



MID-IOWA

MIPPA

PLANNING ALLIANCE
FOR COMMUNITY DEVELOPMENT

BOARD OF DIRECTORS

Regular Meeting

April 5, 2022

AGENDA

AGENDA



1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Minutes
4. REPORT & VOTE: March Board Actions
5. REPORT & VOTE: Contract with MPO
6. REPORT & VOTE: Closed Session
7. REPORT & VOTE: Staffing
8. REPORT: Membership
9. REPORT: Partnership Program
10. REPORT: Board and Executive Committee
11. REPORT: Bylaws
12. REPORT: ARPA Grant Applications
12. Other Business
13. Adjournment

MINUTES

MARCH BOARD ACTIONS

MARCH AGENDA ITEMS



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

Notes on voting items



- FY2022 Budget
 - Presented in February and March
 - Covers first three months
 - FY2023 will be voted on by new board in late May
- Contract with MPO
 - March vote covered hiring / supervision element of contract to enable hiring of MIPA planner
 - Full contract under consideration in April
- State Auditor's Opinion
 - Statement of public purpose to ensure compliance with Chapter 15A

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

CLOSED SESSION



LEGAL JUSTIFICATION

- Bylaws call for board to conduct meetings in accordance with Iowa Chapter 21 regarding open meetings.
- A majority of the board must vote to enter closed session, and a legal justification must be provided.
- Chapter 21 includes an exemption for firing processes
 - 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 requested a closed session.

STAFFING

UPDATE: Hiring Process



- Posted opening – February
 - Three applicants
 - Two interviews
 - One finalist
- Reviewed by Hiring Committee:
 - 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
- Start date – REVISED target of Monday, April 25
- RECOMMEND approval of offer of employment

MEMBERSHIP

MEMBERSHIP: 47 Jurisdictions



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

Membership as of February 24, 2022

PARTNERSHIP PROGRAM

UPDATE: Partnership Program



- Submitted Partnership Program application on February 7 and provided follow-up information
- EDA staff says “everything looks good,” and we are waiting on signatures.
- On track to initiate Partnership Program in April

BACKGROUND

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

BOARD AND EXECUTIVE COMMITTEE

TRANSITION: Board of Directors



The FY22 fourth quarter (first of operations) will be used 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
 - 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
 - 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. Thursday, May 26
 - Another meeting needed before September to adopt CEDS.

TRANSITION: Executive Committee



Executive Committee could then be formed in second half of April, after member jurisdictions 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.
 - Six meetings per year, including annual board meeting
 - May 26, July 28, September 22, November 17*, January 26, March 23

* One week early due to Thanksgiving holiday

MIPA BYLAWS

BYLAWS: Questions / Suggestions

Staff has received questions and suggestions regarding board representation, as board reps have been requested.

- **Alternates** – Bylaws are silent on whether board members can send alternates
- **Small city representatives** – May be issue finding active representatives from smaller jurisdictions. Bylaws offer no alternative.

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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