

**MINUTES**  
**COMMITTEE-OF-THE-WHOLE WORK SESSION**  
**October 20, 2014**  
**City Hall Conference Room**

**PRESENT:** Mayor Thomas Stiehm, Council Members Roger Boughton, Steve King, Jeremy Carolan, Michael Jordal, Judy Enright and Jeff Austin

**ABSENT:** Council Member-at-Large Janet Anderson

**STAFF PRESENT:** Director of Administrative Services Tom Dankert, City Attorney David Hoversten, Human Resources Director Trish Wiechmann, Park and Recreation Director Kim Underwood, Public Works Director Steven Lang, Planning and Zoning Administrator Holly Wallace, City Attorney David Hoversten, Assistant City Attorney John Beckmann, and City Clerk Ann Kasel

**ALSO PRESENT:** Brian Ross, Austin Daily Herald, Public

Mayor Stiehm opened the meeting at 4:45 p.m.

Motion by Council Member Austin, seconded by Council Member Enright, to close the meeting pursuant to Minn. Stat. 13D.05, subd. 3 on the basis of attorney client privilege. Carried.

See DVD of closed meeting.

Moved by Council Member Austin, seconded by Council Member King, to reopen the meeting at 5:03 p.m. Carried.

**Item No. 2 – Reviewing an employment agreement with Craig Clark**

City Attorney David Hoversten reviewed the employment agreement with Craig Clark. The at-will employment agreement would pay Mr. Clark \$124,000 per year which would increase to \$128,000 per year after a satisfactory six month evaluation. Employment would begin on December 8, 2014. Mr. Clark would have the same health insurance and PERA benefits as all other employees of the City. He would be credited with 12 years on the vacation schedule and credited with 40 days of sick leave. Mr. Clark would have \$400 per month for a car allowance and the City would pay his memberships for service clubs as approved by the City Council.

After lengthy discussion, moved by Council Member King, seconded by Council Member Boughton, approving the employment agreement with Craig Clark. Carried 4-3 with Mayor Stiehm casting the deciding vote to break the tie. Council Members Austin, Jordal and Carolan voted nay.

The item will be placed on the October 20, 2014 Council Meeting.

Moved by Council Member King, seconded by Council Member Austin, adjourning the meeting at 5:26 p.m. attend the City Council meeting. Carried.

The Mayor reconvened the meeting at 6:37 p.m.

**Item No. 3 – Presentation of Downtown Master Plan**

Brian Ross with CR Planning and SEH, Inc. presented the proposed downtown master plan for the City of Austin.

Mr. Ross identified the process for the downtown master plan included meeting with the stake holders of the City, designing of the straw man plan, community meeting on October 8<sup>th</sup> of proposed downtown master plan and now the next step will be to finalize the plan based on community input.

The plan will be used as a checklist for the Council and the Planning Commission to make decisions on the downtown area. There are also parameters of development for the surrounding and supportive areas of downtown. Included in the recommendation was a parking ramp downtown area to alleviate parking in the downtown area.

Director of Public Works Steven Lang commended CR Planning and SEH for putting together the plan. He stated there were a few things that may have to be looked at going forward with the implementation of the plan including the urban forest, downtown parking ramp, pedestrian facilities, downtown organizational strategy and development of the 4<sup>th</sup> Avenue corridor.

*A copy of the Downtown Master Plan is included in the backup for the October 20, 2014 worksession.*

For informational purposes only, no Council action needed at this time.

**Item No. 4 – Park and Rec Part-time Position Request**

Park and Recreation Director Kim Underwood requested an additional part time employee until the end of 2014 to assist with Valerie Pitzen's the recreation supervisor, duties who has been on medical leave since June 4<sup>th</sup>. Ms. Pitzen is expected to transition back to work at 16 hours per week through the end of the year. The requested employee would work 24 hours per week though the end of this year. Ms. Underwood requested the \$5,500 to fund the position would come from city administrator salary savings.

Moved by Council Member Austin, seconded by Council Member King, authorizing an additional part time employee for the Park and Rec department through the end of 2014. Carried.

The item will be placed on the November 3, 2014 Council agenda as a budget amendment.

**Item No. 5 – Oak Park Mall Financing**

Director of Administrative Services Tom Dankert provided an outline of how the Oak Park Mall project would be financed. The Hormel Foundation provided a grant for the full amount of the purchase price. The Austin Port Authority will be responsible for the demolition of the structure

between the movie theatre and Younkers and will require over \$3 million dollars to complete the project. The proposed funding sources are as follows:

Austin Port Authority	\$ 500,000
City of Austin – General Fund	\$ 500,000
City of Austin – Building Fund	\$ 250,000
Hy-Vee, Inc.	\$1,000,000
State of MN Grant	\$ 500,000
Additional Grant	\$ 250,000
Additional Grant	\$ 75,000

Mr. Dankert stated this is the best estimate for the project at this time but the figures may change.

The City is in the process of setting up a tax increment financing district wherein the City and the Port Authority will capture the increased taxes of the new facility and be repaid all or part of their initial investment over 25 years.

Mr. Dankert formally requested the Council authorize the transfer of \$500,000 from the City's General Fund (11000) to the Port Authority (newly created Fund 64000) prior to December 31, 2014.

Mr. Dankert also requested the Council authorize the transfer of \$250,000 from the Building Fund (48000) to the Port Authority (Fund 64000) prior to December 31, 2014.

Moved by Council Member Austin, seconded by Council Member Enright, authorizing the transfer of \$500,000 from the City's General Fund (11000) to the Port Authority (newly created Fund 64000) prior to December 31, 2014 and authorizing the transfer of \$250,000 from the Building Fund (48000) to the Port Authority (Fund 64000) prior to December 31, 2014. Carried.

The items will be placed on the November 3, 2014 Council agenda as a budget amendment.

#### **Item No. 6 – 2015 Budget Discussion**

Director of Administrative Services Tom Dankert presented changes to the proposed 2015 budget and inquired if the Council had any additional questions prior to finalizing the budget for the Truth in Taxation hearing. The proposed changes would not make a change to the tax levy or taxpayer responsibility.

There were no questions from the Council.

For informational purposes only, no Council action needed at this time.

#### **Item No. 7a - Administrative Report- 2014 Council Goals**

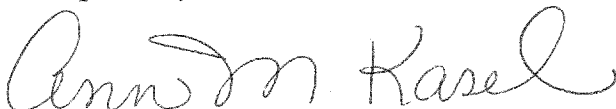
Director of Administrative Services Tom Dankert provided an update of the 2014 Council goals. He noted that the contract with Craig Clark was approved earlier in the evening so that goal has been completed. Also, the rental housing and building inspection position and water quality specialist were also authorized earlier in the evening. Many of the other goals are close to completion.

**Item No. 8 – Open Discussion**

There was no open discussion.

Moved by Council Member Austin, seconded by Council Member King, adjourning the meeting at 7:13 p.m.

Respectfully Submitted:

A handwritten signature in cursive script, reading "Ann M. Kasel". The signature is written in dark ink and is positioned above a horizontal line.

Ann M. Kasel  
City Clerk