

Mid-Iowa Planning Alliance  
Executive Committee

Friday 10am, January 27<sup>th</sup>, 2023,  
420 Watson Powell Jr. Way Suite 200  
Des Moines, IA 50309

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Meeting ID: 294 434 152 112  
Passcode: PKHysM

TENTATIVE

1. **Call to Order**
2. **VOTE: Approval of Agenda**
3. **Minutes.....Page 2**
4. **REPORT AND VOTE: Invoices.....Page 4**  
Report on the invoice from the MPO for reimbursement. Consider approval
5. **MIPA Update**
6. **Other Business**
7. **Adjournment**

## MEETING MINUTES

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

10 a.m. Thursday, August 25, 2022  
420 Watson Powell Jr. Way Suite 200  
Des Moines, IA 50309

The 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 Board Members Present**

Clyde Evans, Vice Chair  
Tanya Michener  
Anthony Brown  
Gerald Buydos  
Charlie Dissell, Secretary  
Latifah Faisal  
Tanya Michener  
Ryan Moffatt  
Luke Parris  
Margret Liston  
Glenn Lyons  
Greg Peklapp  
Wade Wagoner

##### **Guests Present**

##### **Staff Present**

Todd Ashby  
Dylan Mullenix  
Zach Young  
Andrew Collings  
Caleb Knutson

##### **MIPA Board Members Absent**

Carla Eysink  
Brenda Dryer, Chair  
Jennifer Brown  
Mike Swesey  
Rachel Gocken  
Jeff Davidson

## **1. Call to Order**

MIPA Vice Chair Clyde Evans called the meeting to order at 10:03 a.m. A quorum was present.

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

The item was moved by Lyons, seconded by Liston, and the item passed by unanimous vote.

MOTION CARRIED.

## **3. Report and Vote Invoices**

Knutson reported on the staffing invoices from the MPO to MIPA.

Evans: Inquired to Knutson if the invoice was correct.

Knutson: Yes

The item was moved by Lyons, seconded by Moffatt, and was approved by unanimous vote.

MOTION CARRIED

## **4. Report and Optional Vote: Contract with Ogden**

Collins summarized the Ogden contract with MIPA. Staff recommended approval. Evans inquired scope of work. Collins: Using community survey, and census data to compile report.

Faisal: Inquired about lawyer input.

Collins: MPO/MIPA lawyers have given us a contract template

The item was moved by Faisal, seconded by Buydos, and was passed by unanimous vote.

MOTION CARRIED.

## **5. Other Business**

None

## **6. Adjournment**

Evans adjourned the meeting of the Board at 10:56 a.m.

**ISSUE: Invoices from MPO**

REPORT: Staff will provide an overview of the invoice from MPO.

**BACKGROUND:**

The Des Moines Area MPO invoiced MIPA for 2<sup>nd</sup> quarter fiscal year 2023 \$51,819.40 for staff hours.

**RECOMMENDATION:**

Consider vote to approve invoice.

Des Moines Area MPO INVOICE TO MIPA 2nd QUARTER FY 2023			
From:10/1/2022 To: 12/31/2022			
WORK ACTIVITIES			
Description	Hours	Average Hourly Rate	Total
FY 2023 2nd Quarter - Contractural work completed by MPO	150.00	\$88.34	\$13,251.37
FY 2023 2nd Quarter - MIPA Staff Non-Personnel Costs			\$19,978.59
FY 2023 2nd Quarter - MPO 5% Administration Fee			\$1,920.16
FY 2023 1st Quarter - MIPA Staff Non-Personnel Costs*			\$15,035.56
FY 2023 1st Quarter - MPO 5% Administration Fee*			\$1,633.73
<b>STAFF HOURS/DIRECT COST SUBTOTAL</b>	<b>150.00</b>	<b>\$88</b>	<b>\$51,819.40</b>
<b>INVOICE AMOUNT</b>			<b>\$51,819.40</b>

*\*Not included on 1st Quarter invoice*

**STAFFCONTACT:**

Caleb Knutson  
[cknutson@midowaplaning.org](mailto:cknutson@midowaplaning.org)  
 515.644.2655

**ISSUE: MIPA Update**

REPORT: Staff will provide update on the partnership between the Des Moines Area MPO and MIPA.

**BACKGROUND:**

MPO Staff will provide an overview of the history and partnership between the Des Moines Area MPO, and MIPA

**RECOMMENDATION:**

No Action needed.

**STAFF CONTACT:**

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