



MID-IOWA

MIPA

PLANNING ALLIANCE
FOR COMMUNITY DEVELOPMENT

BOARD OF DIRECTORS

Regular Meeting

March 1, 2022

AGENDA

AGENDA



1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Minutes
4. REPORT & VOTE: FY2022 Budget
5. REPORT & VOTE: Contract with MPO
6. REPORT & VOTE: State Auditor's Opinion; Statement of Public Purpose
7. REPORT: Membership
8. REPORT: Partnership Program
9. REPORT: Staffing
10. REPORT: Board and Executive Committee
11. REPORT: ARPA Grant Applications
12. Other Business
13. Adjournment

MINUTES

FY2022 BUDGET

Revenue Overview



Revenue for MIPA budget include the following:

- Membership dues
- EDA Partnership Program grant
- Additional grants/contracts

Revenue

	4th Quarter FY 22	FY 23	Total
REVENUES			
Membership Dues	<u>\$25,839</u>	<u>\$103,356</u>	<u>\$129,195</u>
EDD PP Match	\$17,500	\$70,000	\$87,500
Overage beyond match (for reserves)	\$8,339	\$33,356	\$41,695
US Economic Development Administration Partnership Program	<u>\$17,500</u>	<u>\$70,000</u>	<u>\$87,500</u>
Contracts/Grants (TBD)	<u>\$8,750</u>	<u>\$35,000</u>	<u>\$43,750</u>
TOTAL REVENUES	<u>\$52,089</u>	<u>\$208,356</u>	<u>\$260,445</u>

Costs Overview



Costs for MIPA budget include the following:

- Salary and fringe benefits for new staff
 - Fringe benefits same as MPO
- Indirect costs to MPO for facilities, supplies, etc.
 - Indirect costs allocated proportionately across contracts
- MPO staff support costs
- Audit
- Admin fee to MPO (5% of personnel costs)

Costs

	4th Quarter FY 22	FY 23	Total
(a) Salaries and Wages	\$15,086	\$60,345	\$75,431
(a1) Salaries (minus paid leave)	\$15,086	\$60,345	\$75,431
(a2) Wages	\$0	\$0	\$0
(b) Fringe Benefits	\$13,412	\$53,649	\$67,061
(b1) Paid Leave	\$2,414	\$9,655	\$12,069
(b2) Other	\$10,998	\$43,993	\$54,992
Fringe Rate	88.90%	88.90%	88.90%
(c) Salaries and Wages + Fringe Benefits	\$28,498.36	\$113,993.46	\$142,491.82
(d) Indirect Costs	\$8,998	\$35,992	\$44,990
Facilities	\$2,912	\$11,650	\$14,562
Professional Services	\$1,544	\$6,176	\$7,720
Computers	\$1,136	\$4,544	\$5,680
Telecommunications	\$475	\$1,900	\$2,375
Printing and Postage	\$211	\$843	\$1,053
Travel & Training	\$1,239	\$4,957	\$6,197
Dues/Memberships	\$293	\$1,171	\$1,463
Equipment	\$372	\$1,487	\$1,859
Office Supplies	\$248	\$991	\$1,239
Publications	\$103	\$413	\$516
Sponsorships	\$310	\$1,239	\$1,549
Food & Beverages	\$145	\$578	\$723
Meeting Rooms	\$10	\$41	\$52
Indirect Rate	31.57%	31.57%	31.57%
(e) Other Direct Costs	\$6,252	\$25,008	\$31,260
MPO Staff Support	\$3,883	\$15,531	\$19,414
Admin fee to MPO (5% of personnel costs)	\$1,619	\$6,476	\$8,095
Audit	\$750	\$3,000	\$3,750
(e) Total Costs	\$43,748	\$174,993	\$218,741

Summary

	4th Quarter FY 22	FY 23	Total
REVENUES			
Membership Dues	<u>\$25,839</u>	<u>\$103,356</u>	<u>\$129,195</u>
EDD PP Match	\$17,500	\$70,000	\$87,500
Overage beyond match (for reserves)	\$8,339	\$33,356	\$41,695
US Economic Development Administration Partnership Program	<u>\$17,500</u>	<u>\$70,000</u>	<u>\$87,500</u>
Contracts/Grants (TBD)	<u>\$8,750</u>	<u>\$35,000</u>	<u>\$43,750</u>
TOTAL REVENUES	<u>\$52,089</u>	<u>\$208,356</u>	<u>\$260,445</u>
COSTS			
Salaries, Wages, Benefits, and Indirect Costs	<u>\$37,496</u>	<u>\$149,985</u>	<u>\$187,482</u>
Salaries (minus PTO)	\$15,086	\$60,345	\$75,431
Benefits	\$13,412	\$53,649	\$67,061
Wages	\$0	\$0	\$0
Indirect	\$8,998	\$35,992	\$44,990
Other Direct Costs	<u>\$6,252</u>	<u>\$25,008</u>	<u>\$31,260</u>
TOTAL COSTS	<u>\$43,748</u>	<u>\$174,993</u>	<u>\$218,741</u>
BALANCE	<u>\$8,341</u>	<u>\$33,363</u>	<u>\$41,704</u>
Overage beyond EDA PP match (for reserves)	\$8,339	\$33,356	\$41,695
Other	\$2	\$7	\$9

CONTRACT WITH MPO

Contract Background



The Des Moines Area MPO has staffed the effort to establish an Economic Development District for the Mid-Iowa region.

- The arrangement discussed with stakeholders was for MIPA to contract staffing from MPO;
 - Partnership Program requires MIPA to directly hire at least one employee;
 - The MPO contract, then, will cover the balance of MIPA's needs as an organization;

CONTRACT: Outline



- Provide or manage all administrative functions:
 - Name Todd Ashby as supervisor of employees, including hiring and firing
 - Human resources, including payroll and benefits management
 - Accounting & Auditing
- Provide planning support
 - Gives MIPA access to broader expertise of MPO staff members
 - E.g., various specialties including public engagement

CONTRACT: Annual costs



- Total MIPA contract with MPO: ~\$61,000
 - \$36,000 in indirect costs
 - Office space, phone, computer, supplies, etc.
 - \$15,500 in planning staff support
 - Approx. 210 hours of planning staff support
 - \$3,000 audit
 - Using same auditor as MPO
 - \$6,500 in admin support
 - Administering of fringe benefits for employee; MIPA staff oversight and support; assistance with required EDD documentation

**STATE AUDITOR'S OPINION;
STATEMENT OF PUBLIC PURPOSE**

BACKGROUND: Auditor Opinion

MIPA's 504 structure is legal. However, the state auditor's office prefers for local governments to participate in regional ventures via 28E rather than nonprofit to ensure taxpayer funds go to public purpose,



BACKGROUND: Decision for 504



There are a few reasons why legal counsel and staff recommended MIPA be formed as a 504 nonprofit.

- 504 nonprofit was acceptable to the U.S. EDA and is a common legal structure for other EDD organizations in the state of Iowa.
- 504 nonprofit makes it simpler for eligible jurisdictions to join the organization as members at any time.
- 504 nonprofit was quicker to start than a 28E would have been.
 - A 28E would have required that membership be determined before its creation, which would have extended the formation process to the point that MIPA would have missed window to apply to the Partnership Program ahead of Federal Fiscal Year 2022.



NEXT STEPS:

Statement of Public Purpose

Staff recommends taking two steps to give assurances to member jurisdictions and the state auditor's office.

- Near-term: Adopt a statement of public purpose as a board (today's agenda item).
- Long-term: Incorporate language regarding public purpose into template membership resolutions for next enrollment period.

MEMBERSHIP

MEMBERSHIP: 46 Jurisdictions



Adel	Hartford	Mingo	Reasnor
Ankeny	Huxley	Mitchellville	Story County
Baxter	Indianola	Monroe	Sully
Bondurant	Jasper County	Nevada	Urbandale
Boone	Johnston	Newton	Valeria
Carlisle	Kellogg	Norwalk	Van Meter
Clive	Knoxville	Oakland Acres	Waukee
Colfax	Lambs Grove	Ogden	West Des Moines
Des Moines	Lynnville	Pella	Windsor Heights
Dallas County	Marion County	Pleasant Hill	Zearing
Elkhart	Melcher-Dallas	Prairie City	
Grimes	Milo	Polk County	

Membership as of February 24, 2022

MEMBERSHIP: Analysis



- More than 80 percent of population covered by member
- 5 of 7 counties joined
 - Members: Dallas, Jasper*, Marion, Story, Polk
 - Also paying for all jurisdictions in county except Newton
 - Not members: Boone, Warren
- 41 of 89 all eligible cities joined, including:
 - 28 of 41 cities with 1,000 or greater population
 - Not Ames, Altoona, Perry, Polk City, Story City, Madrid, Dallas Center, Pleasantville, Granger, Slater, Roland, Woodward, Gilbert
 - 13 of 48 cities with less than 1,000 population

MEMBERSHIP: Mapped



PARTNERSHIP PROGRAM

UPDATE: Partnership Program



- Submitted Partnership Program application on February 7
- Provided some follow-up information
- Denver region reviewed and forwarded to headquarters.
- No official word yet, but EDA staff says it's on track to start April 1.

BACKGROUND

- Three-year grant for \$210,000 (\$70,000 annually)

STAFFING

MIPA Staff Member



To meet the requirements of the Partnership Program, MIPA will directly hire one staff member.

- MPO will still play role in administration of MIPA (next item)
- Senior Planner level position
- Around \$70K annual salary range, plus benefits
- Target start date of April 1

UPDATE: Hiring Process



- Posted opening – February
 - Two applicants so far
- First-round interviews – early March
- Hiring committee volunteers:
 - Greg Piklapp from Boone County, Alex Lynch from Dallas County, Carla Eysink from Marion County, Wade Wagoner from Jasper County, Clyde Evans from Polk County, Brenda Dryer from Story County, and Charlie Dissell from Warren County
- Committee process TBD, based on quality/quantity of applicants
- Make offer – mid March
- Start date – target of April 1

BOARD AND EXECUTIVE COMMITTEE

TRANSITION: Board of Directors



Staff proposes to use the FY22 fourth quarter (first of operations) to transition from the interim board to the full-time board.

- Mid-March – Solicit board reps from member jurisdictions (1 per jurisdiction) as part of invoicing members
 - Provide April 15 deadline to appoint board reps
- Mid-April – Solicit private sector board reps from member jurisdictions (2 per county); appointed by members in county
 - Provide May 13 deadline
- Late May – Hold first full board meeting (in May, per bylaws) and adopt work program and budget for first full fiscal year.
 - 10 a.m. Monday, May 30?
 - Another meeting needed before September to adopt CEDS.

TRANSITION: Executive Committee



Executive Committee could then be formed in second half of April, after member jurisdiction appoint their board members.

- Late April – solicit executive committee reps from board reps of member jurisdictions.
 - Give deadline of May 13.
- Adopt bi-monthly schedule for Executive Committee.
 - Tuesday mornings not working for county-affiliated reps
 - Best day of the week / week of the month?

ARPA GRANT APPLICATIONS

AMERICAN RESCUE PLAN



- Continue working with a handful of jurisdictions on potential applications.
- ISU, DMACC and United Way of Central Iowa also pursued grant applications, using CEDS.



Build Back Better Regional Challenge



Good Jobs Challenge



Economic Adjustment Assistance



Indigenous Communities



Travel, Tourism and Outdoor Recreation



Statewide Planning, Research and Networks

UPDATE: Grant submissions



Denver Region received \$90 million in requests for travel and tourism program.

- It has \$19.1 million to spend.
- There are 10 states in the Denver Region.
- EDA is targeting 2 awards per state.
- Iowa has 7 applications; 4 from region.
- The applications will be reviewed March 1.
- Awards to be announced by end of March.

OTHER BUSINESS

ADJOURNMENT

Thank you!

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