

**WAUKEE CITY COUNCIL MINUTES**  
**SPECIAL MEETING**  
**June 14, 2021**

- A. Call to Order** – The special meeting of the Waukeee City Council was called to order by Mayor Clarke at 5:31 p.m. at Waukeee 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, Ben Sinclair. Absent: Council Member Anna Bergman Pierce.

Also in attendance: City Administrator Tim Moerman, Assistant City Administrator Brad Deets, Finance Director Linda Burkhart, Public Works Director/City Engineer Rudy Koester, Parks & Recreation Director Matt Jermier, Human Resources Director Michelle Lindsay, Fire Chief Clint Robinson, Firefighter/Paramedic Chandler Thayer, Police Lt. Jeff Mellencamp, City Clerk Rebecca D. Schuett.

- C. Agenda Approval** – Council Member Lyon moved to approve the agenda; seconded by Council Member Crone. Results of vote: Ayes: Bottenberg, Crone, Lyon, Sinclair. Nays: None. Absent: Bergman Pierce. Motion carried 4 – 0 – 1.
- D. Action Items:**
- 1) Consent Agenda:** Council Member Crone moved to approve the Consent Agenda; seconded by Council Member Sinclair. Council Member Bottenberg stated that he would abstain from voting due to a professional conflict of interest. Results of vote: Ayes: Crone, Lyon, Sinclair. Nays: None. Absentions: Bottenberg. Absent: Bergman Pierce. Motion carried 3 – 0 – 1 – 1.

- A. Consideration of approval of a resolution approving the temporary closing of NE Addison Drive from NE Dellwood Drive north to NE Douglas Parkway on Saturday, June 26, 2021, between the hours of 2:00 p.m. and 9:00 p.m. for the purpose of a neighborhood block party (Resolution #2021-249)
- B. Consideration of approval of a resolution approving the temporary closing of SE Peachtree Drive from 2145 SE Peachtree Drive to 2185 SE Peachtree Drive on Sunday, July 4, 2021, between the hours of 4:00 p.m. and 10:00 p.m. for the purpose of a neighborhood block party (Resolution #2021-250)
- C. Consideration of approval of a resolution approving contract, bond [Alice’s Road/170<sup>th</sup> Street Transmission Line Relocation Phase 2 Project] (Resolution #2021-251)
- D. Consideration of approval of a resolution approving Intergovernmental Agreement between City of Clive, City of Urbandale and City of Waukeee [Meredith Drive/Warrior Lane HMA Overlay Project] (Resolution #2021-252)
- E. Consideration of approval of a motion approving waiver and consent with Ahlers & Cooney, P.C.
- F. Consideration of approval of a resolution ordering construction of the Meredith Drive/Warrior Lane HMA Overlay Project, and ratifying, confirming and approving deadline for submission of bids and fixing a date for hearing thereon (Resolution #2021-253)

**E. Work Session:**

- 1) Phase 2 traffic calming measures** – Public Works Director/City Engineer Koester and Brian Willham with Snyder & Associates (participating electronically) reviewed the criteria for classification of major and minor collector streets, then presented traffic study results for SE Westgate Dr. and SE Waco Pl. The study shows that the majority of traffic volume is due to local neighborhood traffic, and the average speed is within the accepted range, both factors indicating that the corridors are functioning as designed. City Administrator Moerman stated that the next step in the process is a meeting with neighborhood residents to review the study findings.
- 2) FY2020-2021 Strategic Plan: Neighborhood Plan** – Matt Carlile with Confluence reviewed the proposed Waukeee Northwest Neighborhood Phase 1 plan, noting how the plan’s guiding principles have been addressed. Assistant City Administrator Deets noted the next steps in the planning process.
- 3) Waukeee Fire Department/APEX program** – Firefighter/Paramedic Thayer discussed preliminary plans for a joint Waukeee/APEX/Des Moines Area Community College (DMACC) program for EMT training, tentatively scheduled to begin in fall 2022.
- 4) Sugar Creek Park Master Plan update** – Parks & Recreation Director Jermier presented a concept plan and development schedule, including public input meetings.
- 5) American Rescue Plan** – Finance Director Burkhart reviewed those areas wherein non-entitlement cities such as Waukeee are allowed to expend American Rescue Plan funds. The council discussed possible projects that could be funded through the American Rescue Plan, including the current Aquifer Storage and Recovery (ASR) Project.

- 6) **Water use strategy** – Public Works Director/City Engineer Koester noted the recent Des Moines Water Works call for a 25% reduction in water use, then reviewed the components of possible future stages of water emergency. City Administrator Moerman reviewed current water usage in Waukee and how it impacts the City's water capacity. Mayor Clarke noted that it was a region-wide concern and wondered how the City and region might encourage different water consumption patterns.
- 7) **Road and infrastructure project updates** – Public Works Director/City Engineer Koester provided an update on various projects under construction.
- 8) **Ute Avenue & Ashworth Road Intersection engineering agreement amendment** – Public Works Director/City Engineer Koester discussed a proposed agreement amendment.
- 9) **On-call engineering services agreement** – Public Works Director/City Engineer Koester discussed the proposed agreement for traffic and transportation engineering services. Mayor Clarke asked for a rate comparison with other traffic engineering firms.
- 10) **City Hall security improvements** – Assistant City Administrator Deets reviewed a proposal to develop a concept plan and cost estimates for potential security improvements.
- 11) **American Legion/VFW Hall repairs** – Assistant City Administrator Deets requested that the discussion be postponed until the July work session.
- 12) **Affordable housing proposal** – Assistant City Administrator Deets stated that an entity is looking to submit an application for state funding toward workforce housing, but more details are needed before possible council action on the matter.
- 13) **Waukee High School Marching Band recognition** – Shelly Hughes, president of the Waukee Band Parents, addressed the council, informing them that both Waukee and Northwest High School marching bands have been invited to collectively participate in the 2021 Rose Bowl Parade. In October, the Rose Bowl Parade Association president and his wife will visit Waukee to meet the band members and tour the community. Ms. Hughes reviewed some of the events planned for the visit and requested City support, such as welcoming banners and signage along certain corridors. Mayor Clarke asked how the Waukee Community School District was planning to support the band; Ms. Hughes replied that her organization was still having those conversations with the school district. Parks & Recreation Director Jermier reviewed some informal quotes for signage; Public Works Director/City Engineer Koester added that there are certain utility poles on which the City can and cannot install signage or flags. After some discussion, the council agreed to discuss the matter further at the July work session. Ms. Hughes stated that she would also reach out to other City leadership within the school district service area.
- 14) **Group volunteerism** – Mayor Clarke noted that she is often contacted by groups looking for volunteer opportunities in the community; Parks & Recreation Director Jermier replied that his department is also approached often with such requests and that they can find projects for such groups. Mayor Clarke stated that she would like to continue the general conversation in the future about the matter.
- 15) **Rezoning process discussion** – Mayor Clarke expressed concern that certain platting issues, such as road connectivity and tree removal, are getting in the way of what is being considered during rezoning consideration, noting that such items can derail the rezoning process. She questioned the need for development concept plans. Council Member Bottenberg responded that such issues bring to light important considerations during the rezoning process, stating that he was in favor of continuing with development concept plans at the rezoning stage. Mayor Clarke agreed with Council Member Bottenberg, but voiced her concern that rezoning applications are voted against over platting issues. She added that design standards such as neighborhood street plans are in place and the council should allow those plans to work. Council Member Crone stated that she appreciates the feedback from residents adjacent to areas being considered for rezoning; Mayor Clarke clarified that residents should indeed have the opportunity to voice their concerns and that the council should be able to discuss those concerns with developers, but that there also needed to be diversity in housing throughout the city.

**F. Council Liaison Reports**

- G. Comments** – Assistant City Administrator Deets asked the council about their availability for a special council meeting later this week to review a temporary site plan for fireworks sales; the council agreed to meet on June 16 at 3:00 p.m.

Council Member Bottenberg moved to adjourn; seconded by Council Member Lyon. Ayes: All. Nays: None.  
Motion carried 4 – 0.  
Meeting Adjourned at 8:27 p.m.

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Courtney Clarke, Mayor

Attest:

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Rebecca D. Schuett, City Clerk