

WAUKEE CITY COUNCIL MINUTES
SPECIAL MEETING
April 10, 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 Chris Crone, Larry R. Lyon (electronically), Ben Sinclair. Absent: Council Members R. Charles Bottenberg, Anna Bergman Pierce. (Council Member Pierce began electronic participation at 5:51 p.m.)

Also in attendance: City Administrator Brad Deets, Assistant City Administrator Nick Osborne, Finance Director Linda Burkhardt, Community Development Director Andy Kass, Public Works Director/City Engineer Rudy Koester, Director of Economic Development Jennifer Brown, Director of Marketing & Communications Heather Behrens, IT Director Son Le, 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: Crone, Lyon, Sinclair. Nays: None. Absent: Bottenberg, Pierce. Motion carried 3 – 0 – 2.

D. Action Items:

- 1) **Consent Agenda** – Council Member Sinclair moved to approve the Consent Agenda; seconded by Council Member Crone. Results of vote: Ayes: Crone, Lyon, Sinclair. Nays: None. Absent: Bottenberg, Pierce. Motion carried 3 – 0 – 2.

A. Fixing Dates for Public Hearings:

- 1. Consideration of approval of a resolution fixing date for a meeting on the proposition to issue Not to Exceed \$5,500,000 General Obligation Bonds or Capital Loan Notes (ECP) (Resolution #2023-143)
 - 2. Consideration of approval of a resolution fixing date for a meeting on the proposition to issue Not to Exceed \$3,000,000 General Obligation Urban Renewal Bonds or Capital Loan Notes (UR) (Resolution #2023-144)
 - 3. Consideration of approval of a resolution fixing date for a meeting on the proposition to issue Not to Exceed \$3,000,000 Stormwater Revenue Bonds (Little Walnut Creek Regional Wetlands) (Resolution #2023-145)
 - 4. Consideration of approval of a resolution fixing date for a meeting on the proposition to issue Not to Exceed \$600,000 Stormwater Revenue Bonds (NW Sunrise) (Resolution #2023-146)
- 2) **Mayor’s Appointment and Resolution: *Consideration of approval of a resolution approving mayor’s appointment of a citizen member to the Board of Adjustment for an unexpired term ending January 31, 2024*** – Mayor Clarke appointed Emily Schultz to fill the unexpired term. Council Member Crone moved to approve the resolution; seconded by Council Member Sinclair. Results of vote: Ayes: Crone, Lyon, Sinclair. Nays: None. Absent: Bottenberg, Pierce. Motion carried 3 – 0 – 2. (Resolution #2023-147)
 - 3) **Mayor’s Appointment and Resolution: *Consideration of approval of a resolution approving mayor’s appointment of a citizen member to the Planning and Zoning Commission for an unexpired term ending January 31, 2025*** – Mayor Clarke appointed Megan Bankole to fill the unexpired term. Council Member Lyon moved to approve the resolution; seconded by Council Member Sinclair. Results of vote: Ayes: Crone, Lyon, Sinclair. Nays: None. Absent: Bottenberg, Pierce. Motion carried 3 – 0 – 2. (Resolution #2023-148)
 - 4) **Mayor’s Appointment and Resolution: *Consideration of approval of a resolution approving mayor’s appointment of a citizen member to the Board of Appeals for an unexpired term ending January 31, 2028*** – Council Member Crone moved to approve the resolution; seconded by Council Member Sinclair. Mayor Clarke appointed Ben Guenther to fill the unexpired term. Results of vote: Ayes: Crone, Lyon, Sinclair. Nays: None. Absent: Bottenberg, Pierce. Motion carried 3 – 0 – 2. (Resolution #2023-149)

E. Work Session:

- 1) **FY2022-2023 Strategic Plan: Small Business Attraction Action Plan review** – Director of Economic Development Brown reviewed small business statistics and shared action plan goals, including defining small business, providing resources for small business development and growth, incentives, supporting the local business community, fostering entrepreneurship and innovation, and increasing access to capital. (Council Member Pierce began electronic participation at 5:51 p.m.)

- 2) **FY2022-2023 Strategic Plan: Economic Development Partnership Enhancements report** – Director of Economic Development Brown provided an update on partnership activities and investments with the Waukee Area Chamber of Commerce, Greater Dallas County Development Alliance and Greater Des Moines Partnership.
- 3) **FY2022-2023 Strategic Plan: City Social Media Presence and Data Gathering report** – Director of Marketing & Communications Behrens reviewed the City’s presence on various social media outlets, provided follower demographics and page reach, and discussed opportunities to optimize City social media for the most effective outreach.
- 4) **2023 Asphalt Overlay Improvements Project, Ashworth Drive from 4th Street to 10th Street, update** – Public Works Director/City Engineer Koester discussed the current condition of Ashworth Dr. between 2nd St. and 4th St., noting that the segment was overlaid last year but that a subbase product recommended by the project engineer had failed. He then reviewed plans to replace the failed segment as part of the 4th St. to 10th St. overlay improvements, stating that the engineer for the earlier project has volunteered to pay for the replacement costs.
- 5) **Gas Utility Capital Improvement Plan** – Public Works Director/City Engineer Koester stated that Northern Natural Gas has made available an opportunity to submit a bid to purchase excess gas capacity. If a bid were successful, Waukee TBS No. 2 improvements would need to be constructed earlier than planned but would allow the City to push other gas utility improvements further out, leading to an overall cost savings. Mr. Koester then reviewed an amended CIP and next steps.
- 6) **Special census discussion** – Assistant City Administrator Osborne presented information on the City’s estimated current population and projected costs to conduct a special full or partial census, citing a significant projected increase in Road Use Tax funding with higher population numbers. The council agreed that City staff should move forward with the next step in the process.
- 7) **FY2024 budget discussion** – City Administrator Deets recommended a \$0.05 reduction to the property tax levy, noting that such a reduction would not negatively impact city services.

F. Council Liaison Reports

- G. Comments** – Public Works Director/City Engineer Koester provided a scheduling update on Ute Ave./Ashworth Rd. Intersection traffic signal repairs.

Council Member Sinclair moved to adjourn; seconded by Council Member Crone. Ayes: All. Nays: None. Motion carried 4 – 0.

Meeting Adjourned at 7:42 p.m.

Courtney Clarke, Mayor

Attest:

Rebecca D. Schuett, City Clerk