



**WAUKEE CITY COUNCIL  
REGULAR MEETING**

**DATE: MONDAY, JANUARY 16, 2023  
TIME: 5:30 P.M.**

**PLACE: WAUKEE CITY HALL, 230 W. HICKMAN RD., WAUKEE, IA 50263**

**\*\*Full City Council meeting packet is available at  
<https://rms.waukee.org/Public/Browse.aspx?id=162574&dbid=0&repo=Waukee>**

**\*Due to public health concerns and guidance, in accordance with Iowa Code Sections 21.4(1)(b) and 21.8, this meeting of the Waukee City Council will be conducted with two different options for public participation: 1) Members of the public wishing to attend in person may do so in the Council Chambers at Waukee City Hall. 2) Members of the public wishing to participate electronically may do so via Zoom at the following link or phone numbers:**

**<https://zoom.us/j/352651371>  
Meeting ID: 352-651-371**

**Or by phone:**

**+1 646-558-8656 or  
+1 312-626-6799 or  
+1 301-715-8592**

**In-person meetings are subject to change under certain circumstances, including but not limited to higher than average participation or changes in health guidelines. If the meeting shall be held electronically only, notice shall be posted to the City website (Waukee.org) and City social media. Questions regarding meeting format may also be directed to the City Clerk's office at 515-978-7904.**

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- A. CALL TO ORDER**
  - B. PLEDGE OF ALLEGIANCE**
  - C. ROLL CALL**
  - D. OPEN FORUM** [Pursuant to City Council Rules of Procedure, presentations under Open Forum shall be limited to three (3) minutes per individual. Please refer to the footnotes on this agenda for more detailed Open Forum procedures\*\*.]
  - E. AGENDA APPROVAL**
  - F. PRESENTATIONS:**
    - 1) Ankeny Sanitation, Inc., annual report
  - G. PUBLIC HEARINGS:**
    - 1) On a proposal to enter into a First Amendment to the Agreement for Private Development and Minimum Assessment Agreement with The Quarter at Waukee, LLC
    - 2) On plans, specifications, form of contract and estimate of cost [NW Sunrise Drive Culvert Project]
    - 3) On plans, specifications, form of contract and estimate of cost [NE Outfall Sewer Project]
  - H. PUBLIC HEARING ACTION ITEMS:**
    - 1) **RESOLUTION:** Consideration of approval of a resolution ratifying, confirming and approving publication of notice of public hearing and approving and authorizing execution of a First Amendment to the Agreement for Private Development and Minimum Assessment Agreement with The Quarter at Waukee, LLC
    - 2) ***NW Sunrise Drive Culvert Project***

- A. **RESOLUTION:** Consideration of approval of a resolution approving plans, specifications, form of contract and estimate of cost
- B. **RESOLUTION:** Consideration of approval of a resolution awarding contract

3) **NE Outfall Sewer Project**

- A. **RESOLUTION:** Consideration of approval of a resolution approving plans, specifications, form of contract and estimate of cost
- B. **RESOLUTION:** Consideration of approval of a resolution awarding contract

I. **ACTION ITEMS:**

1) **CONSENT AGENDA PART 1** [All items listed under the Consent Agenda will be considered for approval through one motion and second. There will be no separate discussion of these items unless there is a motion and second by Council for an item or items to be considered as separate action items.]

- A. Consideration of approval of 01/16/2023 Bill List; 01/06/2023 Payroll
- B. Consideration of approval of City Council Minutes of 01/03/2023 Regular Meeting, 01/09/2023 Work Session
- C. Retail Alcohol License Applications, Renewals
  - 1. Consideration of approval of 12-month Class E Retail Alcohol License for SJ, LLC, d/b/a Star Liquor Tobacco & Vape [23 NE Carefree Lane]
  - 2. Consideration of approval of ownership updates associated with Class C Beer Permit with Class B Wine Permit privilege for Kwik Trip, Inc., d/b/a Kwik Star #1056 [855 SE Alice's Road], pending Fire Marshal approval
- D. Grant Applications, Approvals:
  - 1. Consideration of approval of a resolution authorizing the submittal of a grant pre-application to the Iowa Economic Development Authority (IEDA) Community Catalyst Building Remediation Program
  - 2. Consideration of approval of a resolution awarding grant funding and authorizing payment to Drury Fitness, LLC, as part of the City of Waukee Triangle Business Property Improvement Program
- E. Consideration of approval of a resolution approving City of Waukee Home Base Iowa revised incentives
- F. Contracts, Agreements:
  - 1. Consideration of approval of a resolution approving 28E Agreement Between the Cities of Clive and Waukee, Iowa, for the Conveyance of Sewer and Construction Easements and the Provision of Funds for Projects Located in Clive [NE Outfall Sewer Project]
  - 2. Consideration of approval of a resolution approving 28E Agreement Between the Cities of Urbandale and Waukee, Iowa, Regarding Sanitary Sewer Project Property Interests
  - 3. Consideration of approval of a resolution approving Agreement for Professional Consulting Services with Group Creative Services [Waukee Public Art Master Plan]
  - 4. Consideration of approval of a resolution approving contract and bond [Heart of the Warrior Trailside Improvements Project]
- G. Change Orders, Payment Estimates, Acceptance of Public Improvements, Releases of Retainage:
  - 1. Consideration of approval of Change Order No. 3 to Core Construction Services, LLC, for the Waukee Public Works Site Expansion Phase 1 Project, increasing the contract in the amount of \$16,187.40
  - 2. Consideration of approval of Payment Estimate No. 12 to Core Construction Services, LLC, for the Waukee Public Works Site Expansion Phase 1 Project in the amount of \$528,441.98
  - 3. Consideration of approval of Payment Estimate No. 10 to Absolute Concrete Construction, Inc., for the Warrior Lane Improvements Phase 2 Project in the amount of \$69,502.22
  - 4. Consideration of approval of Payment Estimate No. 4 to Rognes Corporation for the West Area Trunk Sewer Extension Phase 2 Project in the amount of \$80,000.24
  - 5. Consideration of approval of early partial release of retainage to C.L. Carroll Co., Inc., for the 2021 Well Rehabilitation Phase 2 Project in the amount of \$60,000.00
  - 6. Consideration of approval of a resolution accepting public improvements [Hamilton Ridge Plat 8]
- H. Fixing Dates for Public Hearings:
  - 1. Consideration of approval of a motion setting February 21, 2023, as the date of public hearing on an ordinance to amend Chapter 169, Zoning Regulations, District Regulations, by amending Section 169.02, Official Zoning Map
  - 2. Consideration of approval of a motion setting March 6, 2023, as the date of public hearing on a proposed property tax levy pursuant to Iowa Code 384.15A
  - 3. Consideration of approval of a resolution ordering construction of Heart of the Warrior Trail West Extension Project and fixing a date for hearing thereon and taking bids therefor
- I. Consideration of approval of a resolution approving a job description and pay grade [Athletic Facility Groundskeeper]
- J. Consideration of approval of a resolution approving Warranty Deed [Lots D and E of Ashley Acres Plat 2]

2) **CONSENT AGENDA PART 2** [All items listed under the Consent Agenda will be considered for approval through one motion and second. There will be no separate discussion of these items unless there is a motion and second by Council for an item or items to be considered as separate action items.]

- A. Consideration of approval a resolution approving Ahlers & Cooney, P.C., Engagement Agreement, 2023 Public Improvement Contract Proceedings

- 3) **MAYOR'S APPOINTMENT AND RESOLUTION:** Consideration of approval of a resolution approving mayor's appointment or reappointment of citizen members to the various City boards, commissions and committees
- 4) **ORDINANCE:** Consideration of approval of an ordinance to amend Chapter 65, Stop or Yield Required, City of Waukee, Iowa, by amending Section 65.01, Through Streets and Stop Intersections, as specified [introduction; first reading]
- 5) **ORDINANCE:** Consideration of approval of an ordinance to amend Chapter 99, Connection Fee Districts, by amending Section 99.13, Wastewater Treatment Connection Fee District [introduction; first reading]
- 6) **ORDINANCE:** Consideration of approval of an ordinance to amend Chapter 1, Waukee Municipal Code, Code of Ordinances, by removing and replacing Section 1.02, Definitions [introduction; first, second, third (final) readings]
- 7) **ORDINANCE:** Consideration of approval of an ordinance for the division of revenues under Section 403.19, Code of Iowa, for The Quarter Commercial Urban Renewal Plan [third (final) reading]
- 8) **ORDINANCE:** Consideration of approval an ordinance to amend Chapter 166, Zoning Regulations, Administration and Enforcement, Waukee, Iowa [third (final) reading]
- 9) **RESOLUTION:** Consideration of approval of a resolution awarding contract [2023 ADA Sidewalk Improvements Project]
- 10) **RESOLUTION:** Consideration of approval of a resolution approving preliminary plat for Parkside
- 11) **RESOLUTION:** Consideration of approval of a resolution approving final plat for Kettlestone Peak Apartments Plat 1
- 12) **RESOLUTION:** Consideration of approval of a resolution approving final plat for Hamilton Ridge Plat 9
- 13) **RESOLUTION:** Consideration of approval of a resolution approving site plan for Enterprise R-A-C Waukee [80 N. Warrior Lane]
- 14) **RESOLUTION:** Consideration of approval of a resolution approving site plan for Access Systems – Existing [955 SE Olson Drive]
- 15) **Launch Townhomes at Kettlestone**
  - A. **RESOLUTION:** Consideration of approval of a resolution approving preliminary plat
  - B. **RESOLUTION:** Consideration of approval of a resolution approving final plat
  - C. **RESOLUTION:** Consideration of approval of a resolution approving site plan

- J. REPORTS:**
- A. City Administrator Report
  - B. City Attorney Report
  - C. Council Member Reports

## ADJOURNMENT

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\*Pursuant to §21.4(2) of the Code of Iowa (2023), the City has the right to amend this agenda up until 24 hours before the posted meeting time.

The City of Waukee is pleased to provide accommodations to disabled individuals or groups and encourages their participation in city government. Should special accommodations be required, please contact the Clerk's office at least 48 hours in advance at 515-978-7904 or email [bschuett@waukee.org](mailto:bschuett@waukee.org) to have reasonable accommodations provided.

**\*\*Rules of Order and Decorum for the Zoom Meeting\*\***

Any member of the public who would like to ask questions or make comments during either the Open Forum or Public Hearing portions of the meeting may participate by using the RAISE HAND feature. Participants must be recognized by the presiding officer and must state their full name and address before addressing the City Council. If you are participating via phone, the raise and lower hand feature can be activated by using \*9. After you are recognized, use \*6 to unmute your audio. The Chat and Q&A functions will be turned off during the meeting.

Questions or comments for the Public Hearing portion of the meeting may also be submitted in advance by emailing [bschuett@waukee.org](mailto:bschuett@waukee.org) before 5:00 p.m. the day of the meeting. Any questions or comments submitted by this deadline will be read aloud by City staff during that particular Public Hearing.