



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 10 a.m., Wednesday, February 19, 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 January 27th, 2025 meeting minutes.
4. REPORT and VOTE: Financial Statements.....Page 3
 - Report on the financial statements; consider approval.
5. REPORT and OPTIONAL VOTE: EDA Partnership Planning GrantPage 4
 - Report on the proposed EDA Partnership Planning Grant Application and proposed local match support; consider approval.
6. REPORT and OPTIONAL VOTE: Finance Director Job DescriptionPage 5
 - Report on the proposed Finance Director job description; consider approval.
7. Other Non-Action Items of Interest to the Committee
8. Next Meeting Date
 - Monday, March 17th at 2 PM
9. Adjournment



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February 2025

Item No. 3

ISSUE: Meeting Minutes

VOTE: Consider approval of the January 27th, 2025, MIPA Executive Committee meeting minutes.

BACKGROUND:

A copy of the January 27th, 2025 MIPA Executive Committee meeting minutes

RECOMMENDATION:

Approve the minutes of the January 27th, 2025, MIPA Executive Committee meeting.

STAFF CONTACT:

Andrew Collings
acollings@midiowaplanning.org
515.304.3524



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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.

A copy of the January 2025 Transaction List will be provided prior to the meeting

A copy of the January Balance Sheet will be provided prior to the meeting

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACT:

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February 2025
Item No. 5

ISSUE: EDA Partnership Planning Grant

REPORT and OPTIONAL VOTE: Report on the proposed EDA Partnership Planning Grant Application and proposed local match support; consider approval.

BACKGROUND:

Every 3 years, MIPA receives a planning grant from EDA to perform economic and community development work for MIPA communities. The current 3-year grant MIPA has will end on March 31, 2025. The newly proposed 3-year grant will begin on April 1, 2025 and end on March 31, 2027.

Funding for the proposed grant is \$70,000 a year for a total of \$210,000 in EDA funds over the 3-year period. This is the same funding level as the current grant cycle. The match for the upcoming grant has been changed to a 60/40 split from the traditional 50/50 split, with a required local match of \$140,000 or \$46,666 for the first year. To submit the grant, a resolution is required from MIPA to guarantee the local match.

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

Also, a resolution is needed to authorize the Executive Director to submit the grant on behalf of the organization.

RECOMMENDATION:

Approve two separate resolutions, one guaranteeing the local match and another authorizing the Executive Director to submit the EDA Partnership Planning Grant application.

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Item No. 6

ISSUE: Finance Director Job Description

REPORT and OPTIONAL VOTE: Report on the proposed Finance Director job description; consider approval.

BACKGROUND:

At the December meeting, the Executive Committee approved a new organizational chart that included a Finance Director position. However, the job description for that position was not included in the initial job description approvals from the January meeting of last year (2024), therefore an approved job description is needed.

[Click here for a copy of the proposed Finance Director job description](#)

RECOMMENDATION:

Approve the proposed Finance Director job description.

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