

**MINUTES OF THE COUNCIL ACTION PLANNING SESSION
OF THE ANKENY CITY COUNCIL**

Monday, June 1, 2026 – 5:30 PM

Ankeny Kirkendall Library - City Council Chambers

Mayor Bobbi Bentz

Mayor Pro Tem Todd Shafer

Council Members: Matt Davis, Dustin Graber, Justin Hollinrake, Jeff Perry

Mayor Bentz called the meeting to order at 6:39 p.m. Council Members present were Matt Davis, Dustin Graber, Jeff Perry, and Todd Shafer. Council Member Justin Hollinrake joined the meeting electronically. City Manager Mike Schrock was also present.

Business License Inspection Program: Fire Department Follow-up Discussion

Fire Chief Swisher presented an updated fee structure for the proposed business license inspection program. Risk classifications will be determined using a Business License Fee Matrix that evaluates occupancies based on four primary factors: occupancy type, building configuration, building height, and operational permits or hazards present. The matrix is designed to classify occupancies as Low, Medium, or High risk based on the highest level of risk identified within any category. This methodology provides a consistent and defensible approach that aligns inspection workload and administrative oversight with actual fire and life safety risk. As part of the updated recommendation, the annual business license fee for low-risk occupancies was revised from \$100 to \$25. The Chief stated that the reduced fee more accurately reflects the administrative effort required for low-risk businesses while continuing to support the program's objectives of maintaining accurate occupancy information, enhancing emergency response readiness, and sustaining community risk reduction efforts. Council discussed the proposed revisions and expressed support for the updated fee structure. By consensus, Council agreed that the revised fee schedule was acceptable and directed staff to proceed with implementation of the proposed Business License Inspection Program utilizing the updated fee structure.

Meeting adjourned at 6:43 p.m.

No official action took place during this planning session.

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