

WAUKEE CITY COUNCIL MINUTES
WORK SESSION MEETING
January 10, 2022

- A. Call to Order** – The work session meeting of the Waukee City Council was called to order by Mayor Pro Tem Bottenberg at 5:30 p.m. at Waukee City Hall, 230 W. Hickman Rd.
- B. Roll Call** – The following members were present: Council Members Anna Bergman Pierce (electronically), R. Charles Bottenberg (electronically), Chris Crone, Larry R. Lyon (electronically), Ben Sinclair (electronically). Absent: Mayor Courtney Clarke.

Also in attendance: City Administrator Tim Moerman, Assistant City Administrator Brad Deets, Community Development Director Andy Kass, Public Works Director/City Engineer Rudy Koester (electronically), Finance Director Linda Burkhart (electronically), Parks & Recreation Director Matt Jermier, Assistant Parks & Recreation Director Josh VandeKamp (electronically), Parks & Recreation Facilities Manager Joe Carroll (electronically), Human Resources Director Michelle Lindsay (electronically), Police Chief John Quinn, City Clerk Rebecca D. Schuett.

- C. Agenda Approval** – Council Member Crone moved to approve the agenda, removing Work Session item D2; seconded by Council Member Lyon. Results of vote: Ayes: Bottenberg, Crone, Lyon, Pierce, Sinclair. Nays: None. Motion carried 5 – 0.
- D. Work Session:**
 - 1) FY2021-2022 Strategic Plan: Traffic Signal Synchronization Project update** – Todd Knox with Snyder & Associates, project engineer, discussed the City’s implementation of Automated Traffic Signal Performance Measures (ATSPM) due to traffic patterns and predictability. He also reviewed the project timeline, noting that the project is in an ongoing adjustment period.
 - 2) REMOVED FROM AGENDA**
 - 3) FY2021-2022 Strategic Plan: Sugar Creek Area Stormwater Phase 2, watershed strategy** – Public Works Director/City Engineer Koester reviewed three projects in the proposed Capital Improvement Plan (CIP): Little Walnut Creek Regional Stormwater Wetland, Reach K and Reach E/F.
 - 4) Triumph Park fee structure, rules and regulations** – Parks & Recreation Director Jermier highlighted proposed rates and rules as recommended by the Park Board.
 - 5) Bird Scooter program** – Parks & Recreation Director Jermier updated the council on the proposed program, noting that the vendor is only interested in working with Waukee if the scooters are allowed on roads, similar to bicycles. After a brief discussion, the council agreed to move forward with the pilot program.
 - 6) Regional water utility** – City Administrator Moerman gave an overview of a conceptual framework for regionalization, including capital contributions, asset transfers, operations and management, rate of return and long-range planning.
 - 7) FY2021-2022 Strategic Plan: Gas hedging strategy update** – Public Works Director/City Engineer Koester updated the council on current average gas use per month, as well as future use projections.
 - 8) City-owned property disposal** – Community Development Director Kass discussed two potential City-owned property sales.
 - 9) Site plan approval process review** – Community Development Director Kass briefly reviewed the current public notification process for rezoning and Board of Adjustment applications, then noted the possibility of notification signage on properties with current site plan development proposals. After some discussion on when such signage should be erected, the council asked City staff to move forward with an amended site plan approval process that included public signage.
- E. Council Liaison Reports** – Report made by Council Member Sinclair.
- F. Comments**

Council Member Lyon moved to adjourn; seconded by Council Member Sinclair. Ayes: All. Nays: None. Motion carried 5 – 0.

Meeting Adjourned at 7:25 p.m.

R. Charles Bottenberg, Mayor Pro Tem

Attest:

Rebecca D. Schuett, City Clerk