



MID-IOWA

**MIPPA**

PLANNING ALLIANCE  
FOR COMMUNITY DEVELOPMENT

# EXECUTIVE COMMITTEE MEETING

April 7, 2023

# AGENDA

Consider approval of today's agenda

# April 7, 2023 AGENDA



1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes
4. REPORT & VOTE: Central Iowa Housing Trust Fund Administration Contract
5. REPORT & VOTE: Story County Housing Trust Administration Contract
6. REPORT & VOTE: Story County Contract
7. REPORT & VOTE: Marion County Contract
8. REPORT & VOTE: Marion County Hourly Contract
9. REPORT & VOTE: Boone Housing Needs Assessment Contract
10. REPORT: MIPA Logo
11. REPORT: Bylaws
12. REPORT & VOTE: Resolution of Local Match
13. REPORT: Budget
14. Other Business
15. Adjournment

# MINUTES

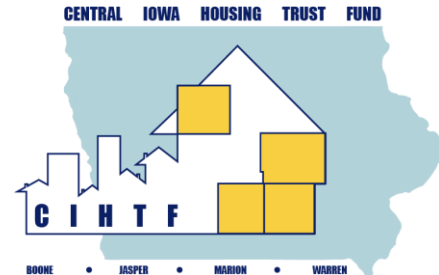
Consider approval of the January 27, 2023 meeting minutes.

**REPORT & VOTE: CENTRAL IOWA  
HOUSING TRUST FUND  
ADMINISTRATION CONTRACT**

# Central Iowa Housing Trust Fund Administration Contract



- The CIHTF was created in 2019 to serve Boone, Jasper, Marion, & Warren counties.
  - Those counties were the last four counties not to be part of a local housing trust fund in the State of Iowa.
- The CIHTF does not provide direct assistance to individuals. Funds are awarded annually by the board to grantees (cities, counties, non-profits, and other organizations) who provide direct assistance to LMI households.
- The administration involves about 6 meetings a year, IFA reporting, general grant management, and assistance with compliance for the grantees.
- Contract would start July 1, 2023 and is for 10% of the annual IFA award. (CY23 would be 5%)



**REPORT & VOTE: STORY COUNTY  
HOUSING TRUST ADMINISTRATION  
CONTRACT**

# Story County Housing Trust Administration Contract



- Staff was approached by the SCHAT Board to serve as their administrator.
- SCHAT does not provide direct assistance to individuals. Funds are awarded annually by the board to grantees (cities, counties, non-profits, and other organizations) who provide direct assistance to LMI households.
- The administration involves about 12 meetings a year, IFA reporting, general grant management, and assistance with compliance for the grantees.
- Contract would start July 1, 2023 and is for 10% of the annual IFA award. (CY23 would be 5%)





# REPORT & VOTE: STORY COUNTY CONTRACT

# Story County Contract for Planning Consulting Services for the Implementation of the Housing Action Plan



- In February, staff was granted approval by the policy board to respond to an RFP issued by Story County for the implementation of their Housing Action Plan.
- On March 14, 2023, the Story County Supervisors awarded MIPA the contract.
- 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.
- 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 Action Plan are synergistic to the efforts of MIPA.

**REPORT & VOTE: MARION COUNTY  
SUBDIVISION REGULATIONS CONTRACT**

# Marion County Subdivision Regulations Contract



- Staff recently completed revisions to the Marion County Zoning Ordinance.
- During the update to the zoning ordinance, county staff expressed interest in updates to the subdivision regulations as well.
- Marion County was happy with the work performed during the updates to the zoning ordinance and wanted to address some similar issues (inconsistencies, modernization, functionality, etc) in the subdivision regulations.

# REPORT & VOTE: MARION COUNTY HOURLY CONTRACT

# Marion County Periodic Zoning Staff Support Contract



- Marion County has only one staff person in the zoning department and would like to tap into MIPA staff on occasion for larger project review (things like large scale site plans and new subdivisions).
  - Marion County expects this type of assistance to occur only a handful of times a year.
- The contract sets forth parameters for potential situations and defines compensation.

# REPORT & VOTE: BOONE HOUSING NEEDS ASSESSMENT CONTRACT

# Boone Housing Needs Assessment



- A housing needs assessment defines the current conditions in a community related to housing and population. The intent is to provide a snapshot of the current conditions and then use that information to create a forecast of the needs going forward.
  - Housing Needs Assessments are needed for certain state and federal development funding applications (tax credit programs)
- Staff recently completed a Housing Needs Assessment for Ogden and will serve as the model for this assessment.



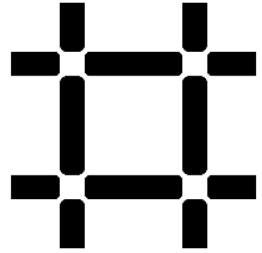
**MIPA LOGO**

# Updated MIPA Logo for Website Redesign



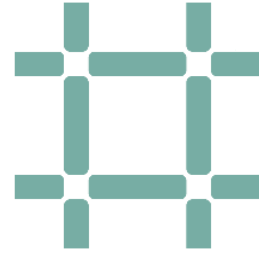
- MIPA's website and logo were developed expeditiously in 2021 as part of the effort to swiftly launch the organization.
- Now, the MIPA website is being updated, along with those of other planning entities that are managed under contract by the MPO.
- As part of the process, an updated logo has been developed for MIPA, along with logo variations to allow for the scaling of size.





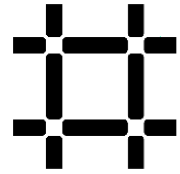
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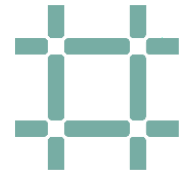


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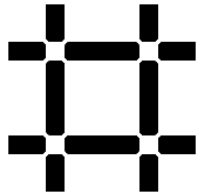
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# BYLAWS

# Bylaws



- MIPA was created to give every community a voice regardless of size so each member receives one vote. Given the size of the full board of 60, quorum is 31 which is a large number.
- The Executive Committee directed MIPA staff to work with legal to adjust the bylaws for quorum purposes in order to for MIPA to conduct business.
- Review is currently underway by legal. Once complete a full report will be sent to the Executive Committee.

# REPORT & VOTE: RESOLUTION OF LOCAL MATCH

# Resolution of Local Match



- Local Match is a requirement from EDA for the MIPA Planning grant on a 50/50 split.
- EDA requires a resolution of local match to represent MIPA's share of the planning grant at the beginning of each grant year.
- The resolution will be forwarded to EDA once approved.



**BUDGET**

# Draft Budget



## MIPA Budget Summary - FY 2024 (Draft)

### REVENUES

Membership Dues	<u>\$117,579</u>
EDD PP Match	\$70,000
Overage beyond match (for reserves)	\$47,579
<b>US Economic Development Administration Partnership Program (EDD PP)</b>	<u><b>\$70,000</b></u>
<b>Contracts/Grants (TBD)</b>	<u><b>\$233,600</b></u>
Central Iowa Housing Trust Fund	\$51,300
Story Co. Housing Trust Fund	\$34,800
Story Co. Housing Trust Fund - ARPA	\$20,000
Story Co. Housing Plan Implementation	\$73,000
Marion Co. Subdivision Regulations	\$20,000
Norwalk Housing Assistance	\$9,500
TBD Contracts	\$25,000
<b>TOTAL REVENUES</b>	<u><b>\$421,179</b></u>

### COSTS

<b>Salaries, Wages, Benefits, and Indirect Costs</b>	<u><b>\$160,887</b></u>
Salaries (minus PTO)	\$52,024
Benefits	\$46,453
Wages	\$0
Non-Personnel	\$62,410
<b>Contract Costs</b>	<u><b>\$176,984</b></u>
<b>TOTAL COSTS</b>	<u><b>\$337,871</b></u>

### BALANCE

	<u><b>\$83,308</b></u>
Assessment overage beyond EDA PP match requirements (for reserves)	\$47,579
Other	\$35,729

## Cost Breakdown - FY 2024 (Draft)

( a ) Salaries and Wages	<u><b>\$52,024</b></u>
( a1 ) Salaries (minus paid leave)	\$52,024
( a2 ) Wages	\$0
( b ) Fringe Benefits	<u><b>\$46,453</b></u>
( b1 ) Paid Leave	\$8,632
( b2 ) Other	\$37,822
( c ) Salaries and Wages + Fringe Benefits	<u><b>\$98,477</b></u>
( d ) Non-Personnel Costs	<u><b>\$62,410</b></u>
Facilities	\$20,674
Insurance (office)	\$3,273
Professional Services (Legal & Audit)	\$8,962
Computers & Software	\$8,173
Telecommunications	\$3,686
Printing & Postage	\$1,635
Travel & Training	\$5,000
Mileage	\$1,500
Dues & Memberships	\$5,000
Equipment & Supplies	\$3,205
Publications & Subscriptions	\$801
Food & Beverage	\$500
( e ) Contract Costs	<u><b>\$176,984</b></u>
MPO Staff Support	\$172,371
Admin fee to MPO	
(5% of personnel costs, where allowed)	\$4,614
( f ) Total Costs	<u><b>\$337,871</b></u>

**OTHER BUSINESS**

**ADJOURNMENT**