

**WAUKEE CITY COUNCIL MINUTES
SPECIAL MEETING
March 8, 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 5:30 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 Anna Bergman (electronically), R. Charles Bottenberg (electronically), Chris Crone (electronically), Larry R. Lyon (electronically), Ben Sinclair. Absent: None. (Mayor Clarke left the meeting at 7:00 p.m.; Council Member Bottenberg then presided over the remainder of the meeting as Mayor Pro Tem.)

Also in attendance: City Administrator Tim Moerman, Development Services Director Brad Deets, Senior Planner Andy Kass (electronically), Planner II Melissa DeBoer (electronically), 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), Marketing & Communications Director Summer Evans (electronically), Fire Chief Clint Robinson (electronically), City Clerk Rebecca D. Schuett.

- C. Agenda Approval** – Council Member Sinclair moved to approve the agenda, moving item E9 to immediately follow item E2; seconded by Council Member Crone. Results of vote: Ayes: Bergman, Bottenberg, Crone, Lyon, Sinclair. Nays: None. Motion carried 5 – 0.
- D. Action Items:**
- 1) Resolution: *Consideration of approval of a resolution awarding contract [Southwest Area Trunk Sewer Extension Phase 2 Project]*** – Council Member Sinclair moved to approve the resolution; seconded by Council Member Crone. Public Works Director/City Engineer Koester reviewed the bid tabulation, stating that low bidder Evolution Contracting had submitted a letter withdrawing their bid. City staff recommends award to next lowest bidder J&K Contracting of Urbandale, IA. Results of vote: Ayes: Bergman, Bottenberg, Crone, Lyon, Sinclair. Nays: None. Motion carried 5 – 0. (Resolution #2021-090)
 - 2) Resolution: *Consideration of approval of a resolution approving Purchase Agreement and Easements [Benjamin P. Holthaus and Wanda Lyons Holthaus]*** – Council Member Crone moved to approve the resolution; seconded by Council Member Lyon. Public Works Director/City Engineer Koester briefly reviewed the purchase price, adding that the agreement was reached prior to condemnation hearing. Results of vote: Ayes: Bergman, Bottenberg, Crone, Lyon, Sinclair. Nays: None. Motion carried 5 – 0. (Resolution #2021-091)
- E. Work Session:**
- 1) Market analysis review** – Presentation made by Ted Kamp and David Greensfelder with Leland Consulting Group (both participating electronically).
 - 2) Great Outdoors Foundation on Central Iowa Water Trails** – Presentation made by Nikki Syverson with the Great Outdoors Foundation (participating electronically).
 - 3) DART Survey** – Mayor Clarke stated that DART, in an effort to collect new data to enhance services and amend their funding formula, has asked Waukee to take part in a survey collection group. After much discussion on the matter, the council agreed that Waukee would be better served with the City conducting its own local survey. (Mayor Clarke left the meeting at 7:00 p.m.; Council Member Bottenberg then presided over the remainder of the meeting as Mayor Pro Tem.)
 - 4) Timberline School traffic signal study** – Public Works Director/City Engineer Koester stated that a warrant study was currently underway, the Waukee Community School District is agreeable to a 50/50 cost share for a traffic signal, and temporary signals will be installed August 2021 in advance of permanent signal installation at a future date.

- 5) **Triumph Park Fishing Pier update** – Parks & Recreation Director Jermier noted that the Waukee Betterment Foundation would pay for all of the costs associated with the construction of the fishing pier. Agreements between the City, Waukee Betterment Foundation and Larson Construction addressing the funding and construction of the pier would be presented to the council for consideration at a future date.
- 6) **Council Chambers Upgrades Phase 2** – IT Director Le discussed the planned A/V upgrades and their associated costs.
- 7) **FY2020-2021 Strategic Plan: Access control for Public Works Facility** – IT Director Le stated the need for integration of the Public Works Facility access control with that used in other City facilities, then reviewed associated costs.
- 8) **City facility reopening schedule** – City Administrator Moerman asked for guidance from council as to when to reopen City Hall and hold council meetings in person again. After much discussion, City staff will work toward May 17 for reopening but will revisit the matter nearer that date.
- 9) **Recyclable collection processing** – Council Member Lyon expressed concern that too many recyclable materials are instead ending up in landfills, noting that the recycling market is no longer profitable for waste haulers, and asked if there was any council support for enhanced recycling initiatives that would decrease the use of materials that might end up in a landfill. Council Member Sinclair also wondered where recyclable materials are sent if the industry is no longer profitable, asking if the City should do more promotion on what can and can't be recycled. Council Members Crone and Bottenberg spoke in favor of a social media campaign on recycling. City Administrator Moerman suggested that a Metro Waste Authority representative present on recycling at a future work session.

F. Council Liaison Reports

- G. Comments** – City Administrator Moerman complimented the Utility Billing Department on their recent response to customers with billing concerns.

Council Member Lyon moved to adjourn; seconded by Council Member Crone. Ayes: All. Nays: None.

Motion carried 5 – 0.

Meeting Adjourned at 7:51 p.m.

Courtney Clarke, Mayor

Attest:

Rebecca D. Schuett, City Clerk