

*DETROIT LAKES CITY COUNCIL*  
***REGULAR MEETING AGENDA***  
***TUESDAY, SEPTEMBER 13, 2016***

The items on my desk as of **Wednesday, September 7, 2016**, to be presented for discussion and action at the regular meeting of the City Council on Tuesday, September 13, 2016, at 5:00 PM in the Council Chambers of the City Administration Building, are as follows:

**1. Pledge of Allegiance**

**2. Minutes**

Approval of the minutes of the Joint City/County Special Meeting held [August 2, 2016](#), the Regular City Council Meeting held [August 8, 2016](#) and the Special City Council Meeting held [August 23, 2016](#) copies of which are enclosed herewith

**3. Consent Agenda**

All items with an asterisk (\*\*) are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the general order of business and considered separately in its normal sequence on the agenda

**4. Public Hearings/Comments and Information**

**A.** Public Hearing to give consideration to the granting of an On-Sale Intoxicating liquor license and Sunday liquor license to The Detroit Club, LLC dba The Detroit Club, at 1218 Washington Ave, Detroit Lakes, MN 56501, for the period of September 14, 2016 through December 31, 2016.

1) Approval to granting an on-sale intoxicating liquor license and Sunday liquor license to The Detroit Club, LLC dba The Detroit Club

**B.** Public Hearing to receive public comments on the annexation of a 16.83 acre tract of land at 1411 Highway 59 N (Detroit Township) and zoning the tract "I-1" Light Industrial (Becker County Jail Site)

1) Consideration to the first reading of [Ordinance 403](#) annexing a 16.83 acre tract of land at 1411 Highway 59 N (Detroit Township) and zoning the tract "I-1" Light Industrial

**5. Community Development Committee** (\*Imholte, Boeke, Wenner, Sukke, Zeman / Meets on September 8, 2016 at 4:30 PM)

**A.** Consideration to [resolution](#) approving the variance request to allow a 531 square foot addition to a cabin with a 21 foot setback from the Ordinary High Water Mark at 24354 Clark Cable Road, Unit 7 (Bob & Angela Seitz)

- B. Consideration to resolution approving an amended conditional use permit to allow up to 1000 square feet of accessory structure and granting interim use for sites over 1000 square feet at 1540 Highway 59 S (Riverview RV Park) (Resolution to follow)
  - C. Consideration to [resolution](#) approving the variance request to allow more than 25% impervious surface coverage and a side yard setback of less than 10 feet to add a second story addition to a home at 1074 West Lake Drive (Char McKenzie)
  - D. Consideration to second reading and adoption of [Ordinance 401](#) amending the Administrative Code relative to reasonable accommodations associated with the Fair Housing Act and American with Disabilities Act
  - E. Consideration to a [resolution](#) setting a public hearing for the Vacation of a portion of North Shore Drive (DNR)
  - F. Discuss [request](#) to amend the Assessment Policy
  - G. \*\*Acceptance of the Monthly Nuisance [Report](#)
  - H. \*\*46 Applications for [building permits](#) have been received in the estimated construction value of \$2,549,947.90 for August 2016
  - I. \*\*Variance/Conditional Use Permit Status [Report](#)
6. **Public Works Committee** (\*Zeman, Imholte, Schurman, Waller / Meets on Monday, September 12, 2016, at 3:00 PM)
- A. Consideration to a resolution accepting a bid for the sanitary sewer and watermain improvement from the intersection of Randolph Road/Kris Street to Fortune Avenue. Such bids were opened on September 9, 2016 at 2:00 PM (Resolution to follow)
  - B. Discussion regarding the request from Essentia Health/St. Mary's to have a petting zoo on the north side of the Pavilion next summer during their staff/family picnic. They also plan to rent the Pavilion for the event and the specific date will be set when the 2017 Pavilion calendar is open for rental requests
  - C. Discussion regarding City Code Section 502 - [Dogs and Cats](#) and City Code Section 503A - [Animals](#)
  - D. City Engineer's Monthly Project Status [Report](#)
  - E. \*\*Consideration to approving the [Amendment of Lease Number PS0285](#) between the State of Minnesota, Department of Administration for the benefit of the Department of Public Safety, Driver and Vehicle Services for Commercial Drivers' License Skill Tests for the period of three (3) years, commencing December 1, 2016 and continuing through November 30, 2019

- F. \*\*Consideration to the issuance of a transient merchant's license for Ricky Green allowing him to sell food products from a concessions trailer at 603 Highway 10 East (SuLaine's Antique Mall parking lot) for the period of September 14 - October 31, 2016 pursuant to their application, surety bond and fees.
  - G. \*\*For information only: [Becker County](#) is requesting that Jonny's, LLC serve as the preferred food vendor for their event located in the Becker County parking lot on September 14, 2016
  - H. \*\*Consideration to the request submitted by [Nijji Radio](#) to hold special events outside the Pavilion in conjunction with the "4<sup>th</sup> Annual Music & Arts Gala" September 23-25, 2016. They also request that Jonny's, LLC serve as the preferred food vendor for their event (They also have the Pavilion rented)
  - I. \*\*Acceptance of the Monthly Animal Control [Report](#)
- 7. Finance Committee** (\*Marks Erickson, Zeman, Sukke, Wenner / Meets on September 13, 2016, at 3:30 PM)
- A. Consideration to [resolutions](#) adopting the preliminary tax levy and budget for 2017
  - B. Consideration to the second reading and adoption of [Ordinance 402](#) amending the City Code to increase the salary for the Mayor and City Council Members
  - C. Council may wish to set the date (December 13, 2016) for discussion on the 2017 budget and levy prior to adopting the 2017 final budget and tax levy. The public is welcome to comment.
  - D. Consideration to the [proposal](#) for the audit services contract with Brady Martz, Thief River Falls, MN for the fiscal periods of 2016, 2017 & 2018
  - E. Consideration to the [proposal](#) from *huelife* (formerly Brimeyer Fursman) outlining Strategic Planning and an Administrator review
  - F. Consideration to approving the American Legion Campground [2017 Rates](#)
  - G. Consideration to approve the 2016 funding request from [Pelican River Watershed](#) District in the amount of \$25,000 to help offset the cost of herbicide treatments and the on-going study for aquatic invasive species of flowering rush.
  - H. \*\*Consideration to approving the final payment to [Hough, Inc.](#) in the amount of \$17,476.84 for the Tower Road, Dan Street and Kris Street project
  - I. \*\*Consideration to authorizing participation in the Blood Screening Program sponsored by the Noon Rotary and area health care providers on September 9, 2016, or the week of September 12-16, 2016

- J. \*\*Authorization for City Administrator Kelcey Klemm to attend the ICMA Conference September 24-30, 2016 in Kansas City, MO
  - K. \*\*Acceptance of the [Trial Balance](#)
  - L. \*\*Approval of payment of claims
- 8. Public Safety Committee** (\*Waller, Boeke, Schiller, Wenner, Zeman / Meets on September 12, 2016, at 4:30 PM)
- A. Consideration to the [recommendation](#) from the Police Civil Service Commission to make an offer of employment to the top candidate for the Police Chief position
  - B. Consideration to the first reading of [Ordinance 399](#) amending Section 802.12 Violations and Fines of City Code Section 802 Parking Regulations
  - C. \*\*Consideration to the request from Detroit Lakes High School for a [parade permit](#) and road closures for the “Homecoming Parade” on October 7, 2016; 2:30 PM – 4:00 PM
  - D. \*\*Consideration to the request from Holy Rosary School for a [parade permit](#) and road closures for the “Holy Rosary School Marathon Parade” on October 9, 2016; 1:00 PM – 4:00 PM
  - E. \*\*Acceptance of the Police Chief’s Monthly [Report](#)
  - F. \*\*Acceptance of the Fire Chief’s Monthly [Report](#)
  - G. \*\*Acceptance of parking violations report showing that parking violations amounted to \$50 for August 2016
  - H. \*\*The City has received \$6477.36 that was collected by Becker County Court Administrator for July 2016 fines
- 9. Liquor/Gambling Control Committee** (\*Wenner, Marks Erickson, Schiller, Schurman / Meets on September 13, 2016, at 4:30 PM)
- A. \*\*Approval of the gambling application submitted by Lakes Area Imagination Library to hold a raffle at The Shorewood Pub, 1743 Long Bridge Road on September 16, 2016
  - B. \*\*Approval of the gambling application submitted by Lakes Area Ducks Unlimited Chapter 009 to hold a raffle at The Pavilion, 1361 Washington Avenue on September 17, 2016
  - C. \*\*Approval of the issuance of a temporary on-sale intoxicating liquor license for Bleachers Bar & Grill to sell and serve on-sale intoxicating liquor at the Pavilion for

the Ducks Unlimited Banquet on September 17, 2016, pursuant to their application and fee

D. \*\*Liquor Store Manager's [Report](#)

**10. Public Utilities Commission** (\*Buboltz, Imholte, Nansen, Sinclair, Tucker / Meets on September 13, 2016, at 7:30 AM)

A. Consideration to approving the Transmission Facilities Assignment [Agreement](#) with MRES ([Memo](#))

**11. City Administration Items**

A. **\*\*Approval of the following Licenses through December 31, 2016:**

**Plumbing Licenses:**

J-Berd Mechanical Contractors, Inc.

MSDI Plumbing, LLC

**12. Mayor's Agenda Items**

A. The term of Marny Dreyer on the Library Board expired on August 31, 2016. Ms. Dreyer has moved out of the area and is not eligible to be reappointed.

B. The term of Matt Hedstrom on the HRA Board will expire on October 5, 2016. Mr. Hedstrom has served four 5-year terms. There is no term limit and is eligible to be reappointed.

**13. Items Not on the Agenda**

A. City Administrator

B. Citizens

C. Council Members

**14. Information and Announcements**

A. Joint Governance 2016 Meeting Schedule  
October 4, 2016 – Becker County

Sincerely,

/s/ **KELCEY KLEMM**

Kelcey Klemm

City Administrator

KK/gaf

Enclosures