

City Council Minutes  
Regular Meeting

Detroit Lakes, Minnesota  
March 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, March 14, 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 Deraney  
Alderman Josephson  
Alderman Stearns  
Alderman Spry  
Alderman Zeman

Council Absent: Alderman Dallmann

Staff Present: City Administrator Kelcey Klemm  
City Finance Officer Heidi Tumberg  
Deputy Clerk Kari Tyson  
City Attorney Charlie Ramstad  
Engineer John Olson  
Public Works Director Shawn King  
Street Supervisor John Cervantes  
Fire Chief Mike Hanson  
Firefighter Ryan Swanson  
Police Chief Steve Todd  
Community Development Director Larry Remmen  
Liquor Store Manager Randy Buhr

**AGENDA**

A motion was made by Alderman Boeke and seconded by Alderman Carlson to approve the agenda with the addition of a resolution for an Airport Grant Agreement and a memo from the City Administrator to approve a local share for the grant. 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 February 14, 2023, a motion was made by Alderman Stearns, seconded by Alderman Boeke, and carried, without a dissenting vote. Mayor Brenk declared the minutes would stand approved.

**PUBLIC HEARING  
2023 STREET REHAB  
PROJECTS**

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 White Clover Beach Rd, 8th Street (15th Ave to +/-

1,400' East), 11th Ave, 15th Ave, and Randolph Rd (Roosevelt Ave to Kris St), street improvements . Mayor Brenk called the hearing to order at 5:04 PM.

Engineer John Olson presented the project and improvements.

Dave Opsahl of 896 White Clover Beach mentioned his concerns about a frost boil that occurs in the roadway, and also how close some of the trees are to the roadway.

Engineer John Olson stated they will look into it during the design phase of the project.

Sherryl Leum of 880 White Clover Beach Rd spoke about her concerns about drainage and standing water.

Engineer John Olson stated they will look into it during the design phase.

There being no further comments or questions, Mayor Brenk closed the hearing at 5:21 PM

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Zeman, who moved its adoption, authorizing improvements and ordering the preparation of plans and specifications for the White Clover Beach Rd, 8th Street (15th Ave to +/-1,400' East), 11th Ave, 15th Ave, and Randolph Rd (Roosevelt Ave to Kris St), street improvements. The motion was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared resolution 2023-0314A adopted.

**WATER CARNIVAL  
REQUEST**

Northwest Water Carnival Co-Admiral Kyle Pereira appeared before the Council and presented the 87th Annual Water Carnival event schedule and requests. A motion was made by Alderman Zeman approving the requests of the 87th Annual Northwest Water Carnival Events to be held July 14 - 23, 2023, and waive all associated fees. The motion was seconded by Alderman Boeke and carried, without a dissenting vote. Mayor Brenk declared the requests approved.

**NONCONFORMING  
USE – 944 SOUTH  
SHORE DR**

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 6 foot 6 inch side yard setback instead of a 10 foot side yard setback for expansion of a garage on a residential property at 944 South Shore Drive (Brian and Sandy Korbel). The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared resolution 2023-0314B adopted.

**FINAL PLAT  
LAKECREST ESTATES**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Boeke, who moved its adoption, approving the final plat of Lakecrest Estates First Supplement Common Interest Community Plat (AK Properties, LLC). The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared resolution 2023-0314C adopted.

- BOAT PARKING CITY BEACH** Alderman Zeman let the Council know that discussion took place at the Public Works Committee meeting regarding parking boats overnight on the beach. No further action at this time.
- LAKE WEEDS AT THE COMPOST** Alderman Zeman let the Council know that discussion took place at the Public Works Committee meeting regarding composting lake weeds at the compost site. No further action at this time.
- PER SOUTHWOOD SHORES ESTATE** Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Zeman, authorizing a Preliminary Engineers Report for Southwood Shores Estate, contingent upon receiving a Developer’s Agreement and payment for the PER. The motion was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared resolution 2023-0314D adopted.
- PLANS/SPECS CAMPBELL AND LINDEN** Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Zeman, approving the plans and specifications and ordering advertisement for bids for the Campbell Ave and Linden Ln street, stormwater, sanitary sewer and watermain improvements. The motion was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared resolution 2023-0314E adopted.
- PLANS/SPECS SUMMIT AVE** Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Zeman, approving the plans and specifications and ordering advertisement for bids for the Summit Ave, street and utility improvements. The motion was seconded by Alderman Stearns and carried without dissenting vote. Mayor Brenk declared resolution 2023-0314F adopted.
- SPECIAL EVENT APP – GOGO RENTAL** Alderman Zeman let the Council know that discussion took place at the Public Works Committee meeting regarding the Special Event Application for GoGo Rental for Sax on the Beach. No further action at this time.
- ENGINEERS REPORT** Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Buboltz, and carried without dissenting vote, accepting the City Engineer’s Monthly Project Status Report. Mayor Brenk declared the motion approved.
- TREE INSPECTOR TRAINING** Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Buboltz, and carried without dissenting vote, approving John Cervantes & Jed Restad to attend MN Tree Inspector Certification training in Elk River on April 21, 2023. Mayor Brenk declared the motion approved.
- SPECIAL EVENT APPLICATION – BIG CAT DISC GOLF LLC** 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 for the Big Cat Disc Golf LLC 3rd Annual Carpenters Classic Disc Golf Tournament, April 22, 2023, in the City Park. Mayor Brenk declared the motion approved.

**EMPLOYEE RECOGNITION PROGRAM**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Josephson, implementing and allowing expenditures for an employee recognition program. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared resolution 2023-0314G adopted.

**WELLNESS PROGRAM**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Josephson, implementing and allowing expenditures for a wellness program.

Alderman Carlson would like the program tracked to see if employees are using the program.

The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared resolution 2023-0314H adopted.

**PERSONNEL POLICY UPDATES**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Josephson to approve the changes to the Personnel Policy. The motion was seconded by Alderman Buboltz and was carried without dissenting vote. Mayor Brenk declared the motion approved.

**GASB POLICY**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Josephson to approve a policy regarding GASB and leases. The motion was seconded by Alderman Stearns and was carried without dissenting vote. Mayor Brenk declared the motion approved.

**DISCONTINUE LOCAL OPTION SALES TAX**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Josephson, discontinuing the local option sales tax as of June 30, 2023. The motion was seconded by Alderman Spry and carried without dissenting vote. Mayor Brenk declared resolution 2023-0314I adopted.

**AMEND CONDUIT BOND SERIES 2013**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Josephson, approving an amendment to the independent senior housing revenue refunding note (CDL Homes LLC project), series 2013, and authorizing the execution and delivery of an allonge to the note. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared resolution 2023-0314J adopted.

**MNDOT GRANT AGREEMENT**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Josephson, approving a grant agreement with MNDOT for the Airport Fueling System.

Alderman Zeman stated he believes that hangar rentals should be higher and that he would like to see the airport collect fees from pilots who use the runway.

City Administrator Kelcey Klemm stated that because the airport is a General Aviation airport, by FAA standards, we can't collect fees for the use of the runway.

The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared resolution 2023-0314L adopted.

**MNDOT GRANT  
AGREEMENT –  
AIRPORT FUEL  
SYSTEM**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Josephson to approve the City's local share for the Airport Fuel System Grant. The motion was seconded by Alderman Stearns and was carried without dissenting vote. Mayor Brenk declared the motion approved.

**AUTHORIZED SIGNER  
AMERICAN  
NATIONAL BANK**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Josephson, changing the authorized signers on the City of Detroit Lakes' American National Bank Account. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared resolution 2023-0314J adopted.

**CGMC CONFERENCE**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Zeman to authorize the City Administrator Kelcey Klemm to attend the 2023 CGMC Summer Conference, July 26-28, 2023, in Thief River Falls MN. The motion was seconded by Alderman Buboltz and 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 Zeman, and seconded by Alderman Buboltz, 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 \$16,136,994.12 as of February 28, 2023, 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 Zeman, who moved its adoption, approving the payment of claims paid by proper authorization covering the period of February 1, 2023, through February 28, 2023, in the amount of \$2,885,465.44. The motion for the adoption of the resolution was seconded by Alderman Buboltz and carried without dissenting vote. Mayor Brenk declared Resolution 2023-0314M adopted.

**FIRE CHIEF OATH**

Mayor Brenk swore in Mike Hanson as the new Fire Chief.

**FLORAL BASKET  
SPONSORSHIP**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Buboltz, approving the sponsorship of the downtown floral baskets in the amount of \$4,000. The motion was seconded by Alderman Stearns and carried without dissenting vote. Mayor Brenk declared the motion approved.

**LIQUOR STORE LED  
LIGHT UPGRADE**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Buboltz and seconded by Alderman Spry to accept the bids for new LED lighting at the Liquor Store, and awarding the contract to Clover Electric. The motion was carried without dissenting vote. Mayor Brenk declared the motion approved.

**TEMPORARY  
INTOXICATING – DL  
JAYCEES**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Zeman and seconded by Alderman Buboltz to approve a Temporary Intoxicating Liquor License for the Detroit Lakes Jaycees for the Craft Beer Tour at the Kent Freeman Arena on March 31, 2023. The motion was carried without dissenting vote. Mayor Brenk declared the motion approved.

**TEMPORARY  
INTOXICATING –  
EAGLES CLUB**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Zeman and seconded by Alderman Buboltz to approve a Temporary Intoxicating Liquor License for the Detroit Lakes Eagles Club for the Street Faire on Holmes St on June 2-3, 2023. The motion was carried without dissenting vote. Mayor Brenk declared the motion approved.

**GAMBLING PERMIT –  
FIRE RELIEF ASSOC.**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Zeman and seconded by Alderman Buboltz to approve a Gambling Permit for the Detroit Lakes Fire Department Relief Association for their Raffle on May 26, 2023, at the Fire Hall, 417 Main St W. The motion was carried without dissenting vote. Mayor Brenk declared the motion approved.

**GAMBLING PERMIT –  
DL JAYCEES**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Zeman and seconded by Alderman Buboltz to approve a Gambling Permit for the Detroit Lakes Jaycees for their Bingo on April 29, 2023, at the Holmes Theatre, 826 Summit Ave. The motion was carried without dissenting vote. Mayor Brenk declared the motion approved.

**GAMBLING PERMIT –  
PERHAM DUCKS  
UNLIMITED**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Zeman and seconded by Alderman Buboltz to approve a Gambling Permit for the Perham Ducks Unlimited for their Raffle on April 30, 2023, at the VFW, 500 Washington Ave. The motion was carried without dissenting vote. Mayor Brenk declared the motion approved.

**GAMBLING PERMIT –  
HUMANE SOCIETY OF  
THE LAKES**

Upon the recommendation of the Liquor and Gambling Control Committee, a resolution was introduced by Alderman Zeman, who moved its adoption, approving an Off-site gambling permit for humane society of the Lakes for their Raffle, Pull-tabs, and Tipboards on March 17, 2023, at the VFW, 500 N Washington Ave. The motion for the adoption of the resolution was seconded by Alderman Buboltz and carried without dissenting vote. Mayor Brenk declared Resolution 2023-0314N adopted.

**BUSINESS LICENSES**

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

- 1) Fireworks License  
TNT Fireworks (Walmart Parking Lot)
- 2) Excavator  
Century Link  
Shaw Excavating
- 3) Short Term Rental

- 1005 North Shore Drive      Skye and Troy Fingalson
- 4) Massage Therapist  
Linda Lanpher
  - 5) Plumbing  
Lakes Area Plumbing & Heating  
Magnell Plumbing LLC  
Ripplinger Plumbing Inc  
El-Jay Plumbing & Heating
  - 6) Rental
    - Apex Townhomes                      1429-1439 Apex Ct
    - Apex Townhomes                      1430-1440 Apex Ct
    - Apex Townhomes                      1416-1426 Apex Ct
    - Apex Townhomes                      1401-1411 Apex Ct
    - Apex Townhomes                      1415-1425 Apex Ct
    - Leitheiser, Stephen                  1304 Corbett Rd
    - Sunrise Apt                              810 Central ST E
    - Castaway Properties, LLC          1512 Legion Rd
    - Goodhart, Scott                        609 Washington Ave
    - Moen, Dan                                415 State ST E
    - Riverview Mobile Home Park LLP
      - 1220 8TH St SE Lot 80
      - 1220 8TH St SE Lot 84
      - 1220 8TH St SE Lot 98
      - 1220 8TH St SE Lot 02
      - 1220 8TH St SE Lot 26
      - 1220 8TH St SE Lot 32
      - 1220 8TH St SE Lot 39
      - 1220 8TH St SE Lot 40
      - 1220 8TH St SE Lot 42
      - 1220 8TH St SE Lot 50
      - 1220 8TH St SE Lot 55
      - 1220 8TH St SE Lot 59
      - 1220 8TH St SE Lot 78
    - Billig, Keith/Lori                      1510 Gary Ave
    - Clear Creek Estates, LLC            917 Village Ln
    - Clear Creek Estates, LLC            915 Village Ln
    - Friesen, Nathan                        829 Willow St W
    - Iwen, Jonathan                         1231 Madison Ave 316
    - Iwen, Jonathan                         1240 Jackson Ave 404

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 February Code Compliance Official’s Report, the February Variance/Conditional Use Permit, Land Disturbance Permit, and Stormwater Mitigation Permit Status Report, the February building permits in the amount of \$645,683, the February Animal Control Report, the February Police Chief’s Report, the February Fire Report, the February Parking Violations Monthly Report of \$880, the January Becker County Court Report of \$3,164.54, and the February Liquor Store Manager’s

Report be approved and placed on file. The motion was seconded by Alderman Buboltz and carried without dissenting vote. Mayor Brenk declared the motion approved.

**PROCLAMATION**

Mayor Brenk proclaimed April 3, 2023, as Child Care Workforce Appreciation Day.

**APPOINTMENT – WCI  
EDA COMMITTEE**

Upon the recommendation of the Mayor, a motion was made by Alderman Zeman to appoint Jackie Buboltz to the WCI Economic Development Advisory Committee. The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared the motion approved.

**APPOINTMENT –  
PARK BOARD**

Upon the recommendation of the Mayor, a motion was made by Alderman Stearns to appoint Jackie Buboltz to the Park Board to fill the seat of Beth Priddy whose term ended February 28, 2023. The motion was seconded by Alderman Zeman 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 Nate Hunter to the Development Authority to fulfill the seat of resigned member John Hansen. Mr. Hansen's term expires August 5, 2025. The motion was seconded by Alderman Buboltz and carried without dissenting vote. Mayor Brenk declared the motion approved.

**ANNOUNCEMENTS**

Alderman Zeman thanked Fire Chief Swanson for all the work he and the Firefighters have done to make the Fire Dept what it is.

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.

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

- 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 6:03 PM.

Respectfully submitted, Kari Tyson, Deputy Clerk