



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

AMENDED

Joint Executive Committee and Board of Directors Annual Meeting

2:30 p.m., Tuesday, June 30, 2026

In person:
420 Watson Powell Jr Way
Suite 200
Des Moines, IA 50309

Virtual:
Teams
Click here to join the meeting

Meeting ID:
Meeting ID: 219 900 824 784 809
Meeting Passcode: 4YW9CX23

Tentative Agenda

- 1. Call to Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes... Page 2
4. REPORT and VOTE: Financial Statements... Page 3
5. REPORT and VOTE: Invoices and Contracts... Page 4
6. REPORT and VOTE: FY 2027 Budget... Page 6
7. REPORT and VOTE: USDA Revolving Loan Fund (RLF) Application ... Page 8
8. REPORT and VOTE: Executive Director Review... Page 9
9. REPORT: FY 2025 Audit ... Page 10
10. REPORT: COG Designation Update ... Page 11
11. REPORT: MIPA Year in Review... Page 13
12. Other Non-Action Items of Interest to the Committee
13. Next Meeting Date
14. Adjournment



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**June 2026  
Item No. 3**

**ISSUE: Meeting Minutes**

VOTE: Consider approval of the December 11<sup>th</sup>, 2025, MIPA Board of Directors meeting minutes.

**BACKGROUND:**

[Click here for a copy of the December 11<sup>th</sup>, 2025 MIPA Board of Directors meeting minutes.](#)

**RECOMMENDATION:**

Approve the minutes of the December 11<sup>th</sup>, 2025, MIPA Board of Directors meeting.

**STAFF CONTACT:**

Andrew Collings  
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**June 2026**  
**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 May 2026 Financial Statements](#)

A copy of the May 2026 Bank Statements and Reconciliations will be included in the email with this agenda

A copy of the May 2026 Transaction List will be included in the email with this agenda

**RECOMMENDATION:**

Approve the Financial Statements.

**STAFF CONTACT:**

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June 2026  
Item No. 5

**ISSUE: Invoices and Contracts**

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

**BACKGROUND:**

**Contract: City of Cambridge Zoning Update - \$3,000**

The City of Cambridge recently updated its Comprehensive Plan and now needs to align the City's zoning code and zoning map with the new plan. The City chose MIPA to complete the work and approved the proposal on May 29<sup>th</sup>.

[Click here for a copy of the City of Cambridge Zoning Update Contract](#)

**Contract: City of Urbandale Owner-Occupied Repair Program - \$6,600 (Estimated)**

The City of Urbandale participates in the Metro Home Improvement Program (MHIP), which provides owner-occupied repairs to homes in Des Moines metro communities. Over the last several years, the City has accumulated a large backlog of households that are waiting for repairs. To support homeowners in Urbandale and clear the backlog, the City is dedicating additional funds to homeowner repairs and would like to hire MIPA to administer the funds.

[Click here for a copy of the City of Urbandale Waiting List Program 28E Agreement](#)

**Contract: Central Iowa Workforce Development Board Subrecipient Agreements - \$2,081,837 (Estimated as passthrough funding)**

MIPA is the grant recipient of funds on behalf of the Central Iowa Workforce Development Boards (CIWDB). At the beginning of each fiscal year, MIPA needs to approve contracts with subrecipients to implement the WIOA Title 1 services. Contract amounts are currently estimates and will become official when IWD releases the final grant amounts around July 1.

[Click here for a copy of the funding agreement with IWD for One Stop Operator services](#)

[Click here for a copy of the subrecipient agreement with National Able Network for WIOA Title 1 services](#)



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**RECOMMENDATION:**

Approve the proposed contracts.

**STAFF CONTACT:**

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**ISSUE: FY 2027 Budget**

REPORT and VOTE: Report on the FY 2027 Budget; consider approval.

**BACKGROUND:**

Staff has compiled the Fiscal Year (FY) 2027 Budget which documents all expected income and expenses MIPA will have from July 1, 2026, through June 30, 2027.

MIPA staff has prepared two budgets, a Committed Budget which shows only revenues that have been committed for the upcoming year and an Expected Budget which shows revenues that staff reasonably expects to receive. The Committed Budget is what is proposed for approval as a conservative budgeting measure; however, the Expected Budget is being provided for context on expectations for the upcoming year.

MIPA has \$3,800,226 in total revenue on the books for FY 2027 and total expenses are expected to be \$3,736,227 with an anticipated net budget surplus of \$63,999 at the end of the year. These revenues and expenses include several passthrough funding sources such as the Central Iowa Local Workforce Development Board (CILWDB) and Metro Home Improvement (MHIP). Non-passthrough administrative funding and expenses are expected to be \$1,183,635 and \$1,119,636 respectively. The expected net income is 5.4% of total non-passthrough revenue.

The Committed Budget contains funding for 7 full-time employees and two part-time interns. Most costs are part of the typical year-over-year expenses with one notable exception. \$50,000 has been budgeted to provide a complete overhaul of all the websites that MIPA manages, including the main MIPA website. This is expected to be a one-time expense.

The changes between the Committed and Expected Budgets are highlighted in yellow on the Expected Budget and include:

- Federal Home Loan Bank Housing Programs - \$20,000 Revenue
  - MIPA is applying for \$300,000 in funding from the FHLB of Des Moines to provide supplemental funding for MIPA administered owner-occupied repair programs. Approximately \$40,000 in admin funding would be available, \$20,000 of which would be in FY 2027.



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- EDA Project/CDBG - \$25,000 Revenue
  - At some point in FY 2027, MIPA will most likely receive an EDA or CDBG grant to administer. MIPA could receive more but this is what is expected.
- Comprehensive Plan - \$15,000 Revenue
  - MIPA has a reasonable expectation of working on a comprehensive plan in FY 2027. Not all of the work may be done in FY 2027 so the amount is less than what MIPA would typically charge to reflect that fact.
- Polk County CDBG Administration - \$100,000 Revenue
  - The County may begin allocating funding to communities in FY 2027 and may need a 3<sup>rd</sup> party administrator to assist.
- Administrative Position - \$99,682 Expense
  - Should MIPA receive the CDBG contract from Polk County or receive another unanticipated large contract, MIPA would hire an administrative position to assist with bookkeeping and other administrative duties which would free up other personnel to complete CDBG or other contractual services.

[Click here for a copy of the Committed FY 2027 Budget](#)

[Click here for a copy of the Expected FY 2027 Budget](#)

The Executive Committee voted to recommend approval of the Committed Budget at the May Executive Committee Meeting.

**RECOMMENDATION:**

Approve the Committed FY 2027 Budget.

**STAFF CONTACT:**

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**June 2026**  
**Item No. 7**

**ISSUE: USDA Revolving Loan Fund (RLF) Application**

**REPORT and VOTE:** Report on the proposed application to USDA to establish a RLF in the MIPA region; consider approval.

**BACKGROUND:**

MIPA has the opportunity to apply for the USDA Rural Business Development Grant with an objective to secure \$100,000 to start a Revolving Loan Fund (RLF). The RLF will provide low-interest loans, with loan values greater than \$5,000. Loans are provided to eligible small businesses (defined as fewer than 50 employees and less than \$1 million in gross revenues) in the MIPA region and must support one of the following activities:

- Acquisition and development of land, easements, and rights-of-way.
- Construction, conversion, enlargement, repairs or modernization of buildings (including façade repairs); machinery; equipment; access streets and roads; parking areas; utilities; pollution control; and abatement facilities.
- Loans for startup operating costs and working capital.
- Technical assistance for private business enterprises.

[Click here for a link to the RLF funding opportunity](#)

The grant shows an increased competitiveness with local match funding. Along with the application MIPA would provide a match of \$10,000 to the RLF, if funded. When funds are disbursed through the RLF, MIPA would be able to recapture some of those dollars. For the first year of loans, it is anticipated MIPA would receive up to \$5,000.

The FY 2027 budget has been updated to account for this potential use of funds.

**RECOMMENDATION:**

Authorize MIPA to apply for and administer the Rural Business Development Grant (RLF) and authorize the Executive Director to sign grant documents.

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**June 2026**  
**Item No. 8**

**ISSUE: Executive Director Review**

REPORT and VOTE: Report on the Executive Director’s Review; consider approval.

**BACKGROUND:**

The Review Committee, comprised of the MIPA Officers, completed an assessment of the Executive Director. Additional information will be provided at the meeting.

A copy of the Executive Director Review Summary will be provided in the email with this agenda.

The Executive Committee voted to accept the Review Committee’s recommendation of a 5% salary increase and recommend approval to the full Board of Directors at the May Executive Committee Meeting.

**RECOMMENDATION:**

Vote on the recommendations of the Review Committee and Executive Committee.

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**June 2026  
Item No. 9**

**ISSUE: FY 2025 Audit**

REPORT: Report on the FY 2025 Audit.

**BACKGROUND:**

In February, Denman & Company, LLP completed the *Fiscal Year (FY) 2025 Audit* of MIPA's Finances. The Executive Committee accepted the FY 2025 Audit that same month.

[Click here for a copy of the Final FY 2025 Audit report and Governance Letter.](#)

No instances of non-compliance were found.

**RECOMMENDATION:**

None. Report and discussion only.

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**ISSUE: COG Designation Update**

REPORT: Report on the designation of MIPA as a Council of Governments.

**BACKGROUND:**

At the December 2025 MIPA Board Meeting, the Board voted to move forward with seeking COG designation by the State Legislature. The Board also requested a legal opinion to answer questions that were presented at the meeting. An initial legal opinion was provided that answered most of the questions that were asked. However, it did not address some items that were requested to be included.

Staff subsequently worked with Denton Davis Brown and received additional information on the COG Designation process for Chariton Valley. While Chariton Valley was a non-profit when it sought COG designation, a 28E Agreement was filed shortly after the legislation was approved. Therefore, it is the opinion of Denton Davis Brown, that under the current law, MIPA would need to be a 28E organization to be listed in State Code as a COG

A copy of the legal opinion will be provided in the email with this agenda.

As a result of these findings, staff did not engage with legislators during the legislative session on MIPA being designated a COG. With the path that was discussed at the December meeting not currently viable, moving forward with discussions was not pertinent as additional conversation was necessary with the Board.

As it currently stands, there are two different paths that could be taken to become a COG:

1. Ask the Legislature to change State Code to allow MIPA as a Non-Profit to become designated a COG.
2. Have MIPA reform as a 28E organization as part of a request to be added to the list of COGs in State Code.

Now that the Legislature is out of session, staff will meet with area legislators to determine if path one is a viable option and if so, what would be needed to move forward.

Should path one not be viable, staff could investigate what a potential 28E agreement could look like. As a foundational element, any potential agreement would need to allow communities the option to pay MIPA dues to be member communities. Essentially, communities would need to retain the ability to voluntarily be a member of MIPA and not be locked into it via the 28E agreement.



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Should the 28E discussion move forward staff will work with our attorney to gather additional information and documents as desired.

As has been previously discussed, MIPA becoming a COG has several benefits that include reduced procurement requirements for State programs, access to additional financial services, and more tools to retain staff. Over the last 6 months, communities have seen the procurement requirements place additional burden on their staff. It is particularly challenging for smaller communities where Council will only meet once per month. Becoming a COG would alleviate these issues for communities.

What the recent legislative session has also emphasized is the State's continued desire to consolidate, share, and regionalize services among units of local government. This was highlighted in the bill [HSB 596](#) which brought COGs into the debate. While those changes did not move forward, it has highlighted the conversation around regionalization and the role that COGs might play.

Right now, central Iowa is not part of those discussions because MIPA is not a COG. As those conversations move forward it is imperative that central Iowa and its communities be represented in this process. Finding a way to have MIPA become a COG will be very important for the future as regionalization implementation continues to be an important topic at the State level.

**RECOMMENDATION:**

None. Report and discussion only.

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**June 2026  
Item No. 11**

**ISSUE: MIPA Year in Review**

REPORT: Report on the accomplishments of MIPA for FY 2026.

**BACKGROUND:**

At the meeting, staff will provide a presentation of the organization's accomplishments for FY 2026.

**RECOMMENDATION:**

None. Report and discussion only.

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