

MEETING MINUTES  
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

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. February 23, 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  
Craig Armstrong  
Anthony Brown  
Jennifer Brown  
Shawn Bryant  
Gerald Buydos  
Jeff Davidson  
Carla Eysink  
Rachel Fusco  
Margret Liston  
Glenn Lyons  
Linda Murken  
Luke Parris  
Greg Piklapp  
Steve Schainker  
Rachel Wacker

**MIPA Board Members Absent:**

Charlie Dissell, Secretary  
Ryan Moffatt  
Stacy LoVan  
Wade Wagoner

**Staff Present:**

Andrew Collings  
Caleb Knutson  
Lucas Young

**Guests Present:**

Travis Halm

**1. Call to Order:**

MIPA Chair Dryer called the meeting to order at 10:01 a.m. A quorum was present.

**2. Vote – Approval of the Agenda:**

**MOTION:** A motion was made by Lyons to approve the February 23, 2024 MIPA Executive Committee meeting agenda. Seconded by Buydos.

**MOTION CARRIED**

**3. Vote – Approval of Meeting Minutes:**

**MOTION:** A motion was made by Lyons to approve the January 26, 2024 MIPA Executive Committee meeting minutes. Seconded by Liston.

**MOTION CARRIED**

**4. Report and Vote – Planning Services Agreement with CIRTPA:**

Collings reported on the proposed Planning Services Agreement with CIRTPA. The new agreement mimics the existing agreement between CIRTPA and the Des Moines Area MPO. Discussion ensued.

**MOTION:** A motion was made by Liston to approve the agreement as proposed with CIRTPA. Seconded by Murken.

**MOTION CARRIED**

**5. Report and Vote – MIPA Fiscal Year 2024 Budget Amendment:**

Collings reported on the existing budget and a proposed amendment to incorporate an additional employee and CIRTPA agreement. Discussion ensued.

**MOTION:** A motion was made by Bryant to approve the budget amendment as presented. Seconded by Lyons.

**MOTION CARRIED**

**6. Report and Vote – Office Space and General Transition Update:**

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.

**MOTION:** A motion was made by Lyons to direct staff to proceed with securing a lease for 939 Office Park Rd Suite 306 incorporating the items discussed. Seconded by Bryant.

**MOTION CARRIED**

**7. Report – Hiring Committee Update:**

Murken provided an update on the process and indicated that they would have an action item on next month agenda. Discussion ensued. No action taken.

**8. 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.

**9. Report – MIPA Handbook and Policies and Procedures Manual Drafts:**

Collings reported on the draft employee handbook and policies and procedures manual. Discussion ensued. No action taken.

**10. Other Non-Action Items of Interest Business:**

None.

**11. Adjournment:**

Chair Dryer declared the meeting adjourned at 10:43.