

**WAUKEE CITY COUNCIL MINUTES**  
**SPECIAL MEETING**  
**January 30, 2023**

- A. Call to Order** – The special meeting of the Waukee City Council was called to order by Mayor Clarke at 5:30 p.m. at Waukee City Hall, 230 W. Hickman Rd.
- B. Roll Call** – The following members were present: Mayor Courtney Clarke; Council Members R. Charles Bottenberg, Chris Crone, Larry R. Lyon (electronically), Anna Bergman Pierce, Ben Sinclair. Absent: None.

Also in attendance: City Administrator Brad Deets, Assistant City Administrator Nick Osborne, Finance Director Linda Burkhart, Accounting Manager Rachel Bruns, Community Development Director Andy Kass, Public Works Director/City Engineer Rudy Koester, Parks & Recreation Director Matt Jermier, Human Resources Director Michelle Lindsay, Library Director Kristine Larson, IT Director Son Le, Director of Marketing & Communications Heather Behrens, Fire Chief Clint Robinson, Fire Lt. Tony Clemen, Police Chief Chad McCluskey, City Clerk Rebecca D. Schuett.

- C. Agenda Approval** – Council Member Crone moved to approve the agenda; seconded by Council Member Sinclair. Results of vote: Ayes: Bottenberg, Crone, Lyon, Pierce, Sinclair. Nays: None. Motion carried 5 – 0.
- D. Action Items:**
- 1) Consent Agenda** – Council Member Sinclair moved to approve the Consent Agenda; seconded by Council Member Bottenberg. Results of vote: Ayes: Bottenberg, Crone, Lyon, Pierce, Sinclair. Nays: None. Motion carried 5 – 0.
    - A. Consideration of approval of a Fiscal Year 2023 Iowa Retail Permit Application for Cigarette/Tobacco/Nicotine/Vapor for SJ, LLC, d/b/a Star Liquor Tobacco & Vape [23 NE Carefree Lane], pending State of Iowa review
    - B. Consideration of approval of a resolution approving Satisfaction of Developer’s Agreement for SE Kettlestone Boulevard Extension Project [Oakleaf Properties, LC; AP GPP, LC; Knapp Properties, LC] (Resolution #2023-044)
    - C. Consideration of approval of a motion setting February 21, 2023, as the date of public hearing on a proposed property tax levy pursuant to Iowa Code 384.15A
- E. Work Session:**
- 1) FY2022-2023 Strategic Plan: Affordable Housing Project update** – Assistant City Administrator Osborne reviewed the project location and process to date. He then summarized the Northpointe development proposal, reviewed low income housing tax credits and other possible funding sources, and discussed rent affordability. He then reviewed future council considerations related to the project, as well as the potential timeline moving forward.
  - 2) Proposed FY2024 Budget: Enterprise, General** – City Administrator Deets reviewed the budget approval schedule and council directives. Matt Stoffel with PFM Financial Advisors, LLC, discussed utility funds, recommending increases in water, wastewater and storm water rates, and a reduction in solid waste rates. City Administrator Deets, Finance Director Burkhart and department directors then reviewed projected fund balances, capital equipment recommendations, the general fund, tax levy comparisons, projected revenues and expenditures, staffing recommendations and contractual services funding. There was much discussion on the general fund levy, with the council agreeing to keep the levy at its current rate due to uncertainty with potential state legislation that could impact cities.

**F. Comments**

Council Member Bottenberg moved to adjourn; seconded by Council Member Sinclair. Ayes: All. Nays: None. Motion carried 5 – 0.  
Meeting Adjourned at 8:15 p.m.

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Courtney Clarke, Mayor

Attest:

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Rebecca D. Schuett, City Clerk