

**WAUKEE CITY COUNCIL MINUTES  
December 20, 2021**

- (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 Anna Bergman Pierce (electronically), R. Charles Bottenberg, Chris Crone, Ben Sinclair. Absent: Council Member Larry R. Lyon. (Council Member Pierce began in-person participation at 6:01 p.m.; Council Member Lyon arrived at 6:10 p.m.)

Also in attendance: City Administrator Tim Moerman, Assistant City Administrator Brad Deets, Finance Director Linda Burkhart, Public Works Director/City Engineer Rudy Koester, Planning Coordinator Andy Kass, Parks & Recreation Director Matt Jermier, Marketing & Communications Director Summer Evans, Human Resources Director Michelle Lindsay, Police Lt. Scott Cunningham, Police Officer Rod Schettler, City Clerk Rebecca D. Schuett, City Attorney Steve Brick.

- (D) **Open Forum**
- (E) **Agenda Approval** – Council Member Bottenberg moved to approve the agenda; seconded by Council Member Crone. Results of vote: Ayes: Bottenberg, Crone, Pierce, Sinclair. Nays: None. Absent: Lyon. Motion carried 4 – 0 – 1.
- (F) **Presentations:**
- 1) **Independent Auditor’s Final Report for the fiscal year ending June 30, 2020** – Presentation made by David Ellis with Denman & Co. Audit Supervisor Joe Sparks with Denman & Co. was also in attendance.
  - 2) **Resolution: Consideration of approval of the Independent Auditor’s Final Report for the fiscal year ending June 30, 2021** – Council Member Bottenberg moved to approve the resolution; seconded by Council Member Sinclair. Results of vote: Ayes: Bottenberg, Crone, Pierce, Sinclair. Nays: None. Absent: Lyon. Motion carried 4 – 0 – 1. (Resolution #2021-505)
- (G) **Public Hearings:**
- 1) **On plans, specifications, form of contract and estimate of cost [Waukeee Public Works Site Expansion Phase 1 Project]** – 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. Public Works Director/City Engineer Koester gave a brief overview of the project for a new equipment and salt storage facility, including parking and site improvements. He then discussed the project budget and construction schedule. No comments were made by the public in attendance.
- (H) **Public Hearing Action Items:**
- 1) **Waukeee Public Works Site Expansion Phase 1 Project**
    - A. **Resolution: Consideration of approval of a resolution approving plans, specifications, form of contract and estimate of cost** – Council Member Sinclair moved to approve the resolution; seconded by Council Member Crone. Results of vote: Ayes: Bottenberg, Crone, Pierce, Sinclair. Nays: None. Absent: Lyon. Motion carried 4 – 0 – 1. (Resolution #2021-506)
    - B. **Resolution: Consideration of approval of a resolution awarding contract** – Council Member Crone moved to approve the resolution; seconded by Council Member Sinclair. Public Works Director/City Engineer Koester reviewed the bid tabulation, recommending award of the base bid and Alternates 1 and 2 to Core Construction Services, LLC, of Des Moines, IA, in the amount of \$5,922,700.00. Results of vote: Ayes: Bottenberg, Crone, Pierce, Sinclair. Nays: None. Absent: Lyon. Motion carried 4 – 0 – 1. (Resolution #2021-507)

**C. Resolution: Consideration of approval of a resolution approving contract and bond** – Council Member Crone moved to approve the resolution; seconded by Council Member Bottenberg. Results of vote: Ayes: Bottenberg, Crone, Pierce, Sinclair. Nays: None. Absent: Lyon. Motion carried 4 – 0 – 1. (Resolution #2021-508)

**(I) Action Items:**

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

A. Consideration of approval of 12/20/2021 Bill List; 12/10/2021 Payroll:

Total Unpaid Bills Presented for Approval :	\$2,064,064.78
Total Checks Issued Prior to Council Approval:	
(A) Prior to Last Council Meeting	2,727.74
(B) After Last Council Meeting	554,248.29
(C) Payroll Taxes & Reimbursements	155,425.43
(D) Utility Refunds	3,106.96
Payroll Checks Issued:	
(E) 12/10/2021	<u>340,304.25</u>
<b>*TOTAL*</b>	<b>\$3,119,877.45</b>

FY 2022 Fund Recap:

	Expenditures		Revenues	
	Budgeted	Year To Date	Budgeted	Year To Date
010 General Fund	\$16,326,795	\$7,079,091	\$16,767,357	\$6,534,058
011 General Fund-Hotel/Motel Tax	13,800	14,107	48,100	16,841
060 Road Use Tax Fund	3,266,914	1,292,365	3,127,850	866,080
070 Firemen's Association	-	-	-	-
080 Library Foundation	-	-	-	-
085 Asset Forfeitures	-	-	-	-
090 North Residential TIF	91,444	269	-	-
091 Hickman West Indust Park TIF	758,806	-	819,208	483,350
092 Enterprise Business Park TIF Fund	-	-	-	-
093 Waukee Urban Renewal Area TIF Fund	6,949,333	3,121	4,344,814	2,076,827
094 Gateway Urban Renewal	1,991,977	803,427	2,610,558	741,775
095 Autumn Ridge Urban Renewal	492,992	-	716,298	357,587
096 Waukee West Urban Renewal	2,500	-	-	-
097 Southwest Business Park	93,000	26,219	93,182	10,227
098 Waukee Central URA	176,800	92,428	179,086	-
110 Debt Service Fund	14,538,957	1,672,584	16,172,409	2,473,598
111 Special Assessments Fund	-	-	-	15,876
210 Employee Benefits Fund	2,600,000	-	2,651,127	1,214,742
211 Local Option Sales Tax	1,097,969	-	3,176,500	1,030,282
212 Public Improvement Fund	-	-	-	1,616
327 Capital Projects	45,120,941	15,303,281	22,315,000	3,293,007
330 City Wide SA Sidewalk Project	-	-	-	950
510 Water Utility Fund	8,197,060	2,961,187	6,397,300	6,209,519
520 Sewer Utility Fund	7,179,626	4,422,024	6,460,900	4,117,017
521 University Ave Trunk Sewer Project	-	-	-	297
522 Waste Water Treatment Pl	-	-	-	42
523 E Area Pump Sta Treatment	-	-	-	146
540 Gas Utility Fund	9,400,209	3,877,452	8,554,950	2,256,628
560 Storm Sewer Utility Fund	1,306,771	299,001	1,192,200	574,292
570 Utility Bill Fund	442,610	168,238	417,600	205,199
590 Solid Waste Collect & Rcycl Fund	1,528,400	806,183	1,527,500	648,397

750 Golf Course Fund	582,532	227,908	600,000	404,297
810 Equipment Revolving Fund	30,000	-	-	191
<i>*TOTAL*</i>	<i>\$122,189,436</i>	<i>\$39,048,885</i>	<i>\$98,171,939</i>	<i>\$33,532,841</i>

CHECKS ISSUED PRIOR TO COUNCIL APPROVAL 12/20/2021:

ANDERSON, MARCUS	UTILITY REFUND	\$433.69
BARLOW, ERIC R	UTILITY REFUND	41.18
CARSTENSEN, PATRICK L	UTILITY REFUND	49.80
CHARTER BANK	2019C - PRIN/INTEREST	12,165.79
CITY OF WAUKEE	HEALTH INSURANCE DEDUCTION	14,134.07
DOUGHERTY, ALEXANDRA C	UTILITY REFUND	39.85
EDGINGTON, RYAN A	UTILITY REFUND	50.00
EFTPS	FICA TAX WITHHOLDING	121,545.73
FLEMING, ALLISON A	UTILITY REFUND	40.60
G.M. NORTHRUP CORP	UTILITY REFUND	438.33
GREENLAND HOMES	UTILITY REFUND	247.51
HEITHOFF, DANIEL M	UTILITY REFUND	100.00
HOLLAR, JEFF R	UTILITY REFUND	62.34
HOMETOWN VALUES	UTILITY REFUND	1.34
HULSE, JADE L	UTILITY REFUND	59.32
ICMA RETIREMENT TRUST 457	ICMA RETIREMENT	10,401.63
IOWA DEPT OF HUMAN SERVICES	CHILD SUPPORT	392.31
ISOLVED BENEFIT SERVICES, INC	SECTION 125 MEDICAL DEDUCTIONS	8,713.87
JONES, SHANNAN E	UTILITY REFUND	39.85
KC KETTLESTONE, L.C.	FY22 DEVELOPER REBATE	491,472.61
KETTLEVIEW LLC	FY22 DEVELOPER REBATE	40,755.99
KOSSOFF, NICHOLAS R	UTILITY REFUND	68.12
KRESS, THOMAS L	UTILITY REFUND	41.64
KRUZICH, CHRISTINA A	UTILITY REFUND	71.12
LANGE, KEVIN / DEB	UTILITY REFUND	100.00
MATHEY, YOELEVI	UTILITY REFUND	128.62
MEALS FROM THE HEARTLAND	MEALS FROM HEARTLAND DEDUCTION DECEMBER 2021 STATEMENT- PUBLIC SAFETY	46.00
MI-FIBER, LLC	UTILITY REFUND	753.90
NEOGI, PAMELA	UTILITY REFUND	90.69
PARKER, ZACHARY B	UTILITY REFUND	21.53
PLUMMER, JONAH M	UTILITY REFUND	116.76
POLISHED NAILS SALON	UTILITY REFUND	200.00
PORTER, WILLIAM P	UTILITY REFUND	155.35
PROSKEY, KRISTEN B	UTILITY REFUND	100.00
SHEA, STEVE D JR.	UTILITY REFUND	29.49
SHELMAN, KATE L	UTILITY REFUND	57.57
SMITH, JACOB R	UTILITY REFUND	18.26
SULTAN, ROSHAN	UTILITY REFUND	100.00
TANZANITE HOMES	UTILITY REFUND	29.68
UNITED WAY CENTRAL IOWA	UNITED WAY DEDUCTION	41.67
US POSTAL SERVICE	NOVEMBER 2021 REGULAR BILLING	2,727.74
WASSON, KALEY B	UTILITY REFUND	59.27
WAUKEE AREA CHRISTIAN SERVICES	WAUKEE AREA CHRISTIAN SERVICES DEDUCTION	62.24
WAUKEE BETTERMENT FOUNDATION	WAUKEE BETTERMENT FOUNDATION DEDUCTION	80.00
WAUKEE PUBLIC LIBRARY FRIENDS FOUNDATION	LIBRARY FRIENDS FOUNDATION PAYROLL CONTRIBUTION	7.91
WEST BANK	HOLIDAY GIFT CARDS	9,100.00
WILKINSON, BRAD	UTILITY REFUND	82.21
WINDSCHITL, NOAH J	UTILITY REFUND	32.84
<i>*TOTAL*</i>		<i>\$715,508.42</i>

UNPAID BILLS PRESENTED FOR APPROVAL 12/20/2021:

# 1 LAWN CARE AND LANDSCAPING, LLC	MEDIAN MAINTENANCE CONTRACT	\$6,600.00
3CMA	MEMBER DUES- SUMMER EVANS	400.00
911 CUSTOM, LLC	BALLISTIC SHIELDS	2,352.50
ADEL AUTO PARTS	ROTORS	580.92
AHLERS & COONEY PC	2021B BOND FEES	37,771.10
AIRGAS USA LLC	OXYGEN	131.16
ALLIANCE CONSTRUCTION GROUP	PAY EST #8 - SE ASHWORTH ROAD CORRIDOR	229,630.27
AMAZON CREDIT PLAN	NOVEMBER 2021 STATEMENT	1,412.42
AMAZON.COM	ELECTRIC EAR MUFFS	2,362.14
AMERITAS LIFE INSURANCE COMPANY	DEC '21 VISION INSURANCE PREMIUM	2,477.04
ANKENY SANITATION INC.	DECEMBER 2021 STATEMENT	134,212.90
ARNOLD MOTOR SUPPLY	MASKING TAPE	49.68
ASHWORTH LAND, LLC	DEV REFUND - ASHWORTH ACRES PLAT 3	4,000.00
BARKPASS, LLC	BARKPASS	1,788.00
BAX SALES INC	DRILL BITS, 2 BATTERY PACKS	883.58
BDI SIGNS BUSINESS DESIGNS INC	WINTERFEST SIGNS	90.00
BIG GREEN UMBRELLA MEDIA INC	NOVEMBER 2021 WAUKEE LIVING	1,596.00
BOLTON & MENK, INC	WAUKEE/DOUGLAS PKWY EXTENSION	5,233.50
BOOT BARN INC	OVERALLS/BOOTS- ROTH	1,540.28
BOUND TREE MEDICAL	EMS SUPPLIES	1,252.24
BRAVO GREATER DES MOINES	FY22 JULY '21- SEPT '21 28E QUARTERLY CONTRIBUTION	9,302.98
BRICK GENTRY BOWERS SWARTZ	PRAIRIE ROSE PARCEL 21-144	
BUSINESS PUBLICATIONS	EARNEST	5,000.00
BUSY BEE CONSTRUCTION	ADVERTISING	730.00
C L CARROLL CO INC	PAY EST #3 - TRANSITE WATER MAIN REPLC PHASE 2	127,365.25
CALHOUN-BURNS AND ASSOCIATES, INC	PAY EST #4 - 2021 WELL REHABILITATION PHASE 2	171,000.00
CAPITAL LANDSCAPING	DOUGLAS PKWY EXTENSION	25,961.93
CAPITAL SANITARY SUPPLY	RFUND SURETY BOND - 390 ARROWHEAD DRIVE	2,000.00
CERTIFIED LABRATORIES	RESTROOM CLEANER/TOILET PAPER CHERRY BLITZ WIPES/RUSTORE	99.64
CFI SALES INC	AEROSOL	305.20
CINTAS CORPORATION	VALVES	150.50
CITY OF DES MOINES PARKS & REC	FIRST AID KIT SUPPLIES- PUBLIC WORKS	825.37
CITY OF WEST DES MOINES	SKATE PARK ADVENTURE PASS FOR CHECKOUT	75.00
CIVIC PLUS	DECEMBER 2021 WESTCOM	59,256.79
CLAYTON ENERGY CORPORATION	CIVIC OPTIMIZE ENCRYPTED FORMS TOOL	5,548.00
CONCRETE CONNECTION, LLC	NOVEMBER 2021 COMMODITY	538,231.87
CONCRETE TECHNOLOGIES, INC.	PAY EST #2 - SUGAR CREEK PARK PAY EST #11 - WARRIOR LANE IMP PHASE 1	147,276.60
CONSOLIDATED COMMUNICATIONS	NOVEMBER 2021 STATEMENT- PUBLIC WORKS	470,962.27
ENTERPRISE SERVICES INC	WATER	1,353.97
CRYSTAL CLEAR BOTTLED WATER	CHAMELEON/WINDSHIELD	58.70
CYPRESS SOLUTIONS, INC	MOUNT/CABLE/CABLE COVER	1,249.90
D & K PRODUCTS INC.	FERTILIZER	91.73
DAN'S OVERHEAD DOORS 4	SERVICE DOOR MAINTENANCE	200.50
DEERY, DEERY & DEERY, LLC	FY22 DEVELOPER REBATE	92,427.71
DEMCO INC.	PROCESSING SUPPLIES	115.40
DES MOINES PRINTING	BUSINESS CARDS	37.50
DES MOINES WATER WORKS	NOVEMBER 2021 STATEMENT	101,672.43

DINNER DELIGHTS	WINTERFEST	1,224.00
DIRECTV	NOVEMBER 2021 STATEMENT- PUBLIC WORKS	129.02
DOG WASTE DEPOT	DOG WASTE BAGS/TRASH CAN LINERS	357.80
EARL MAY SEED & NURSERY	WINTERFEST	173.79
ECO-CLEANING SERVICES	CARPET CLEANING	550.00
ELDER CORPORATION - CIP	PAY EST #7 - NW 2ND STREET PROJECT	459,395.29
ELECTRIC PUMP & TOOL INC	LIFT STATION REPAIR	329.95
EMERGENCY APPARATUS MAINTENANCE INC.	T915 REPAIR	1,734.08
EMPLOYEE BENEFIT SYSTEMS	JAN '22 HEALTH INSURANCE MONTHLY PREMIUM	176,210.16
ENERTECH	2021 PHONE SURVEY PRODUCTION	7,500.19
FAREWAY STORES, INC.	TEEN PROGRAM SUPPLIES	66.68
FARNSWORTH GROUP, INC	PUBLIC WORKS SITE EXPANSION PHASE 1	23,909.61
FASTENAL COMPANY	BATTERIES	24.93
FEDEX OFFICE	KETTLESTONE FLYER	112.00
FIRST CHOICE COFFEE SERVICES	COFFEE/PAPER PLATES/CUPS	295.39
FOREMOST PROMOTIONS	HOLIDAY ORNAMENTS	565.10
FOTH INFRASTRUCTURE & ENVIRONMENT LLC	GENERAL ENGINEERING SERVICES	33,721.23
GALL'S INC	SHIRTS/BADGES/EMBOIDERY- PETTIT	1,719.35
GATEHOUSE MEDIA IOWA HOLDINGS	NOVEMBER 2021 STATEMENT	5,695.82
GRAHAM TIRE OF DES MOINES	TIRES	901.70
GRIMES ASPHALT & PAVING	PAY EST #1 - 2021 ASPHALT OVERLAY IMPROVEMENTS	235,068.48
GROEBNER & ASSOCIATES INC	WG EHS PE45MIL YLW 2500	1,245.39
HAWKEYE TRUCK EQUIPMENT	PISTON STYLE ACTUATOR KIT	226.00
HEARTLAND CO-OP	NOVEMBER 2021 STATEMENT- GOLF COURSE	205.55
HILLYARD INC	PAPER TOWELS/TOILET PAPER SCHEDULED MAINTENANCE/OIL PUMP/NOZZLE/COUPLER	224.66
HOTSY CLEANING SYSTEMS INC.	DRISCO YELLOW STRIPE	382.76
INDUSTRIAL SALES COMPANY INC- WF INFOBASE	ONLINE RESOURCE FOR PATRONS	74,557.12
INFRASOURCE CONSTRUCTION, LLC	ASHLEY ACRES	998.00
INGRAM LIBRARY SERVICES	BOOKS	5,605.20
INTERSTATE ALL BATTERY CENTER	BATTERIES	2,444.26
IOWA DEPT OF PUBLIC SAFETY INTELLIGENCE BUREAU	ONLINE WARRANTS OCTOBER 2021- DECEMBER 2021	443.04
IOWA DEPT OF TRANSPORTATION	AGGREGATE TECHNICIAN CERTIFICATION- ROTH	978.00
IOWA IRRIGATION, CORP.	KETTLESTONE IRRIGATION PUMP CONVERSION	480.00
IOWA LEAGUE OF CITIES	2022 MAYOR'S ASSOCIATION DUES- CLARKE	59,829.71
IOWA ONE CALL	OCTOBER 2021 STATEMENT	30.00
IOWA SIGNAL INC	ASHWORTH & WARRIOR SCHOOL FLASHER	1,023.10
J & K CONTRACTING, LLC	PAY EST #5 - LITTLE WALNUT CREEK NORTH TRUNK SEWER	15,418.00
JERICO SERVICES INC	DUST CONTROL	286,985.00
JOHN'S TREE SERVICE, INC.	ASH TREE REMOVAL- CENTENNIAL	4,012.50
KARL CHEVROLET	21 CHEVY TAHOE 8439	5,400.00
KAY PARK-REC CORP	BENCHES FOR WESTOWN MEADOWS	120,668.77
KELLI POTTS FLANAGAN	THERMOSTAT REBATE	840.00
KIMBALL MIDWEST	SWIVEL HOSE ENDS	30.00
KING'S MATERIAL INC	SWINGS AT CENTENNIAL METERS	484.80
KOONS GAS MEASUREMENT		4,646.82
		772.72

LARSON CONSTRUCTION CO INC	PAY EST #14 - TRIUMPH PARK PROJECT	802,008.55
LIBERTY READY MIX	CONCRETE	4,310.00
LIFETIME ATHLETIC	WINTER TENNIS LESSONS SESSION 2	1,601.60
LOGAN CONTRACTORS SUPPLY INC	ROTARY HAMMER/BRUSHLESS KIT/WARNING FLAG/BATTERY	1,899.21
MACQUEEN EQUIPMENT	WATER PUMP REPAIR	1,468.63
MARK STUCHEL INC.	500LM USB-C RECH ANGULAR LITE	139.59
MARTIN MARIETTA AGGREGATE, INC.	ROAD STONE	749.09
MATHESON TRI-GAS INC	CYLINDERS	344.49
MENARDS	CHRISTMAS LIGHTS	89.97
MERCY CLINICS OCCUPATIONAL MEDICINE CLINIC	PRE-EMPLOYMENT PHYSICAL	961.00
MID AMERICAN ENERGY	LAUREL ST STOPLIGHTS WMIS #2860966	37,082.46
MOBOTREX, INC	TRAFFIC SIGNALS	12,164.00
MOLLY OLSON	GRAPHIC DESIGN WORK	175.00
MUNICIPAL SUPPLY INC.	METERS	7,735.85
MURPHY TRACTOR & EQUIPMENT	WINDOW/SEAL	418.27
NAPA AUTO PARTS STORE	BK 7 BLADE & 4 CONNECTOR	31.27
NATIONWIDE OFFICE CLEANERS LLC	CLEANING SERVICES- LIBRARY CAPRIAREADY/CAPIRA SELF CHECKOUT	2,039.43
OCLC INC	PAPER	2,600.00
OFFICE DEPOT	TOWELS/CUPS/MARKERS/COFFEE/FACE MASKS/LABELS	274.24
O'HALLORAN INTERNATIONAL INC.	TRUCK MAINTENANCE	2,269.54
ONE SOURCE	PRE-EMPLOYMENT BACKGROUND CHECK	45.00
OUTDOOR RECREATION PRODUCTS	MIRACLE LEAGUE HOMER SCULPTURE	12,500.00
PEAK DISTRIBUTING	HAND SCRUB/CARB&CHOKE CLEANER/BRAKE CLEANER	419.72
PITNEY BOWES	QUARTERLY LEASE OF DIGITAL MAILINGS	2,690.61
PLAYCORE WISCONSIN INC	REPLACEMENT PLAYGROUND PIECE	
PLUMB SUPPLY COMPANY	CENTENNIAL	6,490.75
Q3 CONTRACTING	COUPLINGS	228.58
RANGEMASTERS TRAINING CENTER	RETAINAGE - 2021 UNIV AVE PAVEMENT PATCHING PROJEC	7,449.66
RAY O'HERRON CO., INC.	AMMUNITION	31,139.80
ROCKMOUNT RESEARCH & ALLOYS, INC	SHIRTS-	
SHOTTENKIRK CHEVROLET-PONTIAC	GIBBS/KINNEY/JACKSON/QUINN	68.00
SIOUX SALES COMPANY	ZETA STRIP 2X12	1,306.76
SKOLD DOOR & FLOOR COMPANY INC	VEHICLE MAINTENANCE	552.49
SNYDER & ASSOCIATES INC	HOLSTER- BORICH + ONE EXTRA	337.25
SPLAW PROPERTIES, LLC	CHECKED TIMER ON DOOR	288.00
SRIXON	GENERAL ENGINEERING 2021-2022	15,877.51
STIVERS FORD	DECEMBER 2021 ANNEX LEASE	4,504.83
STOREY-KENWORTHY COMPANY	GOLF BALLS	297.48
STRYKER SALES CORPORATION	TAIL LIGHTS	605.03
STUDIO BEA DANCE	W2 AND 1099 ORDER	360.91
SUNFLOWER FINE ART LLC.	BATTERIES	2,276.32
TEAM SERVICES INC	FALL SESSIONS 1 & 2	739.20
THE VENTURE GROUP LLC	ART CLASSES	600.00
TINO BACKSEN	SE ASHWORTH RD CORRIDOR IMPROVEMENTS	6,025.46
TREASURER STATE OF IOWA	CLEANING SERVICES- PD	823.00
TREASURER STATE OF IOWA	FURNACE REBATE	75.00
TREASURER STATE OF IOWA	NOV '21 WATER EXCISE TAXES	23,158.87
	NOV '21 SEWER SALES TAXES	4,013.78
	NOV '21 GAS SALES TAXES	11,282.14

TREASURER STATE OF IOWA	NOV '21 GOLF COURSE SALES TAXES	608.76
TREASURER STATE OF IOWA	NOV '21 STORM WATER SALES TAXES	2,102.14
TRUCK EQUIPMENT INC	RUBBER BUMPER	6.10
UNIVERSAL PRINTING SERVICES	NOVEMBER 2021 STATEMENT INSERT	824.11
UNIVERSITY OF IOWA OFFICE OF THE STATE ARCHAEOLOGIST	PROGRAM SPEAKER	40.00
UPHDM OCCUPATIONAL MEDICINE	DRUG SCREENS	172.00
US CELLULAR	NOVEMBER 2021 STATEMENT	645.50
UTILITY SAFETY AND DESIGN INC.	10" PROJECT	61,478.58
VAN METER INDUSTRIAL INC	LIGHT BULBS- TRIANGLE	344.10
VEENSTRA & KIMM INC	NOVEMBER 2021 STATEMENT	49,459.64
WALLACE CENTERS OF IOWA	ADULT PROGRAM SPEAKER	540.00
WASTEWATER RECLAMATION AUTHORITY	JANUARY 2021 FEES	126,362.00
WAUKEE AERIAL, LLC	COMMUNITY PHOTO/VIDEO AERIAL SHOTS	380.00
WAUKEE CHAMBER OF COMMERCE	MEMBERSHIP RENEWAL FY22	15,000.00
WAUKEE HARDWARE & VARIETY	NOVEMBER 2021 STATEMENT- PARKS & REC	413.54
WAUKEE POWER EQUIPMENT	CHAIN SAW CHAINS	105.76
WD DESIGNS	STAFF SHIRTS	1,144.60
XENIA RURAL WATER DISTR	DECEMBER 2021 STATEMENT	276.44
*TOTAL*		\$5,005,700.55

PAYROLL 12/10/2021:

ABRAMOWITZ, LEVI	\$2,283.29
ADKINS, COREY	1,917.53
ADKISSON, JENNIFER	627.74
AHRENS, ELIZA	1,480.90
ALDRICH, SHAWN	2,336.17
ANDERSON, SARA	1,726.15
ARIAS, HECTOR	2,744.26
BAKER, RANDY	2,286.75
BASYE, JONATHA	1,564.89
BAUMAN, LISA	2,133.86
BECKNER, HALEY	1,504.70
BEDFORD, SAMANTHA	1,393.34
BERG, BROOKE	308.40
BORICH, CHELSEA	1,951.04
BOYLE, GAVIN	845.58
BROOKS, AMBER	355.57
BROWN, ANGALEA	1,528.28
BROWN, JENNIFER	2,445.55
BROWN, NATHAN	2,258.45
BRUENING, BENJAMIN	410.78
BRUNS, RACHEL	2,935.51
BURKHART, LINDA	4,409.46
BURKHART, MARK	810.61
CAMPBELL, SCOTT	3,342.27
CARPENTER, PAUL	1,912.64
CARROLL, JOSEPH	2,383.83
CHRISTENSEN, ABAGAIL	1,426.38
CICHOSKI, KELLI	2,172.77
CLAYTON, EMMA	11.62
CLEMEN, ANTHONY	2,279.66
COGGESHELL, LEE	1,982.80
CORKREAN, JENNIFER	2,586.25
COUGHLIN, RYANN	32.26
COUGHLIN, TONI	1,095.87

COX, BENJAMIN	139.47
CRAVEN, GAYLA	100.35
CRONE, ERIN	26.01
CROSS, JONATHAN	1,183.04
CUNNINGHAM, SCOTT	3,879.80
DANIEL, COLE	1,706.80
DEBOER, MELISSA	2,619.63
DEETS, BRADLY	4,738.27
DEZEEUW, DAVID	3,792.29
DODGE, JUSTIN	3,088.20
EDWARDS, DANAE	2,459.04
EVANS, SUMMER	3,099.31
FLUGGE-SMITH, JAMIE	2,220.40
FREDERICK, JUSTIN	2,620.15
FREDERICKSEN, BROCK	1,427.53
FROEHLICH, WILLIAM	775.30
FURRY, ALISSA	147.75
FYFE, JUSTIN	1,827.96
GARLICH, ELIZABETH	158.75
GAVIN, HALEY	740.35
GIBBS, AUSTIN	2,030.81
GIBSON IV, WILLIAM	1,847.48
GILCHRIST, NICHOLAS	1,670.15
GILMORE, JOANNA	798.19
GITZEN, ROBERT	3,765.68
GOINS, ANDREA	2,358.09
GROVE, BRIAN	229.49
GUESS, CHRISTOPHER	1,688.48
GUESS, KATHRYN	2,640.66
HANSON, LAURA	2,030.05
HEIMANN, RONALD	3,079.99
HENTGES, ERIC	2,220.87
HERRICK, ROBERT	3,396.86
HILGENBERG, ADAM	2,895.79
HOWELL, GABRIELLA	29.78
HUSTED, TROY	2,283.32
HUTTON, JOSHUA	2,325.48
JACKSON, COLE	2,085.54
JERMIER, MATTHEW	4,111.49
JOHNSON, WYATT	732.79
KAMMERER, EMMILY	295.00
KAPPOS, SARA	2,810.73
KASS, ANDREW	2,893.76
KASZINSKI, BRETT	376.65
KELLER, CHRISTOPHER	3,081.54
KICKBUSH, CHRISTOPHER	2,201.06
KINNEY, SCOTT	2,765.35
KLEINWOLTERINK, COLE	1,913.06
KLEVER, JUDY	1,424.29
KNEPPER, AARON	222.87
KOESTER, RUDY	3,685.43
KREFT, ALEXUS	316.48
KUHLMAN, TERESA	19.40
LARSON, KENNETH	385.13
LARSON, KRISTINE	3,498.51
LAUGHRIDGE, DANIEL	2,294.09
LE, SON	3,391.22
LEMKE, NEIL	2,360.86



LEVSEN, BRYAN	2,635.56
LINDSAY, MICHELLE	2,072.06
LONG, JEREMY	3,828.63
LYNCH, JEREMY	1,554.29
MAGNUSSEN, JACK	356.99
MANNING, JOSHUA	2,915.63
MAREAN, JOSHUA	1,647.79
MAREK, JAMES	1,987.73
MCCAY, BRENDA	204.73
MCCOY, CARA	494.83
MEEKER, BRYCE	2,437.46
MELLENBAMP, JEFFREY	3,785.69
METTEE, WILLIAM	1,884.01
MINAR, VANESSA	1,182.52
MINIKUS, JOSHUA	2,773.57
MOERMAN, TIMOTHY	5,070.15
MORRIS, ASHLEY	1,616.13
MURRA, BRIAN	3,508.99
NELSON, DAVID	1,468.44
NEWBURY, NICHOLAS	1,804.99
NICHOLS, ANDREW	1,813.20
OLDHAM, JAMES	1,924.00
OLSASKY, JOHN	475.03
OSBORN, RYAN	338.02
OSBORN, SARAH	1,887.27
OSTRING, KATHLEEN	3,370.36
PARISH, TONJA	2,288.16
PATTERSON, KEVIN	1,508.19
PAYNE, THOMAS	1,636.98
PERKINS, JACOB	1,923.72
PETTIT, BRANDON	3,316.83
PIZINGER, JAMES	1,668.09
PORTER, NICKOLAS	665.82
PURVIS, KATHRYN	1,846.09
QUAM, BRADLEY	1,536.58
QUICK, TIMOTHY	283.71
QUINN, JOHN	4,332.26
RASH, RONALD	2,844.76
RICHARDSON, DACE	1,766.31
RICHARDSON, ELIZABETH	2,872.13
ROBBINS, CORBY	2,179.93
ROBINSON, CLINT	4,415.28
ROBINSON, NATHANIEL	520.27
ROTH, TITO	1,462.65
ROTSCHAFFER, CARMEN	1,462.65
ROYER, TIMOTHY	4,538.50
SAENGKIO, DONNY	2,123.51
SAGER, AARON	204.05
SCHAUFENBUDEL, KARI	1,070.25
SCHETTLER, RODNEY	3,899.76
SCHUETT, REBECCA	3,530.96
SCHULTZ, JEFFREY	2,161.58
SEDDON, JOSH	2,399.38
SEELY, AUSTEN	431.58
SHAFFER, CHET	204.05
SMITH, BLAKE	1,648.04
SNOW, SUSAN	105.42
SPOSETO, MACKENZIE	3,349.49

STEINKE, KURT	1,123.64
STEPHENS, CLINT	210.76
STEWARD, ERIC	2,817.10
STIFEL, DALTON	2,383.99
STONE, GREGORY	43.63
STOTZ, MELISSA	654.12
SULLIVAN, RYAN	531.13
TAYLOR, CHRISTINA	128.99
THAYER, CHANDLER	2,366.12
TOWNSEND, MCKENNA	2,845.14
TRUMAN, GRAHAM	166.41
TYSDAL, THOMAS	3,573.61
VANDEKAMP, JOSHUA	2,903.95
VENTO, NICHOLAS	461.67
VOEGTLE, TIMOTHY	2,462.23
WASKE, CHARLES	2,539.46
WERTS, DANIEL	2,958.79
WESTON STOLL, KERI	2,301.89
WHITE, JASON	1,755.10
WHITHAM JOHNSON, JENNIFER	571.91
WIGGINS, MATHEW	3,171.22
WILLIAMS, SUSAN	2,299.27
WINTERS, TROY	3,284.64
WISE, NATHAN	3,776.38
WOOD, DANIEL	1,627.37
YOUNG, JOHNATHAN	2,224.93
YOUSO, ANTHONY	1,493.77
*TOTAL*	\$340,304.25

- B. Consideration of approval of City Council Minutes of 12/06/2021 Regular Meeting, 12/13/2021 Work Session
- C. Consideration of approval of receipt and file of 11/30/2021 correspondence from Mediacom regarding programming changes and rate adjustments
- D. Consideration of approval of a resolution approving seasonal job descriptions and pay grades [Site Supervisor, Field Crew Lead, Field Crew, Lead Concession Attendant, Concession Attendant and Sugar Creek Municipal Golf Course Intern] (Resolution #2021-509)
- E. Consideration of approval of a resolution approving Limited Part Time/Seasonal/Intern Compensation Plan (Resolution #2021-510)
- F. Consideration of approval of a resolution authorizing an increase to the "Trade Time for Fitness" employee benefit program (Resolution #2021-511)
- G. Consideration of approval of a resolution approving City of Waukee Amended Employee Handbook, Revision No. 1 (Resolution #2021-512)
- H. Consideration of approval of a resolution approving Amendment No. 1 to Policy for the Expenditure of Funds in Recognition and Support of Employees, Elected Officials and Volunteers (Resolution #2021-513)
- I. Liquor License Applications, Renewals:
  - 1. Consideration of approval of 12-month Class E Liquor License for RAYA, LLC, d/b/a Waukee Liquor & Food Mart [763 SE Alice's Road]
  - 2. Consideration of approval of a Fiscal Year 2022 Iowa Retail Permit Application for Cigarette/Tobacco/ Nicotine/Vapor for RAYA, LLC, d/b/a Waukee Liquor & Food Mart [763 SE Alice's Road]
  - 3. Consideration of approval of Ownership Update and renewal of 12-month Class E Liquor License with Class C Beer Permit and Class B Wine Permit privileges for Casey's Marketing Company, d/b/a Casey's General Store #3640 [870 NE Alice's Road]
- J. Contracts, Agreements:
  - 1. Consideration of approval of resolution approving License Agreement with foreUp and Golf Compete, Inc., for services at Sugar Creek Municipal Golf Course (Resolution #2021-514)
  - 2. Consideration of approval of a resolution approving Agreement for Professional Consulting Services with Hotel R&D, LLC [Hotel Feasibility Study] (Resolution #2021-515)

3. Consideration of approval of a resolution approving Agreement for Professional Consulting Services with Snyder & Associates, Inc. [Grand Prairie Parkway and SE Tallgrass Lane Traffic Signals Project] (Resolution #2021-516)
  4. Consideration of approval of a resolution approving Professional Consulting Services Amendment No. 2 with Calhoun-Burns and Associates, Inc. [Broderick Pond Reconstruction Project, Douglas Pkwy. Bridge and Recreation Trail Underpass] (Resolution #2021-517)
  5. Consideration of approval of a resolution approving contract and bond [NW Douglas Parkway Culvert and Pond Improvements Project] (Resolution #2021-518)
- K. Change Orders, Payment Estimates, Acceptance of Public Improvements, Releases of Retainage:
1. Consideration of approval of Payment Estimate No. 2 to Concrete Connection, LLC, for the Sugar Creek Park Project in the amount of \$147,276.60
  2. Consideration of approval of Payment Estimate No. 14 to Larson Construction Company, Inc., for the Triumph Park Project in the amount of \$771,272.95
  3. Consideration of approval of Payment Estimate No. 4 to Larson Construction Company, Inc., for the Triumph Park Fishing Pier Project in the amount of \$30,735.60
  4. Consideration of approval of Change Order No. 1 to Grimes Asphalt and Paving Corporation for the 2021 Asphalt Overlay Improvements Project increasing the contract in the amount of \$7,547.44
  5. Consideration of approval of Payment Estimate No. 1 to Grimes Asphalt and Paving Corporation for the 2021 Asphalt Overlay Improvements Project in the amount of \$235,068.48
  6. Consideration of approval of Payment Estimate No. 4 to Concrete Technologies, Inc., for the Ute Avenue and Ashworth Road Intersection Project in the amount of \$196,001.77
  7. Consideration of approval of Payment Estimate No. 11 to Concrete Technologies, Inc., for the Warrior Lane Improvements Phase 1 Project in the amount of \$274,960.50
  8. Consideration of approval of Payment Estimate No. 6 to Elder Corporation for the NW Douglas Parkway Construction Project, NW 10<sup>th</sup> Street to NW 2<sup>nd</sup> Street, in the amount of \$83,234.07
  9. Consideration of approval of Payment Estimate No. 7 to Elder Corporation for the NW 2<sup>nd</sup> Street Construction Project, NW Venture Drive to NW Douglas Parkway, in the amount of \$376,161.22
  10. Consideration of approval of Payment Estimate No. 8 to Alliance Construction Group, LLC, for the SE Ashworth Road Corridor Improvement Project, SE Parkview Crossing Drive to SE Glacier Trail, in the amount of \$229,630.27
  11. Consideration of approval of Payment Estimate No. 5 to J&K Contracting, LLC, for the Little Walnut Creek North Trunk Sewer Extension Phase 2 Project in the amount of \$247,131.89
  12. Consideration of approval of Change Order No. 1 to Busy Bee Construction, LLC, for the Transite Water Main Replacement Phase 2 Project increasing the contract in the amount of \$8,000.00
  13. Consideration of approval of Payment Estimate No. 3 to Busy Bee Construction, LLC, for the Transite Water Main Replacement Phase 2 Project in the amount of \$127,365.25
  14. Consideration of approval of Payment Estimate No. 4 to C.L. Carroll Co., Inc., for the 2021 Well Rehabilitation Phase 2 Project in the amount of \$171,000.00
  15. Consideration of approval of a resolution accepting public improvements [Ashworth Acres Plat 3] (Resolution #2021-519)
  16. Consideration of approval of a resolution accepting public improvements [Hamilton Ridge Plat 2] (Resolution #2021-520)
  17. Consideration of approval of a resolution accepting public improvements [Hamilton Ridge Plat 3] (Resolution #2021-521)
  18. Consideration of approval of release of retainage to Q3 Contracting, Inc., for the 2021 University Avenue Pavement Patching Project in the amount of \$7,449.66
  19. Consideration of approval of release of retainage to J&K Contracting, LLC, for the Southwest Area Trunk Sewer Extension Phase 2 Project in the amount of \$39,853.11
- L. Fixing Dates for Public Hearings:
1. Consideration of approval of a motion setting January 3, 2022, as the date of public hearing on a Lease Agreement [Finn & Laughlin Family Dentistry]
  2. Consideration of approval of a motion setting January 17, 2022, as the date of public hearing on an ordinance to amend Chapter 169, Zoning Ordinance, City of Waukee, Iowa, by rezoning certain property from R-3 [Multi-Family Residential District] to R-4 [Row Dwelling and Townhome Dwelling District] [Prairie Village Townhomes Plat 1]
- 2) Consent Agenda Part 2:** Council Member Sinclair moved to approve Consent Agenda Part 2; seconded by Council Member Crone. Council Member Bottenberg stated that he would abstain from voting due to a professional conflict of interest. Results of vote: Ayes: Crone, Pierce, Sinclair. Nays: None. Abstentions: Bottenberg (professional conflict of interest). Absent: Lyon. Motion carried 3 – 0 – 1 – 1.

- A. Consideration of approval of a resolution approving Lease, Business Property between Waukee Community School District and City of Waukee, Iowa [Materials Storage] (Resolution #2021-522)
- B. Consideration of approval of a resolution fixing date for a public hearing on the proposal to enter into a Second Amended and Restated Agreement for Private Development with The Quarter at Waukee, LLC, and Waukee Prairie Apartments, LLC (Resolution #2021-523)
- 3) **Ordinance: *Consideration of approval of an ordinance to amend Chapter 6, City Elections, by repealing Section 6.07, Voting Precincts, and enacting new election precincts as specified [second, third (final) readings]*** – Council Member Sinclair moved to approve the second reading of the ordinance in title only, waive the third reading, and place the ordinance on final passage; seconded by Council Member Bottenberg. Assistant City Administrator Deets reviewed the proposed precincts and requested the waiver of the third reading due to timing considerations in meeting state requirements. Results of vote: Ayes: Bottenberg, Crone, Pierce, Sinclair. Nays: None. Absent: Lyon. Motion carried 4 – 0 – 1. (Ordinance #3014)
- 4) **Ordinance: *Consideration of approval of an ordinance to amend Chapter 68, Parking Regulations, City of Waukee, Iowa, by amending Section 68.09, No Parking Zones [second, third (final) readings]*** – Council Member Crone moved to approve the second reading of the ordinance in title only, waive the third reading, and place the ordinance on final passage; seconded by Council Member Bottenberg. Public Works Director/City Engineer Koester briefly reviewed the proposed parking modifications. Mayor Clarke asked when the ordinance would go into effect and if impacted residents would be informed of the changes; Mr. Koester replied that the ordinance is in effect following publication and that letters would be mailed to abutting property owners. Results of vote: Ayes: Bottenberg, Crone, Pierce, Sinclair. Nays: None. Absent: Lyon. Motion carried 4 – 0 – 1. (Ordinance #3015)
- 5) **Ordinance: *Consideration of approval of an ordinance to amend Chapter 169, Zoning Ordinance, City of Waukee, Iowa, by rezoning certain property from A-1 to K-MF Stacked Med and K-MF Stacked High, a property known as ARAC, LLC [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 Sinclair. Results of vote: Ayes: Bottenberg, Crone, Pierce, Sinclair. Nays: None. Absent: Lyon. Motion carried 4 – 0 – 1. (Ordinance #3016)
- 6) **Resolution: *Consideration of approval of a resolution approving Agreement for Professional Consulting Services with Veenstra & Kimm, Inc. [3<sup>rd</sup> Street Elevated Storage Tank Replacement Project]*** – Council Member Sinclair moved to approve the resolution; seconded by Council Member Crone. Public Works Director/City Engineer Koester reviewed the proposed project, bid timeline and construction schedule. Results of vote: Ayes: Bottenberg, Crone, Pierce, Sinclair. Nays: None. Absent: Lyon. Motion carried 4 – 0 – 1. (Resolution #2021-524)
- 7) **Resolution: *Consideration of approval of a resolution approving Agreement for Professional Consulting Services with OPN Architects [Public Safety Facility Project, Architectural Services]*** – Council Member Crone moved to approve the resolution; seconded by Council Member Sinclair. Assistant City Administrator Deets discussed the selection process for planning and preliminary design of the Public Safety Facility, noting that an additional contract for the final design would be considered pending satisfactory completion of the concept design. Council Member Bottenberg asked if the City had experience using OPN Architects; Mr. Deets noted a current project in Waukee on which they were contracted, as well as some larger projects in other metro communities. Mr. Deets then reviewed the next steps in the process related to the preliminary design. Results of vote: Ayes: Bottenberg, Crone, Pierce, Sinclair. Nays: None. Absent: Lyon. Motion carried 4 – 0 – 1. (Resolution #2021-525)
- 8) **Resolution: *Consideration of approval of a resolution approving Agreement for Professional Consulting Services with Sidekick Development, LLC [Public Safety Facility Project, Owner’s Representation]*** – Council Member Sinclair moved to approve the resolution; seconded by Council Member Crone. (Council Member Pierce began in-

person participation at 6:01 p.m.) Assistant City Administrator Deets reviewed the scope of work and associated fees. Results of vote: Ayes: Bottenberg, Crone, Pierce, Sinclair. Nays: None. Absent: Lyon. Motion carried 4 – 0 – 1. (Resolution #2021-526)

- 9) **Resolution: Consideration of approval of a resolution approving Offer to Buy Real Estate and Acceptance (Nonresidential) [Prairie Rose Waukee, LLC]** – Council Member Crone moved to approve the resolution; seconded by Council Member Sinclair. Assistant City Administrator Deets noted a council priority to create affordable housing options in Waukee. As such, City staff analyzed sites within the community and negotiated the proposed purchase agreement. The purchase has a March 1 closing date and is subject to property appraisal. Results of vote: Ayes: Bottenberg, Crone, Pierce, Sinclair. Nays: None. Absent: Lyon. Motion carried 4 – 0 – 1. (Resolution #2021-527)
- 10) **Resolution: Consideration of approval of a resolution approving Agreement for Professional Consulting Services with Snyder & Associates, Inc. [Douglas Parkway Grade, Partial Pave and Joint Utility Trench Project]** – Council Member Crone moved to approve the resolution; seconded by Council Member Sinclair. Public Works Director/City Engineer Koester briefly reviewed the project scope, budget and construction schedule. Results of vote: Ayes: Bottenberg, Crone, Pierce, Sinclair. Nays: None. Absent: Lyon. Motion carried 4 – 0 – 1. (Resolution #2021-528)
- 11) **Resolution: Consideration of approval of a resolution approving Agreement for Professional Consulting Services with Snyder & Associates, Inc. [NW Douglas Parkway & NW 10<sup>th</sup> Street Traffic Signal Project and NW Douglas Parkway & N Warrior Lane Traffic Signal Project]** – Council Member Pierce moved to approve the resolution; seconded by Council Member Crone. (Council Member Lyon arrived at 6:10 p.m.) Public Works Director/City Engineer Koester briefly reviewed the project scope, budget and construction schedule. Results of vote: Ayes: Bottenberg, Crone, Lyon, Pierce, Sinclair. Nays: None. Motion carried 5 – 0. (Resolution #2021-529)
- 12) **Resolution: Consideration of approval of a resolution approving City of Waukee Safe Routes to School Guide** – Council Member Bottenberg moved to approve the resolution; seconded by Council Member Sinclair. Public Works Director/City Engineer Koester reviewed guide highlights, ongoing efforts and next steps. Council Member Crone asked if the newly-opened NW 2<sup>nd</sup> St. extension was working well; Mr. Koester replied in the affirmative. Mayor Clarke asked how elected officials would be informed when future route gaps are discovered; Mr. Koester answered that they would be brought forward during Capital Improvement Project (CIP) planning. Mayor Clarke then asked about the timing for the next steps; Mr. Koester stated that the initial committee would be established within six months. Results of vote: Ayes: Bottenberg, Crone, Lyon, Pierce, Sinclair. Nays: None. Motion carried 5 – 0. (Resolution #2021-530)
- 13) **Resolution: Consideration of approval of a resolution of support for Des Moines International Airport Terminal Project** – Council Member Lyon moved to approve the resolution; seconded by Council Member Crone. City Administrator Moerman reviewed the Des Moines International Airport Authority request, recommending a \$722,670.00 contribution toward the project. Council Member Bottenberg stated that he would abstain from voting due to a professional conflict of interest. Results of vote: Ayes: Crone, Lyon, Pierce, Sinclair. Nays: None. Abstentions: Bottenberg (professional conflict of interest). Motion carried 4 – 0 – 1. (Resolution #2021-531)

**(J) Reports** – Reports made by City Administrator Moerman; City Attorney Brick; Council Members Lyon, Sinclair.

Council Member Bottenberg moved to adjourn; seconded by Council Member Lyon. Ayes: All. Nays: None. Motion carried 5 – 0.

Meeting Adjourned at 6:23 p.m.

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Courtney Clarke, Mayor

Attest:

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Rebecca D. Schuett, City Clerk