



NOTICE OF MEETING

Mid-Iowa Planning Alliance
Interim Board of Directors

1 p.m., Tuesday, September 7, 2021

420 Watson Powell Jr. Way Suite 200

Des Moines, IA 50309

Virtual option via Zoom

TENTATIVE

- 1. Call to Order
2. VOTE: Approval of Agenda
3. REPORT: EDD Designation Timeline ... Page 2
4. REPORT and VOTE: Articles of Incorporation ... Page 3
5. REPORT and VOTE: Approval of Bylaws ... Page 4
6. REPORT and VOTE: Approval of Officers ... Page 5
7. REPORT and VOTE: IRS Designation Submission ... Page 6
8. REPORT and VOTE: Comprehensive Economic Development Strategy ... Page 7
9. REPORT AND VOTE: Application for EDD Designation ... Page 8
10. REPORT: American Rescue Plan grant opportunities ... Page 9
11. DISCUSSION: Future meeting dates ... Page 10
12. Other Business
13. Adjournment



Supporting Economic Development in Boone, Dallas, Jasper, Marion, Polk, Story, and Warren Counties.

ISSUE: EDD Designation Timeline

Staff will provide an update on the timeline for establishing an Economic Development District for the Mid-Iowa region.

BACKGROUND:

Staff has been pursuing an aggressive timeline to complete all necessary elements to apply to the U.S. Economic Development Administration for an Economic Development District designation for the Mid-Iowa region, consisting of Boone, Dallas, Jasper, Marion, Polk, Story and Warren Counties.

With board approval, all elements will be ready for submission on September 8.

RECOMMENDATION:

None. Discussion only.

STAFF CONTACT:

Gunnar Olson
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ISSUE: Articles of Incorporation

VOTE: Consider approval and ratification of the actions of MIPA's incorporator, including the filing of the Articles of Incorporation.

BACKGROUND:

A new nonprofit entity was incorporated under Iowa Code Chapter 504 on August 11, 2021, by R. Todd Ashby. Named Mid-Iowa Planning Alliance for Community Development, it was established to serve as the official organization of the Economic Development District, once so designated.

RECOMMENDATION:

Staff recommends approval of the submitted Articles of Incorporation.

STAFF CONTACT:

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ISSUE: Bylaws

VOTE: Consider approval of bylaws for the Mid-Iowa Planning Alliance of Community Development.

BACKGROUND:

In August, a new nonprofit entity was incorporated under Iowa Code Chapter 504. Named Mid-Iowa Planning Alliance for Community Development, it was established to serve as the official organization of the Economic Development District, once so designated.

To receive designation, the organization is required to have bylaws.

Bylaws were drafted by legal counsel and distributed to the CEDS Steering Committee (now the interim board of directors) at their August 2 meeting. Staff asked for comments on the draft bylaws by August 20. No comments were received.

Staff is recommending one update before adoption, namely to increase the contract authority of the Executive Committee to \$50,000. This would provide more flexibility to enter into contracts (e.g., a comprehensive plan) without having to call a full board meeting.

The bylaws can be updated in the future as needed.

RECOMMENDATION:

Staff recommends approval of the proposed Bylaws with recommended changes.

STAFF CONTACT:

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ISSUE: Officers

VOTE: Consider approval of officers for the MIPA interim board of directors.

BACKGROUND:

The MIPA bylaws calls for officer positions. Additionally, the organization needs to submit a letter, signed by the chair, formally requesting the EDD designation from the U.S. EDA.

Staff sought interest from the interim board of directors in an email on August 5. Four individuals responded expressing willingness to serve. Staff recommends the following slate of officers.

Chair – Brenda Dryer, Ames Chamber
Vice Chair – Clyde Evans, West Des Moines,
Secretary – Charlie Dissell, Indianola
Treasurer – Carrie Kruse, Des Moines

A more formalized process for officer selection can be established by the interim board of directors, before the permanent board of directors is seated.

RECOMMENDATION:

Staff recommends approval of the submitted slate of officers.

STAFF CONTACT:

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ISSUE: IRS Designation

VOTE: Consider approval of officers for application for IRS designation.

BACKGROUND:

As a new non-profit entity, the Mid-Iowa Planning Alliance for Community Development will need a designation as such from the Internal Revenue Service. Additionally, initiating that process will be beneficial to the application for EDD designation from the EDA.

Counsel is preparing the filing.

RECOMMENDATION:

Staff recommends approval of the submittal of an IRS designation.

STAFF CONTACT:

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ISSUE: Comprehensive Economic Development Strategy

VOTE: Consider approval of the Mid-Iowa Comprehensive Economic Development Strategy.

BACKGROUND:

A Comprehensive Economic Development Strategy, or CEDS, is a required document for Economic Development Districts and a required document for the application for EDD designation. Further, it is a useful tool for jurisdictions seeking funding from federal partners, in as much as the document shows how local projects meet regional objectives. Many EDA grant applications ask directly whether the region has a CEDS.

Staff has been drafting a CEDS since March. Staff collected data on existing conditions, facilitated a public engagement process, and produced a draft document. The draft document was reviewed by the CEDS Steering Committee on August 2. It was published August 3 for a 30-day public-comment period, which ended September 2; two comments were received. Additionally, staff held a public meeting on August 24; no one attended.

Staff made a couple minor updates, as well. All changes will be reviewed at the meeting.

RECOMMENDATION:

Staff recommends approval of the proposed CEDS.

STAFF CONTACT:

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ISSUE: Application for Economic Development District designation

VOTE: Consider approval of the Application for Economic Development District designation from the U.S. Economic Development Administration.

BACKGROUND:

Staff has been assembling all necessary elements for the application to the U.S. Economic Development Administration for an Economic Development District designation for the Mid-Iowa region, consisting of Boone, Dallas, Jasper, Marion, Polk, Story and Warren Counties.

ELEMENT	STATUS
Maps of proposed district.	Done.
Letter for district organization chair.	Drafted for signature.
Letter of concurrence from Governor.	Received.
County resolutions of support.	Received.
Articles of Incorporation and Bylaws.	Done / Drafted for board approval.
Governing board.	Established.
District staff.	MPO staff.
Comprehensive Economic Development District.	Drafted for board approval.
Narrative for designation.	Drafted for board approval.

All elements are ready for submission, subject to board approval.

RECOMMENDATION:

Staff recommends approval of the proposed application for the Economic Development District designation.

STAFF CONTACT:

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ISSUE: American Rescue Plan Act Funding Opportunities

REPORT: Staff will report on activities to support grant applications between potential future MIPA members.

BACKGROUND:

Staff has been working with local jurisdictions to match potential projects with funding opportunities being offered through the U.S. Economic Development Administration. Staff held an informational session on August 5, attended by approximately 30 people. A recording of the session was posted online and viewed at least 11 times. Staff has met with multiple jurisdictions to discuss possible applications. Staff has also reviewed potential projects with staff at the EDA to assess their fundability.

RECOMMENDATION:

None. Discussion only.

STAFF CONTACT:

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ISSUE: Meeting Schedule

DISCUSSION: Staff will engage the board in a discussion on future meetings.

BACKGROUND:

The CEDS Steering Committee, and now the MIPA interim board of directors, has been meeting monthly since May. The September meeting is the last one that has been scheduled.

What is the ideal schedule for the next 3-6 months?

RECOMMENDATION:

None. Discussion only.

STAFF CONTACT:

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