

**WAUKEE CITY COUNCIL MINUTES
WORK SESSION MEETING
February 8, 2021**

****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 was conducted electronically as holding the meeting in person was impossible or impractical.***

- A. Call to Order** – The work session meeting of the Waukee City Council was called to order by Mayor Clarke at 5:31 p.m. at Waukee City Hall, 230 W. Hickman Rd. and electronically via Zoom pursuant to the electronic meeting provisions of Iowa Code Sections 21.4(1)(b) and 21.8.
- B. Roll Call** – The following members were present: Mayor Courtney Clarke; Council Members R. Charles Bottenberg (electronically), Chris Crone, Larry R. Lyon (electronically), Ben Sinclair. Absent: Council Member Anna Bergman. (Council Member Bergman began electronic participation at 5:36 p.m.)

Also in attendance: City Administrator Tim Moerman, Finance Director Linda Burkhart (electronically), Development Services Director Brad Deets (electronically), Public Works Director/City Engineer Rudy Koester (electronically), IT Director Son Le (electronically), Human Resources Director Michelle Lindsay (electronically), Marketing & Communications Director Summer Evans (electronically), Fire Chief Clint Robinson (electronically), Police Lt. Jeremy Long, City Clerk Rebecca D. Schuett.

- C. Agenda Approval** – Council Member Crone moved to approve the agenda; seconded by Council Member Sinclair. Results of vote: Ayes: Bottenberg, Crone, Lyon, Sinclair. Nays: None. Absent: Bergman. Motion carried 4 – 0 – 1.
- D. Work Session:**
- 1) Business park marketing plan** – Marketing & Communications Director Evans presented the plan, including goals, target audiences, messaging, key locations, strategies, tactics and timing, and campaign elevation. (Council Member Bergman began electronic participation at 5:36 p.m.)
 - 2) FY2020-2021 Strategic Plan: Economic development strategy** – City Administrator Moerman and Development Services Director Deets updated the council on building the economic development team, then reviewed possible engagement and relationship management strategies.
 - 3) Capital Improvement Program for Fiscal Years 2022-2026 update** – Finance Director Burkhart reviewed projects planned over the next several years, as well as the projected costs per project and per year.
 - 4) Warrior Lane Improvements Phase 1 construction staging** – Public Works Director/City Engineer Koester discussed the staging plan, street closure schedule and traffic detours.
 - 5) SE Ashworth Road Corridor Improvements construction staging** – Public Works Director/City Engineer Koester discussed the staging plan, street closure schedule and traffic detours. Marketing & Communications Director Evans then reviewed the communication plan for both projects.
 - 6) Legislative update** – Mayor Clarke reiterated the 2021 priorities as approved by council and discussed how those priorities are used by City staff when determining whether or not to register an opinion on a proposed bill.
 - 7) Ankeny Sanitation, Inc., contract update** – Public Works Director/City Engineer Koester noted that the current contract will expire this year and recommended approval of a three-year contract extension.
 - 8) Ribbon cutting events and attendance** – The council discussed attendance at welcoming events for new businesses and other methods of reaching out to new Waukee business owners.
- E. Council Liaison Reports** – Reports made by Council Members Crone, Sinclair.
- F. Comments** – Public Works Director/City Engineer Koester discussed the need for a traffic study related to a request for a traffic signal near Timberline School. Mayor Clarke noted that she was

in discussions with City staff on a potential local mask mandate, then mentioned a recent meeting with Clive Mayor Scott Cirkseña on topics of mutual city interest.

Council Member Bottenberg moved to adjourn; seconded by Council Member Sinclair. Ayes: All.
Nays: None. Motion carried 5 – 0.
Meeting Adjourned at 7:45 p.m.

Courtney Clarke, Mayor

Attest:

Rebecca D. Schuett, City Clerk