

City Council Minutes
Regular Meeting

Detroit Lakes, Minnesota
February 14, 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, February 14, 2023; all members of the City Council having been notified of the meeting and the business to be transacted.

ROLL CALL

Council Present: Alderman Boeke
Alderman Buboltz
Alderman Carlson
Alderman Dallmann
Alderman Deraney
Alderman Josephson
Alderman Stearns
Alderman Spry

Council Absent: Mayor Matt Brenk
Alderman Zeman

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
Public Utilities General Manager Vernell Roberts
Liquor Store Manager Randy Buhr

**APPOINT ACTING
VICE MAYOR BOEKE**

A motion was made by Alderman Stearns and seconded by Alderman Carlson to appoint Alderman Boeke as Acting Vice Mayor. The motion was carried without dissenting vote, and Acting Vice Mayor Boeke declared the motion approved.

AGENDA

A motion was made by Alderman Buboltz and seconded by Alderman Spry to approve the agenda with the adjustments of removing the massage therapist licenses from consent and the addition of a resolution for a gambling permit application for the VFW. The motion was carried without dissenting vote, and Acting Vice Mayor Boeke declared the motion approved.

**APPROVAL OF
MINUTES**

There being no corrections to the minutes of the Regular City Council Meeting held January 10, 2023, and the Special City Council Meeting held January 26, 2023, a motion was made by Alderman Carlson, seconded by Alderman Spry, and carried, without a dissenting vote. Acting Vice Mayor Boeke declared the minutes would stand approved.

PUBLIC FORUM

Todd Simison of TS Dock & Lift was present to speak about concerns he had regarding his interaction with Staff during a recent building project.

**VARIANCE
1080 WEST LAKE DR**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Spry, who moved its adoption, approving the Variance to allow an addition to a home to be 7.1 feet from the side yard and 40.3% impervious surface coverage instead of the 25% impervious surface coverage required at 1080 West Lake Drive (Steve Walz). The motion was seconded by Alderman Dallmann and carried without dissenting vote. Acting Vice Mayor Boeke declared resolution 2023-0214A adopted.

**ANNEX RANDOLPH
RD & CO HWY 54**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Spry, who moved its adoption, approving the matter of annexing an area designated for orderly annexation (Randolph Road and County Highway 54) and zoning it “R-M” Multi-Family Residential. The motion was seconded by Alderman Carlson and carried without dissenting vote. Acting Vice Mayor Boeke declared resolution 2023-0214B adopted.

**PARKING AT
WASHINGTON
SQUARE MALL**

Public Works Director Shawn King stated a snow emergency had been declared for the overnight parking area of the Washington Square Mall so the lot could be cleared. Residents were given 48 hours notice and 5 vehicles were towed.

**STREET PARKING
NEAR HIGH SCHOOL**

Ross Hansen a Junior at Detroit Lakes High School was present to present a parking proposal for on street parking around the High School.

Mr. Hansen stated he has a meeting with the Superintendent Mark Jensen to also discuss his concerns.

Alderman Josephson encouraged Mr. Hansen to continue with his appointment and City Administrator Klemm will follow up with the concerns/issue.

**SCHOOL ZONE SPEED
LIMITS**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Josephson, seconded by Alderman Spry, and carried without dissenting vote, approving a 20 mph speed zone around the public elementary schools. Acting Vice Mayor Boeke declared the motion approved.

**MN DNR GRANT
SUBMISSION**

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Josephson, authorizing the grant submission for the MN DNR Outdoor recreation program for the ADA Dock. The motion was seconded by Alderman Buboltz and carried without dissenting vote. Acting Vice Mayor Boeke declared resolution 2023-0214C adopted.

**PER – 2023 STREET
REHABILITATION
IMPROVEMENTS**

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Josephson, approving the PER and setting a public hearing for the proposed 2023 Street Rehabilitation project. The motion was seconded by Alderman Stearns and carried without dissenting vote. Acting Vice Mayor Boeke declared resolution 2023-0214D adopted.

- ENGINEERS REPORT** Upon the recommendation of the Public Works Committee, a motion was made by Alderman Josephson, seconded by Alderman Carlson, and carried without dissenting vote, accepting the City Engineer's Monthly Project Status Report. Acting Vice Mayor Boeke declared the motion approved.
- TREE INSPECTOR TRAINING** Upon the recommendation of the Public Works Committee, a motion was made by Alderman Josephson, seconded by Alderman Stearns, and carried without dissenting vote, approving Dave King, Danny Johnson & Brennon Raser to attend Tree Inspector Recertification training in Arden Hills on March 14-15, 2023, with hotel. Acting Vice Mayor Boeke declared the motion approved.
- PESTICIDE APPLICATION TRAINING** Upon the recommendation of the Public Works Committee, a motion was made by Alderman Josephson, seconded by Alderman Stearns, and carried without dissenting vote, approving John Cervantes, Danny Johnson, Brian McCarthy, Travis Dorff, and Jed Restad to attend Pesticide Applicator Recertification training March 28 through a webinar. Acting Vice Mayor Boeke declared the motion approved.
- SPECIAL EVENT APPLICATION – DMRA** Upon the recommendation of the Public Works Committee, a motion was made by Alderman Josephson, seconded by Alderman Stearns, and carried without dissenting vote approving a Special Event Application for the DMRA Shamrock Run on April 29th. Acting Vice Mayor Boeke declared the motion approved.
- SPECIAL EVENT APPLICATION – LAKES AREA FARMERS MARKET** Upon the recommendation of the Public Works Committee, a motion was made by Alderman Josephson, seconded by Alderman Stearns, and carried without dissenting vote approving a Special Event Application for the Lakes Area Farmers Market for their Farmers Market in People's Park for the Summer of 2023. Acting Vice Mayor Boeke declared the motion approved.
- SPECIAL EVENT APPLICATION – CHAMBER OF COMMERCE** Upon the recommendation of the Public Works Committee, a motion was made by Alderman Josephson, seconded by Alderman Stearns, and carried without dissenting vote approving a Special Event Application for the Detroit Lakes Chamber of Commerce for their Art in the Park in the City Park on July 30, 2023. Acting Vice Mayor Boeke declared the motion approved.
- DLCCC AUDIT** Upon the recommendation of the Finance Committee, a motion was made by Alderman Josephson to accept the Detroit Lakes Community & Cultural Center Annual (DLCCC) Financial Statements and the Independent Accountant's Audit Report for Year Ending August 31, 2022. The motion was seconded by Alderman Buboltz and was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.
- PUBLIC WORKS FACILITY BIDS** Upon the recommendation of the Finance Committee, a motion was made by Alderman Josephson to accept the bids for the Public Works Facility and awarding the contract to BCI Construction Group. The motion was seconded by Alderman Stearns and was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

- ARPA FUND REQUEST – EARLY CARE & DEVELOPMENT OF BECKER COUNTY** Upon the recommendation of the Finance Committee, a motion was made by Alderman Josephson to approve the request for \$10,000 of ARPA funds from Early Care & Development of Becker County. The motion was seconded by Alderman Stearns and was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.
- DLYH ARENA AGREEMENT** Upon the recommendation of the Finance Committee, a motion was made by Alderman Josephson to approve the Detroit Lakes Youth Hockey Arena Use Agreement. The motion was seconded by Alderman Stearns and was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.
- ISD #22 ARENA AGREEMENT** Upon the recommendation of the Finance Committee, a motion was made by Alderman Josephson to approve the Detroit Lakes Public School Arena Use Agreement. The motion was seconded by Alderman Dallmann and was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.
- DCC CONCESSION LEASE** Upon the recommendation of the Finance Committee, a motion was made by Alderman Josephson to approve the Concession Lease Agreement with the City of Detroit Lakes and Detroit Country Club (DCC). The motion was seconded by Alderman Stearns and was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.
- MCMA CONFERENCE APPROVAL** Upon the recommendation of the Finance Committee, a motion was made by Alderman Josephson to authorize City Administrator Kelcey Klemm to attend the 2023 MCMA Annual Conference, April 26-28, 2023, in Nisswa MN. The motion was seconded by Alderman Stearns and was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.
- FINANCIAL REPORTS** Upon the recommendation of the Finance Committee, a motion was made by Alderman Josephson, and seconded by Alderman Stearns, 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 \$15,944,301.21 as of January 31, 2023, be accepted, approved, and placed on file. Acting Vice Mayor Boeke declared the financial reports approved.
- PAYMENT OF CLAIMS** Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Josephson, who moved its adoption, approving the payment of claims paid by proper authorization covering the period of February 1, 2023, through January 31, 2023, in the amount of \$6,224,846.71. The motion for the adoption of the resolution was seconded by Alderman Stearns and carried without dissenting vote. Acting Vice Mayor Boeke declared Resolution 2023-0214E adopted.
- TOWNSHIP CONTRACT MEETING** Alderman Spry let the Council know the Annual Township Contract Meeting will be held on February 23, 2023, at 3:00 PM at the Fire Hall.

**JOINT POWERS
AGREEMENT – LAKES
AREA SWAT**

Police Chief Steve Todd spoke about a possible Joint Powers Agreement with Lakes Area SWAT. An agreement will be up for consideration at a future meeting.

**CONTAINMENT FILL
STATION**

Upon the recommendation of the Public Safety Committee, a motion was made by Alderman Spry, approving the purchase of a Containment Fill Station. The motion was seconded by Alderman Stearns and carried without dissenting vote. Acting Vice Mayor Boeke 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 of \$3,300 from BTM for safety harnesses for the Fire Department. The motion for the adoption of the resolution was seconded by Alderman Dallmann and carried without dissenting vote. Acting Vice Mayor Boeke declared Resolution 2023-0214F adopted.

**EQUIPMENT
TRANSFER**

Upon the recommendation of the Public Safety Committee, a motion was made by Alderman Spry, approving an equipment transfer from the Police Department to the Fire Department. The motion was seconded by Alderman Dallmann and carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**MASSAGE THERAPIST
LICENSE – AMANDA
KNUTSON**

Upon the recommendation of the Public Safety Committee, a motion was made by Alderman Spry, denying a massage therapist license for Amanda Knutson. The motion was seconded by Alderman Deraney and carried without dissenting vote. Acting Vice Mayor Boeke declared the license denied.

**MASSAGE THERAPIST
LICENSE – SUSAN
HEDEN**

Upon the recommendation of the Public Safety Committee, a motion was made by Alderman Carlson, approving a massage therapist license for Susan Heden pursuant to the application and fees. The motion was seconded by Alderman Stearns and carried without dissenting vote. Acting Vice Mayor Boeke declared the license approved.

**TEMP EXPANSION
PERMIT - LEGION**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Dallmann and seconded by Alderman Stearns to approve a Temporary Expansion Permit for the American Legion from February 11 – 26, 2023. The motion was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**TEMPORARY
INTOXICATING
LIQUOR LICENSE –
BOYS & GIRLS CLUB**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Dallmann and seconded by Alderman Buboltz to approve a Temporary Liquor License for the Boys & Girls Club on February 25, 2023, on Little Detroit Lake near the City Beach for their Polar Plunge. The motion was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**PERMIT TO CONSUME
– RHINOS HOCKEY**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Josephson and seconded by Alderman Stearns to approve a permit to consume for Rhino Hockey Group for February 24-26,

2023, at the Arena. The motion was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**PERMIT TO CONSUME
– JAMES & FRANCES
BASSETT**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Josephson and seconded by Alderman Stearns to approve a permit to consume for James and Frances Bassett for June 16, 2023, at the Pavilion. The motion was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**PERMIT TO CONSUME
– KAYLA
VILLAGOMEZ**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Josephson and seconded by Alderman Stearns to approve a permit to consume for Kayla Villagomez for June 29, 2023, at the Pavilion. The motion was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**GAMBLING PERMIT –
DL JAYCEES**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Josephson and seconded by Alderman Stearns to approve a gambling permit for Detroit Lakes Jaycees for their Raffle on February 4, 2023, at the Holmes Theatre, 826 Summit Ave. The motion was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**GAMBLING PERMIT –
DL BREAKFAST
ROTARY**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Josephson and seconded by Alderman Stearns to approve a gambling permit for Detroit Lakes Breakfast Rotary for their Raffle on February 11, 2023, at the Holiday Inn, 1155 US Hwy 10 E. The motion was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**GAMBLING PERMIT –
DLYH**

Upon the recommendation of the Liquor and Gambling Control Committee, a resolution was introduced by Alderman Josephson, who moved its adoption, approving off-site gambling for Detroit Lakes Youth Hockey Association for their Raffle on February 16, 2023, at the Kent Freeman Arena, 1310 Rossman Ave. The motion for the adoption of the resolution was seconded by Alderman Stearns and carried without dissenting vote. Acting Vice Mayor Boeke declared Resolution 2023-0214G adopted.

**GAMBLING PERMIT –
LAKES AREA
IMAGINATION
LIBRARY**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Josephson and seconded by Alderman Stearns to approve a gambling permit for Lakes Area Imagination Library for their Raffle on February 17, 2023, at the VFW, 500 North Washington Ave. The motion was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**GAMBLING PERMIT –
KIWANIS**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Josephson and seconded by Alderman Stearns to approve a gambling permit for the Kiwanis for their Bingo on February 21, 2023, at the VFW, 500 Washington Ave. The motion was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**GAMBLING PERMIT –
PINE TO PRAIRIE**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Josephson and seconded by Alderman Stearns to approve a gambling permit for Pine to Prairie – Pheasants Forever for their Raffle on March 31, 2023, at the Holiday Inn, 1155 US Hwy 10 E. The motion was carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**GAMBLING PERMIT-
VFW**

Upon the recommendation of the Liquor and Gambling Control Committee, a resolution was introduced by Alderman Dallmann, who moved its adoption, approving off-site gambling for the VFW for their Raffle, Pull-Tabs, Tipboards, and Paddlewheel on March 18, 2023, at the Boys & Girls Club, 150 Richwood Rd. The motion for the adoption of the resolution was seconded by Alderman Stearns and carried without dissenting vote. Acting Vice Mayor Boeke declared Resolution 2023-0214H adopted.

**WAPA REC
DESIGNATED ENTITY
AGREEMENT**

Upon the recommendation of the Public Utilities Commission, a motion was made by Alderman Stearns to approve the WAPA REC Designated Entity Agreement. The motion was seconded by Alderman Dallmann and carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

BUSINESS LICENSES

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

- 1) Excavator
 - Consolidated Communications
 - Minnesota Energy
 - Taves Construction
- 2) Massage Business
 - Lakes Wellness Spa & IV PLLC
 - Elevate Professional Massage
- 3) Short Term Rental

James Belden	1139 Summit Ave
CMP Properties	1210 Lake Ave
Gerianne Williams	1503 East Shore Dr
MJJJR LLC	1853 Bridgeview
Blvd	
MJJJR LLC	2668 Long Lake Rd
Shane Mechaley	602 South Shore Dr
Lake Sunset Properties LLC	907 North Shore Dr
Business Builders	926 West Lake Dr
- 4) Plumbing
 - Wokasch PLB
 - Legacy Plumbing LLC
 - Alpine Mechanical
 - Precision Plumbing
 - Maloney's Plumbing
 - Vesey Plumbing
 - J-Tech Mechanical

5) Rental – Approved list on file with City Clerk

The motion was carried without dissenting vote, and Acting Vice Mayor Boeke declared the licenses approved.

**DEPARTMENT
REPORTS**

A motion was made by Alderman Josephson to accept the January Code Compliance Official's Report, the January Variance/Conditional Use Permit, Land Disturbance Permit, and Stormwater Mitigation Permit Status Report, the January building permits in the amount of \$486,356, the January Animal Control Report, the January Police Chief's Report, the January Fire Report, the January Parking Violations Monthly Report of \$370, the December Becker County Court Report of \$3,474.01, and the January Liquor Store Manager's Report be approved and placed on file. The motion was seconded by Alderman Stearns and carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**APPOINTMENT –
PARK BOARD**

Upon the recommendation of the Mayor, a motion was made by Alderman Josephson to reappoint Alex Westhoff to the Park Board. Mr. Westhoff has fulfilled the term vacated by John Thorp which expires on February 28, 2023. The motion was seconded by Alderman Stearns and carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**APPOINTMENT –
ARTS & CULTURE
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Spry to appoint Greta Guck to the Arts & Culture Commission to fill the seat of Mrs. Sinclair who will be resigning after the term expires on February 28, 2023. The motion was seconded by Alderman Stearns and carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**APPOINTMENT –
ARTS & CULTURE
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Buboltz to appoint Patty LaBarre to the Arts & Culture Commission. Mrs. LaBarre completed the initial appointment, which on February 28, 2023. The motion was seconded by Alderman Spry and carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**APPOINTMENT –
ARTS & CULTURE
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Spry to appoint Amy Stearns to the Arts & Culture Commission. Mrs. Stearns completed the initial appointment, which on February 28, 2023. The motion was seconded by Alderman Carlson and carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

**APPOINTMENT –
PUBLIC UTILITIES
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Spry to appoint Helen Foltz to the Public Utilities Commission. Mrs. Foltz has served one term, which expires on February 28, 2023. The motion was seconded by Alderman Stearns and carried without dissenting vote. Acting Vice Mayor Boeke declared the motion approved.

ANNOUNCEMENTS

Acting Vice Mayor Boeke 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.

Acting Vice Mayor Boeke announced the 2023 Joint Governance Meeting Dates

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

Acting Vice Mayor Boeke announced the 2023 Council Meeting Dates

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, Acting Vice Mayor Boeke adjourned the meeting at 6:06 PM.

Respectfully submitted, Kari Tyson, Deputy Clerk