

MEETING MINUTES
Mid-Iowa Planning Alliance for Community Development
Executive Committee

10 a.m. Friday, January 26, 2024
420 Watson Powell Jr. Way, Suite 200
Des Moines, IA 50309

The Executive Committee (the “Board”) of the Mid-Iowa Planning Alliance for Community Development (“MIPA”) held a hybrid in-person/virtual meeting at 10 a.m. January 26, 2024. Notice of the meeting, including a meeting agenda, was delivered to Executive Committee members in accordance with MIPA bylaws.

ATTENDANCE

MIPA Board Members Present:

Brenda Dryer, Chair
Charlie Dissell, Secretary
Jennifer Brown
Shawn Bryant
Gerald Buydos
Jeff Davidson
Carla Eysink
Rachel Fusco
Stacy LoVan
Glenn Lyons
Linda Murken
Luke Parris
Steve Schainker

MIPA Board Members Absent:

Ryan Moffatt
Anthony Brown
Tanya Michener
Margret Liston
Greg Piklapp
Rachel Wacker
Wade Wagoner

Staff Present:

Andrew Collings
Caleb Knutson
Lucas Young

Guests Present:

Marketa Oliver

1. Call to Order:

MIPA Chair Dryer called the meeting to order at 10:04 a.m. A quorum was present.

2. Vote – Approval of the Agenda:

MOTION: A motion was made by Murken to approve the January 26, 2024 MIPA Executive Committee meeting agenda. Seconded by Bryant.

MOTION CARRIED

3. Vote – Approval of Meeting Minutes:

MOTION: A motion was made by LoVan to approve the November 17, 2023 MIPA Executive Committee meeting minutes. Seconded by Fusco.

MOTION CARRIED

4. Report and Vote – Contract with the City of Norwalk:

Collings reported proposed contract with Norwalk. The contract is to continue the implementation of Norwalk's owner-occupied repair program. Discussion ensued.

MOTION: A motion was made by Shinker to approve the contract as proposed with the City of Norwalk. Seconded by LoVan. Abstention by Parris.

MOTION CARRIED

5. Report and Vote – Denman & Company Invoice:

Collings reported on the invoice from Denman and Company for audit progress. Discussion ensued.

MOTION: A motion was made by Davidson to approve the invoice from Denman and Company as presented. Seconded by Fusco.

MOTION CARRIED

6. Report – Planning Services and Administration Agreement with CIRTPA:

Collings reported on the ongoing discussions between MIPA and CIRTPA to provide planning and administrative services. Collings reported on updated timelines and expectations from entities like the Iowa DOT and EDA. Discussion ensued. No action taken.

7. Report and Vote – Transition Plan:

Collings reported on the updated draft transition plan. Collings reviewed each of the scenarios and the needs associated with the different options. Discussion ensued.

MOTION: A motion was made by Lyons to proceed with Scenario 2 d and hire a 0.75 FTE bookkeeping position. Seconded by Buydos.

MOTION CARRIED

8. Report and Vote – Job Descriptions and Hiring of Staff:

Collings reported on the draft job descriptions and the need for a process to hire employees for MIPA. The Des Moines Area MPO had a role in the recruitment and hiring of the existing employees and has filled the role of Executive Director. Discussion ensued.

MOTION: A motion was made by Fusco to conduct an internal search for MIPA employees. Seconded by Lyons.

MOTION CARRIED

MOTION: A motion was made by Murken to approve the job descriptions for Executive Director, Bookkeeper, Senior Planner-Housing Focus, Senior Planner-Community Development Focus, Senior Planner-Transportation Focus, and Associate Planner with revisions, as discussed. Seconded by Lyons.

MOTION CARRIED

MOTION: A motion was made by LaVon to appoint Lyons, Murken, and Parris to serve as the Executive Director hiring committee and to provide a recommendation to the board. Seconded by Fusco.

MOTION CARRIED

9. Report – FY 2025 Work Program and Budget Development:

Collings reported the development of the upcoming Fiscal year 2025 work program and budget. Discussion ensued. No action taken.

10. Report – Update on Board Representatives and Officer Selection:

Collings reported on the process to solicit board representatives and the selection of officers. Discussion ensued. No action taken.

11. Report – Update from MIPA Staff:

Staff presented on recent work activities. Discussion ensued. No action taken.

12. Other Non-Action Items of Interest Business:

None.

13. Adjournment:

Chair Dryer declared the meeting adjourned at 11:20.