

Mid-Iowa Planning Alliance for Community Development Board of Directors Annual Meeting

1 p.m., Monday, June 24, 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 June 16th, 2023, meeting minutes.
4. PRESENTATION: Iowa Northland Regional Council of Governments (INRCOG)..... Page 3
 - Presentation from Executive Director Brian Schoon on how INRCOG serves its member communities.
5. PRESENTATION: City of Knoxville Page 4
 - Presentation from the City of Knoxville on recent community accomplishments.
6. REPORT and VOTE: Fiscal Year 2025 Budget Page 5
 - Report on the proposed FY25 MIPA Budget; consider approval.
7. REPORT and VOTE: MIPA Bylaws Update Page 6
 - Report on the proposed updates to MIPA's Bylaws; consider approval.
8. REPORT and VOTE: MIPA Employee Handbook & Policies and Procedures Manual..... Page 7
 - Report on the MIPA Employee Handbook & Policies and Procedures Manual; consider approval.
9. REPORT and VOTE: Executive Director..... Page 8
 - Report on the hiring of an Executive Director; consider approval.
10. REPORT: MIPA Transition Update Page 9
 - Report on the status of MIPA's transition from the Des Moines Area MPO.
11. Other Non-Action Items of Interest to the Committee
12. Next Meeting Date
 - As needed in FY 2025.
13. Adjournment

ISSUE: Meeting Minutes

VOTE: Consider approval of the June 16th, 2023, MIPA Board of Directors meeting minutes.

BACKGROUND:

[Click here for a copy of the June 16th, 2023, MIPA Board of Directors meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the June 16th, 2023, MIPA Board meeting.

STAFF CONTACT:

Andrew Collings
acollings@midowaplanning.org
515.304.3524

ISSUE: Iowa Northland Regional Council of Governments (INRCOG)

PRESENTATION: Presentation from Executive Director Brian Schoon on how INRCOG serves its member communities.

BACKGROUND:

Executive Director Brian Schoon will be at the meeting to present and discuss the activities of INRCOG and how it serves its member communities.

INRCOG is a voluntary association of local governments that is committed to identifying, securing, and coordinating local, regional, and federal government projects and programs for the enhancement of their region and member communities. INRCOG is a designated Council of Governments (COG) in Chapter 28H of the Code of Iowa.

The activities and programs presented by Director Schoon may be of interest to MIPA communities and could help identify opportunities for coordination within the Mid Iowa region.

RECOMMENDATION:

None, presentation only.

STAFF CONTACT:

Andrew Collings
acollings@mid-iowaplanning.org
515.304.3524

ISSUE: City of Knoxville

PRESENTATION: Presentation from the City of Knoxville on recent community accomplishments.

BACKGROUND:

Representatives from the City of Knoxville have been invited to discuss community accomplishments of the past several years. Accomplishments include:

- 2024 Thriving Communities designation (WHTC)
- Several funding awards of the Downtown Revitalization Fund (CDBG Façade program)
- Continued support of the existing Owner-Occupied Repair program (Central Iowa Housing Trust Fund)
- Redevelopment of the VA Hospital property
- Development of over 200 market rate housing units

RECOMMENDATION:

None, presentation only.

STAFF CONTACT:

Andrew Collings
acollings@midowaplanning.org
515.304.3524

ISSUE: Fiscal Year 2025 Budget

REPORT and VOTE: Report on the proposed FY25 MIPA Budget; consider approval.

BACKGROUND:

Staff has developed the Fiscal Year 2025 MIPA Budget which documents all expected income and expenses MIPA will have from July 1, 2024, through June 30, 2025. The Executive Committee approved this budget at their May meeting.

[Click here for a copy of the proposed FY25 MIPA Budget, including a breakdown of direct and indirect non-personnel costs.](#)

RECOMMENDATION:

Approve the proposed FY25 MIPA Budget.

STAFF CONTACT:

Andrew Collings
acollings@mid-iowaplanning.org
515.304.3524

ISSUE: MIPA Bylaws Update

REPORT and VOTE: Report on the proposed updates to MIPA's Bylaws; consider approval.

BACKGROUND:

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

- Supervisor Murkin – Story County
- Councilman Murray – City of Pleasant Hill
- Director Buydos – City of Pella

The committee met three times to provide input and recommend changes. Denton Davis Brown has reviewed the changes and added additional feedback. The Executive Committee approved these changes to the bylaws at their May meeting.

[Click here for a copy of the proposed updated Bylaws.](#)

RECOMMENDATION:

Approve the proposed Bylaws changes.

STAFF CONTACT:

Andrew Collings
acollings@mid-iowaplanning.org
515.304.3524

ISSUE: MIPA Employee Handbook & Policies and Procedures Manual

REPORT and VOTE: Report on the draft MIPA Employee Handbook & Policies and Procedures Manual; consider approval.

BACKGROUND:

Staff has prepared a draft MIPA Employee Handbook and draft MIPA Policies and Procedures Manual. Many of these are carryover from the MPO and have been updated to incorporate various pieces of the MIPA organization. The Executive Committee approved these changes to the bylaws at their March meeting.

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

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

RECOMMENDATION:

Approve the MIPA Employee Handbook and the Policies and Procedures Manual.

STAFF CONTACT:

Andrew Collings
acollings@midowaplaning.org
515.304.3524

ISSUE: Executive Director

REPORT and VOTE: Report on the hiring of an Executive Director; consider approval.

BACKGROUND:

A Hiring Committee was formed to solicit applications and conduct interviews for the Executive Director position. The Hiring Committee consisted of:

- Supervisor Murkin – Story County
- Director Parris – City of Norwalk
- Director Lyons – City of Knoxville

At the Joint Executive Committee and Board of Directors Meeting in April a motion was made to hire Andrew Collings as the Executive Director based on the recommendation of the Hiring Committee. Because the Board of Directors did not have a quorum, that motion was amended to hire the position on an interim basis and approved by the Executive Committee.

The Hiring Committee will provide an update at the June meeting.

RECOMMENDATION:

Approve the recommendation from the Hiring Committee for the Executive Director position.

STAFF CONTACT:

Andrew Collings
acollings@mid-iowaplanning.org
515.304.3524

ISSUE: MIPA Transition Update

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

BACKGROUND:

When FY 2024 began, the Des Moines Area MPO Executive Committee decided that MIPA should leave the MPO by the end of FY 2025. MIPA staff then began planning the transition away from the MPO and worked closely with the MIPA Executive Committee to complete the process, which included providing monthly updates to the Executive Committee.

On April 1, 2024 MIPA legally separated from the MPO with its own staff operational autonomy. All administrative functions have transitioned to MIPA staff and MIPA is now the administrator of the following organizations:

- Central Iowa Regional Transportation Planning Alliance
- Central Iowa Housing Trust Fund
- Story County Housing Trust

MIPA is now located at: 939 Office Park Road, Suite 306, West Des Moines, IA 50265

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Andrew Collings
acollings@mid-iowaplanning.org
515.304.3524