

DETROIT LAKES CITY COUNCIL
REGULAR MEETING AGENDA
TUESDAY, OCTOBER 11, 2016

The items on my desk as of **Wednesday, October 5, 2016**, to be presented for discussion and action at the regular meeting of the City Council on Tuesday, October 11, 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 Regular City Council Meeting held [September 13, 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. Erick Nelson with the Ojibwe Forests Rally would like to appear before the Council

B. Public Hearing to receive public comments on vacating a portion of North Shore Drive at the request of the Minnesota Department of Natural Resources relative to the development of a public access

1) Consideration to a [resolution](#) approving vacating a portion of public road right of way on North Shore Drive

5. Community Development Committee (*Imholte, Boeke, Wenner, Sukke, Zeman / Meets on October 6, 2016 at 4:30 PM)

A. Consideration to the second reading and adoption 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 (Becker County Jail Site)

B. Consideration to a [resolution](#) amending the City's Special Assessment Policy relative to undeveloped property

C. Consideration to a [resolution](#) approving the Conditional Use Permit to allow a daycare serving up to 12 individuals at 1133 West Avenue (Barbara and James Gilbert)

- D. Consideration to a [resolution](#) approving the variance to allow the replacement of a 14 x 16 foot patio with a 14 x 16 foot pervious deck with a 50 foot setback from the Ordinary High Water Mark and a Variance to allow a 12 x 30 foot addition to a home that is setback 57 feet from the Ordinary High Water Mark, 3.8 foot for side yard and a 31.8% impervious surface coverage at 408 Shorewood Drive (Greg Mastrud)
 - E. Consideration to a [resolution](#) approving the preliminary plat of Buzz Estates First Addition in the City's Two Mile Extra Territorial Area (Randy Gravelle)
 - F. Consideration to a [resolution](#) approving the final plat of Common Interest Community Number 74 amending Washington Avenue Auto Center
 - G. Consideration to a [resolution](#) approving the final plat of Ulrich Bayview at 14232 260th Avenue (Bleachers)
 - H. Consideration to a [resolution](#) approving the final plat of Cornerstone Addition at 23584 North Fox Lake Lane (Cornerstone Land Company – Mark Schultz)
 - I. **Acceptance of the Monthly Nuisance [Report](#)
 - J. **42 Applications for [building permits](#) have been received in the estimated construction value of \$3,925,981.00 for September 2016
 - K. **Variance/Conditional Use Permit Status [Report](#)
- 6. Public Works Committee** (*Zeman, Imholte, Schurman, Waller / Meets on Monday, October 10, 2016, at 3:00 PM)
- A. Update on the Becker County Single Stream Recycling program ([Draft Letter](#) to Solid Waste Haulers)
 - B. Consideration to a [resolution](#) setting a public hearing on a vacation of a public alley in Block 3 of the Original Townsite (Olander & Arndt)
 - C. Consideration to a [resolution](#) setting a public hearing on a vacation of a portion of “K Street” South of Elm Street
 - D. **Consideration to the request submitted by [Detroit Lake Lions](#) to hold a Family 5K Fun Walk/Run in conjunction with the Harvest Moon Dance on October 15, 2016 (They have also rented the Pavilion)
 - E. **Consideration to the [request](#) from the Events Committee of the Detroit Lakes Regional Chamber of Commerce for a parade permit and road closures for the “2016 Parade of Lights Parade” on November 28, 2016; Request road closures at 3:30 PM, Parade part is at 5:30 PM

- F. **Consideration to the [request](#) from the Detroit Lakes Regional Chamber of Commerce to block off a portion of the Washington Square Mall Parking Lot for a live reindeer exhibit on Sunday, December 11, 2016
 - G. **Consideration to the issuance of a transient merchant's license for Schwan's Home Service allowing them to sell prepackaged frozen foods from a truck within City limits June 15 - December 31, 2016 pursuant to their application, surety bond and fees.
 - H. **City Engineer's Monthly Project Status [Report](#)
 - I. **Acceptance of the Monthly Animal Control [Report](#)
- 7. Finance Committee** (*Marks Erickson, Zeman, Sukke, Wenner / Meets on October 11, 2016, at 3:30 PM)
- A. Consideration to awarding a 3-year contract for audit services to Brady Martz of Grand Forks/Thief River Falls, such proposals were received on October 5, 2016 ([Memo](#))
 - B. Consideration to a [resolution](#) setting the compensation for the Public Utilities Commission ([Memo](#))
 - C. Consideration to the [recommendation](#) for the Issuance of Bonds from Springsted Incorporated
 - D. Consideration to a [resolution](#) providing for the issuance and sale of approximately \$6,810,000.00 General Obligation improvement and refunding bonds, series 2016A
 - E. Consideration to a [resolution](#) authorizing the transfer of excess 2015 General Funds as follows: \$80,000.00 to the Public Works Capital Fund, \$25,000.00 to the Library Capital Fund and \$50,000.00 to the Parks Department Washington Park Grandstand Capital Fund
 - F. Discussion regarding the rental of the [Pavilion](#) by Non-Profit groups
 - G. **Consideration to approving the 2017 League of Minnesota Cities Membership Dues of \$9032 (2016 dues were \$8572)
 - H. Consideration to a resolution (*to follow*) declaring cost to be assessed and ordering preparation of proposed assessments for the 2016 Street Improvement Projects and a [resolution](#) calling for a Special Assessment Hearing for 5:00 PM, November 7, 2016, on the proposed assessments for said project
 - I. **Consideration to a [resolution](#) declaring costs to be assessed and ordering preparation of proposed assessments for weed control for the Year 2016 and a

- [resolution](#) setting a Special Assessment Hearing for 5:00 PM on November 7, 2016 on the proposed assessments for said project
- J.** **Consideration to a [resolution](#) declaring costs to be assessed and ordering preparation of proposed assessments for Dutch Elm Control project for the Year 2016 and a [resolution](#) setting a Special Assessment Hearing for 5:00 PM on November 7, 2016 on the proposed assessments for said project
- K.** **Consideration to a [resolution](#) declaring costs to be assessed and ordering preparation of proposed assessments for curb, gutter, approaches and sidewalk improvements for the Year 2016 and a [resolution](#) setting a Special Assessment Hearing for 5:00 PM on November 7, 2016 on the proposed assessments for said project
- L.** **Consideration to a [resolution](#) setting a Special Assessment Hearing for 5:00 PM on November 7, 2016 for unpaid street light fees, water, sewer and storm water charges
- M.** **Acceptance of the [Trial Balance](#)
- N.** **Approval of payment of claims
- 8. Public Safety Committee** (*Waller, Boeke, Schiller, Wenner, Zeman / Meets on October 10, 2016, at 4:30 PM)
- A.** Discussion regarding Rental Inspections starting in 2017 ([Draft Letter & Info](#))
- B.** Consideration to a [resolution](#) authorizing the Detroit Lakes Police Department to enter into a Joint Powers [Agreement](#) for the West Central Minnesota Drug & Violent Crime Task Force effective January 1, 2017
- C.** Consideration to the second reading and adoption of [Ordinance 399](#) amending Section 802.12 Violations and Fines of City Code Section 802 Parking Regulations
- D.** **Approval to the issuance of a permit allowing the Lions Club to conduct the Harvest Moon Dance on October 15, 2016, at the Pavilion, permit is recommended for approval by Police Chief Eggebraaten
- 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 \$90 for September 2016
- H.** **The City has received \$8,989.55 that was collected by Becker County Court Administrator for August 2016 fines

9. Liquor/Gambling Control Committee (*Wenner, Marks Erickson, Schiller, Schurman / Meets on October 11, 2016, at 4:30 PM)

- A. Consideration to the request from the United Way of Becker County for a 2017 contribution (2016 City contributed \$400 from the Liquor Fund and Public Utilities contributed \$500)
- B. **Consideration to setting a Public Hearing for 5:00 PM on November 7, 2016 to hear public comments on changing the liquor license [fees](#) for 2017
- C. **Approval of the issuance of a temporary on-sale intoxicating liquor license for the Detroit Lakes Jaycees to sell and serve on-sale intoxicating liquor at the Pavilion, 1361 Washington Ave relative to the Stag on October 14, 2016, pursuant to their application and fee
- D. **Approval of the issuance of a special on-sale intoxicating liquor license for Bleachers Bar & Grill to sell and serve on-sale intoxicating liquor for the following events, pursuant to their application and fees:
 - October 8, 2016 – Halver Wedding Reception at the Pavilion
 - November 11, 2016 – Church Basement Ladies at the DLCCC
 - November 17, 2016 – RIO Nido at the DLCCC
 - November 18, 2016 – Davina & the Vagabonds at the DLCCC
 - December 3, 2016 – Travis Ledoyt at the DLCCC
 - December 10, 2016 – An Andy & Bing Christmas at the DLCCC
 - December 15, 2016 – Rock & Roll Christmas at the DLCCC
 - January 13, 2017 – Pump Boys & Dinettes at the DLCCC
 - January 19, 2017 – I Am, He Said at the DLCCC
 - January 21, 2017 – Chris Koza at the DLCCC
 - February 17, 2017 – Deuces Wild at the DLCCC
 - May 5, 2017 – Rosanne Cash at the DLCCC
- E. **Approval of the gambling application submitted by the Detroit Lakes Jaycees to hold a raffle at the Pavilion, 1361 Washington Avenue on October 14, 2016
- F. **Approval of the gambling application submitted by the Detroit Lakes Lions to hold a raffle at the Pavilion, 1361 Washington Avenue on October 15, 2016
- G. **Approval of the gambling application submitted by the Detroit Lakes Breakfast Rotary to hold a raffle at the Holiday Inn, 1155 Highway 10 E on February 11, 2017
- H. **Approval of the gambling application submitted by the Detroit Lakes Youth Hockey Association to hold a raffle at the Kent Freeman Arena, 1310 Rossman Avenue on February 16, 2017

I. **Approval of the gambling application submitted by the Holy Rosary School & Church to hold a raffle at the Holy Rosary School & Church, 1043 Lake Avenue on May 30, 2017

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

10. Public Utilities Commission (*Buboltz, Imholte, Nansen, Sinclair, Tucker / Meets on October 11, 2016, at 7:30 AM)

11. City Administration Items

A. Consideration to a [resolution](#) providing for the conduct of the General Election on November 8, 2016, designating the elections judges and setting the hourly rate of pay

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

Tobacco Licenses:

Roy Bendele dba Uncle Roy's General Store (1852 County Road 22, Detroit Lakes)

12. Mayor's Agenda Items

A. The term of Andrew Gag on the Planning Commission will expire on December 31, 2016. Mr. Gag has served two 3-year terms and is eligible to be reappointed.

B. The term of Julie Herman on the Planning Commission will expire on December 31, 2016. Ms. Herman has served one 3-year term and is eligible to be reappointed.

C. The term of Madalyn Sukke on the Planning Commission will expire on December 31, 2016. Ms. Sukke has served one 3-year terms 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. ***Please note date & time changes for November Council & Committee Meetings due to the General Election:***

MONDAY, NOVEMBER 7, 2016

Public Works – 1:30 PM

Public Safety – 3:00 PM

Finance – 3:30 PM
Liquor & Gambling – 4:30PM
Council – 5:00 PM

- B.** The League of Minnesota Cities Regional Meeting will be October 12, 2016 in Fergus Falls, MN
- C.** Aquatic Invasive Species Informational Meeting will be October 24, 2016 at 6:00 PM at M-State
- D.** Public discussion on the 2017 Budget and Tax Levy pursuant to the Truth & Taxation requirements will take place at the City Council meeting on December 13, 2016 at 6:01 PM

Sincerely,

/s/ **KELCEY KLEMM**
Kelcey Klemm
City Administrator

KK/gaf
Enclosures