

**State of Iowa
City Development Board
Meeting Minutes of July 10, 2019
Iowa Economic Development Authority
200 E. Grand Avenue, 2nd Floor Main Conference Room
Des Moines, Iowa**

Call to order 1:14 p.m.

Present

Dennis Plautz, Board Chairperson
Jim Halverson, Board Vice Chairperson*
Mari Bunney
Chris McKee
Mackenzie O'Hair

Others Present

Matt Rasmussen, Administrator, City Development Board
Betty Hessing, Administrative Assistant, City Development Board
Emily Willits, Iowa Department of Justice
Andy Kass, Senior Planner, City of Waukee
Doug Boldt, City Administrator, City of Tiffin
John Haldeman, City Administrator, City of Huxley
Amy Beattie, City Attorney, City of Huxley
Frank Smith, City Attorney, City of Altoona
Chad Quick, Planner, City of Altoona

*Participated via teleconference

Introduction by Chairperson, Dennis Plautz

Roll Call by Matt Rasmussen, Board Administrator

All Board Members were present.

Request for amendments to agenda

Matt Rasmussen noted that this was a revised agenda that was published yesterday morning. Chairperson Plautz asked Mr. Rasmussen to explain what happened. Mr. Rasmussen explained that our IT Department did some upgrades last weekend and we had to reschedule all of our meetings on Outlook Calendar. Therefore, when we rescheduled our meetings, it provided a new conference ID number and we couldn't use the old conference ID number for the call-in that we had for today. We were afraid that people who wanted to call-in would not be able to call-in for the hearings this afternoon. Therefore, we decided to postpone the hearings. We revised the agenda with a new conference ID number. Chairperson Plautz stated that Matt Rasmussen did call him, and he felt that it would open it up for anybody, if presumably they wanted to appeal something, so rescheduling seemed like the logical thing to do. Emily Willits stated that she and Matt Rasmussen talked and under the City

Development Board's Administrative Rules for an 80/20 hearing, you're required to give ten days' notice by mail, which Matt Rasmussen and Betty Hessing did, but the notice had the old caller ID number, which was no longer available. Certainly, we wouldn't want a situation where someone wanted to call into the hearing and participate, but not be able to do that. We decided the safest thing would be to reschedule those hearings so we can redo the notice.

Motion by Chris McKee
Motion I move to approve the agenda as revised.
Second Mari Bunney
Roll Call All ayes. Motion approved.

Consideration of June 12, 2019, business meeting minutes

Motion by Mackenzie O'Hair
Motion I move the minutes of June 12, 2019, be approved as printed and distributed.
Second Mari Bunney
Roll Call All ayes. Motion approved.

New Business

UA19-10 Waukee Matt Rasmussen stated this is a 100% voluntary annexation to the City of Waukee. It's 9.19 acres total. The proposed annexation includes an existing single-family home as well as a horse barn. The easternmost parcel includes a portion of Sugar Creek and is located within the floodway. The property will be annexed into the City with a designated zoning classification of A-1 Agricultural District. All existing uses of the property are permitted under the A-1 zoning ordinance. The Imagine Waukee 2040 Comprehensive Plan, adopted earlier this year, shows the use of this property as single family residential. Any further subdivision of the property will require a rezoning to R-1 Single Family Residential.

Utilities already exist to serve the property. An existing public water main is located along Ute Avenue (R-22). In 2017/2018, the City installed a major sanitary sewer trunk line along the eastern edge of this property. As part of the negotiations for easements for the project, a service line was provided to serve the property from the trunk line. The area proposed within the annexation is already served by the Waukee Fire and EMS Department. Upon completion of the annexation, the City's Police Department would be responsible for patrolling and responding to the area. Both Departments have seen increased staffing levels over the last several years, which puts them in good position to serve the area proposed within the annexation.

The proposed annexation territory is not subject to an existing moratorium agreement and Mr. Rasmussen

reported that the packet does appear to be complete and properly filed.

Andy Kass, Senior City Planner for the City of Waukee, was present to explain further and answer questions from the Board. No questions were asked.

Motion by
Motion

Mari Bunney

I move the Board find UA19-10 as complete and properly filed and in the public interest and that it be approved.

Second
Roll Call

Mackenzie O'Hair

All ayes. Motion approved.

UA19-11
Tiffin

Matt Rasmussen introduced this proposed annexation petition as being 35.12 acres for the City of Tiffin. It's a 100% voluntary annexation. This parcel is generally located east of Ireland Avenue, north of 340th Street and south of Interstate 80.

Apparently there is a potential buyer that would like to connect and be served by City utilities and so the current owner wishes to be annexed in to accommodate the potential buyer. This parcel has water and sanitary sewer services available to it off of Ireland Avenue and upon annexation, all other typical City services such as street maintenance, police, fire, garbage pick-up and building inspections and enforcement will be provided to it.

Mr. Rasmussen stated the proposed annexation is not subject to a Moratorium Agreement and it does appear to be complete and properly filed.

Doug Boldt, City Administrator for the City of Tiffin, was present to explain further and answer questions from Board. The Board had no questions.

Motion by
Motion

Chris McKee

I move the Board find UA19-11 as complete and properly filed and in the public interest and that it be approved.

Second
Roll Call

Mackenzie O'Hair

All ayes. Motion approved.

UA19-12
Huxley

Matt Rasmussen stated this was a 100% voluntary annexation petition proposed for the City of Huxley consisting of 4.58 acres.

The proposed annexation property is located at the southeast corner of the intersection of Interstate 35 and Highway 210 and abuts current Huxley city limits to the land's north side.

Current land uses in much of the area presented for

annexation are agricultural related. Other land uses currently include State of Iowa Roadway right-of-way. The ultimate land use is general commercial purposes for the area upon full development of the land. Kum & Go is acquiring the land for development of a convenience store.

The City of Huxley services to be provided are water, sewer, ambulance, police and fire. Matt Rasmussen stated that it does appear to be complete and properly filed.

Amy Beattie, Huxley City Attorney, and John Haldeman, Huxley City Administrator, were present to explain further and answer questions from the Board. The Board had no questions.

Motion by
Motion

Mackenzie O'Hair
I move the Board find UA19-12 as complete and properly filed and in the public interest and that it be approved.

Second
Roll Call

Chris McKee
All ayes. Motion approved.

**Rescheduling of
Altoona Public
Hearings (NC19-08
and NC19-09)**

Matt Rasmussen explained the next Board meeting would be August 14, 2019, and he told people that we would potentially schedule Altoona's Public Hearings for that same day, after the regular Board meeting. Matt Rasmussen explained he does expect to receive a 100% voluntary annexation for the City of Ames; we may get one or two in addition to that, but it should be a light agenda. Matt Rasmussen proposed that we have the hearings at 1:30 p.m. for NC19-08 and 2:30 p.m. for NC19-09 on the 14th of August.

The Board discussed and determined all five Board members could be present in-person on August 14th. Frank Smith, Attorney representing Altoona, thanked the Board for deferring the hearings, as notice was critical, and we did not want to build error into the record. Secondly, Altoona does have developers who have indicated interest in proceeding, so Altoona would like it rescheduled for August if that's the earliest available date that we can convene with all Board members being present to listen to the presentation.

Chairperson Plautz asked for a motion to set the public hearing for NC19-08 at 1:30 p.m. and NC19-09 at 2:30 p.m. on August 14, 2019.

Motion by
Motion
Second
Roll Call

Mari Bunney
So moved to what Chairperson Plautz stated.
Mackenzie O'Hair
All ayes. Motion approved.

Staff Reports

Matt Rasmussen stated that it was announced yesterday that IEDA will most likely be moving to where the Iowa Finance Authority is, which is at 1963 Bell Avenue. It's on the corner of Fleur and Bell. This move will probably happen sometime at the end of the year.

Future Meeting & Public Hearings

August 14, 2019, at 1:00 p.m., City Development Board Business Meeting at IEDA, 200 E. Grand Ave., 2nd Floor Main Conference Room, Des Moines, Iowa

August 14, 2019, at 1:30 p.m., Altoona (NC19-08) Public Hearing at IEDA, 200 E. Grand Ave., 2nd Floor Main Conference Room, Des Moines, Iowa

August 14, 2019, at 2:30 p.m., Altoona (NC19-09) Public Hearing at IEDA, 200 E. Grand Ave., 2nd Floor Main Conference Room, Des Moines, Iowa

Adjourn

1:33 p.m.

Respectfully Submitted,
Betty Hessing, Administrative Assistant