

City Council Minutes
Regular Meeting

Detroit Lakes, Minnesota
January 10, 2023

CALL TO ORDER

The regular meeting of the City Council was called to order in the Jury Assembly Room of the Becker County Courthouse at 5:00 PM, January 10, 2023; 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 Buboltz
Alderman Carlson
Alderman Dallmann
Alderman Deraney
Alderman Josephson
Alderman Stearns
Alderman Spry
Alderman Zeman

Council Absent: None

Staff Present: City Administrator Kelcey Klemm
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
Liquor Store Manager Randy Buhr
Community Development Director Larry Remmen

AGENDA

A motion was made by Alderman Buboltz and seconded by Alderman Zeman to approve the agenda with the additions of a liquor license for the Detroit Lakes Jaycees and a Special Event Application for Poles & Holes. The motion was carried without dissenting vote, and Mayor Brenk declared the motion approved.

**APPROVAL OF
MINUTES**

There being no corrections to the minutes of the Regular City Council Meeting held December 13, 2022, the Work Session held December 20, 2022, and the Annual City Council Meeting held January 3, 2023, a motion was made by Alderman Zeman, seconded by Alderman Boeke, and carried, without a dissenting vote. Mayor Brenk declared the minutes would stand approved.

LIBRARY UPDATE

Greta Guck from the Library was present to provide a library update.

**SUMMIT AVE
IMPROVE 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 Street and Utility Improvements for Summit Ave. Mayor Brenk called the hearing to order at 5:07 PM.

City Engineer Jon Pratt presented the project and improvements.

Carrie Johnston from the Detroit Lakes Chamber asked if bump outs or crossing nodes would be installed at the intersections.

City Engineer Jon Pratt stated that on-street parking will be reduced and some sort of crossing node will be installed.

John Wood of the Becker County Museum Board asked if the speed limit will be posted.

City Engineer Pratt said the speed limit will not be posted as it is not City policy to post 30mph or less, but studies show that when roads narrow, the speeds reduce.

Mr. Wood asked if there will be relief for nonprofits for assessments.

City Engineer Pratt said the Museum actually sits on City property, therefore the Museum will not be assessed.

Mr. Wood then asked if the City would be assessing themselves.

City Engineer Pratt, said yes, it is City policy for the City to assess themselves.

There being no further comments or questions, Mayor Brenk closed the hearing at 5:27 PM.

Upon the recommendation of the Public Works Committee, a resolution was then introduced by Alderman Zeman, who moved its adoption, authorizing the improvements and ordering the preparation of plans and specifications for the Street and Utility Improvements for Summit Ave. The motion was seconded by Alderman Josephson and was carried without dissenting vote. Mayor Brenk declared resolution 2023-0110A adopted.

**NEIGHBORHOOD
COMMERCIAL
ZONING**

Alderman Boeke stated that discussion occurred at the Community Development Committee meeting regarding Neighborhood Commercial Zoning Districts. No further action at this time.

**ARTS & CULTURE
STRATEGIC PLAN**

City Administrator Klemm introduced the Arts & Culture Commission Strategic Plan.

Alderman Buboltz stated that prior to being on City Council she was contracted to create the Strategic Plan, and would be abstaining from the vote.

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Boeke to approve the Strategic Plan, seconded by Alderman Spry.

Alderman Zeman stated that he is against the Arts and Culture Commission designing projects in the City and having so much input on things like infrastructure. Alderman Zeman stated there are already so many committees to handle different projects and things, that he doesn't believe the Arts & Culture Commission needs to be involved with that.

Alderman Zeman made a motion to amend the motion removing the last two lines off the Strategic Plan. The motion was seconded by Alderman Dallmann.

Alderman Josephson stated that when projects get to certain points, he isn't elected to make those interior decorating, or placement and selection of art pieces and believes that the Art & Culture Commission would be better suited for those decisions.

Alderman Boeke stated that he is against the amendment as that was not what was discussed at the Community Development Committee meeting.

Alderman Carlson stated that he believes that the Art & Culture Commission can assist with making things consistent. Alderman Carlson also stated that it doesn't say how they would need to be involved, just that they would be there to promote inclusion.

Alderman Deraney asked if there was any concern about working against the Holmes Theatre.

Arts & Culture Chairman Amy Stears stated that the commission actually works with the theatre and not against it.

Alderman Dallmann stated that he shares the same concerns about competing against the Theatre, and also asked Chairman Stearns what influence or decisions they would have on the Pavilion and the Ballpark projects.

Chairman Stearns said, as wonderful as it would be to be included in projects, what the Art & Culture Commission has discussed is being apart of the conversation at the table regarding public art pieces throughout the City. Chairman Stearns also said there is no fundraising that has been by the Arts & Culture Committee.

Alderman Dallmann asked if there was funding that would be needed, would the Arts & Culture Commission come to the City Council asking for funding.

Chairman Stearns said that at this time nothing is planned, but that the Arts & Culture Commission is more of an advisory committee for the City just like the Park Board.

Mayor Brenk called to question the amended motion. The motion failed. Mayor Brenk then called to question the original motion which carried without dissenting vote and Alderman Buboltz abstaining. Mayor Brenk declared the Art & Culture Commission Strategic Plan approved.

ORDINANCE 504

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Boeke, approving the second reading and adoption of Ordinance 504, amending the zoning ordinance to allow short term rentals in residential districts. The motion was seconded by Alderman Spry. The motion was carried without dissenting vote. Mayor Brenk declared the Ordinance 504 adopted.

ORDINANCE 505

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Boeke, approving the second reading and adoption of Ordinance 505, amending Section 3 and 5 of the zoning ordinance of the City of Detroit Lakes relative to building height and other building requirements in the “R-A” Agricultural Residence District. The motion was seconded by Alderman Zeman. The motion was carried without dissenting vote. Mayor Brenk declared Ordinance 505 adopted.

ORDINANCE 506

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Boeke, approving the second reading and adoption of Ordinance 506, rezoning property at 557 South Shore Drive from “R-A” Agriculture Residence District to “R-2” One and Two Family Residence District (Gehrig Properties). The motion was seconded by Alderman Stearns and carried without dissenting vote. Mayor Brenk declared Ordinance 506 adopted.

**NONCONFORMING
USE - 1886 BRAINARD
BLVD**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Boeke, who moved its adoption, approving a nonconforming use expansion permit to allow a 16 X 21 foot addition to a home that has a current setback of 43 feet from the Ordinary High Water Mark at 1886 Brainard Boulevard (Michael Peterson). The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared resolution 2023-0110B adopted.

**2023 STREET
REHABILITATION
PROJECTS**

Alderman Zeman stated that discussion occurred at the Public Works Committee meeting regarding the 2023 Street Rehabilitation Projects. No further action at this time.

GREENSTEP CITIES

City Administrator Kelcey Klemm gave an update on the GreenStep Cities.

ADA DOCK PROJECT

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Stearns, and carried without dissenting vote, approving the ADA Dock Project. Mayor Brenk declared the motion approved.

2023 DOCK LICENSES

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Stearns to approve the 2023 Dock

Licenses. The motion was carried without dissenting vote. Mayor Brenk declared the dock licenses approved for 2023.

**SPECIAL EVENT
APPLICATION –
POLES AND HOLES**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Josephson to approve the Special Event Application for the Poles and Holes Fishing Derby on February 11, 2023. The motion was carried without dissenting vote. Mayor Brenk declared the the event approved.

ENGINEERS REPORT

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

**FINAL PAYMENT
RIDGE VIEW 1ST
ADDITION**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Carlson, seconded by Alderman Zeman, and carried without dissenting vote, approving the final Payment to Feldt Plumbing in the amount of \$152,319.68 for Ridge View 1st Addition. Mayor Brenk declared the motion approved.

**BITUMINOUS QUOTE
2023**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Carlson, seconded by Alderman Zeman, and carried without dissenting vote, approving requesting quotes for the 2023 bituminous repair or construction to streets, alleys, and parking areas according to the specifications as laid out by the City. Mayor Brenk declared the motion approved.

**CONCRETE QUOTE
2023**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Carlson, seconded by Alderman Zeman, and carried without dissenting vote, approving requesting quotes for the 2023 concrete repair or construction of concrete curb and gutters, approaches, and sidewalks according to the specifications as laid out by the City. Mayor Brenk declared the motion approved.

**TRANSIENT
MERCHANT –
CYGNUS HOME
SERVICE**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Carlson, seconded by Alderman Zeman, and carried without dissenting vote, approving a Transient Merchant License for Cygnus Home Service DBA Schwan’s. The license would be effective January 1, 2023, through June 30, 2023, pursuant to the application and fees.

**SPECIAL EVENT
APPLICATION –
PROPEL DL**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Carlson, seconded by Alderman Zeman, and carried without dissenting vote approving a Special Event Application for Propel DL for the Polar Fest Fireworks on February 11, and February 25, 2023. Mayor Brenk declared the motion approved.

**DCC BUDGET AND
RATES 2023**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Josephson to approve the 2023 Rates for the Detroit Country Club.

DCC Board President David Blomseth was present to provide an update on the status of the DCC and introduce Thomas Dolby the new General Manager.

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

SWANSON REPAIR PURCHASES 2023

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Carlson, who moved its adoption, approving miscellaneous purchases from Swanson Repair Incorporated for 2023. The motion for the adoption of the resolution was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared Resolution 2023-0110C adopted.

MCFOA ANNUAL CONFERENCE

Upon the recommendation of the Finance Committee, a motion was made by Alderman Carlson and seconded by Alderman Zeman to authorization for City Clerk Glori French to attend the 2023 MCFOA Annual Conference. The motion was carried without dissenting vote. Mayor Brenk declared the motion approved.

FINANCIAL REPORTS

Upon the recommendation of the Finance Committee, a motion was made by Alderman Carlson, 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 \$16,845,740.92 as of December 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 Carlson, who moved its adoption, approving the payment of claims paid by proper authorization covering the period of December 1, 2022, through December 31, 2022, in the amount of \$5,557,035.33. The motion for the adoption of the resolution was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared Resolution 2023-0110D adopted.

FIRE CHIEF HIRING

Upon the recommendation of the Public Safety Committee, a motion was made by Alderman Spry, approving the hiring of Michael Hanson as the Full-time Fire Chief. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the motion approved.

DONATION – FIRE DEPARTMENT

Upon the recommendation of the Public Safety Committee, a resolution was introduced by Alderman Spry, who moved its adoption, accepting a donation to the Fire Department of \$9,700 for Fire Equipment from Turn In Poachers. The motion for the adoption of the resolution was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared Resolution 2023-0110E adopted.

DONATION – POLICE DEPARTMENT

Upon the recommendation of the Public Safety Committee, a resolution was introduced by Alderman Spry, who moved its adoption, accepting a donation to the Police Department of \$2,000 for Equipment. The motion for the adoption

of the resolution was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared Resolution 2023-0110F adopted.

**FIREWORKS LICENSE
– PROPEL DL**

Upon the recommendation of the Public Safety Committee, a motion was made by Alderman Carlson, approving a Fireworks License for Propel DL for their fireworks on February 11, and February 25, 2023. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the motion approved.

**GAMBLING PERMIT –
TURN IN POACHERS**

Upon the recommendation of the Liquor and Gambling Control Committee, a resolution was introduced by Alderman Carlson, who moved its adoption, approving off-site gambling for Turn in Poachers – Ottertail Chapter for January 18, 2023, for Pull-Tabs at the Boys & Girls Club, 150 Richwood Rd. The motion for the adoption of the resolution was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared Resolution 2023-0110G adopted.

**HOLIDAY INN
ANNUAL LIQUOR
LICENSE DLCCC**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Carlson and seconded by Alderman Zeman to approve the Annual DLCCC Special Event Liquor Application for Right Choice Lodging. The motion was carried without dissenting vote. Mayor Brenk declared the motion approved.

**TEMPORARY
INTOXICATING
LIQUOR LICENSE – DL
JAYCEES**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Dallmann and seconded by Alderman Deraney to approve the Temporary Intoxicating Liquor License for the Detroit Lakes Jaycees for February 4, 2023. The motion was carried without dissenting vote. Mayor Brenk declared the motion approved.

**IBEW UNION
CONTRACT**

Upon the Public Utilities Commission, a motion was made by Alderman Stearns to approve the IBEW Union Contract for 2023-2025. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the motion approved.

BUSINESS LICENSES

Upon the recommendation of the City Administrator, a motion was made by Alderman Carlson and seconded by Alderman Zeman to approve the following licenses pursuant to their application and fees:

1) Plumbing Licenses

Hoban’s Plumbing & Heating
Plumbers Inc
Prime Plumbing & Heating LLC
Campbell Plumbing
Kahle Plumbing & Heating
Northern Pines Plumbing & Heating
BDT Mechanical LLC
Esser Plumbing & Heating Inc

2) Taxi

DL Transportation Services

- 3) Fireworks License
Menard’s (Phantom Fireworks)
- 4) Rental License
Homeward Rental Properties 1157 Phinney Ave
Rudolph, Vickie J 1003-1005 Willow Street
Rudolph, Vickie J 1231 Madison Ave #313
Rudolph, Vickie J 1231 Madison Ave #312
Doeden, Lawrence/Joan 315 Park Lake Blvd #206
Grones Properties 1136 Wilson Ave
Yutrzenka, Patrick 1323 Loring Ave
Raun, Patricia 744 North Shore Dr.
Walter Enterprises LLC 1110 Woodrow Ave
Vagle, Tom/Linda 202 Summit Ave
- 5) Massage Business
ReLakes Professional Massage LLC
Lakes Wellness Spa & IV
- 6) Massage Therapist
Kelly Johnson
- 7) Liquor
American Legion 15
BH Company LLC
- 8) Excavator License
Feldt Plumbing
Arvig Enterprises
Heartland Excavating
Dirt Dynamics
Green’s Plumbing
Hough Inc
MVM Contracting
Westlund Excavating
PEC Solutions
MC Contracting

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

DEPARTMENT REPORTS

A motion was made by Alderman Carlson to accept the 2022 Annual Building Report, the 2022 Community Development Committee Report, the December Code Compliance Official’s Report, the December Variance/Conditional Use Permit, Land Disturbance Permit, and Stormwater Mitigation Permit Status Report, the December building permits in the amount of \$7,112,420, the December Animal Control Report, the 2022 Animal Control Report, the 2022 Public Works Department Report, the December Police Chief’s Report, the 2022 Police Department Report, the December Fire Report, the December Parking Violations Monthly Report of \$1,080, the November Becker County Court Report of \$5,973.51, the 2022 Annual Liquor Store Report, and the December Liquor Store Manager’s Report be approved and placed on file. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the motion approved.

**APPOINTMENT –
PUBLIC UTILITIES
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Zeman to appoint Alderman Mike Stearns to the Public Utilities Commission as the Council Liaison. The motion was seconded by Alderman Spry and carried without dissenting vote. Mayor Brenk declared the motion approved.

**APPOINTMENT –
PUBLIC UTILITIES
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Zeman to appoint Madalynn Sukke to the Public Utilities Commission. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the motion approved.

**APPOINTMENT –
PLANNING
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Boeke to appoint Jena Swartz to the Planning Commission to fill the seat vacated by Dan Wenner. The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared the motion approved.

STATE OF THE CITY

Mayor Brenk presented the State of the City Address.

ANNOUNCEMENTS

Mayor Brenk announced that the Becker County Assessor has notified the City that the Board of Review for the 2023 Assessments will be held in the Becker County Courthouse on April 25, 2023, meeting at 9:30 AM. The Mayor should appoint a Board of Equalization (The City Charter requires 3 Council Members and the Mayor. Alderman Josephson is certified through July 1, 2026, Alderman Zeman is certified through July 1, 2024, and Mayor Brenk is certified through July 1, 2023). Mayor Brenk appointed Alderman Boeke.

Mayor Brenk announced the 2023 Joint Governance Meeting Dates

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

Mayor Brenk announced the 2023 Council Meeting Dates

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 6:32 PM.

Respectfully submitted, Kari Tyson, Deputy Clerk