



Mid-Iowa Planning Alliance for  
Community Development  
939 Office Park Road · Suite 306  
West Des Moines, IA 50265 · 515-304-3524  
[www.midiowaplanning.org](http://www.midiowaplanning.org)

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

**2 p.m., Monday, November 18, 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 September 16, 2024 meeting minutes.
- 4. REPORT and VOTE: Invoices and Contracts.....Page 3**
  - Report on invoices and contracts for MIPA; consider approval.
- 5. REPORT and OPTIONAL VOTE: MHIP Project Payments .....Page 5**
  - Report on invoice and payment process for MHIP; consider approval.
- 6. REPORT: Staffing Changes.....Page 6**
  - Report on upcoming staffing needs.
- 7. REPORT: Office Space.....Page 7**
  - Report on the need to rent additional office space.
- 8. Other Non-Action Items of Interest to the Committee**
- 9. Next Meeting Date**
  - Monday, December 16<sup>th</sup> at 2 PM
- 10. Adjournment**



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**November 2024**

**Item No. 3**

**ISSUE: Meeting Minutes**

VOTE: Consider approval of the September 16<sup>th</sup>, 2024, MIPA Executive Committee meeting minutes.

**BACKGROUND:**

[Click here for a copy of the September 16<sup>th</sup>, 2024, MIPA Executive Committee meeting minutes.](#)

**RECOMMENDATION:**

Approve the minutes of the September 16<sup>th</sup>, 2024, MIPA Executive Committee meeting.

**STAFF CONTACT:**

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**November 2024**

**Item No. 4**

**ISSUE: Invoices and Contracts**

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

**BACKGROUND:**

**Contract: Polk County Large Renovation Program (Attorney Reviewed) - \$1,200 (Estimated yearly amount)**

As part of MIPA's administration of the Metro Home Improvement Program (MHIP), MIPA has been invited to participate in the Polk County Large Renovation Program. The program is administered by the Neighborhood Finance Corporation (NFC) and provides gap financing to homeowners participating in a Polk County rehabilitation program. West Des Moines participated as the administrator of the MHIP. At a minimum, MIPA would attend meetings to approve of projects participating in the program. MIPA would also be able to bring MHIP projects for approval for additional funding, as needed. Staff anticipates limited use of this program by MHIP households.

[Click here for a copy of the Polk County Large Renovation Program Contract.](#)

**Contract: State of Iowa Multi-Jurisdictional Hazard Mitigation Plans (Attorney Reviewed) - \$0 (Estimated yearly amount)**

Earlier this year, the State of Iowa released an RFP for the completion of various Hazard Mitigation Plans (HMPs) around the state. The state wanted to determine who was available to complete future HMPs and determine potential costs. Respondents who are deemed qualified will be available for local counties to select as contractors.

In the MIPA Area the available plans were for 1) a regional Dallas, Polk, and Warren Counties plan and 2) a regional Jasper and Marion Counties plan. MIPA staff submitted an RFP response and was selected as a contractor. MIPA is now available for jurisdictions to select to complete a future HMP.

[Click here for a copy of the State of Iowa Multi-Jurisdictional Hazard Mitigation Plans.](#)

**Contract: Marion County On-Call Development Review - \$500 (Estimated yearly amount)**

MIPA signed a contract with Marion County to provide on-call services for development review that expired in June, 2024. Marion County has a desire to renew that contract for potential development in the near future. This new contract would be ongoing until canceled by either party.

[Click here for a copy of Marion County On-Call Development Review Contract.](#)

**Contract: Story City EDA Grant Administration (Attorney Reviewed) - \$20,000**

Story City was awarded \$681,000 from EDA for the completion of road, water, and sewer work to facilitate an expansion in their industrial park for a new business. MIPA has been selected by the City to administer the grant.

[Click here for a copy of the Story City EDA Administration Contract.](#)

**RECOMMENDATION:**

Approve the proposed invoices and contracts.

**STAFF CONTACT:**

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**November 2024**

**Item No. 5**

**ISSUE: MHIP Project Payments**

REPORT and OPTIONAL VOTE: Report on the invoice and payment process for MHIP; consider approval.

**BACKGROUND:**

The Metro Home Improvement Program (MHIP) is a 28E agreement between MIPA and 8 Des Moines Metro communities to execute home repair projects. Below is the process to complete projects:

1. Applicant applies to MIPA
2. MIPA Staff determines if the applicant qualifies (Households are served on a first-come first-serve basis with priority given to the lowest income households as needed per the grant agreement)
3. MIPA works with the homeowner and city inspectors to determine a scope of work
4. The work is bid by HOME Inc
5. Forgivable mortgage and promissory notes are executed by MIPA
6. HOME Inc performs work
7. HOME Inc submits invoices to MIPA
8. MIPA pays Home Inc

MIPA Staff has opened a MHIP bank account and is waiting for the existing MHIP funds to be transferred from West Des Moines. Staff is seeking approval to pay invoices to HOME Inc, as needed, from the MHIP account subject to approval by MIPA Staff.

**RECOMMENDATION:**

Approve of MIPA Staff administratively approving and paying invoices to HOME Inc, as needed, from the MHIP account.

**STAFF CONTACT:**

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**November 2024**

**Item No. 6**

**ISSUE: Staffing Changes**

REPORT: Report on upcoming staffing needs.

**BACKGROUND:**

Staff recently solicited applications for either associate or senior level planners, based on qualifications. Applications were due November 13 and interviews are currently being scheduled. It is anticipated that two planners will be hired from the pool of candidates.

Driving this need for additional planners is the growth in contract work. The addition of ongoing contracts of the DCLHTF and MHIP have also added some flexibility to the budget moving forward.

The two new planners would be involved in several open contracts (Marion County Comprehensive Plan, Sully Comprehensive Plan, Knoxville CDBG Admin, Indianola CDBG Admin, etc.) but also can have the ability in the future to focus on area such as CIRTPA or Polk County CDBG Administration as needed.

**RECOMMENDATION:**

None. Report and discussion only

**STAFF CONTACT:**

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**November 2024**

**Item No. 7**

**ISSUE: Office Space**

REPORT: Report on the need to rent additional office space.

**BACKGROUND:**

When MIPA first rented the current office space in May, the office was originally ~1,700 sq ft. MIPA partitioned off 1,000 sq ft to fit the staff at the time, the idea being that there wasn't a good awareness of what need for MIPA's services there would be beyond existing contracts.

Six months later MIPA is expanding its capacity with several larger project initiatives. These include:

- **Metro Home Improvement Program** - Ongoing
- **Dallas County Local Housing Trust Fund** – Ongoing
- **Polk County CDBG** – Upcoming
- **Central Iowa Local Workforce Development Board (CILWDB)** – Upcoming - The CILWDB has an existing staff person that would transition to MIPA employment with the intent of adding an additional staff person to assist with MIPA's finances.

The remaining ~700 sq ft is still available for rent next-door to the current office. Staff has been communicating with the building's management and have been offered the space at \$15.25 a sq ft, the same price that MIPA pays for its current space.

The new space will need improvements made such as carpet, paint, two walls, a door to connect the spaces, and sound proofing between outside offices. The management company has indicated these costs would be the responsibility of MIPA.

Staff will continue discussions with management and bring back a proposed rental agreement and office improvement costs in December.

**RECOMMENDATION:**

None. Report and discussion only

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