

City Council Minutes  
Regular Meeting

Detroit Lakes, Minnesota  
August 8, 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, August 8, 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 Buboltz  
Alderman Carlson  
Alderman Deraney  
Alderman Josephson  
Alderman Spry  
Alderman Zeman

Council Absent: Alderman Boeke  
Alderman Dallmann  
Alderman Stearns

Staff Present: City Administrator Kelcey Klemm  
City Finance Officer Heidi Tumberg  
City Clerk Glori French  
Deputy Clerk Kari Tyson  
City Attorney Charlie Ramstad  
Engineer Jon Pratt  
Public Works Director Shawn King  
Liquor Store Manager Randy Buhr  
Police Chief Steve Todd  
Fire Chief Mike Hanson  
Community Development Director Larry Remmen  
Public Utilities General Manager Vernell Roberts

**AGENDA**

A motion was made by Alderman Carlson and seconded by Alderman Zeman to approve the agenda as presented. The motion was carried without a 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 July 11, 2023, and the Special City Council Meeting held July 24, 2023, a motion was made by Alderman Buboltz, seconded by Alderman Josephson, and carried, without a dissenting vote. Mayor Brenk declared the minutes would stand approved.

**TOM & PAM MORTENSON**

Tom and Pam Mortenson were present to speak about the Wreaths Across America Program.

**PUBLIC 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

**DISEASED TREE  
ABATEMENT**

comments on the proposed abatement of diseased trees for 2023. Mayor Brenk called the hearing to order at 5:06 PM.

Public Works Director Shawn King stated this is the annual removal of diseased trees.

There being no comments or questions, Mayor Brenk closed the hearing at 5:07 PM.

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Zeman, who moved its adoption, ordering the abatement of diseased trees for 2023. The motion was seconded by Alderman Carlson. The motion was carried without dissenting vote. Mayor Brenk declared resolution 2023-0808A adopted.

**ORDINANCE 514 –  
FUNERAL HOMES  
AND CREMATORIALS**

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Carlson, to approve the second reading and adoption of Ordinance 514, amending Section 13 of the zoning ordinance to allow funeral homes as a permitted use and crematorium as a conditional use in the “B-3” Auto Oriented Business District and Section 2 of the zoning ordinance regarding definitions. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the Ordinance 514 adopted.

**DECERTIFY TIF 16-1**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Carlson, decertifying Tax Increment Financing District 32-1 (Northland Portable Welding). The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared resolution 2023-0808C adopted.

**DECERTIFY TIF 32-1**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Carlson, decertifying Tax Increment Financing District 16-1 (Modern Business). The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared resolution 2023-0808B adopted.

**VARIANCE – 1266  
EAST SHORE DR**

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Carlson, tabling a resolution approving a variance to allow a 6 foot high fence in the front yard at 1266 East Shore Drive (Robert Kuehl) per the request of the property owner. The motion was seconded by Alderman Spry and carried without dissenting vote. Mayor Brenk declared the resolution tabled.

**TRANSFER OF  
PROPERTY**

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Carlson, approving the transfer of property from the Detroit Lakes Development Authority to the City of Detroit Lakes (Parcel 49-7001-003). The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the transfer approved.

<b>SOUTH SHORE DRIVE DISCUSSION</b>	Alderman Zeman stated that discussion took place during the Public Works Committee meeting regarding South Shore Drive. No further action at this time.
<b>4-WAY STOP SUMMIT AVE DISCUSSION</b>	Alderman Zeman stated that discussion took place during the Public Works Committee meeting regarding a 4-way stop at the intersection of Summit Ave and Holmes St. No further action at this time.
<b>ART SURPRISE REQUEST</b>	Mary Beth Gilsdorf presented the art surprise ideas to the City Council.  Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman, to approve the request from Project 412 to do sidewalk stenciling and art surprises on City Property. The motion was seconded by Alderman Josephson and carried without dissenting vote, Alderman Spry abstained. Mayor Brenk declared the request approved.
<b>PRELIMINARY ENGINEERS REPORT – 2024 DOWNTOWN STREET &amp; UTILITY PROJECT</b>	Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Zeman, authorizing the preparation of a Preliminary Engineers Report for 2024 Downtown Street and Utility Reconstruction. The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared resolution 2023-0808D adopted.
<b>PRELIMINARY ENGINEERS REPORT – 2024 STREET REHABILITATION PROJECT</b>	Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Zeman, authorizing the update of the Preliminary Engineer Report for the 2024 Street Rehabilitation. The motion was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared resolution 2023-0808E adopted.
<b>CIP PUBLIC HEARING SCHEDULED</b>	Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Zeman, setting a public hearing for the Capital Improvement Plan. The motion was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared resolution 2023-0808F adopted.
<b>PICKLEBALL COURT INSTALLATION – PEOPLES PARK</b>	Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Josephson, and carried without dissenting vote, approving the installation of 3 pickleball courts at People’s Park (funded by the Detroit Lakes Pickleball Association). Mayor Brenk declared the motion approved.
<b>LONG LAKE PARK CAMERAS</b>	Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Josephson, and carried without dissenting vote, approving the purchase of cameras for Long Lake Park. Mayor Brenk declared the motion approved.
<b>SPECIAL EVENT – LAKES CRISIS &amp; RESOURCE CENTER</b>	Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Josephson, and carried without dissenting vote approving a Special Event Application for the Lakes Crisis and Resource Center to hold Break the Silence, Stop Domestic Violence Public Display in the City Park October 1-7, 2023. Mayor Brenk declared the motion approved.

<b>ENGINEERS REPORT</b>	Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Carlson, and carried without dissenting vote, accepting the City Engineer's Monthly Project Status Report. Mayor Brenk declared the motion approved.
<b>SPECIAL EVENT APPLICATION – DETROIT LAKES EAGLES CLUB</b>	Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Spry, and carried without dissenting vote approving a Special Event Application for the Detroit Lakes Eagles to hold the Eagles Bean Bag Tournament on Holmes Street, August 18-19, 2023. Mayor Brenk declared the motion approved.
<b>SPECIAL EVENT APPLICATION – NOON ROTARY</b>	Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Spry, and carried without dissenting vote approving a Special Event Application for Noon Rotary to hold Oktoberfest on Holmes St, September 30, 2023. Mayor Brenk declared the motion approved.
<b>FINANCIAL REPORTS</b>	Upon the recommendation of the Finance Committee, a motion was made by Alderman Zeman, and seconded by Alderman Spry, 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 \$7,978,609.96 as of July 31, 2023, be accepted, approved, and placed on file. Mayor Brenk declared the financial reports approved.
<b>PAYMENT OF CLAIMS</b>	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 July 1, 2023, through July 31, 2023, in the amount of \$9,332,286.13. The motion for the adoption of the resolution was seconded by Alderman Spry and carried without dissenting vote. Mayor Brenk declared Resolution 2023-0808G adopted.
<b>FIRE TRAINING CENTER</b>	Fire Chief Mike Hanson presented the concept of a Fire Training Center. No further action at this time.
<b>MEMO – EXTRICATION TOOL</b>	Upon the recommendation of the Public Safety Committee, Alderman Spry made a motion to approve the purchase of an Extrication Tool. The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared the purchase approved.
<b>PUBLIC GATHERING PERMIT – MARK PAYNE</b>	Upon the recommendation of the Public Safety Committee, Alderman Spry made a motion to approve the issuance of a Public Gathering Permit for Mark Payne at 902 White Clover Beach Rd on September 16, 2023. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the permit approved.
<b>ORDINANCE 516 - SECTION 702 LIQUOR AND WINE LICENSING</b>	Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Buboltz, approving the first reading of Ordinance 516 amending City Code Section 702 Liquor and Wine Licensing. The motion was

seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the first reading of Ordinance 516 approved.

**ORDINANCE 517 -  
SECTION 704  
CONSUMPTION AND  
POSSESSION OF  
LIQUOR AND BEER**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Buboltz, approving the first reading of Ordinance 517 amending City Code Section 704 Consumption and Possession of Liquor and Beer. The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared the first reading of Ordinance 517 approved.

**PERMIT TO CONSUME  
- JEFF FRIESEN**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Zeman, approving the issuance of a Permit to Consume for Jeff Friesen on August 26, 2023, at Long Lake Park, pursuant to their application and fees. The motion was seconded by Alderman Spry and carried without dissenting vote. Mayor Brenk declared the license issued.

**TEMPORARY  
INTOXICATING -  
EAGLES CLUB**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Zeman, approving the issuance of a Temporary On-Sale Intoxicating License for the Eagles Club, August 18-19, 2023, for their Bean Bag Tournament, pursuant to the application and fees. The motion was seconded by Alderman Spry and carried without dissenting vote. Mayor Brenk declared the license issued.

**TEMPORARY  
INTOXICATING -  
BUCKS MILL  
BREWING**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Zeman, approving the issuance of a Temporary On-Sale Intoxicating License for Bucks Mill Brewing on September 30, 2023, for the Rotary Oktoberfest, pursuant to the application and fees. The motion was seconded by Alderman Spry and carried without dissenting vote. Mayor Brenk declared the license issued.

**TEMPORARY  
INTOXICATING -  
EAGLES CLUB**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Zeman, approving the issuance of a Temporary On-Sale Intoxicating License for the Eagles Club, September 30, 2023, for Rotary Oktoberfest, pursuant to the application and fees. The motion was seconded by Alderman Spry and carried without dissenting vote. Mayor Brenk declared the license issued.

**TEMPORARY  
INTOXICATING -  
DETROIT LAKES  
SHRINE COLOR  
GUARD**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Zeman, approving the issuance of a Temporary On-Sale Intoxicating License for the Detroit Lakes Shrine Color Guard on September 1, 2023, for their Septoberfest, pursuant to the application and fees. The motion was seconded by Alderman Spry and carried without dissenting vote. Mayor Brenk declared the license issued.

**GAMBLING PERMIT -  
MARSHMALLOW  
FOUNDATION**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Zeman and seconded by Alderman Spry to approve the issuance of a Gambling Permit for the Marshmallow Animal Shelter for their Raffle on August 25, 2023, at Zorbaz, 402 West Lake Dr. The motion was carried without a dissenting vote. Mayor Brenk declared the permit approved.

**GAMBLING PERMIT – DETROIT LAKES LIONS CLUB** Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Zeman and seconded by Alderman Spry to approve the issuance of a Gambling Permit for the Detroit Lakes Lions for their Raffle on September 19, 2023, at St. Luke’s Episcopal Church Basement, 1400 Corbett Rd. The motion was carried without a dissenting vote. Mayor Brenk declared the permit approved.

**GAMBLING PERMIT – ESSENTIA HEALTH** Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Buboltz and seconded by Alderman Zeman to approve the issuance of a Gambling Permit for Essentia Health for their Bingo and Raffle on September 28, 2023, at the Pavilion. The motion was carried without a dissenting vote. Mayor Brenk declared the permit approved.

**GAMBLING PERMIT – NOON ROTARY** Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Zeman and seconded by Alderman Spry to approve the issuance of a Gambling Permit for the Detroit Lakes Noon Rotary for their Raffle on October 12, 2023, at the Holiday Inn, 1155 Hwy 10 E . The motion was carried without a dissenting vote. Mayor Brenk declared the permit approved.

**CANNABIS USE IN PUBLIC SPACES** City Administrator Kelcey Klemm stated that with the City’s newly adopted Cannabis Ordinance, the use of cannabis in public is prohibited. That includes restaurants and bars with a smoking area.

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

**Excavator**

Stellar Trenching

**Short Term Rental**

Kastle Ranch LLC

316 Woodcrest Blvd

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

**DEPARTMENT REPORTS** A motion was made by Alderman Zeman to accept the July Code Compliance Official’s Report, the July Variance/Conditional Use Permit, Land Disturbance Permit, and Stormwater Mitigation Permit Status Report, the July building permits in the amount of \$2,113,398, the July Public Works Director’s Report, the July Fire Report, the July Parking Violations Monthly Report of \$50, the June Becker County Court Report of \$4,725.97, and the July Liquor Store Manager’s Report be approved and placed on file. The motion was seconded by Alderman Spry and carried without dissenting vote. Mayor Brenk declared the motion approved.

**APPOINTMENT – BECKER COUNTY CHILDCARE FOUNDATION** Upon the recommendation of the Mayor, a motion was made by Alderman Zeman to appoint Katie Vasey to the Becker County Child Care Foundation.

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

**APPOINTMENT –  
BECKER COUNTY  
FOOD PANTRY**

Upon the recommendation of the Mayor, a motion was made by Alderman Zeman to appoint Andy McCombs to the Becker County Food Pantry Board. The motion was seconded by Alderman Josephson and carried without dissenting vote. Mayor Brenk declared the motion approved.

**ANNOUNCEMENTS**

Mayor Brenk announced the 2024 Budget Committee Meeting Schedule.  
(Please note: A quorum of the Council may be present at these meetings)

Thursday, August 10th, 2023, 7:00 a.m.

Thursday, August 17th, 2023, 7:00 a.m.

Thursday, August 24th, 2023, 7:00 a.m.

Thursday, August 31st, 2023, 7:00 a.m.

Thursday, September 7th, 2023, 7:00 a.m. (if needed)

Mayor Brenk announced the 2023 Joint Governance Meeting Dates  
October 3, 2023 – County

Mayor Brenk announced the 2023 Council Meeting Dates

September 12, 2023

October 10, 2023

November 14, 2023

December 12, 2023

Alderman Josephson invited everyone to the budget meetings.

**ADJOURNMENT**

There being no further business to conduct, by general consent, Mayor Brenk adjourned the meeting at 5:49 PM.

Respectfully submitted, Kari Tyson, Deputy Clerk