

**WAUKEE CITY COUNCIL MINUTES  
WORK SESSION MEETING  
May 10, 2021**

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

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

- C. Agenda Approval** – Council Member Crone moved to approve the agenda, tabling items D7 and D12 to the June 14, 2021, work session; seconded by Council Member Lyon. Results of vote: Ayes: Bergman Pierce, Bottenberg, Crone, Lyon, Sinclair. Nays: None. Motion carried 5 – 0.

**D. Work Session:**

- 1) **FY2022 ICAP insurance renewal** – Jake Robertson, Toni Flattery and Leah Adolphson with Holmes Murphy presented a policy summary.
- 2) **FY2020-2021 Strategic Plan: City of Waukeee Continuity of Operations Plan review** – Fire Chief Robinson noted that the plan identified essential functions for each City department, including systems that are critical to operations.
- 3) **FY2020-2021 Strategic Plan: Neighborhood Plan design, direction** – Development Services Director Deets outlined the guiding principles for the Neighborhood Plan.
- 4) **Recodification** – City Clerk Schuett reviewed the recodification process and next steps.
- 5) **Outdoor warning siren technology update** – Fire Chief Robinson reviewed a new policy wherein the Westcom system will activate warning sirens based on National Weather Service (NWS) polygons.
- 6) **Crisis Communications Plan** – Marketing & Communications Director Evans presented the plan, which provides a framework for coordinated communications during an emergency.
- 7) **TABLED**
- 8) **Waco Place Traffic Study** – Public Works Director/City Engineer Koester reviewed the impact of traffic calming measures. There was some discussion on whether additional measures should be implemented.
- 9) **Road and infrastructure project updates** – Public Works Director/City Engineer Koester provided an update on various projects under construction.
- 10) **Organization development plan** – City Administrator Moerman reviewed proposed organizational amendments to address community growth.
- 11) **FY2020-2021 Strategic Plan: Management Succession Plan** – City Administrator Moerman discussed a succession plan and possible phases for implementation.
- 12) **TABLED**

- E. Council Liaison Reports** – Report made by Council Member Sinclair.

**F. Comments**

Council Member Bottenberg moved to adjourn; seconded by Council Member Lyon. Ayes: All. Nays: None. Motion carried 5 – 0.  
Meeting Adjourned at 7:55 p.m.

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Courtney Clarke, Mayor

Attest:

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Rebecca D. Schuett, City Clerk