

**MINUTES**  
**COMMITTEE-OF-THE-WHOLE WORK SESSION**  
**May 7, 2018**  
**City Hall Conference Room A**

**PRESENT:** Mayor Thomas Stiehm, Council Members Paul Fischer, Jeff Austin, Steve King, Judy Enright, Laura Helle Steve King, David Hagen 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, Library Director Julie Clinefelter, Human Resources Director Trish Wiechmann, City Clerk Ann Kasel

**ALSO PRESENT:** Matt Mullin, Jessica Van Voorhis, Jon Erichson, John Garry, Judy Lundy, Austin Daily Herald, Public

Mayor Stiehm opened the meeting at 6:36 p.m.

**Item No. 1 – Housing Study Presentation**

Matt Mullin and Jessica Van Voorhis both with Maxfield Research and Consulting presented the comprehensive housing needs analysis for the City. He stated the housing study is used as a marketing piece for potential developers and reviewed the findings of the study.

For Council information only; no Council action needed at this time.

**Item No. 2 – Development Corporation of Austin**

John Garry with the Development Corporation of Austin provided an update to Council regarding their 2017 activities. He introduced Judy Lundy who started with the DCA in July of 2016 with the goal of increasing commercialization and to grow companies locally. She is working on a program named Launch which serves as a platform for businesses to get established in the community. The DCA has also established the Startup Factory, which is a partnership with Iowa State University to provide guidance to form a successful new company.

Mr. Garry stated the DCA is also working with Austin Area Minority Business Project which is a collaborative initiative to provide legal and business support to minority and immigrants in the Austin area. He also stated it is the DCA's goal to build a spec building in the industrial park to further develop the business park.

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

### **Item No. 3 – 4<sup>th</sup> Avenue NE Roadway Improvements**

Public Works Director Steven Lang presented roadway improvement options for 4<sup>th</sup> Avenue NE. A traffic study was recently completed which recommended to maintain the current stop sign on 4<sup>th</sup> Street with no additional stop sign at the 4<sup>th</sup> Avenue intersection and installing traffic calming devices on 4<sup>th</sup> Avenue to slow traffic and shorten pedestrian crossing distance.

Mr. Lang presented four different options of varying costs to the City. He recommended the installation of pedestrian bump outs at the 4<sup>th</sup> Avenue and 4<sup>th</sup> Street intersection at a cost of \$50,000. There would also be “no parking” signage installed along the rec center frontage.

Council Member Enright spoke in support of the recommended option and added that the City would add additional bump outs if needed.

Moved by Council Member Helle, seconded by Council Member Hagen, recommending the installation of pedestrian bump outs at 4<sup>th</sup> Street and 4<sup>th</sup> Avenue with “no parking” signage installed along the rec center frontage. Carried.

The item will be placed on the May 21, 2018 Council meeting.

### **Item No. 4 – City Administrator Evaluation Process**

Human Resources Director Trish Wiechmann presented the packets to Council for the city administrator evaluation. She stated to return the packets to her by Friday, May 18<sup>th</sup>. There will be a closed work session on June 4, 2018 to review the results.

Council Member Helle suggested that the department heads also review the city administrator. Council Member Austin agreed. It was also suggested that other agencies such as the Port Authority or DCA review Mr. Clark also.

Ms. Wiechmann stated she would send out packets to department heads and e-mail other agencies to see if they were interested in completing a review.

For Council information only; no Council action needed at this time.

### **Item No. 5 – 2018 Council Goals**

City Administrator Craig Clark presented the 2018 Council goals for additional feedback on the goals.

After additional discussion, moved by Council Member King, seconded by Council Member Fischer, recommending the adoption of the 2018 Council goals. Carried.

The item will be placed on the May 21, 2018 Council meeting.

### **Item No. 6 – Mobile Places of Business**

City Clerk Ann Kasel presented an ordinance on movable places of business. She stated the City received a request for a mobile hair salon to operate in the city limits. The State regulates the mechanics of the mobile trailer and the cosmetologists license and the local jurisdiction can regulate where it operates. Instead of making a specific license for this type of business, she proposed to revamp the food wagon ordinance to include all movable places of business.

The proposed ordinance would allow movable places of business at approved locations in the City. The businesses would not be able to travel from point to point around the City in the right of way or on public property unless specifically authorized to do so by Council action. They can operate on private property at any time with the consent of the property owner. The Council could designate areas where the mobile places of business can operation on public property.

Moved by Council Member Austin, seconded by Council Member Hagen, recommending the adoption of the ordinance for movables places of business. Carried.

The item will be placed on the May 21, 2018 work session.

#### **Item No. 7 – Sump Pump Discussion**

Mayor Stiehm stated he has received feedback from citizens that the sump pump ordinance may create financial issues for some areas of town. He would like the City to give citizens longer than 90 days to come into compliance. Mr. Lang stated the City will work with homeowners as long as they are making progress towards compliance.

Council Member Enright noted the HRA has home improvement loans for up to \$2,000 that could be used for this type of improvement.

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

#### **Item No. 8 – June 13<sup>th</sup> Public Arts Event**

Planning and Zoning Administrator Holly Wallace stated the City is working on a public art project scheduled for June 13<sup>th</sup>. There will be music and activities and the event will be free to the public.

For Council information only, no Council action needed at this time

#### **Item No. 9 – Administrative Report**

None.

#### **Item No. 10 – Open Discussion**

None.

Moved by Council Member Hagen, seconded by Council Member Austin, adjourning the meeting at 8:34 p.m.

Respectfully Submitted,

---

Ann M. Kasel  
City Clerk