

*DETROIT LAKES CITY COUNCIL*  
***REGULAR MEETING AGENDA***  
***TUESDAY, MAY 10, 2016***

The items on my desk as of **Wednesday, May 4, 2016**, to be presented for discussion and action at the regular meeting of the City Council on Tuesday, May 10, 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 [April 12, 2016](#) and the minutes of the Special Council meeting held [April 19, 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 Firefighter Matthew Ask

B. Veteran Liaison Larry Hynding and Eagle Scout William Pihlaja would like to appear before the Council

C. Public Hearing to receive public comments on the matter of granting a Temporary Expansion Permit for a Sidewalk Café to LaBarista, LLC (808 Washington Ave)

- 1) Consideration to granting a Temporary Expansion Permit for a Sidewalk Café to LaBarista, LLC

D. Public Hearing to receive public comments on the matter of the 2016 Street Rehabilitation projects

- 1) Consideration to a [resolution](#) authorizing the 2016 Street Rehabilitation projects and authorizing preparation of plans and specifications. The area proposed to be assessed for such improvement is the adjacent properties. The estimated cost of the improvements is \$1,867,000

E. Public Hearing to receive public comments on the matter of the issuance of a Non-Profit Facilities Revenue Note for the Lakes Home Project

- 1) Consideration to a [resolution](#) authorizing the issuance of Non-Profit Facilities Revenue Note for the Lakes Home Project. The total maximum aggregate principal of the Note to be issued to finance the Project is \$2,900,000

**F.** Public Hearing to receive public comments on the matter of vacating a portion of right of way of East Shore Drive in the City of Detroit Lakes (Mike & Jennifer Gunderson)

1) Consideration to a [resolution](#) vacating a portion of right of way of East Shore Drive in the City of Detroit Lakes

**G.** Public Hearing to receive public comments on the matter of vacating a utility easement along the lot line between Lot 10 and Lot 11, Block 2 of Pelican River Heights (Bob Bristlin)

1) Consideration to a [resolution](#) vacating a utility easement along the lot line between Lot 10 and Lot 11, Block 2 of Pelican River Heights

**5. Community Development Committee** (\*Imholte, Boeke, Wenner, Sukke, Zeman (Meets on May 9, 2016 at 5:00 PM) **NOTE DATE & TIME CHANGE**

**A.** Consideration to a [resolution](#) approving the Variance request to allow a 52 foot setback from the Ordinary High Water Mark to allow construction of a permeable deck in the front yard at 248 Shorewood Drive (Jerrod and Kate Busker)

**B.** Consideration to a [resolution](#) approving a Conditional Use Permit to allow a car wash in a “B-3” District at 303 Frazee Street, 1007 McKinley Avenue and 306-314 Park Street (Holiday Station Stores)

**C.** Consideration to the second reading and adoption of [Ordinance No. 398](#) for the rezoning of Block 9 Original Townsite and the northerly half of the vacated Front Street from “B-2” General Business District to “B-1” Central Business District at Summit Avenue and State Street (Becker County Historical Society and City of Detroit Lakes)

**D.** Consideration to a [resolution](#) approving accommodations under the American with Disabilities Act and the Fair Housing Amendment Acts of 1988 from Dan and Amy Smith relative to their Variance at 1348 South Shore Drive

**E.** Consideration to amending the City’s Assessment Policy for new property development ([Report](#))

**F.** \*\*April Nuisance [Report](#)

**G.** \*\*47 Applications for [building permits](#) have been received in the estimated construction value of \$1,403,883.00 for April 2016

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

- 6. Public Works Committee** (\*Zeman, Imholte, Schurman, Waller/Meets on May 9, 2016, at 3:00 PM)
- A.** Consideration to the request from the Marshmallow Foundation for the Operation of a City Pound (Request will be provided at the meeting)
  - B.** Consideration to a [resolution](#) approving the plans and specifications and authorizing advertisement for bids for the Long Bridge Heights Phase 3 Street & Utility improvements.
  - C.** Consideration to a [resolution](#) authorizing the preparation of a Preliminary Engineering Report for Highway 59/Stony Road area
  - D.** Discussion regarding Sheriff Glanders's request for the City to be responsible for the purchase and placement of [Detroit Lakes](#) beach and channel buoys
  - E.** Discussion regarding restricting left hand turns off Willow Street into M&H
  - F.** Discussion regarding the development a comprehensive plan for multi-family housing to be equally distributed throughout the City
  - G.** \*\*Consideration to the request made by Ann Shepard to have more than two animals at 1340 Pelican Lane (No complaints; requests two cats and one dog)
  - H.** \*\*Consideration to the issuance of a permit submitted by Holy Rosary for the 100<sup>th</sup> Year Celebration [Parade](#) on June 11, 2016 from 1:15 PM to 2:30 PM (Front Street to Washington to Willow to Lake Ave and end at the Holy Rosary parking lot)
  - I.** \*\*Consideration to the [request](#) from the Detroit Lakes Fire Department to waive the rental fees for the Arena and Pavilion. The DLFD is hosting the MSFDA Conference June 8-11, 2016
  - J.** \*\*Consideration to waiving the Pavilion rental fee for the Detroit Lakes Workforce Partnership to host a "[Welcome to DL](#)" event on Thursday, June 16<sup>th</sup>. The City of Detroit Lakes participates in this workforce initiative with the Detroit Lakes Chamber of Commerce, M-State and several other community businesses.
  - K.** \*\*Approval of the Display Fireworks Application submitted by the Detroit Lakes Regional Chamber of Commerce for the 4<sup>th</sup> of July Fireworks Display at the City Beach.
  - L.** \*\*Consideration to the request submitted by [DL Kiwanis](#) for a Special Event Permit to hold the Kiwanis Illuminight 5K on June 25, 2016 from 9:30 PM to 11:00 PM
  - M.** \*\*Consideration to the request submitted by [Lakes Area Young Life](#) for a Special Event Permit to hold the Young Life Triathlon, 5K and Kid's Fun Run on from 8:00 AM August 19, 2016 to 1:00 PM August 20, 2016

- N. \*\*City Engineer's Project Status [Report](#)
  - O. \*\*[April](#) Animal Control Report
  - P. \*\*For information only: [Detroit Lakes Fire Department](#) is hosting the Minnesota State Fire Conference June 8-11, 2016. They have selected Jonny's, LLC to serve as the preferred food vendor at the Kent Freeman Arena during the conference
7. **Finance Committee** (\*Marks Erickson, Zeman, Sukke, Wenner/Meets on May 10, 2016, at 3:30 PM)
- A. Consideration to amending the City's Assessment Policy for new property development ([Report](#))
  - B. Consideration to approving of the [Concession Lease](#) to permit Detroit County Club to operate the bar and restaurant at the Detroit Country Club
  - C. Consideration to a request from Chief Eggebraaten to apply for a Federal COPS Grant to fund a new police officer. The grant would fund 75% of the salary for three (3) years
  - D. \*\*Acceptance of the [Trial Balance](#)
  - E. \*\*Approval of payment of claims
8. **Public Safety Committee** (\*Waller, Boeke, Schiller, Wenner, Zeman/Meets on May 9, 2016, at 4:30 PM)
- A. Consideration to a request from Chief Eggebraaten to apply for a Federal COPS Grant to fund a new police officer. The grant would fund 75% of the salary for three (3) years
  - B. \*\*Authorization to pay the registration fees for up to four (4) firefighters to attend the MSFDA Conference in Detroit Lakes June 8-11, 2016. Registration fee is \$175 per firefighter (Budgeted Item)
  - C. \*\*Approval of a permit to TNT Fireworks allowing them to sell fireworks in the Walmart store at 1583 Highway 10 West
  - D. \*\*Approval of a permit to TNT Fireworks allowing them to sell fireworks in the Dollar Tree store at 1651 Highway 10 West
  - E. \*\*Acceptance of the April Police Chief's [Report](#)
  - F. \*\*Acceptance of the April Fire Chief's [Report](#)

**G.** \*\*Acceptance of parking violations report showing that parking violations amounted to \$150 for April 2016

**H.** \*\*The City has received \$12,906.14 that was collected by Becker County Court Administrator for March 2016

**9. Liquor/Gambling Control Committee** (\*Wenner, Marks Erickson, Schiller, Schurman/ Meets on May 10, 2016, at 4:30 PM)

**A.** Consideration to the [request](#) from the Detroit Lakes Fire Dept. for a donation of \$500 to help with the cost for bringing the 9/11 Mobil Exhibit to Detroit Lakes on June 9-11, 2016

**B.** \*\*Approve the issuance of a license to DLCCC to sell on-sale 3.2 malt liquor at the Snappy Park Complex Concession Stand, from May 14, 2016 to October 15, 2016, pursuant to their application and fee

**C.** \*\*Approval of the issuance of a temporary on-sale intoxicating liquor license for the Sandbar II to sell and serve on-sale intoxicating liquor at the Kent Freeman Arena, 1310 Rossman Ave for the MSFDA Conference on June 9, 2016, pursuant to their application and fee

**D.** \*\*Approval of the issuance of a temporary on-sale intoxicating liquor license for Bleachers Bar & Grill to sell and serve on-sale intoxicating liquor at the DLCCC, 826 Summit Ave for the “What a Wonderful World” event on June 9, 2016, pursuant to their application and fee

**E.** \*\*Approval of the issuance of a temporary on-sale intoxicating liquor license for the Speak Easy to sell and serve on-sale intoxicating liquor at the Pavilion, 1321 Washington Ave for the Nijji Radio 4<sup>th</sup> of July Music event on July 2-3, 2016, pursuant to their application and fee

**F.** \*\*Approval of the gambling application submitted by Detroit Lakes Fire Department Relief Association to hold a raffle at the Pavilion at 1361 Washington Ave on June 11, 2016

**G.** \*\*Approval of the gambling application submitted by the Becker County Agriculture Society to hold a raffle and play bingo at the Becker County Fair Grounds, 1310 Rossman Avenue on July 27-30, 2016

**H.** \*\*Approval of the gambling application submitted by the Lakes Crisis & Resource Center to hold a raffle at the Kent Freeman Arena at 1310 Rossman Avenue on August 11, 2016

**I.** \*\*Approval of the gambling application submitted by the Detroit Lakes Youth Hockey Association to hold a raffle at the Kent Freeman Arena at 1310 Rossman Avenue on August 28, 2016

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

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

**11. City Administration Items**

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

**Plumbing Licenses:**

Hanson's Plumbing & Heating, Inc.

Maloney's Plumbing, Inc.

**Fertilizer Licenses:**

4 Ever Green Spraying, LLC

**12. Mayor's Agenda Items**

A. Acceptance of the [resignation](#) of Chief Tim Eggebraaten who will be retiring November 25, 2016

B. Consideration to designating the month of May, 2016 as Poppy Month ([Proclamation](#))

C. Consideration to designating May 5, 2016 as a Day of Prayer in Detroit Lakes ([Proclamation](#))

**13. Items Not on the Agenda**

A. City Administrator

B. Citizens

C. Council Members

**14. Information and Announcements**

A. May 17, 2016 is the Election Day for the Detroit Lakes School Bond Referendum. Absentee Voting is currently available at the Becker County Courthouse, Monday – Friday (8:00 AM – 4:30 PM) and Saturday, May 14, 2016 (10:00 AM – 3:00 PM and Monday, May 16, 2016 (8:00 AM – 5:00 PM)

B. The [2016 League](#) of Minnesota Cities and Alliance for Innovation Annual Conference is June 14-17, 2016 in St. Paul. If you are interested in attending please contact Glori.

- C. The [2016 CGMC](#) Summer Conference is July 20-22, 2016 in Austin, MN.
- D. Joint Governance 2016 Meeting Schedule
  - July 5, 2016 – Detroit Lakes Schools
  - October 4, 2016 – Becker County
- E. The following positions will be up for re-election at the November 2016 election.  
The Candidate filing period is August 2-16, 2016.
  - 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)

Sincerely,

/s/ **KELCEY KLEMM**

Kelcey Klemm

City Administrator

KK/gaf  
Enclosures