

City Council Minutes  
Regular Meeting

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

**ROLL CALL**

Council Present: Vice Mayor Zeman  
Alderman Boeke  
Alderman Buboltz  
Alderman Carlson  
Alderman Dallmann  
Alderman Deraney  
Alderman Josephson  
Alderman Spry

Council Absent: Mayor Brenk  
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  
Community Development Director Larry Remmen  
Liquor Store Assistant Manager Mitch Anderson  
Police Chief Steve Todd  
Fire Chief Mike Hanson  
Public Utilities General Manager Vernell Roberts

**AGENDA**

A motion was made by Alderman Boeke and seconded by Alderman Carlson to approve the agenda with the addition of a liquor license application for the American Legion. The motion was carried without a dissenting vote, and Vice Mayor Zeman declared the agenda approved.

**APPROVAL OF  
MINUTES**

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

**CGMC UPDATE**

Elizabeth Wefel from Flaherty & Hood presented the annual CGMC update.

**PUBLIC HEARING –  
STREET VACATION  
1266 EAST SHORE DR.**

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 vacation of a portion of the dedicated public road as

Lake Boulevard in the plat of Pokegama Beach in the area of 1266 East Shore Drive (Robert Kuehl). Vice Mayor Zeman called the hearing to order at 5:02 PM.

Community Development Director Larry Remmen gave some background on the proposed street vacation.

There being no comments or questions, Vice Mayor Zeman closed the hearing at 5:03 PM.

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Boeke, who moved its adoption, vacating a portion of the dedicated public road as Lake Boulevard in the plat of Pokegama Beach in the area of 1266 East Shore Drive (Robert Kuehl). The motion was seconded by Alderman Carlson. The motion was carried without dissenting vote. Vice Mayor Zeman declared resolution 2023-1114A adopted.

**PUBLIC HEARING –  
ASSESSMENTS TERRY  
STREET AND  
DANDREW SUBD.**

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 assessments for the Terry St and Dandrew Subdivision Street and Utility Improvement Project. Vice Mayor Zeman called the hearing to order at 5:04 PM.

City Engineer Jon Pratt presented the assessments to the Council.

There being no comments or questions, Vice Mayor Zeman closed the hearing at 5:10 PM.

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Josephson, who moved its adoption, adopting the assessment roll for the Terry St and Dandrew Subdivision Street and Utility Improvement Project. The motion was seconded by Alderman Carlson. The motion was carried without dissenting vote. Vice Mayor Zeman declared resolution 2023-1114B adopted.

**PUBLIC HEARING –  
ASSESSMENTS  
DISEASED TREE  
ABATEMENT 2023**

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 assessments for the concrete, bituminous, curb, gutter, approaches, and sidewalk improvements for the Year 2023. Vice Mayor Zeman called the hearing to order at 5:11 PM.

Public Works Director Shawn King presented the assessments to the Council.

There being no comments or questions, Vice Mayor Zeman closed the hearing at 5:12 PM.

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Josephson, who moved its adoption, adopting the assessment roll for the Diseased Trees Control Project. The motion was

seconded by Alderman Boeke. The motion was carried without dissenting vote. Vice Mayor Zeman declared resolution 2023-1114C adopted.

**PUBLIC HEARING –  
ASSESSMENTS 2023  
CONCRETE**

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 assessments for the concrete, bituminous, curb, gutter, approaches, and sidewalk improvements for the Year 2023. Vice Mayor Zeman called the hearing to order at 5:13 PM.

Public Works Director Shawn King presented the assessments to the Council.

There being no comments or questions, Vice Mayor Zeman closed the hearing at 5:14 PM.

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Josephson, who moved its adoption, adopting the assessment roll for the concrete, bituminous, curb, gutter, approaches, and sidewalk improvements for the Year 2023. The motion was seconded by Alderman Carlson. The motion was carried without dissenting vote. Vice Mayor Zeman declared resolution 2023-1114D adopted.

**PUBLIC HEARING –  
ASSESSMENTS 2023  
UNPAID SERVICE  
CHARGES**

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 assessments for the unpaid service charges (mowing/snow removal) for the Year 2023. Vice Mayor Zeman called the hearing to order at 5:15 PM.

Public Works Director Shawn King presented the assessments to the Council.

There being no comments or questions, Vice Mayor Zeman closed the hearing at 5:16 PM.

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Josephson, who moved its adoption, adopting the assessment roll for the unpaid service charges (mowing/snow removal) for the Year 2023. The motion was seconded by Alderman Spry. The motion was carried without dissenting vote. Vice Mayor Zeman declared resolution 2023-1114E adopted.

**CONDITIONAL USE  
PERMIT – LAKES  
AREA VINEYARD  
CHURCH**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Boeke, who moved its adoption, approving an amended Conditional Use Permit and variance to allow 53.25% impervious surface coverage at 950 Longview Drive (Lakes Area Vineyard Church). The motion was seconded by Alderman Spry and carried without dissenting vote. Vice Mayor Zeman declared resolution 2023-1010F adopted.

**DEEDING PROPERTY  
TO THE DLDA**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Boeke, who moved its adoption, deeding approximately 211 acres, next to the Detroit Lakes North Industrial Park, back to the Detroit Lakes Development Authority. The motion was

seconded by Alderman Carlson and carried without dissenting vote. Vice Mayor Zeman declared resolution 2023-1010F adopted.

**SUMMER REC  
PROGRAM RECAP**

Dave Harmon with the DLCCC appeared before the City Council to recap the Summer Rec Program.

**SUMMER REC  
PROGRAM  
AGREEMENT**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Josephson to approve the agreement with the DLCCC to operate a Summer Rec Program. The motion was seconded by Alderman Spry and was carried without dissenting vote. Vice Mayor Zeman declared the motion approved.

**HEARTLAND TRAIL  
SPUR TO DMRA TRAIL  
STUDY**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Josephson to accept the Trail Study for the Heartland Trail Spur to DMRA. The motion was seconded by Alderman Buboltz and was carried without dissenting vote. Vice Mayor Zeman declared the motion approved.

**CITY POUND  
AGREEMENT**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Josephson, approving the agreement with the Marshmallow Animal Shelter to operate a City Pound. The motion was seconded by Alderman Carlson and was carried without dissenting vote. Vice Mayor Zeman declared the motion approved.

**PER 2024 WEST  
DOWNTOWN STREET  
AND UTILITY  
IMPROVEMENT  
PROJECT**

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Josephson, who moved its adoption, accepting the Preliminary Engineers Report for the 2024 West Downtown Street and Utility Reconstruction and setting a public hearing for December 12, 2023. The motion was seconded by Alderman Carlson and was carried without dissenting vote. Vice Mayor Zeman declared resolution 2023-1114H adopted.

**LOCAL ROAD  
IMPROVEMENT  
PROGRAM SUPPORT  
WEST LAKE DRIVE  
PHASE 3**

Upon the recommendation of the Public Works Committee, a resolution was introduced by was made by Alderman Josephson, who moved its adoption, supporting a grant application for the Local Road Improvement Program for the West Lake Drive Phase 3 Project (Legion Rd to Washington Ave). The motion was seconded by Alderman Boeke and was carried without dissenting vote. Vice Mayor Zeman declared resolution 2023-1114I adopted.

**ENGINEERS REPORT**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Josephson, seconded by Alderman Boeke, and carried without dissenting vote, accepting the City Engineer's Monthly Project Status Report. Vice Mayor Zeman declared the motion approved.

**SPECIAL EVENT  
APPLICATION –  
BECKER COUNTY  
FOOD PANTRY**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Buboltz, seconded by Alderman Boeke, and carried without dissenting vote approving the Becker County Food Pantry Special Event Application for the Canadian Pacific Holiday Train, December 14, 2023. Vice Mayor Zeman declared the motion approved.

**SPECIAL EVENT  
APPLICATION –**

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

**VENTURES  
ENDURANCE**

dissenting vote approving the Ventures Endurance Special Event Application for the Beardsley Races, September 6-7, 2024. Vice Mayor Zeman declared the motion approved.

**PFA LOAN – SEWER  
CAMPBELL AND  
LINDEN**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Josephson, who moved its adoption, accepting the offer of the Minnesota Public Facilities Authority to purchase a general obligation sewer revenue note, Series 2023B, in the original aggregate principal amount of \$2,414,220; providing for its issuance; and authorizing the execution of a bond purchase and project loan agreement. The motion for the adoption of the resolution was seconded by Alderman Boeke and carried without dissenting votes. Vice Mayor Zeman declared Resolution 2023-1114J adopted.

**PFA LOAN – WATER  
CAMPBELL AND  
LINDEN**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Josephson, who moved its adoption, accepting the offer of the Minnesota Public Facilities Authority to purchase a general obligation water revenue note, Series 2023C, in the original aggregate principal amount of \$1,264,802; providing for its issuance; and authorizing the execution of a bond purchase and project loan agreement. The motion for the adoption of the resolution was seconded by Alderman Boeke and carried without dissenting votes. Vice Mayor Zeman declared Resolution 2023-1114K adopted.

**AMERICAN LEGION  
CAMPGROUND 2024  
RATES**

City Administrator Kelcey Klemm presented the proposed 2024 American Legion Campground Rates.

Alderman Boeke stated he would like to see an increase in rates for 2025.

Upon the recommendation of the Finance Committee, a motion was made by Alderman Josephson, approving the American Legion Campground rates for 2024. The motion for the adoption of the resolution was seconded by Alderman Spry and carried without a dissenting vote. Vice Mayor Zeman declared the motion approved.

**MAHUBE  
PLAYGROUND FUNDS**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Josephson, releasing up to \$15,000 of funds for the Mahube Playground. The motion was seconded by Alderman Boeke and carried without a dissenting vote. Vice Mayor Zeman declared the motion approved.

**ELECTION GRANT**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Buboltz, accepting a grant from the Secretary of State for \$602.13 for Election Administration. The motion was seconded by Alderman Boeke and carried without a dissenting vote. Vice Mayor Zeman declared the motion approved.

**DMRA CONCESSION  
LEASE**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Buboltz, approving the Concession Lease Agreement with the City of Detroit Lakes and Detroit Mountain Recreation Area (DMRA). The motion was seconded by Alderman Boeke and carried without a dissenting vote. Vice Mayor Zeman declared the motion approved.

<b>TORT LIABILITY</b>	Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Buboltz, who moved its adoption to not waive the monetary limits on Municipal Tort Liability for 2024. The motion for the adoption of the resolution was seconded by Alderman Boeke and carried without dissenting vote. Vice Mayor Zeman declared Resolution 2023-1114L adopted.
<b>FINANCIAL REPORTS</b>	Upon the recommendation of the Finance Committee, a motion was made by Alderman Buboltz, 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 \$5,673,531.24 as of October 31, 2023, be accepted, approved, and placed on file. Vice Mayor Zeman declared the financial reports approved.
<b>PAYMENT OF CLAIMS</b>	Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Buboltz, who moved its adoption, approving the payment of claims paid by proper authorization covering the period of October 1, 2023, through October 31, 2023, in the amount of \$5,610,206.18. The motion for the adoption of the resolution was seconded by Alderman Boeke and carried without dissenting vote. Vice Mayor Zeman declared Resolution 2023-1114M adopted.
<b>STANDARD OPERATING GUIDELINES UPDATE</b>	Fire Chief Hanson provided an update on the Standard Operating Guidelines, stating he has been working on updating them. Chief Hanson will be presenting them at the December Council meeting.
<b>SPONSORSHIP REQUEST – PROJECT 412</b>	Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Dallmann, approving a \$500 sponsorship for Project 412 to Light Up DL. The motion was seconded by Alderman Buboltz and carried without dissenting vote. Vice Mayor Zeman declared the license issued.
<b>TEMPORARY INTOXICATING LICENSE – DL JAYCEES</b>	Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Buboltz, approving the issuance of a Temporary Intoxicating Liquor License to the Detroit Lakes Jaycees on November 18, 2023, at the Holmes Theatre, 826 Summit Ave, pursuant to their application and fees. The motion was seconded by Alderman Boeke and carried without dissenting vote. Vice Mayor Zeman declared the license issued.
<b>GAMBLING PERMIT – HOLY ROSARY CATHOLIC CHURCH</b>	Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Buboltz and seconded by Alderman Boeke to approve the issuance of a Gambling Permit for Holy Rosary Catholic Church for bingo on November 18, 2023, at Holy Rosary Catholic Church, 1043 Lake Ave. The motion was carried without a dissenting vote. Vice Mayor Zeman declared the permit approved.
<b>GAMBLING PERMIT – SMOKEY HILLS CHAPTER OF MN DEER HUNTERS ASSOC.</b>	Upon the recommendation of the Liquor and Gambling Control Committee, a motion was made by Alderman Buboltz and seconded by Alderman Boeke to approve the issuance of a Gambling Permit for Smokey Hills Chapter of MN Deer Hunters Association for a raffle on November 24, 2023, at the American

Legion, 810 West Lake Dr. The motion was carried without a dissenting vote. Vice Mayor Zeman 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 Buboltz and seconded by Alderman Boeke to approve the issuance of a Gambling Permit for Holy Rosary Catholic Church for a raffle on December 1, 2023, at Holy Rosary Catholic Church, 1043 Lake Ave. The motion was carried without a dissenting vote. Vice Mayor Zeman 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 Buboltz and seconded by Alderman Boeke to approve the issuance of a Gambling Permit for Pine to Prairie – Pheasants Forever for a raffle on March 31, 2024, at Bucks Mill Brewing, 824 Washington Ave. The motion was carried without a dissenting vote. Vice Mayor Zeman declared the permit approved.

**TEMPORARY  
INTOXICATING  
LICENSE – AMERICAN  
LEGION**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Dallmann, approving the issuance of a Temporary Intoxicating Liquor License to the American Legion Post #15 on December 2, 2023, at the MN National Guard Armory, 1220 Rossman Ave, pursuant to their application and fees. The motion was seconded by Alderman Carlson and carried without dissenting vote. Vice Mayor Zeman declared the license issued.

**2024 ELECTRIC AND  
WATER RATES**

Public Utilities General Manager Vernell Roberts presented the proposed 2024 Electric and Water Rates.

Upon the recommendation of the Public Utilities Commission, a resolution was introduced by Alderman Boeke, who moved its adoption, approving the 2024 Electric Rates. The motion for the adoption of the resolution was seconded by Alderman Carlson and carried without dissenting vote. Vice Mayor Zeman declared Resolution 2023-1114O adopted.

Upon the recommendation of the Public Utilities Commission, a resolution was introduced by Alderman Boeke, who moved its adoption, approving the 2024 Water Rates. The motion for the adoption of the resolution was seconded by Alderman Josephson and carried without dissenting vote. Vice Mayor Zeman declared Resolution 2023-1114P adopted.

**2024 POLLING  
LOCATIONS**

Upon the recommendation of the City Administrator, a resolution was introduced by Alderman Buboltz, who moved its adoption, approving the 2024 Polling Locations. The motion for the adoption of the resolution was seconded by Alderman Spry and carried without dissenting vote. Vice Mayor Zeman declared Resolution 2023-1114N adopted.

**APPOINTMENT –  
PLANNING  
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Carlson and seconded by Alderman Boeke to approve the reappointment of Justin Koenig to the Planning Commission. Mr. Koenig fulfilled the term of Kyle Fode which expires December 31, 2023, and is eligible to be appointed to

his first term. The motion was carried without a dissenting vote, and Vice Mayor Zeman declared the appointment approved.

**APPOINTMENT –  
PLANNING  
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Carlson and seconded by Alderman Buboltz to approve the reappointment of Nancy Haggart to the Planning Commission whose term expires December 31, 2023. Ms. Haggart has completed her first term and is eligible to be appointed to her second term. The motion was carried without a dissenting vote, and Vice Mayor Zeman declared the appointment approved.

**APPOINTMENT –  
PLANNING  
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Boeke and seconded by Alderman Spry to approve the reappointment of Eric Lundmark to the Planning Commission, whose term expires December 31, 2023. Mr. Lundmark has completed his second term and is eligible to be appointed to his third term. The motion was carried without a dissenting vote, and Vice Mayor Zeman declared the appointment approved.

**APPOINTMENT –  
DETROIT COUNTRY  
CLUB BOARD**

Upon the recommendation of the Mayor, a motion was made by Alderman Buboltz and seconded by Alderman Boeke to approve the reappointment of John Flynn to the Detroit Country Club Board. Mr. Flynn fulfilled the term of Aaron Tait which expires December 31, 2023, and is eligible to be appointed to his first term. The motion was carried without a dissenting vote, and Vice Mayor Zeman declared the appointment approved.

**APPOINTMENT –  
SPORTS ARENA  
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Buboltz and seconded by Alderman Boeke to approve the reappointment of Rob Nielson to the Sports Arena Commission. Mr. Nielson fulfilled the term of Ryan Tangen which expires December 31, 2023, and is eligible to be appointed to his first term. The motion was carried without a dissenting vote, and Vice Mayor Zeman declared the appointment approved.

**APPOINTMENT –  
SPORTS ARENA  
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Boeke and seconded by Alderman Carlson to approve the reappointment of Chad Carlbloom to the Sports Arena Commission, whose term expires December 31, 2023. Mr. Carlbloom has completed his second term and is eligible to be appointed to his third term. The motion was carried without a dissenting vote, and Vice Mayor Zeman declared the appointment approved.

**DEPARTMENT  
REPORTS**

A motion was made by Alderman Buboltz to accept the October Code Compliance Official's Report, the October Variance/Conditional Use Permit, Land Disturbance Permit, and Stormwater Mitigation Permit Status Report, the October building permits in the amount of \$1,311,624, the October Animal Control Report, the October Public Works Director's Report, the October Police Report, the October Fire Report, the October Parking Violations Monthly Report of \$95, the September Becker County Court Report of \$2,243.88, and the October Liquor Store Manager's Report be approved and placed on file. The motion was seconded by Alderman Boeke and carried without dissenting vote. Vice Mayor Zeman declared the motion approved.



**ANNOUNCEMENTS**

Public Works Director Shawn King reminded the Council and Public about snow removal on sidewalks, and also snow emergencies for the 2023-2024 winter season.

Vice Mayor Zeman congratulated the Detroit Lakes Girls Volleyball Team on their 4<sup>th</sup> place finish at the State Tournament.

Vice Mayor Zeman reminded everyone about the Food Pantry Ribbon Cutting on Wednesday, November 15, 2023, at 1:00 PM.

Alderman Boeke thanked Public Works for their work this fall cleaning up the City and preparing for winter.

Vice Mayor Zeman announced there will be a Public discussion on the 2024 Budget and Tax Levy pursuant to the Truth & Taxation requirements will take place at the City Council meeting on December 12, 2023, at 6:01 PM.

Vice Mayor Zeman announced the Canadian Pacific Holiday Train will be making a stop in Detroit Lakes on Thursday December 14 at 2:30 PM.

Vice Mayor Zeman announced the 2023 Council Meeting Dates:  
December 12, 2023

Vice Mayor Zeman announced the 2024 Joint Governance Meeting Dates:  
January 2, 2024 – City  
April 2, 2024 – Chamber  
July 2, 2024 – DL Schools  
October 1, 2024 – County

Vice Mayor Zeman announced the 2024 Council Meeting Dates:  
January 2, 2024 – Annual Meeting  
January 9, 2024  
February 13, 2024  
March 12, 2024  
April 9, 2024  
May 14, 2024  
June 11, 2024  
July 9, 2024  
August 12, 2024 \*MONDAY (Elections)  
September 10, 2024  
October 8, 2024  
November 12, 2024  
December 10, 2024

**ADJOURNMENT**

There being no further business to conduct, by general consent, Vice Mayor Zeman adjourned the meeting at 6:03 PM.

Respectfully submitted, Kari Tyson, Deputy Clerk