



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

Mid-Iowa Planning Alliance for Community Development

Executive Committee Meeting 2 p.m., Monday, December 16, 2024

In person:

420 Watson Powell Jr. Way,
Suite 200
Des Moines, IA 50309

Virtual:

Go To Meeting
[Click here to join the meeting](#)

Phone:

Phone #: (872) 240-3212
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 November 18th, 2024 meeting minutes.
4. REPORT and VOTE: Invoices and Contracts.....Page 3
 - Report on invoices and contracts for MIPA; consider approval.
5. REPORT and VOTE: Financial Statements.....Page 4
 - Report on the financial statements; consider approval.
6. REPORT and OPTIONAL VOTE: Updated Organizational ChartPage 5
 - Report on the proposed organizational chart; consider approval.
7. REPORT and OPTIONAL VOTE: FY 2025 Budget Amendment and FY 2026 Budget Overview ..Page 6
 - Report on a potential FY 2025 budget amendment and an overview of the FY 2026 budget; consider approval.
8. REPORT: Central Iowa Local Workforce Development Board Update.....Page 9
 - Report on the progress of the transition of the CILWDB administration to MIPA.
9. REPORT: Representative and Officers Update.....Page 10
 - Report on community representatives and MIPA officers.
10. REPORT: General UpdatePage 11
 - Report on various MIPA related items.
11. Other Non-Action Items of Interest to the Committee
12. Next Meeting Date
 - Monday, January 20th at 2 PM
13. Adjournment



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December 2024

Item No. 3

ISSUE: Meeting Minutes

VOTE: Consider approval of the November 18th, 2024, MIPA Executive Committee meeting minutes.

BACKGROUND:

A copy of the November 18th, 2024, MIPA Executive Committee meeting minutes will be provided prior to the meeting.

RECOMMENDATION:

Approve the minutes of the November 18th, 2024, MIPA Executive Committee meeting.

STAFF CONTACT:

Andrew Collings
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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 Statement of Activity](#)

[Click here for a copy of the Balance Sheet](#)

Note that both reports show \$293,808 as due for the Metro Home Improvement Program in the Revenue category. This funding is tied specifically to that program and does not impact MIPA's organizational funding.

RECOMMENDATION:

Approve the September Financial Statements.

STAFF CONTACT:

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Item No. 5

ISSUE: Invoices and Contracts

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

BACKGROUND:

Contract: City of Pleasantville Comprehensive Plan - \$21,500

The City of Pleasantville has agreed to hire MIPA to create a new comprehensive plan for the community. The City approved the proposed contract at the Council Meeting on November 19.

[Click here for a copy of the City of Pleasantville Comprehensive Plan Contract](#)

RECOMMENDATION:

Approve the proposed invoices and contracts.

STAFF CONTACT:

Andrew Collings
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December 2024

Item No. 6

ISSUE: Updated Organizational Chart

REPORT and OPTIONAL VOTE: Report on the proposed organizational chart; consider approval.

BACKGROUND:

Given the increased demand for MIPA services, MIPA will need to expand staff to meet its organizational commitments. To formalize the ability to hire staff, a new organizational chart has been created to show the new positions. The following are the proposed changes to currently approved staffing levels:

- **Workforce Director** – This position is tied to the CILWDB contract. Work duties will include staff the CILWDB boards and ensuring the Title 1 workforce funding is administered appropriately. The position will be staffed by Eric Kress starting July 1.
- **Finance Director/Compliance Administrator** – Partially tied to the CILWDB contract. Work duties will be to be responsible for overseeing all financial aspects of MIPA, including budgeting, financial reporting, risk management, and compliance, ensuring the organization's long-term financial health and growth by making informed financial decisions.
This position would also be a part time compliance administrator for the CILWDB contract by supporting the Workforce Director in compliance matters.
- **Associate Planner** – This position is not tied to any one contract. Having additional staffing would give MIPA flexibility to meet future needs for planning services.

Staffing of these new positions would be based on budget appropriations set forth by the Board each year. If approved as positions, staff will bring forward proposed job descriptions for review and approval by the Executive Committee.

[Click here for a copy of the proposed organizational chart](#)

RECOMMENDATION:

Approve the new organizational chart.

STAFF CONTACT:

Andrew Collings
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December 2024

Item No. 7

ISSUE: FY 2025 Budget Amendment and FY 2026 Budget Overview

REPORT: Report on a potential FY 2025 budget amendment and an overview of the FY 2026 budget.

BACKGROUND:

Since the start of the fiscal year on July 1, MIPA has undertaken several new contracts of varying financial size. The two largest, and long-term, contracts are with the Dallas County Local Housing Trust Fund and the Metro Home Improvement Program.

Because of this increase in funding, there have been additional costs incurred by MIPA incidental to running those programs, as well as the other contracts that MIPA has secured. Additionally, MIPA is moving towards administering the Central Iowa Local Workforce Development Board (CILWDB) and the \$2 Million in funding it (now MIPA) would receive. MIPA is also potentially going to administer CDBG funds for Polk County on a yearly basis.

[Click here for a copy of the existing FY 2025 Budget](#)

FY 2025 Proposed Budget Amendment

Below are two different Budget amendment proposals for FY 2025, one with a pessimistic outlook and one with an optimistic outlook.

Budget Amendment 1 (Optimistic) – This budget includes all the work committed to date, plus anticipated work the rest of the FY. This includes funding from Polk County and additional EDA funds (beyond the standard \$70k) starting April 1. Additional costs are set aside for the renting and improvement of the office space next door. Staffing includes all existing staff, the new planner starting soon, an associate level planner, and the finance director starting sometime in April. The proposed indirect rate is 26.39% with a budget surplus of **\$78,374**.

[Click here for a copy of Budget Amendment #1](#)

Budget Amendment 2 (Pessimistic) – This budget includes all the work committed to date but no additional work. This includes no funding from Polk County and no additional EDA funds starting April 1. Additional costs are set aside for the renting and improvement of the office space next door. Staffing includes all existing staff, the new planner starting soon, an associate level planner, and the finance director starting sometime in April. The proposed indirect rate is 26.39% with a budget surplus of **\$11,874**.

[Click here for a copy of Budget Amendment #2](#)

FY 2026 Budget Development

Looking forward to the FY 2026 Budget to start on July 1, 2025, staff has developed three budget scenarios to review. One with a pessimistic outlook, one with a middle of the road outlook, and one with an optimistic outlook.

FY 2026 Budget #1 (Optimistic) – This budget includes all the work committed to date, plus anticipated work for FY 2026. This includes funding from Polk County, additional EDA funds (an additional \$100k in funding), and administration of the CILWDB. Staffing includes all existing staff, the new planner starting soon, an associate level planner, the workforce director, and the finance director. The proposed indirect rate is 19.16% with a budget surplus of **\$67,839**.

[Click here for a copy of the FY 2026 Budget #1](#)

FY 2026 Budget #2 (Middle of the Road) – This budget includes all the work committed to date, but no additional anticipated work for FY 2026 beyond what is noted. This includes CDBG funding from Polk County, additional EDA funds (an additional \$70k in funding), and administration of the CILWDB. Staffing includes all existing staff, the new planner starting soon, an associate level planner, the workforce director, and the finance director. The proposed indirect rate is 19.16% with a budget surplus of **\$12,839**.

[Click here for a copy of the FY 2026 Budget #2](#)

FY 2026 Budget #3 (Pessimistic) – This budget includes all the work committed to date, but no additional work for FY 2026 beyond what is noted. This includes additional EDA funds (an additional \$70k in funding) and administration of the CILWDB. Staffing includes all existing staff, the new planner starting soon, the workforce director, and the finance director. The proposed indirect rate is 21.03% with a budget loss of **\$28,031**.

[Click here for a copy of the FY 2026 Budget #3](#)

Note that all three budget scenarios utilize the same indirect costs of \$141,735 with direct costs fluctuating based on which programs are included.

The first two budgets include an associate planner while the third budget does not. Costs can be adjusted on the third budget to make it cost neutral.



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RECOMMENDATION:

Approve the proposed FY 2025 Budget #1 with the understanding that an associate planner will not be hired unless MIPA begins the administration of CDBG funding for Polk County.

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December 2024

Item No. 8

ISSUE: Central Iowa Local Workforce Development Board Update

REPORT: Report on the progress of the transition of the CILWDB administration to MIPA.

BACKGROUND:

MIPA staff continues to work with the Central Iowa Local Workforce Development Board (CILWDB) to facilitate the transfer of the administration of the Title 1 workforce funding and the CILWDB to MIPA. Currently, the CILWDB receives around \$2 Million in funding that is distributed to other agencies for implementation. 10% of funding, or \$200k, is used for administration.

At the November CILWDB Chief Elected Officials meeting, MIPA was unanimously designated the recipient of the Title 1 funding starting on July 1, 2025. This was the first official step towards MIPA administering these funds. The CILWDB is also in the process of amending its 28E agreement to redesignate risk amongst the participating counties.

Moving forward, staff will be bringing back additional information on what is needed to fully complete the transition of administrative responsibility. However, MIPA staff will continue with preparing for CILWDB administration by expanding office space and hiring a Finance Director, amongst other activities.

RECOMMENDATION:

None. Report and discussion only

STAFF CONTACT:

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December 2024

Item No. 9

ISSUE: Representative and Officers Update

REPORT: Report on community representatives and MIPA officers.

BACKGROUND:

MIPA staff will send member representative forms to communities to select their board representatives. 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 timeline for selecting representatives and officers are:

- MIPA staff sends out representative forms to communities: **December**
- Representative forms due back: **End of January**
- County boards select Executive Committee representatives: **February**
- Executive Committee elects officers: **March**

RECOMMENDATION:

None. Report and discussion only

STAFF CONTACT:

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December 2024

Item No. 10

ISSUE: General Update

REPORT: Report on various MIPA related items.

BACKGROUND:

Office Space

Staff has engaged with two general contractors to provide bids for buildout of offices in the vacant space adjoining the MIPA office. Both contractors have viewed the space and will be preparing a bid. Staff plans to present the bids and draft lease terms at the next board meeting.

EDA Reauthorization

EDA has not been reauthorized since 2004 and legislation to reauthorize has been attached to the Water Resources Development Act (WRDA). On December 10, the House voted 399-18 to pass the proposed bill. It has been sent to the Senate and is being fast tracked. It is believed that the final bill will be sent for the President's signature before the end of the year.

EDA reauthorization would increase the funding provided to EDDs such as MIPA (\$35 Million pot to \$95 Million) and would increase funding available to community projects significantly (double or more).

[Click here for a link to WRDA news article](#)

Membership

There are very few outstanding invoices for membership. Below is a link to a membership report. The largest outstanding invoice is from the City of Perry. The City of Des Moines, City of Altoona, and Polk County were not sent invoices for FY 2025. Note that Story County is mentioned in the report, however, that is for an invoice related to a specific project and not their dues which has been paid in full.

[Click here for a copy of the membership report.](#)



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RECOMMENDATION:

None. Report and discussion only

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