

**State of Iowa  
City Development Board  
Meeting Minutes of February 14, 2024  
Iowa Economic Development Authority  
1963 Bell Avenue, Suite 200, Helmick Conference Room  
Des Moines, Iowa**

**Call to order 1:00 p.m.**

**Board Members Present**

Dennis Plautz, Board Chairperson\*  
Jim Halverson, Board Vice Chairperson\*  
Laura Skogman  
Thomas Treharne

**Others Present**

Matt Rasmussen, Administrator, City Development Board  
Betty Hessing, Administrative Assistant, City Development Board  
Eric Dirth, Iowa Department of Justice  
Lisa Connell, Legal Staff, IEDA  
Vicky Clinkscales, IT Department, IEDA  
Amy Beattie, Brick Gentry P.C., Attorney representing the City of Ankeny  
Eric Jensen, Director of Community Development, City of Ankeny  
Eric Carstens, Planning Manager, City of Ankeny  
Laura Hutzell, Associate Planner, City of Ankeny  
Bryce Johnson, Business Development Coordinator, City of West Des Moines  
Ryan Moffatt, Community & Economic Devl. Director, City of West Des Moines  
Anthony Volz, IDOT\*  
Nathan Aronson, IDOT\*  
Christopher Higgins, The Des Moines Register\*  
Chadd Kahlsdorf, Snyder & Associates\*  
Bret Vandellune, Director of Public Works, Polk County\*  
Jake Heil, Associate Planner, City of Ankeny\*  
Michael Kline, Superintendent, North Polk Community School District\*  
Melissa DeBoer, Planning Coordinator, City of Waukee\*  
Jason Wattonville, John Deere\*  
Kevin Huss, John Deere\*  
Matt McIver, Guest\*

\*Participated via Teams Webinar

**Introduction by Chair Dennis Plautz**

**Roll Call by Matt Rasmussen, Board Administrator**

All Board members were present.

**Request for amendments to agenda**

Motion by                      Jim Halverson

Motion I move to approve the agenda as presented.  
Second Laura Skogman  
Roll Call All ayes. Motion approved.

**Consideration of January 10, 2024 Business Meeting Minutes**

Motion by Thomas Treharne  
Motion I move the Business meeting minutes of January 10, 2024 be approved as printed and distributed.  
Second Laura Skogman  
Roll Call All ayes. Motion approved.

**Executive Order 10 – 263 IAC Chapters 1-11**

Matt Rasmussen stated that Lisa Connell has been charged with taking care of 263 IAC Chapters 1-11, City Development Board rule revisions per Executive Order 10.

Lisa Connell explained Executive Order 10 was issued by Governor Reynolds on January 10, 2023. The order requires all executive branch agencies to review all administrative rules and to complete several tasks associated with the review. The following tasks have been completed to date:

- Rule reports completed August 31, 2023.
- Direction from Administrative Rules Coordinator to rescind Chapter 11 received on September 22, 2023.
- Regulatory analyses published for Chapters 1-10 on October 4, 2023.
- Public hearings on regulatory analyses held October 24, 2023. No public comments were received.
- Received preclearance from Administrative Rules Coordinator to file Notices of Intended Action on October 26, 2023.
- Board approved filing Notices of Intended Action on November 8, 2023.
- Notices of Intended Action published on December 13, 2023.
- Public hearings on Notices of Intended Action for Chapters 1-10 on January 2, 2024 and January 9, 2024. No public comments were received.

The next required step is for the Board to approve rescission and replacement of Chapters 1-10 and approve permanent rescission of Chapter 11. Lisa Connell stated she described each of those chapters in a Board Report and she went through them in detail in November. Chairperson Plautz asked if Board members had any questions or comments and no one did. Chairperson Plautz then asked if anyone participating in meeting today had any questions or comments, but no one did.

**Organization and Administration, 263 IAC Chapter 1**

Matt Rasmussen stated the first one is to rescind and replace rules for Organization and Administration, 263 IAC Chapter 1.

Motion by Thomas Treharne  
Second Laura Skogman  
Voice Vote All ayes in favor. Motion approved.

**Agency Procedure for Rulemaking, 263 IAC Chapter 2**

Matt Rasmussen stated the next one is to rescind and replace rules for Agency Procedure for Rulemaking, 263 IAC Chapter 2.

Motion by Thomas Treharne  
Second Laura Skogman  
Voice Vote All ayes in favor. Motion approved.

**Petitions for Rulemaking, 263 IAC Chapter 3**

Matt Rasmussen stated the next one is to rescind and replace rules for Petitions for Rulemaking, 263 IAC Chapter 3.

Motion by Thomas Treharne  
Second Laura Skogman  
Voice Vote All ayes in favor. Motion approved.

**Declaratory Orders, 263 IAC Chapter 4**

Matt Rasmussen stated the next one is to rescind and replace rules for Declaratory Orders, 263 IAC Chapter 4.

Motion by Thomas Treharne  
Second Laura Skogman  
Voice Vote All ayes in favor. Motion approved.

**Fair Information Practices, 263 IAC Chapter 5**

Matt Rasmussen stated the next one is to rescind and replace rules for Fair Information Practices, 263 IAC Chapter 5.

Motion by Thomas Treharne  
Second Laura Skogman  
Voice Vote All ayes in favor. Motion approved.

**Waiver Rules, 263 IAC Chapter 6**

Matt Rasmussen stated the next one is to rescind and replace rules for Waiver Rules, 263 IAC Chapter 6.

Motion by Thomas Treharne  
Second Laura Skogman  
Voice Vote All ayes in favor. Motion approved.

**Voluntary Annexation, 263 IAC Chapter 7**

Matt Rasmussen stated the next one is to rescind and replace rules for Voluntary Annexation, 263 IAC Chapter 7.

Motion by Thomas Treharne  
Second Laura Skogman  
Voice Vote All ayes in favor. Motion approved.

**Petitions for Involuntary City Development Action, 263 IAC Chapter 8**

Matt Rasmussen stated the next one is to rescind and replace rules for Petitions for Involuntary City Development Action, 263 IAC Chapter 8.

Motion by Thomas Treharne  
Second Laura Skogman  
Voice Vote All ayes in favor. Motion approved.

**Committee Proceedings on Petitions for Involuntary City Development Action, 263 IAC Chapter 9**

Matt Rasmussen stated the next one is to rescind and replace rules for Committee Proceedings on Petitions for Involuntary City Development Action, 263 IAC Chapter 9.

Motion by Thomas Treharne  
Second Laura Skogman  
Voice Vote All ayes in favor. Motion approved.

**Board Proceedings on Petitions for Involuntary Boundary Change After Committee Approval, 263 IAC Chapter 10**

Matt Rasmussen stated the next one is to rescind and replace rules for Board Proceedings on Petitions for Involuntary Boundary Change After Committee Approval, 263 IAC Chapter 10.

Motion by Thomas Treharne  
Second Laura Skogman  
Voice Vote All ayes in favor. Motion approved.

**Islands—Identification and Annexation, 263 IAC Chapter 11**

Matt Rasmussen stated the last one is to rescind rules for Islands—Identification and Annexation, 263 IAC Chapter 11.

Motion by Thomas Treharne  
Second Laura Skogman  
Voice Vote All ayes in favor. Motion approved.

Chairperson Plautz thanked Lisa Connell for all her hard work on this. Lisa Connell thanked all and stated these will be published effective 35 days from publication and then you are done.

**New Business**

UA24-01  
West Des Moines

Matt Rasmussen explained the City of West Des Moines requests that the City Development Board approve the 100% voluntary annexation petition consisting of 8.3 acres. The annexation consists of one parcel, all of which are considered to be residential property, according to the Polk County Assessor. County road right-of-way is included in this annexation and the County Attorney was sent notice about this annexation. West Des Moines’s Comprehensive Plan indicates this property as being categorized as Open Space. There is a home on the property that was recently purchased for residential use; however, the on-site well providing water to the site was failing. As part of the project, public improvements will be extended to and through the area. The proposed development will be serviced off those facilities. The City of West Des Moines is prepared to provide police, fire, public works and emergency medical services to the annexed area.

An Annexation Moratorium and Subdivision Review Agreement, pursuant to Iowa Code Sections 368 and

28E, exists between the City of West Des Moines and the City of Cumming and this is within that agreement. Matt Rasmussen displayed the area on maps and stated the packet appears to be complete and properly filed.

Bryce Johnson, Business Development Coordinator for the City of West Des Moines was present to explain further and answer questions, but no questions were asked.

Motion by  
Motion

Laura Skogman  
I move the Board find UA24-01 as complete and properly filed and in the public interest and that it be approved.

Second  
Roll Call

Thomas Treharne  
All ayes in favor. Motion approved.

**Staff Reports**

Matt Rasmussen stated we have one pending annexation thus far for the March 13<sup>th</sup> CDB meeting, so the meeting could be brief.

Matt Rasmussen stated the Board only has four members out of the five members we should have. Matt Rasmussen stated he did communicate with IEDA's COO and she has been in communication with the Governor's Office regarding various Board vacancies and they are actively searching for someone to take the City Development Board's vacancy.

**Future Meeting**

March 13, 2024 at 1:00 p.m., City Development Board Business Meeting at IEDA, 1963 Bell Ave., Suite 200, Helmick Conference Room, Des Moines or via Teams Webinar

**Adjourn**

1:16 p.m.

Respectfully Submitted,  
Betty Hessing, Administrative Assistant