

NOTICE OF MEETING

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

**10 a.m., Tuesday, January 4, 2022
420 Watson Powell Jr. Way Suite 200**

Des Moines, IA 50309

[Virtual option via Zoom](#)

Meeting ID: 813 3866 3303

Passcode: 547498

+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: EDD Designation Timeline..... Page 7**
Report on updated timeline to establish an Economic Development District.
- 5. REPORT: Membership Page 10**
Report on ratification of MIPA; consider approval.
- 6. REPORT: Staffing..... Page 11**
Report on plan to staff MIPA
- 7. REPORT: Grant Applications.....Page 12**
Report on potential applications from MIPA region
- 8. Other Business**
- 9. Adjournment**

ISSUE: Minutes

Minutes from the November 2021 MIPA board meeting are listed below.

BACKGROUND:

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

As noted in the minutes, the meeting lacked a quorum, requiring all voting items be voted on virtually. All items passed by subsequent email vote.

Additionally, it should be noted that attendance for the meeting needs to be verified. Board members are asked to review the attendance as reflected below and make any corrections.

RECOMMENDATION:

Staff recommends approval.

STAFF CONTACT:

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

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

10 a.m. Tuesday, November 2, 2021
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. November 2, 2021. 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.

Due to a lack of quorum at the meeting, the voting items were postponed and votes were conducted virtually afterward. As such, these minutes reflect all discussion at the board meeting and all actions taken virtually in the following days.

ATTENDANCE

MIPA Interim Board Members Present

Brenda Dryer, Chair
Don DeWaard
Jeff Davidson
Brian Crowe
Deb Bengtson
Charlie Dissell, Secretary
Carrie Kruse, Treasurer
Clyde Evans, Vice Chair
Curtis Brown

Tanya Michener
Heather Ussery
Dylan Morse
Carla Eysink
Leanne Harter
Gerry Alt
John Norris
Rachel Gocken
Alex Lynch
Wade Wagoner
Joe Mrstik
Mark Jackson
Hollie Zajicek

MIPA Interim Board Members Absent

Amanda Accola
Lorin Ditzler
Derek Lord
Deven Markley

Staff Present

Todd Ashby
Andrew Collings
Gunnar Olson

MIPA Interim Board Members (Unknown)

Mike Hammond
Greg Piklapp
Butch Ostrander
Kyle Michael
Brandon Talsma

Virtual votes in the favor of all items

Jeff Davidson

Charlie Dissell

Derek Lord

Kyle Michel

Amanda Accola

Rachel Gocken

Curtis Brown

Brenda Dryer

Deb Bengtson

Clyde Evans

Carrie Kruse

Tanya Michener

Hollie Zajicek

John Norris

Don DeWaard

Wade Wagoner

Brandon Talsma

Greg Pikelapp

1. Call to Order

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

2. Approval of the Agenda

This item was postponed due a lack of quorum. The item was later passed by virtual vote.

MOTION CARRIED.

3. Approval of Minutes

This item was postponed due to a lack of quorum. The item was later passed by virtual vote.

MOTION CARRIED.

4. EDD Designation Timeline

Olson reported that the application for designation of Mid-Iowa as an Economic Development District was submitted to the Economic Development Administration (EDA) on September 7, 2021, following the MIPA board meeting. 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 staff had revised the documents accordingly and returned them to the EDA to continue moving through the designation process.

5. Approval of revised Comprehensive Economic Development Strategy

Olson reported on revisions to the Comprehensive Economic Development Strategy in response to EDA feedback. Notable changes include the addition of a section on Resiliency and an Action/Implementation Table to support the plan's goals.

This item was postponed due to a lack of quorum. The item was later passed by virtual vote.

MOTION CARRIED.



Supporting Economic Development in
Boone, Dallas, Jasper, Marion, Polk,
Story, and Warren Counties.

6. Staffing Plan

Olson reported on a staffing plan for MIPA based on consultation from EDA staff.

7. Grant Applications

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

8. Other Business

Dryer asked about scheduling the next board meeting, and Olson suggested the next meeting be held at 10 a.m. Tuesday, January 4th. Hearing no objections, Olson said he would send a calendar invitation to the board.

9. Adjournment

Hearing no objection to the contrary, Dryer adjourned the meeting of the Board at 10:18 a.m.

ISSUE: EDD Designation Timeline

REPORT: Staff will provide an update on the timeline for establishing an Economic Development District for the Mid-Iowa region.

BACKGROUND:

Following the September meeting of the MIPA board of directors, staff submitted the completed designation application to the U.S. Economic Development Administration. This included the Comprehensive Economic Development Strategy (CEDS).

EDA staff subsequently reviewed designation application and the CEDS, shared feedback with MIPA staff, and requested additional information, which MIPA staff provided, including an updated CEDS.

Since then, 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. The acceptance letter is included on the following page.

RECOMMENDATION:

None. Discussion only.

STAFF CONTACT:

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



**United States Department of Commerce
Economic Development Administration
Denver Regional Office
1244 Speer Boulevard, Suite 431
Denver, Colorado 80204**

November 4, 2021

Todd Ashby, Executive Director
Mid-Iowa Planning Alliance for Community Development
420 Watson Powell Jr. Way #200
Des Moines, IA 50309

Dear Mr. Ashby:

As an applicant for district designation and as a potential EDA partnership planning grantee, your organization will be responsible for producing one of the cornerstones of EDA's programs – the Comprehensive Economic Development Strategy. Your important work engages community leaders and the private sector and establishes a blueprint for regional collaboration, resulting in a strategy-driven plan for regional economic development.

We have reviewed and accepted your CEDS document and encourage you to continue to use it as a tool for the Mid-Iowa Planning Alliance for Community Development (MIPA) region. Please note that each economic development district and Native American tribe funded under EDA's Partnership Planning program is required to prepare a full revision of its CEDS at least once every five years. Additionally, a brief CEDS update is required annually in order to keep the document current and relevant. The due dates for future CEDS updates and revisions will be included in the terms and conditions of your applicable EDA Partnership Planning grant awards. The districts in the state of Iowa will all be revising their 5-year CEDS due to EDA on September 30, 2022. EDA staff is ready and willing to aid with these matters and EDA will be flexible regarding revisions to the new document. Based on conversations with MIPA during the development of the CEDS EDA staff provided the following comments:

- Keep your audience in mind. Please ensure the CEDS is written for various audiences. For professional planners, a full technical version of the CEDS may be appropriate accompanied by an in-depth analysis. Extremely busy readers, such as elected officials or business owners, may require a shorter version of the document as an overview, with a reference explaining where to go to find the more complete version.
- MIPA worked extensively with EDA staff to improve the action/implementation plan. As a potential partnership planning grantee, EDA will continue to look for the CEDS and the action plan to evolve over time. We look forward to seeing this action plan develop as MIPA grows in capacity.

You may find more information about EDA's CEDS Content Guidelines on our website at www.eda.gov/ceds/content/. You are encouraged to use this tool in the preparation and evaluation of your next Five-Year CEDS document which is due to EDA on September 30, 2022. Should you have any questions, please contact Daniel Kojetin, Economic Development Specialist at dkojetin@eda.gov or Alex Smith, Economic Development Representative at ASmith1@eda.gov.

We commend your organization for its good efforts, and we look forward to working with you as you continue to address the economic development planning and implementation needs of your region.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Kojetin', with a stylized flourish at the end.

Daniel Kojetin
Economic Development Specialist

ISSUE: Membership

REPORT: Staff will provide an update on membership enrollment to date.

BACKGROUND:

The enrollment period to MIPA opened in early December. Staff published membership details on the website, sent out individualized letters to each of the 89 eligible cities and 7 eligible counties, and has been fielding follow-up questions since then.

Several communities have adopted the resolution so far, and others are anticipated to do so.

More details will be shared at the meeting.

RECOMMENDATION:

None. Discussion only.

STAFF CONTACT:

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

ISSUE: Staffing Plan

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

BACKGROUND:

The Des Moines Area Metropolitan Planning Organization has been providing temporary staffing to the effort to start an Economic Development District for the Mid-Iowa region. Over the coming months, the staffing will transition to a new agreement will need to be reached between the newly established entity (MIPA) and the MPO. This staffing agreement will need to be reviewed and approved by the Economic Development Administration in order for the new entity to qualify for the Partnership Program, which provides match money for the staffing of Economic Development Districts.

Staff will provide an update on this process.

RECOMMENDATION:

None. Discussion only.

STAFF CONTACT:

Gunnar Olson
golson@mid-iowaplanningalliance.com
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ISSUE: Grant Applications from American Rescue Plan Act

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