

**WAUKEE CITY COUNCIL MINUTES
SPECIAL MEETING
November 14, 2022**

- A. Call to Order** – The special meeting of the Waukee City Council was called to order by Mayor Clarke at 5:36 p.m. at Waukee 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, Anna Bergman Pierce (electronically), Ben Sinclair. Absent: None.

Also in attendance: City Administrator Brad Deets, Assistant City Administrator Nick Osborne, Finance Director Linda Burkhardt, Community Development Director Andy Kass, Public Works Director/City Engineer Rudy Koester, Director of Economic Development Jennifer Brown, Parks & Recreation Director Matt Jermier, Assistant Parks & Recreation Director Josh VandeKamp, Facilities Manager Joe Carroll, Human Resources Director Michelle Lindsay, Director of Marketing & Communications Heather Behrens, IT Director Son Le, 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, Pierce, Sinclair. Nays: None. Motion carried 5 – 0.
- D. Action Items:**
- 1) **Resolution: Consideration of approval of a resolution approving job description and pay grade [Paramedic (Career)]** – Council Member Crone moved to approve the resolution; seconded by Council Member Sinclair. Human Resources Director Lindsay reviewed the position. Results of vote: Ayes: Bottenberg, Crone, Lyon, Pierce, Sinclair. Nays: None. Motion carried 5 – 0. (Resolution #2022-473)
- E. Work Session:**
- 1) **City partners presentation: Central Iowa Shelter and Services** – Central Iowa Shelter and Services CEO Melissa O’Neil presented on the history of the low-barrier shelter, as well as a review of the services provided.
 - 2) **IT update (OpenGov)** – IT Director Le presented on the status of the OpenGov platform, as well as on other ongoing IT initiatives.
 - 3) **Crisis Intervention Team report** – Police Chief Quinn introduced the Crisis Intervention Team (CIT) of mental health professional Melinda Dennis and Waukee Police Officer Chris Kickbush. They discussed the program, including statistics on calls for service, then noted plans to expand the pilot program into other nearby communities.
 - 4) **FY2022-2023 Strategic Plan: University Avenue Extension Phase 1 Project update** – Public Works Director/City Engineer Koester updated the council on property acquisitions and possible federal and state grant opportunities.
 - 5) **NE Douglas Pkwy./NE Dartmoor Dr. traffic study report** – Public Works Director/City Engineer Koester reviewed recent field observations and recommended responses to improve pedestrian safety, such as coordinated messaging with the Waukee Community School District, targeted speed enforcement by the Waukee Police Department, additional signage and crossing beacons, and maintenance of existing traffic control systems. Mayor Clarke recommended regular, ongoing conversations with the school district on such matters throughout the community.
 - 6) **Road and infrastructure project updates** – Public Works Director/City Engineer Koester provided an update on various projects under construction.
 - 7) **FY2022-2023 Strategic Plan: Triumph Park opening season review** – Parks & Recreation Director Jermier discussed field usage, concession stand revenues and expenditures, fishing pier usage, and visitor statistics and trends.
 - 8) **FY2022-2023 Strategic Plan: Aquatic Center Needs Assessment Study** – Parks & Recreation Director Jermier reviewed the objectives proposed for the study, including market studies and analyses, pool sizing, opinion of cost, and revenue/expenditure projections.
 - 9) **Bird Scooter program report and evaluation** – Parks & Recreation Director Jermier noted issues that Bird Scooter appears to be having in hiring a local fleet manager, adding that if the City moves forward next year with the vendor that it be an extension of the current pilot program.

- 10) **Residential solar energy systems** – City Administrator Deets noted a request from a resident interested in ground-mounted solar energy systems (SES) in residential zoning districts. Community Development Director Kass discussed which other metro and regional cities allow for such systems. The council directed staff to continue researching the matter.
- 11) **KeeTown Loop development update** – Community Development Director Kass gave a brief overview of ongoing and future projects.
- 12) **Planned Development Overlay (PD-1) zoning district discussion** – Community Development Director Kass reviewed the ordinances, specifically noting language that such zoning approvals must continue to conform with the Comprehensive Development Plan. He then noted the number of smaller residential lots approved by the council since 2017, as well as some current small lot listing prices.

F. **Council Liaison Reports** – Mayor Clarke informed the council of some upcoming area events of interest.

G. **Comments**

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

Meeting Adjourned at 8:32 p.m.

Courtney Clarke, Mayor

Attest:

Rebecca D. Schuett, City Clerk