

**WAUKEE CITY COUNCIL MINUTES**  
**SPECIAL MEETING**  
**January 11, 2021**

***\*Due to public health concerns and guidance, in accordance with Iowa Code Sections 21.4(1)(b) and 21.8, this meeting of the Waukee City Council was conducted electronically as holding the meeting in person was impossible or impractical.***

- A. Call to Order** – The special meeting of the Waukee City Council was called to order by Mayor Clarke at 5:32 p.m. at Waukee City Hall, 230 W. Hickman Rd. and electronically via Zoom pursuant to the electronic meeting provisions of Iowa Code Sections 21.4(1)(b) and 21.8.
- B. Roll Call** – The following members were present: Mayor Courtney Clarke; Council Members R. Charles Bottenberg (electronically), Chris Crone (electronically), Larry R. Lyon (electronically), Ben Sinclair. Absent: Council Member Anna Bergman.

Also in attendance: City Administrator Tim Moerman, Development Services Director Brad Deets, Public Works Director/City Engineer Rudy Koester (electronically), Parks & Recreation Director Matt Jermier (electronically), Finance Director Linda Burkhart (electronically), IT Director Son Le (electronically), Human Resources Director Michelle Lindsay (electronically), Fire Chief Clint Robinson (electronically), Police Lt. Scott Cunningham, City Clerk Rebecca D. Schuett.

- C. Agenda Approval** – Council Member Sinclair moved to approve the agenda; seconded by Council Member Crone. Results of vote: Ayes: Bottenberg, Crone, Lyon, Sinclair. Nays: None. Absent: Bergman. Motion carried 4 – 0 – 1.
- D. Action Items:**
- 1) Consent Agenda** – Council Member Lyon moved to approve the Consent Agenda; seconded by Council Member Sinclair. Results of vote: Ayes: Bottenberg, Crone, Lyon, Sinclair. Nays: None. Absent: Bergman. Motion carried 4 – 0 – 1.
    - A. Consideration of approval of a resolution approving City of Waukee Financial Policy – Purchasing Policy (Resolution #2021-005)
    - B. Consideration of approval of a motion setting February 1, 2021, as the date of public hearing on an ordinance to amend Chapter 169, Zoning Ordinance, City of Waukee, Iowa, by rezoning certain property from A-1 [Agricultural District], R-2 [One and Two Family Residential District] and C-1 [Community and Highway Service Commercial District] to K-MF Rowhouse [Kettlestone Multi-Family Rowhouse District], K-MF-Stacked Med [Kettlestone Multi-Family Stacked Medium District], K-MF-Stacked High [Kettlestone Multi-Family Stacked High District], K-RC [Kettlestone Retail Community District], K-OF [Kettlestone Office District] and COS [Conservation and Open Space District] (Lolowau Love Properties)
- E. Work Session:**
- 1) FY2020-2021 Strategic Plan: Economic development strategy** – City Administrator Moerman and Development Services Director Deets reviewed a proposed strategy, including marketing plans.
  - 2) FY2022 City contributions to non-profit organizations** – City Administrator Moerman provided a brief update on the status of agreements with those organizations to receive funding.
  - 3) Interior storage ordinance discussion** – Development Services Director Deets reviewed some proposed ordinance language and gave examples of similar storage facilities in other communities.
  - 4) Residential lot size discussion** – Development Services Director Deets noted that some developers have approached City staff about allowing smaller residential lots in new plats. Mr. Deets noted the current number of smaller lots in the community, recommending that only a certain percentage of lots within a new subdivision be considered for smaller lot development. After some discussion regarding the need for diversified housing in an overall community context, the council agreed with the staff recommendation.
  - 5) Land use plan modification** – Development Services Director Deets reviewed a request for a land use plan amendment for future commercial development near the intersection of N. Warrior Ln./NW Meredith Dr.
  - 6) Annexation moratorium update** – Development Services Director Deets reviewed existing moratoriums with surrounding communities.

- 7) **Triumph Park change order discussion** – Parks & Recreation Director Jermier discussed components within a proposed project change order, as well as the overall project budget and contingency fund.
- 8) **ADA Sidewalk Improvements Project** – Public Works Director/City Engineer Koester reviewed the project, budget and construction schedule.
- 9) **Transite Water Main Improvements Phase II Project** – Public Works Director/City Engineer Koester reviewed the project, budget and construction schedule.
- 10) **On-call right-of-way services agreement** – Public Works Director/City Engineer Koester reviewed the basic services proposed within the proposed agreement.
- 11) **APEX partnership: engineering and construction** – Development Services Director Deets discussed a potential educational collaboration.

**F. Council Liaison Reports** – Report made by Council Member Sinclair.

**G. Comments**

Council Member Bottenberg moved to adjourn; seconded by Council Member Sinclair. Ayes: All. Nays: None. Motion carried 4 – 0.  
Meeting Adjourned at 7:20 p.m.

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Courtney Clarke, Mayor

Attest:

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Rebecca D. Schuett, City Clerk