



WAUKEE CITY COUNCIL MINUTES
November 21, 2022

- (A) **Call to Order** – The regular meeting of the Waukeee City Council was called to order by Mayor Clarke at 5:30 p.m. at Waukeee City Hall, 230 W. Hickman Rd. and electronically via Zoom.
- (B) **Pledge of Allegiance**
- (C) **Roll Call** – The following members were present: Mayor Courtney Clarke; Council Members Chris Crone, Larry R. Lyon, Anna Bergman Pierce, Ben Sinclair. Absent: Council Member R. Charles Bottenberg.

Also in attendance: City Administrator Brad Deets, Assistant City Administrator Nick Osborne, Community Development Director Andy Kass, Planning Coordinator Melissa DeBoer, Finance Director Linda Burkhart, Public Works Director/City Engineer Rudy Koester, Director of Economic Development Jennifer Brown, Human Resources Director Michelle Lindsay, Director of Marketing & Communications Heather Behrens (electronically), Police Chief John Quinn, Police Officer Corby Robbins, City Clerk Rebecca D. Schuett, City Attorney Steve Brick.

- (D) **Open Forum** – Larry Cizek, 265 Abigail Ln., presented a petition from neighbors requesting a stop sign at Abigail Ln. and Brodie St.
- (E) **Agenda Approval** – Council Member Lyon moved to approve the agenda; seconded by Council Member Sinclair. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1.
- (F) **Presentations: None**
- (G) **Public Hearings:**

- 1) **On an ordinance to amend Chapter 169, Zoning Ordinance, City of Waukeee, Iowa, by rezoning certain property from R-2 to C-1/PD-1 and amending the existing PD-1, a property known as Waukeee Towne Center** – Mayor Clarke opened the public hearing and asked if any written correspondence had been received; City Clerk Schuett referenced a letter of support from MD4 Waukeee, LLC, that was received after council packets were distributed. Community Development Director Kass reviewed the proposed ordinance to rezone a small parcel of land for the installation of a monument sign. The applicant received 23% consent from adjacent property owners. Mr. Kass referenced a letter of opposition to the rezoning that was included in council packets. He then reviewed a concept design for the proposed signage, adding that no other commercial uses would be allowed on the subject parcel. Existing fencing on the adjacent residential property will be replaced by the applicant and landscaping added to screen the signage from adjacent residential. Mr. Kass noted one concern in the letter of opposition regarding impaired visibility of the existing commercial businesses. He shared renderings of the planned site lines and how the sign would impact visibility. Council Member Crone asked if it would be a lighted sign; Mr. Kass replied that a permit application has not yet been submitted but that he anticipated it would be lit in some manner. Council Member Sinclair asked for clarification on the height of the proposed signage; Mr. Kass answered that the cabinet was proposed to be 15 feet high, with a possible additional art piece that would add to the overall height. Council Member Sinclair then asked if the proposed landscaping would make the signage nearly invisible from the adjacent residential; Ed Arp with Civil Engineering Consultants (CEC), representing the applicant, discussed the landscape and fencing plans, stating that the screening will be effective. No comments were made by the public in attendance.
- 2) **On a proposed Amendment No. 12 to the Waukeee Unified Urban Renewal Plan in the City of Waukeee, State of Iowa** – Mayor Clarke opened the public hearing and asked if any written correspondence had been received; City Clerk Schuett replied that none had been received in the clerk's office. Director of Economic Development Brown reviewed the proposed plan, noting that no one attended an Oct. 24 consultation meeting. No comments were made by the public in attendance.

- 3) **On a proposed Amendment No. 6 to the Waukee Consolidated Urban Renewal Plan in the City of Waukee, State of Iowa** – Mayor Clarke opened the public hearing and asked if any written correspondence had been received; City Clerk Schuett replied that none had been received in the clerk’s office. Director of Economic Development Brown reviewed the proposed plan, noting that no one attended an Oct. 24 consultation meeting. No comments were made by the public in attendance.
- 4) **On a proposed Towne Center Commercial Urban Renewal Plan for a proposed Urban Renewal Area in the City of Waukee, State of Iowa** – Mayor Clarke opened the public hearing and asked if any written correspondence had been received; City Clerk Schuett replied that none had been received in the clerk’s office. Director of Economic Development Brown reviewed the proposed plan, noting that no one attended an Oct. 24 consultation meeting. No comments were made by the public in attendance.

(H) Public Hearing Action Items:

- 1) **Ordinance: Consideration of approval of an ordinance to amend Chapter 169, Zoning Ordinance, City of Waukee, Iowa, by rezoning certain property from R-2 to C-1/PD-1 and amending the existing PD-1, a property known as Waukee Towne Center [introduction; first reading]** – Council Member Lyon introduced the ordinance and moved to approve the first reading in title only; seconded by Council Member Crone. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1.
- 2) **Urban Renewal Plans**
 - A. **Resolution: Consideration of approval of a resolution determining an area of the City to be an economic development and blighted area, and that the rehabilitation, conservation, redevelopment, development or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of the City; designating such area as appropriate for urban renewal projects; and adopting the Amendment No. 12 to the Waukee Unified Urban Renewal Plan** – Council Member Crone moved to approve the resolution; seconded by Council Member Sinclair. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-474)
 - B. **Resolution: Consideration of approval of a resolution determining an area of the City to be an economic development area, and that the rehabilitation, conservation, redevelopment, development or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of the City; designating such area as appropriate for urban renewal projects; and adopting the Amendment No. 6 to the Waukee Consolidated Urban Renewal Plan** – Council Member Lyon moved to approve the resolution; seconded by Council Member Sinclair. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-475)
 - C. **Resolution: Consideration of approval of a resolution determining an area of the City to be an economic development area, and that the rehabilitation, conservation, redevelopment, development or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of the City; designating such area as appropriate for urban renewal projects; and adopting the Towne Center Commercial Urban Renewal Plan** – Council Member Crone moved to approve the resolution; seconded by Council Member Pierce. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-476)
 - D. **Ordinance: Consideration of approval of an ordinance for the division of revenues under Section 403.19, Code of Iowa, for Towne Center Commercial Urban Renewal Plan [introduction; first reading]** – Council Member Crone introduced the ordinance and moved to approve the first reading in title only; seconded by Council Member Pierce. Director of Economic Development Brown briefly reviewed the proposed ordinance. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1.

(I) Action Items:

1) Consent Agenda Part 1: Council Member Sinclair moved to approve Consent Agenda Part 1; seconded by Council Member Lyon. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1.

A. Consideration of approval of 11/21/2022 Bill List; 11/10/2022 Payroll:

Total Unpaid Bills Presented for Approval :	\$3,655,286.90
Total Checks Issued Prior to Council Approval:	
(A) Prior to Last Council Meeting	9,731.17
(B) After Last Council Meeting	-
(C) Payroll Taxes & Reimbursements	175,897.88
(D) Utility Refunds	3,320.37
Payroll Checks Issued:	
(E) 11/10/2022	315,536.59
*TOTAL *	\$4,159,772.91

FY 2023 Fund Recap:

	Expenditures		Revenues	
	Budgeted	Year To Date	Budgeted	Year To Date
010 General Fund	\$21,452,300	\$8,467,108	\$21,384,085	\$7,745,388
011 General Fund-Hotel/Motel Tax	43,000	25,722	36,100	38,282
060 Road Use Tax Fund	3,714,735	1,238,010	3,044,500	810,690
070 Firemen's Association	-	-	-	-
080 Library Foundation	-	-	-	-
085 Asset Forfeitures	-	200	-	401
090 North Residential TIF	191,250	217	304,800.00	148,819
091 Hickman West Indust Park TIF	568,106	-	994,700	546,923
093 Waukee Urban Renewal Area TIF Fund	45,000	4,557	1,687,500	849,823
094 Gateway Urban Renewal	2,801,576	269,367	3,294,900	1,509,554
095 Autumn Ridge Urban Renewal	493,672	-	727,000	357,563
096 Waukee West Urban Renewal	2,500	1,248	-	-
097 Southwest Business Park	93,000	-	120,400	394,910
098 Waukee Central URA	176,800	-	-	-
110 Debt Service Fund	8,334,574	1,815,637	10,434,782	3,536,487
111 Special Assessments Fund	-	-	-	143,118
210 Employee Benefits Fund	3,000,000	-	3,005,365	1,448,972
211 Local Option Sales Tax	1,219,219	-	4,218,000	1,403,861
212 Public Improvement Fund	-	-	504,000	14,158
327 Capital Projects	19,369,941	9,328,069	15,500,000	12,086,498
330 City Wide SA Sidewalk Project	-	-	-	310
510 Water Utility Fund	10,580,756	2,249,080	7,725,640	6,017,919
520 Sewer Utility Fund	15,912,426	3,429,158	6,668,500	4,077,746
521 University Ave Trunk Sewer Project	-	-	-	4,239
522 Waste Water Treatment PI	-	-	-	293
523 E Area Pump Sta Treatment	-	-	-	1,026
540 Gas Utility Fund	11,255,880	2,583,191	10,635,000	1,378,635
560 Storm Sewer Utility Fund	4,499,690	433,468	1,436,500	497,056
570 Utility Bill Fund	479,560	163,351	459,400	195,191
590 Solid Waste Collect & Rcycl Fund	1,718,400	733,517	1,683,250	538,566
750 Golf Course Fund	670,735	256,635	692,000	464,192
810 Equipment Revolving Fund	-	-	-	1,228
*TOTAL *	\$106,623,120	\$30,998,536	\$94,556,422	\$44,211,848

CHECKS ISSUED PRIOR TO COUNCIL APPROVAL 11/21/2022:

CITY OF WAUKEE	HEALTH INSURANCE DEDUCTION	\$18,262.90
EFTPS	FICA TAX WITHHOLDING	116,440.72

FEICK, LOGAN C	UTILITY REFUND	37.80
GUDIVADA, SATISH	UTILITY REFUND	61.20
HALE DEVELOPMENT CO LLC	UTILITY REFUND	138.67
ICMA RETIREMENT TRUST 457	ICMA RETIREMENT	11,733.78
IOWA DEPT OF HUMAN SERVICES	CHILD SUPPORT	423.50
ISOLVED BENEFIT SERVICES INC	SECTION 125 MEDICAL DEDUCTIONS	9,673.73
J LARSON HOMES, LLC	UTILITY REFUND	31.63
LANCE, BRYAN A	UTILITY REFUND	169.15
OLSON, KATIE	UTILITY REFUND	84.62
ROSADO, FERNANDO	UTILITY REFUND	86.01
STEIN, MICHAEL R	UTILITY REFUND	66.20
TREASURER STATE OF IOWA	STATE WITHHOLDING TAXES	19,363.25
TURLINGTON, GRAHAM H	UTILITY REFUND	18.77
VISTA REAL ESTATE	UTILITY REFUND	220.62
VISTA REAL ESTATE	UTILITY REFUND	238.34
WELLS FARGO COMMERCIAL CARD	WELLS FARGO CREDIT CARD	9,731.17
WENTHOLD EXCAVATING LLC	UTILITY REFUND	2,167.36
<i>*TOTAL*</i>		<i>\$188,949.42</i>

UNPAID BILLS PRESENTED FOR APPROVAL 11/21/2022:

1-DAY CDL	CDL TRAINING- VENTO/PATTERSON/BAKER PAY EST #8 WARRIOR LANE IMP PHASE 2	\$3,900.00 364,236.17
ABSOLUTE CONCRETE INC	STOP SIGN POST HOLDERS	802.50
ACKELSON SHEET METAL INC	WHEEL CHARGER	857.01
ADEL AUTO PARTS	AMEND NO. 6 TO CONSOLIDATED URP	9,684.00
AHLERS & COONEY PC	FURNACE REBATE	150.00
AKBER, ALI	JR FIREFIGHTER BADGE STICKERS	600.00
ALERT-ALL CORPORATION	OCTOBER 2022 STATEMENT	1,091.06
AMAZON CREDIT PLAN	MONITORS	1,500.00
AMAZON.COM	WATER HEATER REBATE	50.00
ANDREW FULTON	NOVEMBER 2022 STATEMENT	148,964.13
ANKENY SANITATION INC.	LATEX GLOVES/OIL FILTERS	171.46
ARNOLD MOTOR SUPPLY	BRACKETS	573.49
BAX SALES INC	HEX PLUGS	310.00
BEACON ATHLETICS	OCTOBER 2022 WAUKEE LIVING	1,676.00
BIG GREEN UMBRELLA MEDIA INC	RAN KITCHEN DRAIN LINE	125.00
BILL RHINER'S PLUMBING	EMS SUPPLIES	1,007.02
BOUND TREE MEDICAL	OCTOBER 2022 STATEMENT	24,240.00
BRICK GENTRY BOWERS SWARTZ	ANNUAL MUSIC LICENSE	391.00
BROADCAST MUSIC INC	ADVERTISING	755.00
BUSINESS PUBLICATIONS	PAY EST #14 2021 ASR WELL REHAB PHASE 2	28,688.47
C L CARROLL CO INC	SOAP	201.22
CAPITAL SANITARY SUPPLY	POLICE CHIEF RECRUITING	4,480.13
CAYLER CONSULTING LLC	YOUTH GOLF CAMP	420.00
CHELSEA SODA GOLF	FIRST AID SUPPLIES- PUBLIC WORKS	1,571.93
CINTAS CORPORATION	VIKINGS BUS TRIP	1,694.81
CITY OF ANKENY	AUG 2022 CONTRACT HAULERS	288.63
CITY OF DES MOINES	NE ALICE'S RD TRANSMISSION MAIN RELOCATION	2,490.00
CITY OF URBANDALE	OCTOBER 2022 COMMODITY	429,678.68
CLAYTON ENERGY CORPORATION	SEARCH ACCOUNTS	2,000.00
CLEARVIEW AI	PAY EST #12 UT AVE & ASHWORTH RD INTERSECTION	409,358.59
CONCRETE TECHNOLOGIES INC	NOVEMBER 2022 STATEMENT- PUBLIC SAFETY	253.00
CONSOLIDATED COMMUNICATIONS	SYL FO32/841/ECO	189.90
ENTERPRISE SERVICES INC		
CONSOLIDATED ELECTRICAL		

CORE CONSTRUCTION SERVICES LLC	PAY EST #10 PUBLIC WORKS SITE	435,238.70
CRYSTAL CLEAR BOTTLED WATER	EXPANSION PHASE 1	
D & K PRODUCT INC.	WATER	127.35
DALLAS COUNTY NEWS - SUBSCRIPTION	FERTILIZER	23,469.68
DEPT.	SUBSCRIPTION RENEWAL- CITY HALL	46.80
DEPARTMENT OF ADMINISTRATIVE	CERTIFIED PUBLIC MANAGER	
SERVICES	PROGRAM- ROBINSON	3,500.00
DEPARTMENT OF PUBLIC DEFENSE	S12 RANGE W/CLASSROOM	75.00
DEREK VANDERVEEN	FURNACE REBATE	75.00
DES MOINES WATER WORKS	OCTOBER 2022 STATEMENT	236,618.53
DINGES FIRE COMPANY	FIRE GLOVES	523.72
	OCTOBER 2022 STATEMENT- PUBLIC	
DIRECTV	WORKS	121.99
DOG WASTE DEPOT	DOG WASTE STATION	279.99
	PAY EST #15 (RELEASE RETAINAGE) -	
ELDER CORPORATION - CIP	NW 2ND ST PROJEC	488,530.74
EMILY SCHULTZ	FURNACE REBATE	75.00
	DEC '22 HEALTH INSURANCE	
EMPLOYEE BENEFIT SYSTEMS	MONTHLY PREMIUM	198,830.40
FASTENAL COMPANY	TAPE, 2H 5/8-11 FP, 5/8-11 X 4 FP	2,298.28
FINDAWAY WORLD LLC	AUDIOBOOKS	251.19
FRUSA EMS	OCTOBER 2022 AMBULANCE BILLING	3,157.63
GALL'S INC	BADGES	835.30
GAS PRODUCTS SALES	METERS	7,345.08
GINNI DEHAAN	BUTTERFLY GARDEN SUPPLIES	43.01
GREATER DES MOINES PARTNERSHIP	2023 ANNUAL DINNER	2,000.00
	PAY EST #5 - 2021 ASPHALT OVERLAY	
GRIMES ASPHALT & PAVING	IMPROVEMENTS	18,617.63
HACH COMPANY	PH SENSOR	2,470.31
HAWKEYE POLYGRAPH	POLYGRAPHS	1,050.00
HAWKEYE TRUCK EQUIPMENT	FXDS OPERATOR PANEL	2,061.75
HEARTLAND CO-OP	OCTOBER 2022 STATEMENT- PARKS	1,401.04
HILLYARD INC	PAPER TOWELS/TOILET PAPER	923.24
HOMEGUARD SECURITY ACTIVE ALARM		
SERVICES INC.	SECURITY CAMERAS	1,485.00
HY-VEE JOHNSTON	ILEA MEAL PLAN- HOGBONOUTO	2,122.72
ICON - IOWA CONFLUENCE WATER TRAILS	FY2023 WATER TRAILS SUPPORT	5,000.00
INDUSTRIAL SALES COMPANY INC- WF	METERS	5,112.74
INFRASOURCE CONSTRUCTION LLC	HAMILTON RIDGE	29,051.18
INGRAM LIBRARY SERVICES	BOOKS	4,305.52
INTERSTATE ALL BATTERY CENTER	BATTERY	217.20
IOWA COMMUNITIES ASSURANCE POOL	ENDORSEMENT #7- JD 544P LOADER	1,114.00
	DECEMBER 2022 STATE SHARE OF	
IOWA DEPARTMENT OF HUMAN SERVICES	GEMT	2,908.39
IOWA DEPT OF AGRICULTURE & LAND	PESTICIDE APPLICATOR LICENSE	
STEWARDSHIP	RENEWAL-KNUST/CARROLL	30.00
IOWA MUNICIPALITIES WORKERS'		
COMPENSATION ASSN	FY23 WORK COMP INSTALLMENT #5	29,464.00
IOWA NATIVE TREES LLC	TREES	21,861.00
IOWA ONE CALL	SEPTEMBER 2022 STATEMENT	1,067.00
IOWA PRISON INDUSTRIES	STREET SIGNS	3,112.60
	COMMUNITY MEMBERSHIP DUES-	
IOWA RURAL WATER ASSOCIAT	JANUARY- DECEMBER 2023	375.00
	ADDITIONAL EVP ADDED TO	
IOWA SIGNAL INC	INTERSECTIONS W/CARD RACK	18,690.00
	2022 WINTER MAINTENANCE	
IOWA STATE UNIVERSITY	WORKSHOP	525.00
	PAY EST #5 LWC TRUNK SEWER EXT	
J & K CONTRACTING LLC	PHS 5	55,460.69
JOEY MARCHANT	WATER HEATER REBATE	50.00
JOHNSTONE SUPPLY	THERMOSTAT	67.52

KARL CHEVROLET	FILLER PLATES FOR CONSOLE	25.23
KONICA MINOLTA BUSINESS SOLUTIONS USA INC	TRIUMPH PARK COPIER LICENSING & SUPPORT	1,156.71
KOONS GAS MEASUREMENT	METERS	15,211.79
LARSON CONSTRUCTION CO INC	PAY EST #23 - TRIUMPH PARK	182,603.54
LITTLE WOODS LLC	CLASS KIT	650.00
LOGAN CONTRACTORS SUPPLY INC	PLEXI MELT/DETACK SURFACE TACK/MIRROR LENS	13,734.16
MARK STUCHEL INC.	1/2DR 6PT 3/4" DP SKT, 3/4-7/8IN 15 SLM O/ENDWR	158.00
MAYLING KAJIYA	FURNACE REBATE	75.00
MENARDS	LIGHT BULBS	1,270.70
MERCY CLINICS OCCUPATIONAL MEDICINE CLINIC	PRE-EMPLOYMENT PHYSICALS	2,938.00
MERCY WEST PHARMACY	OCTOBER 2022 EMS MEDICATIONS	553.02
NATIONWIDE OFFICE CLEANERS LLC	CLEANING SERVICES- LIBRARY	2,350.19
OMNISITE	MONITORING SERVICE	54.44
ONE SOURCE	PRE-EMPLOYMENT BACKGROUND CHECKS	231.50
OPN ARCHITECTS INC	CITY HALL SECURITY PROJECT	3,401.61
ORKIN PEST CONTROL	PEST CONTROL- TRIUMPH PARK	120.38
OVERDRIVE INC	EBOOKS	968.32
PEREZ CLEANING SERVICES LLC	CLEANING SERVICES- PD	780.00
PHIL DICKEY	SESSION 2 KARATE CLASSES	1,200.00
PHILIP L ASCHEMAN PHD	MMPI-2- WILLIAMS	50.00
PITNEY BOWES	E-Z SEAL	76.49
PLUMB SUPPLY COMPANY	PIPE WRENCH	99.97
PORTABLE PRO INC	PORTABLE TOILET SERVICE	360.00
PREMIER POLYSTEEL	SUGAR CREEK PARK	3,668.00
RJ LAWN SERVICE INC	FALL FERTILIZER/WEED CONTROL- ALICE NIZZI PARK	2,463.00
ROBOTRONICS INC	SPARKY THE FIRE DOG COSTUME	5,422.90
ROGNES CORPORATION	PAY EST #2 WEST AREA TRUNK	
SANDRY FIRE SUPPLY LLC	SEWER EXT PHASE 2	813,697.16
SHI INTERNATIONAL CORP	BOOTS	523.50
SHOTTENKIRK CHEVROLET-PONTIAC	SOPHOS MAINTENANCE/EMAIL SECURITY SOFTWARE	56,012.30
SIDEKICK DEVELOPMENT	WINDSHIELD WIPER MAINTENANCE	129.95
SPLAW PROPERTIES LLC	PUBLIC SAFETY PROJECT	7,500.00
STANARD & ASSOCIATES INC	NOVEMBER 2022 ANNEX LEASE	4,504.83
STAPLES BUSINESS CREDIT	OFFICER POST TESTS	78.00
STUART C IRBY CO	PAPER TOWELS/TOILET PAPER	428.75
SUNFLOWER FINE ART LLC.	METERS	3,394.22
TBL PRINT	ART CLASSES	132.00
TERMINAL SUPPLY CO.	NON-MOVING TRAFFIC VIOLATION	4,705.07
THE HOME DEPOT PRO	STELLAR MINI ROUND HIGH	51.26
THE WALDINGER CORP	WYPALL WIPES	826.69
THOMAS DOHMAN	BI-ANNUAL PREVENTATIVE MAINTENANCE- CITY HALL	842.00
TREASURER STATE OF IOWA	FURNACE REBATE	150.00
TRISHA BUCK	OCT '22 GOLF SALES TAXES	2,668.87
TRUGREEN	FURNACE REBATE	150.00
ULINE	LAWN SERVICE- WARRIOR TRAIL	516.68
UMB BANK NA	6X72" SMOOTH BOLLARD SLEEVE	1,333.28
UMB BANK NA	2021B- FEES	600.00
UNITED FLEET FIVE LLC	2018A- INTEREST	1,998,979.31
UNIVERSAL PRINTING SERVICES	MOUNT, INSTALL, & BALANCE TIRES	2,349.96
UPHDM OCCUPATIONAL MEDICINE	OCTOBER 2022 STATEMENT INSERTS	1,772.45
US POSTAL SERVICE	DRUG SCREENS	318.50
	BULK MAIL PERMIT	275.00

USA BLUE BOOK	ELECTRODE/CONDUCTIVITY	
VAN-WALL EQUIPMENT INC	PROBE/STANDARD KIT	1,244.21
WASH-ECLAIR	SOLID TINE	271.56
WASTEWATER RECLAMATION AUTHORITY	WINDOW WASHING	220.00
WAUKEE COMMUNITY SCHOOL DISTRICT - FUEL	NOVEMBER 2022 FEES	248,825.20
WAUKEE HARDWARE & VARIETY	OCTOBER 2022 STATEMENT- FD	7,757.32
WAUKEE POWER EQUIPMENT	OCTOBER 2022 STATEMENT- PARKS & REC	712.71
WAUKEE ROTARY CLUB	ENGINE OIL	90.65
WITMER PUBLIC SAFETY GROUP	MEMBERSHIP DUES- DEETS	500.00
XENIA RURAL WATER DISTR	HELMET NAME BADGE- HILGENBERG	49.09
ZOOBEAN LLC	NOVEMBER 2022 STATEMENT	304.00
TOTAL	ANNUAL LICENSE	795.00
		\$6,456,718.59

PAYROLL 11/10/2022:

ABRAMOWITZ, LEVI	\$2,286.84
ADKINS, COREY	1,576.83
ADKISSON, JENNIFER	600.40
AHRENS, ELIZA	1,494.31
ANDERSON, SARA	1,580.93
ANNIS, JEREMY	190.06
ARIAS, HECTOR	2,406.52
BAKER, RANDY	1,839.19
BARTLING, DARREL	214.34
BAUMAN, LISA	1,296.48
BECKER, CHEYANNE	392.74
BECKNER, HALEY	1,984.97
BEDFORD, SAMANTHA	2,058.40
BEHRENS, HEATHER	2,564.83
BERG, KRISTINA	600.82
BEYERS, JENNIFER	328.85
BLACK, HUNTER	1,365.75
BOLEY, SHELLY	128.88
BOYD, ISAAC	1,681.15
BOYLE, GAVIN	1,764.29
BROWN, ANGALEA	1,485.56
BROWN, JENNIFER	2,462.02
BROWN, NATHAN	2,337.78
BRUENING, BENJAMIN	153.78
BRUNS, RACHEL	2,401.94
BURKHART, LINDA	3,406.50
BURKHART, MARK	905.09
CAMPBELL, SCOTT	2,569.96
CARPENTER, PAUL	1,857.09
CARROLL, CAMERON	262.41
CARROLL, JOSEPH	2,306.35
CHAMBERS, KYLE	1,872.80
CHRISTENSEN, AARON	1,516.95
CHRISTENSEN, ABAGAIL	1,394.91
CICHOSKI, KELLI	2,216.73
CLAYTON, ANISTON	159.30
CLEMEN, ANTHONY	2,032.31
COGGESHELL, LEE	1,684.90
CONOVER, TY	138.31
CORKREAN, JENNIFER	1,692.32
COUGHLIN, TONI	721.70
CRAVEN, GAYLA	23.13

CRONE, ERIN	577.28
CUNNINGHAM, SCOTT	2,984.85
DANIEL, COLE	1,868.32
DANIEL, MELANIE	929.70
DEBOER, MELISSA	2,412.73
DEETS, BRADLY	4,823.41
DEZEEUW, DAVID	2,156.46
DODGE, JARED	92.99
DODGE, JUSTIN	1,889.10
DUCKETT, KEATON	322.19
EDWARDS, DANAE	2,375.32
FLUGGE-SMITH, JAMIE	339.54
FREDERICK, JUSTIN	2,420.01
FREDERICKSEN, BROCK	1,423.07
FREEMAN, MATTHEW	1,639.66
FROELICH, WILLIAM	298.07
FYFE, JUSTIN	1,827.56
GAVIN, HALEY	853.00
GIBBS, AUSTIN	1,650.65
GIBSON IV, WILLIAM	1,836.60
GILCHRIST, NICHOLAS	1,459.16
GITZEN, ROBERT	2,898.18
GOINS, ANDREA	2,444.42
GUESS, KATHRYN	1,842.59
HABGOOD, FINLEY	88.66
HANSON, LAURA	1,757.79
HAUCK, BRETT	150.74
HEIMANN, RONALD	1,875.13
HENTGES, ERIC	2,074.43
HERRICK, ROBERT	2,010.15
HILGENBERG, ADAM	1,636.41
HILL, JOHN	78.32
HILLMAN, TAYLOR	832.38
HOGBONOUTO, TOLIDJI	1,711.50
HOLMES, HOLLY	1,640.66
HUSTED, TROY	1,970.61
HUTTON, JOSHUA	2,455.69
JACKSON, COLE	1,787.66
JERMIER, MATTHEW	3,357.73
JOHNSON, WYATT	1,299.51
KAMMERER, EMMILY	160.56
KAPPOS, SARA	2,940.80
KASS, ANDREW	2,843.86
KASZINSKI, BRETT	417.61
KELLER, CHRISTOPHER	2,026.07
KICKBUSH, CHRISTOPHER	1,960.92
KINSETH, RICHARD	529.08
KLEINWOLTERINK, COLE	1,710.00
KLEVER, JUDY	1,020.32
KNEPPER, AARON	115.67
KNUDSEN, DYLAN	2,177.42
KNUST, DANIEL	1,791.10
KOESTER, RUDY	3,771.93
KOSTECKI, BROOKE	596.81
KREKLAU, ROBERT	415.69
KUHLES, KAMRYN	360.16
LACKEY, JAMIE	617.22
LANDE, RACHELE	165.35

LARSON, KENNETH	429.49
LARSON, KRISTINE	2,956.87
LAUGHRIDGE, DANIEL	1,882.53
LE, SON	3,318.68
LEMKE, NEIL	1,962.60
LEVSEN, BRYAN	2,235.69
LINDSAY, MICHELLE	2,839.31
LOCKHART, MEGAN	584.67
LONG, JEREMY	3,227.15
LOVETINSKY, TRACY	1,747.98
LYNCH, JEREMY	1,389.25
MANNING, JOSHUA	2,013.53
MAREAN, JOSHUA	1,580.53
MAREK, JAMES	1,997.60
MARRIOTT, REID	72.03
MCCAY, BRENDA	300.95
MCKAY, AIDAN	36.01
MEEKER, BRYCE	1,668.83
MELLENCAMP, JEFFREY	3,021.66
METTEE, WILLIAM	2,014.41
MINAR, VANESSA	1,316.19
MINIKUS, JOSHUA	2,102.58
MORAVEC, CODY	1,915.40
MORRIS, ASHLEY	1,613.08
MURRA, BRIAN	2,339.84
MURRAY, JACK	2,520.16
NEWBURY, NICHOLAS	1,841.86
NICHOLS, ANDREW	1,798.78
OHMSTEDE, LUIS	582.23
OLDHAM, JAMES	2,180.52
OLSASKY, JOHN	621.25
OSBORN, RYAN	343.54
OSBORN, SARAH	1,877.58
OSBORNE, NICHOLAS	2,732.48
OSTRING, KATHLEEN	1,878.90
OWENS, TANNER	341.55
PARISH, TONJA	1,610.66
PARKER, ABIGAIL	36.01
PATTERSON, KEVIN	1,651.50
PAYNE, THOMAS	1,689.93
PELLETTERI, SALVATORE	298.93
PERALTA CORNEJO, STEVEN	735.43
PERKINS, JACOB	1,917.16
PETTIT, BRANDON	2,851.95
PIZINGER, JAMES	1,501.69
PORTER, NICKOLAS	291.71
PURVIS, KATHRYN	1,475.26
QUAM, BRADLEY	1,650.70
QUICK, TIMOTHY	213.39
QUINN, JOHN	3,802.78
RASH, RONALD	2,220.92
RETTENMEIER, ALEC	636.40
RICHARDSON, DACE	1,358.02
RICHARDSON, ELIZABETH	1,650.82
ROBBINS, CORBY	2,210.16
ROBINSON, CLINT	3,810.74
ROBINSON, NATHANIEL	52.18
ROSENOW, MELANIE	796.50

ROTH, TITO	1,830.42
ROTSCHAFER, CARMEN	1,557.28
ROYER, TIMOTHY	3,149.29
RUSHER, LUCIUS	2,443.14
SCHAUFENBUEL, KARI	1,203.05
SCHUETT, REBECCA	2,647.72
SCHULTZ, JEFFREY	2,211.50
SEDDON, JOSH	2,249.66
SEILER, AMANDA	497.86
SHAFFER, CHET	2,023.85
SHERIDAN, ISABELLA	141.03
SHIELDS, JOHN	351.06
SLYCORD, JASON	1,927.74
SMITH, BLAKE	1,546.53
SMOLIK, MEGAN	1,527.55
SNOW, SUSAN	201.54
SPOSETO, MACKENZIE	2,793.85
STEINKE, KURT	1,352.55
STEPHENS, CLINT	208.55
STEWARD, ERIC	1,899.75
STIFEL, DALTON	2,280.11
STONE, GREGORY	33.56
STOTZ, MELISSA	1,011.70
STRONG, RACHAEL	1,132.06
SUS, ROBERT	612.96
SUTTON, STEFANIE	159.07
TAYLOR, CHRISTINA	190.14
THAYER, CHANDLER	2,594.27
THIES, ROBERT	124.65
TOWNSEND, MCKENNA	1,858.65
TRENT, JARED	296.12
TYSDAL, THOMAS	3,126.74
VAN ERDEWYK, RACHEL	1,266.92
VANDEKAMP, JOSHUA	2,467.35
VENTO, NICHOLAS	1,334.20
WARMAN, THOMAS	86.67
WEBER, BRIAN	1,258.57
WERTS, DANIEL	2,120.85
WESTON STOLL, KERI	1,933.75
WHITE, JASON	1,504.29
WIGGINS, MATHEW	2,192.06
WILLIAMS, SUSAN	1,868.53
WISE, NATHAN	3,131.84
WOOD, DANIEL	1,858.71
WRIGHT, MICHAEL	2,038.93
WRIGHT, PAUL	370.12
YOUNG, JOHNATHAN	2,082.77
YOUSO, ANTHONY	1,417.31
<i>*TOTAL*</i>	<i>\$315,536.59</i>

- B. Consideration of approval of City Council Minutes of 11/07/2022 Regular Meeting, 11/14/2022 Special Meeting
- C. Consideration of receipt and file of a Mayor's Proclamation of Look Local First Day
- D. Consideration of approval of renewal of 12-month Class C Liquor License for Broheim's Indoor Golf & Pub, LLC, d/b/a Broheim's Indoor Golf & Pub [53 & 57 NE Carefree Lane]
- E. Consideration of approval of a resolution approving job description and pay grade [Recreation Coordinator] (Resolution #2022-477)
- F. Reports:

1. Consideration of approval of a resolution approving the City of Waukees State of Iowa 2022 Financial Report, and directing the Finance Director for the City of Waukees to file the report with the Auditor of State (Resolution #2022-478)
 2. Consideration of approval of a motion approving 2023-2024 Tax Increment Financing (TIF) Indebtedness Certifications to the Dallas County Auditor
 3. Consideration of approval of a resolution approving the State of Iowa FY2022 Annual Urban Renewal Report and directing the Finance Director for the City of Waukees to file the report with the Department of Management (Resolution #2022-479)
 4. Consideration of approval of a motion approving the Annual Street Finance Report, and directing the Finance Director to file the report with the Iowa Department of Transportation
- G. Contracts, Agreements:
1. Consideration of approval of a resolution approving Agreement for Professional Consulting Services with Waters Edge Aquatic Design [Aquatic Center Needs Assessment Study] (Resolution #2022-480)
 2. Consideration of approval of a resolution approving Agreement for Professional Services with Allender Butzke Engineers, Inc. [Waukees Public Safety Project, Geotechnical Services] (Resolution #2022-481)
 3. Consideration of approval of a resolution approving Offer to Buy Real Estate and Acceptance (Nonresidential) between Douglas Lee Meyer, Linda Beth Meyer and the City of Waukees [NE Outfall Sewer Project] (Resolution #2022-482)
- H. Consideration of approval of a resolution awarding quote [Southfork Drive Culvert Repairs Project] (Resolution #2022-483)
- I. Change Orders, Payment Estimates, Acceptance of Public Improvements, Releases of Retainage:
1. Consideration of approval of Payment Estimate No. 23 to Larson Construction Co., Inc., for the Triumph Park Project in the amount of \$182,603.54
 2. Consideration of approval of Payment Estimate No. 7 to Core Construction Services, LLC, for the Waukees Public Works 2nd Floor Expansion Project in the amount of \$15,162.00
 3. Consideration of approval of Payment Estimate No. 10 to Core Construction Services, LLC, for the Waukees Public Works Site Expansion Phase 1 Project in the amount of \$420,076.70
 4. Consideration of approval of Payment Estimate No. 1 to Concrete Technologies, Inc., for the NW Douglas Parkway Grade, Partial Pave and Joint Utility Trench Project in the amount of \$188,715.12
 5. Consideration of approval of Payment Estimate No. 12 to Concrete Technologies, Inc., for the Ute Avenue and Ashworth Road Intersection Project in the amount of \$220,643.47
 6. Consideration of approval of Payment Estimate No. 12 to Absolute Concrete Construction, Inc., for the Douglas Parkway Extension Project in the amount of \$912.00
 7. Consideration of approval of Payment Estimate No. 8 to Absolute Concrete Construction, Inc., for the Warrior Lane Improvements Phase 2 Project in the amount of \$363,324.17
 8. Consideration of approval of Payment Estimate No. 5 to Grimes Asphalt and Paving Corp. for the 2021 Asphalt Overlay Improvement Project in the amount of \$18,617.63
 9. Consideration of approval of Change Order No. 1 to WRH, Inc., for the Lift Station No. 2 Rehabilitation Project, increasing the contract in the amount of \$5,941.73
 10. Consideration of approval of Payment Estimate No. 5 to J&K Contracting, LLC, for the Little Walnut Creek Trunk Sewer Extension Phase 5 Project in the amount of \$40,232.50
 11. Consideration of approval of Payment Estimate No. 2 to Rognes Corporation for the West Area Trunk Sewer Extension Phase 2 Project in the amount of \$813,697.16
 12. Consideration of approval of Payment Estimate No. 14 to C.L. Carroll Co., Inc., for the 2021 Well Rehabilitation Phase 2 Project in the amount of \$28,688.47
 13. Consideration of approval of release of retainage to Elder Corporation for the NW 2nd Street Project, NW Venture Drive to NW Douglas Parkway, in the amount of \$248,702.58
 14. Consideration of approval of release of retainage to Elder Corporation for the Waukees Public Library Stormwater Improvement Project in the amount of \$30,000.00
 15. Consideration of approval of release of retainage to J&K Contracting, LLC, for the Little Walnut Creek North Trunk Sewer Extension Phase 2 Project in the amount of \$15,228.19
- J. Fixing Dates for Public Hearing:
1. Consideration of approval of a motion setting December 19, 2022, as the date of public hearing on an Ordinance to amend Chapter 166, Zoning Regulations, Administration and Enforcement, Waukees, Iowa
 2. Consideration of approval of a resolution ordering construction of 2023 ADA Sidewalk Improvements Project and fixing a date for hearing thereon and taking bids therefor (Resolution #2022-484)
- 2) Consent Agenda Part 2: Council Member Crone moved to approve Consent Agenda Part 2; seconded by Council Member Pierce. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1.**
- A. Fixing Dates for Public Hearing:
1. Consideration of approval of a resolution fixing date for a public hearing on the proposal to enter into a Development Agreement with Waukees Towne Center, LLC, and providing for publication of notice thereof (Resolution #2022-485)
 2. Consideration of approval of a resolution determining the necessity and setting dates of a consultation and a public hearing on a proposed The Quarter Commercial Urban Renewal Plan for a proposed Urban Renewal Area in the City of Waukees, State of Iowa (Resolution #2022-486)

- 3) **Mayor’s Appointment and Resolution: *Consideration of approval of a resolution approving mayor’s appointment of members to the Public Art Advisory Commission*** – Mayor Clarke appointed the following:
- 1) Jon Eichhorn for a term expiring January 31, 2024
 - 2) Megan Giudicessi for a term expiring January 31, 2024
 - 3) Weston Mallgren for a term expiring January 31, 2025
 - 4) Kathryn Murray for a term expiring January 31, 2025
 - 5) Abbey Christensen for a term expiring January 31, 2025
 - 6) Amy Schrodt for a term expiring January 31, 2026
 - 7) Charlie Notheis for a term expiring January 31, 2026

Council Member Pierce moved to approve the resolution; seconded by Council Member Sinclair. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-487)

- 4) **Mayor’s Appointment and Resolution: *Consideration of approval of a resolution approving mayor’s appointment of City of Waukee Police Chief and establishing terms of employment*** – Mayor Clarke appointed Eric “Chad” McCluskey as Police Chief. Council Member Crone moved to approve the resolution; seconded by Council Member Sinclair. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-488)
- 5) **Ordinance: *Consideration of approval of an ordinance to amend Chapter 170 of the Municipal Code of the City of Waukee, Iowa, by removing and replacing Chapter 170, Floodplain Management [third (final) reading]*** – Council Member Crone moved to approve the third reading of the ordinance in title only and place it on final passage; seconded by Council Member Pierce. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Ordinance #3059)
- 6) **Resolution: *Consideration of approval of a resolution approving construction drawings [SE Westown Parkway]*** – Council Member Lyon moved to approve the resolution; seconded by Council Member Sinclair. Community Development Director Kass reviewed the plans associated with the Kettlestone Central development, including the construction of SE Westown Pkwy. and related utilities. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-489)
- 7) **Resolution: *Consideration of approval of a resolution approving preliminary plat for Ashworth North Plat 3*** – Council Member Lyon moved to approve the resolution; seconded by Council Member Sinclair. Planning Coordinator DeBoer reviewed the proposed plat, including two stormwater management outlots to be dedicated to and maintained by the City. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-490)
- 8) **Resolution: *Consideration of approval of a resolution approving revised site plan for Waukee Primary & Specialty Care Clinic [2515 Grand Prairie Parkway]*** – Council Member Crone moved to approve the resolution; seconded by Council Member Pierce. Planning Coordinator DeBoer reviewed the revised site plan, which includes a 20,000-square-foot addition as part of the initial structure. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-491)
- 9) **Waukee Towne Center Plat 2**
- A. **Resolution: *Consideration of approval of a resolution approving preliminary plat*** – Council Member Sinclair moved to approve the resolution; seconded by Council Member Crone. Planning Coordinator DeBoer reviewed the preliminary plat, final plat and site plan. The proposed plat contains two lots and two outlots. The site plan proposes an approximately 150,000-square-foot commercial building with loading docks on the back side of the building. Ms. DeBoer reviewed site ingress/egress, parking, landscape buffering where the plat abuts residential development, and exterior building elevations.

Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-492)

B. Resolution: *Consideration of approval of a resolution approving final plat* – Council Member Lyon moved to approve the resolution; seconded by Council Member Crone. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-493)

C. Resolution: *Consideration of approval of a resolution approving site plan for Waukee Towne Center Plat 2, Lot 1 [900 SE Laurel Street]* – Council Member Sinclair moved to approve the resolution; seconded by Council Member Crone. Mayor Clarke asked for clarification on truck and loading dock traffic flow; Ed Arp with Civil Engineering Consultants (CEC), representing the developer, reviewed the matter. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-494)

10) Oakleaf Plat 2/Valvoline Waukee

A. Resolution: *Consideration of approval of a resolution approving preliminary plat* – Council Member Lyon moved to approve the resolution; seconded by Council Member Sinclair. Community Development Director Kass reviewed the preliminary plat, final plat and site plan, including building and site ingress/egress and exterior building elevations. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-495)

B. Resolution: *Consideration of approval of a resolution approving final plat for Oakleaf Plat 2* – Council Member Crone moved to approve the resolution; seconded by Council Member Pierce. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-496)

C. Resolution: *Consideration of approval of a resolution approving site plan for Valvoline Waukee [3145 Grand Prairie Parkway]* – Council Member Sinclair moved to approve the resolution; seconded by Council Member Lyon. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-497)

11) Ashworth South Plat 3

A. Resolution: *Consideration of approval of a resolution approving preliminary plat* – Council Member Crone moved to approve the resolution; seconded by Council Member Pierce. Community Development Director Kass reviewed the preliminary plat and construction drawings, noting there are no known users at this time. He noted the extension of a private access drive and improvements to an existing stormwater detention pond. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-498)

B. Resolution: *Consideration of approval of a resolution approving construction drawings* – Council Member Lyon moved to approve the resolution; seconded by Council Member Sinclair. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-499)

12) NW Douglas Parkway Culvert and Pond Improvements Project

A. Motion: *Consideration of approval of Change Order No. 3 to Elder Corporation, increasing the contract in the amount of \$144,850.00* – Council Member Lyon moved for approval; seconded by Council Member Sinclair. Public Works Director/City Engineer Koester reviewed the change order for additional pond dredging. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1.

B. Motion: *Consideration of approval of Payment Estimate No. 7 to Elder Corporation in the amount of \$209,828.16* – Council Member Crone moved for approval; seconded by Council Member Pierce. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1.

13) Resolution: *Consideration of approval of a resolution approving revised City of Waukee Business Incentives Policies* – Council Member Lyon moved to approve the resolution; seconded by Council Member Crone. Director of Economic Development Brown

reviewed the revisions to help provide structure and define expectations for business incentive evaluation. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1. (Resolution #2022-500)

(J) Reports – Report made by City Administrator Deets.

Council Member Lyon moved to adjourn; seconded by Council Member Sinclair. Ayes: All. Nays: None. Motion carried 4 – 0.

Meeting Adjourned at 6:24 p.m.

Courtney Clarke, Mayor

Attest:

Rebecca D. Schuett, City Clerk