



WAUKEE CITY COUNCIL  
REGULAR MEETING

DATE: **TUESDAY, JANUARY 2, 2024**  
TIME: **5:30 P.M.**

PLACE: WAUKEE CITY HALL, 230 W. HICKMAN RD., WAUKEE, IA 50263

**\*\*Full City Council meeting packet is available at  
<https://rms.waukeee.org/Public/Browse.aspx?id=162574&dbid=0&repo=Waukeee>**

\*In accordance with Iowa Code Sections 21.4(1)(b) and 21.8, this meeting of the Waukeee City Council will be conducted with two different options for public participation: 1) Members of the public wishing to attend in person may do so in the Council Chambers at Waukeee City Hall. 2) Members of the public wishing to participate electronically may do so via Zoom at the following link or phone numbers:

<https://zoom.us/j/352651371>  
Meeting ID: 352-651-371

Or by phone:

+1 646-558-8656 or  
+1 312-626-6799 or  
+1 301-715-8592

In-person meetings are subject to change under certain circumstances, including but not limited to higher than average participation or changes in health guidelines. If the meeting shall be held electronically only, notice shall be posted to the City website (Waukeee.org) and City social media. Questions regarding meeting format may also be directed to the City Clerk's office at 515-978-7904.

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CEREMONIAL OATH OF OFFICE FOR MAYOR COURTNEY CLARKE  
CEREMONIAL OATH OF OFFICE FOR COUNCIL MEMBER CHRIS CRONE  
CEREMONIAL OATH OF OFFICE FOR COUNCIL MEMBER ROB GROVE

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. **OPEN FORUM** [Pursuant to City Council Rules of Procedure, presentations under Open Forum shall be limited to three (3) minutes per individual. Please refer to the footnotes on this agenda for more detailed Open Forum procedures\*\*.]
- E. AGENDA APPROVAL
- F. PRESENTATIONS: NONE
- G. **PUBLIC HEARINGS:**
  - 1) On plans, specifications, form of contract and estimate of cost [Bluestem Trunk Sewer Phase 2 Project]
- H. **PUBLIC HEARING ACTION ITEMS:**
  - 1) *Bluestem Trunk Sewer Phase 2 Project*
    - A. **RESOLUTION:** Consideration of approval of a resolution approving plans, specifications, form of contract and estimate of cost
    - B. **RESOLUTION:** Consideration of approval of a resolution awarding contract
- I. **ACTION ITEMS:**

- 1) CONSENT AGENDA PART 1** [All items listed under the Consent Agenda will be considered for approval through one motion and second. There will be no separate discussion of these items unless there is a motion and second by Council for an item or items to be considered as separate action items.]
- A. Consideration of approval of 01/02/2024 Bill List; 12/22/2023 Payroll
  - B. Consideration of approval of City Council Minutes of 12/18/2023 Regular Meeting
  - C. Consideration of approval of receipt and file of Mayor's Proclamation for Slavery and Human Trafficking Prevention Month
  - D. 2024 Appointments:
    - 1. Consideration of approval of a resolution approving official publications
    - 2. Consideration of approval of a resolution approving official City depositories
    - 3. Consideration of approval of a resolution approving mayor's appointment of Police Chief
    - 4. Consideration of approval of a resolution approving mayor's appointment of City Health Officer
    - 5. Consideration of approval of a resolution approving mayor's appointment of the City of Waukee primary and alternate members to the Polk County Joint 911 Service Board
    - 6. Consideration of approval of a resolution approving mayor's appointment of City of Waukee representation to the Dallas County Emergency Management Commission and E-911 Commission
  - E. Change Orders, Payment Estimates, Acceptance of Public Improvements, Releases of Retainage
    - 1. Consideration of approval of Change Order No. 2 to All-Star Concrete, LLC, for the T Avenue Corridor Improvements Project, W. Hickman Road to NW Douglas Parkway, increasing the contract in the amount of \$14,419.39
    - 2. Consideration of approval of Change Order No. 3 to Concrete Technologies, Inc., for the NW Douglas Parkway Grade, Partial Pave and JUT Project decreasing the contract in the amount of \$30,465.88
    - 3. Consideration of approval of Payment Estimate No. 6 (Final) to Concrete Technologies, Inc., for the NW Douglas Parkway Grade, Partial Pave and JUT Project in the amount of \$20,274.00
    - 4. Consideration of approval of a resolution accepting public improvements [NW Douglas Parkway Grade, Partial Pave and JUT Project]
    - 5. Consideration of approval of a resolution accepting public improvements [Project Morgan Plat 2 Public Improvements]
  - F. Fixing Dates for Public Hearings:
    - 1. Consideration of approval of a resolution fixing date for a public hearing on the proposal to enter into a Fourth Amendment to the Agreement for Private Development and Minimum Assessment Agreement with The Quarter at Waukee, LLC
    - 2. Consideration of approval of a resolution ordering construction of the Serenity Drive Replacement Project and fixing a date for hearing thereon and taking of bids therefor
    - 3. Consideration of approval of a resolution ordering construction of the Prairie Rose Trail Project and fixing a date for hearing thereon and taking of bids therefor
  - G. Consideration of approval of a resolution approving Temporary Construction Access Easement with Waukee Community School District [Bluestem Trunk Sewer Phase 2 Project]
  - H. Consideration of approval of a resolution approving City of Waukee Natural Gas Emergency Response Plan, Operations and Maintenance Requirements and Recommendations, Operations and Maintenance Written Procedures
  - I. Consideration of approval of a resolution approving Ahlers & Cooney, PC, Engagement Agreement, 2024 Public Improvement Contract Proceedings
- 2) CONSENT AGENDA PART 2** [All items listed under the Consent Agenda will be considered for approval through one motion and second. There will be no separate discussion of these items unless there is a motion and second by Council for an item or items to be considered as separate action items.]
- A. Consideration of approval of 11/25/2023 legal services invoices
  - B. Consideration of approval of a resolution approving mayor's appointment of City Attorney for 2024
- 3) 2024 Appointments**
- A. MAYOR'S APPOINTMENT:** Of the Mayor Pro Tem and Council Members as representatives on various boards and committees
  - B. MAYOR'S APPOINTMENT AND RESOLUTION:** Consideration of approval of a resolution approving the mayor's appointment of City of Waukee representation to the Central Iowa Regional Drinking Water Commission (CIRDWC)
  - C. MAYOR'S APPOINTMENT AND RESOLUTION:** Consideration of approval of a resolution approving mayor's appointment of City of Waukee representation to the Wastewater Reclamation Authority (WRA) Policy Board and Technical Board
  - D. MAYOR'S APPOINTMENT AND RESOLUTION:** Consideration of approval of a resolution approving mayor's appointment of City of Waukee representation to the Walnut Creek Watershed Authority Board of Directors

**E. MAYOR'S APPOINTMENT AND RESOLUTION:** Consideration of approval of a resolution approving mayor's appointment of City of Waukee representation and Executive Committee Subarea Nominee to the Des Moines Area Metropolitan Planning Organization (MPO)

**F. MAYOR'S APPOINTMENT AND RESOLUTION:** Consideration of approval of a resolution approving mayor's appointment of City of Waukee representation to the Mid-Iowa Planning Alliance (MIPA) Board of Directors

**4) ORDINANCE:** Consideration of approval of an ordinance to amend Chapter 3, Boundaries, Waukee Municipal Code, by repealing said chapter and enacting in lieu thereof a revised Chapter 3 legally describing Waukee Corporate Limits [second, third (final) readings]

**5) RESOLUTION:** Consideration of approval of a resolution approving final plat for Spring Meadows Plat 1

**6) RESOLUTION:** Consideration of approval of a resolution rejecting bid [Traffic Signal Enhancements, Waukee School & Trail Crossing Improvements Project]

**7) RESOLUTION:** Consideration of approval of a resolution conditionally authorizing the inclusion of the City of Waukee, Iowa, as a founding agency of Central Iowa Water Works; conditionally approving the Central Iowa Water Works 28E/28F agreement; and fixing date for public hearing on transfer of interest in real property

**J. REPORTS:**

- A. City Administrator Report
- B. City Attorney Report
- C. Council Member Reports

## ADJOURNMENT

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\*Pursuant to §21.4(2) of the Code of Iowa (2023), the City has the right to amend this agenda up until 24 hours before the posted meeting time.

The City of Waukee is pleased to provide accommodations to disabled individuals or groups and encourages their participation in city government. Should special accommodations be required, please contact the Clerk's office at 515-978-7904 or email [bschuett@waukeee.org](mailto:bschuett@waukeee.org) by 8:00 a.m. the day of the meeting to have reasonable accommodations provided.

*\*\*Rules of Order and Decorum for the Zoom Meeting\*\**

Any member of the public who would like to ask questions or make comments during either the Open Forum or Public Hearing portions of the meeting may participate by using the RAISE HAND feature. Participants must be recognized by the presiding officer and must state their full name and address before addressing the City Council. If you are participating via phone, the raise and lower hand feature can be activated by using \*9. After you are recognized, use \*6 to unmute your audio. The Chat and Q&A functions will be turned off during the meeting.

Questions or comments for the Public Hearing portion of the meeting may also be submitted in advance by emailing [bschuett@waukeee.org](mailto:bschuett@waukeee.org) before 5:00 p.m. the day of the meeting. Any questions or comments submitted by this deadline will be read aloud by City staff during that particular Public Hearing.