

Mid-Iowa Planning Alliance
Executive Committee
AMENDED

10 a.m., Friday, May 5, 2023
420 Watson Powell Jr. Way Suite 200
Des Moines, IA 50309
Online Meeting Link Option :

[Click here to join the meeting](#)

Meeting ID: 227 470 746 75
Passcode: hdi9Ne

TENTATIVE

1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes..... Page 2
 - Consider approval of the April 7th, 2023, meeting minutes.
4. REPORT and VOTE: Des Moines Area MPO Invoice to MIPA for the 3rd Quarter of Fiscal Year 2023..... Page 3
 - Report on the MPO's Invoice to MIPA for the 3rd Quarter of Fiscal Year 2023; consider approval.
5. REPORT and VOTE: Bylaws Page 4
 - Report on the proposed changes to MIPA's Bylaws; consider approval.
6. REPORT and VOTE: FY 2024 MIPA Budget Page 5
 - Report on the proposed FY 2024 Budget for MIPA; consider approval.
7. REPORT: MIPA Transition..... Page 6
 - Report on the transition of MIPA away from the services provided by the MPO.
8. REPORT: General MIPA Update *Option for closed session* Page 7
 - Report on the work MIPA has done to date for communities. Closed session potential to discuss staff.
9. Other Business
10. Adjournment

ISSUE: Meeting Minutes

VOTE: Staff overview of the April 7th, 2023 MIPA Board meeting minutes.

BACKGROUND:

[Click here for a copy of the April 7th, 2023 MIPA Board meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the April 7th, 2023, MIPA Board meeting.

STAFF CONTACT:

Caleb Knutson
cknutson@midowaplanning.org
515.644.2655

ISSUE: Invoices from MPO

REPORT and VOTE: Report and approval of the Des Moines Area Metropolitan Planning Organization (MPO) Invoice to MIPA for the 3rd Quarter of Fiscal Year 2023.

BACKGROUND:

The MPO bills the CIRTPA for work conducted on MIPA's behalf on a quarterly basis. The MPO's 3rd Quarter Fiscal Year 2023 Invoice covers work conducted for the period beginning January 1, 2023 through March 31, 2023 and totals \$32,713.44. If approved, MIPA staff will proceed with reimbursing the MPO.

[Click here for a copy of the MPO 3rd Quarter Fiscal Year 2023 Invoice](#)

RECOMMENDATION:

Approve payment to the Des Moines Area Metropolitan Planning Organization for the 3rd Quarter of Fiscal Year 2023, January 1, 2023 through March 31, 2023.

STAFF CONTACT:

Caleb Knutson
cknutson@midowaplaning.org
515.644.2655

ISSUE: MIPA Bylaws

REPORT and VOTE: Report on the proposed updated language to MIPA's Bylaws.

BACKGROUND:

MIPA's bylaws were initially created with the knowledge that they might need to be amended once the organization had been operating for an extended period of time. At the April 7 Executive Committee meeting the need for potential Bylaw changes were discussed.

The Executive Committee asked staff to update the bylaws based on feedback from the meeting. Below are the proposed Bylaws with changes made by staff.

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

RECOMMENDATION:

Recommend Bylaws changes to the full MIPA Board.

STAFF CONTACT:

Caleb Knutson
cknutson@midowaplanning.org
515.644.2655

ISSUE: FY 2024 MIPA Budget

REPORT and VOTE: Report on the proposed FY 2024 MIPA Budget.

BACKGROUND:

MIPA has developed the Fiscal Year 2024 MIPA Budget which will document all activities MIPA will perform from July 1, 2023, through June 30, 2024. A draft was presented to the Executive Committee at the April 7th meeting. Staff has incorporated input from the Executive Committee into this final draft.

[Click here for a copy of the proposed FY 2024 MIPA Budget.](#)

RECOMMENDATION:

Recommend approval of the FY 2024 MIPA Budget to the full MIPA Board.

STAFF CONTACT:

Caleb Knutson
cknutson@midowaplanning.org
515.644.2655

ISSUE: MIPA Transition

REPORT: Report on MIPA's transition from the Des Moines Area MPO.

BACKGROUND:

The MPO staff conceived and created the Economic Development District, the Mid-Iowa Planning Alliance. Due to EDA requirements MIPA has to employ and retain their own staff. In April 2022, a senior planner was hired.

The MPO provides back-end services, staffing support, and supervision services to MIPA through a contract. Through the direction of the MPO Policy Committee it was directed to start the transition period for MIPA and the MPO to separate so that the MPO would no longer provide back-end and staff support services. Staff have reached out to various organizations in the MIPA region on partnership or housing possibilities.

The transition will also include the MPO/MIPA Housing Planner. Currently the Housing Planner is employed by the MPO but is entirely funded by MIPA and bills to MIPA contracts through the shared administration portal. This position will transfer to MIPA full time staff like the Senior Planner position.

Specific dates for when actions are to occur have not been identified.

RECOMMENDATION:

None. Report and discussion only.

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