



**NOTICE OF MEETING**

**Mid-Iowa Planning Alliance  
Interim Board of Directors**

**10 a.m., Tuesday, April 5, 2022  
420 Watson Powell Jr. Way Suite 200  
Des Moines, IA 50309**

**[Virtual option via Zoom](#)**

**Meeting ID: 876 3355 9438**

**Passcode: 051603**

**+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: March Board Actions.....Page 7**  
Report on March board meeting. Due to lack of quorum, the board is asked to ratify the March actions.
- 5. REPORT AND VOTE: Contract with MPO.....Page 8**  
Report on draft contract for administrative and staffing services with Des Moines Area Metropolitan Planning Organization. Consider approval.
- 6. REPORT AND VOTE: Closed Session.....Page 9**  
Report on the need for a closed session to discuss a candidate for employment pursuant with Iowa Chapter 21.5 (1j). Consider vote to go into closed session.
- 7. REPORT AND VOTE: Staffing.....Page 10**  
Report on hiring process. Consider vote to hire candidate.
- 8. REPORT: Membership .....Page 11**  
Report and discussion on outline of contract with Des Moines Area MPO for administrative and planning support.
- 9. REPORT: Partnership Program.....Page 12**  
Report on the status of MIPA’s application to the Partnership Program of the Economic Development Administration to expand capacity.
- 10. REPORT: Board and Executive Committee..... Page 13**  
Report on the transition to full-time board and next steps.
- 11. REPORT: Bylaws .....Page 14**  
Report and discussion on suggested revisions to MIPA bylaws.
- 12. REPORT: ARPA Grant Applications..... Page 15**  
Report on applications from MIPA region.
- 13. Other Business**
- 14. Adjournment**

**ISSUE: Minutes**

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

**BACKGROUND:**

This was the fifth meeting of the interim board of directors for the Mid-Iowa Planning Alliance for Community Development. The meeting lacked quorum. As such, the present board member elected to vote on items subject to ratification at the next board meeting, on the advice of legal counsel.

**RECOMMENDATION:**

Staff recommends approval.

**STAFF CONTACT:**

Gunnar Olson  
[golson@dmampo.org](mailto:golson@dmampo.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 Dryer, Chair  
Carrie Kruse, Treasurer  
Clyde Evans, Vice Chair  
Amanda Accola  
Tanya Michener  
Hollie Zajicek  
Jeff Davidson  
Derek Lord  
Rachel Gocken  
Lorin Ditzler  
Deb Bengtson

**Staff Present**

Todd Ashby  
Dylan Mullenix  
Zach Young  
Gunnar Olson  
Zhi Chen  
Scott Brennan

**MIPA Interim Board Members Absent**

Curtis Brown  
Alex Lynch  
Carla Eysink  
Wade Wagoner  
Don DeWaard  
Charlie Dissell, Secretary  
Mike Swesey  
Deven Markley  
Mike Hammond  
Butch Ostrander  
Kyle Michael  
Brandon Talsma  
Heather Ussery  
Dylan Morse  
Leanne Harter  
John Norris  
Joe Mrstik  
Mark Jackson  
Greg Piklapp

## **1. Call to Order**

MIPA Chair Brenda Dryer called the meeting to order at 10:01 a.m. A quorum was lacking. Per legal counsel recommendation, the meeting proceeding with the understanding that all actions would be taken by the present board members, subject to their ratification at the April 5 board meeting.

## **2. Approval of the Agenda**

The item was moved by Davidson, seconded by Accola, and the item passed by unanimous vote, subject to ratification.

MOTION CARRIED.

## **3. Approval of Minutes**

The item was moved Gocken, seconded by Zajicek, and passed by unanimous vote, subject to ratification.

MOTION CARRIED.

## **4. FY22 Budget**

Mullenix summarized the FY22 budget, which had been introduced and discussed at the February board meeting. Staff recommended that the interim board of directors adopt the budget for the first quarter of operations, i.e. FY2022 fourth quarter, and asking the full board of directors to adopt the FY2023 budget.

A motion to approve the FY2022 budget was moved by Evans, seconded by Davidson, and was approved by unanimous vote, subject to ratification.

MOTION CARRIED

## **5. Contract with MPO**

Olson summarized the components of the planned contract that MIPA will hold with the Des Moines Area MPO. Staff recommended voting on one component of that contract – the Joint Employment Agreement – in March and voting on the overall contract in April.

A motion to approve the Joint Employment Agreement was moved by Kruse, seconded by Lord, and was passed by unanimous vote, subject to ratification.

MOTION CARRIED.

## **6. State Auditor's Opinion**

Olson provided background on concerns from the State Auditor's Office about the organization's structure as a 504 nonprofit, as opposed to a 28E. Staff reported that the underlying concern of the auditor's opinion was to assure that public dollars were being used for public purpose as outlined in Iowa Chapter 15A. Olson provided background on the reasons why MIPA was formed as a 504 nonprofit. Staff also recommended the board pass a resolution stating MIPA's public purpose in accordance with Iowa Chapter 15. The board concurred that the organization would serve a public purpose by working to obtain new jobs and investment within the EDD and retain jobs and investment within the EDD.

A motion for a statement of public purpose was made by Davidson, seconded by Gocken, and passed unanimously, subject to ratification.

## **7. Membership**

Olson reported that 46 jurisdictions had joined MIPA, with populations representing more than 80 percent of the Mid-Iowa region's population. He noted that more may join mid-year, as allowed by the bylaws.

## **8. Partnership Program**

Olson reported that the application to the Partnership Program had been submitted on deadline. He said the application was still under review by the U.S. Economic Development Administration, noting that staff continued to anticipate and plan for an April 1 start date.

## **9. Grants**

Olson outlined a timeline to transition MIPA from its interim board to its full-time board of directors and executive committee. The transition will begin in March with solicitations of member jurisdictions' board appointments, then appointments of private sector reps and the seating of the executive committee will be made in April. Finally, the first annual meeting of the fulltime board of directors will be held in May, likely the morning of Thursday, May 26.

There was board discussion about meeting dates, and among those present there was consensus that Thursday mornings would be a good option.

## **10. ARPA Grant Applications**

Olson provided an update on the EDA grant program for which four Mid-Iowa projects are under consideration. Notably, the Denver region has \$19.1 million to spend in a 10-state region, and more than \$90 million in requests. In Iowa, there are seven applications, including four from the Mid-Iowa region. EDA staff are reviewing the applications in March and awards should be announced by the end of March.

## **11. Other Business**

Olson noted that potential partner organizations had been reaching out to MIPA for possible collaboration, including the Jacobson Institute at Grandview University and the Polk County Emergency Management.

## **12. Adjournment**

Dryer adjourned the meeting of the Board at 10:37 a.m.

**ISSUE: March Board Actions**

REPORT: Staff will summarize the March board meeting and the actions taken.

**BACKGROUND:**

The March board meeting lacked quorum. On the advice of legal counsel, the present members opted to act on the agenda items requiring action, subject to their ratification at the next board meeting. Those actions included:

1. Approval of Minutes
2. Approval of Agenda
3. FY2022 Budget
4. Contract with MPO
5. State Auditor's Opinion

Additional details can be found in the minutes, above. The full March agenda is also being included as a supplemental item for additional details and context.

**RECOMMENDATION:**

Staff recommends board action ratifying the actions from the March board meeting.

**STAFF CONTACT:**

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(515) 334-0075

**ISSUE: Contract with MPO**

REPORT: Staff and legal counsel will provide an overview of a proposed contract with the Des Moines Area Metropolitan Planning Organization (MPO) for administrative and staffing services for MIPA.

**BACKGROUND:**

The Des Moines Area MPO initiated the establishment of an Economic Development District, oversaw the creation of the Mid-Iowa Planning Alliance for Community Development, and has provided staffing throughout the incubation period. As has been the mutual understanding between the organizations, the plan has been for MIPA, once operational, to contract with the MPO for administrative and staffing services. These were outlined to the interim board of directors in previous meetings. These services will be spelled out in a contract. A copy of the draft contract will be shared with the interim board prior to the meeting.

**RECOMMENDATION:**

Staff recommends board action approving the contract with the Des Moines Area MPO.

**STAFF CONTACT:**

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(515) 334-0075

**ISSUE: Closed Session**

REPORT: Staff will provide the legal justification for entering in to closed session.

**BACKGROUND:**

MIPA's bylaws call for the board of directors to conduct meetings in accordance with Iowa Chapter 21 regarding open meetings. Before going into closed session, a legal justification must be provided, and a majority of the board must vote to enter closed session.

The legal justification for this closed session is provided by Chapter 21.5:

*i. To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.*

The individual in question has requested a closed session.

**RECOMMENDATION:**

Consider vote to enter close session.

**STAFF CONTACT:**

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**ISSUE: Staffing**

REPORT: Staff will report on the hiring process and make a recommendation for the hiring of a candidate to fill the Senior Planner position with MIPA.

**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 staffing plan for MIPA, once fully operational starting April 1, includes the hiring of a full-time staff member for MIPA.

A job description was developed, shared with the board for review and comment, and published on various sites. Three applications were received, and staff interviewed two candidates. Staff recommended one candidate to the hiring committee, which discussed the candidate at a meeting on March 31. The hiring committee concurred with the recommendation.

Staff will share additional details at the board meeting.

**RECOMMENDATION:**

Consider vote to hire the recommended candidate for the MIPA senior planner position.

**STAFF CONTACT:**

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**ISSUE: Membership**

REPORT: Staff will provide an update on membership enrollment.

**BACKGROUND:**

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 was February 15.

To date, 47 jurisdictions have joined. While the enrollment period has been publicized as having closed, there are ongoing discussions with potential members.

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 \$132,914.

**RECOMMENDATION:**

None. Discussion only.

**STAFF CONTACT:**

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**ISSUE: Partnership Program**

REPORT: Staff will provide a report on process of applying to the Partnership Program of the U.S. Economic Development Administration.

**BACKGROUND:**

Staff submitted an application to the EDA's Partnership Program ahead of the February 7 deadline and has provided additional information as needed since then. Formal approval of the grant is anticipated any day now.

EDA staff have communicated that any expenses accrued starting April 1 will be eligible, even if the award notice hasn't been provided by then. In short, MIPA's enrollment in the program remains on schedule.

**RECOMMENDATION:**

None. Discussion only.

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**ISSUE: Board and Executive Committee**

REPORT: Staff will report on the transition to a full-time board of directors and executive committee.

**BACKGROUND:**

Stakeholders from around the Mid-Iowa region volunteered to serve on the steering committee for the development of the Mid-Iowa Comprehensive Economic Development Strategy. The steering committee was then named as the interim board of directors when MIPA was formed last summer. The plan was and continues to be for the interim board of directors to remain in place until MIPA membership has been established and member jurisdictions can name their representatives to the MIPA board of directors and the executive committee.

At the March board meeting, staff shared a plan for the transition to the permanent board of directors and executive committee. Since then, staff has begun the transition by requesting board appointments from the member jurisdictions. The deadline to make these appointments is April 15.

Additional board appointments will be made after April 15, namely the representatives from the private sector, as well as the Greater Des Moines Partnership, Iowa State University, and the Des Moines Area Community College.

**RECOMMENDATION:**

None. Discussion only.

**STAFF CONTACT:**

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**ISSUE: Bylaws**

REPORT: Staff will report on two potential updates to the bylaws.

**BACKGROUND:**

Bylaws for the Mid-Iowa Planning Alliance were drafted in the summer of 2021 as part of the creation of the new entity in anticipation of applying for status as an Economic Development District. These bylaws were drafted by legal counsel, reviewed by the interim board of directors, and adopted by the board in September 2021 during its first-ever meeting.

The bylaws are now being put to use as MIPA staff are seeking board representatives from the jurisdictions who've joined MIPA as members. In the course of corresponding with MIPA members, two issues have come to light that the board may wish to address. These issues include:

1. Alternates – Two members asked if alternates could be sent in place of the appointed board member. This is common practice among other regional organizations such as the MPO. However, MIPA's bylaws are silent on this matter. Of note, MIPA's full board will likely meet only once or twice per year.
2. Small city representation – Stakeholders in Jasper County have communicated to us that it may be difficult to find board representatives from the smaller cities, presenting issues of representation and reaching quorum. The bylaws are silent on any alternatives or solutions to this issue.

**RECOMMENDATION:**

None. Discussion only.

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**ISSUE: Grant Applications for American Rescue Plan Act**

REPORT: Staff will report on any news regarding grant applications from the Mid-Iowa region.

**BACKGROUND:**

MIPA staff assisted four member jurisdictions with applications for American Rescue Plan funding. News of the funding awards were anticipated in late March or early April.

Staff will provide an update on the status of grant applications.

**RECOMMENDATION:**

None. Discussion only.

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