

City Council Minutes
Regular Meeting

Detroit Lakes, Minnesota
February 11, 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, February 11, 2025; 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 Caulfield
Alderman Dallmann
Alderman Deraney
Alderman Spry
Alderman Stearns

Council Absent: Mayor Brenk

Staff Present: City Administrator Kelcey Klemm
City Clerk Kari Tyson
City Finance Officer Heidi Tumberg
City Attorney Charlie Ramstad
Community Development Director Larry Remmen
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 Buboltz and seconded by Alderman Spry to approve the agenda, removing 6M from the consent agenda. 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 January 14, 2025, and the City Council Work Session held February 6, 2025, a motion was made by Alderman Stearns, seconded by Alderman Boeke, and carried, without a dissenting vote. Vice Mayor Zeman declared the minutes would stand approved.

DAV DONATION

Dave Niesen and Jason Bristlin were present to present a \$25,000 for the ADA dock to the City.

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Boeke to accept the donation. The motion was seconded by Alderman Buboltz and carried without dissenting vote. Vice Mayor Zeman declared the donation accepted.

**VACATION
NORTH INDUSTRIAL
PARK**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Spry, setting a public hearing for the proposed vacation of the utility easements on Lots 11 and 12 of Block 4 of the Rearrangement of Detroit Lakes North Industrial Park First Addition (Goodin Company). The motion was seconded by Alderman Carlson and was carried without a dissenting vote. Vice Mayor Zeman declared resolution 2025-0211A adopted.

**VACATION 1321
HIGHLAND DR**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Spry, setting a public hearing for the proposed vacation of all drainage easements on Lot 1, Block 1 of Highland Estates at 1321 Highland Drive (Highland Lakeview LLP). The motion was seconded by Alderman Carlson and was carried without a dissenting vote. Vice Mayor Zeman declared resolution 2025-0211B adopted.

**PRELIMINARY PLAT
2577 HWY 10**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Spry, approving the preliminary plat of Marty's Acres at 2577 US Highway 10 (Don Martodam). The motion was seconded by Alderman Buboltz and was carried without a dissenting vote. Vice Mayor Zeman declared resolution 2025-0211C adopted.

**ORGANIC MATERIAL
RECYCLING**

Steve Skoog and Ari DeVries of Becker County Environmental Services gave a presentation on the new Organic Material Recycling Program. No further action taken at this time.

**PER/SET HEARING
SHOREWOOD DR.**

Upon the recommendation of the Public Works Department, a resolution was introduced by Alderman Stearns, accepting a Preliminary Engineering Report for Shorewood Dr, and setting an improvement hearing for March 11, 2025, at 5:00 PM. The motion was seconded by Alderman Boeke and was carried without a dissenting vote. Vice Mayor Zeman declared resolution 2025-0211D adopted.

**PER/SET HEARING
SOUTHWOOD SHORES
ESTATE**

Upon the recommendation of the Public Works Department, a resolution was introduced by Alderman Stearns, accepting a Preliminary Engineering Report for Southwood Shores Estate, and setting an improvement hearing for March 11, 2025, at 5:00 PM. The motion was seconded by Alderman Spry and was carried without a dissenting vote. Vice Mayor Zeman declared resolution 2025-0211E adopted.

**SPECIAL EVENT
APPLICATION –
EVENTS BY
BRITTANY**

Upon the recommendation of the Public Works Department, a motion was made by Alderman Stearns, tabling a Special Event Application for Events by Brittany until March. The motion was seconded by Alderman Boeke and was carried without a dissenting vote. Vice Mayor Zeman declared the application tabled.

**SPECIAL EVENT
APPLICATION –
HOLMES THEATRE**

Upon the recommendation of the Public Works Department, a motion was made by Alderman Stearns, approving a Special Event Application for the Holmes Theatre to have the annual Street Faire on Washington Ave May 30-31, 2025 contingent upon the Front St/Veterans Drive intersection being open for Hwy traffic, or for the Holmes Theatre to pay MNDOT the cost to close the

intersection at Hwy 10. The motion was seconded by Alderman Boeke and was carried without a dissenting vote. Vice Mayor Zeman declared the application tabled.

**RFP WASHINGTON
BALLPARK**

Upon the recommendation of the Public Works Department, a motion was made by Alderman Stearns, tabling the authorization of a Request for Proposals for Construction Management Services for Washington Park Renovations. The motion was seconded by Alderman Caulfield and was carried without a dissenting vote. Vice Mayor Zeman declared the application tabled.

ENGINEER REPORT

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

SKATEPARK GRANT

Upon the recommendation of the Public Works Department, a resolution was introduced by Alderman Boeke, authorizing a grant application to the Skatepark Project for skatepark equipment. The motion was seconded by Alderman Carlson and was carried without a dissenting vote. Vice Mayor Zeman declared resolution 2025-0211F adopted.

**LIMITED USE PERMIT
MNDOT**

Upon the recommendation of the Public Works Department, a resolution was introduced by Alderman Boeke, approving a Limited Use Permit for MNDOT for the Municipal Monument Signs. The motion was seconded by Alderman Carlson and was carried without a dissenting vote. Vice Mayor Zeman declared resolution 2025-0211L adopted.

**FINAL PAYMENT
CAMPBELL AVE AND
LINDEN LN**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Boeke and seconded by Alderman Carlson, approving the Final Payment to RL Larson Excavating Inc for the Campbell Ave and Linden Ln Street and Utility Project. The motion was carried without dissenting vote. Vice Mayor Zeman declared the motion approved.

**SPECIAL EVENT
APPLICATION – BOYS
& GIRLS CLUB**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Boeke and seconded by Alderman Carlson to approve a Special Event Application for the Boys & Girls Club of Detroit Lakes to have the annual Polar Fest Plunge on February 22, 2025. The motion was carried without dissenting vote. Vice Mayor Zeman declared the event application approved.

**SPECIAL EVENT
APPLICATION –
HOLMES THEATRE**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Boeke and seconded by Alderman Carlson to approve a Special Event Application for the Holmes Theatre to have Tuesdays in the Park from June 3, 2025, through August 26, 2025. The motion was carried without dissenting vote. Vice Mayor Zeman declared the event application approved.

**SPECIAL EVENT
APPLICATION - DL
CHAMBER**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Stearns and seconded by Alderman Carlson to approve a Special Event Application for the Detroit Lakes Regional Chamber of Commerce to have Art in the Park on July 27, 2025. The motion was carried without

dissenting vote with Alderman Buboltz abstaining. Vice Mayor Zeman declared the event application approved.

**SPECIAL EVENT
APPLICATION –
YOUNG LIFE**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Boeke and seconded by Alderman Carlson to approve a Special Event Application for Young Life to have the annual Triathlon on August 16, 2025. The motion was carried without dissenting vote. Vice Mayor Zeman declared the event application approved.

HERBICIDE TRAINING

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Boeke and seconded by Alderman Carlson to approve John Cervantes, Jed Restad, Brian McCarthy, Danny Johnson, & Travis Dorff to attend Herbicide Recertification training in Bemidji on May 31, 2025. The motion was carried without dissenting vote. Vice Mayor Zeman declared the motion approved.

**POOL USE
AGREEMENT**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Boeke, and seconded by Alderman Stearns, approving a Pool Use Agreement with the DLCCC and School District. The motion was carried without a dissenting vote. Vice Mayor Zeman declared the motion approved.

DMRA AUDIT

Upon the recommendation of the Finance Committee, a motion was made by Alderman Boeke, and seconded by Alderman Stearns, accepting the DMRA Annual Financial Statements and Independent Accountants Audit Report for the Year Ending April 30, 2024. The motion was carried without a dissenting vote. Vice Mayor Zeman declared the motion approved.

**CAMPGROUND RATES
2025**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Boeke, and seconded by Alderman Stearns, approving the American Legion Campground rates for 2025 with a \$200 increase. The motion was carried with a dissenting vote from Alderman Caulfield. Vice Mayor Zeman declared the motion approved.

PFA LOAN

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Boeke, accepting the offer of the Minnesota Public Facilities Authority to purchase a general obligation water revenue note, Series 2025A, in the original aggregate principal amount of \$9,883,495; providing for its issuance; and authorizing the execution of a bond purchase and project loan agreement. The motion was seconded by Alderman Stearns. The motion was carried without dissenting vote. Vice Mayor Zeman declared resolution 2025-0211G adopted.

RFP PAVILION

Upon the recommendation of the Finance Committee, a motion was made by Alderman Boeke, and seconded by Alderman Carlson, authorizing the Request for Proposals for Architectural/Design Services for the Pavilion. The motion was carried without a dissenting vote. Vice Mayor Zeman declared the motion approved.

**BUDGET
AMENDMENT**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Boeke, amending the 2025 budget. The motion was

seconded by Alderman Caulfield. The motion was carried without dissenting vote. Vice Mayor Zeman declared resolution 2025-0211H adopted.

LMC DUES

Upon the recommendation of the Finance Committee, a motion was made by Alderman Boeke, and seconded by Alderman Carlson, approving the 2025 League of Minnesota Cities Membership Dues of \$11,587. The motion was carried without a dissenting vote. Vice Mayor Zeman declared the motion approved.

FINANCE REPORTS

Upon the recommendation of the Finance Committee, a motion was made by Alderman Boeke, and seconded by Alderman Carlson, 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 \$18,553,755.86 as of January 31, 2025, be accepted, approved, and placed on file. Vice Mayor Zeman 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 January 1, 2025, through January 31, 2025, in the amount of \$8,207,247.29. The motion for the adoption of the resolution was seconded by Alderman Carlson and carried without dissenting vote. Vice Mayor Zeman declared resolution 2025-0211I adopted.

BECKER COUNTY HAZARD MITIGATION PLAN

Upon the recommendation of the Public Safety Committee, a resolution was introduced by Alderman Dallmann, who moved its adoption, adopting the Becker County Hazard Mitigation Plan. The motion was seconded by Alderman Buboltz. The motion was carried without dissenting vote. Vice Mayor Zeman declared resolution 2025-0211J adopted.

CANNABIS REQUEST – MICHAEL MUND

Alderman Stearns let the Council know that discussion occurred at the Liquor and Gambling Committee, about the request from Michael Mund regarding cannabis. No action taken at this time.

PERMIT TO CONSUME – RHINOS HOCKEY

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Boeke approving the issuance of a Permit to Consume for Rhinos Hockey for March 7-9th, 2025 at the Kent Freeman Arena. The motion was seconded by Alderman Carlson and carried without dissenting vote. Vice Mayor Zeman declared the license approved.

GAMBLING PERMIT – DL JAYCEES

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Boeke approving the issuance of a Gambling Permit for the Detroit Lakes Jaycees, for their bingo on February 15, 2025, at the Armory. The motion was seconded by Alderman Carlson and carried without dissenting vote. Vice Mayor Zeman declared the license approved.

GAMBLING PERMIT – PATRIOT ASSISTANCE DOGS

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Boeke approving the issuance of a Gambling Permit for Patriot Assistance Dogs, for their raffle on March 1, 2025, at the VFW. The

motion was seconded by Alderman Carlson and carried without dissenting vote. Vice Mayor Zeman declared the license approved.

**GAMBLING PERMIT –
PINE TO PRAIRIE
PHEASANTS
FOREVER**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Boeke approving the issuance of a Gambling Permit for Pine to Prairie Pheasants Forever, for their raffle on March 14, 2025, at the Holmes Theatre. The motion was seconded by Alderman Carlson and carried without dissenting vote. Vice Mayor Zeman declared the license approved.

**GAMBLING PERMIT –
VETERANS HONOR
FLIGHT**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Boeke approving the issuance of a Gambling Permit for the Veterans Honor Flight of ND/MN, for their raffle and bingo on March 29, 2025, at the American Legion. The motion was seconded by Alderman Carlson and carried without dissenting vote. Vice Mayor Zeman 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 an off-site gambling permit for the Humane Society of the Lakes for their Raffle, Tipboards, and Paddlewheel on March 15, 2025, at the VFW. The motion was seconded by Alderman Carlson and carried without dissenting vote. Vice Mayor Zeman declared resolution 2025-0211K 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. The license list is on file with the City Clerk. The motion was seconded by Alderman Carlson and carried without dissenting vote. Vice Mayor Zeman declared the listed licenses approved.

**DEPARTMENT
REPORTS**

A motion was made by Alderman Boeke the January Code Compliance Officials Report; the January Variance/Conditional Use Permit, Land Disturbance Permit, and Stormwater Mitigation Permit Status Report, the January building permits in the amount of \$977,069, the January Animal Control Report, the January Public Works Director's Report, the January Police Report, the January Fire Report, the January Parking Violations Monthly Report of \$235, the December Becker County Court Report of \$4,818.25, the January Liquor Store Manager's Report be approved and placed on file. The motion was seconded by Alderman Carlson and carried without dissenting vote. Vice Mayor Zeman declared the motion approved.

**APPOINTMENT –
JOINT PLANNING
BOARD**

Upon the recommendation of the Mayor, a motion was made by Alderman Stearns to appointment Ron Zeman to the Joint Planning Board for the initial term. The motion was seconded by Alderman Buboltz and carried without dissenting vote. Vice Mayor Zeman declared the appointment approved.

**APPOINTMENT –
JOINT PLANNING
BOARD**

Upon the recommendation of the Mayor, a motion was made by Alderman Carlson to appointment Wendy Spry to the Joint Planning Board for the initial term. The motion was seconded by Alderman Buboltz and carried without dissenting vote. Vice Mayor Zeman declared the appointment approved.

**APPOINTMENT –
TOURISM BUREAU**

Upon the recommendation of the Mayor, a motion was made by Alderman Stearns to reappoint Mark Bjerke to the Tourism Bureau. Mr. Bjerke has completed the term vacated by Rustin Lippencott, which expires March 31, 2025. The motion was seconded by Alderman Spry and carried without dissenting vote. Vice Mayor Zeman declared the appointment approved.

**APPOINTMENT –
PLANNING
COMMISSION**

Upon the recommendation of the Mayor, a motion was made by Alderman Carlson to reappoint Liz Foster-Anderson to the Planning Commission. Ms. Foster-Anderson has completed her second term, which expires March 31, 2025, and is eligible to be reappointed for a third term. The motion was seconded by Alderman Buboltz and carried without dissenting vote. Vice Mayor Zeman declared the appointment approved.

ANNOUNCEMENTS

City Administrator Kelcey Klemm let the Council know that the City has been designated as a Bronze-level Bicycle Friendly Community by the League of American Bicyclists.

Vice Mayor Zeman announced the 2025 Joint Governance Meeting Dates
 April 1, 2025 – Chamber
 July 1, 2025 – DL Schools
 October 7, 2025 – County

Vice Mayor Zeman announced the 2025 Council Meeting Dates
 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

City Administrator Kelcey Klemm let the Council know there will be an Open House for the West Lake Dr. Phase III and Beach Improvement Projects on March 4th, 2025, from 5-7pm in the Council Chambers.

Alderman Boeke asked Public Works Director Shawn King how Polarfest events have been going.

Public Works Director Shawn King, said so far all event have occurred as planned.

Vice Mayor Zeman reminded everyone to take part in the Polarfest Activities.

ADJOURNMENT

There being no further business to conduct, by general consent, Vice Mayor Zeman adjourned the meeting at 5:39 PM.

Respectfully submitted, Kari Tyson, City Clerk