

City Council Minutes  
Regular Meeting

Detroit Lakes, Minnesota  
September 12, 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, September 12, 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 Zeman

Council Absent: Alderman Spry

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  
Liquor Store Assistant Manager Mitch Anderson  
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 Buboltz and seconded by Alderman Stearns to approve the agenda as presented with two additions. One for Becky Mitchell from the Becker County Museum, and one for a Permit to Consume for H&K Industries. The motion was carried without a dissenting vote, and Mayor Brenk declared the agenda approved with both additions.

**APPROVAL OF  
MINUTES**

There being no corrections to the minutes of the Regular City Council Meeting held August 8, 2023, a motion was made by Alderman Zeman, seconded by Alderman Josephson, and carried, without a dissenting vote. Mayor Brenk declared the minutes would stand approved.

**PUBLIC HEARING –  
CAPITAL  
IMPROVEMENT PLAN**

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 5-Year Capital Improvement Plan. Mayor Brenk called the hearing to order at 5:49 PM.

City Engineer Jon Pratt presented the proposed 5-year Capital Improvement Plan.

There being no comments or questions, Mayor Brenk closed the hearing at 5:57 PM.

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Zeman, who moved its adoption, approving the 5-year Capital Improvement Plan. The motion was seconded by Alderman Carlson. The motion was carried without dissenting vote. Mayor Brenk declared resolution 2023-0912A adopted.

#### **SPECIAL ASSESSMENT POLICY**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman to approve the amended Special Assessment Policy. The motion was seconded by Alderman Josephson and was carried without dissenting vote. Mayor Brenk declared the amended Special Assessment Policy approved.

#### **SOUTH SHORE DRIVE DISCUSSION**

Alderman Zeman stated that discussion took place during the Public Works Committee meeting regarding South Shore Drive.

City Engineer Jon Pratt presented a memo on his findings.

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman to approve the installation of portable speed signs on South Shore Drive. The motion was seconded by Alderman Josephson and was carried without dissenting vote. Mayor Brenk declared the motion approved.

#### **4-WAY STOP SUMMIT AVE**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman to approve the installation of a 4-way stop at the intersection of Holmes St and Summit Ave. The motion was seconded by Alderman Stearns and was carried with a dissenting vote from Alderman Boeke. Mayor Brenk declared the motion approved.

#### **VILLAGE LN AND BRAINARD BLVD INTERSECTION**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman to approve the installation of stop signs instead of yield signs along Village Lane. The motion was seconded by Alderman Dallmann and was carried without a dissenting vote. Mayor Brenk declared the motion approved.

#### **ENGINEERS REPORT**

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.

#### **PRWD REQUEST**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Carlson, seconded by Alderman Boeke, and carried without

dissenting vote approving the request from the Pelican River Watershed District to assist with the treatment of Flowering Rush in Little Detroit Lake for \$18,676. Mayor Brenk declared the motion approved.

**MOTORCYCLE  
SKILLS TEST AREA**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Carlson, seconded by Alderman Boeke, and carried without dissenting vote approving the Amendment of Lease with the State of MN for a Motorcycle Skills Test Area. Mayor Brenk declared the motion approved.

**SPECIAL EVENT  
APPLICATION – HOLY  
ROSARY CATHOLIC  
CHURCH**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Carlson, seconded by Alderman Boeke, and carried without dissenting vote approving a Special Event Application for Holy Rosary Catholic Church for their Block Party on September 24, 2023. Mayor Brenk declared the motion approved.

**SPECIAL EVENT  
APPLICATION –  
SEVENTH DAY  
ADVENTIST**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Carlson, seconded by Alderman Boeke, and carried without dissenting vote approving a Special Event Application for Seventh Day Adventist for their Bluegrass Gospel Concert on September 30, 2023. Mayor Brenk declared the motion approved.

**SPECIAL EVENT  
APPLICATION –  
DLCCC**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Carlson, seconded by Alderman Boeke, and carried without dissenting vote approving a Special Event Application for the DLCCC for their Leashes & Leaves 5K Fun Walk/Run on October 7, 2023. Mayor Brenk declared the motion approved.

**SPECIAL EVENT  
APPLICATION – HOLY  
ROSARY CATHOLIC  
SCHOOL**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Carlson, seconded by Alderman Boeke, and carried without dissenting vote approving a Special Event Application for Holy Rosary Catholic School for their Marathon on October 8, 2023. Mayor Brenk declared the motion approved.

**A PLACE TO BELONG**

Paige Carlson Executive Director for “A Place to Belong” appeared before the Council to share about their organization and introduce the idea of renting the old Police Department building when City Administration moves out. No further action at this time.

**DLCCC BUDGET AND  
RATES**

Peter Jacobson from the DLCCC appeared before the Council to present the DLCCC budget and rates for 2024.

Alderman Zeman stated that the City budget included a \$560,000 loan forgiveness for the DLCCC and that he would like to see them be self-sustaining instead of relying on the City and Public Utilities. Alderman Zeman stated he would like the Council to sit down with the DLCCC Board and figure out a way forward for the DLCCC to be self-sustaining.

Alderman Carlson stated he sees the value in the private/public relationship the DLCCC has built and thinks the value and benefit the DLCCC provides to the City is important.

Alderman Carlson stated that he would like the Council to set expectations for the DLCCC, but would prefer to stay out of the daily operational decisions.

Jacobson encouraged the Council to do their own research with other community centers to see their relationship with the City.

Alderman Dallmann did some research and Community Centers don't make money, and encouraged all Council members to go meet with Peter and visit the DLCCC for themselves.

Upon the recommendation of the Finance Committee, a motion was made by Alderman Josephson, and seconded by Alderman Stearns, approving the DLCCC budget and rates for 2023-2024. Mayor Brenk declared the motion approved.

**PRELIMINARY  
BUDGET AND TAX  
LEVY**

Finance Officer Heidi Tumberg presented the preliminary budget and tax levy.

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Josephson, who moved its adoption, establishing the preliminary budget and tax levy collected in 2024, and designating December 12, 2023, at 6:01pm as the date for public comment on the budget and proposed levy. The motion for the adoption of the resolution was seconded by Alderman Zeman and carried with dissenting votes from Alderman Dallmann and Alderman Deraney. Mayor Brenk declared Resolution 2023-0912B adopted.

**HRA LEVY**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Josephson, who moved its adoption, granting City Council consent for taxes payable 2024 HRA Levy. The motion for the adoption of the resolution was seconded by Alderman Zeman and carried with a dissenting vote from Alderman Boeke. Mayor Brenk declared Resolution 2023-0912C adopted.

**FIRE RELIEF  
ASSOCIATION  
PENSION**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Josephson, who moved its adoption, amending the By-Laws of the Detroit Lakes Fire Department Relief Association to provide for an additional \$1,000 per year for a lump sum pension of \$11,300 for each year effective April 1, 2024. The motion for the adoption of the resolution was seconded by Alderman Buboltz and carried without a dissenting vote. Mayor Brenk declared Resolution 2023-0912D adopted.

**SET ASSESSMENT  
HEARING – UNPAID  
FIRE CALLS**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Carlson, who moved its adoption, setting a Special Assessment Hearing for 5:00 PM on October 10, 2023, for unpaid fire protection service calls. The motion for the adoption of the resolution was seconded by Alderman Boeke and carried without a dissenting vote. Mayor Brenk declared Resolution 2023-0912E adopted.

**SET ASSESSMENT  
HEARING – UNPAID**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Carlson, who moved its adoption, setting a Special

**WATER, SEWER,  
STORM WATER, AND  
STREETLIGHTS**

Assessment Hearing for 5:00 PM on October 10, 2023, for unpaid water, sewer, storm water, and streetlight accounts. The motion for the adoption of the resolution was seconded by Alderman Boeke and carried without a dissenting vote. Mayor Brenk declared Resolution 2023-0912F adopted.

**FINANCIAL REPORTS**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Carlson, and seconded by Alderman Boeke, 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 \$6,537,019.76 as of August 31, 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 Carlson, who moved its adoption, approving the payment of claims paid by proper authorization covering the period of August 1, 2023, through August 31, 2023, in the amount of \$10,290,557.12. The motion for the adoption of the resolution was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared Resolution 2023-0912G adopted.

**SCHOOL RESOURCE  
OFFICER CONTRACT**

Upon the recommendation of the Public Safety Committee, Alderman Zeman made a motion to continue the School Resource Officer Contract. The motion was seconded by Alderman Stearns and carried without dissenting vote. Mayor Brenk declared the motion approved.

**NOISE VARIANCE –  
MARK PAYNE**

Upon the recommendation of the Public Safety Committee, Alderman Zeman made a motion to approve the issuance of a noise variance for Mark Payne at 902 White Clover Beach Rd on September 16, 2023, from 3:00 pm to 1:00 am. The motion was seconded by Alderman Stearns and carried without dissenting vote. Mayor Brenk declared the variance approved.

**PARADE PERMIT – DL  
HIGH SCHOOL**

Upon the recommendation of the Public Safety Committee, Alderman Carlson made a motion to approve the issuance of a parade permit for the DL High School Homecoming Parade on September 22, 2023. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the permit approved.

**PARADE PERMIT – DL  
CHAMBER OF  
COMMERCE**

Upon the recommendation of the Public Safety Committee, Alderman Carlson made a motion to approve the issuance of a parade permit for the DL Chamber of Commerce Parade of Lights Parade on November 27, 2023. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the permit approved.

**HANDGUN PURCHASE**

Upon the recommendation of the Public Safety Committee, Alderman Carlson made a motion to approve the purchase of new handguns for the Police Department. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the permit approved.

**ORDINANCE 516 -  
SECTION 702 LIQUOR  
AND WINE  
LICENSING**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Dallmann, approving the second reading of Ordinance

516 amending City Code Section 702 Liquor and Wine Licensing. The motion was seconded by Alderman Buboltz and carried without dissenting vote. Mayor Brenk declared Ordinance 516 adopted.

**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 Dallmann, approving the second reading of Ordinance 517 amending City Code Section 704 Consumption and Possession of Liquor and Beer. The motion was seconded by Alderman Stearns and carried without dissenting vote. Mayor Brenk declared Ordinance 517 adopted.

**LIQUOR STORE  
CAMERAS**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Dallmann, approving a quote for cameras for the liquor store. The motion was seconded by Alderman Buboltz and carried without dissenting vote. Mayor Brenk declared the motion approved.

**PERMIT TO CONSUME  
– LINDSEY ROOD**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Carlson, approving the issuance of a Permit to Consume to Lindsey Rood for September 15, 2023, at the Pavilion, pursuant to the application and fees. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the license issued.

**TEMPORARY  
INTOXICATING –  
DETROIT LAKES  
JAYCEES**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Carlson, approving the issuance of a Temporary Intoxicating License to the DL Jaycees for September 17, 2023, at the Pavilion, pursuant to the application and fees. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the license issued.

**GAMBLING PERMIT –  
DETROIT LAKES  
DUCKS UNLIMITED**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Carlson and seconded by Alderman Boeke to approve the issuance of a Gambling Permit for Detroit Lakes Ducks Unlimited for their raffle and bingo on September 17, 2023, at the VFW, 500 Washington Ave. The motion was carried without a dissenting vote. Mayor Brenk declared the permit approved.

**GAMBLING PERMIT –  
PATRIOT ASSISTANCE  
DOGS**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Carlson and seconded by Alderman Boeke to approve the issuance of a Gambling Permit for Patriot Assistance Dogs for their raffle on September 17, 2023, at the Pavilion, 1361 Washington Ave. The motion was carried without a dissenting vote. Mayor Brenk declared the permit approved.

**GAMBLING PERMIT –  
HOLY ROSARY  
CATHOLIC CHURCH**

Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Carlson and seconded by Alderman Boeke to approve the issuance of a Gambling Permit for Holy Rosary Catholic Church for their raffle and bingo on September 24, 2023, at Holy Rosary Catholic Church, 1043 Lake Ave. The motion was carried without a dissenting vote. Mayor Brenk declared the permit approved.

**PERMIT TO CONSUME  
– H&K INDUSTRIES**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Dallmann, approving the issuance of a Permit to Consume to H&K Industries for September 13, 2023, at the Holmes Theatre Ballroom, pursuant to the application and fees. The motion was seconded by Alderman Stearns and carried without dissenting vote. Mayor Brenk declared the license issued.

**BECKER COUNTY  
MUSEUM –  
SPONSORSHIP  
REQUEST**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Dallmann, approving the sponsorship of tickets for the Da Vinci Exhibit for Detroit Lakes area students in the amount of \$5,882 (\$2 per ticket for 2,941 students). 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 Boeke to approve the following licenses pursuant to their application and fees:

## Excavator

Pleasant &amp; Sons Communications LLC

Bahr Underground LLC

## Rental

Silimart Properties LLC

Greg Beck

1145 Jackson Ave

1153 Lake Ave

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

**DEPARTMENT  
REPORTS**

A motion was made by Alderman Carlson to accept the August Code Compliance Official's Report, the August Variance/Conditional Use Permit, Land Disturbance Permit, and Stormwater Mitigation Permit Status Report, the August building permits in the amount of \$1,477,553, the July and August Animal Control Report, the August Public Works Director's Report, the July and August Police Report, the August Fire Report, the August Parking Violations Monthly Report of \$110, the July Becker County Court Report of \$6,542.92, and the August Liquor Store Manager's Report be approved and placed on file. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the motion approved.

**APPOINTMENT –  
AIRPORT  
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Zeman to reappoint Ross Gonitzke to the Airport Commission. Mr. Gonitzke was fulfilling the term vacated by Howard Hanson and is eligible to be appointed to his first term. The motion was seconded by Alderman Stearns and carried without dissenting vote. Mayor Brenk declared the motion approved.

**APPOINTMENT –  
AIRPORT  
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Boeke to reappoint Mark Hagen to the Airport Commission. Mr. Hagen completed his second term and is eligible to be appointed to his third term. The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared the motion approved.

**APPOINTMENT –  
POLICE CIVIL  
SERVICE  
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Buboltz to reappoint Julie Berg to the Police Civil Service Commission. Ms. Berg completed her second term and is eligible to be appointed to her third term. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the motion approved.

**APPOINTMENT – HRA  
BOARD**

Upon the recommendation of the Mayor, a motion was made by Alderman Zeman to appoint Amy Erickson to the HRA Board. Ms. Erickson will be fulfilling the term of resigned member Mary Haney. The motion was seconded by Alderman Stearns and carried without dissenting vote. Mayor Brenk declared the motion approved.

**ANNOUNCEMENTS**

Mayor Brenk announced the CGMC Fall Conference will be held November 16-17, 2023, in Wilmar, please let Kari know if you would like to attend.

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

Mayor Brenk announced the 2023 Council Meeting Dates  
October 10, 2023  
November 14, 2023  
December 12, 2023

City Administrator Kelcey Klemm stated that the Employee Recognition event will be held at the Becker County Museum on October 4<sup>th</sup> and invited the Council to attend.

Alderman Josephson thanked the staff and council for working through the budget meetings to develop a budget and levy for 2024.

Alderman Boeke thanked public works for their work this summer stating the parks look great.

**ADJOURNMENT**

There being no further business to conduct, by general consent, Mayor Brenk adjourned the meeting at 6:20 PM.

Respectfully submitted, Kari Tyson, Deputy Clerk