

WAUKEE CITY COUNCIL MINUTES
WORK SESSION MEETING
January 9, 2023

- A. **Call to Order** – The work session meeting of the Waukeee City Council was called to order by Mayor Clarke at 5:31 p.m. at Waukeee City Hall, 230 W. Hickman Rd.
- B. **Roll Call** – The following members were present: Mayor Courtney Clarke; Council Members Chris Crone, Anna Bergman Pierce, Ben Sinclair. Absent: Council Members R. Charles Bottenberg, Larry R. Lyon.

Also in attendance: City Administrator Brad Deets, Assistant City Administrator Nick Osborne, Finance Director Linda Burkhardt, Community Development Director Andy Kass, Code Compliance Officer Paul Carpenter, Building Official Keith Rash, Director of Economic Development Jennifer Brown, Public Works Director/City Engineer Rudy Koester, Human Resources Director Michelle Lindsay, Director of Marketing & Communications Heather Behrens, Fire Marshal Justin Frederick, Police Lt./Interim Police Chief Scott Cunningham, City Clerk Rebecca D. Schuett.

- C. **Agenda Approval** – Council Member Crone moved to approve the agenda; seconded by Council Member Pierce. Results of vote: Ayes: Crone, Pierce, Sinclair. Nays: None. Absent: Bottenberg, Lyon. Motion carried 3 – 0 – 2.
- D. **Work Session:**
 - 1) **State of Iowa liquor license application and renewal process amendments** – City Clerk Schuett reviewed recent legislative changes to the application and renewal process, specifically provisions allowing Class E Retail licenses to enroll for automatic renewal.
 - 2) **Abigail Ln./Brodie St. intersection study report** – Public Works Director/City Engineer Koester stated that a traffic study was conducted for the subject intersection following a petition from area residents requesting stop signs. Due to building setbacks and line-of-sight issues at the intersection, City staff recommends the addition of stop signs.
 - 3) **FY2022-2023 Strategic Plan: Code Compliance in Older Neighborhoods review** – Community Development Director Kass presented 2022 code compliance statistics, including categories of issues reported by residents and the number of rental properties and units inspected. City staff proposes an increase in the per building rental inspection fee for duplexes, apartments and townhomes. There was some additional discussion on how and when the City can be more proactive on code compliance matters.
 - 4) **Public art update** – Assistant City Administrator Osborne discussed plans to contract with a vendor to assist in creating a public art master plan. He reviewed the master planning process, timeline and projected costs.
 - 5) **IEDA Community Catalyst Building Remediation Program grant application** – Director of Economic Development Brown reviewed the grant program eligibility requirements and pre-application criteria, as well as a local funding match requirement. Ethan Schoeppner and Patrick Elbert with Husk Homes then presented concept plans and projected construction costs for the redevelopment of the former Pin Oak Gallery property in the Downtown Triangle District. The council voiced their support for the grant application.
 - 6) **Sanitary sewer connection fee discussion** – City Administrator Deets discussed both the district connection fees, which are charged at the time of platting on a per acre basis, and wastewater treatment connection fees, which are charged as part of building permit approval. The wastewater treatment connection fees were established when the City joined the Wastewater Reclamation Authority (WRA) and includes different fees for single family, multi-family and non-residential development. City staff recommends a reduction in the wastewater treatment connection fees for multi-family development to be more consistent with the same fees charged for single family homes.
 - 7) **Gas utility update** – Public Works Director/City Engineer Koester presented November and December 2022 gas usage and volumes. He also reviewed historical and forecasted peak day statistics.
 - 8) **Proposed Home Base Iowa incentives revisions** – City Clerk Schuett reviewed proposed revisions to the incentives offered to new residents approved for the Home Base Iowa program.

E. Council Liaison Reports

F. Comments

Council Member Sinclair moved to adjourn; seconded by Council Member Crone. Ayes: All. Nays: None.
Motion carried 3 – 0.

Meeting Adjourned at 6:53 p.m.

Courtney Clarke, Mayor

Attest:

Rebecca D. Schuett, City Clerk