

City Council Minutes  
Regular Meeting

Detroit Lakes, Minnesota  
March 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: Mayor Brenk  
Alderman Buboltz  
Alderman Carlson  
Alderman Caulfield  
Alderman Dallmann  
Alderman Deraney  
Alderman Spry  
Alderman Stearns  
Alderman Zeman

Council Absent: Alderman Boeke

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

**AGENDA**

A motion was made by Alderman Zeman and seconded by Alderman Buboltz to approve the agenda, with two liquor license additions. 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 February 11, 2025, a motion was made by Alderman Zeman, seconded by Alderman Spry, and carried, without a dissenting vote. Mayor Brenk declared the minutes would stand approved.

**2025 WATER  
CARNIVAL**

April Asleson and Tyler Tretbar, co-admirals for the Water Carnival, appeared before the City Council with their requests for Water Carnival 2025.

A motion was made by Alderman Stearns and seconded by Alderman Zeman to approve (3) temporary on-sale intoxicating liquor licenses; (5) 3.2 malt liquor licenses; (2) parade permits; facility and ground usage of the City Park,

Pavilion, and City Beach; street closures; and extended curfews as per the Jaycees request.

**PUBLIC HEARING -  
VACATION  
NORTH INDUSTRIAL  
PARK**

Pursuant to a 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 the utility easements on Lots 11 and 12 of Block 4 of the Rearrangement of Detroit Lakes North Industrial Park First Addition (Goodin Company). Mayor Brenk called the hearing to order at 5:05 PM.

Community Development Director Larry Remmen presented the proposed vacation.

There being no further comments or questions, Mayor Brenk closed the hearing at 5:06 PM.

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Spry, vacating a portion of the utility easement 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 Buboltz. The motion was carried without dissenting vote. Mayor Brenk declared resolution 2025-0311A adopted.

**PUBLIC HEARING -  
VACATION 1321  
HIGHLAND DR**

Pursuant to a 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 vacation of all drainage easements on Lot 1, Block 1 of Highland Estates at 1321 Highland Drive (Highland Lakeview LLP). Mayor Brenk called the hearing to order at 5:06 PM.

Community Development Director Larry Remmen presented the proposed vacation.

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

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Spry, vacating 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. The motion was carried without dissenting vote. Mayor Brenk declared resolution 2025-0311B adopted.

**IMPROVEMENT  
HEARING –  
SHOREWOOD DR.**

Pursuant to a 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 Shorewood Dr. Street Improvements. Mayor Brenk called the hearing to order at 5:08 PM.

City Engineer Jon Pratt presented the proposed improvements.

Jim Schultz of 1235 Shorewood Dr. thanked the City Council for not allowing parking along the roadway adjacent to Long Bridge Bar, Grill, & Marina.

Leon Senn of 504 Shorewood Dr. requested a wider roadway, sidewalks, and a bike trail.

Dan Josephson of 1314 Bayridge Dr. reiterated the importance of no parking along the roadway adjacent to Long Bridge Bar, Grill, & Marina. Josephson also requested the consideration of assessing to properties that have parallel lots.

Charlie Lindberg of 1330 Bayridge Dr. also reiterated the importance of no parking along the roadway adjacent to Long Bridge Bar, Grill, & Marina.

There being no further comments or questions, Mayor Brenk closed the hearing at 5:31 PM.

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Zeman, ordering the improvements and authorizing the preparation of plans and specifications for the Shorewood Dr. Street Improvements without parking along the roadway adjacent to Long Bridge Bar, Grill, & Marina. The motion was seconded by Alderman Stearns. The motion was carried without dissenting vote. Mayor Brenk declared resolution 2025-0311C adopted.

**IMPROVEMENT  
HEARING –  
SOUTHWOOD SHORES  
ESTATE**

Pursuant to a 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 Southwood Shores Estate Street and Utility Improvements. Mayor Brenk called the hearing to order at 5:33 PM.

City Engineer Jon Pratt presented the proposed improvements.

There being no further comments or questions, Mayor Brenk closed the hearing at 5:44 PM.

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Zeman, ordering the improvements and authorizing the preparation of plans and specifications for the Southwood Shores Estate Street and Utility Improvements with the City paying for site grading in lieu of stormwater and the developer prepaying 25% of the costs. The motion was seconded by Alderman Spry. The motion was carried without dissenting vote. Mayor Brenk declared resolution 2025-0311D adopted.

**270<sup>th</sup> AVE  
ANNEXATION**

City Administrator Kelcey Klemm provided an update on the ongoing annexation of the Wendel Property on 270<sup>th</sup> Ave.

**VARIANCE – 1321  
HIGHLAND DR.**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Spry, approving a variance to allow a zero-foot parking lot setback from Lemmon Road right-of-way at 1321 Highland Drive (Highland Lakeview LLP). The motion was seconded by

Alderman Buboltz and was carried without a dissenting vote. Mayor Brenk declared resolution 2025-0311E adopted.

**COOP AGREEMENT  
BECKER COUNTY -  
DMRA**

Upon the recommendation of the Community Development Committee, a resolution was introduced by Alderman Spry, continuing City support for a Cooperative Agreement with Becker County to develop and implement recreational and facility improvements at Detroit Mountain Recreation Area and Mountain View Recreation Area. The motion was seconded by Alderman Carlson and was carried without a dissenting vote. Mayor Brenk declared resolution 2025-0311F adopted.

**MN STATE FLAG**

Upon the recommendation of the Public Works Department, a motion was made by Alderman Zeman to fly the official MN State Flag. The motion was seconded by Alderman Stearns and was carried with dissenting votes from Alderman Dallmann, Deraney, and Zeman. Mayor Brenk declared the City will fly the Official MN State Flag.

**MANNA COOP  
PARKING**

City Administrator Kelcey Klemm let the Council know that nobody from Manna was present for the discussion. No action taken at this time.

**ORGANIC  
RECYCLING  
PROGRAM**

Upon the recommendation of the Public Works Department, a motion was made by Alderman Zeman, approving organic material recycling collection in the City of Detroit Lakes for one year. The motion was seconded by Alderman Stearns and was carried without a dissenting vote. Mayor Brenk declared the motion approved.

**SET HEARING 2025  
CONCRETE AND  
BITUMINOUS  
REPAIRS**

Upon the recommendation of the Public Works Committee, a resolution was introduced by Alderman Zeman, accepting a report and setting a public hearing on the improvements of concrete and bituminous curbs, gutters, approaches, and sidewalks for April 8, 2025. The motion was seconded by Alderman Spry. The motion was carried without dissenting vote. Mayor Brenk declared resolution 2025-0311G adopted.

**SPECIAL EVENT –  
TRUCKS N TUNES**

Upon the recommendation of the Public Works Department, a motion was made by Alderman Zeman, approving a Special Event Application for the Holmes Theatre to have Trucks and Tunes from June 5 through August 28, 2025, in the City Park with a backup of the Pavilion should it rain. The motion was seconded by Alderman Spry and was carried without a dissenting vote. Mayor Brenk declared the application approved.

**QUOTES – DMRA BIKE  
TRAIL**

Upon the recommendation of the Public Works Department, a motion was made by Alderman Zeman, accepting quotes for the DMRA mountain bike trail, and awarding the contract. The motion was seconded by Alderman Stearns and was carried without a dissenting vote. Mayor Brenk declared the quotes accepted and the contract awarded.

**FOREST ST  
IMPROVEMENTS**

Upon the recommendation of the Public Works Department, a resolution was introduced by Alderman Zeman, approving plans and specifications and ordering advertisement for bids for the Forest Street Utility and Street Improvement Project. The motion was seconded by Alderman Carlson and was

carried without a dissenting vote. Mayor Brenk declared resolution 2025-0311H adopted.

**ENGINEER REPORT**

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

**PURCHASE – TIRE CHANGER**

Upon the recommendation of the Public Works Department, a motion was made by Alderman Stearns, approving the purchase of a tire changer. The motion was seconded by Alderman Carlson and was carried without a dissenting vote. Mayor Brenk declared the purchase approved.

**PURCHASE – SECURITY CAMERAS AND DOOR ACCESS**

Upon the recommendation of the Public Works Department, a motion was made by Alderman Stearns, approving the purchase of Security Cameras and Door Control Access for Peoples Park (Budgeted). The motion was seconded by Alderman Carlson and was carried without a dissenting vote. Mayor Brenk declared the purchase approved.

**QUOTES – CONCRETE REPAIR**

Upon the recommendation of the Public Works Department, a motion was made by Alderman Stearns, accepting the quotes for concrete construction and repair in 2025 and awarding the contract to Classic Concrete Contractors. The motion was seconded by Alderman Carlson and was carried without a dissenting vote. Mayor Brenk declared the quote approved.

**QUOTES – BITUMINOUS REPAIR**

Upon the recommendation of the Public Works Department, a motion was made by Alderman Stearns, accepting the quotes for bituminous construction and repair in 2025 and awarding the contract to Taves Construction. The motion was seconded by Alderman Carlson and was carried without a dissenting vote. Mayor Brenk declared the quote approved.

**SPECIAL EVENT – MN FUN RUN**

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 MN Flyers Gymnastics for their Fun Run June 7, 2025. The motion was carried without dissenting vote. Mayor Brenk declared the event application approved.

**FINAL PAYMENT – SUMMIT AVE**

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Stearns and seconded by Alderman Carlson to approve the Final Payment to C&L Excavating Inc for the Summit Ave Street and Utility Improvement Project. The motion was carried without dissenting vote. Mayor Brenk declared the payment request approved.

**APPLE TREE DENTAL LEASE AGREEMENT**

Alderman Stearns let the Council know discussion occurred with Apple Tree Dental regarding the leasing of the old Public Works Office Building at the Finance Committee Meeting. No action taken at this time.

**DLCCC AUDIT**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Stearns, and seconded by Alderman Zeman, accepting the Detroit Lakes Community & Cultural Center Annual (DLCCC) Financial Statements

and the Independent Accountant's Audit Report for Year Ending August 31, 2024. The motion was carried without a dissenting vote. Mayor Brenk declared the motion approved.

**DLCCC CAPITAL  
CAMPAIGN**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Stearns, and seconded by Alderman Spry, approving a 25th Anniversary Capital Campaign for the DLCCC. The motion was carried without a dissenting vote. Mayor Brenk declared the motion approved.

**MANAGEMENT  
AGREEMENT – MN  
FLYERS**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Stearns, and seconded by Alderman Zeman, approving a Management and Program Services Contract with MN Flyers. The motion was carried without a dissenting vote. Mayor Brenk declared the agreement approved.

**PARKING LOT  
FUNDING MN FLYERS**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Stearns, and seconded by Alderman Zeman, approving the request from the MN Flyers for food and beverage tax funding for the parking lot up to \$42,000. The motion was carried without a dissenting vote. Mayor Brenk declared the request approved.

**FOOD PANTRY  
DEMOLITION**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Stearns, and seconded by Alderman Zeman, accepting quotes for the demolition of the old food pantry building, and awarding the contract to Hough Inc. The motion was carried without a dissenting vote. Mayor Brenk declared the quotes accepted and the contract awarded.

**DMRA 2025-2026  
RATES**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Stearns, and seconded by Alderman Zeman, approving the 2025-2026 DMRA Rates. The motion was carried without a dissenting vote. Mayor Brenk declared the rates approved.

**TRAIL STUDY**

Alderman Stearns let the Council know a request will be coming from Becker County regarding funding of a Trail Study from Dunton Locks to Shoreham.

**FUND TRANSFERS**

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Stearns, approving 2024 fund transfers. The motion was seconded by Alderman Carlson. The motion was carried without dissenting vote. Mayor Brenk declared resolution 2025-0311I adopted.

**CONCESSION LEASE -  
DCC**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Stearns, and seconded by Alderman Carlson, approving the Concession Lease Agreement with the City of Detroit Lakes and Detroit Country Club (DCC). The motion was carried without a dissenting vote. Mayor Brenk declared the motion approved.

**LMC ANNUAL  
CONFERENCE**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Stearns, and seconded by Alderman Carlson, authorizing City Administrator Kelcey Klemm to attend the 2025 League of MN Cities Annual

Conference, June 25-27, 2025, in Duluth MN. The motion was carried without a dissenting vote. Mayor Brenk declared the motion approved.

**IIMC CONFERENCE**

Upon the recommendation of the Finance Committee, a motion was made by Alderman Stearns, and seconded by Alderman Carlson, authorizing City Clerk Kari Tyson to attend the IIMC Conference in St. Louis Missouri, May 19-21, 2025. 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 Stearns, 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 \$17,930,863.25 as of February 28, 2025, 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 Stearns, who moved its adoption, approving the payment of claims paid by proper authorization covering the period of February 1, 2025, through February 28, 2025, in the amount of \$4,546,704.49. The motion for the adoption of the resolution was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared resolution 2025-0311J adopted.

**DOWNTOWN ALIVE SPONSORSHIP**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Stearns approving the request from Downtown Alive to sponsor the downtown floral baskets for 2025 for \$4,000. The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared the request approved.

**GAMBLING PERMIT – PATRIOT ASSISTANCE DOGS**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Stearns approving the issuance of a Gambling Permit for Patriot Assistance Dogs for their raffle on April 26, 2025, at the VFW. The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared the license approved.

**GAMBLING PERMIT – ESSENTIA HEALTH**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Stearns approving the issuance of a Gambling Permit for Essentia Health for their raffle on May 1, 2025, at the Historic Holmes Theatre. The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared the license approved.

**GAMBLING PERMIT – YES NETWORK**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Stearns approving the issuance of a Gambling Permit for Yes Network for their raffle and bingo on May 4, 2025, at the VFW. The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared the license approved.

**GAMBLING PERMIT –**

Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Stearns approving the issuance of a Gambling Permit

<b>BECKER COUNTY AGRICULTURAL SOCIETY</b>	for Becker County Agricultural Society for their raffle and bingo July 21-26, 2025, at the Becker County Fairgrounds. The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared the license approved.
<b>TEMPORARY INTOXICATING – DL JAYCEES</b>	Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Stearns approving the issuance of a Temporary Intoxicating Liquor License for the DL Jaycees at the Arena on April 4, 2025. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the license approved.
<b>TEMPORARY INTOXICATING – DL JAYCEES</b>	Upon the recommendation of the Liquor and Gambling Committee, a motion was made by Alderman Stearns approving the issuance of a Temporary Intoxicating Liquor License for the DL Jaycees at the Armory on April 12, 2025. The motion was seconded by Alderman Zeman and carried without dissenting vote. Mayor Brenk declared the license approved.
<b>SALE OF PROPERTY</b>	Upon the recommendation of the Public Utilities Commission, a motion was made by Alderman Stearns, approving the sale of property adjacent to the water tower. The motion was seconded by Alderman Buboltz and carried without a dissenting vote. Mayor Brenk declared the motion approved.
<b>GRANT NAVIGATOR FUNDING</b>	Upon the recommendation of the Public Utilities Commission, a resolution was introduced by Alderman Stearns, accepting grant navigator funding. The motion was seconded by Alderman Carlson and carried without a dissenting vote. Mayor Brenk declared resolution 2025-0311K adopted.
<b>BIDS - 15kV SWITCHGEAR</b>	Upon the recommendation of the Public Utilities Commission, a motion was made by Alderman Stearns, accepting bids for a 15kV switchgear for Industrial Sub and awarding the contract to Harold K. Scholz Company. The motion was seconded by Alderman Zeman and carried without a dissenting vote. Mayor Brenk declared the motion approved.
<b>BIDS – SALE OF BUILDINGS</b>	Upon the recommendation of the Public Utilities Commission, a motion was made by Alderman Stearns, accepting bids for 2 old buildings at Industrial Sub Site. The motion was seconded by Alderman Zeman and carried without a dissenting vote. Mayor Brenk declared the motion approved.
<b>BUSINESS LICENSES 2025</b>	Upon the recommendation of the City Administrator, a motion was made by Alderman Stearns, 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. Mayor Brenk declared the listed licenses approved.
<b>DEPARTMENT REPORTS</b>	A motion was made by Alderman Stearns accepting the February Code Compliance Officials Report; the February Variance/Conditional Use Permit, Land Disturbance Permit, and Stormwater Mitigation Permit Status Report, the February building permits in the amount of \$425,352, the February Animal Control Report, the February Public Works Director’s Report, the February

Police Report, the February Fire Report, the February Parking Violations Monthly Report of \$500, the January Becker County Court Report of \$4,120.93 the February Liquor Store Manager's Report be approved and placed on file. The motion was seconded by Alderman Carlson and carried without dissenting vote. Mayor Brenk declared the motion approved.

**APPOINTMENT –  
TOURISM BUREAU**

Upon the recommendation of the Mayor, a motion was made by Alderman Zeman to reappoint Jesse Krueger to the Tourism Bureau. Ms. Krueger has completed her first term, which expires March 31, 2025, and is eligible to be reappointed for a second term. The motion was seconded by Alderman Buboltz and carried without dissenting vote. Mayor Brenk declared the appointment approved.

**ANNOUNCEMENTS**

Upon the recommendation of the Mayor, a motion was made by Alderman Buboltz and seconded by Alderman Carlson to appoint the Mayor, Alderman Zeman, and Alderman Boeke to the Board of Review for the 2025 Assessments. The will be held in the Committee Room at City Hall on April 25, 2025, meeting at 9:30 AM. (The City Charter requires 3 Council Members and the Mayor.

The motion was carried without dissenting vote. Mayor Brenk declared the appointments approved.

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  
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**

Lynn Schulberg of 326 Park View St. spoke about safety concerns she has regarding City Park.

Mayor Brenk deferred Ms. Schulberg's concerns to the Public Safety Committee.

**ADJOURNMENT**

There being no further business to conduct, by general consent, Mayor Brenk adjourned the meeting at 6:38 PM.

Respectfully submitted, Kari Tyson, City Clerk