

***DETROIT LAKES CITY COUNCIL***  
***REGULAR MEETING AGENDA***  
***TUESDAY, JULY 12, 2016***

The items on my desk as of **Wednesday, July 6, 2016**, to be presented for discussion and action at the regular meeting of the City Council on Tuesday, July 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 [June 14, 2016](#) and the Special City Council Meeting held [June 30, 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.** Elizabeth Wefel with Flaherty & Hood would like to appear before the Council
- D.** Public Hearing to give consideration to the granting of On-Sale Intoxicating liquor license, Sunday liquor license and 2 A.M. liquor license to Roasted, LLC, dba Roasted 815 Washington Ave, Detroit Lakes, MN 56501, for the period of August 1, 2016 through December 31, 2016.
- 1)** Approval to granting on-sale intoxicating liquor license, Sunday liquor license, and 2 AM liquor license to Roasted, LLC, dba Roasted
- E.** Public Hearing to receive public comments on the matter of providing host approval for the issuance of revenue obligations to Ecumen (CDL Homes, LLC)
- 1)** Consideration to a [resolution](#) authorizing host approval for the issuance of revenue obligations to Ecumen (CDL Homes, LLC)
- F.** Public Hearing to receive public comments on the proposed improvement of curb, gutter, concrete approaches and sidewalks for 2016
- 1)** Consideration to a [resolution](#) ordering the improvement of curb, gutter, concrete approaches and sidewalks for 2016

- G.** Public Hearing to give consideration to the establishment of Redevelopment Project No. 36 adoption of a redevelopment plan, and establishment of tax increment financing [District 36-1](#)
    - 1) Consideration to a [resolution](#) approving a redevelopment project and redevelopment plan therefor and approving a tax increment financing plan therefor
  - H.** Public Hearing to receive public comments on the [nuisance](#) at 410 Central Street West (Laurette Rischovd Paulson)
    - 1) Consideration to the issuance of an abatement of the nuisance at 410 Central Street West
- 5. Community Development Committee** (\*Imholte, Boeke, Wenner, Sukke, Zeman / Meets on July 7, 2016 at 4:30 PM)
- A.** Consideration to [resolution](#) amending the Conditional Use Permit for Riverview RV Park at 1540 Highway 59 to allow up to a 200 sq. ft. pervious deck or patio per unit in the common area (Riverview Detroit Lakes Association)
  - B.** Consideration to [resolution](#) denying the variance request to allow a 16x20 foot accessory structure in the front yard in the Shoreland District at 1861 Bridgeview Boulevard (Todd Erickson)
  - C.** Consideration to [resolution](#) approving the variance request to allow a 16x18 foot addition to a non-conforming building at 414 Front Street East (Ronald Lawrence)
  - D.** Consideration to [resolution](#) approving a Conditional Use Permit to allow a guest cottage (historic 493 square foot currently on site to be relocated) at 1116 South Shore Drive (Cheryl Newman Olson)
  - E.** Consideration to [resolution](#) approving the variance request to allow up to an 11 foot height for a water oriented accessory structure to remove the roof and replace it with a deck at 1646 East Shore Drive (Robert Hanna)
  - F.** Consideration to [resolution](#) approving the preliminary plat of Long Pines Estates at 1885 Long View Drive (Nugget Investments)
  - G.** Consideration to [resolution](#) setting a public hearing for the street vacation of a portion of Longview Lane
  - H.** Consideration to a request to revise the current [Assessment Policy](#)
  - I.** Update regarding the Shoreland Ordinance Committee's proceedings to date
  - J.** \*\*Acceptance of the Monthly Nuisance [Report](#)

- K. \*\*75 Applications for [building permits](#) have been received in the estimated construction value of \$2,642,896.26 for June 2016
  - L. \*\*Variance/Conditional Use Permit Status [Report](#)
  - M. \*\*For information only: There will be a public hearing August 8, 2016 regarding annexing a 2.5 acre tract of land at 16267 Highland Drive in Detroit Township to the City of Detroit Lakes ([Spilman](#))
- 6. Public Works Committee** (\*Zeman, Imholte, Schurman, Waller / Meets on July 11, 2016, at 3:00 PM)
- A. Public Works Director Brad Green will give a brief update on the 4<sup>th</sup> of July activities
  - B. Consideration to a [resolution](#) accepting a bid for the 2016 Street Rehabilitation Projects. Such bids were opened on July 7, 2016 at 10:00 AM
  - C. Consideration to a [resolution](#) accepting a Preliminary Engineering Report and setting a public hearing for a water/sewer extension projects from the intersection of Randolph Road/Kris Street to Fortune Avenue
  - D. City Engineer's Monthly Project Status [Report](#)
  - E. Consideration to the request from [Leighton Broadcasting](#) to waive the Pavilion rental fee of \$1100 for a community celebration honoring Andy Lia's career and commitment to Detroit Lakes
  - F. Consideration to the request submitted by [Jeremy Walker/Taylor](#) to hold a Flyboard Night Show and have a DJ on the City Beach Friday, August 19, 2016 from 7:30 PM to 11:00 PM
  - G. \*\* Consideration to the issuance of a transient merchant's license's for Gary Cox allowing him to sell WE Fest tickets at 1575 West Lake Drive; August 3-6, 2016
  - H. \*\* Consideration to the issuance of a transient merchant's license's for Mike Chandler allowing him to sell WE Fest tickets at 1377 West Lake Drive and 1042 Highway 59 South; August 3-6, 2016
  - I. \*\*For information only: [DLCCC](#) is requesting that Jonny's, LLC serve as the preferred food vendor for their baseball and softball events at Snappy Park from July 15 - August 19, 2016
  - J. \*\*Consideration to the request submitted by [Zorbaz/Mark Knutson](#) to hold the 4<sup>th</sup> Annual Zorbaz Beer Run and close various streets Saturday, September 3, 2016

- K. \*\*Consideration to the request submitted by [Fargo Marathon, Inc.](#) to hold the 21<sup>st</sup> Annual Dick Beardsley Run and close various streets Saturday, September 10, 2016. (They have also rented the Pavilion from September 7-10)
  - L. \*\*Consideration to the request submitted by [Shirley Holzgrove](#) to have her daughter's wedding ceremony on the public beach on the south side of the Pavilion August 6, 2016. She does have the Pavilion rented for that day as well.
  - M. \*\*Consideration to the request submitted by [Lynnsey Wimmer](#) to have her wedding ceremony on the public beach on the south side of the Pavilion and to rope off an area on the north side of the Pavilion for yard games and a few tables during the wedding reception on October 22, 2016. She does have the Pavilion rented October 21-22, 2016
  - N. \*\*Acceptance of the Monthly Animal Control [Report](#)
- 7. Finance Committee** (\*Marks Erickson, Zeman, Sukke, Wenner / Meets on July 12, 2016, at 3:30 PM)
- A. Consideration to a [resolution](#) authorizing the transfer of \$18,000 from the General Fund to the Police Equipment fund to cover the costs of the three (3) Speed Alert Radar Signs
  - B. Discussion regarding [salary](#) for the Mayor and Council members
  - C. \*\*Acceptance of the [Trial Balance](#)
  - D. \*\*Approval of payment of claims
- 8. Public Safety Committee** (\*Waller, Boeke, Schiller, Wenner, Zeman / Meets on July 11, 2016, at 4:30 PM)
- A. Police Chief Tim Eggebraaten will give a brief update on the 4<sup>th</sup> of July activities
  - B. Discussion regarding implementing rental inspections to the registered rental properties within the City
  - C. \*\*For Information Only: Compliance [report](#) from the Electronic Speed Sign that was set up on Richwood Road on Tuesday, July 5<sup>th</sup>
  - 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. \*\*Acceptance of the Police Chief's Monthly [Report](#)
  - G. \*\*Acceptance of the Fire Chief's Monthly [Report](#)
  - H. \*\*Acceptance of parking violations report showing that parking violations amounted to \$40 for June 2016
  - I. \*\*The City has received \$5663.96 that was collected by Becker County Court Administrator for May 2016 fines
- 9. Liquor/Gambling Control Committee** (\*Wenner, Marks Erickson, Schiller, Schurman / Meets on July 12, 2016, at 4:30 PM)
- A. \*\*Approval of the gambling application submitted by the Detroit Lakes Jaycees to play bingo at the Pavilion, 1361 Washington Avenue on July 14, 2016
  - B. \*\*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 Becker County Fairgrounds for the Becker County Fair, July 27-30, 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 Pavilion, 1361 Washington Ave for the Holzgrove Wedding reception on August 6, 2016, pursuant to their application and fee
  - D. \*\*Approval of the gambling application submitted by Holy Rosary Catholic Church to hold a raffle at the Holy Rosary Catholic Church at 1043 Lake Avenue on August 21, 2016
  - E. \*\*Approval of the gambling application submitted by Detroit Lakes Rotary Club to hold a raffle at the Lakeside Tavern at 200 West Lake Drive on August 26, 2016
  - F. \*\*Approval of the gambling application submitted by Holy Rosary Catholic Church to hold a raffle at the Holy Rosary Catholic Church at 1043 Lake Avenue on August 28, 2016
  - G. \*\*Approval to the issuance of a Permit to Consume request made by Sulena Fuentes for a Quincenera at the Pavilion on September 4, 2016
  - H. \*\*Approval to the issuance of a Permit to Consume request made by Lynnsey Wimmer for a Wedding Rehearsal and Reception at the Pavilion on October 21-22, 2016
  - I. \*\*Liquor Store Manager's [Report](#)

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

**11. City Administration Items**

A. Consideration to a [resolution](#) providing for the conduct of the Primary Election on August 9, 2016, designating the election judging and setting the hourly rate of pay

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

**Plumbing Licenses:**

All American Plumbing & Heating  
County Line Services, LLC

**Tobacco Licenses:**

Darrel & Brenda Siewert dba BD's Gas & Grub  
Tam Do Inc. dba DL Tobacco

**12. Mayor's Agenda Items**

A. Special Council Meeting will be on Wednesday, July 27, 2016 at 4:00 PM

B. Special Council Meeting will be on Tuesday, August 16, 2016 at 5:00 PM

C. The term of Marny Dreyer on the Library Board will expire on August 31, 2016. Ms. Dreyer has moved out of the area and is not eligible to be reappointed.

D. The term of Jeff Swanson on the Police Civil Service Commission will expire on September 30, 2016. Mr. Swanson has served one term and is eligible to be reappointed.

E. The term of Matt Hedstrom on the HRA Board will expire on October 5, 2016. Mr. Hedstrom has served four 5-year terms. There is no term limit 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. [Senator Franken's](#) office is holding a roundtable discussion regarding Rural Infrastructure in Greater Minnesota on July 12, 2016; 1:00 PM – 2:00 PM in the Council Chambers
- B. *Please note date & time changes for August Council & Committee Meetings due to the Primary Election:*

**MONDAY, AUGUST 8, 2016**

Public Works – 1:30 PM

Public Safety – 3:00 PM

Finance – 3:30 PM

Liquor & Gambling – 4:30PM

Council – 5:00 PM

- C. The 2017 Budget Committee Meetings are *tentatively* scheduled for 7:00AM on August 4, 11, 16, 18, 23, 25 (And August 31 & September 6 if needed)
- D. Joint Governance 2016 Meeting Schedule  
July 19, 2016 – Detroit Lakes Schools (*Note Date Change*)  
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