

DETROIT LAKES CITY COUNCIL

REGULAR MEETING AGENDA

TUESDAY, FEBRUARY 9, 2016

The items on my desk as of **Wednesday, February 3, 2016**, to be presented for discussion and action at the regular meeting of the City Council on Tuesday, February 9, 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 [January 12, 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. Administer Oath of Office to Police Officer Randall Haken

B. Public Hearing for the purpose of abatement of nuisance created by multiple motor vehicles parked at the front and rear yard and running an automotive business in an "R-2" Zone at 1118 Wilson Avenue, Lyle and Jason Kjonaas

1) Authorization to abate the nuisance at 1118 Wilson Avenue

C. Public Hearing to receive public comments on the matter of vacating a portion of public right of way and utility easement in the plat of Tower Road Industrial Park Plat

1) Consideration to a [resolution](#) approving vacating a portion of public right of way and utility easement in the plat of Tower Road Industrial Park Plat (12.92 acres)

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

A. January Nuisance [Report](#)

B. **14 Applications for [building permits](#) have been received in the estimated construction value of \$391,777 for January 2016

C. **Variance/Conditional Use Permit [Status Report](#)

- 6. Public Works Committee** (*Zeman, Imholte, Schurman, Waller/Meets on February 8, 2016, at 3:00 PM)
- A.** Consideration to a [resolution](#) approving a Cooperative [Agreement](#) with MnDOT for the TH 34 Improvements
 - B.** Consideration to authorizing the preparation of a Preliminary Engineering Report for Long Bridge Heights Phase 3 (Water, Sewer, Streets)([MMCDC](#))
 - C.** Consideration to the [request](#) submitted by Brian Cooksey to hold a wedding rehearsal and ceremony on the City beach (by the Detroit Lakes Pavilion) on June 3-4, 2016. (He has the Pavilion rented for June 3-4, 2016)
 - D.** **Consideration to requesting quotes for mowing of various lots throughout the City for the 2016, 2017 and 2018 mowing seasons according to the specifications laid out by the City
 - E.** **Consideration to requesting quotes for the removal of diseased elm and oak trees according to the specifications as laid out by the City
 - F.** **Consideration to requesting quotes for the 2016 bituminous repair or construction to streets, alleys and parking areas according to the specifications as laid out by the City
 - G.** **Consideration to requesting quotes for the 2016 concrete repair or construction of concrete curb and gutters, approaches and sidewalks according to the specifications as laid out by the City
 - H.** **Consideration to the approval of the Detroit Lakes Youth Soccer Association, Rotary Park Soccer Field Complex Lease [Agreement](#) for the 2016-2018 Seasons (2016 - \$3000, 2017 - \$3200, 2018 - \$3,400)
 - I.** **For information only: Update regarding the Long Lake Annexation Phase 4 planning process and [summary](#) of the Public Informational Meeting
 - J.** **Consideration to the request made by Gina Benson to have more than two animals at 1324 Jackson Avenue (No complaints since she was granted a more than two animal license in September of 2015, requests three dogs)
 - K.** **For information only: [Flashpoint National Snow Bike Racing Series](#) is holding a race on February 13, 2016 in conjunction with Polar Fest. 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.
 - L.** **Request approval for [Jonny's, LLC](#) to park on Holmes Street in front of the Eagle's Club for the duration of the event or in the southeast corner of Washington Square

Mall on April 1, 2016. Jonny's will be catering a private event for the Fire Department. They will set up at 2:00 PM and the event starts at 5:00 PM.

M. **City Engineer's Project Status [Report](#)

N. **January Animal Control [Report](#)

7. Finance Committee (*Marks Erickson, Zeman, Sukke, Wenner/Meets on February 9, 2016, at 3:00 PM) **NOTE TIME CHANGE**

A. Consideration to approving the Proposal for Architectural and Engineering Services from BKV Group in the amount of \$18,500 and authorizing them to complete the Facility Assessment/Space Needs Assessment for the Police Department and City Administration Offices.

B. Consideration to approving the purchase and installation of three (3) TV's for the Council Chambers ([Estimate](#))

C. Approval of the 2016 [Fee Schedule](#) for the Detroit Lakes Country Club

D. Consideration to a [resolution](#) approving miscellaneous purchases from Swanson Repair Incorporated for 2016

E. Consideration to a [request](#) from the Detroit Country Club to waive the Pavilion rental fee for Thursday, July 28 for the Detroit Country Club 100th Year Anniversary and Community Celebration

F. **Acceptance of the [Trial Balance](#)

G. **Approval of payment of claims

8. Public Safety Committee (*Waller, Boeke, Schiller, Wenner, Zeman/Meets on February 8, 2016, at 4:30 PM)

A. Consideration to approving the permit [application](#) for "Fireworks Display" on February 13, 2016 during the Polar Fest Event (Display on Little Detroit)

B. **Approval to a 2016 Fireworks Permit allowing B. J. Alan Company to sell fireworks at Menards, 1456 Menard Drive

C. **Acceptance of the January Police Chief's [Report](#)

D. **Acceptance of the January Fire Chief's [Report](#)

E. **Acceptance of parking violations report showing that parking violations amounted to \$550.00 for January 2016

- F.** **The City has received \$6302.16 that was collected by Becker County Court Administrator for December 2015

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

- A.** Consideration to the [request](#) from the Rossman & Roosevelt Elementary PTO Carnival Committee for a cash donation for the 2nd Annual Joint School Carnival on March 19, 2016
- B.** Consideration to the issuance of a noise variance permit submitted by Zorbaz of Detroit Lakes, Inc. to exceed the City's noise limits on the following dates: May 27, 28; June 3, 4, 10, 11, 17, 18, 24, 25; July 1, 2, 3, 4, 8, 9, 15, 16, 22, 23, 29, 30; August 12, 13, 19, 20, 26, 27; September 2 & 3 2016 {(pursuant to their application, and fee of \$1800.00 (\$60 per day x 30 days)}
- C.** **Approval to the issuance of a temporary 3.2 liquor license for the Detroit Lakes Jaycees to sell and serve beer in the Pavilion and on the beach area south of the Pavilion on February 13, 2016, in conjunction with Polar Fest, pursuant to their application and fee
- D.** **Approval to the issuance of a temporary on-sale intoxicating liquor license for the Jaycees to sell and serve intoxicating liquor at the Historic Holmes Theater Ballroom, 826 Summit Ave on March 11, 2016, for the Stagette pursuant to their application and fee
- E.** **Approval of the gambling application submitted by Boy & Girls Club of Detroit Lakes to hold a raffle at Lakeside Tavern at 200 West Lake Drive on February 12, 2016
- F.** **Approval of the gambling application submitted by Detroit Lakes Lions Club to hold a raffle at Shorewood Pub at 1743 Long Bridge Road on February 27, 2016
- G.** **Approval of the gambling application submitted by Detroit Lakes Jaycees to hold a raffle at the Historic Holmes Theater Ballroom 806 Summit Ave on March 11, 2016
- H.** **Approval of the gambling application submitted by Detroit Lakes Fire Department Relief Association to hold a raffle at the Detroit Lakes Armory at 1220 Rossman Ave on March 19, 2016
- I.** **Approval of the gambling application submitted by Patriot Assistance Dogs to hold a raffle at Zorbaz of Detroit Lakes at 402 West Lake Drive on March 20, 2016
- J.** **Approval of the gambling application submitted by United Lakes & Trail Riders Association to hold a raffle at the Holiday Inn at 1155 Highway 10 E on April 9, 2016

K. **Approval of the gambling application submitted by Detroit Lakes Chapter of Whitetails Unlimited to hold a raffle at the Holiday Inn at 1155 Highway 10 E on May 7, 2016

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

10. Public Utilities Commission (*Buboltz, Imholte, Nansen, Sinclair, Tucker/Meets on February 9, 2016, at 7:30 AM)

A. Consideration to approve the [addendum](#) by SEH for updating Facility Plan for Waste Water Treatment Facility

B. Update on Waste Water Treatment Plant funding through the PFA and Bonding bill

C. **Consideration to approving the purchase of an [Equipment Trailer](#) for Electric Utility Department (Budgeted Item)

D. **Consideration to approving the purchase of truck chassis for Electric Utility Department (Budgeted Item)

11. City Administration Items

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

Plumbing Licenses:

Air Mechanical, Inc.
Esser Plumbing & Heating
Hanks Heating & Plumbing, LLC
Laney's Mechanical
Legacy Plumbing
Manning Mechanical
Peterson Mechanical
T & T Plumbing

Tobacco Licenses:

Big Daddy's Quick Stop
Casey's General Store
Cenex Convenience Store
DL Tobacco, Inc.
Food N Fuel
Holiday Stationstores
Masterpiece Vapors
Mellow Moods Pipe & Tobacco, Inc.
North Shore Travel Plaza
Petro Plus #105
Walmart Store 2957
Zorbaz of Detroit Lakes, Inc

12. Mayor's Agenda Items

- A. The Mayor will present the "State of the City" Address
- B. The Becker County Assessor has notified the City that the Board of Review for the 2016 Assessments will be held in the Becker County Courthouse on May 4, 2016, starting at 9:30 A.M. The Mayor should appoint a Board of Equalization (Alderman Zeman's training is current until 7-1-2018)
- C. The Mayor should appoint three (3) people to the Detroit Country Club Board
- D. Matt Boeke wishes to resign from the Planning Commission due to time commitments as he is also on the City Council. The Mayor will need to appoint someone to fill Boeke's position on the Planning Commission.
- E. 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
- F. 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
- G. 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
- H. 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

13. Items Not on the Agenda

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

14. Information and Announcements

- A. The following positions will be up for re-election at the November 2016 election
 - 1) Mayor Brenk
 - 2) Alderman Zeman (WARD 1)
 - 3) Alderman Marks Erickson (WARD 2)
 - 4) Alderman Schurman (WARD 2)
 - 5) Alderman Boeke (WARD 3)
 - 6) Alderman Waller (WARD 3)
 - 7) Alderman Imholte (AT LARGE)

- B.** For information only: [Request](#) from MANNA Food Cooperative to Lease or Purchase space from the City

- C.** Joint Governance 2016 Meeting Schedule
 - April 5, 2016 – Detroit Lakes Chamber
 - July 5, 2016 – Detroit Lakes Schools
 - October 4, 2016 – Becker County

- D.** Economic Development Summit 2016 (Detroit Lakes Regional Chamber of Commerce) will be the morning of March 17, 2016, more information to follow

- E.** 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