

City Council Minutes  
Regular Meeting

Detroit Lakes, Minnesota  
October 11, 2022

### **CALL TO ORDER**

The regular meeting of the City Council was called to order in the Council Chambers at 5:00 PM, October 11, 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 Bly  
Alderman Boeke  
Alderman Josephson  
Alderman Marks-Erickson  
Alderman Spry  
Alderman Sukke  
Alderman Wenner  
Alderman Zeman

Council Absent: Alderman Dallmann

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  
Public Works Director Shawn King  
Fire Chief Ryan Swanson  
Police Chief Steve Todd

### **APPROVAL OF MINUTES**

There being no corrections to the minutes of the Regular City Council Meeting held September 13, 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.

### **AGENDA**

A motion was made by Alderman Zeman and seconded by Alderman Boeke to approve the agenda as presented. The motion was carried without dissenting vote, and Mayor Brenk declared the motion approved.

### **TOM AND PAM MORTENSON**

Tom and Pam Mortenson were present to present the City with a check for 3 ADA picnic tables to be used at the Dog Park and G.A.R. Park. They also let the City know that the Wreaths Across America event would be held on December 17, 2022.

### **FIREFIGHTER OATH – JOHN CERVANTES**

Mayor Brenk swore in Firefighter John Cervantes

Pursuant to notice having been published in the official newspaper that the Council, at this present meeting will conduct a hearing to receive public

**ASSESSMENT  
HEARING – UNPAID  
UTILITY CHARGES**

comments for unpaid streetlight fee, water, sewer and storm water charges. Mayor Brenk called the hearing to order at 5:12 PM.

There being no comments or concerns, Mayor Brenk closed the Public Hearing at 5:13 PM.

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Zeman, who moved its adoption, adopting the assessment roll for unpaid streetlights, water, sewer and storm water charges. The motion was seconded by Alderman Sukke and carried without dissenting vote. Mayor Brenk declared resolution 2022-1011A adopted.

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 for unpaid fire protection charges. Mayor Brenk called the hearing to order at 5:14 PM.

**ASSESSMENT  
HEARING – UNPAID  
FIRE PROTECTION  
CHARGES**

There being no comments or concerns, Mayor Brenk closed the Public Hearing at 5:15 PM.

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Zeman, who moved its adoption, adopting the assessment roll for unpaid fire protection charges for the year of 2021-2022. The motion was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared resolution 2022-1011B adopted.

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Sukke to authorize additional design expenses related to Washington Park.

**WASHINGTON PARK  
DESIGN**

City Administrator Kelcey Klemm spoke about the project and lack of current funding available since there was no bonding bill in 2022.

The motion was seconded by Alderman Bly 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 Sukke, seconded by Alderman Zeman, and carried without dissenting vote approving funding contributions toward Willow St. Holmes St. and Frazee St. Special Assessments. Mayor Brenk declared the motion approved.

**ASSESSMENT  
CONTRIBUTIONS  
WILLOW, HOLMES,  
FRAZEE**

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Sukke, who moved its adoption, ordering the preparation of an assessment roll for Willow St, Holmes St, and Frazee St improvements for the Year 2023 and setting a Special Assessment Hearing for 5:00 PM, November 7, 2022, on the proposed assessments for said projects. The motion was seconded by Alderman Bly and carried without dissenting vote. Mayor Brenk declared resolution 2022-1011C adopted.

**SET ASSESSMENT  
HEARING – WILLOW,  
HOLMES, FRAZEE**

**ENGINEERS REPORT**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Sukke, seconded by Alderman Bly, and carried without dissenting vote, approving the City Engineer's Monthly Project Status Report. Mayor Brenk declared the motion approved.

**SET ASSESSMENT  
HEARING – LONG  
PINE ESTATES PHASE  
3**

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Sukke, who moved its adoption, ordering the preparation of an assessment roll for Long Pine Estates Phase 3 improvements for the Year 2023 and setting a Special Assessment Hearing for 5:00 PM, November 7, 2022, on the proposed assessments for said projects. The motion was seconded by Alderman Bly and carried without dissenting vote. Mayor Brenk declared resolution 2022-1011D adopted.

**SET ASSESSMENT  
HEARING – DISEASED  
TREE ABATEMENT**

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Sukke, who moved its adoption, declaring costs to be assessed for the Diseased Trees Control Project and setting a Special Assessment Hearing for 5:00 PM, November 7, 2022, on the proposed assessments for said project. The motion was seconded by Alderman Bly and carried without dissenting vote. Mayor Brenk declared resolution 2022-1011E adopted.

**SET ASSESSMENT  
HEARING –  
BITUMINOUS AND  
CONCRETE REPAIRS**

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Sukke, who moved its adoption, declaring costs to be assessed for bituminous, curb, gutter, approaches and sidewalk improvements for the Year 2022 and setting a Special Assessment Hearing for 5:00 PM, November 7, 2022, on the proposed assessments for said project. The motion was seconded by Alderman Bly and carried without dissenting vote. Mayor Brenk declared resolution 2022-1011F adopted.

**SET ASSESSMENT  
HEARING – UNPAID  
SERVICE CHARGES**

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Sukke, who moved its adoption, declaring costs to be assessed for unpaid service charges (mowing/pond restoration) for the Year 2022 and setting a Special Assessment Hearing for 5:00 PM, November 7, 2022, on the proposed assessments for said project. The motion was seconded by Alderman Bly and carried without dissenting vote. Mayor Brenk declared resolution 2022-1011G adopted.

**MEMO – PURCHASE  
OF VEHICLES**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Sukke, seconded by Alderman Bly, and carried without dissenting vote approving the purchase of a 2015 Ford F550 and a 2017 Ford F150 from MNDOT for \$45,000.00. Mayor Brenk declared the motion approved.

**FALL EXPO TRAINING**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Sukke, seconded by Alderman Bly, and carried without dissenting vote approving sending two employees of the Street Department to the Fall Expo. Mayor Brenk declared the motion approved.

**SPECIAL EVENT –  
FIRE DEPARTMENT**

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

Fire Department for their Street Dance on August 18, 2023, on West Lake Drive. Mayor Brenk declared the motion approved.

**SPECIAL EVENT –  
CHAMBER OF  
COMMERCE**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Boeke, and carried without dissenting vote approving a Special Event Application for the Chamber of Commerce Parade of Lights on November 28, 2022, on Lake Avenue, Frazee Street and Washington Avenue. Mayor Brenk declared the motion approved.

**DMRA AUDIT**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Zeman to accept the DMRA Annual Financial Statements and Independent Accountants Audit Report for the Year Ending April 30, 2022. The motion was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared the motion approved.

**2022C BOND SALE**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Zeman, who moved its adoption, awarding the sale of the 2022C bonds. The motion for the adoption of the resolution was seconded by Alderman Bly and carried without dissenting vote. Mayor Brenk declared Resolution 2022-1011H adopted.

**CITY HALL REMODEL**

The City Hall remodel Bid consideration was tabled to a future meeting.

**LIBRARY BATHROOM  
BID ACCEPTANCE**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Zeman, accepting bids for the library bathroom remodel and awarding the contract to Ledgestone Inc. The motion seconded by Alderman Spry and carried without dissenting vote. Mayor Brenk declared the motion approved.

**LIBRARY PNEUMATIC  
CONTROLS**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Zeman, approving a proposal from Trane for updating the pneumatic controls for the Library. The motion was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared the motion approved.

**INSURANCE AGENT  
QUOTES**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Zeman, accepting the quotes for Insurance Agent Services and awarding the three (3) year contract to Markuson Baer Insurance. The motion was seconded by Alderman Spry and carried without dissenting vote. Mayor Brenk declared the motion approved.

**AUDIT SERVICES  
QUOTES**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Zeman, accepting the quotes for Audit Services and awarding the three (3) year contract to BerganKDV. The motion was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared the motion approved.

**CONCESSION LEASE -  
DMRA**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Sukke, approving the Concession Lease Agreement with the City of Detroit Lakes and Detroit Mountain Recreation Area (DMRA). The motion was

seconded by Alderman Bly and carried without dissenting vote. Mayor Brenk declared the motion approved.

**LEAGUE OF MN  
CITIES DUES**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Sukke, approving the 2022 League of Minnesota Cities Membership Dues of \$10,524 (2022 dues were \$10,107 / 2021 dues were \$9,703 / 2020 dues were \$9,466). The motion was seconded by Alderman Bly and carried without dissenting vote. Mayor Brenk declared the motion approved.

**FINANCE REPORTS**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Sukke, and seconded by Alderman Bly, 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 \$14,733,692.02 as of September 30, 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 September 1, 2022, through September 30, 2022, in the amount of \$6,361,294.16. The motion for the adoption of the resolution was seconded by Alderman Bly and carried without dissenting vote. Mayor Brenk declared Resolution 2022-1011I adopted.

**ORDINANCE 498 –  
ADMINISTRATIVE  
CODE**

Upon the recommendation of the Public Safety Committee, a motion was made by Alderman Wenner, approving the first reading of Ordinance 498 amending Administrative Code regarding Fire Chief Election and Police Department Organization. The motion was seconded by Alderman Sukke and carried without dissenting vote. Mayor Brenk declared the motion approved.

**GAMBLING PERMIT –  
KNIGHTS OF  
COLUMBUS**

Upon the Liquor and Gambling Control Committee, a motion was made by Alderman Sukke to approve a Gambling Permit for the Knights of Columbus Council #3166 for their raffle on May 7, 2023, at Holy Rosary Church, 1043 Lake Ave. The motion was seconded by Alderman Bly and carried without dissenting vote. Mayor Brenk declared the motion approved.

**DESIGNATE  
ELECTION JUDGES**

Upon the recommendation of the City Administrator, a resolution was introduced by Alderman Sukke, providing for the conduct of the General Election on November 8, 2022, designating the election judging and setting the hourly rate of pay. The motion was seconded by Alderman Bly and carried without dissenting vote. Mayor Brenk declared resolution 2022-1011J adopted.

**BUSINESS LICENSES**

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

- 1) Excavation  
Heartland Excavating  
Rachel Contracting

**2) Rental**

EWGJ Property  
Eric Flyen

509 North Shore Drive  
409 State St E

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

**DEPARTMENT  
REPORTS**

A motion was made by Alderman Sukke to accept the September Code Compliance Official's Report, the September Variance/Conditional Use Permit, Land Disturbance Permit, and Stormwater Mitigation Permit Status Report, the September building permits in the amount of \$3,647,385, the September Animal Control Report, the September Police Chief's Report, the September Parking Violations Monthly Report of \$150, the August Becker County Court Report of \$6,484.94, and the September Liquor Store Manager's Report be approved and placed on file. The motion was seconded by Alderman Bly 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 Zeman to appoint Marjorie Berg to the HRA Board to fill the seat of resigned Rev. Ernie Mancini which expires on October 5, 2026. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the motion approved.

**ANNOUNCEMENTS**

Mayor Brenk announced that there will be a public hearing on the 2023 Budget and Tax Levy pursuant to the Truth & Taxation requirements will take place at the City Council meeting on December 13, 2022, at 6:01 PM.

Mayor Brenk stated the CGMC Fall Conference is November 17-18, 2022, at Arrowwood in Alexandria. If you are interested in attending, please let Kari know.

Mayor Brenk stated the Canadian Pacific Holiday Train will be making a stop in Detroit Lakes on Thursday December 15 at 2:30 PM.

Mayor Brenk announced the November Committee Schedule:

November 7 (Monday) 10:30 AM Community Development  
November 7 (Monday) 12:30 PM Public Works  
November 7 (Monday) 2:00 PM Public Safety  
November 7 (Monday) 3:00 PM Finance  
November 7 (Monday) 4:00 PM Liquor/Gambling  
November 8 (Tuesday) 7:30 AM Public Utilities

Mayor Brenk announced the 2022 Council Meeting Dates

November 7, 2022 \*\*Monday (Elections)  
December 13, 2022

Mayor Brenk announced the 2023 Joint Governance Meeting Dates

Jan 3, 2023 – City of DL  
April 4, 2023 – Chamber  
July 11, 2023 – DL Schools  
October 3, 2023 – County

Mayor Brenk announced the 2023 Council Meeting Dates

January 3, 2023 - Annual Meeting

January 10, 2023

February 14, 2023

March 14, 2023

April 11, 2023

May 9, 2023

June 13, 2023

July 11, 2023

August 8, 2023

September 12, 2023

October 10, 2023

November 14, 2023

December 12, 2023

**ADJOURNMENT**

There being no further business to conduct, by general consent, Mayor Brenk adjourned the meeting at 5:43 PM.

Respectfully submitted, Kari Tyson, Deputy Clerk