

Detroit Lakes, Minnesota
November 10, 2015

The regular meeting of the City Council was called to order in the Council Chambers of the City Administration Building at 5:00 P.M., November 10, 2015; all members of the City Council having been notified of the meeting and the business to be transacted.

Present: Vice Mayor Ron Zeman; City Administrator Robert Louiseau; City Clerk Glori French; Police Chief Tim Eggebraaten; City Attorney Charlie Ramstad; City Engineer Jon Pratt; Community Development Director Larry Remmen; Assistant Fire Chief Todd George; Liquor Store Manager Randy Buhr; Public Works Director Bradley Green; Public Utility Billing Supervisor Amy Olson and Building Official Dave Neisen

Aldermen: Boeke, Imholte, Marks Erickson, Schiller, Schurman Sukke, and Waller

Absent: Mayor Brenk and Alderman Wenner

There being no corrections to the minutes of the Regular City Council Meeting held October 13, 2015. Mayor Brenk declared the minutes would stand approved according to copies sent to each member of the Council.

Pursuant to notice mailed to each of the known property owners that had unpaid street lights, water, sewer and storm water charges for 2015, Vice Mayor Zeman called the hearing to order at 5:05 P.M. There being no comments, the hearing was closed at 5:06 P.M. and the regular Council Meeting was reconvened.

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Marks Erickson, who moved its adoption, providing the acceptance of the assessment roll, as presented, for unpaid street lights, water, sewer and storm water charges for 2015. The total cost of such assessment is \$2635.73 and such assessments are to be payable in one year at an interest rate of five and a half (5.5) percent per annum from January 1, 2016. The motion for the adoption of the resolution was seconded by Alderman Sukke and carried without a dissenting vote. The Vice Mayor declared the Resolution 1110 adopted.

Pursuant to notice having been published in the official newspaper and mailed to each of the known property owners that were benefited by the 2015 weed cutting project, Vice Mayor Zeman called the special assessment hearing to order at 5:07 P.M. There being no oral or written comments, Vice Mayor Zeman closed the hearing at 5:08 P.M. and reconvened the Regular Council Meeting.

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Waller, who moved its adoption, providing the acceptance of the assessment roll, as presented, for the 2015 weed cutting project, showing an assessable cost of \$3028.16 and such assessments are to be payable in one year at an interest rate of five (5) percent per annum. The motion for the adoption of the resolution was seconded by Alderman Marks Erickson and carried without a dissenting vote. The Vice Mayor declared the Resolution 1110A adopted.

Pursuant to notice having been published in the official newspaper and mailed to each of the known property owners that were benefited by the construction of curb, gutter, approaches and sidewalk improvements for 2015, Vice Mayor Zeman called the special assessment hearing to order at 5:09 P.M. There being no oral or written comments, Vice Mayor Zeman closed the hearing at 5:10 P.M. and reconvened the Regular Council Meeting.

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Waller, who moved its adoption, providing the acceptance of the assessment roll, as presented, for the 2015 curb, gutter, approaches and sidewalks improvements, showing an assessable cost of \$10,839.40 and such assessments are to be payable in one year at an interest rate of five (5) percent per annum. The motion for the adoption of the resolution was seconded by Alderman Marks Erickson and carried without a dissenting vote. The Vice Mayor declared the Resolution 1110B adopted.

Pursuant to notice having been published in the official newspaper and mailed to each of the known property owners that were benefited by the street and utility improvements on Washington Avenue from Highway 10 to Willow Street for 2015, Vice Mayor Zeman called the special assessment hearing to order at 5:11 P.M. Mike Norby, 823 Washington Avenue, appeared before the Council and asked what percentage rate the bond had been secured at and requested the City Council to consider lowering the interest rate on the special assessment. City Administrator Bob Louiseau said it was around three percent (3%). City Administrator Louiseau clarified there are several factors used to determine the rate of the Assessment including the Special Assessment Policy and expenses incurred in maintaining records for the life of the assessment.

City Engineer Jon Pratt gave an overview of the Washington Avenue Reconstruction Project. The project objectives were to address the aging and deficient infrastructure of the street and utilities on Washington Avenue from Highway 10 to Willow Street and the revitalization of the Downtown Area. The replacement and reconstruction of sanitary sewer, watermain, service laterals, street and sidewalks, storm sewer and lighting project work began in April of 2015 and was substantially completed by the middle of August. The financing of the project is funded by the City, County and Special Assessments in accordance with the City's Special Assessment Policy and the City and County Agreement. The estimated cost of the project was \$4,412,289 and the total project costs were \$4,431,729.

There being no other oral or written comments, Vice Mayor Zeman closed the hearing at 5:22 P.M. and reconvened the Regular Council Meeting. Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Marks Erickson, who moved its adoption, providing the acceptance of the assessment roll, as presented, for the 2015 street and utility improvements on Washington Avenue from Highway 10 to Willow Street, showing an assessable cost of \$982,993.13 and such assessments are to be payable over twenty (20) years at an interest rate of five (5) percent per annum. The motion for the adoption of the resolution was seconded by Alderman Sukke and carried without a dissenting vote; Alderman Marks Erickson abstained from voting. The Vice Mayor declared the Resolution 1110C adopted.

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Marks Erickson, who moved its adoption, providing the acceptance of the assessment roll, as presented, for the Deferred 2015 Street and Utility Improvements on Washington Avenue from Highway 10 to Willow Street, showing an assessable cost of \$53,336.01 and such assessments are to be deferred until further developed or sold. The motion for the adoption of the resolution was seconded by Alderman Sukke and carried without a dissenting vote; Alderman Marks Erickson abstained from voting. The Vice Mayor declared the Resolution 1110D adopted.

Pursuant to notice having been published in the official newspaper and mailed to each of the known property owners that were benefited by the Washington Avenue Encroachments Agreements, Vice Mayor Zeman called the special assessment hearing to order at 5:25 P.M. City Engineer Jon Pratt gave a brief outline of the basement extensions/encroachments project. Five properties along Washington Avenue were involved in the Encroachment Agreement: 805, 807, 811, 813 and 900 Washington Avenue. City Administrator Bob Louiseau informed the Council a letter had been received from property owners Dallas and Mary Flynn, 807 Washington Avenue, indicated they wanted the City to pay for a bill, they felt was associated with the project. Louiseau noted after consulting with City Engineer Jon Pratt and City Attorney Charlie Ramstad and Building Official Dave Neisen, the bill was not part of the project and the City had no obligation to reimburse the Flynn's. Louiseau shared Dallas and Mary Flynn did not object to the assessment they received. There being no other oral or written comments, Vice Mayor Zeman closed the hearing at 5:26 P.M. and reconvened the Regular Council Meeting. Upon the recommendations of the Finance Committee, a resolution was introduced by Alderman Marks Erickson, who moved its adoption, providing the acceptance of the assessment roll, as presented, for the 2015 Washington Avenue Basement Encroachments Agreements, showing an assessable cost of \$17,355.25 and such assessments are to be payable in one (1) year at an interest rate of five (5) percent per annum. The motion for the adoption of the resolution was seconded by Alderman Waller and carried without a dissenting vote. The Vice Mayor declared the Resolution 1110E adopted.

Pursuant to notice having been published in the official newspaper and mailed to each of the known property owners that were benefited by the Airport Watermain Looping Improvements Project, Vice Mayor Zeman called the special assessment hearing to order at 5:27 P.M. City Engineer Jon Pratt gave an outline of the project and shared the costs involved in the project. Watermain, sanitary sewer and lift station improvements (Airport Looping, TH 10 Frontage Road and Grant Street) costs are \$653,298.03, with the total amount to be assessed to the benefited properties owners of \$61,765.55 following the Special Assessment Policy. There being no other written or oral comments, Vice Mayor Zeman closed the hearing at 5:35 P.M. and reconvened the Regular Council Meeting. Upon the recommendations of the Finance Committee, a resolution was introduced by Alderman Waller, who moved its adoption, providing the acceptance of the assessment roll, as presented for the Airport Watermain Looping Improvements Project showing an assessable cost of \$61,765.55 and such assessments are to be payable over twenty (20 years) at an interest rate of five (5) percent per annum. The motion for the adoption of the resolution was seconded by Alderman Marks Erickson and carried without a dissenting vote. The Vice Mayor declared Resolution 1110G adopted.

Pursuant to notice having been published in the official newspaper and mailed to each of the known property owners that were benefited by the sanitary sewer and watermain improvements TH 10/59 Frontage Road/Thomas Avenue and Morrow Avenue sanitary sewer reconstruction, Vice Mayor Zeman called the special assessment hearing to order at 5:36 P.M. City Engineer Jon Pratt updated the Council on the project. Pratt noted this project included the TH 10/59 Frontage Road, local street improvements, via underpass, Thomas Avenue extension, multi-use trail and improvements to some of the City's underground utilities (Morrow Avenue). The Cost of the project is \$4,184,539.59 and the amount to be assessed to the benefit property owners in accordance with the Special Assessment Policy is \$59,276.19.

City Administrator Bob Louiseau stated for the record a letter was received from Curtiss and Donna Quam, Owners of Big Daddy's Quick Stop, LLC. City Engineer Jon Pratt noted the assessment costs were for utility work only, sanitary sewer and sewer service lateral, not any of the street work. Donna Quam, 20889 Kennedy Acres Road, appeared before the Council to express concern with the assessment amount. City Engineer Jon Pratt clarified a lot of discussions have taken place regarding construction of streets and streets would not be part of the assessment costs to the benefited properties owners, but the costs for sanitary sewer replacements would be assessed to the benefited property owners in accordance with the Special Assessment Policy.

There being no other written or oral comments, Vice Mayor Zeman closed the hearing at 5:45 P.M. and reconvened the Regular Council Meeting. Upon the recommendations of the Finance Committee, a resolution was introduced by Alderman Marks Erickson, who moved its adoption, providing the acceptance of the assessment roll, as presented for the TH 10/59 Frontage Road/Thomas Avenue and Morrow Avenue sanitary sewer reconstruction showing an assessable cost of \$59,276.19 and such assessments are to be payable over twenty (20 years) at an interest rate of five (5) percent per annum. The

motion for the adoption of the resolution was seconded by Alderman Waller and carried without a dissenting vote. The Vice Mayor declared Resolution 1110F adopted.

Vice Mayor Zeman and City Council members thanked members of the Community, City staff, Becker County, City Engineer and MNDOT for all the hard work and patience during the 2015 construction season in and around the City of Detroit Lakes.

Pursuant to notice having been published in the official newspaper that the Council would, at this meeting, conduct a hearing for the purpose of hearing public comment on the issuance of Sunday and Club liquor licenses to the VFW, American Legion and Eagles for one year beginning January 1, 2016, Vice Mayor Zeman called the hearing to order at 5:46 P.M. There being no written or oral comments, the hearing was closed at 5:47 P.M. and the Regular Council Meeting was reconvened.

Upon the recommendation of the Liquor/Gambling Control committee, a motion was made by Alderman Schiller, seconded by Alderman Schurman and carried, without a dissenting vote, authorizing the issuance of Sunday and Club liquor license to the VFW, American Legion and Eagles for one year beginning January 1, 2016.

Pursuant to notice having been published in the official newspaper that the Council would, at this meeting, conduct a hearing for the purpose of hearing public comment on the issuance of on-sale wine licenses to the Chinese Dragon and LaBarista LLC, for one year beginning January 1, 2016, Vice Mayor Zeman called the hearing to order at 5:48 P.M. There being no written or oral comments, the hearing was closed at 5:49 P.M. and the regular Council Meeting was reconvened.

Upon the recommendation of the Liquor/Gambling Control committee, a motion was made by Alderman Schiller, seconded by Alderman Waller and carried, without a dissenting vote, authorizing the issuance of on-sale wine licenses to the Chinese Dragon, and LaBarista LLC for one year beginning January 1, 2016.

Pursuant to notice having been published in the official newspaper that the Council, at this present meeting, would conduct a public hearing to receive public comment on the consideration to changing the liquor license fees for 2016. Vice Mayor Zeman called the hearing to order at 5:50 P.M. Dave Meyer, Owner of the Sandbar II, 1150 Randolph Road, appeared before the Council and expressed concern regarding the proposed change to the On-Sale Intoxicating Liquor License Fee for 2016. Meyer handed out a piece of paper showing the on-sale intoxicating liquor license fees for Cities in our area, noting the fees listed are less than the proposed 2016 fee for the City of Detroit Lakes. City Attorney Charlie Ramstad clarified the license fee is intended to cover the costs of issuing and inspection and other direct related costs of enforcement. City Administrator Bob Louiseau noted about five years ago the City did extensive research on the time and cost involved in issuing and law enforcement of liquor license for the City of Detroit Lakes and the proposed increase factors in all the costs.

Alderman Imholte noted the City of Detroit Lakes is a resort town with several business's that operate until 2:00 A.M. and feel all fees the City impose are legitimate.

There being no other written or other oral comments, Vice Mayor Zeman closed the hearing at 5:59 P.M. and reconvened the Regular City Council Meeting. Upon the recommendations of the Finance Committee a resolution was introduced by Alderman Schiller, who moved its adoption, amending City Code 210 Fees: Sections 702 & 703 Liquor License Fees effective January 1, 2016 the resolution was seconded by Alderman Schurman and carried without a dissenting vote.

\$3,600.00	-	On-Sale Intoxicating Liquor, per year
\$ 340.00	-	On-Sale 3.2 Malt Liquor, per year
\$ 670.00	-	On-Sale Wine License Fee, per year
\$ 65.00	-	On-Sale 3.2 TEMPORARY, per event (Must not exceed 6 days)
\$ 260.00	-	On-Sale Intoxicating - TEMPORARY, per event
\$ 135.00	-	On-Sale Intoxicating – SPECIAL, per event
\$ 175.00	-	On-Sale Brew Pub Malt Liquor, per year
\$ 500.00	-	On-Sale Brewer Tap Room, per year
\$ 340.00	-	Off-Sale 3.2 Malt Liquor, per year
\$ 175.00	-	Off-Sale Brew Pub Malt Liquor, per year
\$ 80.00	-	Temporary Sidewalk Café, per year
\$ 325.00	-	Liquor Background Check Fee, per application
\$ 130.00	-	Consumption & Possession of Liquor and Beer, per event

Vice Mayor Zeman declared Resolution 1100A adopted.

Upon the recommendations of the Community Development Committee, a motion was made by Alderman Imholte introducing for its second reading and adoption of Ordinance 392 annexing a 4.64 acre tract of land in Section 36, Township 139, Range 41 West, and the zoning of the same as "R-A" Residential Agriculture District. The motion was seconded by Alderman Sukke and carried, without a dissenting vote.

Sandy Lia, Fund Development Director with Ecumen Detroit Lakes appeared before the Council and gave a short presentation on ACT Alzheimer's Coalition in Detroit Lakes. The program is designed to help make our community dementia friendly. Vice Mayor Zeman, Council and City staff thanked Sandy for her time and valuable information.

Upon the recommendations of the Planning Commission that were submitted to the City Council and the recommendations of the Community Development Committee a resolution was introduced by Alderman Imholte, who moved its adoption, adopting the finding of fact and reasons for approval of a Variance Application to allow an existing four (4) plex on a 14,473 square foot lot instead of the required 16,000 square feet at 1164 Campbell Avenue. The motion for the adoption of the resolution was seconded by Alderman Sukke and carried without a dissenting vote. Vice Mayor Zeman declared Resolution 1110L adopted.

Upon the recommendations of the Planning Commission that were submitted to the City Council and the recommendations of the Community Development Committee a resolution was introduced by Alderman Imholte, who moved its adoption, approving the final plat of M and M Estates. The motion for the adoption of the resolution was seconded by Alderman Sukke and carried without a dissenting vote. Vice Mayor Zeman declared Resolution 1110M adopted.

Pursuant to the recommendations of the Community Development Committee, a motion was made by Alderman Waller, seconded by Alderman Sukke and carried, without a dissenting vote, that the building permits for the month of October, 2015, in the estimated construction value of \$2,454,373.00 to be issued pursuant to their applications accompanied by the required City fees and State surcharges, the issuance of such permits having been recommend by the Building Official and approved by the Community Development Committee.

Alderman Marks Erickson expressed concern for a couple of properties on the 2015 October Nuisance Report, first property 202 Grant Street West. Building Official Dave Neisen informed the Council a fire took place at 202 Grant Street West and the property is not a repairable structure, by Code, and a letter is being written to the property's insurance company.

Alderman Marks Erickson noted the next property on the 2015 October Nuisance Report with a concern is 1227 Lake Avenue. Building Official Dave Neisen informed the Council the provisions of the building being vacant, as long as the building is secured, there is no requirement for the building to be occupied, and as long as the exterior is maintained.

Alderman Marks Erickson noted she will do some research on what other Cities' are doing to help minimize vacant properties in their communities.

Alderman Marks Erickson noted the property at 300 Main Street East had received a complaint noting the property is unsafe. Building Official Dave Neisen will look into the complaint.

Building Official Dave Neisen clarified the City of Detroit Lakes City Code 612. Rental Unit Registration is to ensure rental units meet City and State safety, health, fire and zoning codes and to promote the public health, safety and welfare for the community at large and the residents of rental units within the City.

Building Official Neisen noted the Rental Code is enforced when complaints are received, it does not require annual or routine inspections and does not include inspection of the interiors of rental units. Neisen clarified if a complaint has been received under the City of Detroit Lakes Rental Unit Registration, he can work with the renter and landlord and enter the property and try to correct nuisances and other disturbances.

Alderman Marks Erickson requested Building Official Dave Neisen to find out how other communities are addressing nuisance problems and to find out what other Cities have adopted for rental property requirements.

City Administrator Bob Louiseau informed the Council the City of Perham adopted the same Rental Registration Code, but added a provision to inspect a certain number of rental units annually, so over three years all units would be inspected to see if they meet the minimum standards.

Alderman Imholte encouraged Council members to review the Variance/Conditional Use Permit status report item 5F. Alderman Imholte noted the Planning Commission and the Community Development Committee are having discussion and are in the process of reviewing current time frames and fees for variance and conditional use permits.

Alderman Imholte informed the Council a Special Community Development Committee Meeting will be held on November 30, 2015 at 4:00 P.M. in the Council Chambers at 1025 Roosevelt Avenue. Alderman Imholte clarified in order for the City Charter to be changed eight of the nine Aldermen need to approve the changes. Alderman Imholte encouraged all members of the Council to attend if possible.

Upon the recommendations of the Public Works Committee, a resolution was introduced by Alderman Waller, who moved for its adoption, supporting and authorizing financial participation of upto \$15,000 in the Joint City/County/State Traffic Study for the installation of traffic signals at TH 10/CSAH 54 East Shore Drive and existing signals at TH 10 Kris Street/Randolph Road Intersections. The motion for the adoption of the resolution was seconded by Alderman Marks Erickson and carried without a dissenting vote. Vice Mayor Zeman declared Resolution 1110N adopted.

Upon the recommendations of the Public Works Committee, a resolution was introduced by Alderman Waller, who moved its adoption, authorizing preparation of a preliminary engineering study for reconstruction of West Lake Drive and a multi-use trail (Legion Road to County 6) for the purpose of submitting a Transportation Alternative Program (TAP) Grant application to MNDOT. The motion for the adoption of the resolution was seconded by Alderman Imholte and carried without a dissenting vote. Vice Mayor Zeman declared Resolution 1110R adopted.

Pursuant to the recommendations of the Public Works Committee, a motion was made by Alderman Waller, seconded by Alderman Sukke and carried without a dissenting vote approving the Special Event Permit submitted by the DLCCC for the 2016 Street Faire at the Lakes, June 2, 2016 through June 4, 2016.

Pursuant to the recommendations of the Public Works Committee, the request to discuss extending Pelican Lane to 8th Street was deferred.

Alderman Marks Erickson advised Council members discussion of the Becker County Museum funding request would be deferred until all members of the Council could participate in the discussion.

Upon the recommendations of the Finance Committee, a resolution was introduced by Alderman Marks Erickson, who moved its adoption, declaring the total cost of the proposed assessments on the Peter Street Improvement Project to be assessed against the benefited property owners is \$42,776.84 and ordering the preparation of proposed assessments. The motion for the adoption of the resolution was seconded by Alderman Sukke and carried without a dissenting vote. Vice Mayor Zeman declared the Resolution 1110H adopted.

Pursuant to the recommendation of the Finance Committee, a resolution was introduced by Alderman Marks Erickson, who moved its adoption setting a special assessment hearing for 5:00 P.M., December 8, 2015, to give consideration to the special assessments for the Peter Street Improvement Project. The motion for the adoption of the resolution was seconded by Alderman Sukke and carried without a dissenting vote. The Vice Mayor Zeman declared the Resolution 1110I adopted.

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Marks Erickson, who moved its adoption, declaring the total cost of the proposed assessments on the Dan Street Improvement Project to be assessed against the benefited property owners is \$122,311.38 and ordering the preparation of proposed assessments. The motion for the adoption of the resolution was seconded by Alderman Waller and carried without a dissenting vote. Vice Mayor Zeman declared the Resolution 1110J adopted.

Pursuant to the recommendation of the Finance Committee, a resolution was introduced by Alderman Marks Erickson, who moved its adoption setting a special assessment hearing for 5:00 P.M., December 8, 2015, to give consideration to the special assessment for the Dan Street Improvement Project. The motion for the adoption of the resolution was seconded by Alderman Waller and carried without a dissenting vote. The Vice Mayor Zeman declared the Resolution 1110K adopted.

Pursuant to the recommendations of the Finance Committee, a motion was made by Alderman Marks Erickson, seconded by Alderman Waller, and carried without a dissenting vote authorizing entering into a contract with Brimeyer Fursman Executive Search Firm, 1666 Village Trail E, Suite 7 Maplewood MN 55109 to find a replacement for the City Administrator Position.

Pursuant to the recommendations of the Finance Committee, a motion was made by Alderman Marks Erickson, seconded by Alderman Waller, and carried without a dissenting vote authorizing payment upto \$20,000 for the recruitment fee for the City Administrator Position (to be split equally with the Utilities Fund and General Fund).

Pursuant to the recommendations of the Finance Committee, a motion was made by Alderman Waller, seconded by Alderman Sukke, and carried without a dissenting vote amending City Code 210 of the City Code relative to various license and rental fees effective January 1, 2016.

Section 302 – Excavations

Excavation Registration Fee \$200.00 (annual)
Excavation Permit Fee \$160.00 (per job)
Obstruction Permit Fee \$160.00 (per job)

Section 306 – Emergency Fire Protection Services Fees

\$800/hour plus expenses – Hazardous Materials
\$600/hour plus expenses – Fire Call
\$500/hour plus expenses – Extraction
\$400 – 1st hour – Grass Fires
\$125/hour after 1st hour for Pumper (3 firefighters)
\$100/hour after 1st hour for Tanker (3 firefighters)
\$150/hour after 1st hour for Grass Rig (2 firefighters)
\$ 20/hour for additional firefighters
Plus cost of foam and supplies

Section 402 – Sewer Connection Fee

\$150.00 per connection/inspection
After normal working hours, an additional \$75.00 will be charged

Section 403 – Water Connection Fee

\$150.00 per connection/inspection
After normal working hours, an additional \$75.00 will be charged

Section 403.14 – Abandoned Water Service Lines Added: 06/01/04

\$1,500.00 Fee for abandoned water service lines

Section 404, Storm Water Drainage Utility

\$ 7.63 per month Non Residential Basic System Rate
\$ 2.46 per month Non Residential Surcharge
\$ 4.57 per month Non Residential Minimum Charge
\$ 4.57 per month Residential Minimum Charge

Section 405, Street Light Fee

\$2.00 per month

Section 502- Animal Fee

\$ 17.00 per Animal

Section 502 – Impounding Fees

\$ 30.00 Fine + board to redeem dog or cat for First Offense

\$ 55.00 Fine + board to redeem dog or cat for Second Offense

\$110.00 Fine + board to redeem dog or cat for Three or more Offenses

Section 503A – Keeping of Farm Animals, Poultry and Non-Domestic Animals

\$50/per animal fee (Permits more than 2 animals per household per year)

Section 505 – Noise Permit

\$60.00 per day

Section 507 – Commercial Lawn Fertilizer Applicator License

\$35.00 per year

Section 603 – Pawnbroker

\$195.00 per year

Section 604 – Hawker

\$250.00 plus \$35/day with a maximum of \$670.00 per license and a \$2000.00 surety bond

Section 604 – Peddler

\$250.00 plus \$35/day with a maximum of \$670.00 per license and a \$2000.00 surety bond

Section 604 – Solicitor

\$250.00 plus \$35/day with a maximum of \$670.00 per license and a \$2000.00 surety bond

Section 604 – Transient Merchant

\$250.00 plus \$35/day with a maximum of \$670.00 per license and a \$2000.00 surety bond

Section 605 – Plumbing

\$55.00 + \$25,000 State Compliance Bond

Section 606 – Solid Waste Collection

\$270.00 per year

Section 607- Tobacco

\$220.00 per year from effective date

Section 609 – Building Moving

\$150.00 Permit Fee

Section 610 – Taxi

\$85.00 one vehicle

\$25.00 each additional vehicle

Section 611 – Dance

\$20.00 per dance

Section 612- Rental Unit Registration

\$45.00 per building/per year \$75.00 Late Charge

Section 614 – Public Gathering License

\$160.00 Per Gathering

Section 615 – Fireworks License Fee

\$350.00 Annual License Fee for a Retail Seller that is in the business of selling only fireworks

\$100.00 Annual License Fee for All Other Retail Sellers

Section 802 – Parking Fine

\$ 15.00 Parking Fine

\$ 20.00 Fines not paid within 10 days of the violation

Section 1001- Docks

\$ 310.00 Dock-Private

\$ 210.00 Lift-Private & Semi-Commercial, per lift

\$ 415.00 Dock-Semi-Commercial

\$ 415.00 Dock-Commercial

\$ 22.00 Slip-Commercial Dock, per slip

Section 1007- Erosion Control Ordinance

\$ 775.00- Land Disturbance Permit

Miscellaneous Fees

\$ 5.00 Notary Fee

\$ 30.00 Returned Check Fee

\$110.00 Lot Division Fee

\$ 85.00 Pervious Surface Maintenance Agreement Fee

Section 1004, Building Permits

\$1.00 to \$500.00	\$24.25
\$501.00 to \$2,000.00	\$24.25 for the first \$500.00 plus \$3.15 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$71.50 for the first \$2,000.00 plus \$14.50 for each additional \$1000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$ 50,000.00	\$405.00 for the first \$25,000.00 plus \$10.40 for each additional \$1000.00 or fraction thereof, to and including \$50,000.00

\$50,001.00 to \$100,000.00	\$665.00 for the first \$50,000.00 plus \$7.25 for each additional \$1000.00 or fraction thereof, to and including \$100,000.00
\$100,001 to \$500,000.00	\$1027.50 for the first \$100,000.00 plus \$5.75 for each additional \$1000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,327.50 for the first \$500,000.00 plus \$4.90 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up additional	\$5,777.50 for the first \$1,000,000.00 plus \$3.25 for each \$1,000.00 or fraction thereof

Other Inspections and Fees:

1. Inspections outside of normal business hours.....\$47.00 per hour*
2. Re-inspection fees assessed under provisions of Section 305.8..... \$47.00 per hour*
3. Inspections for which no fee is specifically indicated..... \$47.00 per hour*
(minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to plans.....\$47.00 per hour*
5. For use of outside consultants for plan checking and inspections, or both..... Actual costs**
6. Shoreland District Surcharge.....A 10% surcharge on building permit fees will be charged on all riparian lots and all lots adjacent to West Lake Drive in the Shoreland District

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

** Actual costs include administrative overhead costs.

Other Building Code Fees:

- \$ 50.00 – Demolition
- \$ 25.00 – Septic tanks
- \$ 25.00 – Mobile Home Park
- *65% of Building Permit Fee is the Commercial Plan Review Fee

Zoning Ordinance Fees

Section 20, Amendments and Conditional Use Permits

- \$260.00 Conditional Use Permit Fee
- \$260.00 Rezoning Fee

Section 21, Administration Variances and Appeals

- \$260.00 Variance Fee

Section 24, Regulating and Controlling Use of Signs

Commercial Sign Permit – Use Building Permit Fee Schedule
\$20.00 Temporary Sign Permit

City Code Appendix C Subdivision Regulations

\$60/Lot, Minimum \$500.00 Plat Approval Fee

Other Fees and Charges

The City Administrator shall, from time to time, establish fees for various items and services for which fees are not established by ordinance or statute. The amount of each such fee shall be set so as to recover the City's costs. Items and services for which fees shall be established include, but are not limited to, the following:

Ordinance book	Special assessment searches
Maps	Summer recreation fees
Printed forms	Public Works service charges
Police Service Charges	Council Commission, Committee minutes
Photocopies	Community Center fees
Certified copies	Fire Hall rental Charge

2016 PAVILION RENTAL:

½ day rate until 4:00 P.M.	\$ 450.00
Daily Rate	\$ 1,100.00
2-Consecutive Days	\$ 2,000.00
Non-profit ½ day (until 4:00 P.M.)	\$ 200.00
Non-profit daily rate	\$ 300.00
Heat (per day)	\$ 125.00
Pavilion after 1:00 A.M. (per hour)	\$ 100.00

2017 PAVILION RENTAL:

½ day rate until 4:00 P.M.	\$ 475.00
Daily Rate	\$1,150.00
2-Consecutive Days	\$2,100.00
Non-profit ½ day (until 4:00 P.M.)	\$ 215.00
Non Profit daily rate	\$ 25.00
Heat (per day)	\$ 125.00
Pavilion after 1:00 A.M. (per hour)	\$100.00

Pavilion Deposit/Cancellation Policy:

\$600.00/day deposit is non-refundable. The deposit will be refunded only if we are able to rent all of the cancelled time to another party.

2016 SPORTS ARENA RENTAL:

Daily rate	\$ 600.00
½ day rate until 4:00 P.M.	\$ 400.00
Non-profit daily rate	\$ 300.00

2017 SPORTS ARENA RENTAL

Daily Rate	\$ 650.00
½ day rate until 4:00 P.M.	\$ 425.00
Non-profit daily rate	\$ 325.00

Sports Arena Deposit/Cancellation Policy:

\$600.00/day deposit is non-refundable. The deposit will be refunded only if we are able to rent all of the cancelled time to another party

Long Lake Shelter

\$75 per day

Long Lake Shelter Cancellation Policy

\$25 deposit is non-refundable.

People's Park Shelter

\$80 per day (summer)
 \$30 per day (winter/kitchenette only)

People's Park Shelter Cancellation Policy

\$25 deposit is non-refundable.

Band Shell

\$75 per day

Band Shell Cancellation Policy

\$25 deposit is non-refundable.

Pursuant to the recommendations of the Finance Committee, a motion was made by Alderman Waller, seconded by Alderman Sukke, and carried without a dissenting vote approving and authorizing final payment in the amount of \$41,367.32 to Sellin Brothers, Inc. for the 2014 Watermain, Sanitary Sewer and Lift Station Improvements including the Airport Looping, TH 10 Frontage Road and Grant Street.

A motion was made by Alderman Sukke, seconded by Alderman Waller and carried without a dissenting vote that the trial balance, submitted by Finance Officer Pamela Slifka, showing a balance in the City treasury to be in the amount of \$11,720,813.65 as of October 31, 2015, be accepted, approved and placed on file.

Pursuant to the recommendations of the Finance Committee, a resolution was introduced by Alderman Waller, who moved its adoption, approving the payment of claims paid by proper authorization covering the period October 14, 2015 through November 10, 2015 in the amount of \$1,781,516.17 the motion for the adoption of the resolution was seconded by Alderman Waller and carried, without a dissenting vote. The Vice Mayor declared Resolution 1110S adopted.

Vice Mayor Zeman along with the City Council and City staff thanked Tom Olson for his twenty years of service on the Detroit Lakes Fire Department. Olson retired on October 7, 2015.

A motion was made by Alderman Waller, seconded by Alderman Sukke and carried, without a dissenting vote, approving the following licenses for 2015:

Plumbing Licenses:

Plumbers. Inc., 1504 Pebble Lake Road, Fergus Falls, MN

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Waller, seconded by Alderman Sukke and carried, without a dissenting vote, setting a hearing for December 8, 2015, at 5:00 P.M. to give consideration to the issuance of the following liquor licenses for one year, beginning January 1, 2016.

On-Sale Intoxicating Liquor Licenses & Sunday Liquor Licenses

Brew Ale's & Eats

Burnside's Charhouse & Bar

El Loro
Lakeside Tavern
Shorewood Pub
Voyageur Lanes
The Fireside
Zorbaz on the Beach

Holiday Inn
Northside Bar & Café
Speak Easy
The Bridge Marina Bar & Grill
The Lodge on Lake Detroit

On-Sale Intoxicating Liquor License
Sandbar II

On & Off-Sale Brew Pub License
Lakeside Tavern

Off-Sale 3.2 Malt Liquor Licenses

Big Daddy's Quick Stop
Casey's General Store #2219
Central Market
Food-N-Fuel
Holiday Station Store #72
Northside Bar & Café
Petro Plus #105
Walmart Supercenter #2957

On-Sale 3.2 Malt Liquor License
China Buffet
Chinese Dragon of Detroit Lakes
LaBarista LLC

Pursuant to the recommendations to the Liquor/Gambling Control Committee a motion was made by Alderman Waller seconded by Alderman Sukke and carried without a dissenting vote, to approve the issuance of a Special On-Sale Intoxicating Liquor License to Bleacher's Bar & Grill allowing them to sell and serve intoxicating liquor at the DLCCC, 826 Summit Avenue on December 10, 2015.

Upon the recommendations of the Liquor/Gambling Control Committee, a motion was made by Alderman Waller, seconded by Alderman Sukke and carried, without a dissenting vote, approving the gambling application submitted by Holy Rosary Church to conduct a raffle at the Holy Rosary Church, 1043 Lake Avenue, on November 27, 2015.

Upon the recommendations of the Liquor/Gambling Control Committee, a motion was made by Alderman Waller, seconded by Alderman Sukke and carried, without a dissenting vote, approving the gambling application submitted by Holy Rosary Church to conduct a raffle at the Holy Rosary Church, 1043 Lake Avenue, on May 27, 2016.

Upon the recommendations of the Liquor/Gambling Control Committee, a motion was made by Alderman Waller, seconded by Alderman Sukke and carried, without a dissenting vote, approving the gambling application submitted by The Detroit Lakes Wrestling Organization, Inc. to conduct a raffle at the Holiday Inn, 1155 Highway 10 East, on April 16, 2016.

Public Utilities General Manager Vernell Roberts gave a summary of the proposed electric rate and utility fees for 2016. The Utility conducted an Electric Cost of Service and Rate Study and the findings gave a foundation for the rate decisions over the

next three years. In 2016 there is no proposed increase to the electric rates; however there should be some updates to other charges in the rate schedule. Roberts noted the Utility Commission is recommending a credit for customers that allow their air conditioning units to be controlled by a load management system to reduce summer system peak. This rebate will be \$6.00 per month for energy used in June, July and August. The Power Cost Adjustment (PCA) is being changed to reflect the anticipated wholesale power costs over the study period. The PCA is a mechanism that allows the Utility cost recovery expenses if the wholesale power cost exceeds the amount estimated. Roberts noted this is a direct pass through in costs to mitigate unforeseen wholesale power cost increases. A proposed \$50 new charge for disconnection of delinquent accounts that cannot be disconnected at the meter. The \$50 charge is to recover labor and time associated with the disconnection. Roberts noted electric and water service reconnections have been raised by \$10 to become closer to actual costs. An inaccessible meter charge of \$20 is being recommended to aid in the cost recovery of repeated attempts to access meters for maintenance, reading or change out. The fee will be added for each month until access is granted.

Upon the recommendations of the Public Utilities Commission, the following resolution was introduced by Alderman Imholte, who moved its adoption, adopting the 2016 electric rates and utilities fees.

RESIDENTIAL ELECTRIC

Service Charge	@ \$12.75 per month
All Kwh per month on bills payable (July-Sept.)	@ 11.0¢ per Kwh
First 1,000 Kwh per month on bills payable (Oct.-June)	@ 9.9¢ per Kwh
Balance Kwh per month on bills payable (Oct.-June)	@ 7.6¢ per Kwh

SEASONAL COTTAGE

Service Charge	@ \$125.00 per year
All Kwh per billing (May-Sept.)	@ 11.0¢ per Kwh
All Kwh per billing (Oct.-April)	@ 9.9¢ per Kwh

GENERAL SERVICE

Single Phase Service Charge	@ \$22.50 per month
Three Phase Service Charge	@ \$28.50 per month
All Kwh per month on bills payable (July-Sept.)	@ 9.9¢ per Kwh
All Kwh per month on bills payable (Oct.-June)	@ 8.9¢ per Kwh

LARGE COMMERCIAL

Service Charge	@ \$48.00 per month
All KW Demand per month on bills payable (July-Sept.)	@ \$16.00 per KW
All KW Demand per month on bills payable (Oct.-June)	@ \$13.50 per KW
All Kwh per month	@ 4.3¢ per Kwh
Monthly Minimum	@ \$135.00 per month
Minimum monthly bill to be charged even if service is disconnected.	

OFF-PEAK HEATING

Service Charge	@ \$5.00 per month
All Kwh per month on bills payable (July-Sept.)	@ 11.0¢ per Kwh
All Kwh per month on bills payable (Oct.-June)	@ 4.9¢ per Kwh

CONTROLLED WATER HEATER

A credit of \$2.00 per month to customers operating water heaters allowing utility load management control of heater. Not available to customers taking advantage of other utility sponsored electric water heater incentives or rebate programs.

CONTROLLED RESIDENTIAL AIR CONDITIONING UNITS

A credit of \$6.00 per month to customers operating residential air conditioning units allowing load control management of the compressor. The credit will be available for energy used for the months of June, July and August and will be a credit on the customer's utility bill.

IRRIGATION – TIME-OF-USE

Service Charge	@ \$100.00 per month
All Kwh used between 6:00 p.m. and 10:00 a.m.	@ 6.5¢ per Kwh
All Kwh used between 10:00 a.m. and 6:00 p.m.	@ 50.3¢ per Kwh

AREA LIGHTS

100 Watt HPS
250 Watt HPS
400 Watt HPS

UNMETERED

@ \$ 7.80 per month
@ \$13.00 per month
@ \$18.00 per month

METERED

@ \$ 4.60 per month
@ \$ 6.10 per month
@ \$ 7.10 per month

STREET LIGHTING

All Kwh per month @ 14.5¢ per Kwh

POWER COST ADJUSTMENT

A Power Cost Adjustment (PCA) shall increase all Kwh rate charges on billings in any month in which the City's actual wholesale power and transmission costs exceed a base cost of 7.90¢ per Kwh in June, July and August, 6.5¢ in December, January and February and 5.7¢ in all other months, with such increase adjustment being the difference exceeding base cost.

SERVICE RECONNECTION RATES

Reconnection of utility services upon a customer's request or as a result of a disconnection for non-payment of bill shall be subject to the following charges during normal working hours from 8:00 AM to 3:30 PM, Monday through Friday. If disconnect due to non-payment, payment must be received by 3:00 PM to be reconnected that day; no reconnections are done after 3:30 PM April 15th through October 1st. No payments will be taken at the property site, payments must be made prior to dispatching reconnection.

If a service disconnection must be made other than at the meter, (pole, underground pedestal or transformer) an additional **\$50.00** charge applies for the reconnection of the service.

Reconnection within 10 day from date of disconnection	\$40.00
Single phase service reconnected after 10 days	\$70.00
Three phase service reconnected after 10 days	\$110.00

INACCESSIBLE METER CHARGES

If after two consecutive attempts and leaving a door hanger explaining specific reasons for attempting to access the electric meter, an inaccessible charge of **\$20.00 per month** will be charged on the customer's account until access to the meter is granted.

The motion for the adoption of the resolution was seconded by Alderman Marks Erickson and carried, without a dissenting vote. The Vice Mayor declared Resolution 1110P adopted

Public Utilities General Manager Vernell Roberts gave a summary of the proposed increase for the 2016 water utility rates. The Public Utility Commission is recommending a 5% increase in all customer classes for 2016. The increase will recover the costs associated with the financing of recent improvement projects the utility has been involved with. Roberts noted one of the most notable projects was the Highway 10 and 59 Project, which included the water main loop west of the airport and the hydrant replacements on Washington Avenue. Roberts informed the Council the waste water utility fee is being proposed to have a 25% increase. This increase is to start ramping up the rates in preparation of future debt service for the new waste water treatment facility. Roberts noted, 25% of the increase in 2016 will be used for debt service on improvements on recent projects noted previously.

Public Utilities General Manager Vernell Roberts informed the Council the City of Detroit Lakes has fifty seven (57) sanitary lift stations that serve the community. Typically a community of our size would have six (6) sanitary lift stations. Roberts noted the need for the fifty seven (57) sanitary lift stations is because of the geography of the City, with lakes, wetlands and similar features.

Upon the recommendations of the Public Utilities Commission, the following resolution was introduced by Alderman Imholte, who moved its adoption, adopting the 2016 water and wastewater rates.

General Water Rates

<u>Meter Size</u>	<u>Monthly Service Charge</u>
5/8 & 3/4"	\$ 12.00
<u>Commodity Charge:</u>	
First 2,000 cu. ft. per month	\$1.10 per 100 cu. ft.
Balance per month	\$1.25 per 100 cu. ft.

<u>Meter Size</u>	<u>Monthly Service Charge</u>
1"	\$ 24.00
1 1/2"	\$ 35.00
2"	\$ 49.60
3"	\$ 93.70
4"	\$154.00
6"	\$240.00

Commodity Charge:

All Usage \$0.95 per 100 cu. ft.

Residential and Commercial Outdoor Water RateCommodity Charge:

Monthly Service Charge - \$3.00 per month

First 2,000 cu. ft. per month \$1.10 per 100 cu. ft.

Balance per month \$1.25 per 100 cu. ft.

General Wastewater Rates

Applicable to all customers with wastewater discharges of less than 500,000 gallons daily or 10,000,000 gallons in one month and who meet all other discharge requirements as per City Code. Customers requiring discharges in excess of the daily or monthly limits or not meeting City Code wastewater requirements shall only discharge into the City system under private rate and upon issuance of special permit.

Each wastewater customer shall be charged a monthly service charge and a commodity charge based upon wastewater consumption.

Service ChargeJanuary 1, 2016

When connected to City water \$16.50 per month

When not connected to City water \$68.75 per month

Commodity ChargeJanuary 1, 2016

First 100,000 cu. ft. per month \$3.90 per 100 cu. ft.

Balance per month \$2.55 per 100 cu. ft.

Commercial Wastewater Rates

Applicable to commercial or industrial customers with monthly wastewater discharges of less than 50,000 cu. ft., who meet all other discharge requirements as per City Code, and whose business or processes are normally associated with high concentrations of suspended solids or BOD requirements. These customers shall include, but not necessarily limited to slaughter houses, butcher shops, restaurant and other businesses which prepare or process foods or food products.

Customers not meeting City Code wastewater requirements shall only discharge into the city system under private rate and upon issuance of a special permit.

Service Charge

January 1, 2016

When connected to City water

\$16.50 per month

When not connected to City water

\$68.75 per month

Commodity Charge

All usage

\$4.20 per 100 cu. ft.

Service Reconnection Rates

Reconnection of utility services upon a customer's request or as a result of a disconnection for non-payment of bill shall be subject to the following charges during normal working hours from 8:00 AM to 3:30 PM, Monday through Friday. If disconnect due to non-payment, payment must be received by 3:00 PM to be reconnected that day; no reconnections are done after 3:30 PM April 15th through October 1st. No payments will be taken at the property site, payments must be made prior to dispatching reconnection.

If a service disconnection must be made other than at the meter, (pole, underground pedestal or transformer) an additional **\$50.00** charge applies for the reconnection of the service.

Reconnection within 10 days from date of disconnection \$40.00

Reconnection after 10 days \$70.00

Inaccessible Meter Charges

If after two consecutive attempts and leaving a door hanger explaining specific reasons for attempting to access the water meter, an inaccessible charge of **\$20.00 per month** will be charged on the customer's account until access to the meter is granted.

The motion for the adoption of the resolution was seconded by Alderman Marks Erickson and carried, without a dissenting vote. The Vice Mayor declared Resolution 1110Q adopted.

Upon the recommendation from the Public Utility Commission a motion was made by Alderman Waller, Seconded by Alderman Sukke and carried, without a dissenting vote, authorizing the purchase of a mini excavator for electric Department. Alderman Waller noted this is a budgeted item.

Public Utilities General Manager Vernell Roberts gave an update on a proposed Community Solar Project. At the September 8, 2015 Public Utilities Commission Meeting the concept of looking into a community solar program was discussed and conversations started with Lake Region Rural Electric Cooperative (LREC) located in

Pelican Rapids. The intent is to work together with LREC on a system and have that array feed into their system and into our system to serve our customers. Roberts noted one of the potential location for the Community Solar Project was Upstream Sucker Creek Preserve. But after a conversation with Jason Edens at Rural Renewable Energy Alliance and other conversations with the Department of Natural Resources it was determined the solar energy would not be compatible with the terms of the grant the City received to acquire the property. Roberts noted he will continue to search for a viable location and continue working with LREC with the goal in mind of having a joint community solar project.

A motion was made by Alderman Waller, seconded by Alderman Sukke and carried, without a dissenting vote authorizing entering into a Concession Lease Agreement with Detroit Mountain Recreation Area, Inc. and the City of Detroit Lakes. Lakes effective November 18, 2015 through October 31, 2016. City Administrator Bob Louiseau clarified this is an agreement for operating a beverage service concession within the defined portion of the lodge, it is unchanged from the prior agreement.

A motion was made by Alderman Waller, seconded by Alderman Sukke and carried, without a dissenting vote, that the September Becker County Court Report of \$7,922.43, Chief of Police Monthly Report, Liquor Store Manager's Monthly Report, September Parking Violations Monthly Report \$130.00, and the Variance/Conditional Use Permit Status Report be approved and placed on file.

Upon the recommendation of Vice Mayor Zeman, A motion was made by Alderman Imholte, seconded by Alderman Waller and carried, without a dissenting vote, appointing David E. Brainard to a three- year term on the Housing and Redevelopment Authority Board effective October 5, 2015.

Upon the recommendation of Vice Mayor Zeman, A motion was made by Alderman Sukke, seconded by Alderman Boeke and carried, without a dissenting vote, re-appointing Bruce Imholte to the Public Utilities Commission effective January 1, 2016. Imholte has served one, three-year term.

Vice Mayor Zeman announced a Special Community Development Committee Meeting will be held on November 30, 2015, at 4:00 P.M. in the Council Chambers at 1025 Roosevelt Avenue.

Vice Mayor Zeman shared Amtrak is going to spend \$700,000 fixing up the Depot located on Highway 10 and Washington Avenue. Conversations took place on the possibility of Amtrak promoting the City of Detroit Lakes as one of their "Destination Stops" on their route.

Vice Mayor Zeman announced public discussion on the 2016 Budget and Tax Levy will take place at the December 8, 2015 City Council Meeting at 6:01 P.M. the public is welcomed to attend.

There being no further business to conduct, by general consent, Vice Mayor,
Zeman adjourned the meeting at 6:55 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Glori French".

Glori French,
City Clerk