

**MINUTES**  
**COMMITTEE-OF-THE-WHOLE WORK SESSION**  
**January 19, 2016**  
**City Hall Conference Room**

**PRESENT:** Mayor Thomas Stiehm, Council Members Steve King, Michael Jordal, Jeremy Carolan, David Hagen, Jeff Austin, Judy Enright and Council Member-at-Large Janet Anderson

**ABSENT:**

**STAFF PRESENT:** City Administrator Craig Clark, Director of Administrative Services Tom Dankert, Public Works Director Steven Lang, Planning and Zoning Administrator Holly Wallace, City Clerk Ann Kasel

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

Mayor Stiehm opened the meeting at 5:53 p.m.

**Item No. 1 – Garbage Corrals and Littering in Downtown Lots**

Planning and Zoning Administrator Holly Wallace stated citizens have complained about littering and general aesthetics in a public parking area behind buildings on 2<sup>nd</sup> Avenue NE. Staff have looked into the issue and suggest lighting, talking to neighbors about cleaning up the mess, garbage corrals, and keeping the area cleaner to discourage littering.

Mayor Stiehm noted it's hard to control certain patrons of those businesses.

Council Member Enright stated bar owners should go out and clean up in the morning.

Ms. Wallace stated staff will continue to work on the issue.

For council information only, no action needed at this time.

**Item No. 2 – Code Enforcement**

Planning and Zoning Administrator Holly Wallace stated the City is looking into administrative citations for code violations for an additional way to enforce City code. She asked if Council is interested in having an administrative citation program. This would be another step in the process that may eliminate the citizen and the City from going in the court system and may be a more effective resolution to the problem.

Council Member Enright spoke in favor of administrative citations stating it may be a useful tool to help deal with rental properties.

After additional discussion, moved by Council Member King, seconded by Council Member Enright, to move forward with a draft of an administrative fine ordinance. Carried.

Ms. Wallace will research the issue and bring it back to Council. No Council action needed at this time.

### **Item No. 3 – Downtown Parking Lot Signage**

Public Works Director Steven Lang stated the City is working with the Vision 2020 downtown committee to improve direction signage for downtown parking. The committee recommends updating signage and installing signs at the entrance to each parking lot to clearly identify public parking. Each sign would be blue and have a “P” on it and the signs would be consistent because the current signs have varying language. The cost for making each sign, including time, is \$130.00. Mr. Lang requested approval to move forward with the parking sign plan and installing them at every entrance to a parking lot.

Mr. Lang reviewed the available parking lots in the downtown areas. He also discussed duration of parking. The shorter parking duration is closer to the downtown areas due to workers parking further away. The downtown businesses wished to leave the parking duration as it is. However, with the Spam Museum opening Mr. Lang suggested to change some of the 2 hour parking to 3 hour parking to accommodate tourists. This would be in parking lots only, the on-street parking would remain at 2 hours.

It was also proposed at one time to rename the lots but that idea won’t be implemented at this time.

After additional discussion, moved by Council Member King, seconded by Council Member Austin, to label parking lots with new blue parking signs at each lot entrance and to review parking lot times. Carried.

The matter will be placed on the February 1, 2016 Council Meeting.

### **Item No. 4 – Energy Monitoring**

City Administrator Craig Clark stated the City contracted with ICS in 2015 for an energy audit of 11 buildings to get an understanding of the City’s energy usage. The Sustainability Task Force recommended that a lesser tracking system be maintained and received two bids for the services. ICS submitted a proposal in the amount of \$17,800 plus \$100 per hour for additional services and Nexus Solutions proposed an amount not to exceed \$7,000. Both proposals would be in conjunction with the School District.

Mr. Clark recommended awarding the contract with Nexus Solutions. The school district currently uses Nexus Solutions and is pleased with their service. Funding for the program would come from 2016 contingency.

Council Member Hagen questioned what are energy savings.

Council Member Enright stated she has used the program. It tracks each facility and compares it to similar facilities to see usage. It helps to identify issues with buildings.

After additional discussion, moved by Council Member Enright, seconded by Council Member-at-Large Anderson to approve a contract with Nexus Solutions for energy monitoring in the amount of \$7,000 from contingency funds. Carried.

The matter will be placed on the February 1, 2016 Council Meeting.

**Item No. 5 – TIF # 13 Oak Park Mall Amendment**

Director of Administrative Services Tom Dankert stated the TIF district #13 for Oak Park Mall will need to be amended to include a small piece of land that was not included in the original agreement. The parcel was discovered close to the closing and it was decided to add it later in the process instead of delaying the closing. Additionally, the budget will be reallocated to more accurately reflect the costs. This matter will require a public hearing and Mr. Dankert provided this information to the Council so they know why it will be on a future Council meeting.

For information only, no action needed at this time.

**Item No. 6 – Administrative Report**

City Administrator Craig Clark stated Congressman Walz is holding a housing summit in Austin.

He also reported that the City has some legal issues supporting the Vision 2020 broadband initiative and it may be difficult to support bonding for the project.

Moved by Council Member Austin, seconded by Council Member King, adjourning the work session at 6:42 p.m.

Respectfully Submitted:

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Ann M. Kasel  
City Clerk