



Mid-Iowa Planning Alliance for
Community Development
939 Office Park Road · Suite 306
West Des Moines, IA 50265 · 515-304-3524
midiowaplanningalliance.com

Mid-Iowa Planning Alliance for Community Development Executive Committee

2 p.m., Monday, September 16, 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 August 19, 2024, meeting minutes.
4. **REPORT and VOTE: Financial Statements** Page 3
 - Report on the financial statements; consider approval.
5. **REPORT and VOTE: Invoices and Contracts** Page 4
 - Report on invoices and contracts for MIPA; consider approval.
6. **REPORT and VOTE: Digital Equity Broadband Grant Application Update**..... Page 5
 - Report on the Digital Equity Broadband Grant Application.
7. **REPORT and OPTIONAL VOTE: MIPA Vice-Chair Board Position** Page 6
 - Report on the vacant Vice-Chair Board Position; consider approval
8. **Other Non-Action Items of Interest to the Committee**
9. **Next Meeting Date**
 - Monday, October 21st at 2 PM
10. **Adjournment**



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September 2024
Item No. 3

ISSUE: Meeting Minutes

VOTE: Consider approval of the August 19th, 2024, MIPA Executive Committee meeting minutes.

BACKGROUND:

[Click here for a copy of the August 19th, 2024, MIPA Executive Committee meeting minutes.](#)

RECOMMENDATION:

Approve the minutes of the August 19th, 2024, MIPA Executive Committee meeting.

STAFF CONTACT:

Andrew Collings
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515.304.3524



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September 2024
Item No. 4

ISSUE: Financial Statements

REPORT and VOTE: Report on the Financial Statements; consider approval.

BACKGROUND:

MIPA staff continually tracks MIPA's finances and prepares monthly statements detailing the financial status of the organization.

[Click here for a copy of the FY 2025 Statement of Activity as of September 11, 2024](#)

[Click here for a copy of the Balance Sheet as of September 11, 2024](#)

RECOMMENDATION:

Approve the September Financial Statements.

STAFF CONTACT:

Andrew Collings
acollings@midiowaplanning.org
515.304.3524

September 2024
Item No. 5

ISSUE: Invoices and Contracts

REPORT and VOTE: Report on invoices and contracts; consider approval.

BACKGROUND:

Contract: Dallas County Local Housing Trust Fund Administration - \$56,000 (Estimated yearly amount)

MIPA has been offered the opportunity to administer the Dallas County Local Housing Trust Fund (DCLHTF) that is currently administered by the City of West Des Moines. This arrangement would be similar to how MIPA administers the Central Iowa Housing Trust Fund and the Story County Housing Trust.

[Click here for a copy of the Dallas County Local Housing Trust Fund Administration Contract.](#)

Contract: Metro Home Improvement Program Administration - \$70,000 (Estimated yearly amount)

MIPA has been offered the opportunity to administer the Metro Home Improvement Program (MHIP) that is currently administered by the City of West Des Moines. This arrangement would be similar to how MIPA administers the owner-occupied repair program for the City of Norwalk.

[Click here for a copy of the Metro Home Improvement Program 28E Agreement.](#)

Invoice: Neighborly Software – Up to \$15,100

Neighborly is a software that the City of West Des Moines uses in conjunction with the DCLHTF and the MHIP for application intake from homeowners. For continuity purposes, MIPA staff is recommending continuing with the use of Neighborly and will investigate its applicability to other MIPA administered housing programs. The quoted amount is a not to exceed amount and staff is looking at ways to reduce the software's cost.

[Click here for a copy of the Neighborly quote.](#)

RECOMMENDATION:

Approve the proposed invoices and contracts.

STAFF CONTACT:

Andrew Collings
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515.304.3524

**September 2024
Item No. 6**

ISSUE: Digital Equity Broadband Grant Application Update

REPORT and VOTE: Report on the Digital Equity Broadband Grant Application.

BACKGROUND:

The Digital Equity Broadband Grant aims to enhance high-speed Internet access for underserved communities, addressing barriers like affordability, digital literacy, and availability, especially in rural and low-income areas. By fostering collaboration among local governments, nonprofits, and businesses, it seeks to bridge the digital divide and promote inclusion in the digital economy. The application requires a request between \$5 Million and \$12 million.

The Iowa Department of Management recommended considering expanding beyond MIPA's seven-county region by partnering with the East Central Iowa Council of Governments (ECICOG) that serves Benton, Iowa, Johnson, Jones, Linn, and Washington Counties. With this partnership, both state university areas are included. The proposed application includes partners from the MIPA region, ECICOG region, and a statewide initiative from the Rural Ideas Network.

The total application amount is estimated to be between \$6 Million and \$8 Million.

Partners will provide the 20% local match required by the grant.

The grant is due September 24.

RECOMMENDATION:

Approve of MIPA submitting the Digital Equity Broadband Grant Application and overseeing the grant implementation process.

STAFF CONTACT:

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September 2024
Item No. 7

ISSUE: MIPA Vice-Chair Board Position

REPORT and OPTIONAL VOTE: Report on the vacant Vice-Chair Board Position; consider approval.

BACKGROUND:

As part of the changes to MIPA's By-Laws earlier this year, the number of Board Officers went from 4 to 3, combining the Secretary and Treasurer positions. The new slate of officers following the Board of Directors Meeting in June were:

- Chair – Brenda Dryer, Ames Regional Economic Alliance
- Vice-Chair – Charlie Dissell, City of Indianola
- Secretary/Treasurer – Glenn Lyons, City of Knoxville

Last month, Charlie took a position with the City of Independence, Missouri and is no longer eligible to serve, thereby leaving the Vice-Chair position vacant.

Additional information on filling the position will be discussed at the September Executive Committee Meeting.

RECOMMENDATION:

Approve a new Vice-Chair for the MIPA Board of Directors.

STAFF CONTACT:

Andrew Collings
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