

WAUKEE CITY COUNCIL MINUTES
SPECIAL MEETING
April 11, 2022

- A. Call to Order** – The special meeting of the Waukee City Council was called to order by Mayor Clarke at 5:32 p.m. at Waukee City Hall, 230 W. Hickman Rd.
- B. Roll Call** – The following members were present: Mayor Courtney Clarke; Council Members R. Charles Bottenberg, Chris Crone, Larry R. Lyon, Ben Sinclair. Absent: Council Member Anna Bergman Pierce.

Also in attendance: City Administrator Brad Deets, Finance Director Linda Burkhart, Public Works Director/City Engineer Rudy Koester, Community Development Director Andy Kass, Economic Development Coordinator Jennifer Brown, Parks & Recreation Director Matt Jermier, 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: Pierce. Motion carried 4 – 0 – 1.
- D. Action Items:**
- 1) **Consent Agenda:** Council Member Lyon moved to approve the Consent Agenda; seconded by Council Member Crone. Results of vote: Ayes: Bottenberg, Crone, Lyon, Sinclair. Nays: None. Absent: Pierce. Motion carried 4 – 0 – 1.
 - A. Consideration of approval of a resolution approving job description and pay grade [Accounting Intern] (Resolution #2022-155)
 - B. Consideration of approval of setting May 2, 2022, as the date of public hearing on an ordinance correcting a legal description error in Ordinance No. 3024, by repealing the ordinance and amending Chapter 169, Zoning Ordinance, City of Waukee, Iowa, by rezoning certain property from C-1 to M-1, a property to be known as Legacy Park West
- E. Work Session:**
- 1) **City partners presentation: Waukee Area Christian Services** – Waukee Area Christian Services Executive Director Melissa Stimple reviewed the various programs offered through the organization and how they are funded.
 - 2) **City partners presentation: Waukee Area Arts Council** – Waukee Area Arts Council Vice President Adam Clarke discussed the services and activities offered by the organization, including the Waukee Arts Festival, scholarships, concerts and other programs.
 - 3) **Greater Dallas County Development Alliance report** – Greater Dallas County Development Alliance Executive Director Alex Lynch reviewed strategic plan objectives, marketing efforts, and business retention, expansion and attraction programs. Also in attendance was Greater Dallas County Development Alliance President Sven Peterson.
 - 4) **Hotel feasibility study report** – Mike Lindner with Hotel R&D, LLC, presented report highlights and projections, then discussed the next steps.
 - 5) **University Avenue Extension update** – Project Engineer Nathan Hardisty with Shive-Hattery, Inc., discussed public notice requirements, existing and planned waterways and streambank restoration plans, proposed trail network and next steps, including right-of-way acquisition, permitting and final design.
 - 6) **Downtown Triangle assessment study** – Economic Development Coordinator Brown recommended an updated assessment study; the council directed staff to move forward with the study.
 - 7) **Downtown redevelopment opportunity** – Community Development Director Kass stated that City staff have been approached about the possible development of a City-owned property, then discussed the next steps if the council is interested in selling the parcel.
 - 8) **Single family lot development** – Community Development Director Kass reviewed the number and percentage of smaller lots that have been approved over the last five years, also comparing sale prices for homes on smaller and standard-sized lots.
 - 9) **City liability associated with private utilities** – Public Works Director/City Engineer Koester reviewed a map of private utilities within Waukee and discussed how such utilities are identified, recorded and maintained.

- 10) **Habitat for Humanity partnership** – City Administrator Deets reviewed a proposal from Habitat for Humanity to build affordable single-family homes on certain lots currently owned by the City. The council expressed interest in further pursuing the matter.
- 11) **Road and infrastructure project updates** – Public Works Director/City Engineer Koester provided an update on various projects under construction.
- 12) **FY2021-2022 Strategic Plan: Gas hedging strategy update** – Public Works Director/City Engineer Koester reviewed the original strategy and actual average usage and costs over the 2021-2022 heating season.

F. Council Liaison Reports
G. Comments

Council Member Bottenberg moved to adjourn; seconded by Council Member Lyon. Ayes: All. Nays: None. Motion carried 4 – 0.
Meeting Adjourned at 8:41 p.m.

Courtney Clarke, Mayor

Attest:

Rebecca D. Schuett, City Clerk