

DETROIT LAKES CITY COUNCIL
REGULAR MEETING AGENDA
TUESDAY, DECEMBER 13, 2016

The items on my desk as of **Wednesday, December 7, 2016**, to be presented for discussion and action at the regular meeting of the City Council on Tuesday, December 13, 2016, at 5:00 PM in the Council Chambers of the City Administration Building, are as follows:

1. Pledge of Allegiance

2. Minutes

Approval of the minutes of the Regular City Council Meeting held November 7, 2016 & the Special City Council Meeting held November 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. Public Hearing to give consideration the granting of an On-Sale 3.2 malt liquor license to Hunan Cuisine, LLC at 1657 Highway 10 W, Detroit Lakes, MN 56501 for the period of January 1, 2017 through December 31, 2017

1) Approval to granting an on-sale 3.2 malt liquor license to Hunan Cuisine

B. Public Hearing to give consideration to the proposed assessments for the 2016 Street Improvement Project

1) Consideration to a resolution adopting the Assessment Roll A-2 for the 2016 Street Improvement Project

5. Community Development Committee (*Imholte, Boeke, Wenner, Sukke, Zeman / Meets on December 8, 2016 at 4:30 PM)

A. Consideration to a resolution approving the variance to allow deciduous trees as a screening instead of a fence or hedge along the east side of 1221 Rossman Avenue (Rossman School)

B. Consideration to a resolution approving the Conditional Use Permit to allow an accessory structure (model home) at 516 East Main (Dynamic Homes)

C. **Acceptance of the Monthly Nuisance Report

D. **32 Applications for building permits have been received in the estimated construction value of \$2,684,166.00 for November 2016

E. **Variance/Conditional Use Permit Status Report

6. Public Works Committee (*Zeman, Imholte, Schurman, Waller / Meets on Monday, December 12, 2016, at 3:00 PM)

A. Consideration to a resolution to enter into a Cooperative Construction Agreement with MnDOT to provide for payment by the City to the State of the City's share of the costs of the utility adjustment construction and other associated construction to be performed upon, along and adjacent to TH 10 from 100 feet West of the TH 59 to 20 feet East of Summit Avenue within the corporate City limits under State Project No 0301-63 (TH10=002)

B. Discussion regarding the proposed North TH 59/Stony Road Utility Extension Project (Water and Sanitary Sewer Improvements - Jail Project)

1) Consideration to a resolution accepting the *Master Plan* and setting a public hearing for the proposed North TH 59/Stony Road Utility Extension Project

2) Consideration to approving the development agreement with Becker County

C. Consideration to a resolution accepting a Preliminary Engineering Report and setting a public hearing for the proposed *Pelican Lane* Street Extension Project

D. Consideration to a resolution accepting a Preliminary Engineering Report (*will be provided at the meeting*) and setting a public hearing for the proposed Long Pine Estates Street and Utility Improvement Project

E. Consideration to resolutions supporting the MnDOT TAP Grant Application relative to the West Lake Drive reconstruction and Bike Trail

F. Discussion regarding various pending/future joint projects with Becker County including West Lake Drive (Legion Rd to CSAH 6 and the beach area) and South Washington Avenue

G. Consideration to the request from the Becker County Veterans Service Office to waive Arena rental fee for a StandDown for Veterans and their families on Thursday, April 27, 2017

H. **Swanson's Repair is requesting Jonny's to cater a meal on December 17, 2016 at the Eagles Club from approximately 6:00 PM – 8:00 PM

I. **Consideration to the issuance of a transient merchant's license's for Jonathon Lee Jasch DBA: Jonny's LLC, 30200 Tower Road, to operate a Food Trailer in the Land O Lakes Company parking lot, 1110 13th Avenue SE, (North East Corner across the

- street from BTD) for 2017, opening from 6:00 AM to 8:00 PM, 7 days a week, pursuant to their applications, surety bond and fees
- J.** **Consideration to the request made by Kyle Braaten to have more than two animals at 1313 Lake Avenue (No complaints, requests three dogs)
 - K.** **City Engineer's Monthly Project Status Report
 - L.** **Acceptance of the Monthly Animal Control Report
- 7. Finance Committee** (*Marks Erickson, Zeman, Sukke, Wenner / Meets on December 13, 2016, at 3:30 PM)
- A.** Public discussion on the 2017 Budget and Tax Levy pursuant to the Truth & Taxation requirements at 6:01 PM
 - B.** Consideration to a resolution adopting the final 2017 Budget
 - C.** Consideration to a resolution adopting the final 2016 Tax Levy collectible in 2017
 - D.** Consideration to a resolution allowing the annual transfer of \$50,000.00 from the Food & Beverage Tax Fund to the General Fund to re-pay an interfund loan for Detroit Mountain Recreation Association (DMRA) to assist with construction of a parking lot
 - E.** Consideration to a resolution allowing the transfer of \$97,374.08 from the Food & Beverage Tax Fund to the Capital Projects Fund for the cost of the multi-use trail constructed as part of the Highway 34 Project
 - F.** Consideration to a resolution allowing the transfer of \$154,300.00 from the Food & Beverage Tax Fund to the Debt Services Fund for Washington Avenue Parking
 - G.** Consideration to approving the "Purchasing Policy" as required by Uniform Guidance to receive federal grants
 - H.** Discussion regarding the proposal of a local option sales tax and which projects to include for funding with the local option sales tax
 - I.** Continuation of discussion regarding 2018 Pavilion Rental Rates
 - J.** **Consideration to a resolution to not waive the monetary limits on Municipal Tort Liability for 2017
 - K.** **Consideration to a resolution designating the official newspapers for 2017, and setting a publication date Pursuant to Minnesota Statutes

- L. **Consideration to a resolution designating the depositories for City Funds for the Year 2017
 - M. **Authorization for City Administrator Kelcey Klemm to attend the CGMC Legislative Action Day, February 1, 2017 in St. Paul, MN
 - N. **The City has received \$435.52 from West Central Initiative/Hildred Shelland Long Trust for beautification purposes
 - O. **Acceptance of the Trial Balance
 - P. **Approval of payment of claims
- 8. Public Safety Committee** (*Waller, Boeke, Schiller, Wenner, Zeman / Meets on December 12, 2016, at 4:30 PM)
- A. **Acceptance of the Police Chief's Monthly Report
 - B. **Acceptance of the Fire Chief's Monthly Report
 - C. **Acceptance of parking violations report showing that parking violations amounted to \$80 for November 2016
 - D. **The City has received \$6551.83 that was collected by Becker County Court Administrator for October 2016 fines
- 9. Liquor/Gambling Control Committee** (*Wenner, Marks Erickson, Schiller, Schurman / Meets on December 13, 2016, at 4:30 PM)
- A. Consideration to approving the Sponsorship of the 2017 Let's Go Fishing program (2016 Donation was \$500)
 - B. Discussion regarding the proposed sale of the Audubon Liquor Store
 - C. **Approval of the gambling application submitted by ABATE of Minnesota, Inc. to hold a raffle at the Sandbar II, 1150 Randolph Road on March 4, 2017
 - D. **Liquor Store Manager's Report
- 10. Public Utilities Commission** (*Buboltz, Imholte, Nansen, Sinclair, Tucker / Meets on December 13, 2016, at 7:30 AM)
- A. Consideration to approving Work Change Directive No. 1 for the Wastewater Treatment Plant Project
 - B. **Consideration to approving the purchase of a 2017 Ford Explorer from Nelson Ford in Fergus Falls, MN for \$25,542.39 (Budgeted Item)

11. City Administration Items

- A. Consideration to authorizing City Offices to close at 2:00 PM on Friday, December 23, 2016
- B. **Consideration to a resolution granting authorization to execute MnDOT Grant Agreement for Airport Improvement excluding land acquisition
- C. ****Approval of the following Licenses for the period of January 1, 2017 through December 31, 2017:**

Plumbing Licenses:

Air Mechanical, Inc.
Bjelde Plumbing, LLC
Campbell Plumbing, Inc.
Countryside Plumbing & Heating of Long Prairie, LLC
Grant's Mechanical, Inc.
Hanks Heating & Plumbing, LLC
Home Heating Plumbing & Air
J-Berd Mechanical Contractors, Inc.
Januszewski Plumbing
Laney's Mechanical, Inc.
Manning Mechanical, Inc.
Metropolitan Mechanical Contractors, Inc.
Peterson Mechanical, Inc.
Plumbers, Inc.
Sonnenberg Plumbing & Heating

Tobacco License:

Casey's General Store #2219
Cenex Convenience Store
Food-N-Fuel
Holiday Stationstores, Inc.
Masterpiece Vapors
Mellow Moods Pipe & Tobacco, Inc.
Miller & Holmes, Inc.
Murphy Oil USA, Inc.
North Shore Travel Plaza
Petro Plus #105
Tam Do, Inc. dba DL Tobacco
Walmart Supercenter #2957
Zorbaz of Detroit Lakes

On-Sale Intoxicating & Sunday Liquor License:

Brew Ale's & Eats	Burnside's Charhouse & Bar
El Loro	Holiday Inn

Lakeside Tavern
Roasted, LLC
Speak Easy
The Bridge Marina Bar & Grill
The Lodge on Lake Detroit
Zorbaz on the Beach

Northside Bar & Café
Shorewood Pub
Voyageur Lanes
The Fireside

On-Sale Intoxicating Liquor License:
Sandbar II

On-Sale Sunday Liquor License:
VFW Jess-Omundson Post #1676

On & Off-Sale Brew Pub License:
Lakeside Tavern

On-Sale 3.2 Malt Liquor License:
China Buffet
Chinese Dragon of Detroit Lakes
LaBarista LLC

Off-Sale 3.2 Malt Liquor License:
Casey's General Store #2219
Central Market
Food-N-Fuel
Holiday Stationstores, Inc.
Northside Bar & Café
Petro Plus #105
Walmart Supercenter #2957

For Information Only: BD's Gas & Grub, 444 Morrow Ave is **NOT renewing their 3.2 Off Sale Liquor License for 2017

12. Mayor's Agenda Items

- A. The term of Julie Herman on the Planning Commission will expire on December 31, 2016. Ms. Herman has served one 3-year term and is eligible to be reappointed.
- B. The term of Beth Priddy on the Park Board will expire on February 28, 2017. Ms. Priddy has served one 3-year term and is eligible to be reappointed.
- C. The term of John Thorpe on the Park Board will expire on February 28, 2017. Mr. Thorpe has served the remainder of Dick Corbett's term and is eligible to be appointed to his first 3-year term.
- D. The term of Gary Nansen on the Public Utilities Commission will expire on February 28, 2017. Mr. Nansen has served two 3-year terms 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. There is an appreciation celebration for Alderman Marty Waller immediately following this meeting. Alderman Waller has served on the City Council the past 5 years.
- B. The Grand Army of the Republic Park in Detroit Lakes invites the City to participate in the Wreath Across America ceremony on December 14, 2016 beginning at 12:00 PM at Veteran's Memorial Park and the GAR Park.
- C. The CGMC Legislative Action Day is February 1, 2017 in St. Paul. If any council member would like to attend, please contact Glori or Stacy by December 15. (Cost is \$65 plus lodging).
- D. The City of Detroit Lakes will host the next joint governance meeting on January 3, 2017 at 7:00 AM in Council Chambers.

2017 Joint Governance Meeting Dates

- April 4, 2017 – Chamber
- July 11, 2017 – DL Schools
- October 3, 2017 - County

- E. Annual Council Meeting will be at 5:00 PM on January 3, 2017 (At this meeting, the Mayor will assign seating arrangements and appoint Council Members to the Finance, Community Development, Public Works, Public Safety, Liquor & Gambling Committees)
- F. The City Strategic Planning Session will be January 12, 2017 beginning at 8:00 AM in Council Chambers. (Draft Agenda)
- G. 2017 Council Meeting Dates
 - January 3, 2017 – Annual Meeting
 - January 10, 2017
 - February 14, 2017
 - March 14, 2017
 - April 11, 2017
 - May 9, 2017
 - June 13, 2017
 - July 11, 2017

August 8, 2017
September 12, 2017
October 10, 2017
November 14, 2017
December 12, 2017

Sincerely,

/s/ **KELCEY KLEMM**
Kelcey Klemm
City Administrator

KK/slg
Enclosures