

**MINUTES**  
**Iowa Economic Development Authority**  
**Due Diligence Committee Meeting**  
**January 19, 2024**  
**9:00 a.m.**

**Committee Members Present:**

Emily Schmitt                      Doug Boone                      Megan McKay                      Lisa Shimkat

**Committee Members Absent:**

Mark Kittrell                      Jennifer Steffensmeier

**Board Members Present:**

Melissa Ballard                      Hank Norem                      Tom Townsend

**Board Members Absent:**

Bobbi Bentz                      Pankaj Monga

**Ex-Officio Members Present:**

David Barker                      Jay Byers *(Joined 9:01 am)*                      Rob Denson

**Ex-Officio Members Absent:**

Senator Izaah Knox                      Senator Carrie Koelker                      Representative Heather Matson  
Representative Ray Sorensen

**IEDA Staff Present:**

Sonya Bacon                      Rob Christensen                      Lisa Connell                      Debi Durham  
Rita Grimm                      Emily Hockins                      Staci Hupp Ballard                      Kanan Kappelman  
Mary Kelly                      Anna Lensing                      Rick Peterson                      Matt Rasmussen  
Terry Roberson                      Katie Rockey                      Deanna Triplett

**Others Present:**

Liz Holland – Merle Hay Mall Limited Partnership                      Curtis Brown – City of Urbandale  
Aaron DeJong – City of Urbandale                      Carrie Kruse – City of Des Moines  
Naomi Hamlett – City of Des Moines                      Mark Ernst – Black Hills Corporation  
Evan Johnson – Legislative Services Agency                      Mike Mendenhall - Business Record  
Jason White – Greater Dubuque Development Corp                      Chuck Morales – Affiliation Unknown  
Jeff Greer – FullCount                      Isaac Hamlet – WOI Local 5 Des Moines  
Alyssa Gomez – KCCI 8 News                      Kathy Bolten – Des Moines Register  
Jordan Thompson – LT Leon Associates *(Joined 9:05 am)*                      Tamara Brunow – Brunow Contracting LLC *(Joined 9:03 am)*  
Troy Cook – Iowa Department of Transportation *(Joined 9:02 am)*

**COMMITTEE CHAIR**

- Welcome  
Due Diligence Committee (DDC) Chair Emily Schmitt called to order the meeting of the DDC at 9:00 a.m.
- Roll Call and Introductions  
A quorum of the Committee was established with the following DDC members present: Emily Schmitt, Doug Boone, Megan McKay and Lisa Shimkat  
Other Board members present: Melissa Ballard, Hank Norem and Tom Townsend  
Ex-officio members present: David Barker, Jay Byers and Rob Denson

**Approval of Minutes – December 15, 2023 DDC Meeting**

**MOTION:** Lisa Shimkat moved that the DDC approve the minutes of the December 15, 2023 DDC meeting, seconded by Megan McKay. Motion carried unanimously.

**Approval of Agenda – January 19, 2024 DDC Meeting**

**MOTION:** Doug Boone moved that the DDC approve the agenda for the January 19, 2024 DDC meeting, seconded by Lisa Shimkat. Motion carried unanimously.

**PUBLIC COMMENT PERIOD:** No comments were made.

**COMPLIANCE**

**120 Day Report – 120 Day Signing List**

**Back Alley Printers dba Image Pointe – 90 Day Extension**

**MOTION:** Megan McKay moved that the DDC recommend that the Iowa Economic Development Authority Board approve a 90 -day extension of the 120-day signing deadline for the pending contract listed, seconded by Doug Boone. Motion carried unanimously.

**COMPLIANCE REPORT**

**Diamond Vogel, Inc. – Orange City:** Request to Extend Project Completion Date

**MOTION:** Lisa Shimkat moved that the DDC recommend that the Iowa Economic Development Authority board approve the request for a ten-month extension of the Project Complete Date, seconded by Megan McKay. Motion carried unanimously.

**OTHER BUSINESS**

The next DDC meeting will be held on Friday, February 16, 2024 at 9:00 a.m.

**ADJOURNMENT**

There being no further business to come before the DDC, the chair adjourned the meeting at 9:06 a.m.



Sonya Bacon  
Board Administrator



Emily Schmitt  
Due Diligence Committee Chair