

**WAUKEE CITY COUNCIL  
SPECIAL MEETING AGENDA**

**DATE: WEDNESDAY, MAY 26, 2021  
TIME: 12:00 P.M.**

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

**\*In-person meetings are subject to change in accordance with Iowa Code Sections 21.4(1) (b) and 21.8, and 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.**

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. AGENDA APPROVAL**

Documents:

[05262021\\_AGENDA\\_SPECIAL.PDF](#)

**D. ACTION ITEMS**

- D.1. RESOLUTION: Consideration Of Approval Of A Resolution Approving The Temporary Closing Of SE Telby Lane From SE Oxford Drive To SE Pembroke Lane On Friday, June 4, 2021, Between The Hours Of 2:00 P.m. And 9:00 P.m. For The Purpose Of A Neighborhood Block Party

Documents:

[D01.PDF](#)

**E. COMMENTS**

**F. ADJOURNMENT**

\*Pursuant to §21.4(2) of the Code of Iowa (2021), the City has the right to amend this agenda up until 24 hours before the posted meeting time.

The City of Waukeee 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 least 48 hours in advance at 978-7904 or email [bschuett@waukeee.org](mailto:bschuett@waukeee.org) to have reasonable accommodations provided.





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WORK SESSION MEETING**

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- 1) RESOLUTION:** Consideration of approval of a resolution approving the temporary closing of SE Telby Lane from SE Oxford Drive to SE Pembroke Lane on Friday, June 4, 2021, between the hours of 2:00 p.m. and 9:00 p.m. for the purpose of a neighborhood block party

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AGENDA ITEM:   D1  

**CITY OF WAUKEE, IOWA  
CITY COUNCIL MEETING COMMUNICATION**

**MEETING DATE:** May 26, 2021

**AGENDA ITEM:** Consideration of approval of a resolution approving the temporary closing of SE Telby Lane from SE Oxford Drive to SE Pembroke Lane on Friday, June 4, 2021, between the hours of 2:00 p.m. and 9:00 p.m. for the purpose of a neighborhood block party

**FORMAT:** Consent Agenda

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**SYNOPSIS INCLUDING PRO & CON:** Josh Pickard requests the temporary street closure in order to host a block party.

**FISCAL IMPACT INCLUDING COST/BENEFIT ANALYSIS:**

**COMMISSION/BOARD/COMMITTEE COMMENT:**

**STAFF REVIEW AND COMMENT:** All relevant departments approve of the application.

**RECOMMENDATION:** Approve the resolution.

**ATTACHMENTS:** I. Proposed Resolution  
II. Block Party Permit Application

**PREPARED BY:** Becky Schuett

**REVIEWED BY:**

**PUBLIC NOTICE INFORMATION –**

**NAME OF PUBLICATION:**

**DATE OF PUBLICATION:**

THE CITY OF WAUKEE, IOWA

RESOLUTION 2021-

**APPROVING THE TEMPORARY CLOSING OF SE TELBY LANE FROM SE OXFORD DRIVE TO SE PEMBROOK LANE ON FRIDAY, JUNE 4, 2021, BETWEEN THE HOURS OF 2:00 P.M. AND 9:00 P.M. FOR THE PURPOSE OF A NEIGHBORHOOD BLOCK PARTY**

*IN THE NAME AND BY THE AUTHORITY OF THE CITY OF WAUKEE, IOWA*

**WHEREAS**, the City of Waukee, Dallas County, State of Iowa, is a duly organized Municipal Organization; **AND**,

**WHEREAS**, resident Josh Pickard requests the temporary closing of SE Telby Lane from SE Oxford Drive to SE Pembrook Lane on Friday, June 4, 2021, between the hours of 2:00 p.m. and 9:00 p.m. for the purpose of a neighborhood block party; **AND**,

**WHEREAS**, pursuant to Code of Iowa §364.12(2)(a), public ways and grounds may be temporarily closed by resolution;

**NOW THEREFORE BE IT RESOLVED** by the City of Waukee City Council in session this 26<sup>th</sup> day of May, 2021, that it hereby approves the temporary closing of SE Telby Lane from SE Oxford Drive to SE Pembrook Lane on Friday, June 4, 2021, between the hours of 2:00 p.m. and 9:00 p.m. for the purpose of a neighborhood block party.

\_\_\_\_\_  
Courtney Clarke, Mayor

Attest:

\_\_\_\_\_  
Rebecca D. Schuett, City Clerk

<b>RESULTS OF VOTE:</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Anna Bergman Pierce				
R. Charles Bottenberg				
Chris Crone				
Larry R. Lyon				
Ben Sinclair				

Print

## Block Party Permit Application - Submission #6126

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Date Submitted: 5/21/2021

A block party is defined as an event open to a specific/defined neighborhood or area; where no admission fee is charged for attendance; where alcoholic beverages are not sold or where no entrance fee or admission is charged for service of alcoholic beverages; where a street closure, if necessary, shall not exceed six (6) hours; where the use of portable restroom facilities is not necessary. Any and all requests for temporary street closings require approval by the Waukee City Council.

**First Name\***

Josh

**Last Name\***

Pickard

**Address\***

115 SE Telby Lane

**City\***

Waukee

**State\***

IA

**Zip\***

50263

**Email\***

joshpickard@gmail.com

**Home Phone**

**Business Phone**

**Cell Phone**

952-250-5343

**Street(s) requested to be temporarily closed for block party, including termination points \***

Telby Lane between SE Oxford Drive and SE Pembroke Lane. We only need a small section in front of 115 SE Telby Lane for people to gather for a neighborhood block party. All residents will have access to and from their homes, some may need to use the alternate route.

(Example: Main Street between 1st Avenue and 3rd Avenue)

**Date(s) Requested for Block Party\***

6/4/2021

**Alternate Date(s) Requested**

mm/dd/yyyy

**Start Time of Block Party\***

2:00 PM

**End Time of Block Party\***

9:00 PM

**Will there be outdoor live or amplified music? \***

If "yes," please be aware of noise equipment provisions in Waukee Municipal Code §228.

Yes

No

**Have all neighbors within the enclosed area and/or impacted by the temporary street closing been notified of the event?\***

Yes

No

**CITY BARRICADE REQUIREMENTS**

A **\$250 refundable deposit** is required for barricades. **All block parties within the City of Waukee are required to use barricades provided by the City of Waukee.** The Waukee Public Works Department will deliver barricades on the weekday prior to the block party at the address listed provided. Please return the barricades to the same address to be picked up the weekday following the block party. The barricade deposit shall be refunded at the sole discretion of the City of Waukee. **Submit \$250 cash or check made payable to City of Waukee to City Clerk, Waukee City Hall, 230 W. Hickman Road, Waukee, IA 50263.**

**Signature\***

I have been advised of the requirements for a Block Party Permit and agree to meet all requirements established by the City of Waukee. Furthermore, I understand that if all requirements are not met, the Block Party Permit can be cancelled by the City of Waukee at any time, including at the start of or during the event. In the event that an organization is the applicant, I hereby certify that I have the legal authority to represent the applicant and/or the participants, and that I have read the above requirements, understand the provisions, and freely and voluntarily sign it. I further understand that the City Council of the City of Waukee has the authority to grant or deny permission for this event.

I further voluntarily assume all risk of loss, damage, or injury that may be sustained by me or my guests while participating in, traveling from, or observing any of the events that are part of the block party, and I hereby release the City of Waukee and all its offices, elected officials, employees, and other agents from any and all liability associated with the block party.

All picnic tables, inflatables, etc. must be placed on ONE side of the street within the approved temporary street closing area in the event that emergency vehicle access is needed.

I Agree