

City Council Minutes
Regular Meeting

Detroit Lakes, Minnesota
January 14, 2025

CALL TO ORDER

The regular meeting of the City Council was called to order in the Council Chambers of City Hall at 5:00 PM, January 14, 2025; all members of the City Council having been notified of the meeting and the business to be transacted.

ROLL CALL

Council Present: Mayor Brenk
Alderman Boeke
Alderman Buboltz
Alderman Carlson
Alderman Caulfield
Alderman Dallmann
Alderman Deraney
Alderman Spry
Alderman Stearns
Alderman Zeman

Council Absent: None

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

AGENDA

A motion was made by Alderman Stearns and seconded by Alderman Buboltz to approve the agenda with the addition Temporary Liquor License for the Detroit Lakes Jaycees. The motion was carried without a dissenting vote, and Mayor Brenk declared the agenda approved.

**APPROVAL OF
MINUTES**

There being no corrections to the minutes of the Regular City Council Meeting held December 10, 2024, the Special City Council Meeting held December 17, 2024, and the Annual City Council Meeting held January 7, 2025, a motion was made by Alderman Zeman, seconded by Alderman Boeke, and carried, without a dissenting vote. Mayor Brenk declared the minutes would stand approved.

OATH OF OFFICE

City Clerk Kari Tyson swore in Alderman Wendy Spry.

**DEPUTY POLICE
CHIEF**

A motion was made by Alderman Dallmann and seconded by Alderman Carlson confirming the hiring of Robert Strand as the Deputy Chief of Police as

nominated by the Civil Service Commission. The motion was carried without dissenting vote. Mayor Brenk declared Robert Strand the Deputy Police Chief.

OATH OF OFFICE

Mayor Brenk swore in Deputy Police Chief Robert Strand.

LIFE SAVING AWARD

Police Chief Steve Todd presented Ryan Lorsung with a Life Saving Award.

ORDINANCE 531

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Spry to approve the second reading and adoption of Ordinance No. 531 amending the zoning ordinance of the City of Detroit Lakes relative to annexation areas being zoned other than “R-A” Agriculture Residence District. The motion was seconded by Alderman Carlson. The motion was carried without dissenting vote, and Mayor Brenk declared Ordinance 531 adopted.

ORDINANCE 532

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Spry to approve the second reading and adoption of Ordinance No. 532 amending section 20 of the zoning ordinance rezoning an area called Southwood Shores Estate from “R-A” Agriculture Residence to “R-2” One and Two Family Residence District at 557 South Shore Drive and 2112 270th Avenue (Gehrig Properties). The motion was seconded by Alderman Stearns. The motion was carried without dissenting vote, and Mayor Brenk declared Ordinance 532 adopted.

ORDINANCE 533

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Spry to approve the second reading and adoption of Ordinance No. 533 amending the zoning ordinance of the City of Detroit Lakes relative to amount of signage on commercial property. The motion was seconded by Alderman Carlson.

Community Development Director Larry Remmen spoke about the Ordinance.

The motion was carried with dissenting vote from Alderman Zeman. Mayor Brenk declared Ordinance 533 adopted.

**WEST LAKE DRIVE
PHASE III**

Alderman Zeman let the Council know that a work session is being planned for early February to discuss the West Lake Drive Phase III Project.

**AUTHORIZE PER
SOUTHWOOD SHORES
ESTATE**

Upon the recommendation of the Public Works Department, a resolution was introduced by Alderman Zeman, authorizing a Preliminary Engineering Report for Southwood Shores Estate. The motion was seconded by Alderman Stearns and was carried without a dissenting vote. Mayor Brenk declared resolution 2025-0114A adopted.

**CARBON REDUCTION
PROGRAM GRANT**

Upon the recommendation of the Public Works Department, a resolution was introduced by Alderman Zeman, approving the grant application made to the Minnesota Department of Transportation for the Carbon Reduction Program.

City Administrator Kelcey Klemm spoke about the grant to replace street lighting on Hwy 10.

The motion was seconded by Alderman Spry and was carried without a dissenting vote. Mayor Brenk declared resolution 2025-0114B adopted.

J&K DOCK LICENSE

Upon the recommendation of the Public Works Department, a motion was made by Alderman Zeman to approve a Commercial Dock License for J&K Marine with the addition of two small docks off the beach. The motion was seconded by Alderman Boeke. The motion was carried without a dissenting vote. Mayor Brenk declared the license approved.

ENGINEER REPORT

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman and seconded by Alderman Stearns to accept the City Engineers Monthly Project Status Report. The motion was carried without dissenting vote. Mayor Brenk declared the report accepted.

2025 BITUMINOUS QUOTE

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Boeke and seconded by Alderman Zeman to request quotes for the 2025 bituminous repair or construction to streets, alleys, and parking areas according to the specifications as laid out by the City. The motion was carried without dissenting vote. Mayor Brenk declared the motion approved.

2025 CONCRETE QUOTE

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Boeke and seconded by Alderman Zeman to request quotes for the 2025 concrete repair or construction of concrete curb, gutters, approaches, and sidewalks according to the specifications laid out by the City. The motion was carried without dissenting vote. 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 Boeke and seconded by Alderman Zeman to approve a Special Event Application for Big Cat Disc Golf LLC to have their annual Disc Golf Tournament in the City Park on April 19, 2025. The motion was carried without dissenting vote. Mayor Brenk declared the event application approved.

SPECIAL EVENT APPLICATION – DETROIT LAKES FIRE DEPARTMENT

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Boeke and seconded by Alderman Zeman to approve a Special Event Application for the Detroit Lakes Fire Department to have their annual Street Dance on West Lake Dr in front of Hub41 on August 15, 2025. The motion was carried without dissenting vote. Mayor Brenk declared the event application approved.

TRANSIENT MERCHANT – JOHNNY’S

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Boeke and seconded by Alderman Zeman to approve a Transient Merchant License for Johnny’s for 2025. The motion was carried without dissenting vote. Mayor Brenk declared the license approved.

LEASING OF CITY BUILDINGS

Alderman Boeke stated that discussion occurred at the Finance Committee Meeting about leasing the Old Police Department Building and the Old Public Works Facility. No action taken at this time.

2025 CAMPGROUND RATES

Alderman Boeke stated that discussion occurred at the Finance Committee Meeting about the 2025 American Legion Campground Rates. No action taken at this time.

2025 DCC BUDGET AND RATES

Upon the recommendation of the Finance Committee, a motion was made by Alderman Boeke and seconded by Alderman Stearns, approving the 2025 Budget and Rates for the Detroit Country Club. Tom Dolby General Manager for the Detroit Country Club spoke briefly about the outlook for 2025 and future investments.

The motion was carried without a dissenting vote. Mayor Brenk declared the 2025 Detroit Country Club Budget and Rates approved approved.

PFA BOND

Alderman Boeke stated that discussion occurred at the Finance Committee Meeting about the new Public Facilities Authority Bond. No action taken at this time.

MISC. PURCHASES 2025

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Boeke, approving miscellaneous purchases from Swanson Repair Incorporated, DL Towing, and Johnson Performance for 2025. The motion was seconded by Alderman Zeman. The motion was carried without dissenting vote. Mayor Brenk declared resolution 2025-0114C adopted.

MCFOA CONFERENCE

Upon the recommendation of the Finance Committee, a motion was made by Alderman Boeke, and seconded by Alderman Zeman, authorizing City Clerk Kari Tyson to attend the 2025 MCFOA Annual Conference. The motion was carried without a dissenting vote. Mayor Brenk declared the motion approved.

MCMA CONFERENCE

Upon the recommendation of the Finance Committee, a motion was made by Alderman Boeke, and seconded by Alderman Zeman, authorizing City Administrator Kelcey Klemm to attend the 2025 MCMA Annual Conference. The motion was carried without a dissenting vote. Mayor Brenk declared the motion approved.

FINANCE REPORTS

Upon the recommendation of the Finance Committee, a motion was made by Alderman Boeke, and seconded by Alderman Zeman, 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 \$17,946,495.49 as of December 31, 2024, be accepted, approved, and placed on file. Mayor Brenk declared the financial reports approved.

CLAIMS

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Boeke, who moved its adoption, approving the payment of claims paid by proper authorization covering the period of December 1, 2024, through December 31, 2024, in the amount of \$4,075,257.93. The motion for the adoption of the resolution was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared resolution 2025-0114D adopted.

**SQUAD CAR
PURCHASE**

Upon the recommendation of the Public Safety Committee, a motion was made by Alderman Dallmann to approve the purchase of a 2025 Dodge Durango Squad Car. The motion was seconded by Buboltz. The motion was carried without dissenting vote. Mayor Brenk declared the purchase approved.

**TEMPORARY LIQUOR
LICENSE - VFW**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Boeke approving the issuance of a Temporary Intoxicating License for the VFW on January 18, 2025, at the Boys & Girls Club. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the license approved.

**PERMIT TO CONSUME
– DAVE HUTCHINSON**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Boeke approving the issuance of a Permit to Consume to Dave Hutchinson at the Pavilion on July 25, 2025. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the license approved.

**GAMBLING PERMIT –
PROJECT 412**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Boeke approving the issuance of a Gambling Permit for Project 412 to move their date for their raffle from February 1, 2025, to April 12, 2025. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the license approved.

**GAMBLING PERMIT –
LAKES AREA
IMAGINATION
LIBRARY**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Boeke approving the issuance of a Gambling Permit to Lakes Area Imagination Library for their raffle on February 7, 2025, at the VFW. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the license approved.

**GAMBLING PERMIT –
WHITETAILED
UNLIMITED**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Boeke approving the issuance of a Gambling Permit to Whitetails Unlimited Detroit Lakes Chapter for their raffle on March 8, 2025, at the Holiday Inn. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the license approved.

**GAMBLING PERMIT –
DETROIT LAKES
YOUTH HOCKEY**

Upon the recommendation of the Liquor and Gambling Committee, a resolution was introduced by Alderman Boeke, approving the issuance of an Off-Site Gambling Permit for Detroit Lakes Youth Hockey for their Raffle on February 13, 2025, at the Kent Freeman Arena. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared resolution 2025-0114E adopted.

**TEMPORARY LIQUOR
LICENSE - VFW**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Stearns approving the issuance of a Temporary Intoxicating License for the Detroit Lakes Jaycees on February 15, 2025, at the Armory. The motion was seconded by Alderman Boeke and carried without dissenting vote. Mayor Brenk declared the license approved.

**GRANT NAVIGATION
SUPPORT**

Upon the recommendation of the Public Utilities Commission, a resolution was introduced by Alderman Boeke, and seconded by Alderman Zeman,

authorizing application for grant navigation support for the City. The motion was carried without a dissenting vote. Mayor Brenk declared resolution 2025-0114F adopted.

**BUSINESS LICENSES
2025**

Upon the recommendation of the City Administrator, a motion was made by Alderman Boeke, approving Licenses for the period of January 1, 2025, through December 31, 2025, pursuant to their application and fees for:

Dock	Brian Korbel	714 West Lake Dr
Dock	Thomas Chisholm	716 West Lake Dr
Excavator	Taves Construction	
Excavator	PEC Solutions of the Dakotas	
Excavator	MX Underground	
Excavator	Hough Inc	
Excavator	Heartland Excavating	
Excavator	Arvig Enterprises	
Excavator	Dirt Dynamics	
Excavator	Apex Underground	
Fertilizer	Acculawn Turf Health	
Fertilizer	MILLER YARD CARE & CONSTRUCTION	
Fertilizer	PEPLAWN INC	
Fertilizer	TEAM LABORATORY CHEMICAL LLC	
Fertilizer	TRUGREEN	
Fireworks - Outside	TNT FIREWORKS	
Retail		
Massage Business	ATLAS MASSAGE CLINIC LLC	
Massage Business	ELEVATE PROFESSIONAL MASSAGE	
Massage Business	HOLLAND MOTEL INC	
Massage Business	RELAKES PROF MASSAGE LLC	
Massage Therapist	Jennifer Grzybowski	
Pawnbroker	LAKES SPORTS SHOP	
Solid Waste Hauler	Hough, Inc. of Detroit Lakes	
Solid Waste Hauler	LAKES AREA ROLL-OFF LLC	
Solid Waste Hauler	MINNKOTA RECYCLING CENTER	
Solid Waste Hauler	STEVE'S SANITATION INC	
Taxi	BECKER COUNTY TRANSIT	

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

**DEPARTMENT
REPORTS**

A motion was made by Alderman Boeke to accept the 2024 Annual Building Report, the 2024 Community Development Report, the December Code Compliance Officials Report; the December Variance/Conditional Use Permit, Land Disturbance Permit, and Stormwater Mitigation Permit Status Report, the December building permits in the amount of \$1,233,000, the 2024 Animal Control Report, the December Animal Control Report, the 2024 Public Works Report, the December Public Works Director’s Report, The 2024 Finance Director’ s Report, the 2024 Police Report, the December Police Report, the 2024 Fire Report, the December Fire Report, the December Parking Violations Monthly Report of \$275, the November Becker County Court Report of

\$6,507.55, the 2024 Liquor Store Report, the December Liquor Store Manager's Report, the 2024 Public Utilities Report, and the 2024 City Administrator'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.

STATE OF THE CITY

Mayor Brenk provided the State of the City.

**APPOINTMENT –
LIBRARY BOARD**

Upon the recommendation of the Mayor, a motion was made by Alderman Stearns to appointment Maureen Karsnia to the Library Board to fill the seat vacated by Mr. Stearns' which expired on August 31, 2024. The motion was seconded by Alderman Spry and carried without dissenting vote. Mayor Brenk declared the appointment approved.

**APPOINTMENT –
ARTS AND CULTURE
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Boeke to reappoint Chris Henwood to the Arts and Culture Commission. Mr. Henwood's initial term expires February 28, 2025, and he is eligible to be appointed to his first term. The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared the appointment approved.

**APPOINTMENT –
ARTS AND CULTURE
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Zeman to reappoint Karen Skoyles to the Arts and Culture Commission. Mrs. Skoyles' initial term expires February 28, 2025, and she is eligible to be appointed to her first term. The motion was seconded by Alderman Buboltz and carried without dissenting vote. Mayor Brenk declared the appointment approved.

**APPOINTMENT –
PUBLIC UTILITIES
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Buboltz to reappoint Mike Stearns to the Public Utilities Commission. Mr. Stearns' first term expires February 28, 2025, and he is eligible to be appointed to his second term. The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared the appointment approved.

**APPOINTMENT –
PUBLIC UTILITIES
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Stearns to reappoint Madalyn Sukke to the Public Utilities Commission. Mrs. Sukke's second term expires February 28, 2025, and she is eligible to be appointed to her third term. The motion was seconded by Alderman Buboltz and carried without dissenting vote. Mayor Brenk declared the appointment approved.

**APPOINTMENT –
POLICE CIVIL
SERVICE
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Zeman to reappoint Jim Sinclair to the Police Civil Service Commission. Mr. Sinclair's second term expires February 28, 2025 and he is eligible to be appointed to his third term. The motion was seconded by Alderman Spry and carried without dissenting vote. Mayor Brenk declared the appointment approved.

ANNOUNCEMENTS

Mayor Brenk announced the Elected Leaders Institute with the League of MN Cities is coming up throughout February. Please let Kari know if you are interested in attending.

Mayor Brenk announced the CGMC's Legislative Action Day at the MN State Capital is February 12, 2025. If you are interested in attending, please let Kari know.

Mayor Brenk announced the League of MN Cities City Day on the Hill is March 6, 2025. If you are interested in attending, please let Kari know.

Mayor Brenk announced the 2025 Joint Governance Meeting Dates

- April 1, 2025 – Chamber
- July 1, 2025 – DL Schools
- October 7, 2025 – County

Mayor Brenk announced the 2025 Council Meeting Dates

- February 11, 2025
- March 11, 2025
- April 8, 2025
- May 13, 2025
- June 10, 2025
- July 8, 2025
- September 12, 2025
- September 9, 2025
- October 14, 2025
- November 10, 2025 *MONDAY – Veteran's Day
- December 9, 2025

OTHER

Alderman Zeman reminded the City Council that the League of MN Cities will be visiting on January 23rd at 8:30am in the Community Room.

ADJOURNMENT

There being no further business to conduct, by general consent, Mayor Brenk adjourned the meeting at 5:33 PM.

Respectfully submitted, Kari Tyson, City Clerk