



NOTICE OF MEETING

Mid-Iowa Planning Alliance
Interim Board of Directors

10 a.m., Tuesday, February 1, 2022
420 Watson Powell Jr. Way Suite 200

Des Moines, IA 50309

[Virtual option via Zoom](#)

Meeting ID: 890 3450 6039

Passcode: 501529

+1 312 626 6799 US (Chicago)

TENTATIVE

1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Minutes.....Page 2
4. REPORT AND VOTE: Designation Update & Signature Authority.....Page 6
Report on the process of establishing an Economic Development District for Mid-Iowa and next steps on entering the Partnership Program with the EDA to access federal funding for staffing. Consider approval of signature authority.
5. REPORT AND VOTE: Membership Update & Local MatchPage 10
Report on membership commitments to date and next steps on funding. Consider approval of commitment of funds for local match.
6. REPORT: Budget..... Page 13
Report and discussion on draft budget.
7. REPORT: StaffingPage 16
Report on next steps regarding the hiring of a planner for MIPA.
8. REPORT: Contract with Des Moines Area MPOPage 17
Report and discussion on outline of contract with Des Moines Area MPO for administrative and planning support.
9. REPORT: ARPA Grant Applications.....Page 18
Report on applications from MIPA region.
10. Other Business
11. Adjournment

ISSUE: Minutes

Minutes from the January 2022 MIPA board meeting are listed below.

BACKGROUND:

This was the third meeting of the interim board of directors for the Mid-Iowa Planning Alliance for Community Development. Besides passing the agenda and minutes, no official actions were taken.

RECOMMENDATION:

Staff recommends approval.

STAFF CONTACT:

Gunnar Olson
golson@mid-iowaplanningalliance.org
(515) 334-0075

MEETING MINUTES
Mid-Iowa Planning Alliance for Community Development
Interim Board of Directors

10 a.m. Tuesday, January 4, 2022
420 Watson Powell Jr. Way Suite 200
Des Moines, IA 50309

The interim Board of Directors (the "Board") of the Mid-Iowa Planning Alliance for Community Development ("MIPA") held a hybrid in-person/virtual meeting at 10 a.m. January 4, 2022. Board members were allowed to attend virtually via Zoom because it was determined to be impracticable to require in-person attendance due to the risks related to COVID-19. Notice of the meeting, including a meeting agenda, was delivered to the interim Board members in accordance with MIPA bylaws.

ATTENDANCE

MIPA Interim Board Members Present

Brenda Dyer, Chair
Don DeWaard
Brian Crowe
Deb Bengtson
Charlie Dissell, Secretary
Carrie Kruse, Treasurer
Clyde Evans, Vice Chair
Curtis Brown
Amanda Accola
Lorin Ditzler
Alex Lynch
Greg Piklapp
Tanya Michener
Hollie Zajicek
Carla Eysink

MIPA Interim Board Members Absent

Jeff Davidson
Derek Lord
Deven Markley
Mike Hammond
Butch Ostrander
Kyle Michael
Brandon Talsma
Heather Ussery
Dylan Morse
Leanne Harter
Gerry Alt
John Norris
Rachel Gocken
Wade Wagoner
Joe Mrstik
Mark Jackson

Staff Present

Todd Ashby
Andrew Collings
Gunnar Olson
Zhi Chen

1. Call to Order

MIPA Chair Brenda Dryer called the meeting to order at 10 a.m. A quorum was present.

2. Approval of the Agenda

This item was moved by Brown, seconded by Evans, and passed by unanimous vote.

MOTION CARRIED.

3. Approval of Minutes

Staff asked for review of the attendance and five board members gave notification of the attendance. With these revisions, the item was moved by Evans, seconded by Lynch, and passed by unanimous vote.

MOTION CARRIED.

4. EDD Designation Timeline

Olson reported that the application for designation of Mid-Iowa as an Economic Development District continued its review following its submission to the Economic Development Administration (EDA) on September 7, 2021. Olson reported that EDA staff had reviewed the designation application, as well as the included Comprehensive Economic Development Strategy (CEDS), and provided feedback. Olson reported that the designation package has completed review at the Denver Region level and has advanced to EDA Headquarters where the review continues. On December 9, the EDA informed MIPA that it had formally accepted the Mid-Iowa CEDS, which is now the official CEDS for the region, benefiting grant applications.

5. Membership

Olson reported on the opening of the enrollment period for the Mid-Iowa Planning Alliance for Community Development. Steps included publishing all details about joining the organization on a new "Membership" page of the organization's website, at www.midiowaplanningalliance.com/membership. Invitations to join were sent via mail and email to all eligible jurisdictions, including 89 cities and seven counties. To date, at least 13 jurisdictions have joined, and more than \$72,100 has been committed, nearing the required \$87,500 needed for local match for the first 15 months of the EDA's

Partnership Program. Olson reported the outreach will continue through the enrollment period, which has a deadline of February 15.

6. Staffing Plan

Olson reported that staff will be developing a contract outlining the agreement between MIPA and the MPO, and outlining a process for hiring a senior planner for MIPA. The contract is expected to be on the agenda at MIPA's next board meeting.

7. Grant Applications

Olson reported on prospective grant applications from jurisdictions within the Mid-Iowa region.

8. Other Business

Olson shared that a bank account had been opened for MIPA at Bankers Trust.

Olson proposed three future meeting dates, continuing the time of 10 a.m. on the first Tuesday of the month, including February 1, March 1, and April 5.

9. Adjournment

Dryer adjourned the meeting of the Board at 10:29 a.m.

ISSUE: Designation Update & Signature Authority

REPORT: Staff will provide an update on process of establishing an Economic Development District for the Mid-Iowa region, notably the application to the Partnership Program and the required signature authority.

BACKGROUND:

It's official! The Mid-Iowa Planning Alliance for Community Development (MIPA) has been officially recognized by the U.S. Economic Development Administration (EDA) as the Economic Development District serving Boone, Dallas, Jasper, Marion, Polk, Story and Warren Counties.

The notification letter from Assistant Secretary Alejandra Castillo was received on January 26, concluding the review period that began with the submission of the EDD designation application in early September. A copy of the letter is included below.

The notification was quickly followed by an invitation to apply for the EDA's Partnership Program, which provides \$70,000 in annual funding to expand capacity in the region to conduct economic development activities, i.e., staffing.

The application to the Partnership Program is due February 7. To complete the application, staff is asking the board to authorize the MPO Executive Director Todd Ashby to execute all necessary documents for the Partnership Program application on behalf of the Planning Alliance, in anticipation of MIPA contracting MPO for administrative and executive services. A copy of the resolution is included below.

RECOMMENDATION:

Staff recommends board action giving signature authority to MPO Executive Director Todd Ashby for the execution of the Partnership Program application on behalf of MIPA.

STAFF CONTACT:

Gunnar Olson
golson@midowaplanningalliance.org
(515) 334-0075



UNITED STATES DEPARTMENT OF COMMERCE
Economic Development Administration
Washington, D.C. 20230

January 26, 2022

Ms. Brenda Dryer
Chairman of the Mid Iowa Planning Alliance for
Community Development (MIPA)
420 Watson Powell Jr. Way, Suite 200
Des Moines, Iowa 50309

Dear Chairman Dryer:

I am pleased to inform you that the U.S. Economic Development Administration (EDA) has approved the Mid Iowa Planning Alliance for Community Development's (MIPA) request for designation as an Economic Development District (EDD). The EDD is comprised of the Boone, Dallas, Jasper, Marion, Polk, Story and Warren Counties of Iowa.

EDA is committed to providing financial assistance to meet the economic development needs of distressed communities throughout the United States. Our mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. To that end, this designation will serve as a foundation for future economic successes that will benefit both families and businesses in your region.

I trust that this designation will strengthen the economies of the Mid Iowa region and wish you every success in carrying out your economic development activities. Ali DeMersseman, Economic Development Representative for the state of Iowa, will remain your primary point of contact regarding this designation and may be contacted by telephone at (605) 877-2866, or by email at ademersseman@eda.gov.

Your ongoing efforts to stimulate growth and business expansion through local economic development programs are greatly appreciated.

Sincerely,

Alejandra Y. Castillo

Alejandra Y. Castillo
Assistant Secretary of Commerce
for Economic Development



**MEMORANDUM OF OFFICIAL DESIGNATION OF
AN ECONOMIC DEVELOPMENT DISTRICT**

In accordance with Section 401 of the Public Works and Economic Development Act of 1965, as amended (42 U.S.C. § 3171), I hereby designate the Economic Development District identified below:

<u>Name of EDD:</u>	Mid Iowa Planning Alliance for Community Development
<u>State:</u>	Iowa
<u>Regional Definition:</u>	Boone, Dallas, Jasper, Marion, Polk, Story and Warren Counties of Iowa.

Alejandra G. Castillo

Assistant Secretary of Commerce
for Economic Development

RESOLUTION FY2022 – 14

WHEREAS, the Mid-Iowa Planning Alliance for Community Development is established under Chapter 504 of the Code of Iowa;

WHEREAS, the Mid-Iowa Planning Alliance for Community Development is the designated Economic Development District serving the Mid-Iowa Region, supporting economic development in Boone, Dallas, Jasper, Marion, Polk, Story, and Warren Counties;

WHEREAS, the U.S. Economic Development Administration has invited the Mid-Iowa Planning Alliance for Community Development to apply for the EDA's Partnership Program to expand capacity for economic development activities;

WHEREAS, the Partnership Program application process requires signatures of the Board Chair or an Board designee;

WHEREAS, the Mid-Iowa Planning Alliance for Community Development intends to contract with the Des Moines Area Metropolitan Planning Organization (MPO) for administrative support, including executive functions to be handled by the MPO Executive Director;

NOW, THEREFORE, BE IT RESOLVED by the Mid-Iowa Planning Alliance for Community Development that:

MPO Executive Director Todd Ashby is hereby authorized to execute all necessary documents on MIPA's behalf for the Partnership Program application.

Done this 1st Day of February 2022.

Brenda Dryer, Chair
Mid-Iowa Planning Alliance for Community Development

ISSUE: Membership Update & Local Match

REPORT: Staff will provide an update on membership enrollment to date and ask for board action to commit match money for the Partnership Program.

BACKGROUND:

As noted above, MIPA has been formally invited to apply for the Partnership Program for \$70,000 in annual funds to expand staffing capacity to support economic development activities in Mid-Iowa. The program requires local match money. MIPA's source of matching funds is membership dues.

In early December MIPA opened the enrollment period, inviting eligible members (89 cities and 7 counties) to join the organization. MIPA sent letters to the mayors of each city and the chairs of county boards of supervisors. Emails were also sent to each jurisdiction's executive officer. Since then, staff has been providing communications, answering follow-up questions, and presenting at meetings when requested. The deadline for response is February 15.

To date, 33 jurisdictions have joined; they are listed on the next page. Several additional jurisdictions are actively considering membership, as well.

The inaugural membership dues have been pro-rated to cover 15 months, starting April 1, 2022, and ending June 30, 2023. The start date reflects the anticipated beginning of the Partnership Program. In future enrollment periods, MIPA will ask for 12-month commitments that align with jurisdictions' fiscal years.

Local match of \$87,500 is required for the first 15 months of operation within the Partnership Program. To date, membership commitments total \$99,701. Additional commitments are anticipated before February 15.

For the Partnership Program application, MIPA needs to demonstrate the access local match funds to be eligible. A resolution of commitment from this board, together with resolutions from member jurisdictions, will meet that requirement.

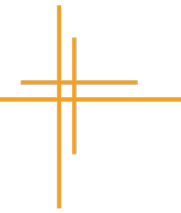
RECOMMENDATION:

Staff recommends board action approving the commitment of local funds, derived from membership dues, to match the Partnership Program.

STAFF CONTACT:

Gunnar Olson
golson@mid-iowa-planning-alliance.org
(515) 334-0075

MIPA Membership to Date*



Adel	Kellogg	Pella
Ankeny	Knoxville	Prairie City
Baxter	Lambs Grove	Polk County
Carlisle	Lynnville	Urbandale
Colfax	Melcher-Dallas	Reasnor
Des Moines	Milo	Story County
Elkhart	Mingo	Sully
Hartford	Mitchellville	Valeria
Huxley	Monroe	Van Meter
Indianola	Nevada	West Des Moines
Jasper County	Oakland Acres	Zearing

-
- Additional jurisdictions have indicated they would likely join (Feb. 15 deadline).
 - Additional discussions scheduled with more prospective members.
 - Commitments to date total \$99,701.

*** Updated January 28, 2022**

RESOLUTION FY2022 – 15

WHEREAS, the Mid-Iowa Planning Alliance for Community Development (MIPA) is established under Chapter 504 of the Code of Iowa;

WHEREAS, the Mid-Iowa Planning Alliance for Community Development is the designated Economic Development District serving the Mid-Iowa Region, supporting economic development in Boone, Dallas, Jasper, Marion, Polk, Story, and Warren Counties;

WHEREAS, the U.S. Economic Development Administration has invited the Mid-Iowa Planning Alliance for Community Development to apply for the EDA's Partnership Program requiring a local match of \$70,000 annually;

WHEREAS, membership commitments to date exceed the required local match dollar amount of \$70,000, providing sufficient funds to fully match the first 12 months of the Partnership Program;

NOW, THEREFORE, BE IT RESOLVED by the Mid-Iowa Planning Alliance for Community Development that:

MIPA will provide \$70,000 in cash to match the EDA Planning Partnership grant to assist with the EDD scope of work for the period of April 1, 2022, to March 31, 2023, and affirms that these funds are derived from membership dues that will be readily available, unencumbered, and fully committed effective April 1, 2022.

Done this 1st Day of February 2022.

Brenda Dryer, Chair
Mid-Iowa Planning Alliance for Community Development

ISSUE: Budget

REPORT: Staff will provide an update on a draft budget.

BACKGROUND:

MIPA membership is anticipated to be finalized by the end of February, and the Partnership Program is anticipated to be effective April 1.

Staff have prepared a draft budget to initiate discussion with the board, in anticipation of acceptance into the Partnership Program, the hiring of a planner, and the launch of operations in April.

The budget will be updated based on board feedback and final membership totals. The updated budget will be brought back to the board for adoption at the March meeting.

RECOMMENDATION:

None. Discussion only.

STAFF CONTACT:

Dylan Mullenix
dmullenix@dmampo.org
(515) 334-0075

MIPA Budget Summary

DRAFT SUMMARY

	4th Quarter FY 22	FY 23	Total
REVENUES			
Membership Dues	<u>\$17,500</u>	<u>\$70,000</u>	<u>\$87,500</u>
US Economic Development Administration Partnership Program	<u>\$17,500</u>	<u>\$70,000</u>	<u>\$87,500</u>
Contracts/Grants	<u>\$3,750</u>	<u>\$15,000</u>	<u>\$18,750</u>
TOTAL REVENUES	<u><u>\$38,750</u></u>	<u><u>\$155,000</u></u>	<u><u>\$193,750</u></u>
COSTS			
Salaries, Wages, Benefits, and Indirect Costs	<u>\$36,331</u>	<u>\$145,325</u>	<u>\$181,656</u>
Salaries (minus PTO)	\$15,086	\$60,345	\$75,431
Benefits	\$12,953	\$51,811	\$64,764
Wages	\$0	\$0	\$0
Indirect	\$8,292	\$33,169	\$41,462
Other Direct Costs	<u>\$2,152</u>	<u>\$8,608</u>	<u>\$10,760</u>
TOTAL COSTS	<u><u>\$38,483</u></u>	<u><u>\$153,933</u></u>	<u><u>\$192,416</u></u>
BALANCE	<u><u>\$267</u></u>	<u><u>\$1,067</u></u>	<u><u>\$1,334</u></u>

MIPA Budget Summary

COST BREAKDOWN

	4th Quarter FY 22	FY 23	Total
(a) Salaries and Wages	<u>\$15,086</u>	<u>\$60,345</u>	<u>\$75,431</u>
(a1) Salaries (minus paid leave)	\$15,086	\$60,345	\$75,431
(a2) Wages	\$0	\$0	\$0
(b) Fringe Benefits	<u>\$12,953</u>	<u>\$51,811</u>	<u>\$64,764</u>
(b1) Paid Leave	\$2,414	\$9,655	\$12,069
(b2) Other	\$10,539	\$42,156	\$52,695
Fringe Rate	85.86%	85.86%	85.86%
(c) Salaries and Wages + Fringe Benefits	<u>\$28,038.97</u>	<u>\$112,155.90</u>	<u>\$140,194.87</u>
(d) Indirect Costs	<u>\$8,292</u>	<u>\$33,169</u>	<u>\$41,462</u>
Facilities	\$2,837	\$11,348	\$14,185
Professional Services	\$1,398	\$5,593	\$6,992
Computers	\$823	\$3,292	\$4,116
Telecommunications	\$430	\$1,721	\$2,151
Printing and Postage	\$340	\$1,362	\$1,702
Travel & Training	\$1,122	\$4,490	\$5,612
Dues/Memberships	\$265	\$1,060	\$1,325
Equipment	\$337	\$1,347	\$1,684
Office Supplies	\$224	\$898	\$1,122
Publications	\$94	\$374	\$468
Sponsorships	\$281	\$1,122	\$1,403
Food & Beverages	\$131	\$524	\$655
Meeting Rooms	\$9	\$37	\$47
Indirect Rate	29.57%	29.57%	29.57%
(e) Other Direct Costs	<u>\$2,152</u>	<u>\$8,608</u>	<u>\$10,760</u>
Admin fee to MPO (5% of personnel costs)	\$1,402	\$5,608	\$7,010
Audit	\$750	\$3,000	\$3,750
(e) Total Costs	<u>\$38,483</u>	<u>\$153,933</u>	<u>\$192,416</u>

ISSUE: Staffing

REPORT: Staff will provide a report on the hiring of a senior planner to staff the Mid-Iowa Planning Alliance for Community Development.

BACKGROUND:

The Des Moines Area Metropolitan Planning Organization (MPO) has been providing temporary staffing to the effort to establish an Economic Development District for the Mid-Iowa region. Over the next few months, staffing will transition to a new arrangement, including the hiring of a full-time senior planner dedicated to MIPA. Staff will provide an update on this process.

RECOMMENDATION:

None. Discussion only.

STAFF CONTACT:

Dylan Mullenix
dmullenix@dmampo.org
(515) 334-0075

ISSUE: Contract with Des Moines Area MPO

REPORT: Staff will report on progress drafting a contract between MIPA and the MPO.

BACKGROUND:

The Des Moines Area Metropolitan Planning Organization (MPO) has been providing temporary staffing to the effort to establish an Economic Development District for the Mid-Iowa region. The board has discussed that, in addition to hiring a senior planner, it would utilize the MPO to provide administrative support for MIPA, including accounting and auditing, staff supervision, office space, payroll, etc.

Staff will outline the major components of a MIPA-MPO contract. Based on feedback from the MIPA Board and MPO Executive Committee, staff will revise the contract for consideration of approval by both bodies in March.

RECOMMENDATION:

None. Discussion only.

STAFF CONTACT:

Dylan Mullenix
dmullenix@dmampo.org
(515) 334-0075

ISSUE: Grant Applications from American Rescue Plan Act

REPORT: Staff will report on activities to support grant applications from 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. 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:

Andrew Collings
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(515) 334-0075