

Mid-Iowa Planning Alliance
Executive Committee

10 a.m., Friday, February 24, 2023
420 Watson Powell Jr. Way Suite 200
Des Moines, IA 50309

Join on your computer, mobile app or room device

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Meeting ID: 294 434 152 112
Passcode: PKHysM

TENTATIVE

1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes Page 2
 - Approve the October 18, 2022 meeting minutes.
4. REPORT and VOTE: Ratify Vote-CEDS Adoption Page 3
 - Report on the ratification of the previous vote to adopt the CEDS; consider approval.
5. REPORT and VOTE: City of Norwalk Housing Administration Contract..... Page 4
 - Report on the contract with the City of Norwalk for OOR housing administration; consider approval.
6. REPORT and VOTE: Story County Housing RFP Page 5
 - Report on the current RFP from Story County for implementation of the County’s Housing Action Plan.
7. REPORT: MIPA Update Page 6
 - Report on the work MIPA has done to date for communities.
8. Other Business
9. Adjournment

ISSUE: Meeting Minutes

REPORT: Staff overview of the October 18, 2022 MIPA Board meeting minutes.

BACKGROUND:

[Click here for a copy of the October 18, 2022 MIPA Board meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the October 18, 2022, MIPA Board meeting.

STAFF CONTACT:

Caleb Knutson
cknutson@midowaplaning.org
515.644.2655

ISSUE: Ratify Vote-CEDS Adoption

REPORT: Ratification of CEDS Vote from the October 18, 2022 Board meeting.

BACKGROUND:

There was not a quorum present at the previous MIPA Board meeting in October of 2022 however the CEDS needed to be approved and sent to EDA. The Board Members that were present voted to approve the CEDS and now that vote needs ratifying.

A copy of the October 18, 2022 Board meeting minutes was included in the previous agenda item.

RECOMMENDATION:

Ratify the vote for approval of the CEDS at the October 18, 2022 Board meeting.

STAFF CONTACT:

Caleb Knutson
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515.644.2655

ISSUE: City of Norwalk Housing Administration Contract

REPORT: Staff overview of the proposed Housing Administration Contract with the City of Norwalk.

BACKGROUND:

The City of Norwalk currently operates an Owner-Occupied Repair (OOR) program for the community and has utilized City staff to operated the program. The City recently applied for and received additional funding from the Central Iowa Housing Trust Fund to expand program offerings.

The City wishes to utilize MIPA staff to operate the OOR program for our expertise and to free up City staff time. The Norwalk City Council approved the administration contract at their February 16, 2023 Council meeting.

[Click here for a copy of the proposed administrative grant contract.](#)

RECOMMENDATION:

Approve the Norwalk housing administration contract.

STAFF CONTACT:

Lucas Young
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515.644.6337

ISSUE: Story County Housing RFP

REPORT: Staff overview of the RFP issued for planning consulting services by Story County

BACKGROUND:

Story County initially issued an RFP for planning consulting services for the implementation of the Story County Housing Action Plan on September 30, 2022. Many of the actionable items are policy based and encourage a wide variety of housing activities. Examples of activities include: Identification of land and development sites in communities outside of Ames, evaluation of zoning ordinances and zoning requirements, and identification of funding sources and strategies for a variety of housing focused initiatives.

The Des Moines Area MPO was the only respondent to the initial RFP and was awarded a contract by the Story County Board of Supervisors on November 8, 2022. After discussion regarding priorities and responsibilities of the MPO, the MPO Board chose not to ratify the contract. Since that time, the Story County Supervisors have elected to issue a new RFP.

Staff is seeking authorization to respond to the current RFP with an updated version of the response that MPO staff initially submitted. This project fits well with MIPA because Story County and many of the communities in Story County are MIPA members. Additionally, the projects identified in the RFP are synergistic to the efforts of MIPA.

[Click here for a copy of the current Story County Housing RFP.](#)

[Click here for a copy of the response submitted by MPO staff for the first RFP.](#)

[Click here for a copy of the contract offered by Story County.](#)

RECOMMENDATION:

Authorize MIPA staff to submit a response to the Story County Housing RFP.

STAFF CONTACT:

Lucas Young
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515.644.6337

ISSUE: MIPA Update

REPORT: Staff overview of the work completed to date by MIPA for member communities and upcoming activities.

BACKGROUND:

MIPA was designated an Economic Development District on January 26, of 2022 and hired its first staff person, Caleb Knutson, on April 25. Since then, MIPA staff has been diligently working on a wide variety of projects and initiatives for communities and the region.

Since 2022, \$3.6 Million dollars have been submitted with the support of MIPA. Below is a summary of the status of the grant applications:

- Grants worth \$3.2 Million dollars assisted
 - Grants secured worth \$1.35 Million dollars.
 - Grants denied worth \$665,000 dollars.
 - Grants outstanding worth \$1.6 Million dollars.

In addition to funding, MIPA Staff has been working on additional initiatives to serve member communities. These include:

- **MIPA Funding Newsletter** – Every month MIPA staff send out a newsletter aimed at making communities aware of upcoming grant opportunities and other pertinent information that may be of interest
- **Regional Broadband** – The State of Iowa Office of the Chief Information Officer (OCIO) administers broadband programs designed to increase access to high-speed Internet services in underserved and unserved areas of the State. The OCIO has recently relied on local and regional agencies to identify areas for future grant funding prioritization. MIPA has and is serving as the regional coordinating entity for member communities.
- **Technical Services** – MIPA staff has assisted member communities for a variety of activities. From administering grant funding for Knoxville, to completing a housing study for Ogden, to updating Marion County's zoning code. MIPA staff is here to assist member communities complete their projects and achieve their community goals. Smaller technical services (under 10 hours of work) are included in membership dues while assistance on larger projects is available for an additional cost.

- **Community Visits-** Since April MIPA staff has visited 33 of the MIPA communities. Scheduling is ongoing for community visits with the goal of visiting each community at least once.

Moving forward there is also the opportunity for MIPA to administer several regional Housing Trust Funds. They are the Central Iowa Housing Trust Fund that serves Boone, Jasper, Marion, and Warren Counties, and the Story County Housing Trust that serves Story County. Both organizations are currently administered by the Des Moines Area MPO but recently there has been discussion regarding having MIPA be the contracting agency instead. MIPA serves member communities for those areas while the Des Moines Area MPO does not. Therefore, it appears that MIPA may be the better organizational fit.

A copy of the February MIPA Projects Report will be made available prior to the meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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