

DETROIT LAKES CITY COUNCIL

# REGULAR MEETING AGENDA

TUESDAY, FEBRUARY 10, 2015

The items on my desk as of Thursday, February 5, 2015 to be presented for discussion and action at the regular meeting of the City Council on Tuesday February 10, 2015, at 5:00 P.M. in the Council Chambers of the City Administration Building, are as follows:

**1. Pledge of Allegiance**

2. Approval of the minutes of the Special City Council Meeting held May 1, 2014; the Annual Council Meeting held January 6, 2015; Regular City Council Meeting held on January 13, 2015 City Council Meeting and Special City Council Meeting held February 2, 2015 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 receive comments on the Peter Street and Fortune Avenue reconstruction project
- 1) Consideration to a resolution ordering reconstruction improvements and preparation of plans and specifications for the Peter Street and Fortune Avenue Reconstruction Project (intersection of Randolph Road and Peter Street to the north side of Fortune Avenue) (Staff report & resolution enclosed)

**5. Community Development Committee (\*Imholte, Aune, Sukke, Zeman/ Meets on (February 5, 2015 at 4:30 PM )**

- A. Consideration to a resolution adopting findings of fact and reason for approval of the variance application of Naomi Erickson at 1014 Villa Lane (Resolution enclosed)
- B. Consideration to a resolution in the matter if approving the final plat of the replat of Outlot A in Long bridge Heights (Resolution enclosed)
- C. Consideration to a resolution in the matter of the City of Detroit Lakes support of the Grant Application made to the Minnesota Department of Natural Resources for the local Trail Connections Program (Resolution enclosed)

D. \*\*25 Applications for building permits have been received in the estimated construction value of \$ 3,466,357.00 January, 2015 (Report enclosed)

E. \*\*November nuisances report (Enclosed)

**6. Public Works Committee** (\*Zeman, Imholte, Schurman, Waller/Meets on February 9, 2015 at 3:00 P.M.)

A. Consideration to the request submitted by Mark Beug to establish time limit parking for the seven (7) spaces located behind Beugs Ace Hardware and Price's Jewelers (Request enclosed)

B. Consideration to the request from Verizon to erect a cell tower in the City Park (Enclosed)

C. Partership4Health is requesting a letter of support to include in their request for proposal (RFP) Active Places Demonstration Projects (Information enclosed)

D. \*\*Consideration to the issuance of a transient merchant's license for Greg & Donna Parenteau (Oof-da-Tacos) allowing them to sell food products from a concessions trailer at 310 Hwy 10 West (Central Market parking lot) for a period of 19-24 days May-October, 2015 pursuant to their application, surety and fees.

E. \*\*Consideration to the request of Jenny Lessman and Jessica Peterson to use roadways and City Park according to the application and map, on May 8 & 9, 2015, for the 5<sup>th</sup> Annual 5K Walk/Run and 10K Race "Simply Pink Truly Teal Breast & Ovarian Cancer Race (Application enclosed)

F. \*\* Consideration to the request submitted by Tim Hoverson to hold a wedding ceremony at the City beach (by the Armory at 1220 Rossman Avenue) on June 6, 2015

G. \*\*Project Status Report from City Engineer (Enclosed)

H. \*\*Animal Control Report (Enclosed)

I. \*\* Consideration to the request of the Detroit Lakes Chamber of Commerce to conduct the 37<sup>th</sup> Annual Arts and Crafts in the City Park on Sunday, July 26, 2015.

**7. Finance Committee** (\*Marks Erickson, Aune, Sukke, Wenner/Meets on (Tuesday, February 10, 2015 at 3:30 P.M.)

A. Approval of the 2015 fee schedule for the Detroit Lakes Country Club (Fee schedule enclosed)

- B. Consideration to a resolution approving miscellaneous purchases from Leighton Broadcasting Company for 2015 (Resolution enclosed)
- C. Consideration to a resolution approving miscellaneous purchases from Swanson Repair Incorporated for 2015 (Resolution enclosed)
- D. Consideration to a resolution approving the purchase of Insurance Agent Services from Markuson Baer Insurance for the years 2015, 2016 and 2017 (Resolution enclosed)
- E. Consideration to the approval of the Cooperative Agreement with MNDOT for the Hwy10/59 Reconstruction Project (Agreement enclosed)
- F. Consideration to a resolution amending Section 210 of the City Code, Section 702 adding three liquor license fees (Resolution enclosed)
- G. Consideration to the request made by the Becker County Veterans Service Office to waive the arena rental fee for their StandDown event scheduled for April 23, 2015 (Request enclosed)
- H. Authorization for City employees and City Council members to attend the 2015 Working at the Lakes Economic Development Summit on Wednesday, March 18, 2015 (Information enclosed)
- I. Consideration to the approval of a purchase of a new squad car (Bid tabulation enclosed)
- J. Consideration to a resolution allowing the transfer of \$16, 500.00 from the General Fund to the Airport Fund (Resolution enclosed)
- K. Consideration to a resolution allowing the annual transfer of \$484,500.00 from the Liquor Fund to the General Fund (Resolution enclosed)
- L. Consideration to a resolution authorizing a loan of \$80,000.00 from the Liquor Fund to the Equipment fund for purchase of ARMER police radios as authorized by the City Council at their September 9, 2014 meeting (Resolution enclosed)
- M. \*\*Consideration to accepting work and authorizing the final payment of \$192,756.88 to Hough, Inc. for the Minnesota and McKinley Street Improvement Projects
- N. \*\*For Council Information: The Technology Committee recommends the purchase of Laserfiche for the document imaging system. (Recommendation enclosed)
- O. \*\*Acceptance of the Trial Balance (Enclosed)
- P. \*\*Approval of payment of claims

**8. Public Safety Committee** (\*Waller, Schiller, Wenner, Zeman (Meets on February 9, 2015 at 4:30 P.M.)

- A. \*\*Acceptance of the Police Department Report (Enclosed)
- B. \*\*Acceptance of the Fire Chief's Report (Enclosed)
- C. \*\*Acceptance of parking violations report showing that parking violations amounted to \$120 for January, 2015
- D. \*\*The City has received \$3,435.75 that was collected by Becker County Court Administrator for December, 2014
- E. Pursuant to notices given, a public hearing was conducted on February 9, 2015 to receive comment regarding the violations committed by selling tobacco to a minor

**9. Liquor/Gambling Control Committee** (\*Wenner, Marks Erickson, Schiller, Schurman/ Meets on February 10, 2015 at 4:30 P.M.)

- A. \*\*Consideration to the approval of the gambling application submitted by the Detroit Lakes Fire Relief Association to conduct a raffle at the National Guard Armory, 1120 Rossman Avenue on March 21, 2015.
- B. \*\*Consideration to the approval of the gambling application submitted by the Marshmallow Foundation to conduct a raffle at Zorbaz, 402 West Lake Drive Avenue on March 22, 2015.
- C. \*\*Consideration to the approval of the gambling application submitted by the Knights of Columbus #3166 to conduct a raffle at Holy Rosary Church, 1043 Lake Avenue on August 16, 2015.
- D. \*\*Consideration to the request for a Temporary On-Sale Liquor License submitted by the Detroit Lakes Jaycees for an event held at the Detroit Lakes Pavilion on February 14, 2015.
- E. \*\* Approve the issuance of a License to Consume made by Jill Clarey for a wedding reception held at the Pavilion on August 22, 2015
- F. \*\* Approve the issuance of a License to Consume made by the Old Timers Hockey Group for the Hockey Tournament at the Arena on February 27-March 1, 2015
- G. \*\*Liquor Store Manager's Report (Enclosed)
- H. \*\*Approve Summary of Publication of Ordinance 386 relative to Liquor, Wine and Beer licenses

**10. Public Utilities Commission** (\*Buboltz, Imholte, Nansen, Sinclair, Wimmer/Meets on (Tuesday, February 10, 2015 at 7:30 A.M)

- A. Consideration to approving the GIS Request for Qualifications (RFQ) (Enclosed)
- B. Consideration to a resolution accepting the Facility Plan for the Wastewater Treatment Facility and authorizing the submitting of the Facility Plan to MPCA (Resolution will handed out at the meeting)
- C. **\*\*Consideration to accepting final completion, "Owners Acceptance of Contract Construction"** and authorizing for final payment to Paradigm Enterprises, in the amount of \$12,570.70 for the West Substation Capacitor Addition

**11. City Administration Items**

- A. Consideration to the amendment of Section 38 of the Personnel Policy relative to the acceptable use of the City of Detroit Lakes Information Technology Equipment (Policy enclosed)
- B. Consideration to the addition of a Memo to the City of Detroit Lakes Personnel Policy relative to Fragrances In The Workplace (Memo enclosed)
- C. Consideration to the addition of a Data Practices Act to the Detroit Lakes Personnel Policy (Policy enclosed)
- D. **\*\*Approval of the following Licenses for one year:**

**Fertilizer Licenses:**

Laker Chemical, Inc. Dba Team Lab

**Plumbing Licenses:**

Wokasch Plumbing

Metropolitan Mechanical Contractors

**12. Mayor's Agenda Items**

- A. The term of Roger Josephson on the Detroit Lakes Planning Commission expired on 12/31/2014. Roger has served three three-year terms and is not able to be reappointed Mayor recommends Shawn Nygaard to be appointed as a member to the Detroit Lakes Planning Commission
- B. The term of Patrick Sauer on the Detroit Lakes Planning Commission expired on 12/31/2014. Sauer has served out Chris Bergen's term and does not wish to be reappointed. Mayor recommends Matt Boeke to be appointed as a member to the Detroit Lakes Planning Commission.

- C. The Becker County Assessor has notified the City the Board of Review for the 2015 Assessments will be held in the Becker County Courthouse on April 30, 2015, starting at 9:30 A.M. The Mayor should appoint a Board of Equalization (past appointments have been the Finance Committee) (Alderman Zeman's training will expire on 7/1/2018)

### **13. Items Not on the Agenda**

- A. City Administrator
- B. Citizens
- C. Council Members

### **14. Information and Announcements**

- A. Consideration to scheduling a Special City Council Meeting on February 19, 2015 at 5:00 PM agenda item:
  - 1. Resolution accepting bids and awarding contract for the Washington Avenue Project
- B. Pam Mortenson will be presenting on the Detroit Lakes Grand Army of the Republic Park (GAR) at the Public Works Committee Meeting on February 9, 2015 at 3:00 P.M.
- C. Eric Nelson, Chairman of the 2015 Muscatell Ojibwe Forest Rally will be discussing the event and safety plans at the Public Safety Committee Meeting on February 9 at 4:30 P.M.
- D. Amy Degerstrom, Becker County Museum will be discussing the future of the Becker County Museum at the Finance Committee Meeting on February 10, 2015 at 3:30 P.M.
- E. The Detroit Lakes Regional Chamber of Commerce will be hosting the second quarterly Joint Governance Meeting (City/County/School) scheduled for April 7, 2015 at MState at 7:00 A.M.

Sincerely,

/s/ **ROBERT LOUISEAU**  
Robert Louiseau  
City Administrator

RL/gaf  
Enclosures