

DETROIT LAKES CITY COUNCIL

REGULAR MEETING AGENDA

TUESDAY, JANUARY 12, 2016

The items on my desk as of **Wednesday, January 4, 2016**, to be presented for discussion and action at the regular meeting of the City Council on Tuesday, January 12, 2016, at 5:00 PM in the Council Chambers of the City Administration Building, are as follows:

1. Pledge of Allegiance

2. Approval of the minutes of the Regular City Council Meeting held [December 8, 2015](#) and the Annual City Council Meeting held [January 5, 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. Becky Mitchell with the Becker County Museum would like to appear before the council.

5. Community Development Committee (*Imholte, Boeke, Wenner, Sukke, Zeman (Meets on January 7, 2016 at 4:30 PM))

- A. Consideration to a [resolution](#) approving a variance to allow a 70.5 foot setback from the Ordinary High Water Mark for construction of a deck at 1111 North Shore Drive (Gary & Melanie Grosgebauer)
- B. Consideration to a [resolution](#) approving a variance to allow an 11 foot Rear yard setback for construction for a 29 foot high accessory structure at 1465 Menard Drive (Menards)
- C. Consideration to the second reading and adoption of [Ordinance 394](#) to amend Section 3 of the Zoning Ordinance relative to measuring the height of fences in residential districts
- D. Consideration to the second reading and adoption of [Ordinance 395](#) to amend Section 3 of the Zoning Ordinance relative to required landscaped screening
- E. December Nuisance Report (Updated report will be available at the meeting)
- F. **Acceptance of the Community Development Department [2015 Annual Report](#)

- G. **5 Applications for [building permits](#) have been received in the estimated construction value of \$37,868 for December 2015
 - H. **Acceptance of the 2015 Annual Building [Report](#)
 - I. **Variance/Conditional Use Permit [Status Report](#) (No changes from last month)
6. **Public Works Committee** (*Zeman, Imholte, Schurman, Waller/Meets on January 11, 2016, at 3:00 PM)
- A. Acceptance of Limited Use Permit issued by MnDOT and consideration to a [resolution](#) to approve a Non-Motorized Recreational Trail within the right-of-way of Trunk Highway 10 and 34.
 - B. Consideration to the request from [Sanford Health](#) for a Special Event Permit for the 6th Annual Simply Pink Truly Teal Breast & Ovarian Cancer Race beginning at 3:00 PM on Friday, May 6, 2016 to 12:00 PM on Saturday, May 7, 2016
 - C. Consideration to the request from [Northern Drag Racing](#) for a Special Event Permit for the Minnesota State Championship Ice Drag beginning at 10:00 AM on Thursday, January 14, 2016 to 6:00 PM on Sunday, January 17, 2016
 - D. For information only: Discuss and review the draft report on the West Lake Drive Reconstruction and Multi-Use Trail
 - E. **Consideration to the request made by Kyle Braaten to have more than two animals at 1313 Lake Avenue (No complaints, requests three dogs)
 - F. **For information only: The [Ultra Snowmobile Club](#) is hosting the 13th Annual Detroit Lakes Vintage Snowmobile Swap Meet & Rally on February 20, 2016. They have selected Jonny's, LLC to serve as the preferred food vendor for the event which may take place on the City Beach if the weather is too warm and the ice on the lake is not safe to be on.
 - G. **For information only: Discussion on Excavation Licenses and Permitting process
 - H. **City Engineer's [Project Status Report](#)
 - I. **December Animal Control [Report](#)
 - J. **2015 Annual Animal Control [Report](#)
 - K. **2015 Public Works Director Annual [Report](#)
7. **Finance Committee** (*Marks Erickson, Zeman, Sukke, Wenner/Meets on January 12, 2016, at 3:30 PM)

- A. Becky Mitchell with the Becker County Museum would like to appear before the finance committee
 - B. Loren Tolkkinen, Detroit Lakes City Assessor, would like to appear before the finance committee to review the Commercial Assessment Policy
 - C. Consideration to a [resolution](#) approving the Management and Program Services Contract between the City of Detroit Lakes and the Detroit County Club for the period of January 1, 2016 through December 31, 2023
 - D. Consideration to approve the agreement for [Flaherty & Hood, P.A.](#) to provide legislative services to the Cities of Detroit Lakes and Frazee related to the 2016 legislative session. Agreement began December 10, 2015 and will continue through June 30, 2016
 - E. Consideration to approve a 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.
 - F. **Authorization for up to two City Attorneys to attend the Annual Minnesota City Attorneys Association Educational [Conference](#) February 5-6, 2016, in Bloomington, MN. Registration cost is \$560 and the hotel room is provided at no charge as Charlie Ramstad is the President of the association.
 - G. **Acceptance of the [Trial Balance](#)
 - H. **Approval of payment of claims
- 8. Public Safety Committee** (*Waller, Boeke, Schiller, Wenner, Zeman/Meets on January 11, 2016, at 4:30 PM)
- A. Consideration to a [resolution](#) authorizing the application from the Detroit Lakes Fire Department for an Air Pac Grant program through the Federal Emergency Management Agency (FEMA)
 - B. Consideration to approving the purchase of two new squad cars for the Detroit Lakes Police Department (Bid tabulations will be available at the meeting)
 - C. **Authorization for Chief Eggebraaten and Sgt. Glander to attend the 2016 Minnesota Chiefs of Police Association Executive [Training Institute](#) (ETI) in St. Cloud April 17-20, 2016 for \$930 plus lodging
 - D. **Acceptance of the Police Department's December & [2015 Annual Report](#) (Also included is the [2005 Annual Report](#) to offer historical perspective)
 - E. **Acceptance of the December Fire Chief's [Report](#)

- F. **Consideration to approving the [slate of officers](#) for the Detroit Lakes Volunteer Fire Department for 2016
- G. **Acceptance of parking violations report showing that parking violations amounted to \$290.00 for December 2015
- H. **The City has received \$6781.12 that was collected by Becker County Court Administrator for November 2015

9. Liquor/Gambling Control Committee (*Wenner, Marks Erickson, Schiller, Schurman/
Meets January 12, 2016, at 4:30 PM)

- A. Consideration to the [request](#) from the Boys & Girls Club of Detroit Lakes for a donation from the liquor fund of \$300.00 to cover the Pavilion Rental fee for the 20th Annual Polar Plunge
- B. Consideration to the [request](#) from the Polar Fest Committee for a cash donation for Fireworks Display on February 13, 2016. {Previous years donations were from the Liquor Fund and were \$300 (2013), \$400 (2014), \$400 (2015)}
- C. **Approval to the issuance of a Permit to Consume request made by Lake Region Builders Association for the Builders Show at the Kent Freeman Arena March 19-20, 2016
- D. **Approval to the issuance of a Permit to Consume request made by Vanesa Hustel for a wedding reception at the Pavilion May 15, 2016
- E. **Liquor Store Manager's [Report](#)

10. Public Utilities Commission (*Buboltz, Imholte, Nansen, Sinclair, Tucker/Meets on January 12, 2016, at 7:30 AM)

- A. Consideration to a [resolution](#) approving amendments relating to the Missouri Basin Municipal Power Agency dba Missouri River Energy Services Power Sale Agreement and Associated Transmission Agreements ([Memo](#) & [Summary](#) included)
- B. Acceptance of the Public Utilities 2015 Preliminary Annual [Report](#)

11. City Administration Items

- A. **Approval of the following Licenses for the period of January 1, 2016 through December 31, 2016:

Plumbing Licenses:

Bjelde Plumbing
Campbell Plumbing, Inc.
Country Side Plumbing & Heating

Ellingson Plumbing, Heating, A/C & Electrical
Glenz Plumbing, Inc.
Grant's Mechanical
Green's Plumbing & Heating, Inc.
Home Heating, Plumbing & Air Conditioning, Inc.
Johnson's Plumbing LLC
Kahle Plumbing & Heating, Inc.
Metropolitan Mechanical Contractors, Inc.
Prime Plumbing & Heating, LLC
Randy Januszewski Plumbing, LLC
Ripplinger Plumbing, Inc.
PFAFF Plumbing
Precision Plumbing
Plumbers, Inc.
Sonnenberg Plumbing & Heating
Xtreme Plumbing, Inc.

Pawn Broker Licenses:

E.Z. Pawn (Lakes Sport Shop)

Taxi Licenses:

Becker County Transit
DL Transportation

Solid Waste Licenses:

DL Disposal
Jon & Sons Disposal Services
MinnKota EnviroServices, Inc.
Waste Management

12. Mayor's Agenda Items

- A. The Mayor will present the "State of the City" Address in February
- B. The term of Harry Johnston on the Planning Commission will expire on December 31, 2015. Johnston has served three, three-year terms and is not eligible to be reappointed
- C. The term of Jim Sinclair, Jr. on the Public Utilities Commission will expire on February 29, 2016. Sinclair has served one, three-year term and is eligible to be reappointed
- D. The term of Jeff Stowman on the DL Community Foundation will expire on March 31, 2016. Stowman has served one, two-year term and is eligible to be reappointed
- E. The term of Amy Stearns on the Tourism Bureau (City) will expire on March 31, 2016. Stearns has served one, three-year term and is eligible to be reappointed

- F. The term of Dan Berg on the Tourism Bureau (Lodging) will expire on March 31, 2016. Berg has served one, three-year term and is eligible to be reappointed
- G. The term of Dr. Eric Wilkens on the Tourism Bureau (Lodging) will expire on March 31, 2016. Wilkens has served one, three-year term 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. Special Public Works Committee meeting with the County Highway Committee will be January 12, 2016 at 8:30AM
- B. Long Lake Annexation Phase III Public Informational Meeting will be January 14, 2016 at 5:15PM in the Council Chambers
- C. Interviews with the top three architect firms regarding the facility needs assessment for the administration building and the Police Department will be on January 26, 2016 beginning at 1:30PM in the Council Chambers
- D. Joint Governance 2016 Meeting Schedule
April 5, 2016 – Detroit Lakes Chamber
July 5, 2016 – Detroit Lakes Schools
October 4, 2016 – Becker County
- E. Economic Development Summit 2016 (Detroit Lakes Regional Chamber of Commerce) will be the morning of March 17, 2016, more information to follow
- F. Tour of Manufacturing 2016 (Detroit Lakes Regional Chamber of Commerce) will be March 31st & April 1st for high school students from 10 districts

Sincerely,

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

RL/gaf
Enclosures