8/13/2024	575.32		064620		575.32
10031	HAWKINS, INC.							
I-6818394	HAWKINS CHEMICALS	R	8/13/2024	1,438.11		064621		1,438.11
20139	HYTEC CONSTRUCTION							
I-14502	HYTEC LIBRARY APP #9	R	8/13/2024	305,572.97		064622		
I-14539	HYTEC LIBRARY PAY #10	R	8/13/2024	57,602.35		064622		363,175.32
21107	IMAGE BUILDERS							
I-300290	IMAGE BLDR POL PROMO	R	8/13/2024	399.61		064623		
I-300298	IMAGE BLDRS POL PROMO	R	8/13/2024	473.32		064623		872.93
10041	JOHNSON BROTHERS LIQUOR CO.							
I-2593419	JOHNSON BROTHERS LIQUOR CO.	R	8/13/2024	8,423.47		064624		
I-2598216	JOHNSON BROTHERS LIQUOR CO.	R	8/13/2024	3,508.35		064624		11,931.82
10465	MARCO TECHNOLOGIES, LLC							
I-INV12785559	MARCO LIBRARY JUL 24	R	8/13/2024	51.78		064625		51.78
10377	MARTIN'S SNOWFLOW AND EQUIPMEN							
I-32995	MARTINS LAWN MOWER	R	8/13/2024	15,402.49		064626		
I-33387	MARTINS MOWER TIRES	R	8/13/2024	1,438.00		064626		16,840.49
21010	MCCOY CONSTRUCTION & FORESTRY							
I-2389702	MCCOY STR REP	R	8/13/2024	664.79		064627		664.79
20928	MICROTECH COMPUTER CENTER							
I-23470	MICROTECH IT SVCS 07/24	R	8/13/2024	907.78		064628		907.78

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21110	MN DRIVERS MANUALS							
I-5364	MN DRIVERS MANUALS	R	8/13/2024	92.42		064629		92.42
10001	MN POWER							
I-0092018410 07/24	MN POWER LS/CH/PARK/TRL RR	R	8/13/2024	1,692.41		064630		
I-0093118420	MN POWER CONDO LIFT STATION	R	8/13/2024	40.20		064630		
I-0144028410 07/24	MN POWER TOWER AVE WATER T	R	8/13/2024	176.60		064630		
I-0200128420 07/24	MN POWER 34/200 SIGNAL LTS	R	8/13/2024	60.15		064630		
I-0500118420 07/24	MN POWER SEW PUB DOCK PUMP	R	8/13/2024	25.99		064630		
I-0527018420 07/24	MN POWER PARK LIGHTS	R	8/13/2024	72.12		064630		
I-0600118420 07/24	MN POWER PUBLIC DOCK	R	8/13/2024	40.21		064630		
I-0695028420 07/24	MN POWER LEGION LIFT STATION	R	8/13/2024	31.58		064630		
I-0781018420 07/24	MN POWER NEW PARK LIFT STATION	R	8/13/2024	1,133.47		064630		
I-0826500000 07/24	MN POWER 5TH/200 SIGNAL LTS	R	8/13/2024	62.79		064630		
I-1027018420 07/24	MN POWER SCHOOL STR LGTS	R	8/13/2024	49.60		064630		
I-1291018420 07/24	MN POWER PARK	R	8/13/2024	31.80		064630		
I-1503118410 07/24	MN POWER MICH/7TH STR LIFT	R	8/13/2024	68.64		064630		
I-1570128420 07/24	MN POWER LTG OPT 2	R	8/13/2024	1,223.83		064630		
I-1600110000 07/24	MN POWER TIANNA DR ORN LTS	R	8/13/2024	32.02		064630		
I-1670128420 07/24	MN POWER LTG OPT 3	R	8/13/2024	429.62		064630		
I-1894036086 07/24	MN POWER 601 & 909 SPEED SIGNS	R	8/13/2024	42.16		064630		
I-3072000000 07/24	MN POWER CEMETERY	R	8/13/2024	33.66		064630		
I-3310910000 07/24	MN POWER FRONT STR MET LTS	R	8/13/2024	23.46		064630		
I-4149400000 07/24	MN POWER WLK BAY BLVD LIFT	R	8/13/2024	32.34		064630		
I-4408100000 07/24	MN POWER SHOP	R	8/13/2024	174.65		064630		
I-4579000000 07/24	MN POWER LIFT STAT BEHIND SS	R	8/13/2024	31.42		064630		
I-4926020000 07/24	MN POWER LTG OPT 2	R	8/13/2024	1,361.57		064630		
I-6173800000 07/24	MN POWER WATER TRMT PLNT	R	8/13/2024	2,398.84		064630		
I-6639210000 07/24	MN POWER DIVISION STR LIFT	R	8/13/2024	783.29		064630		
I-6926020000 07/24	MN POWER LTG OPT 1	R	8/13/2024	436.25		064630		
I-7890400000 07/24	MN POWER GAR @ SEW PONDS	R	8/13/2024	21.08		064630		
I-9224400000 07/24	MN POWER TOWER AVE SIRENS	R	8/13/2024	23.62		064630		
I-9664610000 07/24	MN POWER PARK	R	8/13/2024	70.98		064630		
I-9665910000 07/24	MN POWER CHING LIFT STATION	R	8/13/2024	81.93		064630		10,686.28
100805	MN PUBLIC FACILITIES AUTHORITY							
I-CW_02 08/24	MPFA-CWRF-L-024-FY17	R	8/13/2024	136,578.55		064633		
I-CW_03 08/24	MPFA-CWRF-L-013-FY21	R	8/13/2024	85,200.00		064633		
I-CW_04 08/24	MPFA-CWRF-L-011-FY24	R	8/13/2024	3,901.84		064633		
I-DW_02 08/24	MPFA-DWRF-L-026-FY17	R	8/13/2024	96,008.97		064633		
I-DW_03 08/24	MPFA-DWRF-L-014-FY21	R	8/13/2024	32,700.00		064633		
I-DW_04 08/24	MPFA-DWRF-L-012-FY24	R	8/13/2024	15,324.86		064633		369,714.22

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90002	NCPERS GROUP LIFE INS.							
I-822200092024	NCPERS GROUP LIFE SEPT 24	R	8/13/2024	64.00		064634		64.00
10063	NEI BOTTLING, INC.							
I-1406692	NEI BOTTLING, INC.	R	8/13/2024	216.10		064635		216.10
20996	NORTH STATE INSPECTION LLC							
I-WK-01-2024	NS INSPECTION	R	8/13/2024	19,814.24		064636		
I-WK-02-2024	NORTH STATE INSPECTION LLC	R	8/13/2024	11,987.82		064636		31,802.06
21937	ODP BUSINESS SOLUTIONS, LLC							
I-377604226001	ODP TOILET PAPER CH	R	8/13/2024	83.14		064637		83.14
21085	SUSAN OSTLUND							
I-080124	OSSTLUND TREAS MTG SOURCEWELL	R	8/13/2024	89.78		064638		89.78
10073	PHILLIPS WINE & SPIRITS, INC.							
C-527488	PHILLIPS WINE & SPIRITS, INC.	R	8/13/2024	182.00CR		064639		
C-528232	PHILLIPS WINE & SPIRITS, INC.	R	8/13/2024	44.00CR		064639		
I-6822921	PHILLIPS WINE & SPIRITS, INC.	R	8/13/2024	2,336.75		064639		
I-6826508	PHILLIPS WINE & SPIRITS, INC.	R	8/13/2024	1,682.59		064639		3,793.34
21111	QWIK PACK AND SHIP OF WALKER							
I-4751	QWIK SHIP THM WATER SAMP	R	8/13/2024	16.69		064640		16.69
20924	R.L. LARSON EXCAVATING, INC.							
I-PAY #10	R.L. LARSON NW PROJ PAY #10	R	8/13/2024	353,993.07		064641		353,993.07
20929	SOUTHERN GLAZER'S WINE & SPIRI							
I-2511602	SOUTHERN GLAZER'S WINE & SPIRI	R	8/13/2024	1,363.56		064642		
I-2511603	SOUTHERN GLAZER'S WINE & SPIRI	R	8/13/2024	663.32		064642		
I-2511604	SOUTHERN GLAZER'S WINE & SPIRI	R	8/13/2024	271.80		064642		
I-2514489	SOUTHERN GLAZER'S WINE & SPIRI	R	8/13/2024	1,867.23		064642		4,165.91
21109	TACTICAL SOLUTIONS							
I-10282	TACTICAL SOL POL UPGRADES	R	8/13/2024	114.00		064643		114.00
21093	THE HOME CITY ICE COMPANY							
I-7525240396	THE HOME CITY ICE COMPANY	R	8/13/2024	112.03		064644		112.03
21104	THE WINE COMPANY							
I-275301	THE WINE COMPANY	R	8/13/2024	756.00		064645		756.00

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21112	THOE, ISAAC							
I-08132024	THOE, ISAAC STEEL TOE ORIGINAL	R	8/13/2024	279.49		064646		279.49
10149	TURF TECHNOLOGY LLC							
I-24762	TURF TECH CEME JUN MOWING	R	8/13/2024	3,700.00		064647		3,700.00
21084	ULTEIG OPERATIONS, LLC							
I-ARIV1037512	ULTEIG NW PROJ	R	8/13/2024	37,850.59		064648		37,850.59
200644	USPS (QUADIENT-POC)							
I-08132024	USPS (QUADIENT-POC) POSTAGE	R	8/13/2024	2,000.00		064649		2,000.00
21097	VESTIS GROUP							
I-2630316357	VESTIS CH FLOOR MATS	R	8/13/2024	65.46		064650		65.46
10102	VIKING COCA-COLA BOTTLING CO.							
I-3447774	VIKING COCA-COLA BOTTLING CO.	R	8/13/2024	140.35		064651		140.35
10051	WALKER BUILDING SUPPLY, LLC							
I-186882	WKR BLDG CROSSWALK JIG	R	8/13/2024	46.80		064652		46.80
10085	WALKER HOME CENTER							
C-689900	WHC AIRPORT WELL	R	8/13/2024	5.00CR		064653		
C-690523	WHC SHOP REPAIRS	R	8/13/2024	4.99CR		064653		
I-682077	WHC STR SUPP	R	8/13/2024	6.99		064653		
I-682869	WHC AIRPORT EXT RING	R	8/13/2024	3.99		064653		
I-682929	WHC AIRPORT FUSE PLUG	R	8/13/2024	9.99		064653		
I-685862	WHC PARK REPAIRS	R	8/13/2024	97.21		064653		
I-685899	WHC WATER LEAK PARK RR	R	8/13/2024	22.36		064653		
I-687624	WHC PAINT VAC TRL	R	8/13/2024	18.48		064653		
I-688374	WHC BOLTS	R	8/13/2024	26.66		064653		
I-688438	WHC LS KEYS	R	8/13/2024	29.99		064653		
I-688961	WHC WALL REP TRL HEAD RR	R	8/13/2024	35.98		064653		
I-689860	WHC AIRPORT WELL REPAIR	R	8/13/2024	41.99		064653		
I-690174	WHC WET DRY VAC	R	8/13/2024	145.59		064653		
I-690513	WHC SHOP REPAIRS	R	8/13/2024	85.78		064653		
I-690525	WHC OIL VAC SHOP	R	8/13/2024	37.49		064653		
I-690734	WHC BRASS HOSE PARKS	R	8/13/2024	12.99		064653		
I-691076	WHC VAC CAN OIL	R	8/13/2024	14.56		064653		
I-692682	WHC SUPP STR	R	8/13/2024	23.16		064653		603.22
10092	WALKER WATERWORKS							
I-2-01996-00	WWW LIQ STORE JUL 24	R	8/13/2024	64.85		064655		
I-3-01995-00 08/24	WWW CITY HALL	R	8/13/2024	62.50		064655		
I-3-01996-00 08/24	WWW TRL HD RR JUL 24	R	8/13/2024	112.00		064655		239.35

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10274	WINE MERCHANTS							
I-7482499	WINE MERCHANTS	R	8/13/2024	167.79		064656		
I-7483451	WINE MERCHANTS	R	8/13/2024	281.78		064656		449.57
20825	YOUNG AUTO PARTS (NAPA)							
I-128484	YOUNG OIL CHANGE STR	R	8/13/2024	51.24		064657		
I-128525	YOUNG BACKHOE 505 REP	R	8/13/2024	27.50		064657		
I-128598	YOUNG STR REP 510	R	8/13/2024	3.50		064657		82.24
20965	ARTISAN BEER COMPANY							
I-3703699	ARTISAN BEER COMPANY	R	8/21/2024	140.80		064658		140.80
21115	BADGER METER INC.							
I-80167616	BADGER WATER SUBSCRIPT	R	8/21/2024	1,350.00		064659		1,350.00
200622	BERNICK'S							
C-20067190	BERNICK'S	R	8/21/2024	305.00CR		064660		
I-20067188	BERNICK'S	R	8/21/2024	2,039.00		064660		
I-20067189	BERNICK'S	R	8/21/2024	17.25		064660		1,751.25
10340	BLUE CROSS/BLUE SHIELD							
I-240802387964	BCBS SEPT 24	R	8/21/2024	8,213.28		064661		8,213.28
20906	BREAKTHRU BEVERAGE MN WINE & S							
I-117218804	BREAKTHRU BEVERAGE MN WINE & S	R	8/21/2024	142.50		064662		
I-117220802	BREAKTHRU BEVERAGE MN WINE & S	R	8/21/2024	4,855.74		064662		4,998.24
20670	C & L DISTRIBUTING							
I-1958621	C & L DISTRIBUTING	R	8/21/2024	7,068.95		064663		7,068.95
29212	CANNON RIVER WINERY							
I-17032	CANNON RIVER WINERY	R	8/21/2024	602.64		064664		602.64
21928	DAHLHEIMER BEVERAGE							
I-2258498	DAHLHEIMER BEVERAGE	R	8/21/2024	3,141.25		064665		3,141.25
21114	EKHOLM, STEVE							
I-08132024	EKHOLM, STEVE ELECTION JUDGE	R	8/21/2024	186.98		064666		186.98
20178	HOPE FAIRCHILD							
I-081524	HOPE FAIRCHILD ELECT EXPS	R	8/21/2024	62.00		064667		62.00
10037	GUARDIAN PEST SOLUTIONS, INC.							
I-2591919	GUARDIAN PEST CH/LS	R	8/21/2024	48.00		064668		48.00

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10041	JOHNSON BROTHERS LIQUOR CO.							
I-2602827	JOHNSON BROTHERS LIQUOR CO.	R	8/21/2024	2,869.82		064669		2,869.82
29195	PATRICIA D. KASTNING							
I-081324	P KASTNING ELECTION JUDGE	R	8/21/2024	120.00		064670		120.00
21113	KIMBALL, LARRY							
I-081324	L KIMBALL ELECTION JUDGE	R	8/21/2024	146.80		064671		146.80
10141	LEECH LAKE AREA CHAMBER OF COM							
I-140303	LL CHAMBER LS MEMBERSHIP	R	8/21/2024	450.00		064672		450.00
20159	LILEKS OIL COMPANY							
I-77531	LILEKS OIL AIRPORT FUEL	R	8/21/2024	7,570.16		064673		7,570.16
10455	M R SIGN COMPANY							
I-225048	M R SIGN STREET SIGNS	R	8/21/2024	67.82		064674		67.82
10465	MARCO TECHNOLOGIES, LLC							
I-INV12841325	MARCO DMV/CLERK	R	8/21/2024	182.33		064675		182.33
20970	MINNESOTA PUMP WORKS							
I-INV025095	MN PUMP WKS MTHLY SVC	R	8/21/2024	140.00		064676		140.00
10060	MN DEPT OF HEALTH							
I-09/30/2024	MDOH 3RD Q 24 SVC CONN FEE	R	8/21/2024	1,360.00		064677		1,360.00
10063	NEI BOTTLING, INC.							
I-1406814	NEI BOTTLING, INC.	R	8/21/2024	205.30		064678		205.30
21937	ODP BUSINESS SOLUTIONS, LLC							
I-380051379001	ODP COPY PAPER DMV/CLERK	R	8/21/2024	197.46		064679		197.46
20818	PAUSTIS WINE COMPANY							
I-243722	PAUSTIS WINE COMPANY	R	8/21/2024	1,163.00		064680		1,163.00
10073	PHILLIPS WINE & SPIRITS, INC.							
I-527488	PHILLIPS CRE GIVEN ON INV	R	8/21/2024	182.00		064681		
I-6830291	PHILLIPS WINE & SPIRITS, INC.	R	8/21/2024	2,096.44		064681		2,278.44
21027	RMB ENVIRONMENTAL LABORATORIES							
I-D064557	RMB SEWER POND TESTING	R	8/21/2024	146.30		064682		146.30

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
21116	ROEHL, BEN							
I-081624	ROEHL, B ORIG ISS BOOTS STR	R	8/21/2024	175.00		064683		175.00
20764	GERALDINE LYNN SARGENT							
I-08132024	G SARGENT ELECTION JUDGE	R	8/21/2024	120.00		064684		120.00
29194	JOE SHERMAN							
I-081324	J SHERMAN ELECTION JUDGE	R	8/21/2024	186.98		064685		186.98
20929	SOUTHERN GLAZER'S WINE & SPIRI							
I-2517270	SOUTHERN GLAZER'S WINE & SPIRI	R	8/21/2024	2,952.95		064686		2,952.95
10369	STREICHER'S							
I-11714185	STREICHER B GOEHRING UNIFORM	R	8/21/2024	241.99		064687		241.99
90003	TEAMSTERS LOCAL UNION #346							
I-SEP 2024	TEAMSTERS UNION DUES	R	8/21/2024	146.00		064688		146.00
21093	THE HOME CITY ICE COMPANY							
I-7403240237	THE HOME CITY ICE COMPANY	R	8/21/2024	215.26		064689		
I-7408240277	THE HOME CITY ICE COMPANY	R	8/21/2024	160.15		064689		375.41
21117	TRAFFIC LOGIX CORPORATION							
I-SIN26065	TRAFFIC LOGIX POL DISP BOARD	R	8/21/2024	580.00		064690		580.00
20890	USABLE LIFE							
I-0005305404	USABLE LIFE SEPT 24	R	8/21/2024	99.48		064691		99.48
21097	VESTIS GROUP							
I-2630321814	VESTIS LS MATS	R	8/21/2024	49.24		064692		49.24
10102	VIKING COCA-COLA BOTTLING CO.							
I-3457835	VIKING COKE	R	8/21/2024	353.75		064693		353.75
20173	VISA FIRST NATIONAL BANK NORTH							
I-4793 08/24	VISA	R	8/21/2024	3,026.03		064694		3,026.03
10274	WINE MERCHANTS							
I-7484362	WINE MERCHANTS	R	8/21/2024	159.49		064695		159.49
1	BERNIER, MEGAN							
I-000202408270624	US REFUND	R	8/27/2024	305.86		064696		305.86

VENDOR SET: 01 City of Walker, MN

BANK: 1 #1 GENERAL CHECKING-POOL

DATE RANGE: 8/01/2024 THRU 8/31/2024

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
21086	AMERICAN STEEL INC							
I-122102	AMER STEEL BOBCAT BROOM REP	R	8/28/2024	40.00		064697		40.00
20920	APG MEDIA OF MINNESOTA LLC,							
I-WPI4071500	APG PUB HEAR NOTICE P&Z	R	8/28/2024	50.60		064698		50.60
20452	AUTO VALUE PARTS STORE							
I-32276563	AUTO VALUE WRENCH	R	8/28/2024	22.47		064699		
I-32276988	AUTO VALUE BOBCAT BROOM REP	R	8/28/2024	73.57		064699		
I-32277220	AUTO VALUE STR SUPP	R	8/28/2024	16.99		064699		
I-32277275	AUTO VALUE PARK REP	R	8/28/2024	164.00		064699		277.03
10008	BELTRAMI ELECTRIC CO-OP, INC.							
I-4542300 08/24	BELTRAMI AIRPORT ELECT	R	8/28/2024	314.84		064700		
I-4542301 08/24	BELTRAMI AIRPORT ELECT	R	8/28/2024	124.97		064700		
I-4542302 08/24	BELTRAMI WATER/SEWER ELECT	R	8/28/2024	257.33		064700		697.14
200622	BERNICK'S							
C-20068039	BERNICK'S	R	8/28/2024	106.35CR		064701		
I-20068037	BERNICK'S	R	8/28/2024	3,298.15		064701		
I-20068038	BERNICK'S	R	8/28/2024	55.40		064701		3,247.20
20906	BREAKTHRU BEVERAGE MN WINE & S							
I-117322494	BREAKTHRU BEVERAGE MN WINE & S	R	8/28/2024	1,128.19		064702		1,128.19
20670	C & L DISTRIBUTING							
I-1962894	C & L DISTRIBUTING	R	8/28/2024	994.80		064703		
I-1963176	C & L DISTRIBUTING	R	8/28/2024	111.50		064703		1,106.30
21928	DAHLHEIMER BEVERAGE							
I-2264099	DAHLHEIMER BEVERAGE	R	8/28/2024	8,058.30		064704		
I-2270207	DAHLHEIMER BEVERAGE	R	8/28/2024	526.15		064704		8,584.45
10140	DMV # 125							
I-2014 FORD TIA 2024	DMV 125 VIN 1FAHP2MK9EG156323	R	8/28/2024	41.25		064705		41.25
10031	HAWKINS, INC.							
I-6843729	HAWKINS CHEMICALS	R	8/28/2024	640.00		064706		640.00
10041	JOHNSON BROTHERS LIQUOR CO.							
I-2607336	JOHNSON BROTHERS LIQUOR CO.	R	8/28/2024	4,680.04		064707		4,680.04
40001	KENT REEVE, LOCKSMITH							
I-13602	K REEVE CH LOCK CHANGE	R	8/28/2024	167.90		064708		167.90

VENDOR SET: 01 City of Walker, MN

BANK: 1 #1 GENERAL CHECKING-POOL

DATE RANGE: 8/01/2024 THRU 8/31/2024

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
10109	LAKES AREA POWER SPORTS, INC.							
I-27769	LAKES PWR SPTS CHAINSAW BLDS	R	8/28/2024	53.98		064709		53.98
10442	MESABI BITUMINOUS							
I-5049	MESABI BITUMINOUS COLDMIX	R	8/28/2024	1,425.00		064710		1,425.00
10069	OLSON ELECTRIC							
I-12423	OLSON ELECT CITY DOCK OUTLET	R	8/28/2024	452.59		064711		452.59
20166	PAUL BUNYAN NATURAL GAS							
I-660186.01 08/24	PB NAT GAS LIQUOR STORE	R	8/28/2024	16.34		064712		
I-660187.01 08/24	PB NAT GAS WATER PLANT	R	8/28/2024	15.00		064712		
I-660188.01 08/24	PB NAT GAS CITY HALL	R	8/28/2024	15.00		064712		
I-660361.01 08/24	PB NAT GAS PUBLIC RR	R	8/28/2024	15.00		064712		
I-660443.01 08/24	PB NAT GAS SHOP	R	8/28/2024	19.70		064712		
I-660618.01 08/24	PB NAT GAS AIRPORT	R	8/28/2024	15.00		064712		96.04
10073	PHILLIPS WINE & SPIRITS, INC.							
I-6834038	PHILLIPS WINE & SPIRITS, INC.	R	8/28/2024	2,540.94		064713		2,540.94
20929	SOUTHERN GLAZER'S WINE & SPIRI							
I-2520075	SOUTHERN GLAZER'S WINE & SPIRI	R	8/28/2024	4,402.48		064714		4,402.48
10369	STREICHER'S							
I-I1715492	STREICHER'S AMMO FOR TRNG	R	8/28/2024	113.62		064715		113.62
20128	TEAM LABORATORY CHEMICAL, LLC							
I-INV0042746	TEAM LAB MEGA BUGS PLUS	R	8/28/2024	950.00		064716		950.00
20413	TEAMSTERS LOCAL 346 HEALTH FUN							
I-202408	TEAMSTERS HEALTH/DENTAL	R	8/28/2024	3,178.00		064717		3,178.00
20552	VERIZON WIRELESS							
I-9971927638	VERIZON STR/POL/CITYAD	R	8/28/2024	527.53		064718		527.53
10051	WALKER BUILDING SUPPLY, LLC							
I-187112	WBS COLDMIX CONTAINER	R	8/28/2024	73.96		064719		73.96
10529	WALKER TIRE & SERVICE							
I-8590	WALKER TIRE TORO TIRE REP	R	8/28/2024	37.10		064720		
I-8646	WALKER TIRE F250 OIL CHG	R	8/28/2024	87.67		064720		124.77
10274	WINE MERCHANTS							
I-7485234	WINE MERCHANTS	R	8/28/2024	393.78		064721		393.78

VENDOR SET: 01City of Walker, MN

BANK: 1#1 GENERAL CHECKING-POOL

DATE RANGE: 8/01/2024 THRU 8/31/2024

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VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	CHECK	CHECK	CHECK
			DATE		NO	STATUS	AMOUNT
20825	YOUNG AUTO PARTS (NAPA)						
C-129957	YOUNG HEADLIGHT POL RET	R	8/28/2024	16.81CR	064722		
I-126833	YOUNG WIPER BLADE POL	R	8/28/2024	18.48	064722		
I-127629	YOUNG HEADLIGHT POL	R	8/28/2024	33.62	064722		35.29

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	143	1,422,696.90	0.00	1,422,696.90
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	10	51,703.69	0.00	51,703.69
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: 1 TOTALS:	153	1,474,400.59	0.00	1,474,400.59
BANK: 1 TOTALS:	153	1,474,400.59	0.00	1,474,400.59
REPORT TOTALS:	153	1,474,400.59	0.00	1,474,400.59

SELECTION CRITERIA

VENDOR SET: 01-City of Walker, MN
VENDOR: ALL
BANK CODES: Include: 1
FUNDS: All

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 8/01/2024 THRU 8/31/2024
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 13
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Approve of Planning Commission/Board of Adjustments regular meeting minutes of June 24, 2024.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of Planning Commission/Board of Adjustments regular meeting minutes of June 24, 2024.		

**WALKER PLANNING COMMISSION
BOARD OF ADJUSTMENT
REGULAR MEETING MINUTES**

June 24th, 2024

6:00 pm 701 Elm Avenue, Walker Fire Hall Meeting Room

1. **Call to Order** – 6:00 PM
2. **Roll Call – Members Present:** Mary Beth Hansen, Erin Haefele, Seth Liefer, Jerecho Worth
3. **Absent:** Sue Ostlund
4. **Staff:** Jennie Meyer, Zoning Administrator
5. **Public:** NONE
6. **Additions or Deletions to the Agenda:** Added discussion (#13) on a future amendment to Sign ordinance.
7. **Announcements by Chair** – None
8. **M/S Haefele/Worth** approving minutes from May 20th.
Motion passes (4-0)
9. **Review Planning/Zoning Report for May**
10. **6:01: Public Hearing opens** for comments regarding the amendment suggestions to Ordinance Sec. 109-152 to clarify under prohibited signs, the difference between a “roof sign” and “roof top sign”.
Public Hearing closed at: 6:01
No comments
11. **M/S Liefer/Haefele** to approve of suggested amendments to Ordinance Sec. 109-152 to clarify under prohibited signs, the difference between a “roof sign” and “roof top sign”.
Motion passes (4-0)
Motion passes with suggestion of adding to the definition of “roof top sign”, “...on or above the surface of a flat roof.” Addition to verbiage will be reflected in the Ordinance amendment 2024-04.
12. **Discuss suggested amendment changes by Bolton & Menk.**
The board suggests another quote from another company before moving forward. Liefer suggested Meyer reach out to International Right of Way Association.
13. **Discussion on future amendment to Sign ordinance 109-152 (m) (1) (a) A frame signs on public property or right of way.... (8) portable sign permits....**
Meyer expressed there are no portable sign permits on file and no such permit exists. She questioned doing away with the portable sign permit or creating one. The board’s concern

is who enforces the penalty and that the sign ordinance is overdone. A brief discussion was held continuing onto other sign ordinances. More research will be done on this topic.

Meeting ended at 6:31 PM



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 14
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Approve of Park Advisory Board regular meeting minutes of July 23, 2024.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of Park Advisory Board regular meeting minutes of July 23, 2024.		

Park Advisory Board Minutes
 Tuesday, July 23, 2024, at 5:00 p.m.
 Walker Fire Hall Meeting Room
 701 Elm Avenue, Walker, Minnesota

Attending: Char Moore, Jerecho Worth, Jane Ekholm, Tom Boege

Absent: Jenny Tinklenberg, Peter Opheim

Also attending: Hope Fairchild, City Administrator; Bob Moore, Self; Steve Cashman, Walker Pickleball Club; Renee Wasmund, Walker Pickleball Club; Dave Schwartz, Walker Pickleball Club; Kent Kollodge, Walker Pickleball Club

Chair called meeting to order at: 5:00 p.m.

Announcements from Chair:

None.

M/S Ekholm/Worth to approve of Park Advisory Board meeting minutes of June 25, 2024.

Motion passed (4-0)

Citizen's Presentations:

1. Walker Pickleball Club – Court Accessories Proposal.

Presentation: The Pickleball Club had the following requests:

- a. *Purchase two picnic tables and two benches to be placed on the center plaza of the new pickleball courts in the amount of \$2,343.00. This would be using raised funds that the City is holding.*
- b. *Purchase and install safety covers for the 4' fences for safety. This would cost \$388.00 plus shipping and it would be paid for using raised funds that the City is holding.*
- c. *The Walker Pickleball Club already owns paddle rack holders. They are requesting to place these on fences to provide an organized system for determining whose turn it is to play.*
- d. *The Walker Pickleball Club already owns windscreens and is requesting to install the screens on the pickleball side of the new courts. The request is for a trial period of three weeks to see how they look and work. If the City does not want them up 24/7, they could be taken down and only used for tournaments.*

Park Application Requests:

1. Review 2024 Park calendar of events.
2. **M/S Ekholm/Worth** to recommend approval of Walker Lions Club serving food and beverages, including alcoholic beverages, at Walker Bay Live on August 15, 2024.

Motion passed (4-0)

Rock Garden Application Requests:

None.

Other Business:

1. Discussion on Walker Pickleball Club presentation and proposal.

- a. Note: The City Council tabled the Pickleball Club's request to place shade structures.

Discussion:

- *Item 1 request: The Park Advisory Board recommended approval of the purchase of two benches and two picnic tables. The Pickleball Club asked if the City would be able to order the tables and benches prior to the August 5 Council meeting. City Administrator Hope Fairchild stated that her payment approval threshold is \$2,000.00, and this is over that amount. She stated that she could ask for the opinion of the remaining three Council members to see if they wanted to discuss it further at the City Council meeting or if purchasing them ahead of time would be okay. Mayor Worth asked if the benches and picnic tables would be mounted to the pavement. Pickleball Club members stated that they could be. Mayor Worth cited damage concerns if they were not mounted to the pavement. The set of picnic tables and chairs are green in color to match the court where they are located.*
- *Item 2 request: The Park Advisory Board recommended approval of the purchase of fence safety covers. They would be blue in color to match those areas of the court.*
- *Item 3 request: The Park Advisory Board recommended approval of the installation of paddle rack holders. Board members requested that they be installed using special screws, etc. so that they are not easy to dismantle and steal. Board members also requested that the holders be removed in winter months.*
- *Item 4 request: The Park Advisory Board recommended approval of the installation of windscreens for a trial period of three weeks.*
- *The Park Advisory Board and Pickleball Club members also discussed the signs that were placed on the courts. City Administration had an issue with the statement included on the signs that stated that the courts were reserved every day in the morning for pickleball club members and guests. The Pickleball Club stated that the reason behind this part of the sign was because visitors would sometimes "take-over" a court and not rotate with other players after games. The Park Advisory Board stated that they understand and would like to see if a sticker could be placed over that section of the sign that states the rule that all that play pickleball must rotate and take turns if other people are waiting to play.*
- *Board member Moore stated that it is steep area to walk down to get to the new courts. Some filling and a path may be needed to make it more accessible.*

2. Discussion on the addition of a speed bump near the City Park playground.

- a. This item was requested by a resident. The cost to place a permanent speed bump in this area is about \$1,550.00.

Discussion: The Park Board discussed the request but did not recommend immediate action. Board members are going to drive the area and see if they think that a speed bump is needed. Board members considered adding a sign instead, saying something like "children at play."

3. Discussion on issue of vehicles driving/parking in the grass.
 - a. There were many instances of this during the 4th of July, as well as at past Walker Bay Live events, and some just in general.

Discussion: The Park Advisory Board agreed that boulders may need to be placed back where they were to stop people from driving into the park.

Meeting adjourned at: 6:03 p.m.

Next meeting: August 27, 2024, at 5:00 p.m.

Park Calendar available at ci.walker.mn.us



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 15
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Approve of Library Advisory Board regular meeting minutes of July 9, 2024.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of Library Advisory Board regular meeting minutes of July 9, 2024.		

Walker Public Library Board Meeting Minutes
Tuesday, July 9, 2024 – 5:00 p.m.
Walker Fire Hall Meeting Room
701 Elm Avenue, Walker, Minnesota

BOARD MEMBERS ATTENDING: Mary Beth Hansen, Jim Senenfelder, Joey Collins, Linda Nye, Theresa Bilben, Wendy Paul, Peggy Trimble

BOARD MEMBERS ABSENT: none

OTHERS ATTENDING: Hope Fairchild, City Administrator; Carol Christensen, Walker Library Branch Manager; Kathi Cadmus, Library Volunteer; Dennis King, Turtle Lake Township; Joe Sherman, Shingobee Township

CHAIR CALLED THE MEETING TO ORDER AT: 5:00 p.m.

ANNOUNCEMENTS FROM CHAIR:

None

MINUTES AND TREASURER'S REPORT:

1. **M/S Trimble/Collins** to approve of Library Advisory Board Meeting Minutes of June 11, 2024, with the addition of Kathi Cadmus being listed under "others attending."
Motion passed (7-0)
2. Treasurer's Report (January and July Only)
 Administrator Fairchild presented the Treasurer's Report.

PRESENTATIONS:

None.

NEW BUSINESS:

1. Update on library construction project.
 - a. Furniture (other than shelving) is being delivered and assembled on Tuesday the 9th.
 - b. Second layer of pavement still needs to be placed in parking lot.
 - c. Discussion on endowments (requested by Kathi Cadmus).
Discussion: Kathi Cadmus stated that the fundraising committee and the community in general should start talking about the potential of Endowment Funds, which is an investment in which the principle cannot be touched, but the interest earned can be used for specific purposes.

BRANCH MANAGER'S REPORT:

Old Business:

Summer Reading Program has one month left to go and we have approximately 125 kids signed up. The library had 11 Summer Reading events in June attended by approximately 237 kids and adults. Program runs through August 1st and we're hoping to have a Pizza Party celebration.

KRLS contracted IT support Deerwood Technologies met with Walker Library Branch Manager to discuss technology/hardware needs and a transition plan to the new building:

1. Proposal for updating Walker Library's Network Infrastructure (copies available upon request) was submitted to KRLS Director 6/14/2024 amounting to \$8,653.00. This should increase our network speed since our current equipment is end-of-life, end-of-support, most out of warranty (installed 2012-2016).
2. Current technology in use (staff/patron/catalog computers, receipt printers, etc.) will be moved to the new library. Floor plan of the new library includes an increase from 4 to 7 patron workstations, and from 1 to 2 catalog computers. Proposal is being created for the equipment needed for the increases which will be submitted to the KRLS Director.
3. Quotes for a new photocopier were submitted to KRLS Director last week. Walker Branch Manager is hoping to get approval for hardware and service contract within the next 2 weeks.

New Business

Walker Manager will be meeting with Board members July 9th to discuss the library transition plan. An update can be discussed at the meeting.

Walker Manager will be meeting with KRLS Director July 9th to discuss library budget and transition plan. An update can be discussed at the meeting.

KRLS Director is in discussions with the City of Menahga and Wadena County to see how best to serve their residents since their Mobile Library stop makes up a majority of Mobile Library patrons.

KRLS Policy Committee is looking into our Collection Development Policy since the passage of the Education Bill included language from, HF4373, a bill prohibiting banning, removing, or otherwise restricting access to an otherwise age-appropriate book or other material from a school library based solely on the viewpoint, content, message, idea, or opinion conveyed. KRLS may need to update procedures for purchasing, and may need to provide more training for staff from an MLIS certified trainer.

Requests for the Board:

I'd like to request first readings of drafts submitted for Walker Public Library Policies: Donations/Gifts, Community Bulletin Board, and Meeting Room.

Upcoming/Ongoing Library Events:

- Library Storytime continues on Wednesdays at 10:30am. July's theme is "Conservation".
- SRP Kid's Art Class @ 1pm will continue every Tuesday through July.
- 7/10 – Storytime with guest author Erika Bailey-Johnson @ 10:30am.
- 7/11 – Author presentation "One-Dog Canoe" with Mary Casanova @ 2pm.
- 7/18 – Cass County 4-H Extension "Mini Greenhouses" activity @ 1pm.
- 7/25 – Cass County Environmental Services presents "Recycling" @ 1pm.
- 8/1 – Summer Reading Wrap-Up Celebration @ 1pm.

Manager Activities:

- 6/18 – Moving company meeting
- 6/20 – Moving company meeting x2
- 6/24 – Training with new KRLS Program Coordinator
- 6/25 – Boys and Girls Club at WACC visit
- 7/3 – KRLS Manager Meeting

Upcoming:

- 7/9 – Boys and Girls Club at WACC visit
- 7/10 – Friends of Walker Library meeting
- 7/23 – Boys and Girls Club at WACC visit
- 8/7 – KRLS Manager Meeting
- 8/13 – Election Day – Carol off to work polls

OLD BUSINESS:

1. First reading of draft library bulletin board policy, library donation policy, and library meeting room policy.
Discussion: The Board agreed that the draft library bulletin board policy and the draft library donation policy both look good. The City will review the library meeting room policy. Administrator Fairchild should be the one to approve of requested uses. Administrator Fairchild will check with the insurance company regarding waiver forms, language, etc.
2. Joe Sherman stated that the SuperOne donation campaign brought in about \$3,675.00 which has been given to the Friends of the Walker Public Library.
3. Joe Sherman provided an update on the Walker Public Library spotlight newspaper addition. Those who are contributing should submit their pieces by Friday, July 26th, 2024.

KRL BOARD REPRESENTATIVE REPORT:

1. The next KRLS Board meeting will take place on July 18, 2024 at 6:00 p.m.
2. Review minutes from May 16, 2024 KRLS Board meeting.

ADJOURNMENT:**July 1, 2024 City Council Action Items:**

1. The Walker City Council approved of the following library donations:
 - a. Dale and Harriet Jones - \$100,000.00 (pledged donation for naming rights of building)
 - b. Shingobee Township - \$20,000.00 (library maintenance and operation)
 - c. Friends of the Walker Public Library - \$147,000.00 (miscellaneous donations, both general and pledged for naming rights)
 - d. Leech Lake Lumber Co. - \$10,000.00 (general donation for library construction)
2. Approve of paying invoice no. 14451 in the amount of \$306,135.51 to Hy-Tec Construction for library construction project professional services and materials through May 31, 2024.

Next Meeting: Wednesday, August 14, 2024, at 5:00 p.m.

Note: this meeting is pushed to the 2nd Wednesday of the month because the Primary Election is taking place on our usual meeting date.



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 16
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Review and file thank you from Hope Lutheran Outreach Board to the Walker Police Department.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Review and file thank you from Hope Lutheran Outreach Board to the Walker Police Department.		

Thank You for Being Awesome

Thrivent Action Teams



Walker Police Dept,

Thank you so much for
SHARING your info at our
NATIONAL Night Out Gathering.
Your willingness to SHARE
your time & talents is
Greatly Appreciated!

Hope Outreach Board



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 17
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Review and file email from Cass County Environmental Services on draft ordinance 2024-04 Cass County Short Term Rental Ordinance.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Review and file email from Cass County Environmental Services on draft ordinance 2024-04 Cass County Short Term Rental Ordinance.		

Hope Fairchild

From: Jeff Woodford <jeff.woodford@casscountymn.gov>
Sent: Tuesday, August 13, 2024 2:01 PM
Cc: Scott Wold
Subject: Draft Cass County Short Term Rental Ordinance
Attachments: Cass County Short Term Rental Ordinance Draft 8_7_24.pdf

Good afternoon,

You are receiving this email as a courtesy notice that Cass County Environmental Services is proposing a draft “[Ordinance #2024-04 Cass County Short Term Rental Ordinance](#)” found [here](#). Please review as you are willing and able, ask any questions, and provide any comments now and/or during an upcoming reading(s)/public hearing(s). A first draft ordinance public reading is tentatively scheduled for the 2nd week in September. Please watch the “News Flash” section of Cass County’s homepage for more information.

Cass County ESD values your professional opinions. Thank you and have a great day.

Jeff Woodford
 Environmental Services Director
 303 Minnesota Avenue West
 P.O. Box 3000
 Walker, MN 56484
 Office: (218) 547-7428
jeff.woodford@casscountymn.gov
www.casscountymn.gov

**** Please note that my email address has changed to jeff.woodford@casscountymn.gov please update your records. Emails sent to my old email address will be forwarded****

CONFIDENTIAL NOTICE: This message (including any attachments) may contain **Confidential Information intended for the specific individual and purpose, and is protected by law.** If you are not the intended recipient, you should delete this message. Any disclosure, copying, or distribution of this message, or taking any action based on it, is strictly prohibited.

Cc'd - County Planner Scott Wold

CONFIDENTIALITY NOTICE: This message (including any attachments) may contain Confidential Information intended for the specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message. Any disclosure, copying, or distribution of this message, or the taking of any action based on it, is strictly prohibited.

ORDINANCE NO. 2024-04

Cass County Short-Term Rental Ordinance

Effective Date: XX/XX/XXX



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Section 1 Purpose, Jurisdiction, & Objectives

Subdivision A. Purpose

It is the purpose and intent of this Ordinance to regulate short-term rentals within Cass County. To continue the allowed use of short-term rental units, but also to mitigate possible adverse impacts to the health, safety, welfare, and quality of life of surrounding properties, as well as water and environmental quality, through the establishment of a licensing program for the review and approval of short-term rental unit operations.

Subdivision B. Jurisdiction

The provisions of this Ordinance shall apply to all unincorporated areas of Cass County, Minnesota, and incorporated areas by agreement.

Subdivision C. Objectives

- A. To provide and enforce standards for the maintenance of short-term rentals.
- B. To provide local governance to promote health, safety, and wellness to Cass County citizens and patrons of short-term rentals.

Section 2 Definitions and General Provisions

Subdivision A. Definitions

Unless specifically defined below, words or phrases used in this Ordinance shall be interpreted to give them the same meaning they have in common usage and to give this Ordinance its most reasonable application.

- A. "Bedroom" means, an area that is (A)-a room designed or used for sleeping; or (B)-a room or area of a dwelling that has a minimum floor area of 70 square feet with access gained from the living area or living area hallway. Architectural features that affect the use as a bedroom under this item may be considered in making the bedroom determination.
- B. "Guest" means people who are invited to a short-term-rental for portions of the day but are not staying overnight.
- C. "Occupant" means people who are staying overnight at the short-term-rental.
- D. "Owner" means the property owner of record of the subject real estate located in Cass County.
- E. "Owner's Authorized Agent" means a person who has written designation to act on behalf of the owner who is available 24 hours a day, seven days a week, and is able to respond to complaints within one (1) hour, whenever the property is rented for short-term rental purposes.
- F. "Parcel" means a unit of residential real property that has been given a parcel identification number maintained by the County.

- G. "Short Term Rental Unit" means any home, cabin, condominium, or similar building that is advertised as, or held out to be, a place where sleeping quarters are furnished to the public on a nightly, weekly, or for less than a 30-day time period and is not a commercial PUD, bed and breakfast, resort, hotel, or motel.
- H. "SSTS" means "Subsurface Sewage Treatment System" and is either an individual subsurface sewage treatment system as defined in subpart 41 of rule 7080.1100 or a mid-sized subsurface sewage treatment as defined in subpart 4 of rule 7081.0020, and Article 37 of the County Land Use ordinance, as applicable.
- I. "Travel Trailer" means a recreational vehicle built on a single chassis with a rigid walled shelter, mounted on wheels, and has a gross trailer area not exceeding 400 square feet. For the purposes of this ordinance, the term travel trailer is synonymous with the term "recreational vehicle."

Subdivision B. Severability

If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

Subdivision C. Enforcement

Any violations of this Ordinance may result in enforcement as noted under Section 6.

Section 3. Annual License Required

- A. No Short-Term Rental may be operated without a valid Short-Term Rental license issued pursuant to this Ordinance.
- B. Short-Term Rentals that advertise as 13 or more occupants, or advertise as 6 bedrooms or more, must first obtain a Conditional Use Permit prior to applying for a license.
- C. All existing short-term rental unit operations as of the enactment date of this ordinance shall obtain a license from the County prior to March 1, 2025.
- D. All new Short-Term Rental operations as of the enactment date of this Ordinance shall obtain a license from the County prior to commencing operations.
- E. All Short-Term Rental licenses are an annual license and must be renewed each year. License renewal applications for rental operations in the following year must be submitted prior to any rental activity. Licenses are valid from January 1 – December 31 each year, unless revoked under section 6 of this Ordinance.
- F. The Owner or Owner's Authorized Agent shall permit access to the property and all permitted units at any reasonable time for the purpose of inspection upon request of Cass County.
- G. An approved license provides no vested rights.

Section 4. License Application

Cass County Environmental Services Department (ESD) shall be responsible for the implementation and enforcement of this Ordinance.

Subdivision A. Application Requirements

The following information shall be provided to the County on the Short-Term Rental license application:

- A. The full name (First, Middle, Last), , mailing address, email address, and telephone number of the owner of the Short-Term Rental structure(s) for which the license is to be issued. If the property is owned by a parcel/business or corporation, the CEO or Designee is responsible for obtaining the license in their personal name.
- B. Physical address (E911) and parcel identification number.
- C. The name, address, telephone number, and email address of the Owner's Authorized agent for the Short-Term Rental who is available 24 hours a day.
- D. A current SSTS compliance inspection with design flows that are in accordance with the standards listed in the Cass County SSTS Ordinance and Minnesota Rules, Chapter 7080-7083.
- E. A site plan, drawn to scale, including property lines, dimensions of the property, all structures, parking areas (# of spaces), and SSTS location.
- F. A plan for garbage and recycling disposal.
- G. All other information that is requested on the Short-Term Rental License Application.
- H. No application for an initial or renewal license will be accepted if there are past due property taxes on the property described in the license application.
- I. No license will be issued if there are pending permits and/or open enforcement cases related to the property.
- J. No license will be issued if the property has three substantiated violations within the prior calendar year prior to application for a license.

Subdivision B. Application Process

Once a complete application is received along with the supplemental information and payment of fees, Cass County will issue or deny the license in accordance with the timelines established under Minnesota Statute 15.99, (60 days) during which time the County may contact the Owner or Owner's Authorized Agent for additional information. If the license is denied, a letter will accompany the denial explaining the reasons for the denial, administrative fees may be retained by the County for processing the denied application. The Owner or Owner's Authorized Agent may reapply once the conditions surrounding the application denial are corrected.

Section 5. General Requirements

Subdivision A. License Requirements

- A. The County shall issue a license containing the following:
 1. The physical address of the property to be rented.
 2. The owner's name and contact information, including mailing address, phone number, and email address.
 3. The owner's authorized agent's name and contact information, including mailing address, phone number, and email address.
 4. The number of bedrooms that are approved to be rented.

5. The number of occupants that the rental unit is approved for.
6. The number of vehicles and trailers that are approved for parking at the rental unit.
7. Other items as deemed necessary for the administration of this ordinance by ESD.

Subdivision B. Septic

- A. The short-term rental must be connected to an approved SSTS or served by a central sanitary sewer system.
- B. A valid Certificate of Compliance, which is a certificate that was issued on a new septic system installed within the past five (5) years OR a copy of a passing compliance inspection form that was performed within the past three (3) years.
- C. Holding tanks may be allowed for rental units provided that the following requirements are met:
 1. A state licensed SSTS designer has determined that there is no suitable location on the parcel for a drainfield.
 2. The holding tank(s) are sized for the number of bedrooms according to the Cass County SSTS ordinance and Minnesota Rules 7080
 3. An electronic alarm with a light and buzzer shall be installed notifying occupants that the holding tanks are at capacity. The alarm shall have the capacity to send a notification to the owner/owner's authorized agent when an alarm is triggered. Information shall be posted in the rental unit with whom to contact should the alarm be triggered.
 4. Existing manual bobber alarms must also remain as a redundant alarm.
 5. The property must obtain a residential Operating Permit, and a contract with a state licensed septic maintainer to pump out the holding tanks must be submitted each year for a license renewal including pumping records from the previous year. Pumping records shall not be required for the initial license application.
- D. At least once every three (3) years thereafter the Owner or Owner's Authorized Agent shall provide an updated certificate of septic testing showing that the system is compliant for the number of bedrooms indicated in the application.

Subdivision C. Solid Waste

- A. Disposal of solid waste must comply with the Cass County Solid Waste Ordinance.
- B. Clearly marked recycling containers shall be provided in addition to garbage containers, along with a handout describing what is and what is not recyclable.
- C. Garbage, refuse, or recycling shall be stored completely enclosed within designated refuse containers. The owner or operator of the rental unit shall provide sufficient trash storage containers and service to accommodate the demand of the occupants.
- D. All garbage, trash, and recycling shall be removed from the premises frequently to prevent nuisance and unsightly conditions and shall be kept clean and in good repair. All garbage and trash shall be kept in fly-tight, water-tight, rodent proof containers.
- E. E. All solid waste containers will be kept within the property boundary except on the night before and the day of service for roadside pick-up.

Subdivision D. Occupancy/Guests

- A. The overnight occupancy of a short-term rental shall be limited to the size of the SSTS or the number of bedrooms, whichever is more restrictive.
 - 1. No more than three (3) people per bedroom plus one (1) additional person per unit.
 - 2. The SSTS shall have a design flow of seventy-five (75) gallons of water per person per day.
- B. Existing reservations in excess of the occupancy limits that were made before the enactment of this Ordinance may be honored by the Licensee up until December 31, 2025.
- C. Children under the age of 3 do not count towards the maximum occupancy limit.
- D. Licensee shall not advertise the property as containing any more than the number of bedrooms identified on the license.
- E. Licensee shall not advertise the property as available to more occupants than the occupancy limit identified on the license.
- F. Guests to the property shall be limited by the number of vehicles that can fit into the parking spaces available as allowed under Subdivision G.
- G. No buses or other vehicles shall be used to shuttle in occupants/guests.

Subdivision E. Accommodations

- A. Use of accessory structures, travel trailers, tents, yurts, fish houses, or other temporary structures is prohibited to be used as short-term rental units.
- B. No more than one (1) Short Term Rental unit will be allowed per parcel; however, a single Short-Term Rental listing may utilize up to two (2) structures on the same parcel.

Subdivision F. Aquatic Invasive Species (AIS)

- A. Information relating to AIS shall be prominently displayed in each short-term rental to help prevent the spread and introduction of AIS.
- B. The following notice must be provided to all guests upon reservation in advance of when they arrive at the property.
 - 90% of Cass County lakes Do Not have any aquatic invasive species!
 - Cass County requests that visitors follow requirements in Minnesota law including:
 - Clean watercraft, trailers, gear, and equipment to remove aquatic plants and prohibited invasive species prior to leaving for Cass County.
 - Dry watercraft and equipment for at least five days before using in another water body
 - Decontaminate watercraft and equipment – find free stations on the courtesy decontamination webpage of the DNR website (mndnr.gov/decon).
 - Drain all water and leave drain plugs out during transport.
 - Dispose of unwanted bait in the trash.
- C. Guests should be encouraged to use boats and other watercraft provided by the owner.

Subdivision G. Noise

- A. Quiet hours are between the hours of 10 pm to 8 am, Sunday through Thursday; and 12 am to 8 am, Friday and Saturday. The owner of the short-term rental is expected to enforce this rule. Failure to do so may result in enforcement action as provided in section 6.

Subdivision H. Parking

- A. Parking cannot restrict access by emergency vehicles or the traveling public and shall not impede any ingress or egress of the property owner. In addition, parking cannot encroach upon or disturb neighboring properties.
- B. Parking shall be accommodated completely on-site, off-street, and in designated improved spaces. Parking and/or vehicle storage shall not occur in or on yards, boulevards, septic systems, or other green space.
- C. Upon approval by ESD, trailers may be parked outside of designated improved parking spaces.

Subdivision I. Special Events

- A. Special events are allowed so long as the occupancy requirements do not exceed those outlined in Section 5, Subdivision D.

Subdivision J. Pets

- A. If pets are allowed, they must be kept within the property boundary by leash, tie out, or other electronic device. Pet waste disposal instructions must be provided by the owner.

Subdivision K. Property Contact Information

- A. The Owner or the Owner's Authorized Agent shall keep on file, with the county, and shall notify each renter, in writing, of the contact information for the Owner or Owner's Authorized Agent who shall be available 24 hours a day, seven (7) days a week, whenever the property is being rented for short-term rental purposes. The Owner or the Owner's Authorized Agent shall respond to any issue or complaint raised within one (1) hour of any such point of contact being notified of the issue or complaint. Property contact information shall be accessible to the public 24/7 on the Cass County Website.

Subdivision L. License Fees

- A. License fees will be established by the Cass County Board of Commissioners and published in the County Fee Schedule.

Subdivision M. License Transfer

- A. The short-term rental license shall not be transferrable upon any change in ownership of the licensed property, or otherwise.

Subdivision N. Conformance with Existing Regulations

- A. This ordinance does not ensure compliance with the Minnesota State Fire Code, Minnesota Department of Health Rules, or any other applicable state or federal requirements. It is the responsibility of the owner or owner's authorized agent to comply with all local, state, and federal laws beyond that of this ordinance and to disclose such compliance to all renters during the time of occupancy.

Section 6. Enforcement

- A. Cass County will investigate all complaints and alleged violations of this Ordinance. Cass County will follow up with all Owners or Owner's Authorized Agents and complainants within a reasonable period of time. The Owner or Owner's Authorized Agent shall address any substantiated complaints/violations as directed by Cass County. All substantiated complaints/violations not resolved as directed will result in enforcement action as provided in section 6 D.
- B. If three (3) substantiated complaints/violations have occurred at a Short-Term Rental Unit within one year, then the license may be subject to revocation as determined by Cass County.
- C. Any Owner or Owner's Authorized Agent who fails to comply with a directive of Cass County as provided in section 6 A, or who violates, disobeys, omits, neglects, refuses to comply with, or who resists enforcement of any of the provisions of this Ordinance may be subject to misdemeanor prosecution, forfeiture of their license, or both.
- D. Any license revoked under this section will not be reissued for a period of 1 year from the date of revocation. Short-term rental operations may resume only after a new license application is submitted to the County and approved.
- E. For all violations, the Environmental Services Department shall issue the owner or owner's authorized agent written findings as to what the violation was, and what the penalty is.

Section 7. Appeals

- A. The procedure for appeals is outlined in Section 802 of the Cass County Land Use Ordinance.

Section 8. County/City Cooperative Agreement

- A. Cass County may provide administration of a Short-Term Rental ordinance for a city provided the following conditions are met.
 - 1. A city must initially notify the Environmental Services Department by December 31 in writing of the city's desire for the County to administer a Short-Term Rental Ordinance on behalf of the city for the following year. No notification is required for subsequent years.
 - 2. The city must adopt the County Short Term Rental Ordinance verbatim.
 - 3. The city must enter into an agreement with the County where the city agrees to be the responsible party for enforcement of the Short-Term Rental Ordinance.



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 18
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Review and file State of Minnesota Department of Education 2025 Certification of Minimum Local Support Requirement for the Walker Public Library.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Review and file State of Minnesota Department of Education 2025 Certification of Minimum Local Support Requirement for the Walker Public Library.		



August 13, 2024

Dear Minnesota City Clerks,

Thank you for your commitment to ensuring your city's residents have access to public library services. The attached documentation provides your city's state-certified level of library support for 2025. Minnesota Statutes, sections 134.34 and 275.761 establish the amount at 90% of the state-certified level of support set in 2011.

Please be advised that should a city fall below its state-certified level of library support, Minnesota Statutes, section 134.34, subdivision 4 requires removal of the city from State Library Services' funding formulas. This would greatly reduce the breadth and depth of library services available to the city's residents.

Thank you again for your continued support of Minnesota's libraries. Together, we can ensure that all Minnesota residents benefit from quality library services.

Sincerely,

A handwritten signature in cursive script that reads 'Emma De Vera'.

Emma De Vera
State Library Program Specialist



August 2024

CERTIFICATION OF MINIMUM LOCAL SUPPORT REQUIREMENT: 2025

This is to certify the 2025 minimum level of financial support to be provided for operating expenses for public library services and participation in the regional public library system programs pursuant to *Minnesota Statutes*, Chapter 134.34 for the city of:

Walker

The state-certified level of library support for 2025 is: **\$16,981**

This amount represents the equivalent of 90% of the official 2011 state-certified level of library support.



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 19
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Approve payment of \$26,454.83 to Uteig Operations, LLC for Invoice #ARIV1039388 dated 08/08/24 for engineering services on the Northwest Project.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u> 516-49405-303 NW Project Engineering		
<u>Council Action Recommendation:</u> Approve payment of \$26,454.83 to Uteig Operations, LLC for Invoice #ARIV1039388 dated 08/08/24 for engineering services on the Northwest Project.		



Please remit to:
 Ulteig Operations, LLC
 3350 38th Ave S
 Fargo, ND 58104
 USA

INVOICE

Project No: R21.10320
 Invoice Num ARIV1039388
 Invoice date: 8/8/2024

(888)858-3441

Work Order 1

City of Walker, MN
 205 Minnesota Ave W
 PO Box 207
 Walker, MN 56484-0207
 USA

Professional Services through 31-Jul-2024
R21.10320 Walker - Northwest Area Project

R21.10320.005 5.0 - Construction

Labor

Role	Hours	Rate	Amount
Survey Technician	9.50	110.00	1,045.00
Project Manager	1.00	160.00	160.00
Senior (BIM) Designer	132.50	166.00	21,995.00
Senior Land Surveyor	1.00	198.00	198.00
Senior Engineer	11.00	215.00	2,365.00
Principal Land Surveyor	1.50	216.00	324.00
Subtotal	156.50		26,087.00

Expenses

Category	Quantity	Rate	Amount
Mileage - Car/Pickup (IRS Rate)	549.00	0.67	367.83
Subtotal	549.00		367.83

5.0 - Construction subtotal 26,454.83

Invoice subtotal	26,454.83
Retention	0.00
Sales tax	0.00



Please remit to:
Ulteig Operations, LLC
3350 38th Ave S
Fargo, ND 58104
USA

INVOICE

Project No: R21.10320
Invoice Num ARIV1039388
Invoice date: 8/8/2024

(888)858-3441

Total	26,454.83
Currency	USD

TERMS: Due Upon Receipt
Past due invoices may be subject to finance charges. We appreciate the opportunity to provide these services to you.

As of January 1, 2024, the new ACH Acct # 6521431319.
Please make appropriate updates as needed to accommodate this change.



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 20
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Approve payment of \$3,700.00 to Turf Technology for invoice #25179, dated 08/08/24 for July lawn mowing at the cemetery.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u> 209-42152-311 Cemetery Contractor Labor		
<u>Council Action Recommendation:</u> Approve payment of \$3,700.00 to Turf Technology for invoice #25179, dated 08/08/24 for July lawn mowing at the cemetery.		



Turf Technology LLC
PO Box 642
Walker, MN 56484
218-547-4647

Invoice

DATE	INVOICE #
8/8/2024	25179

BILL TO
Walker City Hall PO Box 207 Walker, MN 56484

P.O. #	Payment Terms	Balance Due
	Due on receipt	8/8/2024

DESCRIPTION	AMOUNT
Evergreen Cemetery July Lawn Mowing	3,700.00
V - 10149 209-42152-311	

Thank you for your business.

Sales Tax (7.375%) \$0.00

BILLING TERMS: 1/2 down 1 week prior to starting large scale projects. Balance due upon completion of project. There will be a 3% handling fee for invoices paid with a credit card. Late payments are subject to a 6% A.P.R. late fee with a minimum of \$5.00 service charge.

Total \$3,700.00

Payments/Credits \$0.00

Balance Due \$3,700.00

www.TurfTechLandscapes.com



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 21
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Approve payment of \$2,848.99 to Global Industrial for invoice #122260832, dated 08/16/24 for picnic tables and benches at the pickleball courts.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u> 502-45200-585 Capital Projects Park		
<u>Council Action Recommendation:</u> Approve payment of \$2,848.99 to Global Industrial for invoice #122260832, dated 08/16/24 for picnic tables and benches at the pickleball courts.		

**INVOICE**

INVOICE NO	INVOICE DATE
122260832	08/16/24
ORDER NO.	ORDER DATE
25181230	08/14/24
CUSTOMER NO.	CUSTOMER PHONE NO.
7795872	(218)547-5502
CURRENT AMOUNT DUE	
2,848.99	

SOLD TO:

CITY OF WALKER MINNESOTA
SUSAN OSTLUND
PO BOX 207
WALKER, MN 56484

REMIT TO:

GLOBAL INDUSTRIAL
29833 NETWORK PLACE
CHICAGO, IL 60673-1298
(770) 822-5600

RETURN THIS PAYMENT STUB WITH YOUR REMITTANCE TO ENSURE PROPER CREDIT TO YOUR ACCOUNT.



REMIT TO:

GLOBAL INDUSTRIAL
29833 NETWORK PLACE
CHICAGO IL 60673-1298
(770) 822-5600 FED-TAX-ID: 11-3584699

INVOICE NO	INVOICE DATE
122260832	08/16/24
TOTAL DUE	
2,848.99	

PLEASE REFER TO THE ABOVE
INVOICE NO. WHEN REMITTING AND
WHEN YOU ARE MAKING ANY
INQUIRIES REGARDING THIS ORDER

SOLD TO:

CITY OF WALKER MINNESOTA
SUSAN OSTLUND
PO BOX 207
WALKER, MN 56484

SHIPPED TO:

CITY OF WALKER
SUSAN OSTLUND
205 MINNESOTA AVE W
WALKER, MN 56484

PO #		ORDERED BY			PAGE
OSTLUND08142024		SUSAN OSTLUND			1 of 2
SHIPPED VIA	F.O.B. SHIPPING POINT	FREIGHT CHARGES	YOUR ORDER NO.	DATE SHIPPED	TERMS
OLD DOMINION	PLEASANT PRAIRIE,W	PREPAID	25181230	08/16/24	Open Credit
QUANTITY	STOCK NO.	DESCRIPTION		UNIT PRICE	AMOUNT
2	277153GN	Global Industrial™ 8' Rectangular Picnic Table, Expanded Metal, Green - Tracking#: 009931869012		835.00	1,670.00
2	277CP07GN	96" Rectangular Steel Picnic Table Top & Bench Top Green - Tracking#: 009931869012		0.00	0.00
2	277CP06	Base for 48" & 72" & 96" Rectangular Steel Picnic Table with Hardware Black - Tracking#: 009931869012		0.00	0.00
2	277154GN	Global Industrial™ 6' Outdoor Steel Bench w/ Backrest, Expanded Metal, Green - Tracking#: 009931869012		390.00	780.00
2	277CP09GN	72" Steel Bench with Back Rest -- Top Planks Green - Tracking#: 009931869012		0.00	0.00
2	277CP23	Base for 48" & 72" & 96" Steel Bench with Back Rest and Hardware Black - Tracking#: 009931869012		0.00	0.00
Sub-Total:				2,450.00	
Promotion:				0.00	
Shipping and Handling:				398.99	
Tax:				0.00	
Total Invoice Amount:				2,848.99	
Total Payment(s)/Credit(s):				0.00	
Current Amount Due:				2,848.99	

**REMIT TO:**

GLOBAL INDUSTRIAL
29833 NETWORK PLACE
CHICAGO IL 60673-1298
(770) 822-5600 FED-TAX-ID: 11-3584699

94

INVOICE NO	INVOICE DATE
122260832	08/16/24
CURRENT AMOUNT DUE	
2,848.99	

PLEASE REFER TO THE ABOVE
INVOICE NO. WHEN REMITTING AND
WHEN YOU ARE MAKING ANY
INQUIRIES REGARDING THIS ORDER

SOLD TO:

CITY OF WALKER MINNESOTA
SUSAN OSTLUND
PO BOX 207
WALKER, MN 56484

SHIPPED TO:

CITY OF WALKER
SUSAN OSTLUND
205 MINNESOTA AVE W
WALKER, MN 56484

PO #		ORDERED BY			PAGE
OSTLUND08142024		SUSAN OSTLUND			2 of 2
SHIPPED VIA	F.O.B. SHIPPING POINT	FREIGHT CHARGES	YOUR ORDER NO.	DATE SHIPPED	TERMS
OLD DOMINION	PLEASANT PRAIRIE,W	PREPAID	25181230	08/16/24	Open Credit
QUANTITY	STOCK NO.	DESCRIPTION		UNIT PRICE	AMOUNT

This purchase is subject to Global Industrial's Terms and Conditions of Sale, available at:
<http://www.globalindustrial.com/termsConditions>. Global Industrial objects to any other additional or different terms in your purchase order or acceptance. Please visit our website for the latest selection of industrial products on the web at the best price.

Thank you for your business.



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 22
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Approve payment of \$2,791.25 to Ehler's for invoice #98794, dated 08/08/24 for TIF reporting.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u> 419-46000-315 TIF Administrative Fees		
<u>Council Action Recommendation:</u> Approve payment of \$2,791.25 to Ehler's for invoice #98794, dated 08/08/24 for TIF reporting.		

**Ehlers**

3060 Centre Pointe Drive,
 Roseville, MN 55113-1105
 Tel: 651-697-8500
 accountsreceivable@ehlers-inc.com
 www.ehlers-inc.com

Invoice**Invoice Date:** Aug 8, 2024**Invoice Num:** 98794**Billing Through:** Jul 31, 2024

Joanne Mitchell
 City of Walker
 205 Minnesota Ave W
 P.O. Box 207
 Walker, MN 56484-0207

TIF Reporting - 2023 Reports (Walker | C | MN | Cass:TIF Rpt 23) - Managed by (Jeanne Vogt)

Professional Services

<u>Date</u>	<u>Employee</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
6/11/2024	Jeanne Vogt	Preparation SAFES Authorization, Download 2023 Reporting forms	0.25	\$96.25
7/3/2024	Robin Roland	Hourly Services	2.50	\$962.50
7/14/2024	Shelly Eldridge	Preparation Prepare 2023 TIF Reports; Prepare Review Files;	2.75	\$1,058.75
7/22/2024	Jeanne Vogt	Preparation Review 2023 TIF Reports, send to client	1.00	\$385.00
7/29/2024	Jeanne Vogt	Preparation Upload Reports/Send Memo	0.75	\$288.75

Total Service Amount: **\$2,791.25****Amount Due This Invoice:** **\$2,791.25***This invoice is due upon receipt*

V-10112
 419-46000-315
 TIF Reporting



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 23
<u>Agenda Section:</u> Consent		
<u>Agenda Item:</u> Approve of paying invoice 67669 in the amount of \$87,183.67 to Connect Interiors for library book shelving product and installation.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u> Library Capital Projects Fund		
<u>Council Action Recommendation:</u> Approve of paying invoice 67669 in the amount of \$87,183.67 to Connect Interiors for library book shelving product and installation.		

Hope Fairchild

From: Peggy Akers <PAkers@connectinteriors.com>
Sent: Tuesday, August 27, 2024 11:26 AM
To: Hope Fairchild
Subject: FW: Update on shelving and question about chair carts
Attachments: 67669.pdf

Hi Hope,

I imagine things are busy with getting everything moved to the new library. Attached is the invoice for the bookcase shelving product and installation. Once we receive the remaining components for the Bivi Computer stations, we will schedule that install. I had forgotten to note below that the credenza for the newspapers came damaged, but we did file a claim and a replacement cabinet is on the way. Expected arrival approximately 9/5. I am waiting for a confirmation on the 4 missing library shelves from the manufacturer.

I will stay in touch!

Peggy Akers
 workplace consultant , connect interiors
 o. 701.277.7222 c. 701-866-8638
[web / connect](#)

CONNECT INTERIORS

a women owned business



From: Peggy Akers
Sent: Tuesday, August 20, 2024 11:40 AM
To: Hope Fairchild <hfairchild@ci.walker.mn.us>
Cc: Mary Beth Hansen <mbhansen@ci.walker.mn.us>; Jim Senenfelder <jsenenfelder@ci.walker.mn.us>; Carol Christensen <christensenc@krls.org>
Subject: RE: Update on shelving and question about chair carts

Hi Hope,

We completed the install and just had 1 issue. We were missing 4 shelves for the DVD picture bookcase (last picture).

I have opened an issue with the manufacturer. In regard to your questions below here is some information.

1. Can stack 40 chairs on a cart. If you decide you want another cart, I can order and drop ship to you.

CONNECT INTERIORS

For questions on pricing,
please contact your account representative.

For questions on payment,
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Invoice⁹⁹

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Connect Interiors Detroit Lake

Invoice	Invoice Date	Customer Order	Sales Order	Ship Date	Account Representative
67669	08/22/24		72763	07/26/24	Peggy Akers

Sold To

Accounts Payable
City of Walker
PO Box 207
Walker MN 56484-0207

Ship To

Hope Fairchild
City of Walker
203 Tower Avenue West
Walker MN 56484-0207

Phone 218547550

Phone +1 (218) 547-5501

hfairchild@ci.walker.mn.us

Due Date 09/01/24

Terms 50% Dep Bal Net 10 CIT024
Quote 62490

Tax 8025807

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
BEG	Subsection	Adult Non-Fiction & DVD/Audio		
48	2.00	SH-4, SH-4A, SH-5, SH-5A, SH-9, SH-9B H31-7224 MTCONTRAC1	1,585.83	3,171.66
	SC	31 Series HPL Steel Frame Shelving Double Faced Starter 37"W x 24"D x 72"H 960-028053-001 - HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 8 adjustable and 2 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone Sh-4 Starter Adult Non-Fiction		
49	6.00	H31-7224A MTCONTRAC1	1,310.47	7,862.82
	SC	31 Series HPL Shelving Double Faced Adder 36"W x24"D x 72"H 960-002396-000 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 8 adjustable and 2 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone Sh-4A Adder Adult Non-Fiction		
	Tag For			
	Tag For			

Please reference our invoice number on your remittance advice.

Remit to:
Connect Interiors
3803 Main Ave. Fargo, ND 58103-1141

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Connect Interiors Detroit Lake

Invoice	Invoice Date	Customer Order	Sales Order	Ship Date	Account Representative
67669	08/22/24		72763	07/26/24	Peggy Akers

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
50	2.00	H31-6024P MTCONTRACT 31 Series HPL Steel Frame Picture Book Double Faced Starter 37"W x 24"D x 60"H 960-028049-001 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 4 adjustable and 2 base picture book steel shelves, includes 3 dividers per shelf. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone Sh-9 Adult DVD/Audio	1,725.60	3,451.20
	SC			
	Tag For			
51	2.00	S321-12SH-PB MTCONTRACT 12" 31, 21, 11 Series, Universal Steel Picture Book Shelf 960-283768-000 SH-9B Adult DVD/Audio	125.51	251.02
	SC			
	Tag For			
52	1.00	H31-8412 MTCONTRACT 31 Series HPL Shelving Single Faced Starter 37"W x 12 1/2"D x 84"H 960-028105-300 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 10 adjustable and 2 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone SH-5B Adult Non-Fiction	1,011.60	1,011.60
	SC			
	Tag For			
53	4.00	H31-8412A MTCONTRACT 31 Series HPL Shelving Single Faced Adder 36"W x 12 1/2"D x 84"H 960-028106-300 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 10 adjustable and 2 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone SH-5C Adult Non-Fiction	816.84	3,267.36
	SC			
	Tag For			

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Connect Interiors Detroit Lake

Invoice	Invoice Date	Customer Order	Sales Order	Ship Date	Account Representative
67669	08/22/24		72763	07/26/24	Peggy Akers

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
			Subsection Sub Total	19,015.66
			Subsection Total	19,015.66
END	Subsection	Adult Non-Fiction & DVD/Audio SH-4, SH-4A, SH-5, SH-5A, SH-9, SH-9B		
BEG	Subsection	Adult Fiction & Large Print Non-Fiction. SH-5 & SH5A		
54	4.00	H31-8424 MTCONTRAC1	1,904.84	7,619.36
	SC	31 Series HPL Shelving Double Faced Starter 37"W x 24"D x 84"H 960-028057-001 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 10 adjustable and 2 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone Tag For SH-5 Adult Fiction & Large Print Non-Fiction		
55	16.00	H31-8424A MTCONTRAC1	1,539.23	24,627.68
	SC	31 Series HPL Shelving Double Faced Adder 36"W x 24"D x 84"H 960-028058-000 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 10 adjustable and 2 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone Tag For SH-5A Adult Fiction & Large Print Non-Fiction		
			Subsection Sub Total	32,247.04
			Subsection Total	32,247.04
END	Subsection	Adult Fiction & Large Print Non-Fiction. SH-5 & SH5A		
BEG	Subsection	Large Print Fiction: SH-5 & SH5A		
56	3.00	H31-8424 MTCONTRAC1	1,904.84	5,714.52
	SC	31 Series HPL Shelving Double Faced Starter 37"W x 24"D x 84"H 960-028057-001		

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Connect Interiors Detroit Lake

Invoice	Invoice Date	Customer Order	Sales Order	Ship Date	Account Representative
67669	08/22/24		72763	07/26/24	Peggy Akers

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
57	5.00	HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 10 adjustable and 2 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone SH-5 Large Print Fiction	1,539.23	7,696.15
		Tag For		
		SC		
		Tag For		
		H31-8424A MTCONTRAC1		
		31 Series HPL Shelving Double Faced Adder 36"W x 24"D x 84"H 960-028058-000 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 10 adjustable and 2 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone SH-5A Large Print Fiction		
			Subsection Sub Total	13,410.67
			Subsection Total	13,410.67
END	Subsection	Large Print Fiction: SH-5 & SH5A		
BEG	Subsection	Youth Fiction - SH1 & SH1A, SH-2 & SH-2A		
58	1.00	H31-6012 MTCONTRAC1	744.22	744.22
		Tag For		
		SC		
		Tag For		
		31 Series HPL Steel Frame Shelving Single Faced Starter 37"W x 12-1/2"D x 60"H 960-028093-001 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 3 adjustable and 1 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone SH-1 Youth Fiction		
59	3.00	H31-6012A MTCONTRAC1	622.91	1,868.73
	SC	31 Series HPL Steel Frame Shelving Single Faced Adder		

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Connect Interiors Detroit Lake

Invoice	Invoice Date	Customer Order	Sales Order	Ship Date	Account Representative
67669	08/22/24		72763	07/26/24	Peggy Akers

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
60	1.00	36"W x 12-1/2"D x 60"H 960-028094-001 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 3 adjustable and 1 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone SH-1A Youth Fiction Tag For	1,328.10	1,328.10
		H31-6024 MTCONTRACT 31 Series HPL Steel Frame Shelving double faced Starter 37"W x 24"D x 60"H 960-028045-001 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 3 adjustable and 1 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone SH-2A Youth Fiction Tag For		
61	3.00	H31-6024A MTCONTRACT 31 Series HPL Steel Frame Shelving Double Faced Adder 36"W x 24"D x 60"H 960-028046-001 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 3 adjustable and 1 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone SH-2A Youth Fiction Tag For	1,110.25	3,330.75
			Subsection Sub Total	7,271.80
			Subsection Total	7,271.80
END	Subsection	Youth Fiction - SH1 & SH1A, SH-2 & SH-2A		
BEG	Subsection	Juvenile Non-Fiction & DVD/Audio SH-1,SH-1A,SH-2, Sh-2A		

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Connect Interiors Detroit Lake

Invoice	Invoice Date	Customer Order	Sales Order	Ship Date	Account Representative
67669	08/22/24		72763	07/26/24	Peggy Akers

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
62	1.00	H31-6012 MTCONTRACT 31 Series HPL Steel Frame Shelving Single Faced Starter 37"W x 12-1/2"D x 60"H 960-028093-001 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 3 adjustable and 1 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone Tag For SH-2A Juvenile Non-Fiction & DVD/Audio	744.22	744.22
63	4.00	H31-6012A MTCONTRACT 31 Series HPL Steel Frame Shelving Single Faced Adder 36"W x 12-1/2"D x 60"H 960-028094-001 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 3 adjustable and 1 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone Tag For SH-1A Juvenile Non-Fiction & DVD/Audio	622.91	2,491.64
64	2.00	H31-6024 MTCONTRACT 31 Series HPL Steel Frame Shelving double faced Starter 37"W x 24"D x 60"H 960-028045-001 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 3 adjustable and 1 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone Tag For SH-2 Juvenile Non-Fiction & DVD/Audio	1,328.10	2,656.20
65	4.00	H31-6024A MTCONTRACT	1,110.25	4,441.00

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Connect Interiors Detroit Lake

Invoice	Invoice Date	Customer Order	Sales Order	Ship Date	Account Representative
67669	08/22/24		72763	07/26/24	Peggy Akers

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
66	SC	31 Series HPL Steel Frame Shelving Double Faced Adder 36"W x 24"D x 60"H 960-028046-001 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 3 adjustable and 1 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone Tag For SH-2A Juvenile Non-Fiction & DVD/Audio	1,537.14	3,074.28
	2.00	H31-6024PA MTCONTRACT		
67	SC	31 Series HPL Steel Frame Picture Book Double Faced Adder 36"W x 24"D x 60"H 960-028050-001 HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 4 adjustable and 2 base picture book steel shelves, includes 3 dividers per shelf. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone Tag For Sh-9A Juvenile DVD/Audio	125.51	251.02
	2.00	S321-12SH-PB MTCONTRACT		
END	SC	12" 31, 21, 11 Series, Universal Steel Picture Book Shelf 960-283768-000 Tag For SH-9B Juvenile DVD/Audio	Subsection Sub Total	13,658.36
	Subsection	Juvenile Non-Fiction & DVD/Audio SH-1,SH-1A,SH-2, Sh-2A		
BEG	Subsection	Juvenile Fiction: SH-2 & Sh-2A	Subsection Total	13,658.36
	2.00	H31-6024 MTCONTRACT		
68	SC	31 Series HPL Steel Frame Shelving double faced Starter 37"W x 24"D x 60"H 960-028045-001	1,328.10	2,656.20

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Invoice	Invoice Date	Customer Order	Sales Order	Ship Date	Account Representative
67669	08/22/24		72763	07/26/24	Peggy Akers

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
69	8.00	H31-6024A MTCONTRACT HPL construction with 3mm PVC edge banding, steel frame, HPL top, sides, toe, 3 adjustable and 1 base shelves. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone SH-2 Juvenile Fiction	1,110.25	8,882.00
END	Subsection	Juvenile Fiction: SH-2 & Sh-2A		
BEG	Subsection	Children's Area: SH3, SH3A,SH7,Sh8		
70	1.00	H11-3612-L-IB MTCONTRACT Benchmark, HPL Shelving Single Faced Starter 37"W x 12"D x 36"H, HPL Island Back 960-028455-000 HPL construction/3mm PVC edges, HPL Island back, 1 base and 1 adjustable shelves HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 Sh-3 Children's area	522.59	522.59
71	6.00	H11-3612A-L-IB MTCONTRACT Benchmark, HPL Shelving Single Faced Adder 36"W x 12"D x 36"H, HPL Island Back 960-028456-000 HPL construction/3mm PVC edges, HPL Island back, 1 base and 1 adjustable shelves	522.59	3,135.54
Subsection Sub Total				11,538.20
Subsection Total				11,538.20

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Connect Interiors Detroit Lake

Invoice	Invoice Date	Customer Order	Sales Order	Ship Date	Account Representative
67669	08/22/24		72763	07/26/24	Peggy Akers

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
72	4.00	HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 SH-3A Childrens Area K2436ABBL-J-MOB MTCONTRAC1 Mobile Browser Bin 36"W X 24"D x 30"H with Rod Dividers 960-025199-000 HPL construction with 3mm PVC edge banding, recessed top rod dividers, base with removable rod dividers, (4) 2" concealed casters HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 SH-7 Mobile Browser Children's Area K1436ABBL-J-SF MTCONTRAC1 Sh-8 Browser Bin 36"W X 14"D x 30"H with Rod Dividers 960-002402-000 HPL construction with 3mm PVC edge banding, recessed top 3 bins with removable rod dividers, base with removable rod dividers HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 powder coat - Stone SH-8 Children's Area	1,148.02	4,592.08
73	5.00		749.26	3,746.30
			Subsection Sub Total	11,996.51
			Subsection Total	11,996.51
END	Subsection	Children's Area: SH3, SH3A,SH7,Sh8		
BEG	Subsection	Magazine Rack		
74	2.00	K1818MMRL MTCONTRAC1 Benchmark 3 Sided Mobile Magazine Rack 18"W X 18"D x 48"H. 960-283736-000 HPL/PVC construction, 30 magazine capacity. HPL- Ginger Root Maple - Formica 7288-58 PVC- Monicello Maple-CP40073 Sh-6 Magazine Rack	916.32	1,832.64

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67669	08/22/24		72763	07/26/24	Peggy Akers

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
			Subsection Sub Total	1,832.64
			Subsection Total	1,832.64
END	Subsection	Magazine Rack		
BEG	Subsection	Media Tech. Lift Gate & Freight Charge, leveling kits, wall mount brackets, shelving componentry		
75	1.00	FREIGHT CHARGE MTCONTRAC1	4,320.99	4,320.99
DL		Media Tech. Freight Charge		
			Subsection Sub Total	4,320.99
			Subsection Total	4,320.99
END	Subsection	Media Tech. Lift Gate & Freight Charge, leveling kits, wall mount brackets, shelving componentry		
BEG	Subsection	Media Tech. Shelving components		
76	101.00	31-LK MTCONTRAC1	6.72	678.72
SC		Leveling Kit for use on 11/21/31 Series shelving, 990-000614-000		
		1 set needed for an adder and 2 sets needed for a starter. 800-000091-000 + 800-000007-000		
	Tag For	MT-Leveling Kit		
77	11.00	31-SFMB MTCONTRAC1	20.15	221.65
SC		Single-face, 31 Series wall-mounting brackets. 990-000036-000 powder coated. (400-053045-000)		
		No hardware included		
	Tag For	MT Wall Mount Brackets		
78	674.00	21-BS10 MTCONTRAC1	15.95	10,750.30
SC		Sliding Metal Book Support for Standard Steel Shelves (400-041986-000)		
		800-002815-000		
		8-7/16"L x 6"H w/ 1" Lip, Sliding Book Support for New shelving		
	Tag For	MT Metal Book Support		
			Subsection Sub Total	11,650.67
			Subsection Total	11,650.67
END	Subsection	Media Tech. Shelving components		

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3803 Main Ave. Fargo, ND 58103-1141

For questions on pricing,
please contact your account representative.

For questions on payment,
please contact accounting@connectinteriors.com

Invoice	Invoice Date	Customer Order	Sales Order	Ship Date	Account Representative
67669	08/22/24		72763	07/26/24	Peggy Akers

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
BEG	Subsection	Design, Project Mgmt, Install		
81	1.00	INSTALL FEGELY	17,250.00	17,250.00
	NT	Installation Services for furniture and bookcases. Includes delivery, install & removal of waste materials		
			Subsection Sub Total	17,250.00
			Subsection Total	17,250.00
END	Subsection	Design, Project Mgmt, Install		

Invoice Totals			
Sub Total			144,192.54
Total			144,192.54
Less Deposit			-57,008.87
Please Pay This Amount			87,183.67



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 1
<u>Agenda Section:</u> Public Hearing		
<u>Agenda Item:</u> Public hearing on draft ordinance 2024-06, Mobile Food Units.		
<u>Background Information:</u> This is time for the public to make any comments on the draft ordinance prior to approval.		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u>		

**CITY OF WALKER
CASS COUNTY, MINNESOTA
ORDINANCE NO. 2024-06**

**AN ORDINANCE ENACTING WALKER CITY CODE CHAPTER 8 – BUSINESSES,
ARTICLE IV. - PEDDLERS AND SOLICITORS, SECTION 8-110. MOBILE FOOD
UNITS**

SECTION 1: Part I: Code of Ordinances, Chapter 8 – Businesses, Article IV. - Peddlers and Solicitors, Sec. 8-110. Mobile Food Units reads as follows:

Sec. 8-110. - Mobile Food Units

1. *Purpose.* This ordinance is intended to permit the reasonable use of mobile food units while preventing any adverse consequences to customers, residents, and businesses. It is also intended to protect public health, safety, and general welfare through the establishment of standards to ensure that mobile food trucks are appropriately located, licensed, and inspected. Food truck operation is not to impede traffic or create public health hazards. For-profit mobile food units may only operate on private property within the City of Walker. Not-for-profit mobile food units may operate on either private or public property within the City of Walker.
2. *Definitions.* Mobile Food Unit means (a) a self-contained food service operation, located in a motorized wheeled or towed vehicle that is readily movable without disassembling and that is used to store, prepare, display, or serve food intended for individual portion service to the public; or (b) a mobile food unit as defined in Minn. Stat. 157.15, subd. 9.
3. *License and Permit Required.* It is unlawful for any person to operate a mobile food unit, whether for-profit or not-for-profit, in the City of Walker without first obtaining an appropriate license from the State of Minnesota and a permit issued by the City of Walker under this division.
4. *Permit Types.*
 - a. There shall be three types of mobile food unit permits, as follows:
 1. A one-day permit allows mobile food unit operations in the City for up to one (1) day.
 2. A seven-day permit allows mobile food unit operation in the City for up to seven (7) days.
 3. An annual permit allows mobile food unit operation in the City for any number of days during a calendar year. Mobile food unit operation may not operate for more than twenty-one (21) days in one location in a calendar year. All annual permits shall expire on December 31 following the date of issue.

- b. *Permit fees.* Fees for all three permit types are determined in the City's fee schedule, as adopted and updated by resolution. Fees are nonrefundable.

5. *Permit Applications.*

- a. An application for mobile food unit permit shall be filed, along with the required fee, with the City Administrator/Clerk-Treasurer. The City Administrator/Clerk-Treasurer may approve of and issue permits or licenses to mobile food units without City Council approval as long as the mobile food unit meets all requirements set by this Ordinance. The application shall be made on a form approved by the City and shall contain information requested by the City, including, but not limited to, the following:
 - 1. A copy of the related license from the State of Minnesota required to operate a mobile food unit.
 - 2. A certificate evidencing the insurance coverages consistent with the requirements of Number 6. *Insurance.*
 - 3. If applying for only a one-day permit, the applicant must provide the exact date and location of proposed mobile food unit operations.
- b. Applications must be received at least seven (7) days before the first planned operation date of the mobile food unit.

6. *Insurance.*

- a. No permit shall be granted, nor be effective, until the applicant files with the city a certificate of insurance by an insurance company authorized to do business in the State of Minnesota, evidencing the following forms of insurance:
 - 1. Commercial general liability insurance, with a limit of not less than one million dollars (\$1,000,000.00) for each occurrence. If such insurance contains an annual aggregate limit, the annual aggregate limit shall be not less than two million dollars (\$2,000,000.00);
 - 2. Automobile liability insurance with a limit of not less than one million dollars (\$1,000,000.00) for each occurrence and a general aggregate limit of not less than two million dollars (\$2,000,000).
 - 3. Workers compensation insurance (statutory limits) or evidence of exemption from state law.

7. *Conditions of Permit.* A mobile food unit may only operate as set forth in the following:

- a. *Locations.* A mobile food unit may only operate in the locations set forth in this paragraph as specified in the permit. A for-profit mobile food unit may only operate on private property in the following zones: Central Business District (CBD), General Commercial (GC), Transitional Commercial (TC), Waterfront Commercial (WC), and Industrial (I). The written consent of the owner of such property is required. For-profit mobile food units are not allowed to operate on public property or right-of-way, including the City Hall, City Park, City streets, and City sidewalks. Not-for-profit mobile food units may operate on private property in the zones listed above, and in Public (P) zones. The written consent of the owner of such property is required.
- c. *Notification.* Applicants with seven (7) day or annual permits must submit the date and location of mobile food unit operation in writing (whether physically or by email) to the City Administrator/Clerk-Treasurer at least twenty-four (24) hours in advance. Failure to

comply will result in suspension of license or permit in accordance with Section 9 of this ordinance.

b. *Performance Standards.* A mobile food unit permit holder is subject to the following performance standards:

1. A mobile food unit with an unlimited annual permit may not operate on the same property for more than twenty-one (21) days during any calendar year.
2. A mobile food unit permit holder shall operate in strict compliance with the laws, rules, and regulations of the United States, State of Minnesota, Cass County, and the City of Walker, including parking regulations and posted signs.
3. Only food and non-alcoholic beverages shall be sold. The only exception to this section is if the mobile food unit is operated by a not-for-profit organization that is eligible to receive a temporary liquor license from the State of Minnesota.
4. Electrical cords and hookups to public utilities are not permitted.
5. A mobile food unit must provide an independent power supply that is screened from public view, if not part of the vehicle, and not to exceed 70 lbs.
6. A mobile food unit must dispose of its gray water daily in accordance with all Federal, State, and local regulations. Grey water may not be drained into City stormwater drains, on the ground, or garbage cans.
7. A mobile food unit shall provide and maintain at least one clearly designated waste container for customer use per each mobile food unit located within five (5) feet of the unit. Operator is responsible for daily removal of trash, litter, recycling, and refuse.
8. Mobile food units shall not operate before 7:00 a.m. or after 10:00 p.m. and must not create any unnecessary noise disturbances or disrupt, obstruct, or interfere with customer or public vehicular or pedestrian traffic or safety in any way.
9. Proof of State of Minnesota Licensing must be provided and posted on the mobile food unit.
10. A mobile food unit must comply with State Fire Code requirements.
11. One "A" frame sign not exceeding twelve (12) square feet per side is permitted during operation, not to impede on vehicular or pedestrian traffic.
12. The mobile food unit may have a maximum bumper to bumper length of no more than 40 feet and be not wider than 8 feet. No electrical cords shall be laid across any city street or sidewalk.
13. Mobile food unit sites shall be kept in a neat and orderly manner and shall provide trash and/or recycling collection and clean-up. The mobile food unit shall keep the area surrounding the mobile food unit in a sanitary condition. The mobile food unit shall be responsible for (a) collecting any visible trash or other debris from mobile food unit operations within a 100-foot circumference of the mobile food unit, which patrons have not properly disposed of; and (b) must remove the trash container and its contents at the end of the daily hours of operation and properly disposing of the same.
14. A mobile food unit with a Type I cooking hood shall have said hood cleaned at least annually as required by applicable regulations.

15. A mobile food unit with a fire suppression system under the cooking hood shall have the system tested and tagged in accordance with applicable State laws and codes.
 16. A mobile food unit must have at least (1) 2A:20BC fire extinguisher in the mobile food unit. If deep frying occurs in the mobile food unit, then the mobile food unit must have at least (1) Class K fire extinguisher in the mobile food unit. Each fire extinguisher must display an inspection tag dated within the past 12 months.
 17. Propane tanks must be attached or secured to the mobile food unit and must be adequately ventilated.
 18. Mobile food units cannot obstruct the movement of pedestrians or vehicles or pose a hazard to public safety.
 19. Mobile food units shall be allowed to set up one (1) hour prior to conducting food vending and shall exit from the site within one (1) hour of the closing of conducting business. The Permittee shall ensure that the site is free of refuse and debris prior to exiting the site.
- c. *Permit Non-Transferable.* A mobile food unit permit is non-transferable. Proof of permit shall be displayed at all times in the mobile food unit.
- d. *Practices Prohibited.* It is unlawful for any person engaged in business of a mobile food unit operation to do the following:
1. Call attention to themselves by crying out, blowing a horn, ringing a bell, and playing music or other noise discernable beyond the unit.
 2. Leave the mobile food unit at an authorized location outside allowed hours of operation.
 3. Operate or travel in or on public sidewalks, trails, or right-of-way except as authorized in the permit.
 4. Obstruct the ingress or egress from property or buildings.
 5. Conduct business in any manner as to create a threat to the health, safety, and welfare of a specific individual or the general public or fail to obey a lawful order of law enforcement or licensing or permitting authority.
8. *Enforcement.* A permit may be suspended, revoked, or denied for renewal for any violations of this Code or conditions of any permit. Any violations of this Division or provisions of any permit shall be a misdemeanor.
9. *Suspension or Revocation of Permit or License.*
- a. Every permit or license required under this Chapter shall be subject to suspension or revocation.
 - b. To the extent that the provisions of this Article are not inconsistent with other provisions of this Chapter or with State Law, the procedures established in this Article for suspension or revocation of a permit or license required under this Chapter shall govern.
 - c. A permit or license shall only be revoked for cause. For purposes of this Article, cause for revocation or suspension shall mean:
 1. A situation or event which would lead a reasonable person to believe that continuance of the activity which produced the situation or event might adversely affect the morals, health, safety, or welfare of one or more members of the public;

2. A violation of the terms or conditions of the permit or license or of the law applicable to the activity for which the permit or license was issued;
 3. Material inaccuracies in any application materials, reports, or other information submitted to the City regarding the activity for which the permit or license was issued;
 4. Conviction of a crime related to the activity for which the permit or license was issued.
10. *Suspension or Revocation by City Administrator; City Council.* The City Administrator/Clerk-Treasurer can immediately suspend a permit or license required under this chapter for a just cause reason, as defined in Section 9. *Suspension or Revocation of Permit or License.* The City Council, at their next regular meeting, will hold a public hearing to consider the suspension, and the permittee or licensee shall have the right to be heard on the issue pursuant to the following procedure:
- a. A notice of suspension shall be prepared by the City Administrator/Clerk-Treasurer. The notice should be immediately hand delivered, if possible, or be sent by certified mail. The notice shall state the following:
 1. The cause for suspension;
 2. That the permittee or licensee is entitled to a public hearing before the City Council at the next regular meeting;
 3. The date, time, and place of the next regular City Council meeting;
 4. That a decision will be reached regarding continued suspension or revocation at the next regular City Council meeting, unless noted otherwise;
 5. A final decision notice will be hand-delivered to the permittee or licensee, if possible, or be sent by certified mail.
 - b. The public hearing on the suspension or revocation of a permit or license shall be held at the next regular meeting of the City Council. The presiding officer shall make a statement as to the reason for the hearing and make every reasonable effort to ensure a fair and full presentation of the facts and arguments by the licensee and the City and representatives or counsel for each.
 - c. A decision shall be made by the City Council at that regular City Council meeting, or at a future meeting if more time and discovery is deemed necessary by the City Council.
 - d. The final decision notice will be hand-delivered to the permittee or licensee, if possible, or sent by certified mail.
11. *Exceptions.* Mobile food unit operation may be exempt from some portions of ordinance in the following situations:
- a. With the written consent of the property owner, a mobile food unit may be used for catering purposes (such as a private graduation party or wedding) and not open for sales to the general public. The City must be notified of catering activities at least seven (7) days prior to the event. State of Minnesota catering licenses must be included in the notification.
 - b. If the mobile food unit is operated in conjunction with a permanent business licensed under Minnesota Statute Chapter 157.15 or Chapter 28A at the site of the permanent business by the same individual or company, and readily movable, without disassembling, for transport to another location.

- c. Not-for-profit mobile food units, operated by recognized nonprofit organizations, may operate on public or private property within the City of Walker with property owner approval. Not-for-profit mobile food units must still comply with all other parts of this ordinance.
- d. For-profit mobile food units may operate on Cass County or State of Minnesota property and right-of-way within the City of Walker with permission from said government agency. Mobile food units must still comply with all other parts of this ordinance.

SECTION 2. SUMMARY PUBLICATION. Pursuant to Minn. Stat. 421.191, in the case of a lengthy Ordinance, a summary may be published. While a copy of the entire Ordinance is available without cost at the office of the City Administrator/Clerk-Treasurer, the following summary is approved by the City Council and shall be published in lieu of publishing the entire Ordinance:

SECTION 3. EFFECTIVE DATE. This Ordinance shall be effective immediately upon its passage and publication according to law.

ADOPTED this 3rd day of September, 2024, by the City Council of the City of Walker.

Jerecho Worth, Mayor

Hope Fairchild, City Administrator/Clerk-Trs.

MOTION:

SECOND:

Hansen:

Moore:

Senenfelder:

Wilkening:

Worth:



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 2
<u>Agenda Section:</u> Public Hearing		
<u>Agenda Item:</u> Public hearing on draft ordinance 2024-07, Fee Schedule.		
<u>Background Information:</u> This is time for the public to make any comments on the draft ordinance prior to approval. The specific changes on the fee schedule are regarding mobile food unit fees.		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u>		

PLANNING COMMISSION

<i>Land Use Fee Schedule</i>	
<i>Land Use Application and Hearing Fees</i>	
Conditional Use Permit Application	\$395.00 + recording fee
Interim Use Permits	\$395.00 + recording fee
Re-Zoning	\$395.00
ROW/Easement Vacation	\$395.00
Variance Application	\$395.00 + recording fee
Zoning Amendment	\$395.00
<i>Signage</i>	
Sign – Permanent – Non-Residential Zones	\$100.00
Sign – Permanent – Residential Zones	\$50.00
Sign – Temporary	\$25.00
Sign – Annual A-Frame Permit	\$0
<i>Subdivisions</i>	
Sketch Plan Review	\$150.00 credited to Preliminary Plat
Preliminary Plat < 14 lots	\$395.00 + \$50.00 per lot
Preliminary Plat 14 lots or >	\$3,000.00 deposit, actual costs invoiced
Final Plat	\$250.00 + recording fee
Lot Split (Metes and Bounds)	\$150.00 + \$25.00 per lot
<i>Administrative Fees</i>	
Special Meetings at Applicant's Request	\$500.00

2024 FEE SCHEDULE

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Exhibit A

Extension of Conditional Use Permit	10% of original fee, \$50.00 minimum
After the Fact Permit Fees for Permitted Uses	3 x the application, \$300 minimum, 2 nd violation by an individual/entity in 3 years, 6 x the application, \$1,000.00 minimum
Chicken Permit	\$25.00
Demolition	\$75.00
Fence Permit	\$35.00
Environmental Assessment Worksheet	Total actual costs incurred by the city/\$1,000.00 deposit required via escrow agreement
Inspections	Actual cost
Zoning Letter	\$45.00
Zoning Map	\$15.00
VRBO Inspection	\$100.00, Includes one re-inspection, if any violations need further action every additional re-inspection is \$50.00
Note: Costs incurred by the City that are above the application fees shall be paid by the applicant.	
<i>Building Permits</i>	
BUILDING PERMIT VALUATION	FEES
\$1 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001 to \$25,000	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001 to \$50,000	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001 to \$100,000	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$101,001 to \$500,000	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$501,000 to \$1,000,000	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00

2024 FEE SCHEDULE

120
Exhibit A

\$1,000,001 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof
State Surcharge (1 million or less) – Minimum \$1.00	.0005 x project amount added to permit fee (1) if the valuation of the structure, addition, or alteration is \$1,000,000 or less, the surcharge is equivalent to one-half mill (.0005) of the valuation of the structure, addition, or alteration; (2) if the valuation is greater than \$1,000,000, the surcharge is \$500 plus two-fifths mill (.0004) of the value between \$1,000,000 and \$2,000,000; (3) if the valuation is greater than \$2,000,000, the surcharge is \$900 plus three-tenths mill (.0003) of the value between \$2,000,000 and \$3,000,000; (4) if the valuation is greater than \$3,000,000, the surcharge is \$1,200 plus one-fifth mill (.0002) of the value between \$3,000,000 and \$4,000,000; (5) if the valuation is greater than \$4,000,000, the surcharge is \$1,400 plus one-tenth mill (.0001) of the value between \$4,000,000 and \$5,000,000; and (6) if the valuation exceeds \$5,000,000, the surcharge is \$1,500 plus one-twentieth mill (.00005) of the value that exceeds \$5,000,000 326B.148 SURCHARGE.
State Surcharge (\$1,000,001 – 2 million)	\$500 + 0.0004 x project amount added to permit fee
State Surcharge (\$2,000,001 – 3 million)	\$900 + 0.0003 x project amount added to permit fee
State Surcharge (\$3,000,001 – 4 million)	\$1,200 + 0.0002 x project amount added to permit fee
State Surcharge (\$4,000,001 – 5 million)	\$1,400 + 0.0001 x project amount added to permit fee
State Surcharge (\$5,000,001 and up)	\$1,500 + 0.00005 x project amount added to permit fee
Plan Review Fee	65% of building permit fee
Cancellation Fee	25% of the permit fee is nonrefundable after staff has processed the application

CEMETERY

<i>Cemetery</i>	
<i>City of Walker/Shingobee Township Residents</i>	
Traditional lots	\$500.00
Plus county recording fee	Actual cost
<i>Open/Close</i>	
Adults	\$600.00
Infants	\$200.00
Cremations	\$350.00
Weekends/holidays Add	\$350.00
<i>Additional Fee For All Winter Open/Close</i>	
Burials	Add \$500.00
Cremations	Add \$300.00
<i>Additional Fee for Lot Transfers</i>	
Lot Transfer fee	\$15.00
Plus County recording fee	Actual cost
<i>Non-Residents</i>	
Traditional lots	\$700.00
Plus county recording fee	Actual cost
<i>Open/Close</i>	
Adults	\$750.00
Infants	\$200.00
Cremations	\$350.00
Weekends/holidays Add	\$350.00
<i>Disinterment Fee</i>	
Full Burial	\$1,000.00
Cremation	\$250.00
<i>Miscellaneous Cemetery Fees</i>	
Locate Fee-monument, markers, old graves, et.	\$30.00
Cemetery records search	\$25.00

ADMINISTRATION

<i>Gambling Permit</i>	
Permit	\$0.00
Premises permit	\$0.00
<i>Liquor Licenses</i>	
On-sale intoxicating	\$1,750.00
On-sale wine	\$250.00
On-sale Sunday	\$200.00
On-sale 3.2 Beer	\$50.00
Off-sale 3.2 Beer	\$25.00
Small brewer off-sale	\$240.00
On-sale brewers tap room license	\$300.00
On-sale Sunday tap room license	\$100.00
Off-sale Sunday Growler license	\$100.00
*Club	*Club fees are set by State Statute §340A.408 according to membership
Temporary liquor licenses	\$50.00 for applications filed 30 days prior to event. \$100.00 for late applications
<i>Mobile Food Units</i>	
One-day permit	\$20.00
Seven-day permit	\$50.00
Annual permit	\$150.00
Non-profit operation	Free
<i>Pawnbroker</i>	
License fee	\$150.00
Background check	\$25.00

2024 FEE SCHEDULE

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Exhibit A

Renewal background check	\$25.00
Miscellaneous Administration Fees	
Staff time per hr.	\$100.00
Fireworks/Pyrotechnic Permit	\$15.00
Assessment Search per PID	\$15.00
Certifying to Tax Roll	\$30.00
Copies/Fax	\$0.50/per page
Per Diem License	\$100.00-Circus/Menageries; \$50.00-Solicitors/Peddlers/Other; \$25.00-Small Shows/Exhibitions
Developers Fees on Tax Increment Financing Projects (TIF)	
TIF Deposit to City	\$10,000.00 (\$2,000.00 of this deposit is intended to compensate the City for staff time spent or to be spent in reviewing the developer's application and is non-refundable; \$8,000.00 of this deposit are to be used to pay certain costs in connection with seeking assistance from bond counsel and/or financial consultant in the analysis, negotiations, document preparation, financial structuring of the project and the publication and/or notification to the public of the pending TIF project; upon payment of all consultant and public notification costs as determined by the City, any balance remaining in developer's deposit shall be returned to the developer.)

PUBLIC WORKS

Water Meter Costs	
Meter/head/antenna	\$280.00
Meter valves	\$100.00
Installation (by City Inspector)	\$100.00 per hour
Turn off or on fee	\$100.00
Water hook-up fee WAC	\$1,700.00 Residential, \$2,000.00 Commercial
Storm Water Cost	
Storm water fees zoned R, LDR, MFR, TC	\$1.00 per month
Storm water fees zoned CDB, GC, WCI, P	\$2.00 per month

2024 FEE SCHEDULE

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Exhibit A

Water Cost	
Monthly base rate	\$23.50
Usage per 1,000 gals	\$3.00
Bulk water sales base	\$35.00
Per 1,000 gals	\$7.00
Monthly rental rate for hydrant meter	\$30.00
Sewer Costs	
Monthly base rate	\$31.50
Usage per 1,000 gals	\$2.00
PFA Surcharge per 1,000 gals	\$0.50
Sewer hook-up fee SAC	\$1,700.00 Residential, \$2,000.00 Commercial
Water/sewer personnel per hour	\$100.00
Vacuum Trailer Costs	
Weekly rental fee	\$500.00
Maintenance Fee Schedule	
Per one hour minimum	
Pick-up/plow	\$125.00
Blower/V-Plow	\$125.00
Sweeper	\$200.00
Sidewalk snow shoveling/mowing lawns	\$75.00 first ½ hour/minimum
Inspection fee	\$50.00
Large jobs	Actual cost
Labor hours (per person)	\$100.00
Excavation Permit/Obstruction Permit	Residential \$30.00, Commercial \$50.00
Grading Permit < 1 acre	\$25.00
Street Closure Permit, Commercial	\$200.00 plus \$100.00 damage deposit
Street Closure Permit, Non-Profit	\$0 plus \$100.00 damage deposit

PARK ADVISORY BOARD

<i>Park Use Applications</i>	
Park Use Application	\$25.00 (non-refundable, all applications)
Park Use Nonprofit Damage Deposit	\$100.00
Park Use Additional Day	\$50.00 This fee is for each additional day outside the event date(s). Event date(s) include one day prior to the event for set-up and one day after the event for clean-up.
Dump Station	\$15.00 per dump
Potable Water Fill	\$0.25 per gallon, \$5.00 per fill

AIRPORT

<i>Airport</i>	
Tie downs	\$15.00
<i>Hanger rent</i>	
Transient daily rate	\$25.00
Old hangers/per month-billed quarterly	\$125.00
New hangers/per month-billed quarterly	\$175.00



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 1
<u>Agenda Section:</u> Personnel, Budget & Administration		
<u>Agenda Item:</u> Consider approval of the 2024 listed officers of the Walker Housing and Redevelopment Authority (Quam Court).		
<u>Background Information:</u> Quam Court Board officers reached out to Mayor Worth and I regarding the approval of 2024 listed officers of the Walker Housing and Redevelopment Authority (Quam Court). This issue came up because the officers realized that by-laws from the federal government require that the local jurisdiction approves of the appointed officers.		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of the 2024 listed officers of the Walker Housing and Redevelopment Authority (Quam Court).		

MINUTES OF THE REGULAR MEETING OF THE WALKER HOUSING & REDEVELOPMENT
AUTHORITY (WHRA)

JULY 10, 2024

The regular meeting of the Walker Housing & Redevelopment Authority (aka Quam Court) was called to order by Chairperson Roxanne Olson at 4:30 on Wednesday, July 10, 2024.

Commissioners Present: Michelle Kramer, Sheri Winters, Ronda Hopen. Absent: none. Others present: Tanya Phillips, Executive Director.

Motion was made to approve the minutes of June 5, 2024 by Michelle, seconded by Ronda. All voting in favor. Motion carried.

Motion was made by Roxanne, seconded by Ronda to appoint the following officers for a one year term:

- Roxanne Olson, Chairperson
- Michelle Kramer, Vice Chair
- Sheri Winters, Treasurer
- Ronda Hopen, Secretary

All voting in favor. Motion carried.

Motion was made by Roxanne, seconded by Sheri to approve the By Laws. All voting in favor. Motion carried. See attached By Laws.

Executive Director discussed the following:

- Provided a listing of June expenses totaling \$108,363.86. Bank Forward checking balance \$152,558.75 and American National money market balance \$53,324.40 as of June 30, 2024. Tanya will check to see if we can move some funds into a Certificate of Deposit. We will discuss at the next Board meeting and may transfer more into the Money Market.
- Reviewed the most current financials from the accountant. Tanya will request receiving them on a monthly basis versus quarterly.
- Reviewed our current Grant monies. Copy of HUD Grant Voucher attached.
- Reviewed our current HUD Exit Interview. Went over items that still need to be completed and what had already been completed.
- In June a 60-day notice was given to all residents stating that cable will no longer be provided as of September. No fee will be charged for July and August. Residents may choose to continue with cable by contacting the service provider and setting up a personal account.
- Rent will be increased to \$468 from \$400 to be the Fair Market Value for Cass County. This will become effective at time of renewal and recertification of each tenant.
- Inspection of apartments will be done every six months. Reverification of income will be done at that time also. If the resident is over the income guideline at that time, they will be given two years to find housing and no longer be a resident of Quam Court.
- Noted that Tanya will join the MN NARO to further her training.
- We are currently waiting to hear back from HUD regarding the corrections needed for our Procurement Policy.

New Business:

Tanya will contact Gordon, HUD Engineer regarding replacing only half of the windows as no Environmental Reviewer is available in our area at this time.

Board discussion regarding updating computer and monitors. Looked over quotes that Tanya had received. Board recommends looking at quotes for a laptop, two monitors, wireless keyboard and mouse and what is needed to make laptop portable as needed. Request onsite installation if possible and continued service as needed. Also recommend checking with Bemidji Communications for a quote.

Tabled for next month is contacting the City of Walker regarding their responsibilities toward WHRA.

There being no further business to come before the Board, a motion by Michelle, seconded by Sheri and duly carried to adjourn.

Respectfully submitted by


Ronda Hopen, Secretary


Roxanne Olson, Chairperson

Attachments: By Laws and HUD Grant Voucher



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 2
<u>Agenda Section:</u> Personnel, Budget & Administration		
<u>Agenda Item:</u> Consider approval of Ordinance 2024-06, an Ordinance Enacting Walker City Code Chapter 8 – Businesses, Article IV. – Peddlers and Solicitors, Section 8-110. Mobile Food Units.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of Ordinance 2024-06, an Ordinance Enacting Walker City Code Chapter 8 – Businesses, Article IV. – Peddlers and Solicitors, Section 8-110. Mobile Food Units.		

**CITY OF WALKER
CASS COUNTY, MINNESOTA
ORDINANCE NO. 2024-06**

**AN ORDINANCE ENACTING WALKER CITY CODE CHAPTER 8 – BUSINESSES,
ARTICLE IV. - PEDDLERS AND SOLICITORS, SECTION 8-110. MOBILE FOOD
UNITS**

SECTION 1: Part I: Code of Ordinances, Chapter 8 – Businesses, Article IV. - Peddlers and Solicitors, Sec. 8-110. Mobile Food Units reads as follows:

Sec. 8-110. - Mobile Food Units

1. *Purpose.* This ordinance is intended to permit the reasonable use of mobile food units while preventing any adverse consequences to customers, residents, and businesses. It is also intended to protect public health, safety, and general welfare through the establishment of standards to ensure that mobile food trucks are appropriately located, licensed, and inspected. Food truck operation is not to impede traffic or create public health hazards. For-profit mobile food units may only operate on private property within the City of Walker. Not-for-profit mobile food units may operate on either private or public property within the City of Walker.
2. *Definitions.* Mobile Food Unit means (a) a self-contained food service operation, located in a motorized wheeled or towed vehicle that is readily movable without disassembling and that is used to store, prepare, display, or serve food intended for individual portion service to the public; or (b) a mobile food unit as defined in Minn. Stat. 157.15, subd. 9.
3. *License and Permit Required.* It is unlawful for any person to operate a mobile food unit, whether for-profit or not-for-profit, in the City of Walker without first obtaining an appropriate license from the State of Minnesota and a permit issued by the City of Walker under this division.
4. *Permit Types.*
 - a. There shall be three types of mobile food unit permits, as follows:
 1. A one-day permit allows mobile food unit operations in the City for up to one (1) day.
 2. A seven-day permit allows mobile food unit operation in the City for up to seven (7) days.
 3. An annual permit allows mobile food unit operation in the City for any number of days during a calendar year. Mobile food unit operation may not operate for more than twenty-one (21) days in one location in a calendar year. All annual permits shall expire on December 31 following the date of issue.

- b. *Permit fees.* Fees for all three permit types are determined in the City's fee schedule, as adopted and updated by resolution. Fees are nonrefundable.

5. *Permit Applications.*

- a. An application for mobile food unit permit shall be filed, along with the required fee, with the City Administrator/Clerk-Treasurer. The City Administrator/Clerk-Treasurer may approve of and issue permits or licenses to mobile food units without City Council approval as long as the mobile food unit meets all requirements set by this Ordinance. The application shall be made on a form approved by the City and shall contain information requested by the City, including, but not limited to, the following:
 - 1. A copy of the related license from the State of Minnesota required to operate a mobile food unit.
 - 2. A certificate evidencing the insurance coverages consistent with the requirements of Number 6. *Insurance.*
 - 3. If applying for only a one-day permit, the applicant must provide the exact date and location of proposed mobile food unit operations.
- b. Applications must be received at least seven (7) days before the first planned operation date of the mobile food unit.

6. *Insurance.*

- a. No permit shall be granted, nor be effective, until the applicant files with the city a certificate of insurance by an insurance company authorized to do business in the State of Minnesota, evidencing the following forms of insurance:
 - 1. Commercial general liability insurance, with a limit of not less than one million dollars (\$1,000,000.00) for each occurrence. If such insurance contains an annual aggregate limit, the annual aggregate limit shall be not less than two million dollars (\$2,000,000.00);
 - 2. Automobile liability insurance with a limit of not less than one million dollars (\$1,000,000.00) for each occurrence and a general aggregate limit of not less than two million dollars (\$2,000,000).
 - 3. Workers compensation insurance (statutory limits) or evidence of exemption from state law.

7. *Conditions of Permit.* A mobile food unit may only operate as set forth in the following:

- a. *Locations.* A mobile food unit may only operate in the locations set forth in this paragraph as specified in the permit. A for-profit mobile food unit may only operate on private property in the following zones: Central Business District (CBD), General Commercial (GC), Transitional Commercial (TC), Waterfront Commercial (WC), and Industrial (I). The written consent of the owner of such property is required. For-profit mobile food units are not allowed to operate on public property or right-of-way, including the City Hall, City Park, City streets, and City sidewalks. Not-for-profit mobile food units may operate on private property in the zones listed above, and in Public (P) zones. The written consent of the owner of such property is required.
- c. *Notification.* Applicants with seven (7) day or annual permits must submit the date and location of mobile food unit operation in writing (whether physically or by email) to the City Administrator/Clerk-Treasurer at least twenty-four (24) hours in advance. Failure to

comply will result in suspension of license or permit in accordance with Section 9 of this ordinance.

- b. *Performance Standards.* A mobile food unit permit holder is subject to the following performance standards:
1. A mobile food unit with an unlimited annual permit may not operate on the same property for more than twenty-one (21) days during any calendar year.
 2. A mobile food unit permit holder shall operate in strict compliance with the laws, rules, and regulations of the United States, State of Minnesota, Cass County, and the City of Walker, including parking regulations and posted signs.
 3. Only food and non-alcoholic beverages shall be sold. The only exception to this section is if the mobile food unit is operated by a not-for-profit organization that is eligible to receive a temporary liquor license from the State of Minnesota.
 4. Electrical cords and hookups to public utilities are not permitted.
 5. A mobile food unit must provide an independent power supply that is screened from public view, if not part of the vehicle, and not to exceed 70 lbs.
 6. A mobile food unit must dispose of its gray water daily in accordance with all Federal, State, and local regulations. Grey water may not be drained into City stormwater drains, on the ground, or garbage cans.
 7. A mobile food unit shall provide and maintain at least one clearly designated waste container for customer use per each mobile food unit located within five (5) feet of the unit. Operator is responsible for daily removal of trash, litter, recycling, and refuse.
 8. Mobile food units shall not operate before 7:00 a.m. or after 10:00 p.m. and must not create any unnecessary noise disturbances or disrupt, obstruct, or interfere with customer or public vehicular or pedestrian traffic or safety in any way.
 9. Proof of State of Minnesota Licensing must be provided and posted on the mobile food unit.
 10. A mobile food unit must comply with State Fire Code requirements.
 11. One "A" frame sign not exceeding twelve (12) square feet per side is permitted during operation, not to impede on vehicular or pedestrian traffic.
 12. The mobile food unit may have a maximum bumper to bumper length of no more than 40 feet and be not wider than 8 feet. No electrical cords shall be laid across any city street or sidewalk.
 13. Mobile food unit sites shall be kept in a neat and orderly manner and shall provide trash and/or recycling collection and clean-up. The mobile food unit shall keep the area surrounding the mobile food unit in a sanitary condition. The mobile food unit shall be responsible for (a) collecting any visible trash or other debris from mobile food unit operations within a 100-foot circumference of the mobile food unit, which patrons have not properly disposed of; and (b) must remove the trash container and its contents at the end of the daily hours of operation and properly disposing of the same.
 14. A mobile food unit with a Type I cooking hood shall have said hood cleaned at least annually as required by applicable regulations.

15. A mobile food unit with a fire suppression system under the cooking hood shall have the system tested and tagged in accordance with applicable State laws and codes.
 16. A mobile food unit must have at least (1) 2A:20BC fire extinguisher in the mobile food unit. If deep frying occurs in the mobile food unit, then the mobile food unit must have at least (1) Class K fire extinguisher in the mobile food unit. Each fire extinguisher must display an inspection tag dated within the past 12 months.
 17. Propane tanks must be attached or secured to the mobile food unit and must be adequately ventilated.
 18. Mobile food units cannot obstruct the movement of pedestrians or vehicles or pose a hazard to public safety.
 19. Mobile food units shall be allowed to set up one (1) hour prior to conducting food vending and shall exit from the site within one (1) hour of the closing of conducting business. The Permittee shall ensure that the site is free of refuse and debris prior to exiting the site.
- c. *Permit Non-Transferable.* A mobile food unit permit is non-transferable. Proof of permit shall be displayed at all times in the mobile food unit.
- d. *Practices Prohibited.* It is unlawful for any person engaged in business of a mobile food unit operation to do the following:
1. Call attention to themselves by crying out, blowing a horn, ringing a bell, and playing music or other noise discernable beyond the unit.
 2. Leave the mobile food unit at an authorized location outside allowed hours of operation.
 3. Operate or travel in or on public sidewalks, trails, or right-of-way except as authorized in the permit.
 4. Obstruct the ingress or egress from property or buildings.
 5. Conduct business in any manner as to create a threat to the health, safety, and welfare of a specific individual or the general public or fail to obey a lawful order of law enforcement or licensing or permitting authority.
8. *Enforcement.* A permit may be suspended, revoked, or denied for renewal for any violations of this Code or conditions of any permit. Any violations of this Division or provisions of any permit shall be a misdemeanor.
9. *Suspension or Revocation of Permit or License.*
- a. Every permit or license required under this Chapter shall be subject to suspension or revocation.
 - b. To the extent that the provisions of this Article are not inconsistent with other provisions of this Chapter or with State Law, the procedures established in this Article for suspension or revocation of a permit or license required under this Chapter shall govern.
 - c. A permit or license shall only be revoked for cause. For purposes of this Article, cause for revocation or suspension shall mean:
 1. A situation or event which would lead a reasonable person to believe that continuance of the activity which produced the situation or event might adversely affect the morals, health, safety, or welfare of one or more members of the public;

2. A violation of the terms or conditions of the permit or license or of the law applicable to the activity for which the permit or license was issued;
 3. Material inaccuracies in any application materials, reports, or other information submitted to the City regarding the activity for which the permit or license was issued;
 4. Conviction of a crime related to the activity for which the permit or license was issued.
10. *Suspension or Revocation by City Administrator; City Council.* The City Administrator/Clerk-Treasurer can immediately suspend a permit or license required under this chapter for a just cause reason, as defined in Section 9. *Suspension or Revocation of Permit or License.* The City Council, at their next regular meeting, will hold a public hearing to consider the suspension, and the permittee or licensee shall have the right to be heard on the issue pursuant to the following procedure:
- a. A notice of suspension shall be prepared by the City Administrator/Clerk-Treasurer. The notice should be immediately hand delivered, if possible, or be sent by certified mail. The notice shall state the following:
 1. The cause for suspension;
 2. That the permittee or licensee is entitled to a public hearing before the City Council at the next regular meeting;
 3. The date, time, and place of the next regular City Council meeting;
 4. That a decision will be reached regarding continued suspension or revocation at the next regular City Council meeting, unless noted otherwise;
 5. A final decision notice will be hand-delivered to the permittee or licensee, if possible, or be sent by certified mail.
 - b. The public hearing on the suspension or revocation of a permit or license shall be held at the next regular meeting of the City Council. The presiding officer shall make a statement as to the reason for the hearing and make every reasonable effort to ensure a fair and full presentation of the facts and arguments by the licensee and the City and representatives or counsel for each.
 - c. A decision shall be made by the City Council at that regular City Council meeting, or at a future meeting if more time and discovery is deemed necessary by the City Council.
 - d. The final decision notice will be hand-delivered to the permittee or licensee, if possible, or sent by certified mail.
11. *Exceptions.* Mobile food unit operation may be exempt from some portions of ordinance in the following situations:
- a. With the written consent of the property owner, a mobile food unit may be used for catering purposes (such as a private graduation party or wedding) and not open for sales to the general public. The City must be notified of catering activities at least seven (7) days prior to the event. State of Minnesota catering licenses must be included in the notification.
 - b. If the mobile food unit is operated in conjunction with a permanent business licensed under Minnesota Statute Chapter 157.15 or Chapter 28A at the site of the permanent business by the same individual or company, and readily movable, without disassembling, for transport to another location.

- c. Not-for-profit mobile food units, operated by recognized nonprofit organizations, may operate on public or private property within the City of Walker with property owner approval. Not-for-profit mobile food units must still comply with all other parts of this ordinance.
- d. For-profit mobile food units may operate on Cass County or State of Minnesota property and right-of-way within the City of Walker with permission from said government agency. Mobile food units must still comply with all other parts of this ordinance.

SECTION 2. SUMMARY PUBLICATION. Pursuant to Minn. Stat. 421.191, in the case of a lengthy Ordinance, a summary may be published. While a copy of the entire Ordinance is available without cost at the office of the City Administrator/Clerk-Treasurer, the following summary is approved by the City Council and shall be published in lieu of publishing the entire Ordinance:

SECTION 3. EFFECTIVE DATE. This Ordinance shall be effective immediately upon its passage and publication according to law.

ADOPTED this 3rd day of September, 2024, by the City Council of the City of Walker.

Jerecho Worth, Mayor

Hope Fairchild, City Administrator/Clerk-Trs.

MOTION:

SECOND:

Hansen:

Moore:

Senenfelder:

Wilkening:

Worth:



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 3
<u>Agenda Section:</u> Personnel, Budget & Administration		
<u>Agenda Item:</u> Consider approval of Ordinance 2024-07, an Ordinance Adopting 2024 Fee Schedule.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of Ordinance 2024-07, an Ordinance Adopting 2024 Fee Schedule.		

ORDINANCE 2024-07
AN ORDINANCE ADOPTING 2024 FEE SCHEDULE

Section 1. Purpose. The City of Walker annually adopts a Fee Schedule which establishes the fees and charges for service for the City's regulatory functions. The presence of a fee schedule allows regulatory-type fees to be easily identified in one document, as opposed to being scattered throughout City Code. In addition, a fee schedule adopted on an annual basis provides the City Council the opportunity to review fees for services in a comprehensive manner.

Section 2. Other Fee References. By enacting this Ordinance, all fee amounts previously established and contained herein are hereby amended as submitted.

Section 3. Authority. The authority to enact the fees identified herein is established by City Code.

Section 4. Penalty. Failure to pay the fees identified herein is subject to penalties and interests as established by City Code.

Section 5. Fee Schedule. The 2024 Fee Schedule is as shown in *Exhibit A*.

Section 6. Effective Date. This Ordinance shall be effective upon adoption and publication.

Adopted by the City Council of the City of Walker this 3rd day of September 2024.

 Jerecho Worth, Mayor

Attest: _____
 Hope Fairchild, Administrator/Clerk-Trs.

Motion:
 Second:
 Hansen:
 Moore:
 Senenfelder:
 Wilkening:
 Worth:

PLANNING COMMISSION

<i>Land Use Fee Schedule</i>	
<i>Land Use Application and Hearing Fees</i>	
Conditional Use Permit Application	\$395.00 + recording fee
Interim Use Permits	\$395.00 + recording fee
Re-Zoning	\$395.00
ROW/Easement Vacation	\$395.00
Variance Application	\$395.00 + recording fee
Zoning Amendment	\$395.00
<i>Signage</i>	
Sign – Permanent – Non-Residential Zones	\$100.00
Sign – Permanent – Residential Zones	\$50.00
Sign – Temporary	\$25.00
Sign – Annual A-Frame Permit	\$0
<i>Subdivisions</i>	
Sketch Plan Review	\$150.00 credited to Preliminary Plat
Preliminary Plat < 14 lots	\$395.00 + \$50.00 per lot
Preliminary Plat 14 lots or >	\$3,000.00 deposit, actual costs invoiced
Final Plat	\$250.00 + recording fee
Lot Split (Metes and Bounds)	\$150.00 + \$25.00 per lot
<i>Administrative Fees</i>	
Special Meetings at Applicant's Request	\$500.00

2024 FEE SCHEDULE

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Exhibit A

Extension of Conditional Use Permit	10% of original fee, \$50.00 minimum
After the Fact Permit Fees for Permitted Uses	3 x the application, \$300 minimum, 2 nd violation by an individual/entity in 3 years, 6 x the application, \$1,000.00 minimum
Chicken Permit	\$25.00
Demolition	\$75.00
Fence Permit	\$35.00
Environmental Assessment Worksheet	Total actual costs incurred by the city/\$1,000.00 deposit required via escrow agreement
Inspections	Actual cost
Zoning Letter	\$45.00
Zoning Map	\$15.00
VRBO Inspection	\$100.00, Includes one re-inspection, if any violations need further action every additional re-inspection is \$50.00
Note: Costs incurred by the City that are above the application fees shall be paid by the applicant.	
<i>Building Permits</i>	
BUILDING PERMIT VALUATION	FEES
\$1 to \$500	\$23.50
\$501 to \$2,000	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001 to \$25,000	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001 to \$50,000	\$391.25 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001 to \$100,000	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$101,001 to \$500,000	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$501,000 to \$1,000,000	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00

2024 FEE SCHEDULE

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Exhibit A

\$1,000,001 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00, or fraction thereof
State Surcharge (1 million or less) – Minimum \$1.00	.0005 x project amount added to permit fee (1) if the valuation of the structure, addition, or alteration is \$1,000,000 or less, the surcharge is equivalent to one-half mill (.0005) of the valuation of the structure, addition, or alteration; (2) if the valuation is greater than \$1,000,000, the surcharge is \$500 plus two-fifths mill (.0004) of the value between \$1,000,000 and \$2,000,000; (3) if the valuation is greater than \$2,000,000, the surcharge is \$900 plus three-tenths mill (.0003) of the value between \$2,000,000 and \$3,000,000; (4) if the valuation is greater than \$3,000,000, the surcharge is \$1,200 plus one-fifth mill (.0002) of the value between \$3,000,000 and \$4,000,000; (5) if the valuation is greater than \$4,000,000, the surcharge is \$1,400 plus one-tenth mill (.0001) of the value between \$4,000,000 and \$5,000,000; and (6) if the valuation exceeds \$5,000,000, the surcharge is \$1,500 plus one-twentieth mill (.00005) of the value that exceeds \$5,000,000 326B.148 SURCHARGE.
State Surcharge (\$1,000,001 – 2 million)	\$500 + 0.0004 x project amount added to permit fee
State Surcharge (\$2,000,001 – 3 million)	\$900 + 0.0003 x project amount added to permit fee
State Surcharge (\$3,000,001 – 4 million)	\$1,200 + 0.0002 x project amount added to permit fee
State Surcharge (\$4,000,001 – 5 million)	\$1,400 + 0.0001 x project amount added to permit fee
State Surcharge (\$5,000,001 and up)	\$1,500 + 0.00005 x project amount added to permit fee
Plan Review Fee	65% of building permit fee
Cancellation Fee	25% of the permit fee is nonrefundable after staff has processed the application

CEMETERY

<i>Cemetery</i>	
<i>City of Walker/Shingobee Township Residents</i>	
Traditional lots	\$500.00
Plus county recording fee	Actual cost
<i>Open/Close</i>	
Adults	\$600.00
Infants	\$200.00
Cremations	\$350.00
Weekends/holidays Add	\$350.00
<i>Additional Fee For All Winter Open/Close</i>	
Burials	Add \$500.00
Cremations	Add \$300.00
<i>Additional Fee for Lot Transfers</i>	
Lot Transfer fee	\$15.00
Plus County recording fee	Actual cost
<i>Non-Residents</i>	
Traditional lots	\$700.00
Plus county recording fee	Actual cost
<i>Open/Close</i>	
Adults	\$750.00
Infants	\$200.00
Cremations	\$350.00
Weekends/holidays Add	\$350.00
<i>Disinterment Fee</i>	
Full Burial	\$1,000.00
Cremation	\$250.00
<i>Miscellaneous Cemetery Fees</i>	
Locate Fee-monument, markers, old graves, et.	\$30.00
Cemetery records search	\$25.00

ADMINISTRATION

<i>Gambling Permit</i>	
Permit	\$0.00
Premises permit	\$0.00
<i>Liquor Licenses</i>	
On-sale intoxicating	\$1,750.00
On-sale wine	\$250.00
On-sale Sunday	\$200.00
On-sale 3.2 Beer	\$50.00
Off-sale 3.2 Beer	\$25.00
Small brewer off-sale	\$240.00
On-sale brewers tap room license	\$300.00
On-sale Sunday tap room license	\$100.00
Off-sale Sunday Growler license	\$100.00
*Club	*Club fees are set by State Statute §340A.408 according to membership
Temporary liquor licenses	\$50.00 for applications filed 30 days prior to event. \$100.00 for late applications
<i>Mobile Food Units</i>	
One-day permit	\$20.00
Seven-day permit	\$50.00
Annual permit	\$150.00
Non-profit operation	Free
<i>Pawnbroker</i>	
License fee	\$150.00
Background check	\$25.00

2024 FEE SCHEDULE

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Exhibit A

Renewal background check	\$25.00
Miscellaneous Administration Fees	
Staff time per hr.	\$100.00
Fireworks/Pyrotechnic Permit	\$15.00
Assessment Search per PID	\$15.00
Certifying to Tax Roll	\$30.00
Copies/Fax	\$0.50/per page
Per Diem License	\$100.00-Circus/Menageries; \$50.00-Solicitors/Peddlers/Other; \$25.00-Small Shows/Exhibitions
Developers Fees on Tax Increment Financing Projects (TIF)	
TIF Deposit to City	\$10,000.00 (\$2,000.00 of this deposit is intended to compensate the City for staff time spent or to be spent in reviewing the developer's application and is non-refundable; \$8,000.00 of this deposit are to be used to pay certain costs in connection with seeking assistance from bond counsel and/or financial consultant in the analysis, negotiations, document preparation, financial structuring of the project and the publication and/or notification to the public of the pending TIF project; upon payment of all consultant and public notification costs as determined by the City, any balance remaining in developer's deposit shall be returned to the developer.)

PUBLIC WORKS

Water Meter Costs	
Meter/head/antenna	\$280.00
Meter valves	\$100.00
Installation (by City Inspector)	\$100.00 per hour
Turn off or on fee	\$100.00
Water hook-up fee WAC	\$1,700.00 Residential, \$2,000.00 Commercial
Storm Water Cost	
Storm water fees zoned R, LDR, MFR, TC	\$1.00 per month
Storm water fees zoned CDB, GC, WCI, P	\$2.00 per month

2024 FEE SCHEDULE144
Exhibit A

Water Cost	
Monthly base rate	\$23.50
Usage per 1,000 gals	\$3.00
Bulk water sales base	\$35.00
Per 1,000 gals	\$7.00
Monthly rental rate for hydrant meter	\$30.00
Sewer Costs	
Monthly base rate	\$31.50
Usage per 1,000 gals	\$2.00
PFA Surcharge per 1,000 gals	\$0.50
Sewer hook-up fee SAC	\$1,700.00 Residential, \$2,000.00 Commercial
Water/sewer personnel per hour	\$100.00
Vacuum Trailer Costs	
Weekly rental fee	\$500.00
Maintenance Fee Schedule	
Per one hour minimum	
Pick-up/plow	\$125.00
Blower/V-Plow	\$125.00
Sweeper	\$200.00
Sidewalk snow shoveling/mowing lawns	\$75.00 first ½ hour/minimum
Inspection fee	\$50.00
Large jobs	Actual cost
Labor hours (per person)	\$100.00
Excavation Permit/Obstruction Permit	Residential \$30.00, Commercial \$50.00
Grading Permit < 1 acre	\$25.00
Street Closure Permit, Commercial	\$200.00 plus \$100.00 damage deposit
Street Closure Permit, Non-Profit	\$0 plus \$100.00 damage deposit

PARK ADVISORY BOARD

<i>Park Use Applications</i>	
Park Use Application	\$25.00 (non-refundable, all applications)
Park Use Nonprofit Damage Deposit	\$100.00
Park Use Additional Day	\$50.00 This fee is for each additional day outside the event date(s). Event date(s) include one day prior to the event for set-up and one day after the event for clean-up.
Dump Station	\$15.00 per dump
Potable Water Fill	\$0.25 per gallon, \$5.00 per fill

AIRPORT

<i>Airport</i>	
Tie downs	\$15.00
<i>Hanger rent</i>	
Transient daily rate	\$25.00
Old hangers/per month-billed quarterly	\$125.00
New hangers/per month-billed quarterly	\$175.00



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 4
<u>Agenda Section:</u> Personnel, Budget & Administration		
<u>Agenda Item:</u> Consider approval of donating \$1,000.00 to Walker Meals on Wheels.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u>		



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 5
<u>Agenda Section:</u> Personnel, Budget & Administration		
<u>Agenda Item:</u> Consider approval of the Solicitor/Peddler Per Diem License from Christopher Pennell to operate a mobile food unit at 906 Minnesota Avenue West between September 4, 2024 to September 1, 2025, with the following conditions: - Mobile food unit operates under and follows all requirements listed under the newly adopted Mobile Food Unit ordinance.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of the Solicitor/Peddler Per Diem License from Christopher Pennell to operate a mobile food unit at 906 Minnesota Avenue West between September 4, 2024 to September 1, 2025, with the following conditions: - Mobile food unit operates under and follows all requirements listed under the newly adopted Mobile Food Unit ordinance.		



Orton Oil
P.O. Box 820
Walker, MN 56484

August 12th, 2024

To Whom It May Concern:

Hatch Burrito has permission to utilize our lot across Jimmy's to sell burrito
September 1st 2024 until September 1st, 2025 unless otherwise revoked prior to.

Sincerely,

A handwritten signature in black ink, appearing to be "Frank Orton", is written over a horizontal line. The signature is stylized with a large, sweeping loop at the beginning.

Frank Orton



Walker

City on the Bay

City Administration

205 Minnesota Ave

PO Box 207

Walker, MN 56484

Phone: (218) 547-5501 Fax: (218) 547-5513

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LICENSE TYPE: PER DIEM LICENSE

Circus/Menageries Fee: \$100.00

Circus: A traveling company of acrobats, trained animals, and clowns that gives performances, typically in a large tent, in a series of different places. **Menageries:** A collection of wild animals kept in captivity for exhibition or a strange or diverse collection of people or things.

Small Shows/Exhibitions Fee: \$25.00

Small Shows/Exhibitions in separate tents or enclosures, whether connected with a circus or menagerie or otherwise.

Solicitor/Peddler/Other: \$50.00

Peddler/Solicitor/Hawkers/Transient Merchant/Vendor Fee: \$50.00
Peddler/Solicitor: A person who offers merchandise or services for sale door-to-door, including house-to-house, business-to-business, street-to-street, or any other type of place-to-place movement. **Hawkers:** A person, who travels around selling goods, typically advertises them by shouting. **Transient Merchant/Vendor:** A person who temporarily sets up business out of a vehicle, trailer, boxcar, tent, other portable shelter, or empty store front for the purpose of selling goods. Delivery and payment occur immediately.

Non-Commercial Advocate: A person who disseminates religious, political, social, or other ideological beliefs. **No registration or license is required.**

APPLICATION CHECKLIST

- ✓ **License Application:** Please allow for 14 days processing prior to conducting business
- ✓ **Photo ID:** Attach a color copy of a driver's license or government issued photo ID
- ✓ **Written Permission of Property Owner:** If you are a Transient Merchant
- ✓ **Fee:** Circuses/Menageries- \$100.00; Small Shows/Exhibitions-\$25.00; Solicitor/Peddlers-\$50.00
- ✓ **\$1,000 Bond or Certified Check**

BACKGROUND INFORMATION

Applicant's Full Legal Name

Christopher Lee Pennell

Circus/Menageries

Peddler/Solicitor

All other names you have used or conducted business under (First, Middle, and/or Last)

Transient Merchant

Non-Comm Advocate

Residence Address

City

State

Zip

701 FRONT ST W

WALKER

MN

56484

Local Address (If residence address is out of state)

City

State

Zip

Social Security or Individual Tax ID

E-Mail

Phone Number

Cpennell81@gmail.com

720-636-1350



Walker

City on the Bay

City Administration

205 Minnesota Ave

PO Box 207

Walker, MN 56484

Phone: (218) 547-5501 Fax: (218) 547-5513

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DATES and LOCATION INTENDING TO CONDUCT BUSINESS

Start Date

09/03/2024

End Date

9/1/2025

Location where business will be conducted

808 Minnesota Ave W, Walker, MN 56484

Phone Number While Conducting Business

720-636-1350

BACKGROUND CHECK

Have you ever been convicted of a felony gross misdemeanor, misdemeanor, or ordinance violation for violating any federal, state, or local ordinances other than a minor traffic offense within the last ten years?

Yes

No

N/A - Solicitors

The Minnesota Data Practices Act requires that you be advised of the following information:

As an applicant for a Peddler License, you are asked to provide private and/or confidential information about yourself that will be used to check driving history, criminal history, arrest records, warrant information, and other relevant records. You may refuse to provide this information. However, should you refuse, our investigation cannot be completed and will result in your application not being processed. With the exception of your Social Security Number, the information you provide is public and will be used by the Cass County Sheriff's Office, the Walker City Council, and/or the general public. This AUTHORIZATION FOR RELEASE OF INFORMATION will expire two years from the date you sign it.

I have read and understand the above Data Practices Advisory.

Signature:

Date:

8/20/24

CONSENT

The data you furnish on the application will be used by the City of Walker to assess your qualifications for licensure. Disclosure of the information is voluntary. You are not legally required to provide this data; however, if you fail to do so, the City of Walker may be unable to process this application. Disclosure of your Minnesota Tax ID Number, Social Security Number, or Individual Tax ID Number is required by Minnesota Statutes 270C.72, and your Social Security Number may be requested by and released to the Minnesota Commissioner of Revenue. After submission, all information pursuant to Minnesota Statutes, Chapter 13.

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS APPLICATION

I, (print name) Chris Pennell, certify or declare under penalty of perjury, under the laws of the State of Minnesota, that the foregoing is true and correct. All information given is subject to verification by the State of Minnesota. I understand that false information may result in the denial, suspension, or revocation of my business license.

Signature:

Date:

9/20/24



Walker

City on the Bay

City Administration

205 Minnesota Ave

PO Box 207

Walker, MN 56484

Phone: (218) 547-5501 Fax: (218) 547-5513

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COMPANY INFORMATION

Name of Business/Company Hatch Burnito Co.		Phone Number 720-636-1350	
Company Address 701 FRONT ST W.	City WALKER	State MN	Zip 56484
Company Manager's Name Chris Pennell	Manager's E-mail Address cpennell81@gmail.com	Manager's Phone Number 720-636-1350	
Describe in detail the type and brand name of the merchandise or services for sale: Food trailer serving fast fresh burritos and tacos			
List the last 3 locations where you have worked as a peddler, solicitor, and transient merchant or non-commercial advocate: Remer, The Store ; Cass Lake Lodge, The Woodpile, Longville			
Have you ever had a business license denied or revoked by any government entity? If yes, indicate the date of denial/revocation, government agency, and reason for denial/revocation: Yes ☒ No ☒			

VEHICLE INFORMATION

Year 2023	Make Edge	Model Trailer
Color Black	License Plate CSF3472	Last 6 digits of VIN
Year	Make	Model
Color	License Plate	Last 6 digits of VIN
Year	Make	Model
Color	License Plate	Last 6 digits of VIN



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 6
<u>Agenda Section:</u> Personnel, Budget & Administration		
<u>Agenda Item:</u> Discussion on the donation request from Walker Youth Hockey in the amount of \$2,500.00 for the outdoor community rink.		
<u>Background Information:</u> This is a donation that has been done over many years in the past. We do budget for it every year.		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u>		

Walker Youth Hockey
August 21, 2024



Walker Outdoor Community Rink Project – Winter 2024-2025

Walker Youth Hockey Association has maintained the outdoor rink facility since about 1998. At that time, the hockey association moved the rink from Chumley Park to the area under the water towers and created a vastly improved outdoor rink. When the Walker Area Community Center opened, the hockey association moved the rink again, to its present location at the WACC, where the outdoor rink has largely suffered from lack of attention. A few years ago, we lost Duane Lesetmoe. For several decades, "Dewey" had been the Rink Manager (funded by Shingobee Township, the City of Walker, the hockey association, and other area townships), always ensuring the rink was flooded, shoveled, and ready for the kids to skate on.

Walker Youth Hockey intends to restore the outdoor rink to a winter playground for area kids. The association recently purchased a new-to-us set of boards and perimeter glass at a cost of \$6,800. We are asking local service organizations and municipalities to help us with the cost of the project. Total cost for materials will be about \$10,000. If we find adequate support from the community, we will also improve the lighting.

The installation of the new boards will require:

- 70 Frost tubes
- 10 yards concrete
- 500 feet of treated 2x6 boards
- Anchoring hardware
- Paint
- Many hours of volunteer labor from Walker Youth Hockey and local contractors.

Restoring the outdoor rink will require more than an improved facility. Since the loss of Dewey, the rink has not opened prior to Christmas break and has not been continuously available to area residents. We must also improve the operation of the rink.

Please help Walker Youth Hockey maintain and better operate our outdoor community rink.

We are looking for \$2,500 donations from local municipalities and service organizations.

We will work with organizations on recognition at the rink.

Checks can be made to:

Walker Youth Hockey
c/o Ben Brovold
PO Box 896
Walker, MN 56484

I can be reached at 218-556-6686 with any questions.

Thank you for your consideration of this project to help our youth play outdoors in the wintertime!

Regards,

Ben Brovold



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 7
<u>Agenda Section:</u> Personnel, Budget & Administration		
<u>Agenda Item:</u> Consider approval of appointing Charles Ramstad and Dylan Ramstad Skyoles of Ramstad, Skoyles, Winters and Bakken, P.A. as primary and secondary city attorneys for the City of Walker at the cost of \$225.00 an hour for service.		
<u>Background Information:</u> Councilmember Hansen, Councilmember Senenfelder, City Administrator Fairchild, and Police Chief Anderley interviewed three firms that submitted responses to our RFP. This firm is more local than others, fees are in line with other firms, and they have extensive experience, including zoning experience. They will also perform both civil and criminal prosecution for us if needed, which is a service that we have not had for a number of years, outside of the county attorney's office which covers state statute violations.		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of appointing Charles Ramstad and Dylan Ramstad Skyoles of Ramstad, Skoyles, Winters and Bakken, P.A. as primary and secondary city attorneys for the City of Walker at the cost of \$225.00 an hour for service.		

RESPONSE TO REQUEST FOR PROPOSALS

CITY OF WALKER

CITY ATTORNEY

Ramstad, Skoyles, Winters & Bakken, P.A.
114 Holmes Street West
Detroit Lakes, MN 56501

Dated: June 2024

Contact: Charles J. Ramstad
(218) 847 -5653
cramstad@arvig.net

A. Firm Background

1. Brief History. Ramstad, Skoyles, Winters & Bakken, P. A. originated in 1908 as a general practice law firm in Detroit Lakes and began providing municipal legal services to the City of Detroit Lakes in approximately 1963, with attorney James Ramstad in the lead. Since that time the firm has continuously represented Detroit Lakes, adding the other Becker County cities of Frazee, Audubon and Callaway in the early 1970's and Lake Park in the 1990's. We added the City of Sebeka in Wadena County in 2018. We provide regular city attorney services for all of those Cities, including criminal prosecuting attorney services. In 2021 we were appointed City Attorneys for the Otter Tail County cities of Perham and Vergas, where we provide general city attorney services, but not prosecuting attorney services. In October of 2022 we were appointed City Attorneys for Barnesville in Clay County, Minnesota for civil City Attorney services, and effective January of 2024 we were designated by the City of Park Rapids as City Attorneys for civil matters. We continue to represent all of those Cities. We have also occasionally represented the Clay County Cities of Hitterdal and Moorhead, the Mahnomen County City of Bejou and the Pope County City of Starbuck, usually on special projects like development, eminent domain or USDA rural water development matters, or where their regular City Attorney has a conflict or on litigation matters such as construction contract disputes.

a. Services. Ramstad, Skoyles, Winters & Bakken, P. A. is a general practice law firm located in Detroit Lakes, with a focus on municipal law, real estate and real estate litigation, estate planning, wills, trusts and probate. We also represent private clients in business formation and business transactions.

b. Qualifications/Municipal Law Services. We have knowledge and experience in nearly all aspects of municipal law, including but not limited to economic development, tax increment financing and reporting, zoning and subdivision ordinances, annexation and other boundary adjustments, planned unit developments, municipal purchasing, public improvements, municipal finance, contracts, contract litigation, special assessments, real estate, eminent domain, nuisance abatement and hazardous building elimination, data practices, open meeting law, labor relations and public employment law, public utilities, public recreation facility law, ordinance enforcement, and misdemeanor and gross misdemeanor prosecution.

We have knowledge regarding public cemetery law and have represented Cities as well as public cemeteries regarding a number of issues, including but not limited to those that typically stem from poor record keeping practices in the past, and means and methods to address those deficiencies going forward.

c. Knowledge and Scope of Services. We are qualified to provide all necessary municipal legal services other than acting as bond counsel, including but not limited to those described in this section. We provide these legal services in house, and do not subcontract for any legal services, although we do work with other contracted legal services such as bond counsel and insurance defense litigators to advance and protect the interests of the City. We have reviewed and verify that we can and do provide the

“General Municipal Legal Services” detailed in the City’s Request for Proposals. Specifically:

- 1) Public Meeting Attendance. We believe that regular attendance at Council meetings and attendance at select public hearings and committee meetings by the City Attorney is beneficial both to the City and gives us the ability to provide the best quality legal services. Meeting attendance allows us to provide immediate feedback on issues and proposals, and can help the City avoid mistakes. It helps us to better understand the issues facing the City at any given time and to provide on point information to staff and the Council. We prefer to attend meetings, and structure our compensation to encourage the City to request our presence, either in person or electronically, but follow the direction of the City as to the type and number of meetings we attend.
- 2) Ordinances and Resolutions. We have experience drafting all types of municipal ordinances, from parking and nuisance ordinances, to zoning, subdivision, franchise, right of way and utility ordinances. We have developed our own set of template ordinances, and customize those templates together with templates from other Cities and the League of Minnesota Cities to meet the needs of each City we represent. Since we place special emphasis on our ability to enforce ordinances, we pay close attention to the language of the ordinance to make sure that the ordinance will be effective and will comply with all legal requirements. We draft resolutions as required, together with our own correspondence and official correspondence from the City when the correspondence needs to meet specific legal requirements.
- 3) Agenda. We request and review proposed meeting agendas prior to regular and special council meetings so that we can provide feedback to staff and council on legal issues prior to or at the meetings.
- 4) Consultations. We accept and encourage telephone and e-mail consultations between our attorneys and City staff, Mayor and Council members relating to City issues and City business. Short communications to answer general municipal legal questions are typically not separately billed, even when no retainer arrangement is in place. We are prepared to provide advice on a multitude of municipal issues, including but not limited to common and complex questions on land use, open meeting law, data practices, records retention and privacy issues.
- 5) Contracts and Agreements. We have experience drafting many types of custom contracts and agreements relating to various City issues, including but not limited to joint powers agreements, management agreements for City facilities, cell tower and other leases, property and equipment acquisition agreements, settlement agreements, employee separation agreements and agreements between the City and various professional consultants such as engineers, architects and lawyers. Construction contracts for public

improvements are typically standard form AIA or EJCDC documents utilized by architects and engineers. We have experience in reviewing and customizing these forms, insurance policies and bonds to eliminate provisions adverse to the City and to ensure compliance with the City's objectives, Davis Bacon and FLSA wage requirements, insurance requirements, bond requirements and the municipal contracting laws.

6) Acquisition of properties. We have experience with all types of property acquisition, including but not limited to drafting donation agreements, purchase agreements, easements for roadways and public utilities, dedications, and all phases of the eminent domain process. Generally, we strive to negotiate voluntary acquisition of easements and land, but we have commenced and successfully completed eminent domain proceedings with quick take commissioner hearings and court appeals.

7) Code enforcement. We are actively engaged with the code enforcement process, utilizing the civil process of nuisance abatement, hazardous building elimination under Minn. Stat. Chapter 463, stop work orders and injunctions for building code violations, as well as license revocations for liquor or other City issued licenses. We encourage City staff to contact us at the inception of a problem so that we can consult with them as to the most viable means of obtaining code compliance, with a referral to criminal prosecution for nuisance, zoning and other ordinance violations only when necessary. If a City does not have an Administrative Penalties process in place, we have drafted the ordinances and procedures necessary to institute that process.

8) Employment issues. Employee performance issues are often the most difficult and sensitive matters to deal with, as well as the most complex. Analyzing the circumstances and proper response involves personnel policies, employment contracts, union contracts, constitutional issues, statutory issues such as veterans' preference and open meeting, data practices and privacy issues. We have experience with all types of personnel issues, including all of the above as well as personnel policy review and drafting, veterans' preference hiring issues, FLSA requirements, union contract negotiation and arbitration, union bargaining unit certification and voting, comparable worth audits, step and grade implementation, human rights issues, employment investigations, police civil service commissions, peace officer discipline procedures, discipline and termination hearings and unemployment compensation appeals and hearings. To date, we have successfully resolved all employment matters utilizing mediation, arbitration and settlements when necessary, without the need for actual litigation.

9) Legal opinions and memoranda. We provide formal legal opinions when necessary, and initiate and respond to requests for informal memorandums regarding municipal and other legal issues confronting the City, both confidential and public. We monitor proposed changes and adopted

changes in State and Federal law affecting municipalities and advise our municipal clients accordingly, with specific statutory and case law references and memorandums interpreting those changes, and suggest any necessary or advised changes in City procedures or operations to secure or maintain compliance.

10) Litigation. We believe that avoiding litigation is almost always the best course of action, and actively work to enforce City codes and ordinances without the need for litigation. We also believe in pro-actively addressing City procedures to eliminate or reduce claims and lawsuits against the City. However, when other measures fail, we are prepared to and have initiated litigation, have defended Cities in litigation and have assisted insurance defense counsel in municipal litigation. We have experience in litigation involving human rights and ADA claims, eminent domain, hazardous building condemnation, zoning and land use appeals, construction disputes, zoning and building permits, labor and employment and workers compensation matters.

11) Municipal debt. We are familiar with working with bond counsel, USDA rural development administration and Minnesota public facilities administration on municipal development projects, including contract drafting, funding declarations, special assessments and legal opinions as needed to comply with bond or other municipal debt requirements.

12) Zoning, Platting, Land use and development. Our experience with municipal land use and development ranges from advising and assisting the City zoning and development staff to administer land use regulations to actively managing land use and zoning regulations for some Cities. We have experience reviewing and preparing zoning ordinances, subdivision ordinances and documentation for conditional use permits, zone changes, variances, plats and other land subdivisions, planned unit developments, development agreements, TIF development agreements, TIF certifications and de-certifications, assessment policies, special assessments and special assessment appeals and petitions for vacation of dedicated and other public rights of way and land. We provide ongoing advice regarding application of the City's land use ordinances and State statutes. One of our attorneys is the former Zoning and Planning Supervisor for Becker County, a job he held prior to attending law school.

13) Economic Development, Tax Increment Financing ("TIF") and other development assistance. We advise a number of City Economic Development Authorities and routinely attend their meetings. We understand the TIF process and statutory requirements, we have and can draft the necessary TIF development agreements and resolutions adopting a TIF district and plan and to certify a housing or redevelopment district and can assist staff in administering the development district. We also are familiar with and have drafted tax abatement agreements and resolutions as well as the required business subsidy policy and agreements.

14) Comprehensive Plans. While we do not draft Comprehensive Plans or Redevelopment Plans, we are familiar with the statutory requirements for such plans and the adoption and utilization of a Comprehensive Plan as a tool and guide for drafting and implementation of zoning and other land use ordinances. Even when not statutorily required, we encourage Cities to create and use a Comprehensive Plan as the basis for their land use controls.

15) Prosecution Services. As noted above, we provide prosecuting attorney services for petty misdemeanors, misdemeanors and gross misdemeanors with related legal advice to City law enforcement. We believe that Cities adopt ordinances with the expectation that they will be enforced and we take the obligation to prosecute City ordinances as seriously as State laws.

2. Office location. We are located at 114 Holmes Street West in Detroit Lakes, on the north side and across the street from the Becker County Courthouse. Our office hours are 8:30 a.m. to 5:00 p.m. Monday through Friday.

3. Malpractice Claims and/or Ethics Complaints. We have had no malpractice claims, complaints or issues. On November 18, 2019 a complaint was made to the Office of Lawyers Professional Responsibility by a defendant in a pending criminal case against prosecutor Karen Skoyles. The Office of Lawyers Professional Responsibility determined that discipline was not warranted and dismissed the complaint without investigation on December 10, 2019. There are no pending actions or issues currently under review by the State Ethics Board. We are and have consistently been insured by Minnesota Lawyers Mutual Insurance Company. Current coverage has limits of \$2,000,000 per claim and an aggregate of \$5,000,000 with a \$5,000 deductible. We will maintain insurance with at least these limits into the future.

B. Attorney Qualifications. The Primary Contact and lead attorney for the City of Walker will be attorney Charles Ramstad. Secondary contact will be attorney Dylan Ramstad Skoyles. Mr. Ramstad or Mr. Ramstad Skoyles will attend meetings as requested. Planning and Zoning issues will be referred to attorney Dylan Ramstad Skoyles. Lead attorney Charles Ramstad will be responsible for all issues, followed by Mr. Ramstad Skoyles. Any criminal prosecution matters will be referred to lead prosecutor Karen Skoyles.

1. Lead Attorneys.

For civil City Attorney services the lead attorney will be Charles Ramstad.

- B.A. University of Minnesota in Political Science 1982.
- J.D. University of Minnesota law school 1985.
- Minnesota State Bar Association certified Real Property Law Specialist.
- 36 years of municipal law experience, starting as City Attorney for Frazee and Assistant City Attorney in Detroit Lakes in 1988. City Prosecutor in Detroit Lakes and Frazee from 1985 to 1992. City Attorney in Audubon from 1992 to 2021, Lake Park from 1998 to 2022, Callaway since 2000, Detroit Lakes since 2012, Sebeka since 2018, Barnesville since 2022 and Park Rapids since 2024.
- Experienced in all aspects of municipal law, including but not limited to union

negotiations, employment law, veterans preference, zoning and land use planning, ordinance drafting, open meeting law and data practices law, records retention, eminent domain, construction law, special assessment law, municipal contracts and purchasing, Fire Department organization, Fire Relief Association, Tax Increment Financing, tax abatement and other development assistance.

- Experienced in working with public utilities, including water, sewer, gas and electric municipal utilities.
- Municipal litigation has focused on hazardous building abatement, construction contract disputes, eminent domain and special assessment appeals. All of these litigation matters have been successfully resolved, most by a settlement. Most recently Charles Ramstad was successful in abating by litigation four hazardous buildings in Sebeka, securing a public easement by eminent domain for the City of Moorhead and defending a special assessment appeal for the City of Barnesville.
- 2015-2016 President of the Minnesota City Attorneys Association
- 2013-2017 Board member Minnesota City Attorneys Association
- Presenter at numerous legal education seminars on municipal law issues through the Minnesota City Attorneys Association and real estate law through MNCLE

For Prosecuting Attorney services the lead attorney will be Karen Skoyles.

- B.A. Moravian College, Bethlehem Pennsylvania in Political Science 1983.
- J.D. University of Minnesota 1986.
- 30 years of municipal prosecution experience for Detroit Lakes and Frazee, with Audubon starting in 1992, Lake Park in 1998, Callaway since 2000 and Sebeka since 2018.
- Full time prosecutor experienced in prosecution of all misdemeanors, selected gross misdemeanors including DUI and misdemeanor and petty misdemeanor ordinance violations.
- She has had numerous trials, including Jury Trials and Court Trials spanning over 30 years. Her success rate by conviction in trials exceeds 90%. She is experienced in criminal law appeals, brief writing and oral arguments. She also handles all of our routine and day to day hearings associated with criminal and petty misdemeanor prosecutions.
- Experienced in nuisance abatement through civil hearing process and also through criminal prosecution.
- Experience in water use law as the former attorney for the Pelican River Watershed District.
- 2024-2028 Board member Minnesota City Attorneys Association.
- 2024 First Vice-President of the Minnesota City Attorneys Association

2. Secondary attorney.

Dylan Ramstad Skoyles

- Summer Intern for City of Detroit Lakes City Administrator 2013-2015, with focus on ordinance drafting, MS4 compliance ordinances and a revision of the Detroit Lakes Shore land Ordinance.

- B.S and M.P.A from University of North Dakota in Public Administration 2016.
- Planning and Zoning Supervisor for Becker County, Minnesota 2016-2018.
- Manager and Ride Share Coordinator, Great Rides non-profit, Fargo, ND 2018-2019.
- J.D. from University of South Dakota Knudson School of Law 2022.
- Assistant Prosecuting Attorney for Detroit Lakes, Audubon, Lake Park, Callaway and Frazee.
- City Attorney for Lake Park since December 2022.
- Planning Commission legal advisor, City of Detroit Lakes since 2022.
- Municipal litigation experience in criminal prosecutions and ordinance enforcement.
- Experience with Tax Increment Financing, tax abatement and other municipal development assistance.
- Experience with zoning code enforcement litigation.
- Secretary, Becker County Bar Association 2023-2024.

3. Availability. We are a small business with a relatively informal organizational structure. Each attorney has and utilizes a separate e-mail address and the firm has a general e-mail address monitored by staff. Scheduling for each attorney is the responsibility of their primary assistant. We do not use voice mail; calls are answered by one of the assistants and are either directed to the relevant attorney or a message taken and delivered to the relevant attorney. Attorneys typically return their own calls and e-mails, unless the issue relates to scheduling and welcome after-hours communications when necessary. With our municipal clients we welcome calls and e-mails from City staff and law enforcement members so that we can address situations before they become issues or problems. Typical turnaround time on advice, questions, reports, memos and basic documents is less than one week, typically by phone or e-mail. For larger projects the schedule is often dictated by external sources, public hearing or meeting schedules, but we make it a point to not be the cause of delay in any municipal matter.

4. Professional support personnel. We have four legal assistants. We do not separately charge for these services. Staff is available from 8:30 a.m. to 5:00 p.m. Monday through Friday.

C. Firm Qualifications.

1. Experience in municipal legal services. We have a long history of providing municipal legal services that continues to date, as described above in this response. We are happy to have you contact any of the Cities that we have represented on an occasional basis and that we currently represent. As noted above, we currently represent as City Attorney the Cities of Detroit Lakes, Frazee, Audubon, Callaway, Lake Park, Sebeka, Perham, Vergas, Barnesville and Park Rapids. Primary contacts are as follows:

- 1) City of Detroit Lakes
Kelcey Klemm
City Administrator
(218) 847-5658
kklemm@cityofdetroitlakes.com

- 2) City of Frazee
Stephanie Poegel
City Administrator
P.O. Box 387
Frazee, MN 56544
(218) 334-4991
cityadmin@frazeecity.com
- 3) City of Audubon
Meghan Eastman
City Clerk Treasurer
P.O. Box 263
Audubon, MN 56511
(218) 439-6582
clerktreasurer@cityofaudubonmn.gov
- 4) City of Callaway
Shelly Dillon
City Clerk Treasurer
(218) 375-4691
clerk@callawaymn.gov
- 5) City of Lake Park
Sarah Mikkelsen
City Clerk
2032 2nd Street, P.O. Box 239
Lake Park, MN 56554
(218) 238-5532
smikkelsen@lakeparkmn.com
- 6) City of Sebeka
Cheryl Hahn
City Administrator
(218) 837-5773
cityofsebeka@wcta.net
- 7) City of Vergas
Julie Lammers
City Clerk/Treasurer
P.O. Box 32
Vergas, MN 56587
(218) 302-5996
jlammers@cityofvergas.com
- 8) City of Perham
Jonathan Smith
City Manager
P.O. Box 130
Perham, MN 56573
(218) 346-9799
jsmith@cityofperham.com

- 9) City of Barnesville
Jeremy Cossette
City Administrator
(218) 354-2722
cityadministrator@barnesvillemn.com
- 10) City of Park Rapids
Angel Weasner
City Administrator
(218) 732-3163
city.admin@ci.park-rapids.mn.us
- 11) City of Moorhead
Dan Mahli
City Manager
(218) 299-5166
danmahli@ci.moorhead.mn.us
- 12) League of Minnesota Cities
Patricia Beety
General Counsel
(651) 281-1200
pbeety@lmc.org

2. Library and Research Capabilities. We have a physical library of legal material dating back over one hundred years. For current capability, we use technology for computerized legal research and for sharing and editing documents electronically. We have access to and routinely use Fastcase, MSBA practicelaw, Google Scholar, the State of Minnesota database of statutes and rules and Westlaw for legal research. We also have a library of research material from the League of Minnesota Cities and the Minnesota City Attorneys Association, are on the planning committee for the Minnesota City Attorney Educational Conference and have presented to that conference numerous times over the past 10 to 15 years. As is required by the Minnesota and Federal Courts system, we file all of our litigation matters with all Courts electronically. We use a number of computer based support programs, such as Quickbooks, Timeslips, Microsoft Word, Microsoft Excel, WordPerfect and Adobe Acrobat and are subscribers to the court information systems (MGA) and are authorized to have access to traffic records through the Minnesota Department of Public Safety database program and criminal history information through the FBI's NCIC system, as is required in order to provide prosecution services.

D. Fees.

1. Description. We work with our municipal clients on a fee basis that they prefer. With the Cities of Detroit Lakes and Barnesville, we work on an annual contract basis, paid in monthly installments, for non-litigation based civil legal services and all prosecution services. These are comprehensive contracts that include working with the City, Public Utilities and City boards and commissions. When services extend to litigation matters or entities affiliated with the City such as the Economic Development Authority or the Airport Joint Powers Board we charge an hourly rate for those additional services.

We understand that the City of Walker prefers an hourly basis. For the City of Walker we propose the following, but are certainly willing to discuss other alternatives:

An hourly charge of \$225.00 per hour for all civil City Attorney services, regardless of attorney, including phone calls, e-mails, correspondence, personal conferences, representation of City boards and commissions and non insurance coverage civil litigation services, with a flat fee of \$100.00 per Council and other meeting attended in person, plus reimbursement of costs and mileage. Attendance at Council meetings virtually by Zoom or other electronic means will be charged by time increment for the duration of the time the attorney is in attendance. Upon request, we will also handle City ordinance enforcement prosecutions, nuisance abatements and other Code enforcement actions at \$225.00 per hour, plus reimbursement of costs and mileage.

Compensation arrangements are subject to adjustment on a calendar year basis by mutual agreement, upon at least 60 days notice, consultation and negotiation with the City, with the first adjustment no sooner than January 1, 2026. If we feel an adjustment is justified, we will attempt to make that proposal in August, to accommodate your budget cycle.

2. Time Increment. When we charge on an hourly basis we charge in increments of 0.10 of an hour (6 minutes). The minimum increment billed for each service is 0.10 of an hour for phone calls, e-mails, correspondence and personal conferences, although short phone calls that can be answered without research are usually not billed.

3. Other costs. We do not charge for support staff services. We do not charge extra for printing, telephone, internet or other services. We do charge \$0.25 per paper copy for large copy jobs, typically involved in responding to discovery requests in civil litigation matters, although more and more of those responses are delivered electronically without physical copies. We charge for mileage based on the current IRS reimbursement rate per mile. If we are providing State statute prosecution services we ask our City clients to reimburse us for fees charged by the State of Minnesota for access to traffic records through the Minnesota Department of Public Safety database program, criminal history information through the FBI's NCIC system, and by the State for access to the mandated e-charging system, as is required in order to provide those prosecution services.

4. Invoices. Our invoices comply with the requirements of section D. 4. of the City's Request for Proposals.

- E. Conflicts of Interest: We have no known actual or potential conflicts of interest relating to the City of Walker and have never represented any client that would conflict with our ability to serve as City Attorneys. We do not represent Cass County or any other governmental unit having contiguous jurisdiction with the City of Walker. We do not currently represent any professional real estate developers, but we do represent individuals and businesses relating to land upon which they may be building a home, cabin or commercial building. We have experience with advising and forming Minnesota Common Interest Communities ("CIC") and have represented landowners wishing to form a CIC, and also CIC Owner's Associations. Prior to undertaking any representation, we utilize the computer based database from our files and account records

database to identify possible conflicts. If appointed, we will not accept any client or project which would knowingly place our firm in a conflict of interest with the services to be provided to the City and will comply with all professional rules regarding actual and potential conflicts of interest.

- F. Affirmative Action. Our firm does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age and shall comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990 and its subsequent amendments.

- G. Summary. Our municipal clients are primary. We are working to become a regional municipal law firm and planning toward that goal. We believe that we will succeed as our municipal clients succeed in providing the best possible and most cost effective public services and public infrastructure for their residents and taxpayers. To that end, we strive to make ourselves available not only to our direct contacts, usually the City Administrator or City Clerk, but also to other City staff such as utility superintendents, police chief and patrol officers. From our experience, we know that it is better to address a problem or issue up front, quickly and preferably before it becomes a problem, than it is to try to fix the problem once it has occurred. We have worked well with all of our City Councils not only in setting policy and implementing that policy through ordinances or other means, but also taking on an education role to supplement advice they may receive from the League of Minnesota Cities or other municipal organizations. We have years of experience in navigating the Minnesota Data Practices Act requirements and the requirements of the Minnesota Open Meeting Law. Our attorneys' involvement with the Minnesota City Attorneys Association has enabled us to have a first name basis relationship with many other City Attorneys throughout the State, making us a resource for them, and them a resource for us. We work well with the staff and attorneys at the League of Minnesota Cities and the League of Minnesota Cities Insurance Trust.

We are confident that we are fully prepared and competent to provide all of the City Attorney services required by the City of Walker.



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 8
<u>Agenda Section:</u> Personnel, Budget & Administration		
<u>Agenda Item:</u> Consider approval of Resolution 36-2024, a Resolution Stating Annual Designations.		
<u>Background Information:</u> This resolution is an administrative procedure required by the State of Minnesota for the appointment of a new city attorney.		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of Resolution 36-2024, a Resolution Stating Annual Designations.		

**City of Walker
State of Minnesota
County of Cass**

**RESOLUTION 36-2024
A RESOLUTION STATING ANNUAL DESIGNATIONS**

WHEREAS, the City Council of the City of Walker, County of Cass, State of Minnesota, at the first Council meeting certain designations are required to be made by the City Council;

NOW THEREFORE, BE IT FURTHER RESOLVED that the City Council of the City of Walker hereby designates the following institutions and appointments for the year of 2024:

1. That the First National Bank of Walker is designated as the official depository for the City of Walker and is hereby request, authorized and directed to honor checks, drafts, or other orders for the payment of money drawn in the name of the City of Walker, including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signatures of any two of the following:

Jerecho Worth	Mayor
Hope Fairchild	Administrator/Clerk-Treasurer
Catherine Kempf	Deputy Registrar (DMV Only)

And that the official depositories as further outlined in MS 427.01 and MS 427.02 and that it be understood that such designation does not require that the City deposit with that institution but recognizes the need for the diversification of the investment of idle funds, and designates the following institutions and their types as official depositories; Any FDIC insured institution within the City Limits as approved by Minnesota Statute; League of Minnesota Cities 4M Fund.

2. The City Council recognizes the need to annually delegate the authority to make electronic funds transfers in accordance to MS 471.38. Those designated are:

Jerecho Worth	Mayor
Hope Fairchild	Administrator/Clerk-Treasurer

3. The City Council approves of Finance Specialist/Deputy Clerk Susan Ostlund making transfers between checking and savings in City accounts, as well as management of City CDs.
4. The City Council recognizes the need to publish Ordinances and other matters in a newspaper of general circulation in accordance with Minnesota Statute 412.831; hereby designates The Pilot-Independent as its official newspaper.

5. The City Council recognizes the need to appoint a Data Practices Compliance Official and hereby designates Charles Ramstad and Dylan Ramstad Skoyles as City Attorney and as the Data Practices Compliance Official.
6. Pursuant to MS 176.011, Subdivision 9, Clause 6, all elected officials of the City of Walker shall be included in the coverage of the Workers Compensation Act; that the City Administrator of the City of Walker is hereby authorized to enroll all elected officials in the Workers Compensation insurance coverage plan presently offered through the League of Municipal Cities Insurance Trust. Said City Administrator is also authorized to pay premiums for the officials covered at LMCIT's current premium rates; the City of Walker shall be designated as agent of record for Workers Compensation claims.
7. The City Council recognizes the need to elect an acting Mayor from among the City Council Members, the acting Mayor shall perform the duties of the Mayor during the Mayor's disability or absence from the City, or, if there is a vacancy, until a successor has been appointed; hereby appoints Mary Beth Hansen as acting Mayor.

Adopted by the City Council of the City of Walker this 3rd day of September, 2024.

Jerecho Worth, Mayor

Attest:_____
Hope Fairchild, Administrator/Clerk-Trs.

Motion:
Second:
Hansen:
Moore:
Senenfelder:
Wilkening:
Worth:



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> <u>1</u>
<u>Agenda Section:</u> Planning and Zoning, Library, & Liquor Store		
<u>Agenda Item:</u> Consider approval of the 2025 Proposed Kitchigami Regional Library System operating budget for Walker in the amount of \$19,131.00.		
<u>Background Information:</u> Attached: 1. 2025 Operating Budget Walker a. 2024 Approved b. 2025 Proposed 2. 2025 Operating Budget Cass County a. 2024 Approved b. 2025 Proposed		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Consider approval of the 2025 Proposed Kitchigami Regional Library System operating budget for Walker in the amount of \$19,131.00.		



July 31, 2024

Hope Fairchild, Administrator/Clerk-Treasurer
Walker City Hall
PO Box 207
Walker, MN 56484

Dear Hope Fairchild:

The Kitchigami Regional Library System 2025 operating budget proposal for library services to your residents is attached for the decision of the Walker City Council. The budget page for your county is also attached for your information.

The significant changes in this budget are:

- 2% step increase for staff, 3% COLA adjustment
- KRLS county levy buydown program to offset some county levy costs
- Increase in branch training and development budget to support increased cost of travel and training

Please contact me at the telephone number 218-587-2171 x222 or at whatley@krls.org if you have any questions or wish me to attend a city council board meeting.

Please notify us of the budget decision made by the city council no later than December 11, 2024, if possible. We welcome feedback from your council on its preferences for any changes to your budget.

Sincerely,
Melissa Whatley
Director

MW/
Attachments

Hope Fairchild

From: Svetlana Lang <langs@krls.org>
Sent: Wednesday, July 31, 2024 4:40 PM
To: City of Walker
Cc: Melissa Whatley; Mary Beth Hansen; Carol Christensen
Subject: City of Walker Proposed FY25 KRLS Budget
Attachments: 2025 Walker Proposed Budget for KRLS.pdf; 2025 Cass County Proposed Budget for KRLS.pdf

Follow Up Flag: Follow up
Flag Status: Completed

July 31, 2024

Dear Hope Fairchild:

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Sincerely,
Melissa Whatley
Director

MW/
Attachments

2025 Operating Budget Walker

Highlights: The Walker library will continue to be open to the public 35 hours per week.

	2024 Approved	2025 Proposed		
City KRL Board	\$ 850	\$ 850		
Personnel				
Wages	\$ 115,500	\$ 125,000		
Health Plan and Supplement	\$ 12,840	\$ 15,240		
Training and Development	\$ 1,600	\$ 1,600		
Personnel Total:	\$ 129,940	\$ 141,840		
Communications				
Postage	\$ -	\$ -		
Telecommunications	\$ 600	\$ 670		
Data Lines	\$ 2,797	\$ 2,797		Budgeted to be paid from RLTA P1 State Aid
Communications Total:	\$ 3,397	\$ 3,467		
Materials				
Books	\$ 16,825	\$ 16,825		
Audiovisual	\$ 7,247	\$ 7,247		
Periodicals	\$ 1,000	\$ 1,000		
Database platforms				
Shared Collections	\$ 1,008	\$ 1,008		Rotating large print and ematerials
Shared eMaterials	\$ 2,520	\$ 2,520		
Supplemental processing	\$ 350	\$ 350		
Supplies	\$ 1,000	\$ 1,000		
Software and licences	\$ -	\$ -		
Total Materials	\$ 29,950	\$ 29,950		
Technical Support	\$ 5,511	\$ 5,511		
Technical Services Total:	\$ 5,511	\$ 5,511		
Delivery				
Operating	320	320		
Capital	400	400		
Delivery Total:	720	720		
Branch TOTAL	\$ 170,368	\$ 182,338	\$ 11,970	7.0%
Total with City COVID19 Fund Balance Offset				
City Levy Request	\$ 17,500	\$ 18,725	\$ 1,225	7.0%
City ARR Reserve	\$ 406	\$ 406		
County Levy Requirement	\$ 150,071	\$ 160,816	\$ 10,745	7.2%
Additional Contributing Revenue				
	0	0		
	\$ (2,797)	\$ (2,797)	From RLTA reserve	

2025 Operating Budget Cass County

Highlights: Cass County residents receive 108 hours each week of library service from branch libraries in Cass Lake, Longville, Pine River and Walker. Outreach services will be delivered via bookmobile to Backus, Remer, Leader and Hackensack.

	2024 Approved	2025 Proposed
Expense		
KRL Board	\$ 850	\$ 850

Outreach		
Operating	\$ 32,972	\$ 32,972
Capital	\$ -	\$ -
Total:	\$ 32,972	\$ 32,972

Branch Libraries (Cass Lake, Longville, Pine River, Walker)

Personnel	\$ 382,980	\$ 410,180
Communications	\$ 17,060	\$ 17,270
Materials	\$ 98,911	\$ 100,232
Technical Services	\$ 19,453	\$ 19,453
Delivery	\$ 2,880	\$ 2,880
City KRL Board	\$ 3,400	\$ 3,400
Total:	\$ 524,684	\$ 553,415

County Total:	\$ 558,506	\$ 587,237
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Revenue

City Levy Requests

Cass Lake	\$ (9,460)	\$ (10,030)
Longville	\$ (11,475)	\$ (12,255)
Pine River	\$ (14,800)	\$ (15,260)
Walker	\$ (17,500)	\$ (18,725)
City Levy Request Total	\$ (53,235)	\$ (56,270)

County Levy Request:	\$ 460,165	\$ 486,150	\$ 25,985	5.6%
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Additional Contributing Revenue

\$ -	\$ -
-13960	-13960 From RLTA reserve
-24681	-18511 From County levy buydown reserve
-6465	-6465 From Outreach Reserve
	-5881 From Cass County 2024 Levy Overpayment



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 2
<u>Agenda Section:</u> Planning and Zoning, Library & Liquor Store		
<u>Agenda Item:</u> Discussion on reappointing Mary Beth Hansen and an alternate appointee to the Kitchigami Regional Library Board.		
<u>Background Information:</u> Please see the attached email from KRLS.		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u>		

Hope Fairchild

From: Svetlana Lang <langs@krls.org>
Sent: Monday, August 12, 2024 3:36 PM
To: City of Walker
Subject: KRLS Board Representative

Follow Up Flag: Follow up
Flag Status: Flagged

August 13, 2024

To: Hope Fairchild, City Administrator, City of Walker

The Kitchigami libraries serve the residents of Beltrami, Cass, Crow Wing, Hubbard, and Wadena Counties and the Cities of Bemidji, Blackduck, Brainerd, Cass Lake, Longville, Park Rapids, Pine River, Wadena, and Walker.

These counties and cities have joined together, through a joint powers agreement, to provide library services to our taxpayers in cooperation with the State of Minnesota and the other regional libraries in the state. Each signatory to the agreement has committed to provide a representative and, if the representative is an elected official, another official as an alternate to serve on the KRLS governing board.

The KRLS Board meets seven times per calendar year. Our bylaws define a quorum as a majority of the signatories to the joint powers agreement. If a County or City has not appointed a representative, that vacancy counts against our quorum.

The City of Walker's current appointee to the KRLS Board is Mary Beth Hansen; however, her first term ended March 2024. Board members may serve three consecutive terms, so Ms. Hansen is eligible to serve a second term. If your city could choose its appointed representative and alternate before the regular meeting of the KRLS Board on September 19, 2024, it would be appreciated. Please contact Administrative Assistant Svetlana Lang at 218-587-2171 x224 or langs@krls.org with your representative's contact information. It is important to provide KRLS Board representatives with time sensitive action item information prior to meetings.

I appreciate any assistance you can provide in ensuring that your city participates fully in providing the wonder of books, learning, and discovery to our library patrons. If you have any questions or concerns, please contact me by email at whatley@krls.org or by phone at 218-587-2171 x222.

Sincerely,
 Melissa Whatley
 KRLS Director

MW/sl

Svetlana Lang
 Administrative Assistant
 Kitchigami Regional Library
 P.O. Box 84
 310 2nd St. N
 Pine River, MN 56474
 Ph: (218) 587-2171 ext. 224
 E: langs@krls.org



2024 City Council Committee Appointments

*Note: ** designates chairperson.*

Personnel, Budget/Finance & Administration		
Committee	Council Appointee(s)	Date, Time, and Location of Meeting
Acting Mayor	Mary Beth Hansen	N/A
Personnel Committee	Jim Senenfelder** and Jerecho Worth	As needed in the City Hall meeting room.
Budget and Finance/TIF Committee	Jim Senenfelder** and Gary Wilkening	As needed in the City Hall meeting room.

Public Works, Safety, & Cemetery		
Committee	Council Appointee(s)	Date, Time, and Location of Meeting
Public Works Committee	Gary Wilkening** and Jim Senenfelder	Third Tuesday of each month at 7:00 a.m. in the Walker City Hall meeting room.
Cemetery Advisory Board	Char Moore** and Mary Beth Hansen	As needed on the 4 th Thursday of the month at 5:00 p.m. in the Walker Fire Hall meeting room or at the Evergreen Cemetery.
City Weed Inspector	Jerecho Worth and Dan Martin	N/A
Walker Area Joint Fire Department Board	Jim Senenfelder	Second Thursday of each month at 6:00 p.m. in the Walker Fire Hall meeting room.
Ambulance Service Designee	Char Moore	N/A

Community Development, Planning and Zoning, Airport & Liquor Store		
Committee	Council Appointee(s)	Date, Time, and Location of Meeting
Planning Commission/Board of Adjustments	Mary Beth Hansen** and Jerecho Worth	Last Monday of each month at 6:00 p.m. in the Walker Fire Hall meeting room.
Liquor Store Designee	Mary Beth Hansen	N/A
Airport Advisory Board	Jerecho Worth, Char Moore	4-5x a year, as needed
Walker Community Health Center Designee	Jerecho Worth	N/A
Joint Area City/Townships Committee	Jim Senenfelder, Jerecho Worth	Second Thursday of each month at 5:00 p.m. in the Walker Fire Hall meeting room.

Library, Parks & Recreation		
Committee	Council Appointee(s)	Date, Time, and Location of Meeting
Library Advisory Board	Mary Beth Hansen** and Jim Senenfelder	Second Wednesday of each month at 5:00 p.m. in the Walker Fire Hall meeting room.
Kitchigami Regional Library Board Appointee	Mary Beth Hansen	Monthly
Kitchigami Regional Library Board Alternate Appointee		If needed
Park Advisory Board	Char Moore** and Jerecho Worth	Fourth Tuesday of each month at 5:00 p.m. in the Walker Fire Hall meeting room.



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 1
<u>Agenda Section:</u> Parks, Cemetery & Airport		
<u>Agenda Item:</u> Consider the recommendation of the Park Advisory Board to approve of the Park Use Permit Application for Walker Pickleball Club Tournament and allowing the club to charge a \$5.00 entry fee.		
<u>Background Information:</u> The Walker Area Pickleball Club is looking to hold a practice tournament with pickleball club members in order to prepare for larger tournaments in the future. On this day, they would use the temporary pickleball courts on the tennis court between 9 a.m. – 1 p.m.		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of the recommendation of the Park Advisory Board to approve of the Park Use Permit Application for Walker Pickleball Club Tournament and allowing the club to charge a \$5.00 entry fee.		



PARK USE PERMIT APPLICATION

Instructions

Thank you for your interest in the Walker City Park. Below is a guide to ensure the application is completed correctly.

1. Before completing the application, please review Walker City Ordinance Chapter 22 – Parks and Recreation. This can be found by clicking here or by visiting the City website at www.ci.walker.mn.us.
2. If you have questions that are not answered in Ordinance, please contact City Staff at 218-547-5503.
3. Please read each question in its entirety as it may require additional information or documents to fully answer the question.
4. Please complete application in its entirety – an application with incomplete or blank responses will not be accepted.
5. Please write legibly. If entirety of application is not deemed legible, application will not be accepted.
6. Please submit your application at least two months in advance. This application must be reviewed by the Park Advisory Board and approved by the City Council, who each only meet once a month.
7. The Public must always have access to the Walker City Park; applicants may not prohibit any person from using the Park.
8. It is prohibited to block the public landing/boat ramp at any time. The public must have access.
9. Commercial activities are not allowed in the Walker City Park. Permits shall only be issued to registered nonprofit organizations in the case of an event charging an admission, requesting donations, or offering items for sale. Proof of nonprofit designation will be required. In the case of the sale of food and liquor, other licenses will be required.

Fees

ALL applications require a \$25.00 non-refundable processing fee. Applications will not be processed until the payment has been received.

Application Processing Fee (non-refundable)	\$25.00
Nonprofit Organization Park Use Damage Deposit (check will be held, not deposited, and destroyed in the case of no damage)	\$100.00
Park Use Additional Day Fee (for each additional day outside of the event date(s).	\$50.00/Day
Dump Station	\$15.00/Dump
Potable Water Fill	\$0.25/gallon, \$5.00/fill

205 Minnesota Avenue West | P.O. Box 207 | Walker, Minnesota 56484
P: 218-547-5503 | F: 218-547-5513 | info@ci.walker.mn.us
www.ci.walker.mn.us

Office Use Only

Date complete and legible application received: _____

Date \$25.00 application fee received: _____

Is the event hosted by a nonprofit organization that requires a damage deposit? ☐ Yes ☐ No

If yes, date \$100.00 damage deposit received: _____

If yes, date proof of nonprofit status received: _____

If yes, date proof of liability insurance received: _____

Park Advisory Board meeting date: _____

CITY OF WALKER, MINNESOTA PARK USE PERMIT APPLICATION

EVENT INFORMATION

Name of Event: Walker Pickleball Club TournamentType of Event: Trial event to get us ready for public event.Event Set Up Date: Tuesday Sept 10 Time: 7:00 amActual Event Date(s): Tuesday, Sept 10 / Wed, 11th Time: 9:00 am - 1:00 pm } weather permittingEvent Clean Up Date: Wednesday, Sept 11 Time: 9:00 am - 2:00 pmEvent Location: ☐ Upper City Park ☐ Lower City Park ☐ Lighthouse☐ South City Park ☐ Rock Garden (City Hall)Other: Old and New Pickleball and Tennis CourtsEstimated Attendance: 100**Detailed Schedule/Description of Activities:**

Walker Pickleball Club tournament for social and competitive groups. Event to take place on Tuesday, September 10th and if weather is bad back up date is Wednesday, September 11th. Number of registrants will determine playing brackets. Minimum set up required.

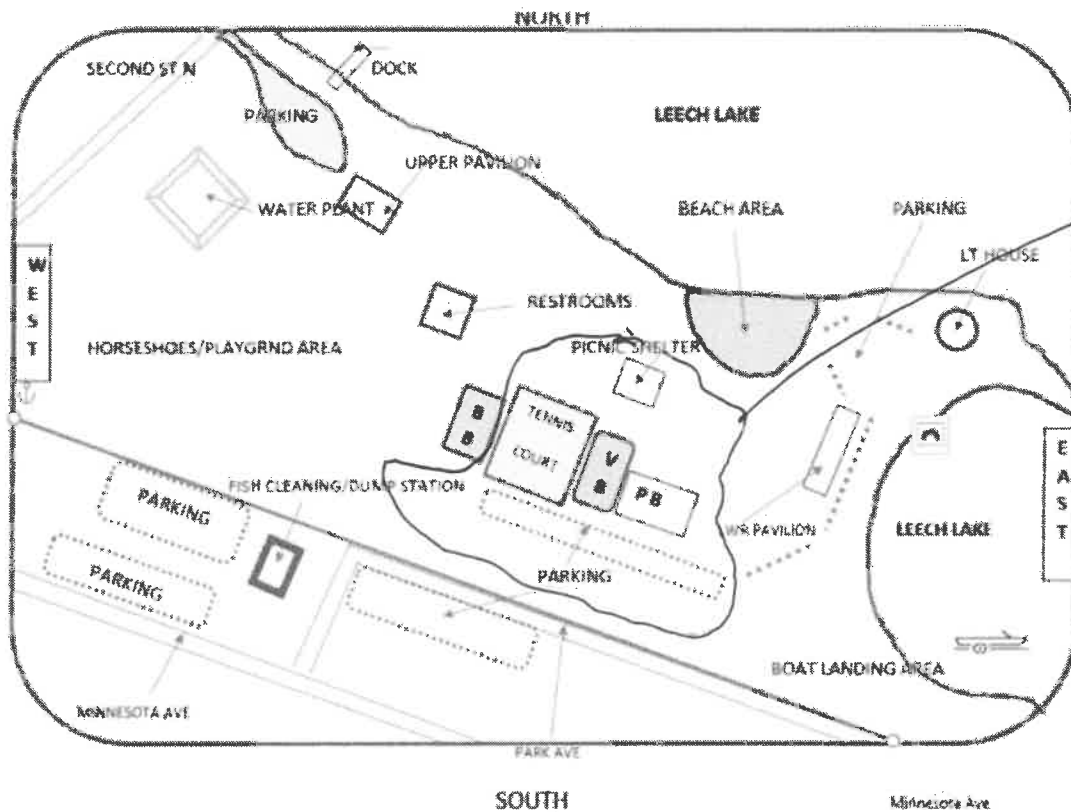
205 Minnesota Avenue West | P.O. Box 207 | Walker, Minnesota 56484

P: 218-547-5503 | F: 218-547-5513 | info@ci.walker.mn.us

www.ci.walker.mn.us

Site Plan (please be specific and mark on map where activities are planned in Park):

Mandatory for all events. Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, etc. If the event includes a parade, race, or walk, please attach a route map highlighting the route. Include rest stop stations, crossings, and signage. Indicate route directions with arrows.

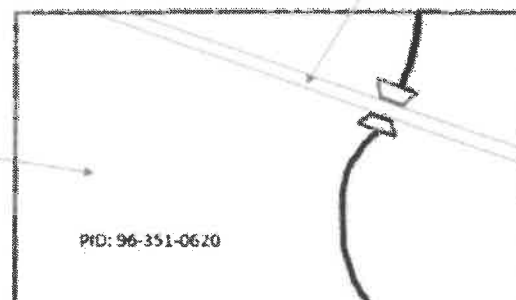


- Usage of courts
- Picnic shelter
- Parking
- Space around courts for seating.

Upper pavilion: Electric

Lower pavilion: Electric

South of Minnesota Ave, just West of the Forestry Building, there is a grassy area, available for gatherings. The bike trail runs through this area.



APPLICANT INFORMATION

Sponsoring Organization/Person Name: Walker Pickleball Club

Primary Contact Person: Brad Running

Mailing Address: 5115 Lower Ten Mile Lake Road NW Physical Address: same

City: Hackensack MN Zip Code: 56452

Phone Number: 507-390-4785 Email Address: bradlee.running@gmail.com

Alternative Contact: Renee Wasmund Phone Number: 619-249-7993

Contact During Event: Brad Running Phone Number: 507-390-4795

EVENT DETAILS

Will any signs/banners be put up? ☒ No ☐ Yes Number and size: _____

Will there be inflatables? ☒ No ☐ Yes Insurance certificate from rental vendor is required.

Will sound amplification be used? ☒ No ☐ Yes No later than 10 p.m.

Will a stage or tent(s) be set up? ☒ No ☐ Yes Dimensions: _____

Location(s): _____

Will there be temporary fencing? ☒ No ☐ Yes Location(s): _____

Will merchandise/food items be prepared on site/sold? ☒ No ☐ Yes

Describe food/merchandise: _____

If yes, include permit from Minnesota Department of Health.

Will alcohol be served/sold? ☒ No ☐ Yes

If yes, you must provide alcohol caterer's license OR apply for a temporary liquor license. Alcohol cannot be served in glass bottles. The alcohol content also must be equal to or less than 5.5%. Review City of Walker Park Ordinance and Liquor Ordinances for more information.

Will there be fireworks? ☒ No ☐ Yes Fireworks permit is required.

Describe power needs and location of power source:
None needed

Will the event use, close, or block any of the following:
If yes, specify location on site map.

☐ City Streets or Right-Of-Way Start/End Date(s) and Time(s): _____
Location: _____

☐ City Sidewalks or Trails Start/End Date(s) and Time(s): _____
Location: _____

☒ Public Parking Lots or Spaces Start/End Date(s) and Time(s): Tuesday, Sept 10 7am - 1pm
Location: Parking spaces next to or nearby courts for attendees. Wednesday, Sept 11, 7am - 3pm

LIABILITY INSURANCE

☒ For events that are deemed similar to a "family picnic" where food/alcohol is not being served commercially, merchandise is not being sold or donated, sound amplification is not used, event is not advertised, no signs or inflatables are used, etc., liability insurance is not required.

☐ For all other events, applicant must provide proof of insurance coverage for the event. Proof must be attached to application. Proof must include policy number, active date, amount (minimum of \$1,000,000.00) and City of Walker is included as an additional insured.

HOLD HARMLESS AGREEMENT/RELEASE

As lawful consideration for being permitted access to City facilities for the purpose of Club Tournament, scheduled for the following date/dates: 9/10 & 9/11, the undersigned, hereby assumes all risk for any injuries or damages suffered by anyone as a consequence of the negligence of the sponsor, its agents, employees, or other parties involved arising out of using City facilities. I do hereby release and hold harmless the City of Walker or any of its agents, officials, employees, volunteers, and contractors from any liability or causes of action which might arise by reason of granting this permit.

Printed Name of Applicant: Brad L. Running

Signature of Applicant: Brad L. Running

Date Signed: 08-30-24

Describe letter of advertisement (i.e., radio, flyers, ads, TV, press release) attach sample if available:

None

Describe crowd control procedures to ensure safety of participants and spectators:

Spectators and Participants when not playing will watch in grass areas and between new courts.

Describe trash removal and clean-up plan during and after event:

Provisions for waste receptacles:

30-300 guests: you rent a 2-yard dumpster or take garbage with you.

300-1,000 guests: you rent a 4-yard dumpster.

1,000-5,000 guests: you rent an 8-yard dumpster.

No extra waste expected beyond normal court use as most players bring reusable bottles and containers.

Describe use of toilet facilities during event:

100-200 guests: you supply/rent 2 porta-potties.

200-500 guests: you supply/rent 3 porta-potties.

500-1,000 guests: you supply/rent 4 porta-potties.

Over 1,000 guests: you supply/rent 6 porta-potties.

Existing toilets are sufficient based on length of event and estimated attendees.

Provisions for medical care:

1,000 – 3,000 guests: 1 ambulance on call.

Over 3,000 guests: 1 ambulance on site.

Leverage people trained in CPR.

Describe plans to provide first aid:

CPR, basic health help and 911.

Provisions for security:

Up to 1,000 guests: 1 officer on call.

1,000-3,000 guests: 1 officer present.

3,000-5,000 guests: 2 officers present.

Over 5,000 guests: 3 officers present.

None required based on attendee estimate.

Describe the emergency action plan if severe weather should arise:

Postpone event.



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 2
<u>Agenda Section:</u> Parks, Cemetery & Airport		
<u>Agenda Item:</u> Consider approval of the recommendation of the Park Advisory Board to approve of the Park Use Permit Application for Nielsen Family Get-Together on July 18, 2026.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of the recommendation of the Park Advisory Board to approve of the Park Use Permit Application for Nielsen Family Get-Together on July 18, 2026.		

Office Use Only

Date complete and legible application received: _____

Date \$25.00 application fee received: _____

Is the event hosted by a nonprofit organization that requires a damage deposit? ☐ Yes ☐ No

If yes, date \$100.00 damage deposit received: _____

If yes, date proof of nonprofit status received: _____

If yes, date proof of liability insurance received: _____

Park Advisory Board meeting date: _____

CITY OF WALKER, MINNESOTA PARK USE PERMIT APPLICATION

EVENT INFORMATION

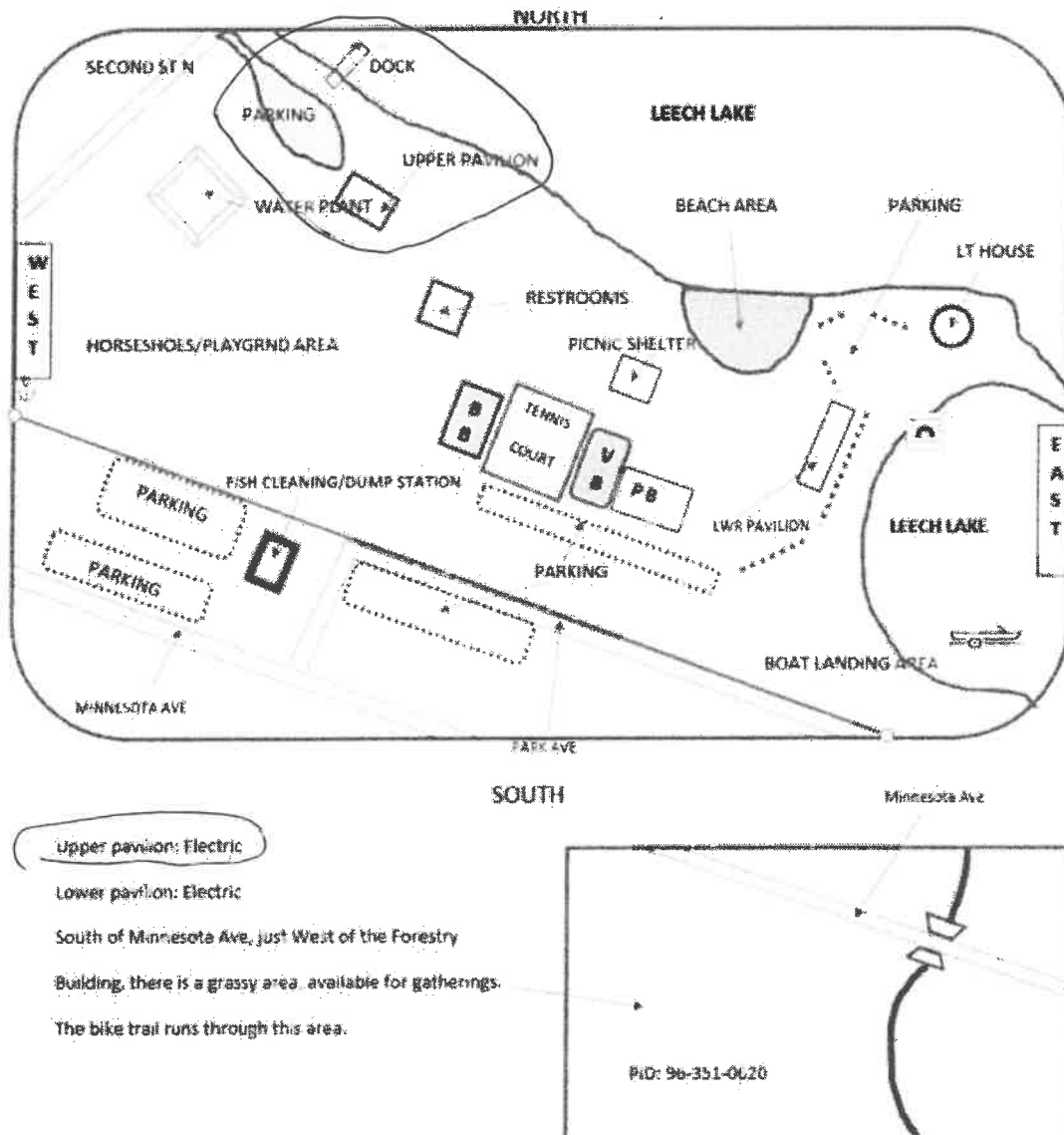
Name of Event: Nielsen Get-togetherType of Event: Family Get-togetherEvent Set Up Date: July 18, 2026 Time: 8 amActual Event Date(s): July 18, 2026 Time: 9 amEvent Clean Up Date: July 18, 2026 Time: 6 pmEvent Location: ☒ Upper City Park ☐ Lower City Park ☐ Lighthouse☐ South City Park ☐ Rock Garden (City Hall)

Other: _____

Estimated Attendance: 50 peopleDetailed Schedule/Description of Activities:
Potluck lunch, visiting and boating.

Site Plan (please be specific and mark on map where activities are planned in Park):

Mandatory for all events. Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, etc. If the event includes a parade, race, or walk, please attach a route map highlighting the route. Include rest stop stations, crossings, and signage. Indicate route directions with arrows.



2026 EVENT

APPLICANT INFORMATION

Sponsoring Organization/Person Name: JANET STINE

Primary Contact Person: JANET STINE

Mailing Address: PO Box 1054 Physical Address: 204-3rd ST S

City: WALKER Zip Code: 56484

Phone Number: 218-252-4686 Email Address: janetdstine@gmail.com

Alternative Contact: Natalie Stine Phone Number: 218 969-2380

Contact During Event: Janet Stine Phone Number: 218-252-4686

EVENT DETAILS

Will any signs/banners be put up? ☐ No ☒ Yes Number and size: 2 6FT x 1FT put in grove
1 Pavillion Banner

Will there be inflatables? ☒ No ☐ Yes Insurance certificate from rental vendor is required.

Will sound amplification be used? ☒ No ☐ Yes No later than 10 p.m.

Will a stage or tent(s) be set up? ☒ No ☐ Yes Dimensions: _____
 Location(s): _____

Will there be temporary fencing? ☒ No ☐ Yes Location(s): _____

Will merchandise/food items be prepared on site/sold? ☒ No ☐ Yes
 Describe food/merchandise: _____
 If yes, include permit from Minnesota Department of Health.

Will alcohol be served/sold? ☒ No ☐ Yes
 If yes, you must provide alcohol caterer's license OR apply for a temporary liquor license.
 Alcohol cannot be served in glass bottles. The alcohol content also must be equal to or less than 5.5%. Review City of Walker Park Ordinance and Liquor Ordinances for more information.

Will there be fireworks? ☒ No ☐ Yes Fireworks permit is required.

Describe power needs and location of power source:
Buffet Potluck under Upper Pavillion

205 Minnesota Avenue West | P.O. Box 207 | Walker, Minnesota 56484

P: 218-547-5503 | F: 218-547-5513 | info@ci.walker.mn.us

www.ci.walker.mn.us

Describe letter of advertisement (i.e., radio, flyers, ads, TV, press release) attach sample if available:

None

Describe crowd control procedures to ensure safety of participants and spectators:

None

Describe trash removal and clean-up plan during and after event:

Provisions for waste receptacles:

30-300 guests: you rent a 2-yard dumpster or take garbage with you.

300-1,000 guests: you rent a 4-yard dumpster.

1,000-5,000 guests: you rent an 8-yard dumpster.

Describe use of toilet facilities during event:

100-200 guests: you supply/rent 2 porta-potties.

200-500 guests: you supply/rent 3 porta-potties.

500-1,000 guests: you supply/rent 4 porta-potties.

Over 1,000 guests: you supply/rent 6 porta-potties.

use toilet facilities in park under 55 people

Provisions for medical care:

1,000 – 3,000 guests: 1 ambulance on call.

Over 3,000 guests: 1 ambulance on site.

NA

Describe plans to provide first aid:

FIRST AID KIT

Provisions for security:

Up to 1,000 guests: 1 officer on call.

1,000-3,000 guests: 1 officer present.

3,000-5,000 guests: 2 officers present.

Over 5,000 guests: 3 officers present.

Describe the emergency action plan if severe weather should arise:

Go Back to my house or go home.

Will the event use, close, or block any of the following: NONE
 If yes, specify location on site map.

☐ City Streets or Right-Of-Way Start/End Date(s) and Time(s): _____
 Location: _____

☐ City Sidewalks or Trails Start/End Date(s) and Time(s): _____
 Location: _____

☐ Public Parking Lots or Spaces Start/End Date(s) and Time(s): _____
 Location: _____

LIABILITY INSURANCE

☒ For events that are deemed similar to a "family picnic" where food/alcohol is not being served commercially, merchandise is not being sold or donated, sound amplification is not used, event is not advertised, no signs or inflatables are used, etc., liability insurance is not required.

☐ For all other events, applicant must provide proof of insurance coverage for the event. Proof must be attached to application. Proof must include policy number, active date, amount (minimum of \$1,000,000.00) and City of Walker is included as an additional insured.

HOLD HARMLESS AGREEMENT/RELEASE

As lawful consideration for being permitted access to City facilities for the purpose of family get-together scheduled for the following date/dates: July 18, 2026
 the undersigned, hereby assumes all risk for any injuries or damages suffered by anyone as a consequence of the negligence of the sponsor, its agents, employees, or other parties involved arising out of using City facilities. I do hereby release and hold harmless the City of Walker or any of its agents, officials, employees, volunteers, and contractors from any liability or causes of action which might arise by reason of granting this permit.

Printed Name of Applicant: Janet Stine

Signature of Applicant: Janet Stine

Date Signed: 8/8/24



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 3
<u>Agenda Section:</u> Parks, Cemetery & Airport		
<u>Agenda Item:</u> Discussion on wind screens on new pickleball courts in Walker City Park.		
<u>Background Information:</u> Last month, the Walker Area Pickleball Club requested a trial period of wind screens on the new pickleball courts.		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u>		



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 4
<u>Agenda Section:</u> Parks, Cemetery & Airport		
<u>Agenda Item:</u> Discussion on Walker Area Pickleball Club's request for court signage and sign language.		
<u>Background Information:</u> Please find the attached sign language that the Pickleball Club is requesting on courts. After Park Board recommendations, please find the corrected signage for the tennis court as well at the end of the sign language highlighted in red.		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u>		

WALKER CITY PARK COURT RULES

“Original Pickleball Courts”

- These courts are for pickleball use only.
- Open play, players rotate in and out after each game.
- When players are waiting to play, use paddle rack to determine who rotates in next.
- No folding or portable chairs on the courts or center plaza.
- No animals, scooters, skateboards, bicycles, or inline skates on the courts.
- Shoes must have non-marking soles.
- No food or beverages other than water and sports drinks on the courts.
- No play on wet courts.

• WALKER CITY PARK COURT RULES

“Sport Court – Tennis/Pickleball Court”

- These courts are for tennis and pickleball use only.
- Tennis players have priority.
- Open play, players rotate in and out after each tennis set or pickleball game.
- When players are waiting to play, use paddle rack to determine who rotates in next.
- No folding or portable chairs on the courts or center plaza.
- No animals, scooters, skateboards, bicycles, or inline skates on the courts.
- Shoes must have non-marking soles.
- No food or beverages other than water and sports drinks on the courts.
- No play on wet courts.

WALKER CITY PARK COURT RULES

“New Pickleball Courts”

- These courts are for pickleball use only.
- Open play, players rotate in and out after each game.
- When players are waiting to play, use paddle rack to determine who rotates in next.
- No folding or portable chairs on the courts or center plaza.
- No animals, scooters, skateboards, bicycles, or inline skates on the courts.
- Shoes must have non-marking soles.
- No food or beverages other than water and sports drinks on the courts.
- No play on wet courts.

• WALKER CITY PARK COURT RULES

“Sport Court – Tennis Court”

- These courts are for tennis use only. Pickleball is only to be played on the Tennis Court during city-approved tournaments.
- Open play, players rotate in and out after each tennis set.
- When players are waiting to play, use paddle rack to determine who rotates in next.
- No folding or portable chairs on the courts or center plaza.
- No animals, scooters, skateboards, bicycles, or inline skates on the courts.
- Shoes must have non-marking soles.
- No food or beverages other than water and sports drinks on the courts.
- No play on wet courts.



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 1
<u>Agenda Section:</u> Public Works		
<u>Agenda Item:</u> Consider approval of Resolution 37-2024, a Resolution for hearing on Northwest Area Project proposed assessment.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of Resolution 37-2024, a Resolution for hearing on Northwest Area Project proposed assessment.		

**State of Minnesota
County of Cass
City of Walker**

RESOLUTION 37-2024

RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT

WHEREAS, by a Resolution passed by the Council on September 3, 2024, the City Administrator was directed to prepare a proposed assessment of the cost for the street and utility improvement of:

- Cleveland Boulevard from 7th Street to the Marina
- Railroad Avenue from 7th Street to Tianna Drive
- Lakeside Drive - Railroad Avenue to a point approximately 500 Feet North
- Front Street from 7th Street to a point approximately 725 feet west of 8th Street
- 8th Street from TH 371 to Front Street
- Tianna Drive From Railroad to TH 371
- Utility Easement north of Railroad from 9th Street to Lakeside Drive
- Alley between TH 371 and Front Street from 8th Street to Front Street
- Alley between TH 371 and Michigan Avenue from 4th Street to 5th Street
- Alley between TH 371 and Michigan Avenue from 5th Street to 6th Street
- Second Street from Michigan Avenue to a point 225 feet south
- Park Avenue from 2nd Street to a point approximately 600 feet east

WHEREAS, the Clerk has notified the Council that such proposed assessment has been completed and filed in his/her office for public inspection,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WALKER, MINNESOTA:

1. A hearing shall be held at 6:00 p.m. on October 7th, 2024 at the Walker City Fire Hall to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he/she shall state in the notice the total cost of the improvement. He/she shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Walker, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the

City of Walker the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Adopted by the council this 3rd, day of September, 2024.

Jerecho Worth, Mayor

Attest:_____
Hope Fairchild, Administrator

Motion:

Second:

Hansen:

Moore:

Senenfelder:

Wilkening:

Worth:

**CITY OF WALKER
COUNTY OF CASS
STATE OF MINNESOTA
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN, that the council will meet at 6:00 p.m. on October 7, 2024 at the Walker Fire Hall located at 701 Elm Avenue to consider, and possibly adopt, the proposed assessment for the Street and Utility Improvements of:

- Cleveland Boulevard from 7th Street to the Marina
- Railroad Avenue from 7th Street to Tianna Drive
- Lakeside Drive - Railroad Avenue to a point approximately 500 Feet North
- Front Street from 7th Street to a point approximately 725 feet west of 8th Street
- 8th Street from TH 371 to Front Street
- Tianna Drive From Railroad to TH 371
- Utility Easement north of Railroad from 9th Street to Lakeside Drive
- Alley between TH 371 and Front Street from 8th Street to Front Street
- Alley between TH 371 and Michigan Avenue from 4th Street to 5th Street
- Alley between TH 371 and Michigan Avenue from 5th Street to 6th Street
- Second Street from Michigan Avenue to a point 225 feet south
- Park Avenue from 2nd Street to a point approximately 600 feet east

Adoption by the council of the proposed assessment may occur at the hearing. The area proposed to be assessed is abutting properties.

Such assessment is proposed to be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January 2025, and will bear interest at the rate of 3.0 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2024. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

You may at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City of Walker. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter, pay to the City of Walker the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 3.0 percent per year. The right to partially prepay the assessment is available.

The proposed assessment roll is on file for public inspection at the city administrator's office. The total amount of the proposed assessment is \$752,000.66. Written or oral objections will be considered at the meeting. No appeal to district court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

Under Minn. Stat. §§ 435.193 to 435.195, the council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older, one retired by virtue of a permanent and total disability, or a member of the National Guard or other reserves ordered to active military service for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law and Ordinance (Resolution), all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirements of this law, may, within 30 days of the confirmation of the assessment, apply to the city clerk for the prescribed form for such deferral of payment of this special assessment on his/her property.

An owner may appeal an assessment to district court pursuant to Minn. Stat. § 429.081 by serving notice of the appeal upon the mayor or clerk of the city within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or clerk.

Persons wishing to speak on this assessment are invited to attend the scheduled public hearing. Formal written comments will also be accepted prior to the hearing date. Please forward all written comments or inquiries to Hope Fairchild, Administrator, P.O. Box 207, Walker MN 56484, or at (218) 547-5501.

Hope Fairchild
City Administrator

Dated this 3rd day of September 2024.

Run in the legal section- Pilot Independent for two weeks.



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 2
<u>Agenda Section:</u> Public Works		
<u>Agenda Item:</u> Consider approval of Resolution 38-2024, a Resolution Ordering Preparation of Report on West Side Project Improvement.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of Resolution 38-2024, a Resolution Ordering Preparation of Report on West Side Project Improvement.		

**State of Minnesota
County of Cass
City of Walker**

RESOLUTION 38-2024

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

WHEREAS, it is proposed to improve:

- 7th Street from Michigan Avenue to a point approximately 1,700 feet south
- Elm Avenue from 7th Street to TH 34
- TH 34 from Michigan Avenue to Lake May Road
- Lake May Road from TH 34 to Lake May Drive
- Lake May Drive from Lake May Road to CSAH 12
- Utility Easement (between Lake May Road and Lake May Drive) from Lake May Road to TH 34
- Michigan Avenue from 13th Street to TH 34
- Utility Easement (between Michigan Avenue and TH 371) from CSAH 12 to a point approximately 500 feet west
- Highland Avenue from 4th Street to 2nd Street

and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Walker, County of Cass, Minnesota:

1. That the proposed improvement be referred to Ulteig Engineers, Inc. for study and that they are instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the council this 3rd, day of September, 2024.

Jerecho Worth, Mayor
Motion:
Hansen:
Moore:
Senenfelder:
Wilkening:
Worth:

Attest: _____
Hope Fairchild, City Administrator/Clerk-Trs.
Second:



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 3
<u>Agenda Section:</u> Public Works		
<u>Agenda Item:</u> Consider approval of Resolution 39-2024, a Resolution Authorizing City of Walker to enter into Cooperative Agreement with Minnesota DNR for the Leech Lake Fishing Pier Project.		
<u>Background Information:</u> The final agreement will be sent to be via email and executed electronically.		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of Resolution 39-2024, a Resolution Authorizing City of Walker to enter into Cooperative Agreement with Minnesota DNR for the Leech Lake Fishing Pier Project.		

State of Minnesota
County of Cass
City of Walker

RESOLUTION 39-2024

**A RESOLUTION AUTHORIZING CITY OF WALKER TO ENTER INTO
COOPERATIVE AGREEMENT WITH MINNESOTA DNR (LEECH LAKE FISHING
PIER PROJECT)**

WHEREAS, The Walker City Council authorizing the Leech Lake Fishing Pier Project Cooperative Agreement with the Minnesota DNR approves of the attached application for the described project, and

WHEREAS, the Walker City Council agrees to be reimbursed costs associated with this project as outlined in the cooperative agreement.

NOW, THEREFORE BE IT RESOLVED that the Walker City Council authorizes entering into Cooperative Agreement with Minnesota DNR for the Leech Lake Fishing Pier Project.

Adopted by the City Council of the City of Walker this 3rd day of September, 2024.

Jerecho Worth, Mayor
Motion:
Hansen:
Senenfelder:
Worth:

Attest:_____
Hope Fairchild, Administrator/Clerk-Trs.
Second:
Moore:
Wilkening:



DRAFT FOR REVIEW – Signatures will be added via DocuSign

LEECH LAKE PUBLIC FISHING PIER
LAND USE, OPERATIONS AND MAINTENANCE COOPERATIVE AGREEMENT
BETWEEN
THE STATE OF MINNESOTA AND CITY OF WALKER

This agreement, between the State of Minnesota, acting by and through the Commissioner of the Department of Natural Resources, hereinafter referred to as the “State”, and the City of Walker, hereinafter referred to as the “City.”

WITNESSETH:

WHEREAS, the Commissioner of Natural Resources has the authority, duty, and responsibility under Minnesota Statutes Section 97A.141 to provide public water access on lakes and rivers, where access is inadequate; and

WHEREAS, the State and the City are authorized under Minnesota Statutes Section 471.59, to enter into agreements to jointly or cooperatively exercise common power; and

WHEREAS, the State and the City have determined that a fishing pier site on Spring Lake is of high priority under the state public water access program; and

WHEREAS, the City owns land described as **Road Right-of-Way** at section 22, Township 142N Range 31W of Cass County, which is attached and incorporated into this agreement as Exhibit A; and

WHEREAS, the State and the City desire to cooperate in the installation and maintenance of a Fishing Pier on Leech Lake; and

WHEREAS, a resolution or copy of the City board meeting minutes authorizing the City to enter into this agreement is attached and incorporated into this agreement as Exhibit B; and

NOW, THEREFORE, in consideration of the mutual benefit to be derived by the public bodies hereto and for the benefit of the public, the parties agree as follows:

I. STATE’S DUTIES AND RESPONSIBILITIES

- a. The State will review and approve the preliminary and final plans for the Project as prepared by the City.
- b. The State shall provide personnel and equipment when feasible to assist with the installation of the fishing pier at the request of the City.
- c. The State will review and approve any signs before they are placed at the facility by the City.
- d. The State shall retain ownership of the Fishing Pier through the expiration date and retains the authority to relocate and/or remove the Fishing Pier if the site (Exhibit A) is determined to be inadequate or if the City fails to comply with the terms of the agreement. Before such removal or relocation, the State shall consult with the City.
- e. The State shall assist the City with major structural repairs, which include float replacement, frame repair and replacement of sections if required.
- f. The State reserves the right to inspect the premises at all times to ensure that the City complies

with the terms of this Agreement.

II. CITY'S DUTIES AND RESPONSIBILITIES

- a. The City shall comply with all local, state and federal laws, regulations, rules and ordinances which may apply to the management, operation, and maintenance of said premises. The City shall obtain any permit or license which may be required for the Fishing Pier.
- b. The City shall prepare the necessary plan, specifications, and proposal for the development of the Project. The City agrees to comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.
- c. The City shall construct a footing or approach at the shoreline connecting the Fishing Pier gangway to the shore that is ADA compliant.
- d. The City shall construct and maintain a hard surfaced, accessible sidewalk/pathway, which meets ADA requirements of less than a 5% gradient, 2% cross slope connecting the Fishing Pier to an accessible parking space.
- e. The Fishing Pier and related facilities shall be free and remain open every day during open water season in conjunction with the City's established operational months and hours for a facility of this type. The City may close the Fishing Pier for emergencies, or for other reasons, without prior written consent of the State. The City shall notify the State representative within 48 hours of the closing of the Fishing Pier for emergency reasons or if the facility will remain closed longer than 48 hours.
- f. Free and adequate parking in the vicinity will be provided for the Fishing Pier including at least one (1) designated van accessible space for persons with disabilities.
- g. The City shall provide police protection and patrols for the Fishing Pier in accordance with the City's established police department policies for a facility of this type.
- h. The City may install signage for the site as approved by the State.
- i. The City shall maintain the facilities and keep them in good and sanitary order in accordance with the City's established practices for maintenance of City facilities. Additionally, the City shall provide all necessary routine maintenance and minor repairs including, but not limited to, the repair or replacement of decking and railings. The State shall assist the City with major structural repairs subject to the availability of funding according to the provisions of Article II.
- j. The City shall take necessary action no earlier than **October 15th** of each year to protect the Fishing Pier from damage caused by ice action. Additionally, if necessary, the City shall return the Fishing Pier to a useable condition no later than **May 5th** of each year.
- k. The City must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. Operational Order 113 is incorporated into this agreement by reference and can be found at http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf. Duties listed are in Op Order 113 under Sections II and III (p. 5-8).
 - a. The City shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.
 - b. If equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned with tools or equipment

furnished by the City (such as brush/broom, compressed air or pressure washer) at the staging area.

- c. The City shall dispose of material and debris cleaned from equipment and clothing at an appropriate location. If the material cannot be disposed of onsite, then the material must be secured prior to transport (such as a sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.
- d. The City shall ensure that all equipment and clothing used for work in public waters has been adequately decontaminated for aquatic invasive species. All equipment and clothing including but not limited to waders, vehicles and boats that are exposed to any public water of the state must be thoroughly cleaned and drained of all water before transport to another location.

- I. Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minn. Stat. 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season.

III. FUNDING

The State shall provide funding for its responsibilities under Article I through the standard internal purchasing process including, but not limited to a separate requisition in which funds will be encumbered.

The State shall provide funding for the City's responsibilities under Article II, however, the total obligation of the State for the construction of the facilities shall not exceed \$65,000.

The total obligation of the State for its responsibilities under Article II shall be limited to the amount of funds legislatively appropriated and administratively allocated to this project. No additional funding will be provided, unless agreed upon by all parties and an amendment to this Agreement is completed and executed.

The City will invoice the state for approved construction costs and the fishing pier. Reimbursement will be due within thirty (30) days of the acceptance of the invoice by the State's authorized representative. The City will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

IV. TERM

- a. *Effective Date:* **August 19, 2024** or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, Subdivision 2, whichever is later. The City shall not begin work under this Agreement until it is fully executed and the City has been notified by the State's authorized representative to begin the work.
- b. *Expiration Date:* **December 31, 2044** for a period of twenty (20) years except as otherwise provided herein or agreed to in writing by both parties. The agreement can be extended with a written amendment as agreed upon and signed by both parties per article XI.

V. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The State's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, and other applicable law. The City's liability shall be governed by

Minnesota Statutes Sections 466.01 - 466.15, and other applicable law.

VI. AUDIT

Under Minnesota Statutes Section 16C.05, sub. 5, the books, records, documents and accounting procedures and practices of the City relevant to the agreement shall be subject to examination by the Commissioner of Natural Resources, the Legislative Auditor and the State Auditor for a minimum of six (6) years from the end of this agreement.

VII. ANTITRUST

The City hereby assigns to the State any and all claims for overcharges as to goods and/or services provided in connection with this Agreement resulting from antitrust violations that arose under the antitrust laws of the United States and the antitrust laws of the State of Minnesota

VIII. FORCE MAJEURE

Neither party shall be responsible to the other or considered in default of its obligations within this Agreement to the extent that performance of any such obligations is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance must provide the other party prompt written notice of inability to perform and take all necessary steps to bring about performance as soon as practicable.

IX. CANCELLATION

This Agreement may be cancelled by the State at any time with cause or as necessary as provided in Article II, upon thirty (30) days written notice to the City.

This Agreement may also be cancelled by the State if it does not obtain funding from the Minnesota Legislature, or other funding sources, or if funding cannot be continued at a level sufficient to allow for the payment of services covered under this agreement. The State will notify the City by written or fax notice. The State will not be obligated to pay for services provided after the notice is given and the effective date of cancellation. However, the City shall be entitled to payment, determined on a pro-rated basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is cancelled because of a decision of the Minnesota Legislature, or other funding source, not to appropriate the necessary funds. The State shall provide the City notice of lack of funding within a reasonable time of the State's receiving that notice.

X. GOVERNMENT DATA PRACTICES

The City and the State must comply with the Minnesota Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this agreement. The civil remedies of Minn. Stat. 13.08 apply to the release of the data referred to in this clause by either the City or the State.

XI. PUBLICITY AND ELECTRONIC ACCESSIBILITY

Any publicity regarding the subject matter of this agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the City individually or jointly with others, or any subcontractors, with respect to the program and services provided from this agreement.

All publicity shall be provided in an accessible format per Minnesota Statute 16E.03, sub. 9. State of Minnesota guidelines for creating accessible electronic documents can be found at the following URL: <https://mn.gov/mnit/programs/accessibility/>.

XII. COMPLETE AGREEMENT

This agreement contains all negotiations and agreements between the State and the City. No other understanding regarding this agreement, whether written or oral, may be used to bind either party. Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

XIII. AUTHORIZED REPRESENTATIVES

Any notice, demand or communication under this Agreement by either party to the other shall be deemed to be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, or by email to:

The State's Authorized Representative is David Schotzko, DNR Parks and Trails Area 1A Supervisor, 3296 State Park Rd NE, Bemidji MN 56601, (218) 308-2367, david.schotzko@state.mn.us, or his/her/their successor.

The City's Authorized Representative is Hope Fairchild, City Administrator, 205 Minnesota Avenue West, Walker, MN 56484, 218-547-5501, hfairchild@ci.walker.mn.us or his/her/their successor.

IN WITNESS WHEREOF, the parties have caused the Agreement to be duly executed intending to be bound thereby.

DEPARTMENT OF NATURAL RESOURCES

CITY OF WALKER

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

DEPARTMENT OF ADMINISTRATION
Delegated to Materials Management Division

CITY OF WALKER

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

(Effective Date)

STATE ENCUMBERANCE VERIFICATION

Individual certifies that funds have been encumbered as req. by Minn. Stat. 16A.15 and 16C.05.

Signed: _____

Date: _____

Contract: _____

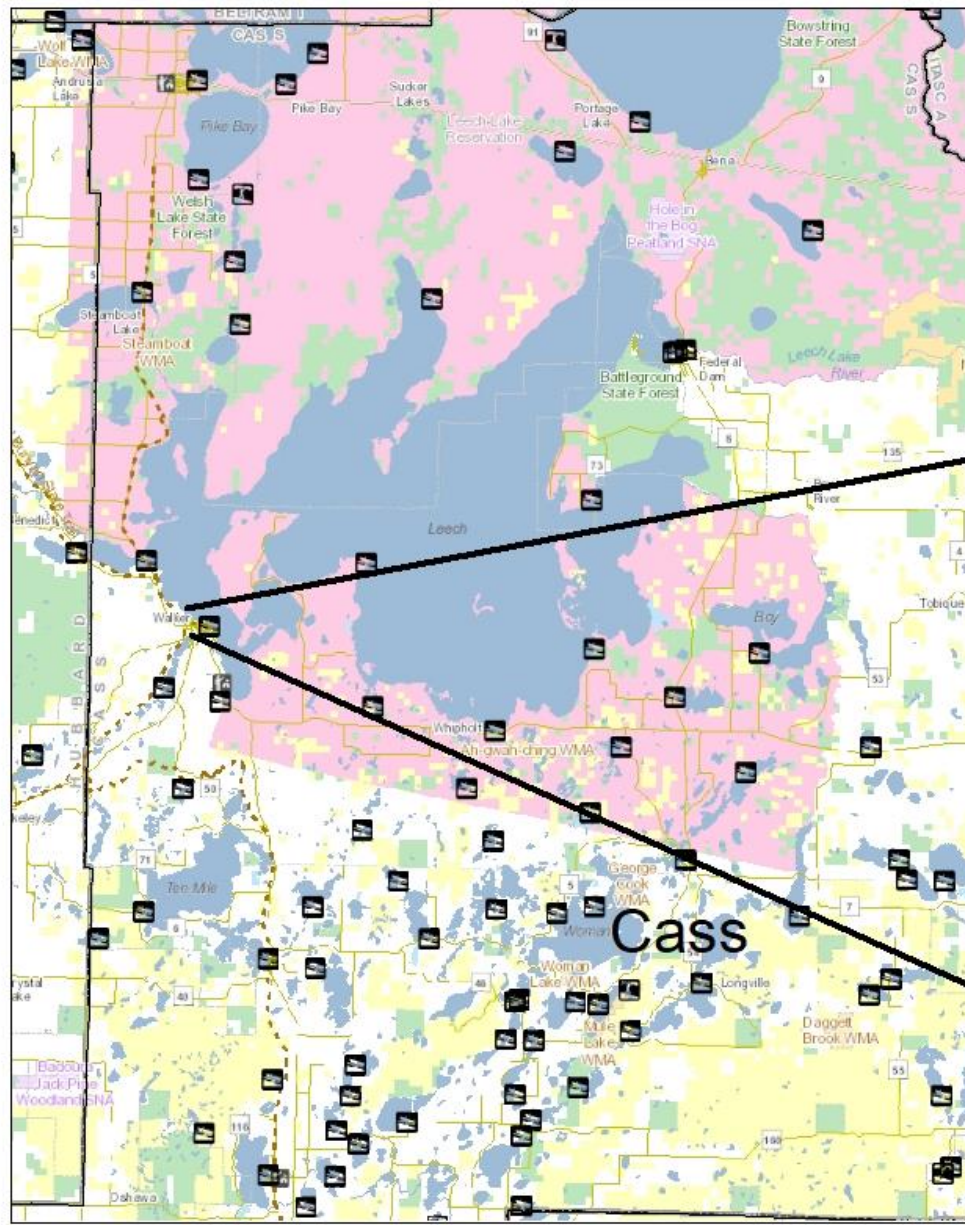


Exhibit A

Leech Lake
Cass County
T 142N, R 31W, S 22

Leech Lake Fishing Pier Site



0 0.5 1 2 3 4 5 6 7 8 9 10 Miles





This document is to help inform you as the local unit of government what the process with the MN DNR is for entering into a cooperative agreement, resolutions, signatures and purchasing using the Get Out MORE funding from the legislature.

This project is funded by Get Out MORE (Modernize Outdoor Recreation Experiences), a historic, one-time investment of \$149.9 million to help ensure Minnesotans of all abilities and interests enjoy a world-class recreation system, whichever outdoor experience they choose.

The investment centers on five key areas:

- Enhancing access and welcoming new users to public lands and outdoor recreation facilities
- Modernizing camping and related infrastructure
- Enhancing fisheries and fishing infrastructure
- Modernizing boating access
- Restoring streams and modernizing water-related infrastructure to support outdoor recreation

Get Out MORE investments were approved by the legislature and signed by Governor Tim Walz in 2023. To learn more about this special initiative, head to the [Get Out MORE webpage of the DNR website](https://mndnr.gov/aboutdnr/get-out-more) (mndnr.gov/aboutdnr/get-out-more).

Process – Cooperative Agreement

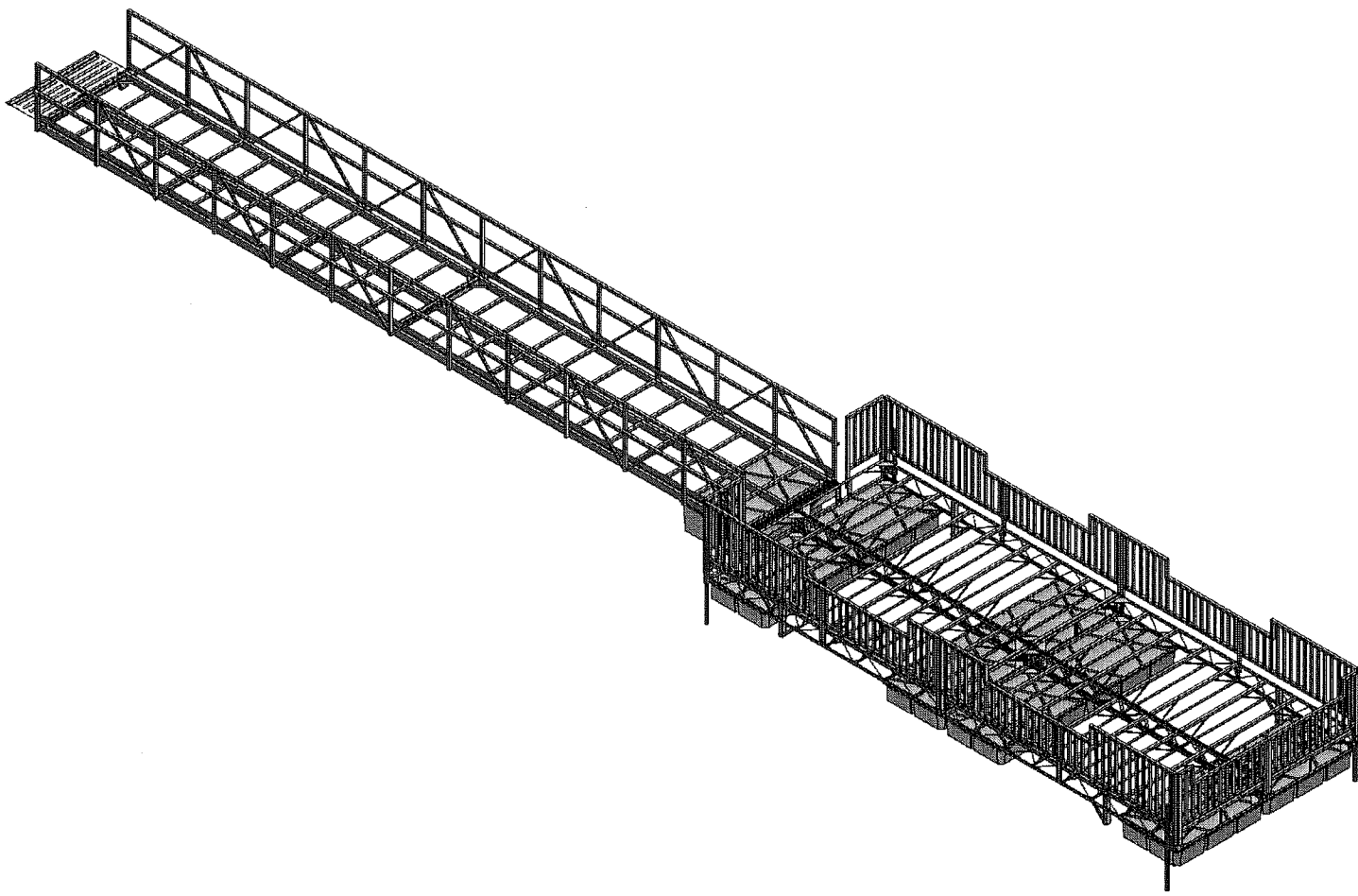
1. Site selection and agreement on location for a fishing pier or shore fishing station(s).
2. Cooperative agreement drafted for review which defines the responsibilities of each party. The local unit of government will take on the responsibility of general maintenance of the pier or shore station(s) for a period of 20 years, keeping it in a condition that allows public use and accessibility. Assistance with major repairs or problems will be provided by the DNR as funding permits.
3. A resolution to enter into the agreement needs to be approved and signed by the local governing body.
4. The resolution will be.....
5. Minnesota DNR will include the resolution, a location map and the cooperative agreement into one document to be sent to the LGU for signature using DocuSign. Signatures typically would be the Mayor/Board Chairperson and the City/County Administrator. Providing the names and emails for these individuals ahead of time will help facilitate this process.
6. After DNR signatures are obtained a copy of the document will be sent to the LGU for your records.

Purchasing

1. No purchasing or entering into contracts can be made until after all signatures are on the cooperative agreement. DNR will notify the LGU when this occurs.
2. Purchasing the fishing pier or contracting for the work to install shore fishing stations can be completed by either the LGU or the DNR. Typically, if DNR is doing the purchasing it will take longer to work through our business office requirements.
3. If the LGU does the purchasing, receipts for work can be submitted and reimbursement from the Get Out MORE funding will be disbursed within 30 days. Receipts can be submitted as the work happens or purchases are made, there is not a need to wait until 100% completion of the project. Receipts should be sent to Jim Levitt at jim.levitt@state.mn.us unless directed otherwise.

Installation

1. Depending on the scope of the project, permits will be needed for working at the lakeshore and should be coordinated with the appropriate entities.
2. Local DNR Parks and Trails staff have installed and worked on shore fishing sties and public water accesses and can be a great resource for helping with the fishing pier or shore fishing stations. They are able to assist with the initial installation of the pier and should be contacted ahead of time to coordinate with their schedule and availability.



HEWITT

PLEASE SIGN BELOW IF ALL DIMENSIONS ARE CORRECT
AND MEET YOUR REQUIREMENTS

SIGNED BY _____ DATE _____

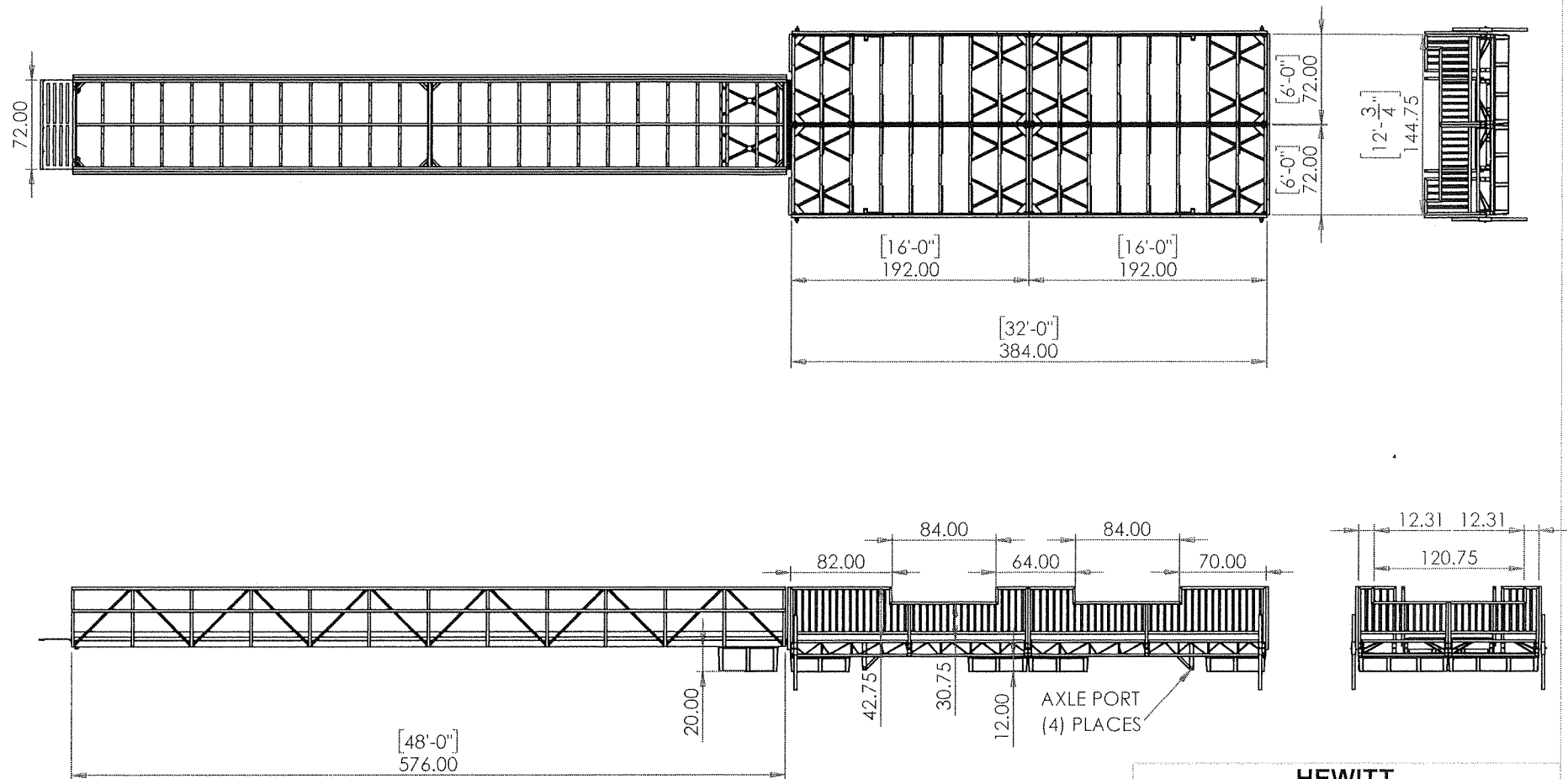
DO NOT SCALE DRAWING

PROPRIETARY AND CONFIDENTIAL
THE INFORMATION CONTAINED IN THIS
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HEWITT MACHINE AND MFG. ANY
REPRODUCTION IN PART OR AS A WHOLE
WITHOUT THE WRITTEN PERMISSION OF
HEWITT MACHINE AND MFG. IS
PROHIBITED.

HEWITT

DATE SAVED: 7/1/2024 6:13:55 AM
DESCRIPTION:

		ISO & DIM	
SIZE	DWG. NAME:	REV	
	AC DOCKS & SERVICE-WALKER MN		
SCALE: 1:100		WEIGHT:	SHEET 1 OF 3



HEWITT

PLEASE SIGN BELOW IF ALL DIMENSIONS ARE CORRECT
AND MEET YOUR REQUIREMENTS

SIGNED BY _____ DATE _____

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HEWITT

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DESCRIPTION:

DRAWN
BY
J.A.L.

DWG. NAME:
AC DOCKS & SERVICE-WALKER
MN

Sheet1

REV

SCALE: 1:125

WEIGHT:

SHEET 2 OF 3

Sales Quote Number: 7787
Sales Quote Date: 7/1/2024
Quote Expires: 7/31/2024
Customer ID: MINNESOTA WALK-IN
Terms: COD
Phone:

Phone: 507/225-3421
Fax: 507/225-3053

MINNESOTA WALK-IN
NICOLLET, MN 56074

Ship To:
MINNESOTA WALK-IN
NICOLLET, MN 56074

FOB	Ship Via	Sales Person	Requested Shipment Date
	,	Front Desk	8/30/2024

Qty	Item No	Description	U of M	Disc %	Unit Price	Ext Price
		Walker, MN Fishing Pier				
4	D16FLAA16	6'x16' TRUSS FLOATING DOCK ALUM-WHITE	Each		3,701.00	14,804.00
1	D6HINHTM	6' BOLT-ON PIANO HINGE TALL-MEDIUM	Each		772.00	772.00
4	DSBRACXL	XL GALV SUPPORT BRACKET (3-1/4")	Each		69.00	276.00
4	DGP12L	12' GALVANIZED LARGE STAND PIPE (2" ID)	Each		183.00	732.00
1	D1FGAA6X48	6'x48' GANGWAY ALUM-WHITE ASSEMBLY	Kit		18,953.00	18,953.00
1	DFT487220	48"x72"x20" FLOAT TANK WITH PLUG	Kit		456.00	456.00
8	DFT487212	48"x72"x12" FLOAT TANK WITH PLUG	Kit		375.00	3,000.00
82	D1RAILA	ADA HAND RAILING (PER FOOT)	Each		131.00	10,742.00
2	LWCL	CORNER ASSIST KIT-LARGE (2)	Kit		210.00	420.00
4	SPECIALM	WELD RECEIVERS FOR WHEEL KITS	Each		60.00	240.00

Taxable Subtotal: 0.00
Non-taxable Subtotal: 50,395.00
Invoice Discount: 0.00
Total Sales Tax: 0.00

Sales Quote Number: 7787
Sales Quote Date: 7/1/2024
Quote Expires: 7/31/2024
Customer ID: MINNESOTA WALK-IN
Terms: COD
Phone:

COPY

Phone: 507/225-3421
Fax: 507/225-3053

MINNESOTA WALK-IN
NICOLLET, MN 56074

Ship To:
MINNESOTA WALK-IN
NICOLLET, MN 56074

FOB	Ship Via	Sales Person	Requested Shipment Date
	,	Front Desk	8/30/2024

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Taxable Subtotal: 0.00
Non-taxable Subtotal: 50,395.00
Invoice Discount: 0.00
Total Sales Tax: 0.00



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 4
<u>Agenda Section:</u> Public Works		
<u>Agenda Item:</u> Discussion on draft ordinance relating to location and access to water meters.		
<u>Background Information:</u> The City has had some issues with property owners not responding to requests to update or fix water meters that are no longer reading.		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u>		

Proposed ordinance to be added to Section 28-101 Meters as a subsection (1) to (c) Customer Duties

Location And Access To Meters

Water meters shall be installed and located as required by applicable building codes. Property owners shall provide the City with access to water meters for the purposes of reading, checking, repairing or replacing meters. The City shall give written notice by certified mail and door hanger to property owner when meter must be accessed. If no responses to the notices are received within 15 days of the postmarked date, the water service will be shut off. Denial of access by a property owner for the installation, inspection, or repair of any City metering equipment will result in water remaining shut off until access is granted to perform necessary work.

Ordinance will appear as follows once implemented:

Sec. 28-101. - Meters.

(a)*Required.* No water shall be furnished to any customer from the water system unless the same is measured by a meter.

(b)*Installation, repairs.* The city shall own, install, and assume the costs of installation and repair of water meters.

(c)*Customer duties.* Every customer shall provide a suitable place where a meter can be installed and any person authorized by the city council shall be allowed free access at all reasonable hours to all parts of every building for the purpose of inspecting, removing, or replacing meters and observing the manner in which the water is used.

(1) Water meters shall be installed and located as required by applicable building codes. Property owners shall provide the City with access to water meters for the purposes of reading, checking, repairing or replacing meters. The City shall give written notice by certified mail and door hanger to property owner when meter must be accessed. If no responses to the notices are received within 15 days of the postmarked date, the water service will be shut off. Denial of access by a property owner for the installation, inspection, or repair of any City metering equipment will result in water remaining shut off until access is granted to perform necessary work.

(d)*Testing.* If a customer desires to have the meter tested for accuracy, the same shall be done by the city. If said test reveals the meter less than 98 percent accurate, said meter shall be replaced and said customer's bill shall be adjusted to reflect the true services received. If said test reveals the meter at least 98 percent accurate, the customer shall pay a fee which shall be set by ordinance of the council from time to time; provided, however, the cost of replacing or repairing a meter damaged by lack of care by the customer shall be charged to the customer.

(Code 1986, § 4-316; Code 2000, § 51.50; Ord. No. 2011-05, 7-11-2011)



Request for Council Action

<u>Originating Source:</u> Administration	<u>Meeting Date:</u> September 3, 2024	<u>Agenda No.</u> 5
<u>Agenda Section:</u> Public Works		
<u>Agenda Item:</u> Consider the recommendation of the Public Works Committee to approve of the Event/Street Closure Permit Application from WHA School for homecoming parade.		
<u>Background Information:</u>		
<u>Funding Source(s)/Financial Implications:</u>		
<u>Council Action Recommendation:</u> Approve of the recommendation of the Public Works Committee to approve of the Event/Street Closure Permit Application from WHA School for homecoming parade.		



CITY OF WALKER-MINNESOTA

223

City of Walker
Public Works Department
205 Minnesota Avenue W
PO Box 207
Walker, MN 56484
218-547-5504 or 218-536-0353
dmartin@ci.walker.mn.us

EVENT/STREET CLOSURE POLICY INFORMATION

1 of 4

Purpose: This policy is intended to assist the City Council in making sound street, parking and or side-walk closure decisions, while maintaining the best interest of all residents and businesses of the city, with the least disruption to the community as a whole.

Special event permits are required for use of any city right-of-way, street or trail activity, including but not limited to city-sponsored, non-profits, school, commercial groups and individual business owners.

Event Street Closure permits from the City of Walker will be reviewed by the Public Works Director, and you will be advised as to the type of safety warning and barrier devices that will be needed for your project.

The Event/Street Closure permit application is attached on the following pages. Please read the instructions completely and include the required diagram in your application.

You can submit your Event/Street Closure permit application by the following:

Email: dmartin@ci.walker.mn.us

Mail: City of Walker
PO Box 207
Walker, MN 56484

Drop off: Walker City Hall
205 Minnesota Avenue W
Walker, MN 56484

Applicant Fees:

Commercial Fee: \$200 plus \$100 damage deposit; MUST BE TWO SEPARATE CHECKS

"Commercial" refers to all individuals, groups or businesses who charge admissions, class fees, sell tickets, food or other items, solicit funds or donations, offer other money making activities or promote a commercial business. Examples: bazaar, craft fairs, fundraisers, concerts or performances where admission is charged or any event that includes food or merchandise vendors.

Non-Profit Fee: \$0 plus \$100 damage deposit

"Reduced Commercial" refers to non-profit organizations with 501c or other tax exempt status. A copy of the status letter from the IRS must be on file at the City of Walker.

The Damage Deposit is refundable if the area used is left clean and in good condition. If your organization is a 501C3 your application will be exempt from fee. Please attach proof of exemption. No staking of tents or other holes in the Streets or ROW a **\$100.00 per hole fine** will be imposed if found.

***Please make checks payable to The City of Walker. Cash, check or debit/credit card is an acceptable form of payment.**

CITY OF WALKER-MINNESOTA

EVENT/STREET CLOSURE CONDITIONS/POLICY:

2 of 4

No disruption to City Streets or Sidewalks by Tent Stakes, signage, etc. FINAL CONDITIONS will be sent to the applicant with the approved permit. The applicant agrees to comply with all of the terms and conditions and stipulations of this permit, all ordinances of the city and statutes of the state and all other applicable laws and understands that failure to comply will result in immediate revocation of this permit. If the applicant does not adhere within the constraints of the conditions set forth on their final approved Street Closure or failure to clean up from the event; applicant will be found in violation of the policy and will result in denial of future permits for a period of one year from date of violation.

The City has no liability for bodily injury or property damage arising from this event. Any liability arising from the event shall be the sole responsibility of the applicant and participants. The City's insurance does not cover the applicant.

General Policies:

Consider the following:

1. Does this event benefit the City as a whole?
2. Consider the positive effect the requested closure has on the area surrounding the request.
3. What effect does this request will have on parking, pedestrian and traffic flow.
4. What day of the week and time (morning, afternoon verse evening)
5. What time of year (summer verse fall, winter and spring)
6. Consider other events that may otherwise impact the request.
7. Applications will be authorized on a first come basis. If the requested event coincides with an approved or established event within the city, the application will be denied, you may be able to work within the scope of the existing event if chair of event deems your activity appropriate.

Procedures:

1. Fill out application in its entirety and return to the city administrator
2. Include a certificate of general liability insurance naming the city as an additional insured for the event
3. Obtain signatures from adjacent businesses that support your requested closure
4. File your request 90 days prior to event date; along with payment of the appropriate fee (if commercial fee must be in the form of two separate checks)
5. Your event request will be reviewed at the next Public Works meeting and a recommendation will be forwarded to the full Council for a final decision.

CITY OF WALKER-MINNESOTA

EVENT/STREET CLOSURE PERMIT APPLICATION

3 of 4

*****NO STAKING OF TENTS OR OTHER HOLES IN THE STREETS OR ROW A \$100.00 PER HOLE FINE
WILL BE IMPOSED IF FOUND*****

CITY OF WALKER APPLICATION FOR EVENT/PERMIT TO CLOSE STREET

The following application is submitted to the City of Walker as a request to hold an event and/or for a street closing on a public right-of-way.

Applicant Information:Applicant/Organization: [Walker-Hackensack-Akeley High School](#)Applicants Address: [302 4th St S, Walker, MN 56484](#)

You must provide two contact numbers for individuals that can be reached during the event:

Contact Person [Sheri Pickar](#)Contact Phone [218-539-0484](#)Contact Person [Tori Pederson](#)Contact Phone [218-556-9388](#)Applicant Email: sheripickar@whaschools.org**DESCRIPTION OF PURPOSE/EVENT** [2024 Homecoming Parade](#)

[The Saturday prior to the 2024 Homecoming celebration, the school invites alumni, businesses, community members, activities, sports teams, etc. to participate in the parade to support school spirit.](#)

***Please attach a sketch of proposed layout and traffic control for event to this application.**

Does this request include allowing alcohol on the public right-of-way? ☐ Yes ☒ No

If YES, please work with the City Clerk in this regard.

LOCATION _____

BETWEEN _____ &/TO _____
CROSS STREET CROSS STREET

DATE _____ TIME _____
START DATE START TIME

DATE _____ TIME _____
END DATE END TIME

CITY OF WALKER-MINNESOTA

EVENT/STREET CLOSURE PERMIT APPLICATION

4 of 4

A certificate of General Liability Insurance naming the City as an additional insured for the event must be provided to the City Clerk. The policy should provide that it cannot be cancelled upon ten (10) days written notice filed with the City Clerk.

Shari Pickar
Applicant Signature

7/26/2024
Date

To request use of City-owned barricades, please complete and return the attached "Request to Use City Property" form as soon as possible so proper arrangements can be made, you will be responsible for setting up and moving the barricades for the event.

CITY OF WALKER ~OFFICE USE ONLY

Non-Profit \$0.00, plus \$100.00 damage deposit Check _____ Cash _____

Commercial \$200.00, plus \$100.00 damage deposit Check _____ Cash _____

Date Paid: _____

Special Conditions: _____

Detour and Barricade signage conditions: _____

Date Issued: _____ Permit Expires: _____

Authorized By: _____

