

# ***City Council Meeting Minutes***

**January 19, 2018  
City Hall, Council Chambers  
749 Main Street  
Noon**

**Call to Order** – Mayor Muckle called the meeting to order at noon.

**Roll Call** was taken and the following members were present:

***City Council:***        ***Mayor Robert Muckle  
Mayor Pro Tem Jeff Lipton  
Councilmember Jay Keany  
Councilmember Chris Leh  
Councilmember Susan Loo  
Councilmember Dennis Maloney  
Councilmember Ashley Stolzmann***

***Staff Present:***       ***Heather Balsler, City Manager  
Kevin Watson, Finance Director  
Joe Stevens, Director of Parks & Recreation  
Aaron DeJong, Director of Economic Development  
Kurt Kowar, Director of Public Works  
Rob Zuccaro, Director of Planning & Building Safety  
Chris Neves, Director of Information Technology  
Beth Barrett, Director of Library & Museum Services  
Dave Hayes, Police Chief  
Megan Davis, Director of Intergovernmental Affairs  
Emily Hogan, Assistant to the City Manager  
Kathleen Hix, Director of Human Resources  
Meredyth Muth, City Clerk***

***Others Present:***    ***June Ramos, Facilitator***

## **CALL TO ORDER**

Mayor Muckle called the meeting to order. Mayor Muckle stated this meeting is to prioritize the work plan for the year and schedule those items.

City Manager Balsler stated this is a scheduling exercise so staff can make sure we have the right items on the work plan and if there are changes needed to the

prioritization or timing. The goal is to get them all done in 2018 but staff needs to know which are most urgent.

### **REVIEW OF 2017 WORK PLAN**

City Manager Balsler reviewed the 2017 plan briefly showing the status of projects. There were no questions.

### **2018 DRAFT WORK PLAN: DISCUSS POTENTIAL TOP PRIORITIES, RANKING & TIMING/SCHEDULE**

June Ramos stated this is a scheduling and prioritization exercise and is not meant to be a time to discuss the details of each item. Councilors should answer “do I understand the item and do I have the information I need to make a priority ranking”. Staff drafted this list and suggested priorities. Staff wants to finish each item this year; however, there are 43 items on this list and it needs to be prioritized so staff can know how to allocate time, people, resources, and money.

Members noted this list does not include existing day-to-day projects that are already in the works or basic services.

City Manager Balsler stated the question is “are the right items on the list; are they prioritized correctly; and do we have the correct time allotment for each item.”

Ramos asked if anything is missing from the proposed list or should anything be deleted, postponed or otherwise changed.

### **TRANSPORTATION**

Mayor Pro Tem Lipton asked if an update on #4 Paving could be provided earlier in the budget process rather than Q4.

Mayor Muckle suggested removing #5 CTC Transit Service as it has already been decided. Members agreed.

Councilmember Stolzmann stated the number one priority should be the 2019-2020 budget; that will affect all of the other items and everything should be related to that. We should schedule additional time for the budget discussions.

Councilmember Maloney stated items that fold into the budget process do not need to be a separate item on this list.

Members decided to integrate #4 Paving into the budget timeline and both have a Q2 discussion and a Q4 discussion.

There was consensus on the rest of the Transportation list as presented.

## UTILITIES

Members decided the highest priority is the solid waste policy and also that water, sewer, and stormwater rate setting is still medium priority.

There was consensus the solid waste policy will be reviewed through the Utility Committee and then go to Council. There is no need for a study session.

Councilmember Loo stated labeling items for study sessions is not that valuable as we can't give direction. Members agreed and decided to add a discussion of if we should change study sessions to special or regular meetings to the Administration list.

## PUBLIC SAFETY

No changes

## PARKS

Mayor Pro Tem Lipton asked why #9 Walkways/Easements is an issue. Members noted this came from an issue with one specific walkway. When staff looked at this they found it is an issue in multiple places. For each of these we need to identify the walkways and easements and who is responsible for maintenance and ownership. City Manager Balser stated it will take time and effort to address; it is complex and will require policy direction. Members left it as presented.

## OPEN SPACE AND TRAILS

Councilmember Stolzmann stated the Mayhoffer plan is important, but there are also many other projects to consider for open space management.

Members decided to change #10 from Mayhoffer Management Plan to Open Space Management Issues; leave medium and Q3.

Members agreed to change #11 Coyote Run Landslide to a high priority with two regular meetings.

## RECREATION

Members agreed #12 Recreation Center Expansion should be prioritized as high.

Mayor Pro Tem Lipton stated there will be a need to let the Recreation Board present recommendations to Council at a study session.

Members decided to leave this at four regular meetings and perhaps add study sessions with the Rec Board for recommendations of programming and budget.

#13 Cost Recovery & Fee Structure is ok as presented.

#14 Senior Issues – Councilmember Leh asked for this. He stated he is concerned with the loss of the Senior Advisory Board. He suggested we need a task force for senior issues. Councilmember Keany stated he thinks the question is do we need a city board for seniors. Councilmember Leh stated we may need a board of seniors or do we simply need seniors on many boards. How do we accomplish that?

Councilmember Stolzmann stated DRCOG can work with communities to do a senior services inventory; perhaps we should start with that.

Mayor Pro Tem Lipton stated this is not a priority at all for him; he does not get complaints about this. We have seniors serving on all of our boards.

Councilmember Leh stated the issue isn't whether we pay attention to this but how we do it and who does it. He would like a task force to do an inventory and tell Council what is needed. This is a high priority for him.

Councilmember Loo liked the idea of using DRCOG to get the information as to what is available before creating a task force.

Members agreed to leave this on the work plan to provide information to Council and add to title "Utilize DRCOG Tool on Aging and Identification of Services." Medium priority.

## CULTURAL SERVICES

#15 Museum Visitor Center Polling & Funding Plan – Mayor Pro Tem Lipton stated originally this was just going to be funding for a schematic design and basic information to seek grants and donations. We need to give the History Foundation the opportunity to do that; not make this City funded or put it on the ballot. We have many other things that might require a new tax; let the museum folks start fund raising.

Councilmember Stolzmann stated the Historical Commission needs to understand what the position of Council is as there is confusion about who is paying for what. We need to be clear what Council's position is. City Manager Balser stated staff needs policy direction from Council to determine next steps.

Councilmember Leh stated he thought the polling was to decide if this should be a ballot question or not.

Members decided to include one meeting to discuss what Council's policy is and articulate that to the Historical Commission and History Foundation.

Members decided to have an additional meeting to discuss if polling is needed and what it might include; the museum or other topics or a combination of topics on which to poll.

## COMMUNITY DESIGN

Mayor Pro Tem Lipton asked about the #18 Sign Code Update as he would like it done quickly but now it is attached to the design guidelines. He would like to make sure it doesn't spill to 2019. Zuccaro stated there is no reason to think it cannot be completed this year and there will be a public process with it. Mayor Pro Tem Lipton would like it a high priority. Members agreed to make this high priority.

#25 Sketch Plan Process – Councilmember Maloney noted this was discussed recently and he doesn't think we need further discussion. Councilmember Stolzmann stated this is not a high priority. Councilmember Loo would like to consider this. She stated we have some large parcels and no conceptual idea of what could happen on them; having a sketch plan/concept plan would be very useful. This would give someone an idea of what might float for a property. Five members support postponing and two for completion. Remove from list for 2018.

#21 Review Permit Fees – Councilmember Stolzmann would like this done earlier than Q3 as it affects budget. Zuccaro stated staff is looking at a consultant to help with this so a budget amendment would allow this to happen earlier. Councilmember Stolzmann stated this is really important and we should do the process internally and contract out something else to allow for it.

City Manager Balsler stated there is an attraction to having a third party look at what we are doing for fees. Zuccaro stated some of this is a time issue and it would require a time commitment from multiple departments, but we feel it is better to bring in a third party and be totally objective. Councilmember Stolzmann stated if we do this in-house we have the opportunity to review and know our processes better.

Members agreed to bring this to Council Q2.

#22 Historic Preservation Funding – Councilmember Loo asked why we need this one. Director Zuccaro stated this is needed with the reapproval of the tax and also there is a review of this required in the Historic Preservation Master Plan. Members decided to leave as presented.

#16 Miners Cabins – Members agreed to change to one regular meeting.

## ECONOMIC PROSPERITY

#31 Phillips 66 Discussion – Councilmember Loo would make this a high priority. Mayor Pro Tem Lipton stated we need a community conversation about this.

Councilmember Leh suggested that until the property changes hands officially, we should leave it as medium.

Councilmember Loo stated we need to find out what the community and Council wants. We need to have a consensus about what Council wants so we are not playing defense.

Director DeJong stated that absent a specific proposal for the property, this item is here to find out what the community position is.

Mayor Pro Tem Lipton would like this to be an early Q2 discussion, members agreed. There was consensus to make it high priority.

#### ADMINISTRATION & SUPPORT SERVICES

#36 Communications/Social Media – Mayor Pro Tem Lipton asked to relabel this “Strategies for Community Engagement” and have it include a policy, budget, and plan. Members agreed.

#37 2-Year Sustainability Work Plan – Members agreed to change this to just one regular meeting.

#38 Affordable Housing – Councilmember Maloney asked what will be needed from Council on this item. City Manager Balsler stated it will depend on what the information from the Consortium of Cities is and what policy issues the Council wants to address.

Councilmember Leh suggested combining this with #26 Mobile Home Transfer of Development Rights

Councilmember Keany stated he hears a lot about housing costs and how can we impact the market without large new tracts of homes.

Councilmember Loo stated we need to have a Louisville centric approach to this and have something to show that we did something. She asked staff to provide some information on this. We need to decide what Council wants to do if anything.

Mayor Pro Tem Lipton stated he agreed but noted it will take a lot of money and take a lot of staff resources. If we do anything, make it Q4 and it is low priority. Our population doesn't want new density. He is not sure this is ripe yet.

Councilmember Stolzmann stated she thought Council all agreed a county-wide funding option is what we need. It all hinges on the funding. We need Councilmember Leh to keep telling the Consortium that.

Members decided to keep Q4, combine with #26 and make low priority.

Change #42 TABOR Excess Refund from Recreation Expansion Sales/Use Tax to one meeting.

### **REVIEW DECISIONS, DIRECTION & ACTION**

Ramos reviewed the direction from Council. City Manager Balser stated next steps are to revise the work plan and slot these items into the advanced agenda. Staff will get out the revised work plan to everyone for review.

### **ADJOURN**

Members adjourned at 2:05 pm.

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Robert P. Muckle, Mayor

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Meredyth Muth, City Clerk