



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 Meeting 10 a.m., Monday, January 27, 2025

#### 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 December 16<sup>th</sup>, 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: New Office Space Lease.....Page 5
  - Report on the proposed lease for additional office space; consider approval.
7. REPORT and OPTIONAL VOTE: Office Space Improvements .....Page 6
  - Report on the proposed office improvements; consider approval.
8. REPORT and OPTIONAL VOTE: Clean Cities Coalition Host Solicitation.....Page 7
  - Report on the available Clean Cities Coalition Host Solicitation; consider approval.
9. Other Non-Action Items of Interest to the Committee
10. Next Meeting Date
  - Monday, January 20<sup>th</sup> at 2 PM
11. Adjournment



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**January 2025**

**Item No. 3**

**ISSUE: Meeting Minutes**

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

**BACKGROUND:**

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

**RECOMMENDATION:**

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

**STAFF CONTACT:**

Andrew Collings  
[acollings@midiowaplanning.org](mailto:acollings@midiowaplanning.org)  
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**January 2025**  
**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 July-December 2024 Transaction List](#)

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

**RECOMMENDATION:**

Approve the Financial Statements.

**STAFF CONTACT:**

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January 2025  
Item No. 5

**ISSUE: Invoices and Contracts**

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

**BACKGROUND:**

**Contract: City of Huxley Housing Needs Assessment - \$7,000**

The City of Huxley desires to hire MIPA to create a housing needs assessment for the community to apply for tax credit funding for housing projects.

[Click here for a copy of the City of Huxley Housing Needs Assessment Contract](#)

**Contract: City of Nevada Housing Needs Assessment - \$8,000**

The Nevada Economic Development Council has agreed to hire MIPA to create housing needs assessment for the community to apply for tax credit funding for housing projects.

[Click here for a copy of the City of Nevada Housing Needs Assessment Contract](#)

**Contract: City of Norwalk Owner-Occupied Repair Administration - \$5,500**

The City of Norwalk has agreed to hire MIPA to provide OOR administrative services for the city's OOR program. This contract is updated yearly.

[Click here for a copy of the City of Norwalk OOR Administration Contract](#)

**RECOMMENDATION:**

Approve the proposed invoices and contracts.

**STAFF CONTACT:**

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**January 2025**

**Item No. 6**

**ISSUE: New Office Space Lease**

REPORT and OPTIONAL VOTE: Report on the proposed lease for additional office space; consider approval.

**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**
- **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 has procured a proposed lease from the management company that aligns with the existing lease that MIPA has. The new leasing cost has been incorporated into the budget.

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

**RECOMMENDATION:**

Approve the new lease for office space.

**STAFF CONTACT:**

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**January 2025**  
**Item No. 7**

**ISSUE: Office Space Improvements**

REPORT and OPTIONAL VOTE: Report on the proposed office improvements; consider approval

**BACKGROUND:**

Staff has secured two quotes for work needed for the new office space and to make improvements to the existing space. The following is the proposed set of work:

- Install two new walls and move an existing office door
- Install a new door between the existing office and the new office
- New paint and carpet to match existing office
- Install baseboard trim, outlets, and move switches as needed
- Add soundproofing between adjacent spaces to the combined MIPA office

[Click here for a copy of the two quotes](#)

The low bid was from Vincent General Contracting for \$13,500. MIPA has \$10,500 budgeted, but funding is available to cover the difference. The company has also agreed to a payment schedule rather than 50% down.

**RECOMMENDATION:**

Approve of the bid from Vincent General Contracting for \$13,500.

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**January 2025**

**Item No. 8**

**ISSUE: Clean Cities Coalition Host Solicitation**

REPORT and OPTIONAL VOTE: Report on the available Clean Cities Coalition Host Solicitation; consider approval.

**BACKGROUND:**

Clean Cities and Communities (CC&C) is a U.S. Department of Energy (DOE) partnership to advance clean transportation nationwide. More than 75 DOE-designated CC&C coalitions work locally in urban, suburban, and rural communities to strengthen the nation's environment, energy security, and economic prosperity.

Until recently, the Iowa Clean Cities Coalition (ICCC) was hosted by the Iowa Economic Development Authority. However the State of Iowa has decided to step away from that role. The DOE and ICCC working group members worked together to craft a Host Solicitation to identify a potential new host for the program.

[Click here for a copy of the Host Selection Solicitation](#)

[Click here for a link to the IEDA CCC webpage](#)

MIPA staff believes that there is significant overlap between the work that the ICCC envisions for a host entity and what MIPA currently provides for services. Even though this would be a statewide initiative, local communities and other stakeholders would be able to join and utilize the ICCC. Being an ICCC stakeholder does not have a cost.

\$110,000 in funding is available to the host entity to provide services for the ICCC. Staff envisions a full-time staff person dedicated to advancing the ICCC mission and to provide actionable outcomes for ICCC members. Should funding levels change, that staff position would no longer be needed. This appears to be a low risk-high reward opportunity.

**RECOMMENDATION:**

Approve of MIPA submitting an ICCC Host Solicitation Response.

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