

City Council Minutes  
Regular Meeting

Detroit Lakes, Minnesota  
August 8, 2022

**CALL TO ORDER**

The regular meeting of the City Council was called to order in the Council Chambers at 5:00 PM, August 8, 2022; all members of the City Council having been notified of the meeting and the business to be transacted.

**ROLL CALL**

Council Present: Mayor Matt Brenk  
Alderman Boeke  
Alderman Dallmann  
Alderman Josephson  
Alderman Marks-Erickson  
Alderman Sukke  
Alderman Wenner  
Alderman Zeman

Council Absent: Alderman Bly  
Alderman Spry

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

**APPROVAL OF  
MINUTES**

There being no corrections to the minutes of the Regular City Council Meeting held July 12, 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.

**DISEASED TREE  
ABATEMENT  
HEARING**

Pursuant to notice having been published in the official newspaper that the Council, at this present meeting will conduct a hearing to receive public comments on the proposed abatement of diseased trees for 2022. Mayor Brenk called the hearing to order at 5:04 PM.

Public Works Director Shawn King presented the list of proposed abatements to the City Council.

There being no comments or concerns, Mayor Brenk closed the Public Hearing at 5:06 PM.

Upon the recommendation of the Public Works, a resolution was introduced by Alderman Sukke, ordering the abatement of diseased trees for 2022. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared resolution 2022-0808A approved.

**SHOREWOOD PUB  
LIQUOR LICENSE  
HEARING**

Pursuant to notice having been published in the official newspaper that the Council, at this present meeting will conduct a hearing to receive public comments on the granting of an on-sale intoxicating liquor license and Sunday liquor license to Shorewood Pub LLC, for the period of September 1, to December 31, 2022. Mayor Brenk called the hearing to order at 5:15 PM.

There being no comments or concerns, Mayor Brenk closed the Public Hearing at 5:16 PM.

Upon the recommendation of the Liquor and Gambling Control Board, a motion was made by Alderman Boeke to approve an on-sale intoxicating liquor license and Sunday liquor license to Shorewood Pub LLC, dba Shorewood Pub pursuant to their application and fees. The motion was seconded by Alderman Marks Erickson and carried without dissenting vote. Mayor Brenk declared the license approved.

**ORDINANCE 492**

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Josephson, approving the first reading of Ordinance 492, amending the sign ordinance relative to allowing signs in residential districts. The motion was seconded by Alderman Wenner and carried without dissenting vote. Mayor Brenk declared the first reading approved.

**ORDINANCE 493**

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Josephson, approving the first reading of Ordinance 493, amending the zoning ordinance to allow dental clinics with laboratories in the "I-1" Light Industrial District. The motion was seconded by Alderman Wenner and carried without dissenting vote. Mayor Brenk declared the first reading approved.

**ORDINANCE 494**

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Josephson, approving the first reading of Ordinance 494, amending the City Code to include Section 514 relative to Pet Waste. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the first reading approved.

**ORDINANCE 495**

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Josephson, approving the first reading of Ordinance 495, amending the City Code to add Section 515 Salt and Deicing Material Storage. The motion was seconded by Alderman Wenner and carried without dissenting vote. Mayor Brenk declared the first reading approved.

**ORDINANCE 496**

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Josephson, approving the first reading of Ordinance 496, amending the City Code Section 1007 relative to Stormwater

Management. The motion was seconded by Alderman Wenner and carried without dissenting vote. Mayor Brenk declared the first reading approved.

**ORDINANCE 497**

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Josephson, approving the first reading of Ordinance 497, amending the City Code Section 1008 relative to Stormwater Illicit Discharge and Connection. The motion was seconded by Alderman Wenner and carried without dissenting vote. Mayor Brenk declared the first reading approved.

**CONDITIONAL USE  
PERMIT – 316  
WOODCREST BLVD**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Josephson, approving a conditional use permit to allow a short term rental of a two (2) bedroom home at 316 Woodcrest Boulevard (Bryce Forsberg/Kastle Ranch). The motion was seconded by Alderman Wenner and carried without dissenting vote. Mayor Brenk declared resolution 2022-0808B adopted.

**VARIANCE – 1364  
LONG LAKE DRIVE**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Josephson, approving a variance to allow a 2 foot 6 inch side yard setback instead of a 10 foot side yard setback on a residential lot at 1364 Long Lake Drive (Drew Larson). The motion was seconded by Alderman Wenner and carried without dissenting vote. Mayor Brenk declared resolution 2022-0808C adopted.

**PRELIMINARY PLAT –  
DANDREW PLACE 609  
TERRY STREET**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Josephson, approving a preliminary plat for Dandrew Place at 609 Terry Street (Daniel Holzgrove). The motion was seconded by Alderman Wenner and carried without dissenting vote. Mayor Brenk declared resolution 2022-0808D adopted.

**BROADWAY AND  
TERRY STREET**

Discussion was held regarding connecting Broadway to Terry Street. A public hearing was set for September 13 at 5:00 PM.

**BOAT PARKING ON  
BEACH**

Alderman Sukke stated discussion was had regarding the request to park boats on the beach overnight at the Public Works Committee Meeting. No further action at this time.

**DEER SHOREWOOD  
DR/LONG BRIDGE RD**

Alderman Sukke stated discussion was had regarding the deer population on Shorewood Drive/Long Bridge Rd at the Public Works Committee Meeting. No further action at this time.

**BIDS HIGHLAND  
DRIVE**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Sukke to accept the bids for Highland Drive and award the contract to Sellin Brothers for \$2,262,802.15.

The City is sharing the cost of the project with Becker County on a 60/40 split. The motion was seconded by Alderman Marks Erickson and carried without dissenting vote. Mayor Brenk declared the motion approved.

**MN FLYERS  
MANAGEMENT  
AGREEMENT**

Alderman Sukke stated discussion was held regarding the MN Flyers Management Agreement at the Public Works Committee Meeting.

Alderman Sukke stated City Attorney Charlie Ramstead has made a draft Management Agreement and no action will be taken tonight to give ample time for everyone to review the agreement before a decision is made at the September Council Meeting.

Alderman Sukke stated most of the discussion revolved around the parking lot maintenance/improvements. Other current management agreements were reviewed, and some amendment recommendations were made to the City Attorney.

Alderman Boeke asked what the other management agreements require for parking lots.

City Attorney Ramstead stated that the non-profit pays for the parking improvements. The City has contributed to that in the past, but the cost is that of the non-profit.

No further questions or comments at this time.

**ENGINEERS REPORT**

City Engineer Jon Pratt provided a review of his monthly report. Upon the recommendation of the Public Works Committee, a motion was made by Alderman Sukke, seconded by Alderman Zeman, and carried without dissenting vote accepting the City Engineer's Monthly Project Status Report. Mayor Brenk declared the motion approved.

**BEACH USE REQUEST**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Sukke, seconded by Alderman Zeman, and carried without dissenting vote approving the request from Rebecca Larson and Jason DeYoung to use the beach in front of the Pavilion for their wedding ceremony on September 9, 2022. Mayor Brenk declared the motion approved.

**SPECIAL EVENT –  
CONGREGATIONAL  
CHURCH**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Sukke, seconded by Alderman Zeman, and carried without dissenting vote approving the Special Event Application for Congregational Church to hold their Church Service on August 21, 2022, from 10:00am to 11:30am behind their building located at G.A.R. Park. Mayor Brenk declared the motion approved.

**SPECIAL EVENT –  
TEAMSTERS BBQ**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Sukke, seconded by Alderman Zeman, and carried without dissenting vote approving the Special Event Application for the Teamsters Local 320 BBQ held on August 23, 2022, near Lake Ave and Holmes Street. Mayor Brenk declared the motion approved.

**SPECIAL EVENT –  
DETROIT LAKES**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Sukke, seconded by Alderman Zeman, and carried without dissenting vote approving the Special Event Application for Detroit Lakes

**SHRINE COLOR  
GUARD**

Shrine Color Guard to hold their Septoberfest on September 2, 2022, from 5pm to 8pm behind their building located at 515 Washington Ave. Mayor Brenk declared the motion approved.

**SPECIAL EVENT –  
HOLY ROSARY  
CATHOLIC CHURCH**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Sukke, seconded by Alderman Zeman, and carried without dissenting vote approving the Special Event Application for Holy Rosary Catholic Church to hold their Community Block Party on September 10, 2022, from 11am to 2pm. Mayor Brenk declared the motion approved.

**DLCCC 2023 RATES**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Zeman to approve the 2023 DLCCC Rates. The motion was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared the motion approved.

**CITY HALL REMODEL  
BID AUTHORIZATION**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Zeman giving authorization to advertise for bids for the City Hall Remodel Project. The motion was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared the motion approved.

**PUBLIC HEARING –  
FUNDING PUBLIC  
WORKS**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Zeman, who moved its adoption, setting a public hearing for the adoption of a Five-Year Capital Improvement Plan and the Issuance of General Obligation Bonds. The motion for the adoption of the resolution was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared Resolution 2022-0808E adopted.

**SUPPORTING A  
SPECIAL SESSION**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Zeman, who moved its adoption, supporting a special session. The motion for the adoption of the resolution was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared Resolution 2022-0808F adopted.

**FINANCE REPORTS**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Sukke, and seconded by Alderman Zeman, 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 \$19,470,691.03 as of July 31, 2022, be accepted, approved, and placed on file. Mayor Brenk declared the financial reports approved.

**PAYMENT OF CLAIMS**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Sukke, who moved its adoption, approving the payment of claims paid by proper authorization covering the period of July 1, 2022, through July 31, 2022, in the amount of \$4,012,606.37. The motion for the adoption of the resolution was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared Resolution 2022-0808G adopted.

- FULL-TIME FIRE CHIEF** Alderman Wenner let the Council know that discussion regarding a Full-time Fire Chief took place at the Public Safety Committee Meeting. No further action at this time.
- PERMIT TO CONSUME – KAYLA VILLAGOMEZ** Upon the Liquor and Gambling Control Committee, a motion was made by Alderman Sukke to approve a Permit to Consume to Kayla Villagomez to consume liquor at the Pavilion September 3, 2022. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the motion approved.
- TEMPORARY INTOXICATING – DETROIT LAKES SHRINE COLOR GUARD** Upon the Liquor and Gambling Control Committee, a motion was made by Alderman Sukke to approve a Temporary Intoxicating Liquor License to the Detroit Lakes Shrine Color Guard for their Septoberfest Event on September 2, 2022. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the motion approved.
- TEMPORARY INTOXICATING – DETROIT LAKES JAYCEES** Upon the Liquor and Gambling Control Committee, a motion was made by Alderman Sukke to approve a Temporary Intoxicating Liquor License to the Detroit Lakes Jaycees for September 17, 2022, at the Pavilion. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the motion approved.
- SPECIAL ON-SALE – HOLIDAY INN** Upon the Liquor and Gambling Control Committee, a motion was made by Alderman Sukke to approve a Special On-Sale Intoxicating Liquor License to the Holiday Inn for a wedding on August 20, 2022, at the Holmes Theatre . The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the motion approved.
- GAMBLING PERMIT – DETROIT LAKES JAYCEES** Upon the Liquor and Gambling Control Committee, a motion was made by Alderman Sukke to approve a Gambling Permit for Detroit Lakes Jaycees for their Raffle on July 15, 2022, at the Detroit Lakes Pavilion. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the motion approved.
- GAMBLING PERMIT – HOLY ROSARY CATHOLIC CHURCH** Upon the Liquor and Gambling Control Committee, a motion was made by Alderman Sukke to approve a Gambling Permit for Holy Rosary Catholic Church for their Raffle and Bingo on September 10, 2022, at Holy Rosary Catholic Church. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the motion approved.
- GAMBLING PERMIT – HOLY ROSARY CATHOLIC CHURCH** Upon the Liquor and Gambling Control Committee, a motion was made by Alderman Sukke to approve a Gambling Permit for Holy Rosary Catholic Church for their Raffle on September 18, 2022, at Holy Rosary Catholic Church. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the motion approved.
- GAMBLING PERMIT – DETROIT LAKES FIRE DEPARTMENT** Upon the Liquor and Gambling Control Committee, a motion was made by Alderman Sukke to approve a Gambling Permit for Detroit Lakes Fire Relief Association for their Raffle on October 28, 2022, at the Detroit Lakes Fire

Station. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the motion approved.

**CAPITAL  
CONTRIBUTIONS –  
AIRPORT HANGAR**

Upon the recommendation of the Public Utilities Commission, a resolution was introduced by Alderman Sukke, authorizing capital contributions to the Detroit Lakes/Becker County Airport Commission for the construction of a hangar. The motion was seconded by Alderman Marks Erickson and carried without dissenting vote. Mayor Brenk declared resolution 2022-0808H adopted.

**BUSINESS LICENSES**

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

**1) Excavator**

Hobbs Excavating

**2) Tobacco**

Oddegard Family Adventures OC LLC

**3) Rental**

Union Central

307 Lake Ave

Destination Deliveries

1221 Madison Ave #213

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

**DEPARTMENT  
REPORTS**

A motion was made by Alderman Zeman to accept the July Variance/Conditional Use Permit Status Report, the July building permits in the amount of \$4,537,470, the July Animal Control Report, the July Police Chief's Report, the July Fire Chief's Report, the July Parking Violations Monthly Report of \$125, the June Becker County Court Report of \$2,846.42, and the July Liquor Store Manager's Report be approved and placed on file. The motion was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared the motion approved.

**APPOINTMENT –  
BECKER COUNTY  
CANVASSING BOARD**

Upon the recommendation of the Mayor, a motion was made by Alderman Sukke to appoint Ron Zeman to the Becker County Canvassing Board for the Primary Election and General Election which will be held August 9, 2022, and November 8, 2022. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the motion approved.

**APPOINTMENT –  
HRA BOARD**

Upon the recommendation of the Mayor, a motion was made by Alderman Sukke to appoint Mary Haney to the HRA Board. The motion was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared the motion approved.

**APPOINTMENT –  
DEVELOPMENT  
AUTHORITY**

Upon the recommendation of the Mayor, a motion was made by Alderman Boeke to appoint Chris Jasken to the Development Authority. The motion was seconded by Alderman Dallmann, and carried without dissenting vote. Mayor Brenk declared the motion approved.

**APPOINTMENT – DL  
COMMUNITY  
FOUNDATION**

Upon the recommendation of the Mayor, a motion was made by Alderman Zeman to appoint Mike Stearns to the DL Community Foundation. The motion was seconded by Alderman Sukke and carried without dissenting vote. Mayor Brenk declared the motion approved.

**ANNOUNCEMENTS**

Mayor Brenk announced the 2023 Budget Committee Meeting Schedule.  
(Please note: A quorum of the Council may be present at these meetings)

Thursday, August 11th, 2022, 7:00 a.m.

Thursday, August 18th, 2022, 7:00 a.m.

Thursday, August 25th, 2022, 7:00 a.m.

Tuesday, August 30th, 2022, 7:00 a.m.

Thursday, September 1st, 2022, 7:00 a.m. (if needed)

Tuesday, September 6th, 2022, 7:00 a.m. (if needed)

Mayor Brenk announced Candidate Election filing will be open August 2 through August 16

Council Member First Ward - Four-Year Term

Council Member Second Ward - Four-Year Term

Council Member Third Ward - Four-Year Term

Alderman at Large - Four-Year Term

Alderman at Large - Four-Year Term

Mayor Brenk announced the 2022 Joint Governance Meeting Dates  
October 4, 2022 – Becker County

Mayor Brenk announced the 2022 Council Meeting Dates

September 13, 2022

October 11, 2022

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

December 13, 2022

**ADJOURNMENT**

There being no further business to conduct, by general consent, Mayor Brenk adjourned the meeting at 5:55 PM.

Respectfully submitted, Kari Tyson, Deputy Clerk