

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on March 21, 2016 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

### 1. Call to Order

Mayor Hansen called the meeting to order at 7:00 P.M.

### 2. Roll Call

Members Present: Councilmembers Mason, Nash, Nelson, Wendling and Mayor Hansen

Members Absent: None

Staff Present: Police Chief Ebeltoft; Building Official Brainard; Public Works Director Randall; Attorney Thames; Engineer Gravel; Parks and Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Olivia Alveshere, ABC Newspaper

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Administrator Buchholtz asked that Item 5A, Report from Fire Chief Zikmund, be added to the agenda.

### 5. Discussion From The Floor

#### A. Fire Report

Fire Chief Zikmund provided the City Council an update on future equipment needs for the Fire Department. He reported that two of the aerial apparatuses are beyond their useful life and will need to be replaced. He stated that one fire truck is twenty-five years old and is out of service due to age, equipment failure and extensive rehabilitation needed on the unit. He reported that most fire apparatuses have a life span of 15-20 years.

Chief Zikmund provided the Council with a cost estimate for a new fire apparatuses of \$900,000 for the truck and \$100,000 for necessary equipment. He stated that he will submit a truck specification in June and it typically takes one year to build the apparatus to the department specifics. He reported that no decision is needed from the Council at this time but he wanted to make them aware that a new fire truck will be proposed in the near future.

Councilmember Wendling inquired why a pump would be added to the new apparatus since the older trucks currently do not have them. Chief Zikmund stated that it will provide an additional water source and allow for early pumping at a fire. He stated that it would allow more points for the ISO rating for the department.

Chief Zikmund reported that the call activity for Spring Lake Park has been low these past few years and is remaining low in 2016 so far. He announced that Charlie Smith has been named the new Fire Chief after Chief Zikmund retires in May. He stated that Mr. Smith will be formally introduced to the Council in April.

6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – March 7, 2016
- B. Disbursements
  - 1. General Fund Disbursement Claim No. 16-03 -- \$435,433.75
  - 2. Liquor Fund Disbursement Claim No. 16-04 -- \$185,699.78
- C. Right of Way Application - CenturyLink
- D. Request for Payment No. 1 – Meyer Contracting – Sanitary Lift Station No. 1
- E. Request for Payment No. 3 – Visu-Sewer Inc.
- F. Contractor's License
- G. Correspondence

MOTION BY COUNCILMEMBER NASH APPROVING THE CONSENT AGENDA. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

7. Police Report

Police Chief Ebeltoft reviewed the February 2016 department statistics.

Chief Ebeltoft stated that the Police Department responded to three hundred fifty nine calls for service for the month of February 2016 compared to four hundred three calls for service in February 2015.

Chief Ebeltoft reported that the Spring Lake Park Police Department conducted its annual internal audit of the "Selective Intensified Traffic Enforcement Program" more commonly known as the "S.I.T.E" Program. He stated that this program was designed to address the public's actual or perceived traffic safety issues within our community.

Chief Ebeltoft reported that in 2015, Spring Lake Park Officers worked sixty-eight "S.I.T.E" shifts. He stated that five hundred ninety six vehicles were stopped. He reported that five hundred twenty six tickets were issued along with two hundred forty seven warnings were given.

Chief Ebeltoft thanked Officer Bonesteel for his hard work in compiling the statistical tracking of the program as well as the time and effort he puts into this program.

Chief Ebeltoft reported, in addition to addressing the day-to-day operations of the Department, he attended numerous meetings throughout the month representing Spring Lake Park Police Department and the City of Spring Lake Park not only on a local level but also on a regional and national level.

8. Parks and Recreation Report

Parks and Recreation Director Rygwall reviewed the February 2016 department statistics. Ms. Rygwall reported that the Parks and Recreation Commission met and reviewed softball dates and rule changes.

Ms. Rygwall stated that staff had a busy month preparing for the Seniors Valentine Luncheon and the Sweetheart dance sponsored by the Spring Lake Park Lions. She reported that both events were well attended. She reported that Recreation Programmer Kay Okey attended a travel show in Arkansas and gained great knowledge for future trips. She stated that recruitment for a summer intern has started and is hopeful to receive applications.

Ms. Rygwall reported Partners in Nutrition has collaborated with Spring Lake Park schools and will be providing free lunches to children in Terrace and Able Parks this summer. She stated that children up the age of 18 can receive a free bag lunch during the week from June through September. She reported that anyone over the age of 18 can purchase a lunch for \$3.00.

Ms. Rygwall reported the Tower Days Committee met and discussed new vendors and events for the event this year. She stated that a new event will be a movie night on Saturday night in the park.

#### 9. New Business

##### A. Approval of 2016-2020 Capital Improvement Plan

Administrator Buchholtz presented the proposed 2016-2020 Capital Improvement Plan. He thanked the Department Heads for their assistance in preparing the Capital Improvement Plan.

Administrator Buchholtz explained the Capital Improvement Plan is broken down as: 1) Capital Projects by Department and 2) Capital Projects by Funding Source. He stated that the 2016-2020 Capital Improvement Plan identifies \$4,479,998 in capital improvement projects over the next five years.

Administrator Buchholtz stated the 2016 projects identified for funding in the General Fund have been included in the 2016 General Fund Budget. He reported that there a number of building related projects that are not included in the 2016-2020 Capital Improvement Plan. He stated those projects (City Hall renovation, Gun Range renovation/filtration system update) will be included in the 2017-2021 version of the plan, once the City receives the Facility Analysis/Space Needs Study report this summer.

Administrator Buchholtz stated that it is important to note that the 2016-2020 Capital Improvement Plan is a financial planning document and approval of the plan does not represent approval of any project in the plan.

#### 10. Engineer's Report

Engineer Gravel reported that the Lift Station project is progressing and equipment has been delivered to the site.

#### 11. Attorney's Report - None

#### 12. Other

##### A. Administrator Report

###### 1. Inquiry on McKinley Street Lot Availability

Administrator Buchholtz reported that the City has received correspondence from an individual interested in purchasing one of the McKinley Street lots. He stated that staff is seeking direction from the City Council on how to proceed. He stated that the previous consensus was to take the lots off the market until the City was prepared to move forward on the construction of a community center.

Administrator Buchholtz stated that the City has received an application for a lot split on 8360 Pierce Street. He stated that if the City Council would like to continue to hold onto the lots, the City could put this individual in touch with that developer. He stated that the lot split will come before the City Council for approval in April.

Mayor Hansen stated that previously it was agreed upon that the lots would be developed from north to south for ease of maintenance. She stated that with interest rates currently remaining low, she feels that there will be a better return holding on to the lot versus selling the lot and investing the proceeds. She also stated that she was not happy with the assessment comparison that was used to place a value on this lot. Administrator Buchholtz stated that it is very difficult to find a comparable lot at this time; however, with the lot split on Pierce Street the new lot could be used as a favorable comparison.

Mayor Hansen asked the Council if their consensus was to not sell the lots and continue to leave them vacant at this time. The Council agreed and asked that Administrator Buchholtz contact the interested party to inform him that the lot is not available for development.

15. Adjourn

MOTION BY COUNCILMEMBER MASON TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting was adjourned at 7:40 P.M.

  
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Cindy Hansen, Mayor

Attest:  
  
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Daniel R. Buchholtz, Administrator, Clerk/Treasurer