

Mid-Iowa Planning Alliance
Interim Board of Directors

10 a.m., Thursday, May 26, 2022
420 Watson Powell Jr. Way Suite 200
Des Moines, IA 50309

[Virtual option via Zoom](#)

Meeting ID: 811 7435 1597
Passcode: 975085
+1 312 626 6799 US (Chicago)

TENTATIVE

1. **Call to Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Minutes** Page 3
4. **CONSENT AND VOTE: MIPA Financials** Page 7
Report on MIPA financial statement. Consider approval.
5. **PUBLIC COMMENT on MIPA actions** Page 12
6. **PRESENTATION: MIPA Overview and Background** Page 13
Presentation on the origin and purpose of the organization.
7. **REPORT AND VOTE: MIPA Budget** Page 14
Report on draft FY2023 budget. Consider approval.
8. **REPORT: Organizational Processes** Page 17
Report and discussion on organizational processes.
9. **REPORT: CEDS** Page 18
Report on the Mid-Iowa Comprehensive Economic Development Strategy (CEDS) and timeline for updating it.
10. **REPORT: Funding and Service Opportunities** Page 19
Report on funding and service opportunities for MIPA members.
11. **REPORT: Meeting Dates** Page 20
Report and discussion on suggested revisions to MIPA bylaws.
12. **Other Business**
13. **Adjournment**

ISSUE: Minutes

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

BACKGROUND:

This was the sixth meeting of the interim board of directors for the Mid-Iowa Planning Alliance for Community Development.

RECOMMENDATION:

Staff recommends approval.

STAFF CONTACT:

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

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

10 a.m. Tuesday, April 5, 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. April 5, 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
Clyde Evans, Vice Chair
Tanya Michener
Curtis Brown
Alex Lynch
Carla Eysink
Deb Bengtson
Don DeWaard
Charlie Dissell, Secretary
Leanne Harter
Hollie Zajicek
Mark Jackson
Ryan Moffatt
Lorin Ditzler
Rachel Gocken
Mike Hammond
Mike Swesey

Guests Present

Stacie LaVon

Staff Present

Todd Ashby
Dylan Mullenix
Zach Young
Gunnar Olson
Andrew Collings
Zhi Chen

MIPA Interim Board Members Absent

Jeff Davidson
Derek Lord
Amanda Accola
Wade Wagoner
Deven Markley
Butch Ostrander
Kyle Michael
Brandon Talsma
Heather Ussery
Dylan Morse
John Norris
Joe Mrstik
Greg Piklapp

1. Call to Order

MIPA Chair Brenda Dryer called the meeting to order at 10:02 a.m. A quorum was present.

2. Approval of the Agenda

The item was moved by Bengtson, seconded by DeWaard, and the item passed by unanimous vote.

MOTION CARRIED.

3. Approval of Minutes

The item was moved DeWaard, seconded by Lynch, and passed by unanimous vote.

MOTION CARRIED.

4. March Board Actions

The March interim board meeting lacked quorum, and on legal counsel's advice, the board elected to vote on items, subject to ratification by the board in April. Olson recapped the voting items from the March meeting.

The item was moved by Lynch, seconded by Eysink, and was approved by unanimous vote.

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 approval.

The item was moved by DeWaard, seconded by Lynch, and was passed by unanimous vote.

MOTION CARRIED.

6. Closed Session

MIPA's bylaws call for the board to adhere to Iowa's public meeting laws. In keeping with those laws, Olson provided a legal justification for going into close session under 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 item was moved by Evans, seconded by Swesey, and passed unanimously.

After discussion, the board voted to come out of closed session. The motion was made by Evans, seconded by Zajicek, and was passed unanimously.

7. Staffing

Olson provided an overview of the process to find a candidate for the MIPA senior planner position and recommended a candidate for the board's consideration.

A motion to extend an employment offer to the candidate was made by Swesey, seconded by Moffatt, and was unanimously passed by the board.

8. Membership

Olson reported that 47 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.

9. Partnership Program

Olson reported that the application to the Partnership Program was nearly finalized and was awaiting a few more signatures from the U.S. Economic Development Administration.

10. Board and Executive Committee

Olson updated the board on the timeline of transition the interim board to the full-time board.

11. Bylaws

Olson briefed the board on two potential issues with the bylaws that were identified by MIPA member jurisdictions as they have been filling their board appointments. Namely, two members asked if alternates could be sent for the regular board member, and stakeholders in one county identified a potential issue of getting active representatives from the smaller jurisdictions in their county.

The board discussed potential solutions, and ultimately decided to leave the bylaws as initially drafted for at least the first year to see how it goes, then reassess in another year.

12. 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. He reported that the EDA declined to fund at least one of the grant applications from Mid-Iowa and that news would soon follow for the other three applications.

13. Other Business

LoVan spoke about the findings of the regional Broadband Study and the steps being taken to implement it. As such, she said that MIPA had been identified as an ideal partner to lead the infrastructure component of implementation, working with jurisdictions and private partners to identify and secure funding.

Olson noted that, from a staff perspective, there was clean alignment with the Broadband Study's findings and the goals of the Comprehensive Economic Development Strategy. The board discussed and there was no disagreement on MIPA playing a role here.

14. Adjournment

Dryer adjourned the meeting of the Board at 10:36 a.m.

ISSUE: Approval of Financial Statement

VOTE: Consider approval of the MIPA Financial Statement.

BACKGROUND:

The May 2022 MIPA Financial Statement Is included below.

RECOMMENDATION:

Approve the May 2022 MIPA Financial Statement.

STAFF CONTACT:

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

Mid Iowa Planning Alliance for Community Development

Transaction Summary for Month Ended January 31, 2022

Interest Income		
Interest Income - January 2022	0.00	
TOTAL	0.00	\$0.00
Deposits		
City of Prairie City MIPA Dues	318.00	
City of Milo MIPA Dues	145.00	
TOTAL	463.00	463.00
TOTAL INCOME/DEPOSITS -January2022		\$463.00
Expenses		
TOTAL EXPENSES - January 2022		0.00
NET INCOME - January 2022		\$463.00

Reconciliation Summary for Month Ended January 2022

BEGINNING CHECKING BALANCES (as of January 1, 2022)		
Bankers Trust		\$0.00
Cleared Checks & Payments	\$0.00	
Cleared Deposits & Credits	\$463.00	
Total Cleared Transactions	\$463.00	
	\$463.00	
ENDING CHECKING BALANCE (as of January 31, 2022)		463.00
TOTAL CASH BALANCE (as of January 31, 2022)		\$463.00

Mid Iowa Planning Alliance for Community Development

Transaction Summary for Month Ended February 28, 2022

Interest Income			
	Interest Income - February 2022	0.07	
	TOTAL	0.07	\$0.07
Deposits			
	City of Clive MIPA Dues	3,487.00	
	City of Cumming MIPA Dues	81.00	
	City of Nevada MIPA Dues	1,298.44	
	Bankers Trust ACH Credit	5.00	
	TOTAL	4,871.44	4,871.44
TOTAL INCOME/DEPOSITS -February 2022			\$4,871.51
Expenses			
	Bankers Trust ACH Debit	-0.05	
	Harland Clarke Cks checks	-305.87	
TOTAL EXPENSES - February 2022			-305.92
NET INCOME - February 2022			\$5,028.59

Reconciliation Summary for Month Ended February 2022

BEGINNING CHECKING BALANCES (as of February 1, 2022)			
	Bankers Trust		\$463.00
	Cleared Checks & Payments	-\$305.92	
	Cleared Deposits & Credits	\$4,871.51	
	Total Cleared Transactions	\$4,565.59	
		\$5,028.59	
ENDING CHECKING BALANCE (as of February 28, 2022)			5,028.59
TOTAL CASH BALANCE (as of February 28, 2022)			\$5,028.59

Mid Iowa Planning Alliance for Community Development

Transaction Summary for Month Ended March 31, 2022

Interest Income			
	Interest Income - March 2022	0.17	
	TOTAL	0.17	\$0.17
Deposits			
	City of Hartford	MIPA Dues	137.00
	City of Granger	MIPA Dues	310.00
	TOTAL	447.00	447.00
TOTAL INCOME/DEPOSITS -March 2022			\$447.17
Expenses			
	Bankers Trust	Bank Fees	-36.86
	City of Prairie City	Ck 1001 fee refund (pd by Jasper Co)	-318
TOTAL EXPENSES - March 2022			-354.86
NET INCOME - March 2022			\$92.31

Reconciliation Summary for Month Ended March 2022

BEGINNING CHECKING BALANCES (as of March 1, 2022)			
	Bankers Trust		\$5,028.59
	Cleared Checks & Payments	-\$354.86	
	Cleared Deposits & Credits	\$447.17	
	Total Cleared Transactions	\$92.31	
		\$5,120.90	
ENDING CHECKING BALANCE (as of March 31, 2022)			5,120.90
TOTAL CASH BALANCE (as of March 31, 2022)			\$5,120.90

Mid Iowa Planning Alliance for Community Development

Transaction Summary for Month Ended April 30, 2022

Interest Income

Interest Income - April 2022	1.72	
TOTAL	1.72	\$1.72

Deposits

City of Indianola	MIPA Dues	593.60	
City of Huxley	MIPA Dues	795.00	
City of Boone	MIPA Dues	2,336.00	
City of Bondurant	MIPA Dues	1,380.00	
City of Des Moines	MIPA Dues	40,149.00	
Marion County	MIPA Dues	2,179.00	
City of Mitchellville	MIPA Dues	465.94	
City of Ankeny	MIPA Dues	2,545.75	
City of West Des Moines	MIPA Dues	2,577.00	
City of Johnston	MIPA Dues	4,124.00	
City of Knoxville	MIPA Dues	1,424.00	
City of Carlisle	MIPA Dues	780.00	
City of Pleasant Hill	MIPA Dues	1,902.56	
Jasper County Economic D	MIPA Dues	824.80	
City of Norwalk	MIPA Dues	2,399.00	
City of Grimes	MIPA Dues	2,886.00	
City of Adel	MIPA Dues	1,153.00	
City of Runnells	MIPA Dues	85.69	
City of Ogden	MIPA Dues	376.00	
Story County	MIPA Dues	1,711.00	
TOTAL		70,687.34	70,687.34

TOTAL INCOME/DEPOSITS -April 2022 **\$70,689.06**

Expenses

Bankers Trust	Bank Fees	-36.86
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TOTAL EXPENSES -April 2022 **-36.86**

NET INCOME - April 2022 **\$70,652.20**

Reconciliation Summary for Month Ended April 2022

BEGINNING CHECKING BALANCES (as of April 1, 2022)

Bankers Trust		\$5,120.90
Cleared Checks & Payments	-\$36.65	
Cleared Deposits & Credits	\$70,689.06	
Total Cleared Transactions	\$70,652.41	
	\$75,773.31	

ENDING CHECKING BALANCE (as of April 30, 2022) **75,773.31**

TOTAL CASH BALANCE (as of April 30, 2022) **\$75,773.31**

ISSUE: Public Comment on MIPA Actions

PUBLIC COMMENT: Opportunity for public comment on actions taken by the MIPA board.

BACKGROUND:

The Mid-Iowa Planning Alliance for Community Development (MIPA) was formed as a nonprofit entity under Iowa Chapter 504. MIPA's bylaws call for the organization to operate in accordance with the Iowa Open Meetings Law. As such, the public is given an opportunity to comment.

[Click here for a copy of MIPA's bylaws.](#)

RECOMMENDATION:

None. Public comment only.

STAFF CONTACT:

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

ISSUE: MIPA Overview and Background

PRESENTATION: Staff will give a presentation providing an overview and background on the Mid-Iowa Planning Alliance for Community Development.

BACKGROUND:

The Mid-Iowa Planning Alliance for Community Development (MIPA) is a new nonprofit entity serving member jurisdictions and their partners in the seven-county Mid-Iowa region, which includes Boone, Dallas, Jasper, Marion, Polk, Story, and Warren counties. To date, 51 of the 96 eligible cities and counties have joined the organization, and their collective populations represent more than 90 percent of the region's residents.

MIPA was created with the intent of seeking designation as an Economic Development District, or EDD, from the U.S. Economic Development Administration (EDA). Such a designation is beneficial to local jurisdictions and their partner organizations in seeking federal funding, notably from the EDA. Every part of the state except the Mid-Iowa region has benefited from an EDD designation for years.

While the Mid-Iowa region doesn't meet the traditional economic metrics for EDD designation, the region had a rare opportunity to seek EDD designation because of the COVID-19 disaster declaration affecting all seven Mid-Iowa counties, as well as the derecho that affected several of the counties.

The Des Moines Area Metropolitan Planning Organization (MPO) staffed the effort to form MIPA and seek the EDD designation and continues to provide administrative support for MIPA under contract.

The EDD designation was given by the EDA in January 2022. Once given, the designation remains in effect in perpetuity. MIPA launched operations in April 2022 under the direction of an interim board of directors.

RECOMMENDATION:

None. Presentation only.

STAFF CONTACT:

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

ISSUE: MIPA Budget

REPORT: Staff will present a budget for FY2023.

BACKGROUND:

MIPA will operate on a fiscal calendar mirrored to its member jurisdictions' fiscal calendars; i.e., July – June. Adopting a budget is a core responsibility of the MIPA board.

The interim board of directors advised staff on the development of this budget. In March, the interim board voted to adopt a three-month budget for the initial operating period of April 1, 2022, to June 30, 2022.

Today, the newly seated, permanent board is presented with a budget for the first full fiscal year of the new organization, covering the period of July 1, 2022, to June 30, 2023.

A copy of the FY 2023 budget is included below.

RECOMMENDATION:

Staff recommends approval of the FY2023 budget.

STAFF CONTACT:

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

MIPA Budget Summary

Summary

FY 23

REVENUES

Membership Dues	<u>\$115,186</u>
EDD PP Match	\$70,000
Overage beyond match (for reserves)	\$45,186

US Economic Development Administration Partnership Program (EDD PP)	<u>\$70,000</u>
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Contracts/Grants (TBD)	<u>\$35,000</u>
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TOTAL REVENUES	<u><u>\$220,186</u></u>
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COSTS

Salaries, Wages, Benefits, and Indirect Costs	<u>\$127,187</u>
Salaries (minus PTO)	\$48,276
Benefits	\$42,919
Wages	\$0
Non-Personnel	\$35,992

Contract Costs	<u>\$47,806</u>
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TOTAL COSTS	<u><u>\$174,993</u></u>
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BALANCE

	<u><u>\$45,193</u></u>
Overage beyond EDA PP match (for reserves)	\$45,186
Other	\$7

MIPA Budget Summary

COST BREAKDOWN

FY 23

(a) Salaries and Wages	<u>\$48,276</u>
(a1) Salaries (minus paid leave)	\$48,276
(a2) Wages	\$0
(b) Fringe Benefits	<u>\$42,919</u>
(b1) Paid Leave	\$7,724
(b2) Other	\$35,195
Fringe Rate	88.90%
(c) Salaries and Wages + Fringe Benefits	<u><u>\$91,195</u></u>
(d) Non-Personnel Costs	<u>\$35,992</u>
Facilities	\$11,650
Professional Services	\$6,176
Computers	\$4,544
Telecommunications	\$1,900
Printing and Postage	\$843
Travel & Training	\$4,957
Dues/Memberships	\$1,171
Equipment	\$1,487
Office Supplies	\$991
Publications	\$413
Sponsorships	\$1,239
Food & Beverages	\$578
Meeting Rooms	\$41
(e) Contract Costs	<u>\$47,806</u>
MPO Staff Support	\$38,330
Admin fee to MPO	
(5% of personnel costs)	\$6,476
Audit	\$3,000
(e) Total Costs	<u><u>\$174,993</u></u>

ISSUE: Organizational Process

REPORT: Staff will give an overview on the major processes of the new MIPA organization.

BACKGROUND:

MIPA is a new organization with a newly seated board of directors. As such, staff will provide a brief overview of the organizational processes that were defined during the creation stage under the guidance of an interim board of directors. This will cover noteworthy components of the bylaws, membership cycles, service levels, etc.

[Click here for a copy of the MIPA bylaws.](#)

RECOMMENDATION:

None. Discussion only.

STAFF CONTACT:

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

ISSUE: CEDS

REPORT: Staff will provide a report on the Mid-Iowa Comprehensive Economic Development Strategy (CEDS)

BACKGROUND:

A Comprehensive Economic Development Strategy, or CEDS, is a required document for Economic Development Districts, as well as a required document for the application for EDD designation. Further, it is a useful tool for jurisdictions seeking funding from federal partners, in as much as the document shows how local projects meet regional objectives. Many EDA grant applications ask directly whether the region has a CEDS.

As such, staff developed a CEDS in 2021 under the guidance of a CEDS Steering Committee, made up of public- and private-sector representatives from the region. The Mid-Iowa CEDS was adopted by the interim board of directors in September and was submitted that month to the EDA as part of the application for EDD designation.

Even though the CEDS was drafted less than a year ago, an updated CEDS is required this year to conform to a schedule imposed by the EDA's Denver Region. The EDA requires CEDS to be updated at least once every five years, and Denver Region has divided its 10 states into pairs and put them on consistent 5-year cycles. The EDDS in Iowa and Montana have a deadline of September 2023.

The recently adopted CEDS will provide a strong foundation for updating the CEDS this year. [Click here](#) for a copy of the Mid-Iowa CEDS.

RECOMMENDATION:

None. Discussion only.

STAFF CONTACT:

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

ISSUE: Funding and Service Opportunities

REPORT: Staff will report on funding and service opportunities available to MIPA members.

BACKGROUND:

MIPA aims to connect its members with funding through grant seeking, grant writing, and grant administration. Additionally, some planning services are available to MIPA members.

Staff will provide an overview of some notable funding opportunities, as well as outline potential services that MIPA could provide members.

RECOMMENDATION:

None. Discussion only.

STAFF CONTACT:

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

ISSUE: Meeting Dates

REPORT: Staff will report on upcoming meeting dates for the board of directors and executive committee.

BACKGROUND:

Meetings requirements for the MIPA board of directors and executive committee are outlined in the MIPA bylaws.

The board of directors shall meet at least once per year, and the bylaws call for an annual board meeting to occur in May each year. Additionally, special board meetings may be called as needed. This year, a special board meeting is anticipated in September for the adoption of an update Comprehensive Economic Development Strategy (CEDS).

The bylaws call for the executive committee to meet at least every other month.

In consultation between staff and the interim board of directors, it was determined that the fourth Thursday of every other month, at 10 a.m., would make an accessible schedule.

Calendar Year 2022 Schedule

10 a.m. Thursday, May 26 – Board of Directors Annual Meeting

10 a.m. Thursday, July 28 – Executive Committee Meeting

10 a.m. Thursday, September 22 – Board of Directors Special Meeting

10 a.m. Thursday, November 17* – Executive Committee Meeting

** This is the third Thursday to avoid the Thanksgiving Day holiday.*

[Click here for a copy of the MIPA bylaws.](#)

RECOMMENDATION:

None. Discussion only.

STAFF CONTACT:

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