

**Mid-Iowa Planning Alliance for Community Development
Executive Committee**

**10 a.m., Friday, February 23, 2024
420 Watson Powell Jr. Way, Suite 200
Des Moines, IA 50309**

Online Meeting Link Option : Zoom

[Click here to join the meeting](#)

Meeting ID: 861 9447 6384

Tentative Agenda

- 1. Call to Order**
- 2. VOTE: Approval of Agenda**
- 3. VOTE: Approval of Meeting Minutes.....** Page 2
 - Consider approval of the January 26th, 2024, meeting minutes.
- 4. REPORT and VOTE: Planning Services Agreement with CIRTPA.....** Page 3
 - Report on the on the proposed Planning Services Agreement with CIRTPA; consider approval.
- 5. REPORT and VOTE: MIPA FY 2024 Budget Amendment.....** Page 4
 - Report on the proposed budget amendment for FY 2024; consider approval.
- 6. REPORT and VOTE: Office Space and General Transition Update** Page 5
 - Report on the process to select office space and other transition items; consider approval.
- 7. REPORT and VOTE: Hiring Committee Update** Page 7
 - Report on the Hiring Committee's progress to date; consider approval.
- 8. REPORT: MIPA FY 2025 Work Program and Budget Draft.....** Page 8
 - Report on the draft FY 2025 Budget and Work Program.
- 9. REPORT: MIPA Handbook and Policies and Procedures Manual Drafts** Page 9
 - Report on the draft MIPA Handbook and Policies and Procedures Manual.
- 10. Other Non-Action Items of Interest to the Committee**
- 11. Next Meeting Date**
 - Friday, March 29, 2024 at 10:00 AM
- 12. Adjournment**

ISSUE: Meeting Minutes

VOTE: Consider approval of the January 26th, 2024, MIPA Board meeting minutes.

BACKGROUND:

[Click here for a copy of the January 26th, 2024, MIPA Board meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the January 26th, 2024, MIPA Board meeting.

STAFF CONTACT:

Andrew Collings
acollings@dmampo.org
515.334.0075

ISSUE: Planning Services Agreement with CIRTPA

REPORT and VOTE: Report on the on the proposed Planning Services Agreement with CIRTPA; consider approval.

BACKGROUND:

Staff continues to provide identified items necessary in order for MIPA to provide planning services to CIRTPA. An updated CIRTPA Unified Program and Work Plan (UPWP) that incorporates MIPA's budget, income, and cost structures has been submitted to the DOT for review. Other items are being submitted by staff to ensure the orderly transition of planning services to MIPA.

To facilitate that transition, a planning services agreement has been prepared that is based on the existing agreement between the MPO and CIRTPA.

[Click here for a copy of the proposed MIPA-CIRTPA Planning Services Agreement.](#)

Below is the anticipated timeline for a potential transition to MIPA based on DOT discussion:

- **February 23:** MIPA Executive Committee approves the planning services contract
- **February 26:** CIRTPA Board approves the planning services contract and CIRTPA gives the MPO 30 days notice to terminate the existing administrative contract
- **April 1:** Effective date of the administrative contract with MIPA

RECOMMENDATION:

Approve the proposed MIPA-CIRTPA Planning Services Agreement.

STAFF CONTACT:

Andrew Collings
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515.334.0075

ISSUE: MIPA FY 2024 Budget Amendment

REPORT and VOTE: Report on the proposed budget amendment for FY 2024; consider approval.

BACKGROUND:

To incorporate an additional employee and the CIRTPA contract, a budget amendment needs to be executed for FY 2024. The primary changes are to include funding received from the CIRTPA contract, employee expenses, and non-personal costs related to the transition away from the MPO.

[Click here for a copy of the current and proposed FY 2024 budget.](#)

RECOMMENDATION:

Approve the proposed FY 2024 budget amendment.

STAFF CONTACT:

Andrew Collings
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515.334.0075

ISSUE: Office Space and General Transition Update

REPORT and VOTE: Report on the process to select office space and other transition items; consider approval.

BACKGROUND:

Staff continues to implement the approved transition plan. The following is the status of various transition items.

Transition Item	Status
Payroll	A payroll firm has been identified and funds set aside in the budget for services.
Employee Insurance (Health, Dental, Vision)	Paperwork is being prepared to establish employee insurance plans.
Deferred Compensation	The SIMPLE IRA plan company has been identified and funds incorporated into the budget.
Accounting	Hiring of a bookkeeper will move forward once an Executive Director has been identified.
Computer Equipment and IT	MMIT has provided cost estimates for needed services and equipment.
Office Space	A Commercial Realty agent was used to analyze available office space in the Des Moines Metro including Ankeny, Clive, Johnston, Urbandale, West Des Moines, and Windsor Heights. Several spaces were toured, and a preferred alternative was identified. See below for additional information.

After reviewing various commercial spaces available across the Des Moines Metro and touring several available services, staff has identified a preferred space. The location of 939 Office Park Road was selected due to its central location in the region, proximity to communities, pricing and spacing availability, and ADA accessibility.

There are several spaces available, specifically offices #306 and #335 of 1,090 SF and 1,200 SF respectively. The following terms have been offered with rent being all inclusive:

- 3 year: \$15.75 PSF with 3% annual increases
- 5 year: \$15.25 PSF with 2.5% annual increases
- Includes one (1) wall, new carpet and paint.

The total cost per year is within the funding set aside in the budget for rent. The next step is to negotiate a lease.

[Click here for a copy of the office #335 floor plan](#)

[Click here for a copy of the office #306 floor plan](#)

RECOMMENDATION:

Approve of staff negotiating a lease for office #306 for a defined term and authorize the MIPA Chair to sign the lease subject to review by legal.

STAFF CONTACT:

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ISSUE: Hiring Committee Update

REPORT: Report on the Hiring Committee's progress to date.

BACKGROUND:

A hiring committee was established to facilitate the hiring of staff, specifically an Executive Director. The committee met on February 20 and will provide an update to the Executive Committee.

RECOMMENDATION:

Approve the recommendation from the Hiring Committee.

STAFF CONTACT:

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ISSUE: FY 2025 Work Program and Budget Draft

REPORT: Report on the draft FY 2025 Budget and Work Program.

BACKGROUND:

MIPA staff is beginning to develop the Fiscal Year 2025 work program and budget, which will document all planning activities that MIPA will perform from July 1, 2024, through June 30, 2025. It is a best practice to identify MIPA's proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities.

MIPA staff asks for input from member governments and participating agencies on planning tasks for FY 2025 throughout the development of the work program and budget. MIPA staff would welcome any proposals for special studies, plans, or other activities, as well as requests for local planning assistance.

Staff has prepared a draft budget for FY 2025, which includes 3 full-time staff, including an executive director, and one part time bookkeeper and associated costs.

[Click here for a copy of the draft FY 2025 Budget and Work Program.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Andrew Collings
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515.334.0075

ISSUE: MIPA Handbook and Policies and Procedures Manual Drafts

REPORT: Report on the draft MIPA Handbook and Policies and Procedures Manual.

BACKGROUND:

Staff has prepared a draft MIPA Handbook and draft MIPA Policies and Procedures Manual that are based on the work of the Des Moines MPO. These items have been updated to incorporate various pieces of the MIPA organization.

[Click here for a copy of the draft MIPA Handbook](#)

[Click here for a copy of the draft MIPA Policies and Procedures Manual](#)

RECOMMENDATION:

None. Report and discussion only.

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