

Detroit Lakes, Minnesota
March 8, 2016

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., March 8, 2016; all members of the City Council having been notified of the meeting and the business to be transacted.

Present: Mayor Matt Brenk; City Administrator Robert Louiseau; City Clerk Glori French; Finance Officer Pam Slifka; Police Chief Tim Eggebraaten; City Attorney Charlie Ramstad; City Engineer Jon Pratt; Fire Chief Scott Flynn; Police Chief Tim Eggebraaten; Liquor Store Manager Randy Buhr; Public Works Director Bradley Green; and Building Official Dave Neisen

Aldermen: Imholte, Marks Erickson, Schiller, Sukke, Waller, Wenner and Zeman

Absent: Aldermen Boeke and Schurman

There being no corrections to the minutes of the Regular City Council Meeting held February 9, 2016. Mayor Brenk declared the minutes would stand approved according to copies sent to each member of the Council.

Pursuant to notice having been published and mailed given on the matter of annexation of a 21.25 acre tract in Lake View Township to the City of Detroit Lakes and zoning said tract "R-A" Residential Agriculture. Mayor Brenk called the hearing to order at 5:06 P.M. Alderman Imholte informed the Council the property owners Marty and Mary Solmon are requesting the annexation and the property is located south of the Chesterfield Development. Mayor Brenk called for comments and questions. Kenneth Shroyer, 23534 Pebble Beach Lane Detroit Lakes, Minnesota appeared before the Council and expressed concern of unpaid gravel tax. Property owner Marty Solmon addressed the Council stating the unpaid gravel tax has been paid in full. Mr. Shroyer stated Lake View Township and Becker County have an arrangement with Landwehr Company to extract gravel from the property for the Highway 10 Frontage Road Project and the gravel taxes will be paid by Landwehr Company at the end of the project to Lakeview Township and Becker County. There being no other comments, Mayor Brenk closed the hearing at 5:08 P.M. and reconvened the Regular Council Meeting.

Pursuant to the recommendations of the Community Development Committee a motion was made by Alderman Imholte introducing for its first reading of Ordinance 396 extending the corporate limits of the City of Detroit Lakes, to include certain unincorporated unplatted land abutting upon the City Limits, that part of Government Lot 4 in Section 9, Township 138 North, Range 41 West of the Fifth Principal Meridian in Becker County, including that part of the County Sate Aid Highway 22. The motion was seconded by Alderman Sukke and carried, without a dissenting vote. Mayor Brenk clarified the territory being annexed will be zoned as an "R-A" Residential Agriculture.

Pursuant to the recommendations of the Community Development Committee a motion was made by Alderman Imholte introducing for its first reading of Ordinance 397 amending Ordinance 360 relative to Ward Boundaries of the City of Detroit Lakes to include newly annexed areas. The motion was seconded by Alderman Sukke and carried, without a dissenting vote.

Pursuant to the recommendations of the Community Development Committee a motion was made Alderman Imholte, seconded by Alderman Sukke and carried, without a dissenting vote deferring the February 17, 2016 application, from Dan and Amy Smith, 1348 South Shore Drive, back to the Planning Commission for consideration of the March 7, 2016 request for accommodations and a decision would be due by April 17, 2016 for the property at 1348 South Shore Drive.

Upon the recommendation of the Community Development Committee a motion was made by Alderman Imholte, seconded by Alderman Sukke and carried, without a dissenting vote deferring action on the variance request at 1348 South Shore Drive.

Building Official David Neisen appeared before the Council and gave a recap of the February nuisance report. A motion was made by Alderman Imholte, seconded by Alderman Sukke and carried, without a dissenting vote approving the February 2016 Nuisance Report and placing it on file.

Upon the recommendations of the Community Development Committee, a motion was made by Alderman Zeman, seconded by Alderman Waller and carried, without a dissenting vote, that the building permits for the month of February, 2016 in the estimated construction value of \$227,518 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.

Upon the recommendations of the Public Works Committee a motion was made by Alderman Zeman, seconded by Alderman Imholte and carried, without a dissenting vote authorizing entering into a partnership with MNDOT for installation of pedestrian counters on West Lake Drive from Legion Road to County Highway 6, the City authorized payment up to \$5000 for installation.

City Engineer Jon Pratt informed the Council bituminous prices are low at this time and recommended the City Council consider authorizing a preliminary engineering report for various streets throughout the City. After discussion and upon the recommendations of the Public Works Committee and Finance Committee, a resolution was introduced by Alderman Zeman, who moved for its adoption, authorizing a Preliminary Engineering Report for 2016 Mill and Overlay Projects throughout the City. City Engineer Pratt noted he will review the Five Year Capital Improvement Plan. The motion for the adoption of the resolution was seconded by Alderman Sukke and carried without a dissenting vote. Mayor Brenk declared Resolution 0308B adopted.

Upon the recommendations of the Public Works Committee, a resolution was introduced by Alderman Zeman, who moved for its adoption, approving the Preliminary Engineering Report for the Long Bridge Heights Phase III street and utility improvements. The motion for the adoption of the resolution was seconded by Alderman Waller and carried without a dissenting vote. Alderman Marks Erickson abstained from the vote. Mayor Brenk declared Resolution 0308C adopted.

Upon the recommendations of the Public Works Committee a motion was made by Alderman Zeman, seconded by Alderman Waller and carried, without a dissenting vote approving the Detroit Lakes Community and Cultural Center Snappy Park Fee Agreement for the Field Use and Concession Stand for the 2016, \$5000; 2017, \$5250; and 2018, \$5500 seasons.

Pursuant to the request to purchase a replacement Zamboni Edger EZ III from the Public Works Department, a motion was made by Alderman Zeman, seconded by Alderman Waller and carried, without a dissenting vote approving the purchase of a Zamboni Edger EZ III in the amount \$6,750 from R&R Specialties, Somerset, WI. Alderman Zeman noted this is a budgeted item and the old electric edger will be traded in for \$650.

Upon the recommendations of the Public Works Committee, a resolution was introduced by Alderman Zeman, who moved for its adoption, stating the City of Detroit Lakes supports an appropriation of \$5 million dollars in general obligation bonds in 2016 for the 85.019 local grant programs and urges adoption of this proposal by the Minnesota House and Senate. The motion for the adoption of the resolution was seconded by Alderman Waller and carried without a dissenting vote. Mayor Brenk declared Resolution 0308A adopted.

Alderman Zeman informed the Council the City had received a letter from Hunter Briard, 1798 Brainerd Boulevard, to request a Preliminary Engineering Report for development of a ten acre parcel. Alderman Zeman noted Hunter Briard will pay the expense of the Preliminary Engineering Report. After discussion and upon the recommendations of the Public Works Committee, a resolution was introduced by Alderman Zeman, who moved for its adoption, authorizing a Preliminary Engineering Report for the ten acre parcel at 1798 Brainerd Boulevard, noting the expense of the PER will be paid by Mr. Briard. City Engineer Jon Pratt noted Hunter Briard submitted the application for rezoning to the City, but Mr. Briard had not been able to talk with Community Development Director Larry Remmen prior to this meeting. The motion for the adoption of the resolution was seconded by Alderman Sukke and carried without a dissenting vote. Mayor Brenk declared Resolution 0308E adopted.

Upon the recommendations from the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Waller and carried without a dissenting vote approving the Event Application requests from the Lakes Area Prayer

Walk Committee. The Event will be on Friday March 25, 2016 from 4:45 P.M. to 6:00 P.M.

Upon the recommendations from the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Waller and carried without a dissenting vote approving the Event Application requests from MSFDA Antique Fire Truck and Car Show Committee. The Event will be on Saturday, June 11, 2016 from 2:30 P.M. to 6:00 P.M.

Upon the recommendations from the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Waller and carried without a dissenting vote approving the Event Application requests from the Detroit Lakes Community and Cultural Center (DLCCC) for the Tough Laker Event on Sunday, June 26, 2016 from 5:30 A.M. to 4:00 P.M. Public Works Director Brad Green informed the Council, the event area is around the Pavilion, noting the Pavilion is rented that day for a reunion, the DLCCC will need to cooperate with the reunion guests.

Pursuant to the recommendations from the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Waller and carried without a dissenting vote approving the request from Cole Sanford to hold a wedding ceremony on the City beach by the Pavilion on June 18, 2016. Mr. Sandiford has rented the Pavilion.

Upon the recommendations from the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Waller and carried without a dissenting vote approving the Event Application requests from the Detroit Lakes Chamber of Commerce to conduct the 38th Annual Arts and Crafts Event in the City Park on Sunday July 24, 2016.

Upon the recommendations from the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Waller and carried without a dissenting vote approving the application submitted by Michele Sumrall-Wilkens to have more than two animals at 1201 Richard Avenue, effective March 8, 2016 through December 31, 2016. No complaints have been received, request is for two cats and one dog.

Alderman Marks Erickson informed the Council Dr. John Emery, Detroit Country Club Centennial Chair appeared before the Finance Committee and gave a presentation on the activities that will taking place during the Detroit Country Club's Centennial. Dr. Emery also shared the Detroit Country Club Capital Campaign Plan.

Alderman Marks Erickson informed the Council Mitch Buboltz, Detroit Country Club Board Member appeared before the Finance Committee and reviewed the five year cash flow projection for the Detroit Country Club.

Mayor Brenk thanked the members of the Detroit Country Club Board for the excellent work they have done over the years and look forward to the exciting changes that will be happening in the future.

Upon the recommendations of the Finance Committee, a motion was made by Alderman Marks Erickson, seconded by Alderman Waller, and carried without a dissenting vote approving the request from the Detroit Country Club Board to waive the 2015 cart rental fees normally paid to the City of Detroit Lakes each year, the 2015 amount is \$9,600.

Upon the recommendations of the Finance Committee, a motion was made by Alderman Marks Erickson, seconded by Alderman Zeman, and carried without a dissenting vote approving the request from the Detroit Country Club Board to change the repayment schedule and interest rate on the existing \$240,000 loan balance. Alderman Marks Erickson clarified the loan will be extended by fifteen years and the principal payment will be \$16,000 per year and interest approximately \$4000 so the total payment will be \$20,000 per year.

Upon the recommendations of the Finance Committee a resolution was introduced by Alderman Marks Erickson, who moved its adoption approving the 2016 and 2017 Airport Maintenance & Operations Grant Contract. The motion for the adoption of the resolution was seconded by Alderman Sukke and carried without a dissenting vote. The Mayor declared Resolution 0308 adopted.

City Clerk Glori French gave an update on the proposal for the new City website design. The plan is to update and provide the City with a more functional, user friendly and staff manageable website. French noted City staff reviewed several proposals and recommends GovOffice for the website service. The cost for the website service is \$15,555, this cost would be divided equally over three years. French stated the Water Utility was awarded a Source Protection Plan Implement Grant from the Minnesota Department of Health for the City's Wellhead Protection Plan. The plan is to use the grant money to fund the 2016 costs and split the remaining fees equally between the Public Utility and City for 2017 and 2018. A motion was made by Alderman Marks Erickson, seconded by Alderman Zeman and carried without a dissenting vote authorizing the purchase of Website Services from GovOffice, Minneapolis, Minnesota.

A motion was made by Alderman Zeman, 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 \$11,535,787.62 as of February 29, 2016, be accepted, approved and placed on file.

Upon the recommendations of the Finance Committee, a resolution was introduced by Alderman Zeman, who moved its adoption, approving the payment of claims paid by proper authorization covering the period February 10, 2016, through March 8, 2016, in the amount of \$2,906,939.16 the motion for the adoption of the resolution was seconded

by Alderman Wenner and carried without a dissenting vote. The Mayor declared Resolution 0308D adopted.

Upon the recommendations of the Liquor/Gambling Control Committee, a motion was made by Alderman Wenner, seconded by Alderman Waller and carried, without a dissenting vote, approving the request from the Detroit Lakes High School Post Prom Committee for a cash donation. \$200 was approved with funds to be used from the Liquor Fund.

Mayor Brenk noted a letter had been received from Steve and Jane Spaeth, 322 West Lake Drive, opposing the noise permit request from Zorbaz of Detroit Lakes. After a discussion and upon the recommendations of the Liquor/Gambling Control Committee a motion was made by Alderman Wenner, seconded by Alderman Schiller and carried without a dissenting vote, authorizing the issuance of a noise permit to Zorbaz of Detroit Lakes, Inc. to exceed the 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. Police Chief Tim Eggebraaten will contact Zorbaz and review the noise ordinance and address any past concerns.

Upon the recommendations of the Liquor/Gambling Control Committee a motion was made by Alderman Zeman, seconded by Alderman Waller and carried without a dissenting vote, authorizing the issuance of a Temporary On-Sale Intoxication Liquor License to the Fraternal Order of Eagles Aerie #2342 to sell and serve intoxicating liquor outside of 113 Holmes Street in conjunction with the 2016 Street Faire, June 3 and 4, 2016.

Upon the recommendations of the Liquor/Gambling Control Committee a motion was made by Alderman Zeman, seconded by Alderman Waller and carried without a dissenting vote, authorizing the issuance of a Temporary On-Sale Intoxication Liquor License to Sandbar II to sell and serve intoxicating liquor at the Detroit Lakes Armory, 1220 Rossman Avenue, for the Fireman's Dance on March 19, 2016.

Upon the recommendations of the Liquor/Gambling Control Committee a motion was made by Alderman Zeman, seconded by Alderman Waller and carried without a dissenting vote, authorizing the issuance of a consume permit to the Rhinos Old Time Hockey Group for the Old Timers Hockey Tournament at the Kent Freeman Arena on March 4-6, 2016.

Upon the recommendations of the Liquor/Gambling Control Committee, a motion was made by Alderman Zeman, seconded by Alderman Waller and carried, without a dissenting vote, approving the gambling application submitted by Holy Rosary Catholic Church & School to hold a raffle at the Historic Holmes Theater Ballroom, 826 Summit Avenue, on April 15, 2016.

Upon the recommendations of the Liquor/Gambling Control Committee, a motion was made by Alderman Zeman, seconded by Alderman Waller and carried, without a

dissenting vote, approving the gambling application submitted by 412 Lakes Friends of NRA to hold a raffle at Speak Easy, 1100 North Shore Drive, on April 2, 2016.

Upon the recommendations of the Liquor/Gambling Control Committee, a motion was made by Alderman Zeman, seconded by Alderman Waller and carried, without a dissenting vote, approving the gambling application submitted by Detroit Lakes Strikers to have paddlewheels, tip boards and a raffle at Speak Easy, 1100 North Shore Drive, on September 24, 2016.

Upon the recommendations of the Liquor/Gambling Control Committee, a motion was made by Alderman Zeman, seconded by Alderman Waller and carried, without a dissenting vote, approving the gambling application submitted by 412 Lakes Friends of NRA to hold a raffle at Speak Easy, 1100 North Shore Drive, on April 2, 2016.

Pursuant to the recommendations of the Liquor/Gambling Control Committee, a resolution was introduced by Alderman Zeman, who moved its adoption approving the gambling application submitted by Turn In Poachers- Ottertail Chapter to have pull-tabs at the national Guard Armory at 1200 Rossman Avenue on March 19, 2016. The motion for the adoption of the resolution was seconded by Alderman Waller and carried without a dissenting vote. Mayor Brenk declared Resolution 0308F adopted.

A motion was made by Alderman Zeman, seconded by Alderman Waller and carried, without a dissenting vote, that the January 2016 Becker County Court Report of \$5,742.59, Chief of Police Monthly Report, Fire Chief Monthly Report, Animal Control Report, City Engineer Project Status Report, Liquor Store Manager's Monthly Report, Parking Violations Monthly Report \$660, and the Variance/Conditional Use Permit Status Report be approved and placed on file.

A motion was made by Alderman Zeman, seconded by Alderman Waller and carried, without a dissenting vote, approving the following license for 2016:

Plumbing Licenses:

Superior Plumbing, LLC

Mayor Brenk announced the Board of Review for the 2016 Assessments Meeting will be held on May 4, 2016, at the Becker County Courthouse starting at 9:30 A.M. Mayor appointed Finance Committee Members, Mark Erickson, Zeman, Sukke and Wenner to the Board of Equalization who will be attending the Board of Review Meeting on May 4, 2016.

Mayor Brenk announced several Council positions will be up for election at the November 8, 2016 General Election:

- 1) Mayor Brenk- (term four years)
- 2) Alderman Zeman (WARD 1)- (term four years)
- 3) Alderman Marks Erickson (WARD 2)- (term four years)

- 4) Alderman Schurman (WARD 2)- completion of the term (two years)
- 5) Alderman Boeke (WARD 3)- completion of the term (two years)
- 6) Alderman Waller (WARD 3)- (term four years)
- 7) Alderman Imholte (AT LARGE)- (term four years)

Upon the recommendation of Mayor Brenk, a motion was made by Alderman Imholte, seconded by Alderman Sukke and carried, without a dissenting vote, re-appointing Jim Sinclair to the Public Utilities Commission effective March 1, 2016. This will be Mr. Sinclair's second term.

Upon the recommendation of Mayor Brenk, a motion was made by Alderman Zeman, seconded by Alderman Waller and carried, without a dissenting vote, re-appointing Jeff Stowman to the Detroit Lakes Community Foundation effective April 1, 2016. This will be Mr. Stowman's second term.

Upon the recommendation of Mayor Brenk, a motion was made by Alderman Zeman, seconded by Alderman Waller and carried, without a dissenting vote, re-appointing Amy Sterns to the Tourism Bureau (City representative) effective April 1, 2016. This will be Ms. Sterns second term.

Mayor Brenk announced the Detroit Lakes Regional Chamber of Commerce will be hosting a 2016 Tour of Manufacturing on March 31, 2016 for the public and April 1, 2016 for area high schools.

Mayor Brenk, Council Members and City staff thanked retiring City Administrator Bob Louiseau for his many years of quality service to the City of Detroit Lakes. An open house honoring retiring City Administrator Bob Louiseau will be on Thursday March 31, 2016 from 3:00 P.M. to 5:00 P.M. in the Council Chambers at 1025 Roosevelt Avenue.

City Administrator Bob Louiseau thanked current and past Council and City staff for the support he received over the years.

A motion was made by Alderman Zeman, seconded by Alderman Schiller and carried, without a dissenting vote, authorizing entering into an Employment Agreement with Kelcey Klemm to be the City Administrator for the City of Detroit Lakes effective April 11, 2016.

There being no further business to conduct, by general consent, Mayor Brenk adjourned the meeting at 5:45 P.M.

Respectfully submitted,
Glori French, City Clerk