

Detroit Lakes, Minnesota

January 11, 2022

The regular meeting of the City Council was called to order in the Council Chambers at 5:00 PM, January 11, 2022; all members of the City Council having been notified of the meeting and the business to be transacted.

Present: Mayor Brenk; City Administrator Kelcey Klemm; City Clerk Glori French; City Finance Officer Heidi Tumberg; City Attorney Charlie Ramstad; Deputy Clerk Kari Tyson; City Engineer Jon Pratt; Public Utilities General Manager Vernell Roberts; Police Chief Steven Todd; Community Development Director Larry Remmen; Liquor Store Manager Randy Buhr; Fire Chief Ryan Swanson; Public Works Director Shawn King; and Streets Superintendent John Cervantes

Aldermen Present: Mayor Brenk, Bly, Boeke, Dallmann, Josephson, Marks-Erickson, Spry, Sukke, Wenner, and Zeman

Absent: None

There being no corrections to the minutes of the Regular City Council Meeting held December 14, 2021, the Work Session held on December 21, 2021, and the Annual City Council Meeting held on January 4, 2022, a motion was made by Alderman Sukke, seconded by Alderman Zeman, and carried, without a dissenting vote. Mayor Brenk declared the minutes would stand approved.

Bruce Schwartzman from BKV was present to present to the City Council an award for Officer Magazine Law Enforcement Facilities Design.

Stephanie Krause from BTB was present to make a donation to the Fire Department.

A resolution was introduced by Alderman Wenner to accept donations for the Fire Department. The motion was seconded by Alderman Sukke and carried without a dissenting vote. Mayor Brenk declared the resolution 2022-0111A adopted.

Upon the recommendation of the Community Development Committee a motion was made by Alderman Josephson, to approve the second reading of Ordinance 486 establishing an Art Council. Alderman Boeke seconded the motion and carried without a dissenting vote. Mayor Brenk declared the Ordinance 486 approved and adopted.

Upon the recommendation of the Community Development Committee a motion was made by Alderman Josephson, to approve the first reading of Ordinance 487 amending the zoning ordinance of the City of Detroit Lakes relative to allowing industrial

uses as a Conditional Use on Lake 402 – Mud Lake and Lake 396 – Unnamed both Natural Environment Lakes. Alderman Boeke seconded the motion and carried without a dissenting vote. Mayor Brenk declared the first reading approved.

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Josephson to deny a Conditional Use Permit to allow a short-term rental of an entire three-bedroom home at 1521 Gary Avenue (CMP Properties). The motion was seconded by Alderman Wenner and carried without dissenting vote. Mayor Brenk declared resolution 2022-0111B approved.

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Josephson approving a variance to allow 46% impervious surface coverage and a 55-foot setback from the Ordinary High-Water Mark to allow an addition to a home at 739 North Shore Drive (John Flynn). The motion was seconded by Alderman Wenner and carried without dissenting vote. Mayor Brenk declared resolution 2022-0111C approved.

Alderman Sukke let the Council know discussion took place at the Public Works Committee regarding parking at the intersection of Roberts St and Roosevelt Ave. No further action at this time.

Mayor Brenk introduced the next item on the agenda, snow removal on sidewalks.

Public Works Director Shawn King presented to the Council his findings from other Cities that are similar in size to Detroit Lakes, finding only one who clears the sidewalks. King also presented costs related to sidewalk clearing.

Doug Friendshuh was present to discuss his concerns regarding sidewalks. Friendshuh requested the City reconsider the Ordinance that homeowners are responsible to clear their sidewalks of snow and ice. Friendshuh stated that he believes the City should clear the sidewalks for safety and appearance.

Mayor Brenk suggested the City enforce the ordinance this year, and look at it at budget time to see if we can get it added into the budget for 2023.

Alderman Zeman stated that costs add up, and that people should be responsible for their own property.

Alderman Wenner suggested having a process for elderly residents who can't remove the snow, where at a certain age, the City removes it for you.

Alderman Spry stated that there is an ordinance in place, we should be enforcing it.

Alderman Zeman stated there are businesses in the community who make a living off of removing snow, let them do it and get people back to work.

Alderman Dallman and Alderman Bly both asked if there are programs available to assist those who can't clear their sidewalks? There are none at this time, but it was suggested that maybe community groups could assist with snow removal.

Alderman Josephson stated that the ordinance was made in 2008 to help with budget cuts.

A motion was made by Alderman Zeman and seconded by Alderman Dallmann to keep enforcing the ordinance and to revisit the item at budget time. The motion carried without dissenting vote. Mayor Brenk declared the motion approved.

City Administrator Kelcey Klemm stated that discussion took place at the Public Works Committee Meeting regarding the Becker County Museum Site Plan. No further action at this time.

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Sukke authorizing the preparation of a Facility Plan for Campbell and Linden and setting a public hearing for February 8, 2022 at 5PM. The motion was seconded by Alderman Bly and was carried without dissenting vote. Mayor Brenk declared the resolution 2022-0111D approved.

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Sukke authorizing the preparation of a authorizing a Preliminary Engineering Report for Long Pines Estates Phase 3. The motion was seconded by Alderman Zeman and was carried without dissenting vote. Mayor Brenk declared the resolution 2022-0111E approved.

City Engineer Jon Pratt gave his monthly Engineers Report.

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman to approve requesting quotes for the 2022 bituminous repair or construction to streets, alleys and parking areas according to the specifications as laid out by the City. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman to approve requesting quotes for the 2022 concrete repair or construction of concrete curb and gutters, approaches and sidewalks according to the specifications as laid out by the City. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman to approve requesting quotes for the 2022 fertilizer services according to the specifications as laid out by the City. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman and seconded by Alderman Boeke to approve a Special Event Application for the Boys & Girls Club for their Polar Plunge on February 26, 2022. The motion was carried without a dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman and seconded by Alderman Boeke to approve a Transient Merchant License for Cygnus Home Service DBA Schwan's. The license would be effective January 1, 2022 through June 30, 2022 pursuant to the application and fees. The motion was carried without a dissenting vote. Mayor Brenk declared the motion approved.

Public Works Director Shawn King gave an update on the condition of streets, and said the City borrowed the Ice Breaker machine from MNDOT and had began to remove ice from high traffic roadways in the downtown area.

Upon the recommendation of the Finance Committee, a motion was made by Alderman Zeman and seconded by Alderman Bly to approve the Management Agreement with the American Legion Campground. The motion was carried without a dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Zeman, approving the proposal from BHH for Architectural Services for City Hall. The motion was seconded by Alderman Josephson and carried without a dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Zeman, approving the proposal for a strategic planning session for March 24<sup>th</sup> and 25<sup>th</sup>. The motion was seconded by Alderman Spry and carried without a dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Zeman, approving the Concession Lease Agreement with the City of Detroit Lakes and Detroit Country Club (DCC). The motion was seconded by Alderman Boeke and carried without a dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Zeman, approving miscellaneous purchases from Swanson Repair Incorporated for 2022. The motion was seconded by Alderman Boeke and carried without a dissenting vote. Mayor Brenk declared the resolution 2022-0111F adopted.

Upon the recommendation of the Finance Committee, a motion was made by Alderman Zeman, authorizing City Clerk Glori French to attend the 2022 MCFOA Annual Conference. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of the Finance Committee, a motion was made by Alderman Zeman, and seconded by Alderman Boeke, that the trial balance and monthly financial reports, submitted by Finance Officer Heidi Tumberg, showing a balance in the City treasury to be in the amount of \$23,331,921.26 as of December 31, 2021, be accepted, approved, and placed on file. Mayor Brenk declared the financial reports approved.

Upon the recommendation 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 of December 1, 2021, through December 31, 2021, in the amount of \$5,086,694.22. The motion for the adoption of the resolution was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared Resolution 2022-0111G adopted.

City Administrator Klemm stated that there were no bids for the sale of the Fire Truck, the City will open it up for direct negotiations.

Upon the recommendation of the Public Safety Committee a motion was made by Alderman Zeman, approving the Memorandum of Understanding with the Minnesota State Colleges and Universities. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of the Liquor and Gambling Committee a motion was made by Alderman Zeman, to approve the issuance of a Permit to Consume for the Rhinos Hockey for their hockey tournament February 25 through February 27, 2022 at the Kent Freeman Arena. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of the Liquor and Gambling Committee a motion was made by Alderman Zeman, to approve the issuance of a Gambling Permit Application for Lakes Area Imagination Library at the Shorewood Pub, 1743 Long Bridge Rd, for February 25, 2022. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of the Liquor and Gambling Committee a motion was made by Alderman Zeman, to approve the issuance of a Gambling Permit Application for Detroit Lakes Fire Dept Relief Assoc at the Detroit Lakes Fire Department 417 West Main St for April 1, 2022. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of the Liquor and Gambling Committee a motion was made by Alderman Zeman, to approve the issuance of a Gambling Permit Application for Detroit Lakes Youth Wrestling at High Point Networks, 910 Lincoln Ave, for April 23, 2022. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of the Liquor and Gambling Committee a motion was made by Alderman Zeman, to approve the issuance of a Gambling Permit Application for Detroit Lakes Chapter – Whitetails Unlimited at the Holiday Inn 1155 US Hwy 10 for April 30, 2022. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of the Liquor and Gambling Committee a resolution was introduced by Alderman Zeman, approving a Gambling Premises Permit Application for the Humane Society of the Lakes at Roasted 815 Washington Avenue for 2022. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared resolution 2022-0111H approved.

Upon the recommendation of the City Administrator, a motion was made by Alderman Zeman and seconded by Alderman Boeke to approve approving the following licenses

### **1. Plumbing Licenses**

Esser Plumbing  
 Hoban's Plumbing & Heating  
 Legacy Plumbing  
 Kahle Plumbing & Heating Inc  
 Lunseth Plumbing & Heating  
 Northern Pines Plumbing & Heating  
 Vesey Plumbing  
 Metropolitan Mechanical  
 Prime Plumbing & Heating  
 Ripplinger Plumbing Inc

### **2. Rental License**

|                       |                       |
|-----------------------|-----------------------|
| LARSON, LARRY/BETTE   | 1240 JACKSON AVE #401 |
| LARSON, LARRY/BETTE   | 1240 JACKSON AVE #408 |
| LARSON, LARRY/BETTE   | 1260 JACKSON AVE #608 |
| NORBY FLATS LLP       | 843 WASHINGTON AVE    |
| BILLINGTON, KAYLENE   | 1312 PELICAN LN       |
| MECHALEY, SHANE P     | 602 SOUTH SHORE DR    |
| NELSON, BRYCE         | 508 REYNOLDS ST       |
| BRENK, MARY L         | 1304 ROOSEVELT AVE    |
| QINMING, NI624        | WEST LAKE DR (HOUSE)  |
| KEY, GREGORY P        | 1313 MINNESOTA AVE    |
| LAKEFRONT ENTERPRISES | 612 WEST LAKE DR      |
| BECK, GREG            | 708 WEST LAKE DR      |
| BECK, GREG            | 710 WEST LAKE DR      |
| HALVORSON, DARIN      | 1235 RICHARD AVE      |
| HALVORSON, DARIN      | 330 ROBERT ST         |
| HALVORSON, DARIN      | 720 MAIN ST           |
| HUSETH, SHAWNA        | 980 WEST LAKE DR      |
| LAKES APARTMENTS      | 525 WASHINGTON AVE    |

|                              |                     |
|------------------------------|---------------------|
| NEITZKE, STEVE               | 1238 WASHINGTON AVE |
| PJ'S PROPERTIES- RENTALS LLC | 1208 SUMMIT AVE     |
| PJ'S PROPERTIES- RENTALS LLC | 204 ROSSMAN AVE     |
| PJ'S PROPERTIES- RENTALS LLC | 609 NORTH ST W      |
| PJ'S PROPERTIES-RENTALS LLC  | 1153 MINNESOTA AVE  |
| PJ'S PROPERTIES-RENTALS LLC  | 211 MINNESOTA AVE   |
| PJ'S PROPERTIES-RENTALS LLC  | 302 LANGFORD ST     |
| PJ'S PROPERTIES-RENTALS LLC  | 317 STATE ST E      |
| PJ'S PROPERTIES-RENTALS LLC  | 509 MAIN ST W       |
| PJ'S PROPERTIES-RENTALS LLC  | 600 NORTH ST W      |
| PJ'S PROPERTIES-RENTALS LLC  | 802 OAK GROVE       |
| PJ'S PROPERTIES-RENTALS LLC  | 523 NORTH ST        |
| PJ'S PROPERTIES-RENTALS LLC  | 427 OAK HILLS       |
| PJ'S PROPERTIES-RENTALS LLC  | 608 GRANGER RD      |
| PJ'S PROPERTIES-RENTALS LLC  | 1240 SUMMIT AVE     |
| PJ'S PROPERTIES-RENTALS LLC  | 1212 MADISON AVE    |
| PJ'S PROPERTIES-RENTALS LLC  | 601 MAIN ST W       |
| PJ'S PROPERTIES-RENTALS LLC  | 1143 ROOSEVELT AVE  |
| PJ'S PROPERTIES-RENTALS LLC  | 1327 MADISON AVE    |
| WILLIAMS, GERIANNE           | 1503 EAST SHORE DR  |
| PRICE, ROGER                 | 807 WASHINGTON AVE  |
| PRICE'S JEWELRY              | 805 WASHINGTON AVE  |
| THIEL, ROBBIE                | 1111 WILSON AVE     |

**3. Fertilizer License**

TruGreen

**4. Solid Waste License**

Wilke Enterprises

**5. Massage Therapist**

Athena Nosbush

**6. Massage Businesses**

Massage by Becky

**7. Commercial Yard Waste License**

MW Landscaping LLC

**8. Excavator License**

MX Underground LLC

MVM Contracting Inc

Arvig Enterprises

Century Link

PEC Solutions of the Dakotas LLC

Green's Plumbing and Heating

The motion was carried without dissenting vote, and Mayor Brenk declared the licenses approved.

A motion was made by Alderman Zeman, seconded by Alderman Boeke to accept the December Variance/Conditional Use Permit Status Report, the December building

permits in the amount of \$446,500, the 2021 Annual Building Report, the 2021 Community Development Department Annual Report, the December Animal Control Report, the 2021 Annual Animal Control Report, the 2021 Public Works Directors Annual Report, the December Police Chief's Report, the 2021 Police Department Report, the 2021 Fire Department Annual Report, the December Fire Chief's Report, the December Parking Violations Monthly Report of \$255, the November Becker County Court Report of \$3,088.54, and the December Liquor Store Manager's Report, and the Annual Liquor Store Report be approved and placed on file. The motion was carried without dissenting vote. Mayor Brenk declared the motion approved.

Upon the recommendation of Mayor Brenk, a motion was made by Alderman Sukke, seconded by Alderman Boeke, and carried without dissenting vote to approve the appointment of Mike Stearns to the Public Utilities Commission. Mayor Brenk declared the motion approved.

Upon the recommendation of Mayor Brenk, a motion was made by Alderman Sukke, seconded by Alderman Zeman, and carried without dissenting vote to approve the appointment of Rachel Hofstrand on the Tourism Bureau. Mayor Brenk declared the motion approved.

Mayor Brenk announce the Becker County Assessor has notified the City that the Board of Review for the 2022 Assessments will be held in the Becker County Courthouse on April 26, 2022, meeting at 9:30 AM. The Mayor appointed Alderman Josephson, Marks-Erickson, and Alderman Zeman.

Mayor Brenk announced the 2022 Joint Governance Meeting Dates

April 5, 2022 – DL Chamber

July 5, 2022 – DL Schools

October 4, 2022 – Becker County

Mayor Brenk announced the 2022 Council Meeting Dates

January 4, 2022 - Annual Meeting

January 11, 2022

February 8, 2022

March 8, 2022

April 12, 2022

May 10, 2022

June 14, 2022

July 12, 2022

August 8, 2022 \*\*Monday (Elections)

September 13, 2022

October 11, 2022

November 7, 2022 \*\*Monday (Elections)

December 13, 2022



Alderman Boeke thanked the Public Works Department for all their hard work clearing streets.

Mayor Brenk presented the State of the City Address.

There being no further business to conduct, by general consent, Mayor Brenk adjourned the meeting at 6:15 PM.

Respectfully submitted,  
Kari Tyson, Deputy Clerk