

DETROIT LAKES CITY COUNCIL
SPECIAL MEETING AGENDA
WEDNESDAY, MAY 24, 2023

MISSION STATEMENT

Provide the citizens of Detroit Lakes with a responsible and responsive local government structure which insures the community's public safety, health, quality of life, and general welfare in a manner that is accountable to both current and future generations of citizens.

The items on my desk as of Friday, May 19, 2023, to be presented for discussion and action at the special meeting of the City Council on **Wednesday, May 24, 2023, at 5:00 P.M.** in the Jury Assembly Room (3rd Floor) of the Becker County Courthouse, are as follows:

1. Public Hearing to receive public comments on the proposed street improvements for Willow Springs
 - a. Consideration to a [resolution](#) ordering the preparation of plans and specifications for the street improvements for Willow Springs
2. Consideration to approving the RDG Pavilion Proposal
3. Consideration to a [resolution](#) approving a grant resolution for the carbon reduction program.
4. Consideration to approving the quotes for demolition of 211 Union Street (To Be Provided)
5. Consideration to a [Special Event Application](#) for Project 412 to hold Food Truck Fridays in the City Park this summer.
6. Consideration to approving a Temporary On-Sale License to the VFW Post 1676, on June 3, 2023, at the Becker County Fairgrounds
7. Consideration to approving a Temporary On-Sale License to the VFW Post 1676, on June 16, 2023, at the Becker County Museum
8. Consideration to approving a [Parade Permit](#) for the American Legion Post 15 on May 29, 2023
9. Consideration to the issuance of a Massage Therapist License effective from May 25, 2023 through December 31, 2023 to Jessica Blasczyk.

Sincerely,

/s/ **KELCEY KLEMM**
Keley Klemm City Administrator

KK/kjt Enclosures

RESOLUTION NO. 2023-0524

**IN THE MATTER OF AUTHORIZING IMPROVEMENTS AND ORDERING
THE PREPARATION OF PLANS AND SPECIFICATIONS
FOR WILLOW SPRINGS FOR STREET IMPROVEMENTS**

WHEREAS, a resolution of the City Council adopted the 9th day of May 2023, fixed a date for a Council hearing on the proposed improvements for Willow Springs Street Improvements; and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 24th day of May 2023, at which all persons desiring to be heard were given an opportunity to be heard thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE Council of the City of Detroit Lakes, Minnesota, that:

1. Such improvement is necessary, cost effective and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council resolution adopted May 9, 2023.
3. Apex Engineering Group is here designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

BE IT FURTHER RESOLVED That the City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

Passed and adopted this 24th day of May 2023.

Approved this 24th day of May 2023.

Matt Brenk, Mayor

Glori French, City Clerk

RESOLUTION NO. 2023-0524B

**IN THE MATTER OF APPROVING THE GRANT APPLICATION MADE TO THE
MINNESOTA DEPARTMENT OF TRANSPORTATION FOR THE
CARBON REDUCTION PROGRAM**

WHEREAS, the City of Detroit Lakes supports the grant application made to the Minnesota Department of Transportation for the Carbon Reduction Program. The application is to construct a Heartland Trail Trailhead. The local segment of the Heartland Trail is a five (5) mile bike and walking trail that goes east out of Detroit Lakes.

WHEREAS, the proposed project meets the Carbon Reduction Program by providing Electric Vehicle Charging Stations and provides a trailhead to the Heartland Trail that would also be a Transportation Alternative eligible project.

WHEREAS, the City of Detroit Lakes recognizes that it has secured \$99,666.22 in non-state cash matching funds for this project. Note: a 20% local match is required.

NOW, THEREFORE, BE IT RESOLVED, if the City of Detroit Lakes is awarded a grant by the Minnesota Department of Transportation, the City of Detroit Lakes agrees to accept the grant award and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Detroit Lakes will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, the City Council of the City of Detroit Lakes authorizes the Mayor and City Administrator to execute the agreement and any amendments on behalf of the City of Detroit Lakes.

BE IT FURTHER RESOLVED, the City Council of the City of Detroit Lakes names the fiscal agent for the City of Detroit Lakes for this project as:

Heidi Tumberg, Finance Officer
City of Detroit Lakes
1025 Roosevelt Avenue
Detroit Lakes, MN 56501

Passed and adopted by the City Council of the City of Detroit Lakes this 24th day of May 2023.

Approved this 24th day of May 2023.

Matt Brenk, Mayor

Glori French, City Clerk



APPLICATION FOR SPECIAL EVENT

Return completed application to: Detroit Lakes, Public Works Dept
 508 Front St E, Detroit Lakes, MN 56501
dlpublicworks@cityofdetroitlakes.com | Phone: 218-847-4637

Applications are reviewed and approved during City Council meetings. Meetings are held the 2nd Tuesday of each month. Applications are due two weeks prior to each meeting to be included on the month's meeting agenda.

Event Information	
Name of event:	
Event Date/Time:	Set up: Date: _____ Time _____ to _____
	Actual Event: Date: _____ Time _____ to _____
	Clean up: Date: _____ Time _____ to _____
Location (Address) of Event:	
Will your event include the use of the City Beach <input type="checkbox"/> or City Park <input type="checkbox"/> ?	
Description of event (Brief description of activities during event)	
Estimated number of attendees:	
Applicant Information	
Sponsoring Organization Name:	
Mailing Address:	
City, State, Zip Code:	
Primary Contact/Applicant Name:	
Phone number:	Cell Phone:
Email Address:	
Name of Contact person during event:	
Cell Phone:	

Event Requests

Will your event need cones? No Yes How many:

Will your event need barricades? No Yes How many:

Will your event need "No Parking Signs?" No Yes How many:

Will your event need additional trash receptacles? No: no need No: rented elsewhere

Yes: How many: _____ (\$20, up to 4 containers, 95 gal each)

Location you would like *cones, barricades, "no parking signs," & trash receptacles* dropped off (this will be the same spot Public Works will pick them up):

**Please note:* Event staff is responsible for placing these items for the event and for bringing them back to the drop off spot within 24 hours after the event. There will be a \$20 charge for each cone not returned and a \$50 charge for each barricade not returned after your event.

Will public restrooms be available to the public? Yes No

Will your event need portable restrooms?

No: no need No: rented elsewhere

Yes

Handicap accessible restroom needed No Yes: # needed: _____ (\$160 per restroom)

Regular portable restroom needed No Yes: # needed: _____ (\$120 per restroom)

Will additional cleaning be needed? (i.e., a two-day event) Yes No: (\$80 per restroom/per cleaning)

Public Works can secure portable restrooms for you if you check "YES". They will be dropped off and picked up as part of the cost. The event coordinator will be invoiced at the conclusion of the event. It is recommended to have one handicapped accessible restroom for each event. It is also recommended to have at least one handicapped accessible restroom for every 5 regular restrooms ordered.

Electrical Usage? Yes No

Type of equipment how the power will be supplied:

Large signs or banners? Yes No

Describe the signage and the location to be hung:

Street Closure

Will this event include a street closure? Yes No

**Which streets and intersections are you requesting to close?

Date of street closure: _____ Time of street closing: _____ Time of street opening: _____

Street closures must be approved by City Council after submission of this application

Please describe your plans to notify property owners, tenants and/or businesses along the affected street closure route including dates you plan to notify those affected:

Where will participants and spectators park?

Checklist

Each event has its own needs and requirements. Listed below is a summary of the licenses, permits, fees and misc. things that need to be completed common to many events. Please note that it is not necessary to have all licenses/permits approved upon submission of this application. However, this checklist should serve as a guide to help you plan your event. *All special events must have licenses/permits approved and fees paid prior to the start of the event.*

You <i>must</i> submit a map of your event layout with your event application to Public Works. Your application will not be considered complete nor sent to Council without this.			
You <i>must</i> furnish a copy of your Insurance Certification to Public Works			
CHECKLIST	YES	NO	WHO TO CONTACT
*Are you renting the Kent Freeman Arena or Washington Ball Park?	<input type="checkbox"/>	<input type="checkbox"/>	Contact Public Works
*Are you renting the Pavilion or a shelter at Long Lake Park, South Shore Park, Peoples Park or the Bandshell?	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Utilities Clerk
*Are you serving food or alcohol?	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Deputy Clerk
Will your event include a parade?	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Deputy Clerk
*Are you having increased noise levels between the hours of 10:00pm and 6:00am?	<input type="checkbox"/>	<input type="checkbox"/>	Contact the Deputy Clerk
Are you digging stakes or poles into the ground?	<input type="checkbox"/>	<input type="checkbox"/>	Contact Gopher State One (at least 48-hrs prior to digging)

*Fee may apply

Street closure: Closure of a state highway must be approved by MnDOT. Closure of a county road must be approved by the County Hwy Dept (Washington Ave & West Lake Dr are considered county roads). Whether the closure is a city street, state highway or county road, businesses should be reasonably accessible to the public. If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the route of the proposed closure.

Contact information

Deputy Clerk	218-846-7128	ktyson@cityofdetroitlakes.com
Utilities Clerk	218-846-7120	jgraham@cityofdetroitlakes.com
Public Works	218-847-4637	dlpublicworks@cityofdetroitlakes.com
Gopher State One	800-252-1166	www.gopherstateonecall.org
MnDOT-DL office	218-846-3600	www.dot.state.mn.us
Becker County Hwy	218-847-4463	www.co.becker.mn.us/dept.highway

Hold Harmless Agreement and Insurance Information

The applicant covenants to save, defend, hold harmless, and indemnify the City of Detroit Lakes and all of its officers, departments, agencies, agents, and employees (collectively the “City”) from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney’s fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected to the applicant’s event herein described.

The City, in its discretion, may require the Applicant to obtain liability insurance for any special event. If liability insurance is required, the following requirements apply:

- a. Minimum of \$1,000,000 in commercial general liability insurance coverage
- b. Applicant’s insurance shall be primary
- c. Insurance shall cover liability for injury, death and property damage including coverage for alcohol related claims, if alcohol will be served
- d. The insurance policy must be issued by an insurance company licensed to do business in Minnesota and be acceptable to the City
- e. The City must be named as “Additional Insured” on the policy
- f. The applicant must give the City a Certificate of Insurance showing the required coverage at least ten (10) days prior to the event

Signature of Event Organizer

I attest that the above information is true and accurate to the best of my knowledge. I certify under penalties of perjury that I am authorized to execute contracts and other instruments that are legally binding.

Signature of Event Organizer

PRINT NAME

Event Organizer Title

Date submitted to the City

PARADE PERMIT APPLICATION

Organization Name: American Legion Post 15 _____ requests your permission to close or use a section of City/County Roads for the following purpose.

PARADE: Memorial Day (Parade will require *total* use of City/County Roads.)

DETAILS OF PARADE ROUTE:

Route begins on Front St. at Washington Ave. Travels south on Washington Ave. Ends at roundabout at North shore Drive.

Between the hours of 10am and 11am on 5/29/2023
(month /day/year)

in the **County of Becker, City of Detroit Lakes, Minnesota**

Please contact the Detroit Lakes Police Department (218-847-4222) and the Becker County Sheriff Department (218-847-2661) to coordinate all traffic control regulations.

Submitted By: Larry Krosko, Commander Post 15 _____

Phone: 320/360-1702



Signature

Date: 4/26/2023

APPROVED BY:

(Mayor or City Clerk)

Date: _____

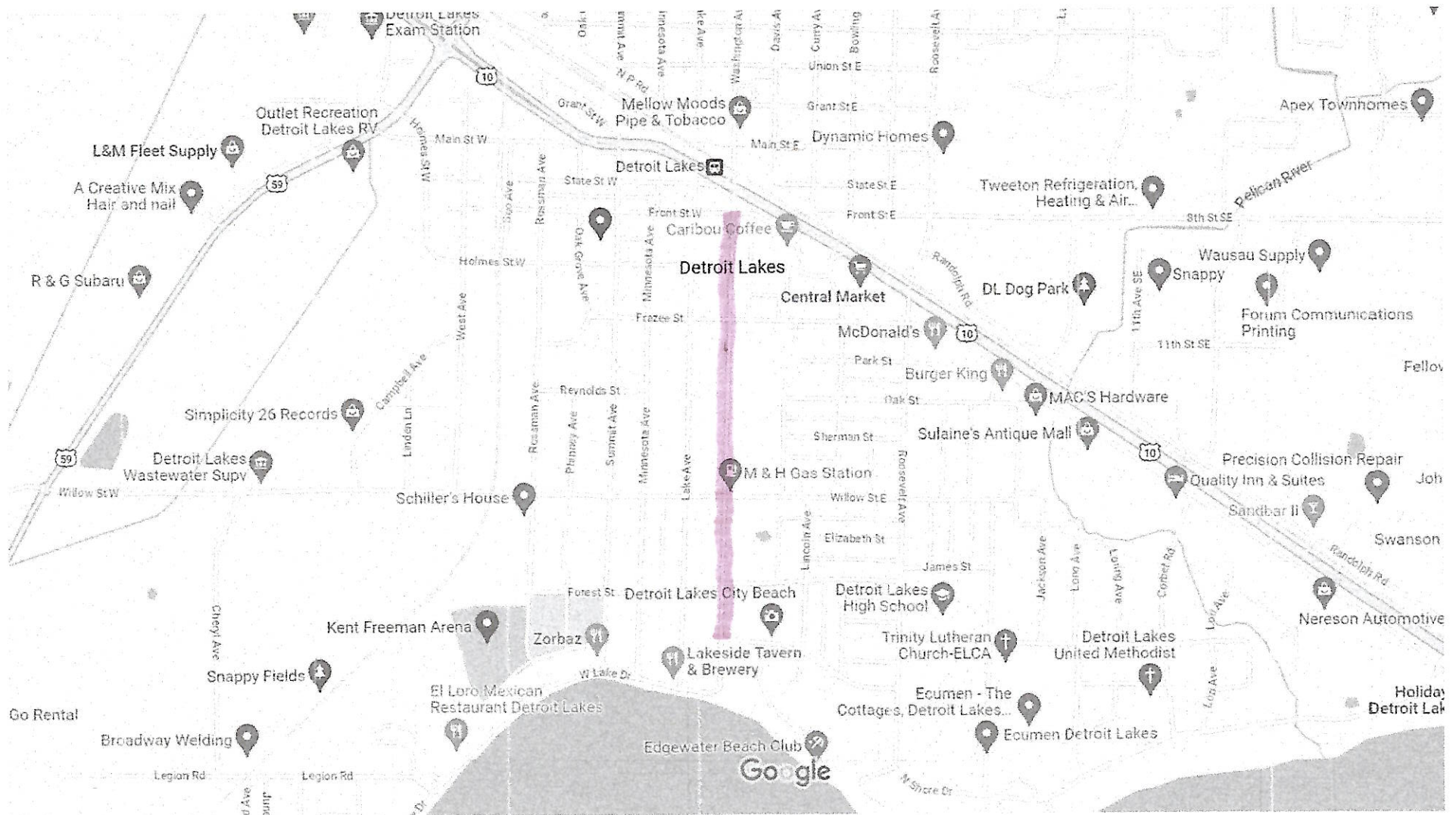
(Chief of Police)

Date: _____

(Becker County Engineer)

Date: _____

Google Maps



Parade Route is Washington Ave from Front St. to N. Shore Drive
 Will need barricades @ FRONT, HOLMES, Frazee, Willow, Langford, Forrest, & North bound
 @ N. Shore Dr. Starts @ 10 am, lasts approx 45 minutes