

**WAUKEE CITY COUNCIL MINUTES
SPECIAL MEETING
August 9, 2021**

- A. **Call to Order** – The special meeting of the Waukee City Council was called to order by Mayor Clarke at 5:31 p.m. at Waukee City Hall, 230 W. Hickman Rd. and electronically via Zoom.
- B. **Roll Call** – The following members were present: Mayor Courtney Clarke; Council Members Anna Bergman Pierce (electronically), R. Charles Bottenberg, Chris Crone, Larry R. Lyon, Ben Sinclair. Absent: None.

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, Economic Development Coordinator Jennifer Brown, IT Director Son Le, Fire Chief Clint Robinson, Police Chief John Quinn, 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: Bergman Pierce, Bottenberg, Crone, Lyon, Sinclair. Nays: None. Motion carried 5 – 0.
- D. **Closed Session: Pursuant to Code of Iowa §21.5(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation** – Council Member Crone moved to close the regular session and enter closed session pursuant to Code of Iowa §21.5(1)(c); seconded by Council Member Bottenberg. Results of vote: Ayes: Bergman Pierce, Bottenberg, Crone, Lyon, Sinclair. Nays: None. Motion carried 5 – 0. Mayor Clarke stated that the electronic meeting would be muted while the council was in closed session. Council entered closed session at 5:32 p.m.

CLOSED SESSION

The electronic meeting was unmuted and council entered regular session at 5:38 p.m.

- E. **Public Hearings:**
 - 1) **On plans, specifications, form of contract and estimate of cost [Little Walnut Creek North Trunk Sewer Extension Phase 1 Completion Project]** – Mayor Clarke opened the public hearing and asked if any written correspondence had been received; City Clerk Schuett replied that none had been received in the clerk’s office. Public Works Director/City Engineer Koester briefly reviewed the project and construction schedule, adding that some construction materials already onsite would be used for the project. No comments were made by the public in attendance.
- F. **Public Hearing Action Items:**
 - 1) **Little Walnut Creek North Trunk Sewer Extension Phase 1 Completion Project**
 - A. **Resolution: Consideration of approval of a resolution approving plans, specifications, form of contract and estimate of cost** – Council Member Crone moved to approve the resolution; seconded by Council Member Lyon. Results of vote: Ayes: Bergman Pierce, Bottenberg, Crone, Lyon, Sinclair. Nays: None. Motion carried 5 – 0. (Resolution #2021-338)
 - B. **Resolution: Consideration of approval of a resolution awarding contract** – Council Member Lyon moved to approve the resolution; seconded by Council Member Sinclair. Public Works Director/City Engineer Koester reviewed the bid tabulation, noting Nov. 19 as the substantial completion date, and recommending award of contract to J&K Contracting, LLC, of Urbandale, IA, in the amount of \$1,045,000.00. Results of vote: Ayes: Bergman Pierce, Bottenberg, Crone, Lyon, Sinclair. Nays: None. Motion carried 5 – 0. (Resolution #2021-339)
- G. **Action Items:**
 - 1) **Resolution: Consideration of approval of a resolution approving preliminary plat for Waukee United Methodist Church** – Council Member Crone moved to approve the resolution; seconded by Council Member Sinclair. Assistant City Administrator Deets reviewed the preliminary plat, final plat and site plan. The plat includes plans for possible future building and parking lot additions. An existing dry-bottom retention pond will be maintained on site. Exterior building elevations were

shown. Results of vote: Ayes: Bergman Pierce, Bottenberg, Crone, Lyon, Sinclair. Nays: None. Motion carried 5 – 0. (Resolution #2021-340)

2) **Resolution: Consideration of approval of a resolution approving final plat for Waukee UMC Plat 1** – Council Member Bottenberg moved to approve the resolution; seconded by Council Member Lyon. Results of vote: Ayes: Bergman Pierce, Bottenberg, Crone, Lyon, Sinclair. Nays: None. Motion carried 5 – 0. (Resolution #2021-341)

3) **Resolution: Consideration of approval of a resolution approving site plan for Waukee United Methodist Church [2075 SE L.A. Grant Parkway]** – Council Member Crone moved to approve the resolution; seconded by Council Member Sinclair. Results of vote: Ayes: Bergman Pierce, Bottenberg, Crone, Lyon, Sinclair. Nays: None. Motion carried 5 – 0. (Resolution #2021-342)

H. Work Session:

1) **Traffic calming measures: SE Waco Pl. neighborhood meeting report** – Mayor Clarke, Council Member Bottenberg and Public Works Director/City Engineer Koester reported on the conversation with and questions from those neighbors in attendance, including their frustration with the volume and speed of traffic along SE Waco Pl. Due to the number of meeting attendees and the fact that any additional measures will impact all residents in the area, Mayor Clarke suggested those in attendance put together a petition with signatures to demonstrate majority support for additional measures.

2) **Gas purchase hedging strategy** – Public Works Director/City Engineer Koester reviewed statistical data on average daily use; historical City purchases; gas purchasing, transport and storage contracts; and storage capacity. City staff recommend purchasing 100% of average daily use volume during Dec.-Feb., not purchasing additional coverage gas, continuing to negotiate five-year rolling contracts, and moving toward the purchase of additional contracts to manage the volatility of natural gas imports. There was much discussion about how to respond if events similar to those in February 2021 should recur.

3) **NW 6th St. development agreement** – Assistant City Administrator Deets proposed a development agreement addressing cost-sharing associated with a portion of NW 6th St. improvements.

4) **Trailside Improvements Concept Plan review** – Parks & Recreation Director Jermier reviewed a concept plan for development of City-owned property adjacent to and along the Heart of the Warrior Trail to the west of the Warrior Ln./Ashworth Dr. roundabout. He noted some possible cooperative projects with certain City civic organizations.

5) **NW 10th Street Improvements, W. Hickman Road to NW Douglas Parkway – Change Order No. 3** – Public Works Director/City Engineer Koester discussed the proposed change order, which includes additional grading, water main insulation, traffic signal equipment, and addresses payment related to specific design errors.

6) **Kettlestone Greenway Phase 2 – Change Order No. 2** – Public Works Director/City Engineer Koester discussed the proposed change order, which includes additional erosion control measures and addresses payment related to specific design errors.

7) **Kettlestone Greenway Pedestrian Pond Bridge** – Parks & Recreation Director Jermier reviewed plans for a pedestrian bridge over the narrow section of the pond as part of Phase 5 improvements.

8) **Economic development activities update** – Economic Development Coordinator Brown reviewed Jun.-Jul. activities, including local/regional partner, business and broker/developer outreach.

9) **Road and infrastructure project updates** – Public Works Director/City Engineer Koester provided an update on various projects under construction.

10) **Sugar Creek Golf Course fiscal year-end report** – Parks & Recreation Director Jermier reported on fiscal year revenues and expenditures, as well as the historical cash balance.

11) **4th of July recap** – Parks & Recreation Director Jermier reviewed 2021 events and activities, particularly the parade route and carnival.

12) **Swimming pool fencing requirements** – Assistant City Administrator Deets stated that little data was found in staff research regarding the safety of pool covers versus fencing, adding that the International Building Codes do allow for certain covers as an alternate to fencing. There was

much discussion, including questions as to insurance liability for both methods. The council agreed to discuss the matter further at the September work session.

13) Golf carts on public streets – Council Member Bottenberg stated that he had been contacted by a resident who wanted to know why golf carts are not allowed on Waukeee city streets. There was some discussion related to the size of the community not being conducive to golf carts on streets.

14) Fireworks use – Police Chief Quinn reported an increase in complaints received this year and noted that many people were launching fireworks on public streets and sidewalks. Fire Chief Robinson added that there were no injuries reported but there were some smaller fires. Mayor Clarke stated that the MAC will be discussing fireworks use at their next meeting and that she would report back to council on the results of that discussion.

I. Council Liaison Reports

J. Comments – Council Member Bergman Pierce requested a discussion on animal abuse and neglect ordinances at the September work session.

Council Member Bottenberg moved to adjourn; seconded by Council Member Sinclair. Ayes: All. Nays: None. Motion carried 5 – 0.

Meeting Adjourned at 8:09 p.m.

Courtney Clarke, Mayor

Attest:

Rebecca D. Schuett, City Clerk