



MID-IOWA

MIPA

PLANNING ALLIANCE
FOR COMMUNITY DEVELOPMENT

MID-IOWA PLANNING ALLIANCE

Board of Directors

September 7, 2021

AGENDA



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

REPORT

Timeline

PHASE 1:
Weigh support

- **November to February**
- Stakeholder discussions
- County resolutions of support
- Concurrence from Governor's Office.



PHASE 2:
Create entity

- **March to August**
- Meet all criteria for formation of EDD.
- Form entity.
- Determine due structure.
- Form board.
- Develop and adopt CEDS.



PHASE 3:
Designation

- **Fall 2021**
- Submit materials for designation.
- Review process estimated at 2-3 months.
- Final approval from a deputy administrator.



PHASE 4: Launch
Operations

- **Late 2021 - Mid-2022**
- Determine membership
- Following designation, the entity would apply to participate in the EDA's Partnership Program, i.e., federal funding for admin costs.

FINAL STEPS: Phase 2: Entity Creation

PHASE 2: Create entity

- **March to August**
- Meet all criteria for formation of EDD.
- Form entity.
- Determine due structure.
- Form board.
- Develop and adopt CEDS.

July 12 – Steering Committee Meeting

- Review draft incorporation articles

August 2 – Steering Committee Meeting

- Approve incorporation articles
- Review draft bylaws
- Review draft CEDS document

August 3 – Open 30-day public comment period for CEDS

NEW: August 20 – Comments due regarding draft Bylaws, so there's two weeks to revise

AUGUST – Develop EDD designation application while the CEDS is out for public comment

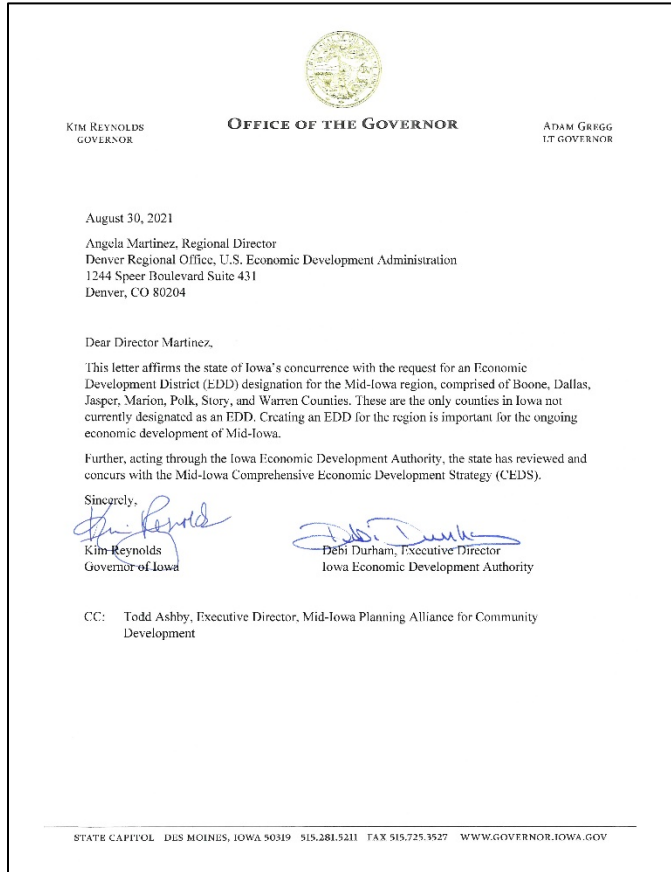
September 2 – Close 30-day public comment period

September 3 – Make final edits to CEDS document

September 7 – Steering Committee meets as Interim BOD for new entity

- Review and approve bylaws
- Review and approve CEDS
- Review and approve EDD designation application
- Review and approve IRS designation application

RECEIVED: Letter of State Concurrence



The letter of state concurrence is a requirement for the EDD designation request.

Thanks to IEDA staff for facilitating the request to the Governor's Office.

Thanks to the Greater Des Moines Partnership for opening doors at IEDA and paving the way.

NEXT STEPS: Preparing to be operational

PHASE 3: Designation

- **Fall 2021**
- Submit materials for designation.
- Review process estimated at 2-3 months.
- Final approval from a deputy administrator.

September 8 – Submit EDD designation application and wait. Approval could take up to 3 months.

SEPTEMBER-DECEMBER

- Meet with eligible jurisdictions about possible membership
- Funding commitments will be needed for application to the EDA's Partnership Program for administrative costs (\$70K annual grant, matched by \$70K local funds)
- Could be operational by early 2022.

PHASE 4: Launch Operations

- **Late 2021 - Mid-2022**
- Determine membership
- Following designation, the entity would apply to participate in the EDA's Partnership Program, i.e., federal funding for admin costs.

REPORT AND VOTE

Articles of Incorporation

RECAP: Articles of Incorporation



- Filed August 11 with Secretary of State
- 504 nonprofit
- Name: Mid-Iowa Planning Alliance for Community Development
- Included language for IRS designation

RECOMMEND APPROVAL

REPORT AND VOTE

Bylaws

HIGHLIGHTS: Membership



- **Eligibility** – All jurisdictions within seven-county region
 - 89 incorporated cities and 7 counties
- **Joining** – Can join at any time
 - Effective July 1, 2023, joining members would pay one year's worth of back dues to join
 - This is intended to prevent jurisdictions from joining at the last minute to reap the benefits without having paid into the org
- **Leaving** – Can leave at any time
 - Would still have to pay dues for remainder of year

HIGHLIGHTS: Board of Directors



- **Membership:** Maximum 125 representatives
 - 1 per city (89 eligible) and county (7 eligible)
 - 2 private representatives from each county (14 maximum) to be appointed by members within county
 - 1 representative each from Iowa State University, DMACC, and Greater Des Moines Partnership
- **Meetings:** Minimum one per year in May
- **Term:** Until successor appointed, or upon death, resignation or removal
- **Notable responsibilities:** Budget, bylaws, CEDS, contract authority over \$25K*.

HIGHLIGHTS: Executive Committee



- **Membership:** Maximum 21 representatives
 - 2 city or county reps from within each county (14) to be appointed by members within county
 - 1 private representatives from each county (7 maximum) to be appointed by members within county
- **Meetings:** At least every other month
- **Term:** Until successor appointed, or upon death, resignation or removal
- **Notable responsibilities:** Day-to-day decision making on behalf of board; contract authority up to \$25K*.

HIGHLIGHTS: Officers



- **Officers:** Chair, Vice Chair, Secretary, Treasurer
 - Elected from within Executive Committee Members
 - Elected by Executive Committee
 - Individual can hold more than one officer position
 - Term: Until successor chosen, or upon death, resignation or removal.

FEEDBACK and RECOMMENDATIONS



- Distributed draft bylaws to Board of Directors on August 2
 - No comments received
- Staff recommends one revision:
 - Increase Executive Committee contract authority to \$50K
 - Intent is to simplify process of accepting contacts with member governments without needing full board meeting
- Bylaws can be updated in the future as needed.

RECOMMEND APPROVAL

REPORT AND VOTE

Officers

PROPOSED OFFICERS



Chair – Brenda Dryer, Ames Chamber

Vice Chair – Clyde Evans, West Des Moines,

Secretary – Charlie Dissell, Indianola

Treasurer – Carrie Kruse, Des Moines

RECOMMEND APPROVAL

REPORT AND VOTE

IRS Designation Submission

IRS DESIGNATION



- Seeking approval to proceed with application for IRS designation and federal tax ID.

RECOMMEND APPROVAL

REPORT AND VOTE

Final Comprehensive Economic Development Strategy

PUBLIC ENGAGEMENT



Published CEDS on website on Aug. 3 for 30-day public comment period, ending Sept. 2.

- Publicized with email newsletter and through CEDS Steering Committee
- Two comments received

Held public meeting August 24

- Zero attendees

COMMENTS & UPDATES



COMMENTS AND RESPONSES

- Mismatched font on page 12 table – CORRECTED
- Suggestion to mention collaboration with other EDDs and Iowa State University – ADDED on “Moving Forward,” page 96

OTHER UPDATES

- Added photo of Urbandale interchange – page 70
- Added language on the specific ways MIPA will help member governments advance goals (e.g., grant writing and admin) – page 96

ADDITIONAL REVIEW



STATE CONCURRENCE

- The Iowa Economic Development Authority was sent a copy of the CEDS and asked for review and comment
- No comments given
- State provided letter of concurrence, saying the CEDS aligns with state economic development strategies

EDA PRELIMINARY REVIEW

- Draft sent to EDA staff.
- “... based on our quick review, it appears that you are on the right path with the draft document.”

ALREADY SHOWING VALUE



Even in draft form, the CEDS is already showing value to the region.

- Grant applications can check box asking for CEDS
- ISU is pursuing a grant and needed a CEDS
- DMACC is considering a possible grant and likewise would benefit from a CEDS

RECOMMEND APPROVAL

REPORT AND VOTE

EDD Designation Application

REQUIRED ELEMENTS



ELEMENT	STATUS
Maps of proposed district.	Done.
Letter from district organization chair.	Drafted for signature.
Letter of concurrence from Governor.	Received.
Resolutions of support from county Boards of Supervisors.	Received.
Articles of Incorporation and Bylaws.	Incorporated. Bylaws drafted for Board approval.
Governing board.	Interim board named.
District staff.	MPO staff.
Comprehensive Economic Development Strategy.	Drafted for board approval.
Narrative for designation.	Drafted for board approval.

RECOMMEND APPROVAL

REPORT

American Rescue Plan Grant Opportunities

OUTREACH



- Sent email newsletter regarding funding opportunity
- Informational session held August 5
 - About 30 people attended
 - Recorded and published on website (11 views)
- Separate conversation with several interested jurisdictions
- Collected potential projects for possible grant applications
 - 21 potential projects
- Reviewed potential projects with EDA staff on August 24
- Relayed EDA responses back to submitting jurisdictions
- Likely moving forward with 6-10 grant applications

DISCUSSION

Future Meeting Dates

OTHER BUSINESS

Items of Interest

ADJOURNMENT

Thank you!