

**WAUKEE CITY COUNCIL MINUTES**  
**WORK SESSION MEETING**  
**September 13, 2021**

- A. Call to Order** – The work session 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 Anna Bergman Pierce, R. Charles Bottenberg, Larry R. Lyon, Ben Sinclair. Absent: Council Member Chris Crone.

Also in attendance: City Administrator Tim Moerman, Assistant City Administrator Brad Deets, Public Works Director/City Engineer Rudy Koester, Finance Director Linda Burkhart, Human Resources Director Michelle Lindsay, Parks & Recreation Director Matt Jermier, Assistant Parks & Recreation Director Josh VandeKamp, Economic Development Coordinator Jennifer Brown, City Clerk Rebecca D. Schuett, City Attorney Steve Brick.

- C. Agenda Approval** – Council Member Sinclair moved to approve the agenda, removing Work Session items D9 and D15; seconded by Council Member Bottenberg. Results of vote: Ayes: Bergman Pierce, Bottenberg, Lyon, Sinclair. Nays: None. Absent: Crone. Motion carried 4 – 0 – 1.
- D. Work Session:**
  - 1) University Avenue Extension Project alignment** – Project Engineer Nate Hardisty with Shive-Hattery, Inc., reviewed corridor alignment considerations and recommendations, as well as next steps in the planning process. Mayor Clarke asked about the possibility of constructing all four lanes as part of the initial project.
  - 2) Animal abuse/neglect ordinance** – City Attorney Brick discussed both City and state laws and regulations related to animal abuse and neglect, including penalties and the criteria for the removal of a threatened animal. Council Member Bergman Pierce spoke in favor of a stronger City penalty, such as a higher minimum fine. Mayor Clarke understood the impetus behind the proposal but raised concerns regarding possible political pressure on the police department to remove an animal and potential litigation against the City. Council Member Bergman Pierce clarified that she would like the City to have the ability to be the prosecuting party in certain circumstances and believed that a higher fine would show that the City does not tolerate these types of crimes. Mr. Brick noted possible conflicts if the City’s minimum penalty is greater than the state minimum, but the matter is prosecuted by Dallas County instead of the City. After some discussion, the Council directed Mr. Brick to draft an ordinance to establish a \$250 minimum penalty.
  - 3) Economic development update** – Economic Development Coordinator Brown reviewed a proposed Economic Development Action Plan, including goals and measurements of success.
  - 4) Sustainability Plan update** – City Administrator Moerman distributed documentation on sustainability, asking the council for their review and comments for discussion at the October work session.
  - 5) Tax Increment Finance and Urban Renewal Plan updates review** – Assistant City Administrator Deets briefly reviewed current urban renewal plan areas and discussed suggested updates.
  - 6) Trails Master Plan professional services agreement** – Parks & Recreation Director Jermier discussed the scope of the project and schedule.
  - 7) Capital equipment purchasing strategy: Triumph Park** – Parks & Recreation Director Jermier discussed funding sources, overall project budget, operating budget, and anticipated expenditures and revenues. He added that City staff have held meetings with user groups and that the Park Board would review park rules and regulations prior to council review and approval.
  - 8) GASB 87 leases** – Finance Director Burkhart recommended an agreement for software to assist the City in the management of GASB requirements.
  - 9) REMOVED FROM AGENDA**

- 10) **West Des Moines annexation moratorium agreement** – Assistant City Administrator Deets noted that action on the agreement had been tabled by council at an earlier meeting in response to concerns that some Napa Valley residents had shared with the City of West Des Moines. The revised agreement states that neither city will consider annexation of Napa Valley during the next ten years, unless there is a need to connect those residents to municipal water or sewer systems.
- 11) **Van Meter annexation moratorium agreement** – Assistant City Administrator Deets briefly reviewed the proposed agreement.
- 12) **Ute Avenue and Ashworth Drive Intersection Improvements – Change Order No. 1** – Public Works Director/City Engineer Koester discussed the proposed change order, which would include the construction of Ashworth Dr. west of Ute Ave. as an urban instead of rural section.
- 13) **Road and infrastructure project updates** – Public Works Director/City Engineer Koester provided an update on various projects under construction.
- 14) **Warrior Lane/Windfield Parkway intersection** – Public Works Director/City Engineer Koester reviewed plans to observe the intersection and traffic patterns over the next several months to gauge if any changes are needed.
- 15) **REMOVED FROM AGENDA**
- 16) **Waukee Betterment Foundation fundraising event** – Mayor Clarke made the council aware of a Sept. 30 event.

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

**F. Comments** – Mayor Clarke updated the council on plans for the Oct. 7 visit to Waukee by Rose Bowl representatives.

Council Member Bottenberg moved to adjourn; seconded by Council Member Bergman Pierce. Ayes: All. Nays: None. Motion carried 4 – 0.  
Meeting Adjourned at 8:36 p.m.

---

Courtney Clarke, Mayor

Attest:

---

Rebecca D. Schuett, City Clerk