

**WAUKEE CITY COUNCIL MINUTES**  
**WORK SESSION MEETING**  
**October 10, 2022**

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

Also in attendance: City Administrator Brad Deets, Assistant City Administrator Nick Osborne, Finance Director Linda Burkhart, Community Development Director Andy Kass, Code Compliance Officer Paul Carpenter, Director of Economic Development Jennifer Brown, Public Works Director/City Engineer Rudy Koester, Human Resources Director Michelle Lindsay, Director of Marketing & Communications Heather Behrens, 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: Crone, Lyon, Pierce, Sinclair. Nays: None. Absent: Bottenberg. Motion carried 4 – 0 – 1.
- D. Work Session:**
- 1) **City partners presentation: Bravo Greater Des Moines** – Bravo Executive Director Sally Dix presented on Bravo’s history, regional and cultural priorities, community investments and impact.
  - 2) **Downtown Assessment Study Report** – Jim Engle and Jim Thompson with the Iowa Economic Development Authority’s Downtown Resource Center reviewed the assessment, including survey results, challenges and themes, and recommendations.
  - 3) **FY2022-2023 Strategic Plan: Economic Development Incentives Policy/Framework discussion** – Director of Economic Development Brown discussed current and proposed incentive policies to help establish clear developer expectations.
  - 4) **Code enforcement response** – Code Compliance Officer Carpenter reviewed code enforcement methods and the complaint response process, including the involvement of legal counsel, when necessary. There was much discussion on the matter, including possible regional partners and resources for resident assistance.
  - 5) **FY2024 budget directives and calendar** – City Administrator Deets presented possible directives and a proposed budget process calendar.
  - 6) **City partners funding limits** – Finance Director Burkhart reviewed past years’ funding amounts, noting an historical percentage of general fund revenues applied toward City partner funding. The council voiced their support for a fixed percentage of the general fund instead of a specific maximum dollar amount.
  - 7) **2023 lobbying services and legislative priorities** – City Administrator Deets noted last year’s priorities and recommended retaining lobbying services for the upcoming legislative session.
  - 8) **Road and infrastructure project updates** – Public Works Director/City Engineer Koester provided an update on various projects under construction.
  - 9) **Rezoning application procedures** – Community Development Director Kass reviewed the rezoning application process, including hearing notifications. He also discussed the City code requirement of consent from owners of at least 50% of the surrounding property within a 250-foot radius of the area proposed to be rezoned. After some discussion, the council directed City staff to remove the surrounding property owner consent requirement.
  - 10) **NE Brookridge Cir. discussion** – City Administrator Deets reminded the council of a recent homeowner’s association request to remove snow piles from a private street, noting that the covenants for that development state that snow removal is the association’s responsibility. Public Works Director/City Engineer Koester reviewed the number of private streets within the city, as well as the man hours needed for snow removal. The council concluded that the snow removal should remain the responsibility of the association.

- E. Council Liaison Reports**

**F. Comments** – Public Works Director/City Engineer Koester noted some traffic and safety concerns brought forward by residents in certain areas, stating that City staff would begin traffic studies to better respond to those concerns.

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

Meeting Adjourned at 8:30 p.m.

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Courtney Clarke, Mayor

Attest:

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Rebecca D. Schuett, City Clerk