

**State of Iowa
City Development Board
Meeting Minutes of August 11, 2021
Iowa Economic Development Authority
1963 Bell Avenue, Suite 200
Des Moines, Iowa**

Call to order 1:04 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*
Jeff Wozencraft, City of Cedar Rapids*
Lori Judge, IDOT*
Anthony Volz, IDOT*
Vicky Clinkscales, IEDA IT Staff (Arrived at 1:12 p.m.)
319-929-8797*
712-792-9914*
515-368-1178*

*Participated via Teams/teleconference

**Arrived in-person at 1:06 p.m.

Introduction by Chairperson, 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	Mackenzie O'Hair
Roll Call	All ayes. Motion approved.

Consideration of July 14, 2021, Business Meeting Minutes

Motion by Mackenzie O'Hair
Motion I move the Business meeting minutes of July 14, 2021,
be approved as printed and distributed.
Second Jim Halverson
Roll Call All ayes. Motion approved.

New Business

UA21-25 Matt Rasmussen stated this was a 100% voluntary
Cedar Rapids annexation for the City of Cedar Rapids consisting of 12.5
acres. The proposed annexation property is located north
of River Parkway NE and east of Seminole Valley Road
NE. The Future Land Use Map designation for the
property is Urban Large Lot, which would be suitable for
low density residential options. The application was
reviewed by all City Departments. Services are in the
area, however, some concerns were brought-up around
Fire Department service given the lack of ingress/egress
options. Matt Rasmussen said he would defer to the City
regarding the portfolio of other services that would be
available. There is no existing moratorium agreement in
affect and their packet does appear to be complete and
properly filed.

Jeff Wozencraft, Community Development Department
for the City of Cedar Rapids, was present to answer
questions. No questions were asked.

Motion by Jim Halverson
Motion I move the Board find UA21-25 as complete and properly
filed and in the public interest and that it be approved.
Second Mackenzie O'Hair
Roll Call All ayes. Motion approved.

Staff Reports

Matt Rasmussen stated that we have Vicky Clinkscales
with IEDA's IT Department here today. We are going to
change our technology to Team Papers and Team
Webinars instead of the Team Meetings that we are
doing now. The only difference between the Team
Webinars and Team Meetings is that people will not have
the ability to call-in with a regular landline. You would
have to connect via computer somehow—whether it's a
smart phone, and IPAD or your home PC. It allows us
more control of who can speak during a meeting and then
we know exactly who is speaking. Attendees will have to
register to get into the meeting.

Vicky Clinkscales explained to the Board that when they
come in, they will sign-in to the Teams app on the IPAD's
and you will have your Board material. As Matt
Rasmussen said, we are going to start using the webinar

form of Teams meetings. That gives us the ability to require registration for those that are not normally part of the meeting, so we have a name. It also gives us the ability to keep people muted and off-camera unless we want them to be unmuted and on-camera. It gives us a little more control. The other thing we are going to start using in September is the app called Team Papers. So instead of sending you a link to the Board Packet, Betty Hessing will let you know when the items are available in the app. Vicky Clinkscales stated she will be sending out instructions on the set-up for Team Papers. IT will create an IEDA E-mail for each Board member and that will be your log-in name and you will set-up a password and that will be how your log-in to that app. The app is available on Window's machines, MAC's, IPAD's, I-Phones and Androids. Vicky Clinkscales showed the Board what their Board Packets will look like using Team Papers.

Chairperson Plautz thought this will be much better. The control element is a good thing.

Matt Rasmussen stated we have nothing tentatively for the September CDB meeting, so we may not have a September meeting.

Emily Willits reported that the Governor has now lifted the portion of the Covid-19 proclamation that exempted Boards and Commissions from having in-person meetings. Going forward, if the Board is going to have a meeting where fewer than three of the Board members are present in-person, then we need to notify it as a telephonic meeting. The only thing you would do differently is you would have some language on the agenda explaining why you are doing it telephonically. For a long time, under these proclamations, it was due to Covid. Emily Willits stated she will work with Ms. Hessing on the wording for agenda. You also need to make sure that members of the public are welcome to participate in-person or electronically, which we are already doing. Just a minor change in light of the proclamations getting lifted.

Future Meeting

Tentatively scheduled for September 8, 2021, at 1:00 p.m., City Development Board Business Meeting at IEDA, 1963 Bell Avenue, Suite 200, Des Moines or via Teams Webinar.

Adjourn

1:17 p.m.

Respectfully Submitted,
Betty Hessing, Administrative Assistant