

Detroit Lakes, Minnesota  
September 13, 2016

The regular meeting of the City Council was called to order in the Council Chambers of the City Administration Building at 5:00 P.M., September 13, 2016; all members of the City Council having been notified of the meeting and the business to be transacted.

Present: Mayor Matt Brenk; City Administrator Kelcey Klemm; City Clerk Glori French; Finance Officer Pam Slifka; City Attorney Charlie Ramstad; City Engineer Jon Pratt; Public Utilities General Manager Vernell Roberts; Fire Chief Scott Flynn; Police Chief Tim Eggebraaten; and Public Works Director Bradley Green

Aldermen: Boeke, Imholte, Marks Erickson, Schiller, Schurman, Sukke, Waller, Wenner and Zeman

Absent: None

There being one correction made by Alderman Imholte to minutes of the Regular City Council Meeting held August 8, 2016 and no corrections to the minutes of the Special City Council Meetings held August 2, 2016 and August 23, 2016. A motion was made by Alderman Sukke, seconded by Alderman Zeman and carried, without a dissenting vote. Mayor Brenk declared the minutes would stand approved with the one correction made by Alderman Imholte.

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 annexation of a 16.83 acre tract of land at 1411 Highway 59 N (Detroit Township) and zoning the tract "I-1" Light Industrial (Becker County Jail Site), the Mayor called the hearing to order at 5:06 PM.

Alderman Imholte requested Public Works Director Brad Green to point on the map the location of the proposed annexation tract of land located at 1411 Highway 59 North. Alderman Imholte noted Becker County is requesting to have the 16.83 acre tract of land to be annexed into the City. Alderman Imholte noted the tract of land is abutting the City of Detroit Lakes. Alderman Imholte informed the Council the Community Development Committee has looked at the request and is recommending approval.

George Read, 17717 340<sup>th</sup> Street Ogema, appeared before the Council requesting information on the future plans for curb, gutter, city water and sewer and the possibility of future annexation of his property located directly north of 1411 Highway 59 North. City Administrator Kelcey Klemm informed Mr. Read and the Council, plans are to serve the site with City water and sewer services. City Administrator Klemm noted the City is working on a Master Plan for the area, once that is completed more information will be

available. City Administrator Kelcey Klemm clarified for the City to annex property a triggering event has to occur, such events could be an annexation petition from the land owners or an orderly annexation request from Detroit Township.

There being no further discussion, Mayor Brenk closed the hearing at 5:08 PM and reconvened the Regular Council Meeting.

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Imholte introducing for its first reading of Ordinance 403 annexing a 16.83 acre tract of land at 1411 Highway 59 N (Detroit Township) and zoning the tract "I-1" Light Industrial.

Becker County Administrator Jack Ingstad appeared before the Council and presented information on the future Becker County Jail and proposed building schedule. Ingstad noted he is working with City Engineer Jon Pratt and City staff on the required water and sewer needs for the jail. Ingstad noted Becker County is planning on moving fast with the building project and construction to be completed by the end of 2018.

Alderman Zeman asked Ingstad how many prisoners will be housed at the new facility. Ingstad noted the County is looking at inmate capacity of 125 for male and female. Becker County Board Chairman Barry Nelson also appeared before the Council noting according to the Department of Corrections a jail can only run at 80% capacity, because of the classification of prisoners. Ingstad informed the Council Becker County is under mandates from the State of Minnesota to make improvements to the current jail facility, and if improvements are not made Becker County could lose their current jail status. Ingstad noted because of the mandates from the Department of Corrections Becker County can appeal to the State for a Sales Tax Exemption for the project. Ingstad noted Becker County is looking at several options for the future of the existing jail facility.

The motion for the first reading of Ordinance 403 annexing a 16.83 acre tract of land at 1411 Highway 59 N (Detroit Township) and zoning the tract "I-1" Light Industrial was seconded by Alderman Sukke and carried, without a dissenting vote.

Dr. Bob Kosneck appeared before the Council and invited City staff, Council and the Community to an Event on October 13, 2016 at the Fireside on Youth and the Changing Face of Tobacco.

Mayor Brenk informed the Council that the request for an On-Sale Intoxicating Liquor License and Sunday Liquor License to the Detroit Club, LLC, 1218 Washington Avenue has been withdrawn.

Commander Dr. Dave Wilkens and American Legion Campground Manager Dean Miller presented the City with a \$10,000 check to be used for bathhouse/parks improvements. Mayor Brenk informed the Council this is the fifth check received from the American Legion Campground to be used for bathhouse/parks improvements. Mayor

Brenk, City Council and City staff thanked the American Legion Campground for the donations.

Pursuant to the recommendations of the Finance Committee, a motion was made by Alderman Marks Erickson, seconded by Alderman Waller and carried, without a dissenting vote, approving the 2017 rates for the American Legion Campground. Smaller and older lots seasonal rate \$2220; larger and newer lots seasonal rate \$2620; daily rates water/electric rate \$35; daily rates full hook \$40. American Legion Campground Manager Dean Miller noted this is approximately a 5% increase, which according to the Minnesota Resort and Campground Association is the average increase for 2017.

Pursuant to the recommendation of the Planning Commission that was submitted to the City Council and recommendation of the Community Development Committee, a resolution was introduced by Alderman Imholte, who moved its adoption, adopting the finding of fact and reasons for approval of an amended conditional use permit to allow up to 1000 square feet of accessory structure and granting interim use for sites over 1000 square feet at 1540 Highway 59 South. Alderman Imholte read the Finding of Fact and reasons regarding the request:

- The uses contemplated by the proposed project are in harmony with the surrounding neighborhood and do not jeopardize zoning standards in the area;
- The development will not alter the essential character of the neighborhood as the site is currently an approved RV Park;
- The proposed project has adequate access to public roadways and public facilities;
- The development will not exceed 25% in impervious surfaces;
- The other conditions listed in the original Conditional Use Permit remain in full effect;
- Any increase in storm water will be mitigated through a revised storm water plan to be submitted to and approved by the Pelican River Watershed District.
- Some of the lots in the RV Park are irregular in shape and do not allow for contiguous structures.
- The proposed project is a reasonable use of the property.

And based upon the foregoing Findings of Fact, to revise condition 16 of the original conditions as follows:

16. Except as otherwise specifically allowed herein, each residential Unit, including any permitted deck or accessory structure cannot exceed a total of 800 square feet of the Limited Common Element. The residential Units must be located in the Limited Common Element area delineated for residential sites on the approved plan. In addition to the 800 square feet of Unit area in the Limited Common Element, a residential Unit owner is

allowed an additional 200 square feet of area to be used for a deck or patio in the Common Element, provided that the deck or patio in the Common Element is connected to the 800 square foot Unit area in the Limited Common Element. The Association must revise its Storm Water Plan as required by the Pelican River Watershed District Rules submitted to and approved by the Pelican River Watershed District.

As of September 13, 2016 the following specific residential Units/Limited Common Element areas have been allowed by the Association to utilize areas of the Common Element adjacent to and connected with their 800 square foot Unit in the Limited Common Element that exceed the additional 200 square feet of Common Element permitted herein by these stated amounts:

- #108 – 210 square feet of Common Element
- #414 – 490 square feet of Common Element
- #428 – 703 square feet of Common Element
- #430 – 519 square feet of Common Element
- #716 – 238 square feet of Common Element
- #825 – 357 square feet of Common Element

These deviations are permitted to continue for so long as the privately owned Unit located on the identified Limited Common Element area remains on that identified Limited Common Element Area. If at any time in the future the privately owned Unit located on the identified Limited Common Element area is removed, the permitted deviation will terminate and all future utilization of the Common Element connected to the identified Limited Common Element areas must conform to the 200 square foot maximum.

As of September 13, 2016 the following specific residential Units/Limited Common Element areas have been allowed by the Association to utilize and maintain fire pit patios in the proximity of the residential Unit that are not connected to the residential Unit/Limited Common Element area: #205, #234, #253, #300, #509, #801, #821, and #823. These fire pit patios are permitted to continue, provided that the fire pit patio area in combination with any other utilization of the Common Element area by the residential Unit/Limited Common Element area does not exceed the maximum additional 200 square feet of Common Element area herein permitted.

Alderman Imholte noted discussion took place at the Community Development Committee meeting that past building permits that had not been applied for will be

subject to the permit fees. City staff is working with the owners of Riverview RV Park and will get the fees determined. Alderman Imholte reiterated Riverview RV Park must revise its Storm Water Plan as required by the Pelican River Watershed District Rules submitted to and approved by the Pelican River Watershed District.

Alderman Zeman commented over the years the Foltz's have ran a very quality RV Park and are a valuable addition to the Community. Alderman Zeman noted the City will be reviewing all RV parks to bring them current with building requirements.

The motion for the adoption of the resolution was seconded by Alderman Sukke and carried, without a dissenting vote. Mayor Brenk declared the Resolution 0913A adopted.

Pursuant to the recommendation of the Planning Commission that was submitted to the City Council and recommendation of the Community Development Committee, a resolution was introduced by Alderman Imholte, who moved its adoption, approving the variance request to allow more than 25% impervious surface coverage and a side yard setback of less than 10 feet to add a second story addition to a home at 1074 West Lake Drive (Char McKenzie) with the following conditions:

1. That the project be constructed as shown on the approved site plan;
2. That the owners obtain the required Pelican River Watershed District Permit prior to issuance of a building permit;
3. That the owner work with the Pelican River Watershed District to install plantings in the rip rap area near the shore;

The motion for the adoption of the resolution was seconded by Alderman Sukke.

Alderman Marks Erickson commented she is uncomfortable with the impervious surface coverage amount, Mayor Brenk then called the vote, and Resolution 0913B was adopted with one dissenting vote (Marks Erickson)

Pursuant to the recommendation of the Planning Commission that was submitted to the City Council and recommendation of the Community Development Committee, a resolution was introduced by Alderman Imholte, who moved its adoption, adopting the finding of fact and reasons for approval of a variance application to allow a 531 square foot addition to a cabin with a 21 foot setback from the Ordinary High Water Mark at 24354 Clark Cable Road, Unit 7, subject to the following conditions: 1) The addition be 531 square feet and be constructed as shown on the approved site plan; 2) owner install rain gutters on the cabin and direct stormwater to a holding area away from the lake as required by the approved stormwater plan; 3) owner obtain a Pelican River Watershed District Permit prior to the issuance of a building permit; 4) Clark Gable Cluster not exceed 25% impervious surface coverage and 5) owner construct a one (1) foot high

berm between the house and the lake and that the owner create and maintain an unmown ten (10) foot buffer with native vegetation in the 17 foot setback area.

Alderman Imholte commented the property is in the shore impact zone and explained the rationale why this will be allowed. Imholte noted this property had been annexed in the City with an approved Becker County Planned Unit Development, the City asked the Development to put in a stormwater pond and management plan which was completed, which would allow the property owners to do additions within reason. Alderman Imholte reiterated Clark Gable Cluster cannot exceed the 25% impervious surface coverage.

The motion for the adoption of the resolution was seconded by Alderman Sukke and carried without a dissenting vote. Mayor Brenk declared the Resolution 0913 adopted.

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Imholte, seconded by Alderman Sukke and carried without a dissenting vote introducing for its second reading and adoption of Ordinance 401 amending the Administrative Code relative to reasonable accommodations associated with the Fair Housing Act and American with Disabilities Act.

Pursuant to the recommendation of the Planning Commission that was submitted to the City Council and recommendation of the Community Development Committee, a resolution was introduced by Alderman Imholte, who moved its adoption, setting a public hearing for the Vacation of a portion of North Shore Drive (1143 US Highway 10 East). The motion for the adoption of the resolution was seconded by Alderman Zeman and carried, without a dissenting vote. Mayor Brenk declared the Resolution 0913C adopted.

Alderman Imholte updated the Council discussions have taken place regarding amending the Assessment Policy. City staff will be bringing to October 11 Council Meeting a proposed update to the Assessment Policy.

Alderman Zeman questioned why the Council is looking at amending the Assessment Policy since the Council voted not to amend it a couple of months ago. Alderman Zeman reminded the Council about twelve (12) years ago several Contractors had lots, but were financially unable to pay the Assessments, which put the City in a tough position.

Alderman Schurman requested City staff to present the Council with information on how many existing lots are available for sale and how many lots are sold, but not being developed.

City Council and City staff thanked Dylan Ramstad for his years of service as the intern for the City and wish him well in his position with Becker County.

Alderman Imholte informed the Council that the next Shoreland Committee meeting will be held on September 19, 2016 at 5:00 PM in the Council Chambers.

Upon the recommendation of the Community Development Committee, a motion was made by Alderman Wenner, seconded by Alderman Boeke and carried, without a dissenting vote, that the building permits for the month of August, 2016 in the estimated construction value of \$2,549,947.90 to be issued pursuant to their applications accompanied by the required City fees and State surcharges, the issuance of such permits having been recommended by the Building Official and approved by the Community Development Committee.

City Engineer Jon Pratt updated the Council on the bids that were received for the Randolph Road/Kris Street to Fortune Avenue. Pratt noted the bids came in higher than anticipated and would raise the assessment costs substantially. Upon the recommendation from City Engineer Jon Pratt and the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Imholte and carried, without a dissenting vote to reject all bids for the sanitary sewer and watermain improvement from the intersection of Randolph Road/Kris Street to Fortune Avenue.

City Administrator Kelcey Klemm informed the Council if the Council wishes a motion could be made to authorize entering into an agreement with property owner Beaton to allow him to put in a well, and an agreement with property owner Swanson with the condition once City sewer and water utilities are available both property owners Beaton/Swanson would be required to hook up to City water and sewer.

City Attorney Charlie Ramstad announced it would prudent to have the property owners agree that at the time when City water and sewer are available they will be required to hook up. Mr. Ramstad noted with the uncertainty of the cost of the assessments or the timing of installation having them agree to the assessments would not be practical.

City Engineer Jon Pratt informed the Council, Apex Engineering has completed a review of the area as part of the Kris Street Project and is evaluating the information to determine future projects.

Alderman Zeman is concerned when property owners are trying to negotiate project costs.

After discussion a motion was made by Alderman Zeman, seconded by Alderman Wenner and carried, without a dissenting vote to enter into Agreements with property owners Beaton and Swanson allowing Beaton to install a well and Beaton and Swanson be required to hook up to City water and sewer once the utilities are available.

Upon the recommendation of the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Schurman and carried, without a dissenting vote to approve the request from Essentia Health/St. Mary's to have a petting zoo on the north side of the Pavilion next summer during their staff/family picnic as they also plan to rent the Pavilion.

City Administrator Kelcey Klemm updated the Council on City Code Section 502 Dogs and Cats, noting Code 502 requires a license be issued to any person who owns, keeps or harbors any dog or cat over the age of three months and pay the required fee which current fee is \$17 per animal. Mr. Klemm shared City Code 503A requires a "Special Permit" approved by City Council when more than two dogs, two cats, two rabbits or two guinea pigs more than four months old be obtained and pay the required fee of \$150. City Administrator Kelcey Klemm reiterated all dogs and cats within City limits are required to get a yearly pet license.

City Engineer Jon Pratt gave a status update of City projects. 1) TH 10/59 Frontage Road Improvements project is substantially complete, final clean-up/punch list items will be addressed over the next couple of months; 2) The street improvements to Dan Street, Peter Street and Tower Road are complete, consider approval of final payment; 3) West Lake Drive Reconstruction and Multi-Use Trail (Legion Rd to CSAH 6): Currently seeking funding. Need to begin ROW acquisition process if we want to continue to pursue TAP grant in 2017. BSWR grant application submitted and pending review; 4) Long Lake Annexation – Phase 3: begin the master planning for the area later this fall, construction is tentatively set for 2017 or 2018, ultimate project will include extension of sewer and water utilities to north and west sides of Long Lake; 5) Longview Lane Drainage Improvements – Holmes Property: Project is substantially complete; 6) Long Bridge Heights – Phase 3: Project has been awarded to Feldt Plumbing. Construction will begin in late September. Project includes street and utility improvements for final phase of residential subdivision and water main looping to standpipe water tower; 7) TH 34 Improvements & Multi-Use Trail: Project is nearing completion; 8) Traffic Signal Study – TH 10/East Shore Dr/CSAH 54 & TH 10/Kris St/Randolph Rd: Current options being considered include a ¾ or a right-in/right-out intersection at Kris Street/TH 10 and signals at TH 10/East Shore Drive. Project may also need to include improvements to Randolph Road. MnDOT will continue refinement of proposed improvements over the next several months; 9) 2016 Street Rehabilitation: Construction began in late August and should be substantially completed this week; 10) Sanitary Sewer and Watermain Extensions – Kris Street: Bids were received on September 9, 2016, recommendation is to reject all bids; 11) North TH 59 and Tower Road – Sanitary Sewer and Watermain Master Planning: Master plan is nearing completion. Staff will review later this week. Further action/work will be dependent on county/jail needs and proposed project costs. A motion was made by Alderman Zeman and seconded by Alderman Waller and carried, without a dissenting vote to accept the City Engineers report as presented.

Upon the recommendation from the Public Works Committee, a motion was made by Alderman Wenner, seconded by Alderman Boeke and carried without a dissenting vote approving the Amendment of Lease Number PS0285 between the State of Minnesota, Department of Administration for the benefit of the Department of Public Safety, Driver and Vehicle Services for Commercial Drivers' License Skill Tests for the period of three (3) years, commencing December 1, 2016 and continuing through November 30, 2019.



Upon the recommendation from the Public Works Committee, a motion was made by Alderman Wenner, seconded by Alderman Boeke and carried without a dissenting vote approving the issuance of a transient merchant's license for Ricky Green allowing him to sell food products from a concessions trailer at 603 Highway 10 East (SuLaine's Antique Mall parking lot) for the period of September 14 - October 31, 2016 pursuant to their application, surety bond and fees.

Upon the recommendation from the Public Works Committee, a motion was made by Alderman Wenner, seconded by Alderman Boeke and carried without a dissenting vote approving the request from Becker County to permit Jonny's, LLC serve as the preferred food vendor for their event located in the Becker County parking lot on September 14, 2016.

Project and Volunteer Coordinator Faith Ahlgreen with Nijji Radio appeared before the Council and invited City staff and the Council to their event on September 23-25, 2016. Upon the recommendation from the Public Works Committee, a motion was made by Alderman Zeman, seconded by Alderman Imholte and carried without a dissenting vote approving the Event Application submitted by Nijji Radio to hold special events outside the Pavilion in conjunction with the "4<sup>th</sup> Annual Music & Arts Gala" September 23-25, 2016. They also request that Jonny's, LLC serve as the preferred food vendor for their event.

Finance Officer Pamela Slifka summarized the proposed tax levy and City Budget informing the Council the preliminary general gross property tax levy for 2016, collected in 2017, is \$4,815,693 an increase over the 2016 Budget of \$272,483. Slifka advised that the levy will have an increase of 6% of which 3.2% is in Debt Service payments related to previously completed Capital Construction Projects and the other 2.8% is an increase in operating expenses. Finance Officer Pamela Slifka noted with the levy increase a residential property valued at \$140,000 will see an estimated increase in their City Tax of \$31 per year, a residential property valued at \$250,000 will see an increase of \$64 per year and a Commercial/Industrial property valued at \$500,000 will see a City Tax increase of \$250 per year. Slifka advised that the Budget Committee reviewed the detailed line item Budget thoroughly and is recommending a preliminary approval of the Budget.

Alderman Imholte commented this is not necessarily a negative comment on the 6 % increase in the levy, but a plea for an additional police officer position that would start in May 2017, not late fall of 2017. Imholte noted public safety and City infrastructure are two of the primary requests from area citizen. Alderman Imholte noted the City of Detroit Lakes is a very large geographical foot print with a lot of miles for the Police Department and Public Works Department to cover, compared to the population. Alderman Imholte is requesting the Council and City staff to be diligent with all ideas and considerations when it comes to funds.

Alderman Zeman commented he is not opposed to hiring a police officer, but with consideration to other Police Departments the average ratio of police officers in

comparison to population is 1 ¼% to 1 1/2% per 1000 population. Alderman Zeman noted, with an additional police officer the City of Detroit Lakes would be above the average.

Alderman Waller is happy to see another police officer in the budget. Alderman Waller noted the option of hiring a full time police officer in early spring would have several advantages than hiring later in the year and only a part time police officer.

Alderman Wenner commented the Budget Committee worked long and hard on the budget and would like everyone to understand going through the budget of \$18 million dollars line by line, and able to come to an agreement and hire another police officer, with the only issue being the timing of the hiring is tremendous. Alderman Wenner will work with City staff and the Budget Committee on the issue.

Upon the recommendation of the Budget and Finance Committee, a resolution was introduced by Alderman Wenner, who moved its adoption, approving the Preliminary 2017 Tax Levy in the following amounts:

General Fund	\$2,871,373
Library Fund	295,000
Airport Fund	80,000
Development Authority Fund	54,100
Equipment Fund	510,220
Permanent Improvement Fund	970,000
1999 Fire Hall Bonds	<u>35,000</u>
Total	\$4,815,693

The motion for the adoption of the resolution was seconded by Alderman Zeman and carried without a dissenting vote. Mayor Brenk declared Resolution 0908D carried.

Mayor Brenk clarified the Preliminary 2017 Tax Levy cannot be increased once approved, but could be decreased before the Final Budget and Tax Levy is approved.

Upon the recommendation of the Budget and Finance Committee, a resolution was introduced by Alderman Wenner, who moved its adoption, providing for the adoption of the Preliminary City of Detroit Lakes Budget for the Calendar Year of 2017 in the following amounts:

<u>Fund</u>	<u>Budget Amount</u>
General Fund	\$6,379,887
Special Revenue Funds	6,997,292
Debt Service Funds	563,736
Special Assessment Funds	<u>4,713,031</u>
Total Budget	\$18,653,946

The motion for the adoption of the resolution was seconded by Alderman Zeman and carried without a dissenting vote. The Mayor declared the Resolution 0908E adopted.

Alderman Marks Erickson, Chairman of the Finance Committee and Mayor Brenk, thanked the City Council and City staff for all the work and attendance at the Budget Meetings.

A motion was made by Alderman Wenner, seconded by Alderman Sukke and carried, without a dissenting vote, to set December 13, 2016 as the date at which Finance Officer Pamela Slifka will present information on the final 2017 Budget, Tax Levy and the Council will listen to public comments at 6:01 P.M. The meeting will be in the Council Chambers at 1025 Roosevelt Avenue. The public is welcome to attend and comment.

Upon the recommendation of the Finance Committee, a motion was made by Alderman Marks Erickson, seconded by Alderman Wenner and carried without a dissenting vote introducing for its second reading and adoption of Ordinance 402 amending the City Code to increase the salary for the Mayor and City Council Members. Alderman Schurman noted it is an increase in salary, but also effective January 1, 2017 City Council members will no longer have access to the City of Detroit Lakes Group Health Insurance Plan.

Upon the recommendation of the Finance Committee, a motion was made by Alderman Marks Erickson, seconded by Alderman Sukke and carried without a dissenting vote authorizing proposals for audit services for the fiscal periods of 2016, 2017 & 2018.

Upon the recommendation of the Finance Committee, a motion was made by Alderman Marks Erickson, seconded by Alderman Zeman and carried without a dissenting vote to authorize accepting the proposal from huelife (formerly Brimeyer Fursman) outlining Strategic Planning and an Administrator review. Mayor Brenk will be in contact with huelife to get information and an outline of the Administrator Review and Strategic Planning Processes. Mayor Brenk announced the Strategic Planning Meeting will be held on January 12, 2017 time to be determined.

Upon the recommendation of the Finance Committee, a motion was made by Alderman Marks Erickson, seconded by Alderman Sukke and carried without a dissenting vote approving the 2016 funding request from Pelican River Watershed District in the amount of \$25,000 to help offset the cost of herbicide treatments and the on-going study for aquatic invasive species of flowering rush. Alderman Marks Erickson noted this is a budgeted item and paid from the Food and Beverage Tax fund.

Upon the recommendation of the Finance Committee, a motion was made by Alderman Wenner, seconded by Alderman Boeke and carried without a dissenting vote

approving the final payment to Hough, Inc. in the amount of \$17,476.84 for the Tower Road, Dan Street and Peter Street project.

Upon the recommendation of the Finance Committee, a motion was made by Alderman Wenner, seconded by Alderman Boeke and carried without a dissenting vote authorizing participation in the Blood Screening Program sponsored by the Noon Rotary and area health care providers on September 9, 2016, or the week of September 12-16, 2016.

Upon the recommendation of the Finance Committee, a motion was made by Alderman Wenner, seconded by Alderman Boeke and carried without a dissenting vote to grant authorization for City Administrator Klemm to attend the ICMA Conference September 24-30, 2016 in Kansas City, MO.

A motion was made by Alderman Wenner, seconded by Alderman Boeke and carried without a dissenting vote that the trial balance, submitted by Finance Officer Pamela Slifka, showing a balance in the City treasury to be in the amount of \$14,928,211.38 as of August 31, 2016, be accepted, approved and placed on file.

Upon the recommendation of the Finance Committee, a resolution was introduced by Alderman Wenner, who moved its adoption, approving the payment of claims paid by proper authorization covering the period of August 8, 2016, through September 13, 2016, in the amount of \$4,946,877.16 the motion for the adoption of the resolution was seconded by Alderman Boeke and carried without a dissenting vote. The Mayor declared Resolution 0913F adopted.

Upon the recommendations of the Police Civil Service Commission and the Public Safety Committee, a motion was made by Alderman Waller, seconded by Alderman Zeman and carried, without a dissenting vote authorizing the offer of employment to Steven Todd to serve as the Chief of Police upon the retirement of Chief Tim Eggebraaten. Mayor Brenk introduced Mr. Todd and wife Taunya to the City Council and citizens.

City Administrator Kelcey Klemm gave an update on the request to amend Ordinance 399, amendment would allow a fee change to take place by resolution instead of by ordinance. Upon the recommendation of the Public Safety Committee, a motion was made by Alderman Waller introducing for its first reading of Ordinance 399 amending Section 802.12 Violations and Fines of City Code Section 802 Parking Regulations. The motion was seconded by Alderman Zeman and carried, without a dissenting vote.

Upon the recommendation of the Public Safety Committee, a motion was made by Alderman Wenner, seconded by Alderman Boeke and carried, without a dissenting vote, to approve the issuance of a parade permit and road closures to Detroit Lakes High School for the "Homecoming Parade" on October 7, 2016.

Upon the recommendation of the Public Safety Committee, a motion was made by Alderman Wenner, seconded by Alderman Boeke and carried, without a dissenting vote, to approve the issuance of a parade permit and road closures to Holy Rosary School for the "Holy Rosary School Marathon Parade" on October 9, 2016.

Upon the recommendation of the Liquor/Gambling Control Committee a motion was made by Alderman Wenner, seconded by Alderman Boeke and carried without a dissenting vote, approving gambling application submitted by Lakes Area Imagination Library to hold a raffle at The Shorewood Pub, 1743 Long Bridge Road on September 16, 2016.

Upon the recommendation of the Liquor/Gambling Control Committee a motion was made by Alderman Wenner, seconded by Alderman Boeke and carried without a dissenting vote, approving the gambling application submitted by Lakes Area Ducks Unlimited Chapter 009 to hold a raffle at The Pavilion, 1361 Washington Avenue on September 17, 2016

Upon the recommendation of the Liquor/Gambling Control Committee a motion was made by Alderman Wenner, seconded by Alderman Waller and carried without a dissenting vote approving the issuance of a special on-sale intoxicating liquor license for Bleachers Bar & Grill to sell and serve on-sale intoxicating liquor at the Pavilion for the Ducks Unlimited Banquet on September 17, 2016, and at the DLCCC on September 22, 2016 for the Marc Cohn event, October 1, 2016 for the Jeremy Messersmith event and October 6, 2016 for the Tonic SOL-FA event pursuant to their application and fees.

A motion was made by Alderman Wenner, seconded by Alderman Boeke and carried, without a dissenting vote, that the July 2016 Becker County Court Report of \$6477.36, the August Police Chief's Monthly Report, August Fire Chief's Monthly Report, August Animal Control Report, August Liquor Store Manager's Monthly Report, July Nuisance Monthly Report, August Parking Violations Monthly Report \$50, and the August Variance/Conditional Use Permit Status Report be approved and placed on file.

Pursuant to the recommendation from the Public Utility Commission a motion was made by Alderman Imholte seconded by Alderman Zeman and carried, without a dissenting vote to approve the Transmission Facilities Assignment Agreement with MRES.

Public Utilities General Manager Vernell Roberts gave an update on the Community Solar Garden Project that will be located in the Detroit Lakes New Industrial Park. Mr. Roberts noted an Agreement has been developed and will be sent to residents that have expressed interest in the Project. Mr. Roberts shared the price per panel will be \$975 for a 410 Watt Panel, with a limit of six panels per property. Mr. Roberts noted the plan is to have the garden operational by the end of 2016. An informational and sign up meeting will be held on September 22 in the Council Chambers, at 1025 Roosevelt Avenue. Public Utilities General Manager clarified for each panel that is purchased, by you, you will receive a credit on your utility bill.

City Administrator Kelcey Klemm updated the Council on the status of the Airport Improvement Project at the Detroit Lakes-Becker County Airport and presented a resolution requesting the authorization to issue a Determination of Adequacy for the State Environmental Impact Statement for Improvements at Detroit Lakes-Becker County Airport. After discussion a motion was made by Alderman Imholte authorizing the issuance of a resolution for Determination of Adequacy for the State Environmental Impact Statement for Improvements at Detroit Lakes-Becker County Airport. The motion for the adoption of the resolution was seconded by Alderman Wenner and carried without a dissenting vote. Mayor Brenk declared Resolution 0913G adopted.

A motion was made by Alderman Wenner, seconded by Alderman Boeke and carried, without a dissenting vote, approving the following licenses for 2016:

**Plumbing Licenses:**

J-Berd Mechanical Contractors, Inc.

MSDI Plumbing, LLC

Upon the recommendation of Mayor Brenk, a motion was made by Alderman Zeman, seconded by Alderman Sukke and carried, without a dissenting vote, appointing Wendy Beske to the Library Board effective September 1, 2016.

Upon the recommendation of Mayor Brenk, a motion was made by Alderman Zeman, seconded by Alderman Boeke and carried, without a dissenting vote, appointing Marty Waller to the HRA Board effective October 6, 2016. Mr. Waller will take the place of Matt Hedstrom who has served on the HRA Board for 20 plus years. Mayor Brenk and City Council publically thank Matt Hedstrom for his years of Community Service.

Mayor Brenk announced the next Joint Governance meeting will be October 4, 2016 at Becker County.

City Administrator Klemm announced there is public meeting to discuss Aquatic Invasive Species and Zebra Muscles on October 24, 2016 at 6:00 PM in the Auditorium of M State.

There being no further business to conduct, by general consent, Mayor Brenk adjourned the meeting at 6:35 PM.

Respectfully submitted,

Glori French, City Clerk