

**WAUKEE CITY COUNCIL MINUTES**  
**SPECIAL MEETING**  
**March 27, 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 (electronically), 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, Community Development Director Andy Kass, Director of Economic Development Jennifer Brown, Public Works Director/City Engineer Rudy Koester, Parks & Recreation Director Matt Jermier, Assistant Parks & Recreation Director Josh VandeKamp, Director of Marketing & Communications Heather Behrens, Police Chief Chad McCluskey, City Clerk Rebecca D. Schuett.

- C. Agenda Approval** – Council Member Bottenberg 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) **Resolution: Consideration of approval of a resolution of support for City of Waukee application for Iowa League of Cities All-Star Community Award** – Council Member Pierce moved to approve the resolution; seconded by Council Member Sinclair. Director of Marketing & Communications Behrens briefly reviewed the award program. Results of vote: Ayes: Bottenberg, Crone, Lyon, Pierce, Sinclair. Nays: None. Motion carried 5 – 0. (Resolution #2023-118)

**E. Work Session:**

- 1) **Affordable Housing Project update** – Assistant City Administrator Osborne discussed the need for amendments to the previously approved agreements with Northpointe Development II Corporation in order to comply with state LIHTC requirements. Through a partnership with Habitat for Humanity, Northpointe will develop fewer units than initially planned while Habitat will construct 14 owner-occupied townhome units. There will be separate agreements with Habitat for future council consideration. Mr. Osborne then reviewed an updated development concept plan.
- 2) **FY2022-2023 Strategic Plan: Aquatic Facility needs assessment and feasibility report** – Lauren Ozburn and Jeff Bartley with Waters Edge Aquatic Design presented a market analysis, including existing aquatic facilities within a 10-mile radius of Waukee. Ms. Ozburn reviewed aquatic center trends such as space efficiencies, flexibility in use of space, inclusivity, moving water, signature features and periphery spaces. She also presented four possible sizing options and related costs with either a local or regional focus. City Administrator Deets then discussed upcoming projects in the current Capital Improvement Program and the City's general obligation debt capacity. There was much discussion by council on the matter, with a general consensus to add an aquatic center to Year Five in the CIP plan.
- 3) **FY2022-2023 Strategic Plan: Five-Year Trail Development Plan direction and funding strategy** – Parks & Recreation Director Jermier reviewed the trails noted in the approved Trails Master Plan and the estimated installation dates of those trails.
- 4) **FY2022-2023 Strategic Plan: Existing Business Retention Action Plan review** – Director of Economic Development Brown discussed the economic profile, purpose, short-term and long-term goals, program and action plan.
- 5) **Downtown Action Plan update** – Director of Economic Development Brown highlighted some of the themes that resulted from the downtown assessment and updated the council on possible plans for implementation, such as signage updates, traffic studies, clean-up and maintenance, and collaboration with stakeholders.
- 6) **FY2022-2023 Strategic Plan: Environmental Sustainability Assessment review** – Assistant City Administrator Osborne briefly reviewed current practices, next steps and potential initiatives.
- 7) **3rd Street Elevated Storage Tank Replacement Project update** – Public Works Director/City Engineer Koester presented storage tank options, color schemes and lighting options.

- 8) **FY2022-2023 Strategic Plan: Organization Connection Plan** – City Administrator Deets discussed plan goals to build culture and trust, develop leadership team/employee relationships and create employee engagement opportunities. He also presented some ideas for department-specific and organization-wide events and programs.
- 9) **Parking regulations on public streets** – Police Chief McCluskey reviewed proposed ordinance changes.

**F. Council Liaison Reports**

**G. Comments**

Council Member Bottenberg moved to adjourn; seconded by Council Member Sinclair. Ayes: All. Nays: None. Motion carried 5 – 0.  
Meeting Adjourned at 8:30 p.m.

---

Courtney Clarke, Mayor

Attest:

---

Rebecca D. Schuett, City Clerk