

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

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

**Online Meeting Link Option : Go To Meeting**

[Click here to join the meeting](#)

**Meeting ID: 760-911-109**

**Tentative Agenda**

1. **Call to Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 2
  - Consider approval of the March 29<sup>th</sup>, 2024, meeting minutes.
4. **REPORT and VOTE: Contracts and Expenses**..... Page 3
  - Report on the contracts and Expenses of MIPA; consider approval.
5. **REPORT and VOTE: MIPA Calendar Year 2024 Officers** ..... Page 4
  - Report on the election of MIPA officers for CY 2024; consider approval.
6. **REPORT and VOTE: Des Moines MPO Invoice to MIPA for the 3<sup>rd</sup> Quarter of Fiscal Year 2024**..... Page 5
  - Report on the MPO's Invoice to MIPA for the 3<sup>rd</sup> Quarter of Fiscal Year 2024; consider approval.
7. **REPORT and VOTE: SIMPLE IRA Plan Documentation**..... Page 7
  - Report on the proposed documentation to create a SIMPLE IRA plan; consider approval.
8. **REPORT and OPTIONAL VOTE: Logo and Branding** ..... Page 8
  - Report on an updated MIPA Logo and other branding changes; consider approval.
9. **REPORT: MIPA Bylaws Update** ..... Page 9
  - Report on the proposed updates to MIPA's Bylaws.
10. **Other Non-Action Items of Interest to the Committee**
11. **Next Meeting Date**
  - Friday, May 31, 2024 at 10:00 AM
12. **Adjournment**

**ISSUE: Meeting Minutes**

VOTE: Consider approval of the March 29<sup>th</sup>, 2024, MIPA Board meeting minutes.

**BACKGROUND:**

[Click here for a copy of the March 29<sup>th</sup>, 2024, MIPA Board meeting minutes.](#)

**RECOMMENDATION:**

Approve the minutes of the March 29<sup>th</sup>, 2024, MIPA Board meeting.

**STAFF CONTACT:**

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**ISSUE: Contracts and Expenses**

REPORT and VOTE: Report on contracts and expenses in accordance with MIPA's policies and procedures manual; consider approval.

**BACKGROUND:**

Below are contracts and expenses in amounts that require approval of the MIPA Executive Committee per MIPA's Policy and Procedures.

Contracts			
VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT PROPOSED
Marion County	Implementation of the comprehensive planning development process for Marion County.	<a href="#">Click here for a copy of the contract.</a>	\$46,000

Expenses			
VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
None	None	None	None

**RECOMMENDATION:**

Approve the slate of contracts and expenses.

**STAFF CONTACT:**

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**ISSUE: MIPA Calendar Year 2024 Officers**

REPORT and VOTE: Report on the election of MIPA officers for CY 2024; consider approval.

**BACKGROUND:**

MIPA staff reported on the selection of MIPA officers, who are selected from and approved by the Executive Committee.

The Executive Committee is selected from the members of the MIPA Board of Directors. Each county in the MIPA area selects three representatives, two public and one private, to serve on the Executive Committee.

The current slate of officers are:

- **Chair** – Brenda Dryer
- **Vice-Chair** – Vacant
- **Secretary\*** – Charlie Dissell
- **Treasurer\*** – Vacant

\*Note - The Secretary and Treasurer positions are proposed to be combined in the updated By-Laws, a copy of which is available later in the agenda.

Currently, the organization is completing its transition away from the MPO and keeping the same leadership structure would help with that transition. The following is the proposed slate of officers for CY 2024:

- **Chair** – Brenda Dryer
- **Vice-Chair** – Charlie Dissell
- **Secretary/Treasurer** – Seek Nominations

**RECOMMENDATION:**

Approve the proposed slate of officers.

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**ISSUE: Des Moines Area MPO Invoice to MIPA for the 3<sup>rd</sup> Quarter of Fiscal year 2024**

REPORT and VOTE: Report on the on the FY24 3<sup>rd</sup> quarter invoice from the Des Moines Area MPO; consider approval.

**BACKGROUND:**

The MPO bills MIPA for work conducted on MIPA's behalf on a quarterly basis. The MPO's 3<sup>rd</sup> Quarter FY24 invoice covers work conducted for the period January 1, 2024 through March 31, 2024. If approved, MIPA staff will proceed with reimbursing the MPO.

[Click here for more a copy of the MPO 3<sup>rd</sup> Quarter FY24 Invoice.](#)

The following is a breakdown of the invoice:

- FY 2024 3<sup>rd</sup> Quarter – Contractual work total - \$24,910.12
  - MPO Staff – Time spent by MPO staff doing work on behalf of MIPA for EDA related activities
  - MIPA Staff – The 20% of MIPA staff salary that was paid for by the Des Moines MPO
- FY 2024 Staff Time to Contracts – 1<sup>st</sup>-3<sup>rd</sup> Quarters - \$16,617.47
  - MPO staff time spent on projects that were not previously billed for and were not EDA funded activities
- \*FY 2024 – MIPA Staff Time paid by MPO - \$16,163.36
  - The MPO switched payroll companies and had been paying 100% of MIPA employee salaries
- FY 2024 3<sup>rd</sup> Quarter – MIPA Staff Non-Personnel Costs
  - Non-Personnel costs associated with MIPA staffing
- FY 2024 3<sup>rd</sup> Quarter – MPO 5% Administration Fee
  - 5% fee charged by the MPO for work completed by the MPO

Following approval for payment, MIPA will have approximately \$30,000 left for cash flow.

[Click here for a copy of the March Reconciliation and Bank Statement.](#)

There are several outstanding accounts receivable that are in process or will be drawn shortly. These include:

- Story County Housing Action Plan work - \$29,000 (Pending)
- Story County Housing Trust Fund Administration - \$13,995
- Central Iowa Housing Trust Fund Administration - \$20,664
- Q2 and Q3 EDA Reimbursement - \$35,000
- Q4 EDA Advancement of Funds - \$17,500
- **Total Due to MIPA - \$116,159**

Once staff catches MIPA up on billables and reimbursements, MIPA will have around \$130,000 before the end of FY 2024.

This is the last quarterly invoice from the MPO.

**RECOMMENDATION:**

Approve payment to the Des Moines Area MPO for the 3<sup>rd</sup> Quarter FY24 invoice, January 1, 2024 through March 31, 2024.

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**ISSUE: SIMPLE IRA Plan Documentation**

REPORT and VOTE: Report on the proposed documentation to create a SIMPLE IRA plan; consider approval.

**BACKGROUND:**

To establish a SIMPLE IRA plan for MIPA employees, an Information and Services Agreement and IRS Form 5305-SIMPLE must be approved. Once approved they will be sent to T Rowe Price for their approval and staff will move forward with the plan set-up process.

[Click here for a copy of the SIMPLE IRA plan documentation.](#)

**RECOMMENDATION:**

Approve the SIMPLE IRA plan documentation.

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**ISSUE: Logo and Branding**

REPORT and OPTIONAL VOTE: Report on an updated MIPA Logo and other branding changes; consider approval.

**BACKGROUND:**

In April of 2023, staff presented a proposed new logo and branding. MIPA has never formally taken action to approve the new designs.

[Click here for a copy of the logo and branding materials from April 2023.](#)

Since that time, staff has reviewed and revised some of the proposed items. Most notably is a change to the main color scheme. The current teal color is hard to read, both in print and online. The proposal is to utilize a darker version of the existing teal color. The intent is to use the new logos and favicons in black, white, and the new green color.

[Click here for a copy of the proposed new logo and color scheme.](#)

**RECOMMENDATION:**

Approve the new logo and other branding materials.

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**ISSUE: MIPA Bylaws Update**

REPORT: Report on the proposed updates to MIPA's Bylaws.

**BACKGROUND:**

A MIPA Bylaws Committee was formed last year that consists of:

- Supervisor Murkin
- Councilman Murray
- Director Buydos

The committee met three times to provide input and recommend changes. Denton Davis Brown has reviewed the changes and added additional feedback.

[Click here for a copy of the proposed updated By-Laws](#)

**RECOMMENDATION:**

None. Report and discussion only.

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