

DETROIT LAKES CITY COUNCIL
REGULAR MEETING AGENDA
TUESDAY, JUNE 14, 2016

The items on my desk as of **Wednesday, June 8, 2016**, to be presented for discussion and action at the regular meeting of the City Council on Tuesday, June 14, 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 [May 10, 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 Kristopher Espe
- B. Administer Oath of Office to Firefighter Austin Peterson
- C. Jeff Staley with Detroit Mountain Recreation Area would like to appear before the Council
- D. Boys & Girls Club of Detroit Lakes would like to appear before the Council
- E. Tom McSparron with West Central Initiative would like to appear before the Council.
- F. Public Hearing to receive public comments on the matter of the 2016 Street Rehabilitation Project including the Washington Square Mall parking lot mill & overlay project
 - 1) Consideration to a [resolution](#) authorizing the mill & overlay project for the parking lot at Washington Square Mall. The area proposed to be assessed for such improvement is the adjacent properties. The estimated cost of the improvements to the mall parking lot is \$185,000
- G. Public Hearing to receive public comments on the matter of the hazardous building at 419 Central Street West (owned by Johnathon Buckley & Douglas McRae)
 - 1) Consideration to a [resolution](#) ordering repair, removal or razing of hazardous property at 419 Central Street West

H. Public Hearing to receive public comments on the matter of the hazardous building at 412 Minnesota Avenue (owned by Scott Lembke)

1) Consideration to a [resolution](#) ordering repair, removal or razing of hazardous property at 412 Minnesota Avenue

5. Community Development Committee (*Imholte, Boeke, Wenner, Sukke, Zeman / Meets on June 9, 2016 at 4:30 PM)

A. Consideration to a [resolution](#) is support of the proposal by DL Housing LLLP for the Development and Construction of Apex Townhomes as affordable family housing in the City of Detroit Lakes (Pelican Lane)

B. Consideration to a [resolution](#) denying the Variance request to allow a 35 foot setback from the Ordinary High Water Mark and a pervious deck in the Shore Impact Zone at 640 Shorewood Drive (Dan and Carla Porter)

C. Consideration to a [resolution](#) approving the Preliminary Plat of the Cornerstone Addition at 23584 N. Fox Lane (Cornerstone Land Co./Mark Schultz)

D. **May Nuisance [Report](#)

E. **39 Applications for [building permits](#) have been received in the estimated construction value of \$1,427,264.00 for May 2016

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

6. Public Works Committee (*Zeman, Imholte, Schurman, Waller / Meets on June 13, 2016, at 3:00 PM)

A. Steve Skoog would like to appear before the Public Works Committee regarding single sort recycling

B. Consideration to approving the lease [agreement](#) with the Boys & Girls Club of Detroit Lakes, Inc. for the Lyle Crovisier Park

C. Consideration to the [request](#) from the Marshmallow Foundation for the Operation of a City Pound ([2015](#) Agreement is attached for you to reference)

D. Consideration to a [resolution](#) accepting a bid for the Street and Utility Improvements for Long Bridge Heights Phase 3. Such bids were opened on June 9, 2016 at 10:00 AM

E. Consideration to a [resolution](#) accepting the amended Preliminary Engineering Report for the 2016 Street Rehabilitation project including improvements to Washington Square Mall parking lot and stormwater improvements on South Shore Drive as part of this project

- F.** Consideration to a [resolution](#) approving the plans and specifications and authorizing advertisement for bids for the 2016 Street Rehabilitation projects
- G.** Consideration to a [resolution](#) approving the plans and specifications and authorizing advertisement for bids for the parking lot improvements at Washington Square Mall
- H.** Consideration to a [resolution](#) authorizing a Preliminary Engineering Report for a water/sewer extension projects from the intersection of Randolph Road and Kris Street & Fortune Avenue
- I.** Consideration to extending Pelican Lane to 8th Street Southeast ([Report](#))
 - 1)** Consideration to a [resolution](#) authorizing a Preliminary Engineering Report for extending Pelican Lane to 8th Street Southeast
- J.** Consideration to a [resolution](#) accepting a report and setting a public hearing on the improvements of concrete curb, gutter, approaches and sidewalks for 2016
- K.** Consideration to the approval of a Rental Policy/Agreement and fee [schedule](#) for the City ball fields
- L.** Consideration to the request submitted by [J & K Marine](#) to have a 30' x 60' tent on the City Beach west of the Marina during the Water Carnival from July 8-17, 2016
- M.** Consideration to the issuance of a transient merchant's license for Urmet Roosimagi to sell educational books door-to-door within City limits pursuant to their application, surety bond and fees. Requests permission to sell door-to-door six (6) days/week from June 15 - July 31, 2016
- N.** City Engineer's Project Status [Report](#)
- O.** **Consideration to approving the purchase of a replacement [Toro Groundmaster](#) 4000-D from MTI Distributing for \$58446.02 (This is a planned replacement and Budgeted Item)
- P.** **Consideration to approving the purchase of a 2016 - 7600 [Plow Truck](#) from Astleford International Trucks & Berts Truck Equipment for \$167,267 (This is a planned replacement and Budgeted Item)
- Q.** **Consideration to the issuance of a transient merchant's license for BP Quality Services/Beth Priddy (The Ice Cream Truck) allowing them to sell ice cream novelty treats products from an ice cream truck within City limits June 15 - December 31, 2016 pursuant to their application, surety bond and fees.
- R.** **Consideration to the request submitted by [American Cancer Society](#) for a Special Event Permit to hold the Relay for Life event - June 17, 2016 (8:00AM to Midnight)

- S. **Consideration to the request submitted by [Katie Klein](#) to rope off a 40x40 area on the north side of the Pavilion during the Klein/Riedesel Wedding Reception on July 23, 2016. She does have the Pavilion rented for this day.
 - T. **Consideration to the request submitted by [Lakes Area Vineyard Church](#) for a Special Event Permit to have Inflatables in the Park - July 23, 2016 (11:00AM to 6:00 PM)
 - U. **Consideration to the issuance of a permit submitted by Kenneth Shroyer for the Tractor [Parade](#) on July 30, 2016 from 10:00 AM to 12:00 PM (Starting at Adkins Equipment on Cty 21, to Roosevelt, to Willow, to Rossman, to the Fairgrounds)
 - V. **Authorization to the [request](#) submitted by the Detroit Lakes Regional Chamber of Commerce to block off Washington Avenue, from Front Street to Frazee Street and Holmes Street from the alley by Goin' Postal to the alley by Toy Finders on August 9, 2016, from 5:00 AM to 8:00 PM for Crazy Daze and approval to their request to have the Public Works Department place six picnic tables downtown, in 2 locations to be determined.
 - W. **May Animal Control [Report](#)
 - X. **For information only: [Detroit Lakes Jaycees](#) is changing the location of the kickoff party for the Water Carnival on July 8, 2016 from the City Park to the Lakeside Tavern parking lot
 - Y. **For information only: Detroit Lakes Jaycees is hosting [Sweet Summer Night](#), Monday, July 11th from 5:00PM to 8:00PM in conjunction with the Water Carnival. They have invited Jonny's LLC and The Ice Cream Truck to park on the corner of Washington Ave and Holmes Street from 3:00 PM to 8:00 PM
- 7. Finance Committee** (*Marks Erickson, Zeman, Sukke, Wenner / Meets on June 14, 2016, at **3:00 PM**) *****NOTE TIME CHANGE*****
- A. Approval of the audited 2015 Financial Statement (Will be distributed at the meeting)
 - B. Pursuant to City Charter, Chapter 6, Section 6.04, Mayor shall appoint a 2017 Budget Committee
 - C. Consideration to the [resolution](#) setting a Public Hearing for the purpose of providing host approval for the issuance of revenue obligations to Ecumen (CDL Homes, LLC)
 - D. Consideration and approval of the Purchase of Services [Contract](#) for the Detroit Lakes Regional Chamber of Commerce to provided marketing services to the Tourism Bureau (July 1, 2016 to June 30, 2018)
 - E. Consideration to approving the Assessor [Agreement](#) with SLL, Inc. for the period July 1, 2016, through June 30, 2021

- F. Consideration to granting approval to Detroit Mountain Recreation Area for the construction of a new tubing hill and warming house ([Preliminary Plans](#))
 - G. Discussion regarding health [insurance](#) for City Council
 - H. **Acceptance of the [Trial Balance](#)
 - I. **Approval of payment of claims
- 8. Public Safety Committee** (*Waller, Boeke, Schiller, Wenner, Zeman / Meets on June 13, 2016, at 4:30 PM)
- A. Detroit Lakes Regional Chamber would like to appear before the Public Safety Committee regarding the placement of a webcam at the Pavilion
 - B. Review the price [quotes](#) for electronic speed signs and consideration to researching alternative funding sources to purchase the signs
 - C. Consideration to amending the Police Civil Service [Rules](#) and Regulations
 - D. **Consideration to the appointment of Kristopher Espe to full membership in the Detroit Lakes Volunteer Fire Department effective June 3, 2016. Kristopher has completed his one year probationary membership
 - E. **Consideration to the appointment of Austin Peterson to full membership in the Detroit Lakes Volunteer Fire Department effective June 3, 2016. Austin has completed his one year probationary membership
 - F. **Consideration to the appointment of Matthew Ask to full membership in the Detroit Lakes Volunteer Fire Department effective May 6, 2016. Matthew has completed his one year probationary membership
 - G. **Acceptance of the April Police Chief's [Report](#)
 - H. **Acceptance of the April Fire Chief's [Report](#)
 - I. **Acceptance of parking violations report showing that parking violations amounted to \$160 for May 2016
 - J. **The City has received \$6058.90 that was collected by Becker County Court Administrator for April 2016 fines
- 9. Liquor/Gambling Control Committee** (*Wenner, Marks Erickson, Schiller, Schurman / Meets on June 14, 2016, at 4:30 PM)
- A. Consideration to granting approval to hire of a Full-Time [Liquor Store](#) Evening Supervisor

- B. Consideration to the [request](#) from the Detroit Lakes Regional Chamber of Commerce for a donation of \$500 for the 4th of July Fireworks Display (Liquor fund donated \$500 in 2014 & 2015 and Public Utilities donated \$1000 in 2014 & 2015)
- C. ****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 Pat Surface event on July 14, 2016 and the Rock of Ages event July 27-28, 2016 pursuant to their application and fee**
- D. ****Approval to the issuance of a Permit to Consume request made by Azucena Escobar for a wedding reception at the Pavilion August 14, 2016**
- E. ****Liquor Store Manager's [Report](#)**

10. Public Utilities Commission (*Buboltz, Imholte, Nansen, Sinclair, Tucker / Meets on June 14, 2016, at 7:30 AM)

- A. Consideration to the approval for [advertisement](#) of bids for preselection process for MBR facility at the Wastewater Plant

11. City Administration Items

- A. Central Market has decided to NOT renew their tobacco license
- B. ****Approval of the following Licenses through December 31, 2016:**

Plumbing Licenses:
Seaberg Plumbing & Heating

12. Mayor's Agenda Items

- A. Consideration to authorizing the Police Civil Service Commission to proceed with the hiring of a Police Chief to replace Chief Tim Eggebraaten who will retire November 25, 2016
- B. The term of Mary Beth Gilsdorf on the Development Authority will expire on August 5, 2016. Ms. Gilsdorf has served three, three-year terms and is not eligible to be reappointed
- C. The term of Phil Hansen on the Development Authority will expire on August 5, 2016. Mr. Hansen has served one, three-year term and is eligible to be reappointed
- D. The term of Mike Stearns on the Development Authority will expire on August 5, 2016. Mr. Stearns has served one, three-year term and is eligible to be reappointed

- E. The term of Marny Dreyer on the Library Board will expire on August 31, 2016. Ms. Dreyer has served two, three-year terms and is eligible to be reappointed
- F. The Mayor will need to appoint a new representative to the Economic Development District Board.

13. Items Not on the Agenda

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

14. Information and Announcements

- A. June 22, 2016 – Ameriflex Webinar 10:30 AM or 1:00 PM in Council Chambers
- B. The 2016 CGMC Summer Conference is July 20-22, 2016 in Austin, MN.
- C. Joint Governance 2016 Meeting Schedule
 - July 19, 2016 – Detroit Lakes Schools (*NOTE DATE CHANGE*)
 - October 4, 2016 – Becker County
- D. 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