

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Executive Committee

11:30 a.m., Wednesday, August 12, 2015

Des Moines Area MPO Mead Conference Room

TENTATIVE AGENDA

The established protocol for minutes of this meeting will be to list all attendees, and with each item on which a vote is conducted in the ordinary course in order to take formal action, those voting nay or abstaining will be identified by name. Any member who is absent from the meeting for any period of time during which a vote of the body is taken, is expected to notify the recording secretary at the conclusion of the meeting so that the absence can be duly noted in the minutes. Roll Call votes will be taken as required by law or upon the request of any member that is approved by the chair, and the vote of each member for or against the proposition, or abstention, will be incorporated in the minutes or recorded on a separate sheet attached to the minutes.

- 1. Call To Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes Page 2
4. REPORT and OPTIONAL VOTE: Fiscal Year 2016-2019 Transportation Capital Improvement Program Page 5
5. REPORT: MPO Nominating Committee Recommendations Page 6
6. REPORT: Communications Plan Page 7
7. REPORT: Compete Streets Tactical Starts Program Page 8
8. REPORT: Iowa's Clean Air Attainment Program Page 9
9. REPORT: Freight Barriers Report Page 10
10. REPORT: Upcoming Events Page 11
11. VOTE: Approval of MPO Agenda
12. Other Non-Action Items of Interest to the Committee
13. Next Meeting Date
14. Adjournment

Agenda Report

MPO Executive Committee

August 2015
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the July 8, 2015, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the July 8, 2015, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the July 8, 2015, MPO Executive Committee meeting.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org;
(515) 334-0075.

MEETING MINUTES

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee
11:30 p.m., Wednesday, July 8, 2015
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on July 8, 2015, in the MPO Meeting Mead Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive July 2, 2015. **The fiscal year-to-date publication cost of meeting minutes for the MPO: \$653.80. In addition to these published tentative minutes, there also may be additional meeting notes on file with the MPO staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

Executive Members Present:

Robert Mahaffey | City of Des Moines
Tom Armstrong | City of Grimes
Paula Dierenfeld | City of Johnston
Angela Connolly | Polk County
Steven Gaer | City of West Des Moines

Executive Members Absent:

Chris Coleman | City of Des Moines
Tom Hockensmith | Polk County

Others Present:

Clifford Leonard | Public
Mike Clayton | Iowa Department of
Transportation*

Staff Present:

Jonathan Wilson | MPO General Counsel- via
phone
Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Teva Dawson | Senior Transportation Planner
Aaron Bartling | Associate Transportation
Planner
Mike Armstrong | Associate Transportation
Planner
Tracey Deckard | Office Manager
Katie Maki | Intern

* Non-voting Representative

1. **Call to Order**

MPO Vice Chair Tom Armstrong called the July 8, 2015, meeting to order at 11:31 a.m.

2. **Approval of Agenda**

MOTION: A motion was made to approve the July 8, 2015, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

MOTION CARRIED

3. **Approval of Meeting Minutes**

MOTION: A motion was made to approve the June 18, 2015 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

MOTION CARRIED.

4. **Federal Fiscal Year 2016 -2019 Transportation Improvement Program Final Draft**

Staff presented. Staff recommends approval of the 2016-2019 Transportation Improvement Program Final Draft.

MOTION: A Motion was made to approve the 2016-2019 Transportation Improvement Program Final Draft.

MOTION CARRIED UNANIMOUSLY

5. **Fiscal Years 2016-2019 Transportation Capital Improvement Program Development**

Staff Presented. Report and discussion only.

6. **Approval of MPO Agenda**

MOTION: A motion was made to approve the July MPO Agenda

MOTION CARRIED UNANIMOUSLY

7. **Other Non-Action Items of Interest to the Committee**

Executive Director, Todd Ashby advised that the Des Moines Waterworks asked for Assistance from the MPO in applying for a state recreation trails grant. Money will simply pass through the MPO and no costs are anticipated.

8. **Adjournment**

Vice Chair Armstrong adjourned the meeting at 11:36 a.m.

Agenda Report

MPO Executive Committee

August 2015
Item No. 4

ISSUE: *Fiscal Years 2016-2019 Transportation Capital Improvement Program*

REPORT and OPTIONAL VOTE: Consider approval of the draft Transportation Capital Improvement Program, which documents all transportation projects planned for construction over the next four years.

BACKGROUND:

The MPO annually develops a four-year Transportation Capital Improvement Program (TCIP). The TCIP is a companion document to the Transportation Improvement Program (TIP) and lists all projects in the MPO planning area, both federally and non-federally funded, that are scheduled to take place during the course of the next four fiscal years.

To develop the TCIP, the MPO staff requested member governments and participating agencies submit a document containing any transportation projects that are planned to occur in the next four years.

[The Fiscal Years 2016-2019 TCIP s available to download from the MPO website \(click to access\).](#)

RECOMMENDATION:

Receive and file the *Fiscal Years 2016-2019 Transportation Capital Improvement Program*.

STAFF CONTACTS:

Katie Maki, kmaki@dmampo.org
(515) 334-0075.

Agenda Report

MPO Executive Committee

August 2015
Item No. 5

ISSUE: MPO Nominating Committee Recommendations

REPORT: Review recommendations proposed by the MPO Nominating Committee regarding the structure of the MPO Executive Committee.

BACKGROUND:

During the process of identifying candidates for the 2015 Executive Committee, the MPO Nominating Committee identified potential issues with the existing Executive Committee structure, as outlined in the MPO's bylaws, and have continued meeting to recommend solutions for the MPO to consider. Potential issues with the bylaws as identified by the Nominating Committee include lack of geographic balance, a lack of population size balance, and the length of service and lack of committee turnover.

MPO staff researched similar organizations from across the country to identify best practices in the makeup of their decision-making bodies. Upon review of these best practices, the Nominating Committee recommended that the Executive Committee structure be revised to include the following representatives based on member size and geography:

- Representatives from members with over 50,000 population
 - Currently Ankeny, Des Moines, and West Des Moines
- Representative from Polk County
- Representative from an east-side community with under 50,000 population
- Representative from a west-side community with under 50,000 population
- Immediate past chair

Additional options identified for the Executive Committee to consider included the following:

- The MPO's officers could be in addition to the designated representatives shown above, or could be chosen from among the designated representatives.
- Adopt an attendance requirement for Executive Committee members
- Reduce the meeting frequency of the Policy Committee to make better use of time.

MPO staff will provide additional information about the practices of other regional organizations at the August 12, 2015, meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

August 2015
Item No. 6

ISSUE: Communications Plan

REPORT: Update on staff efforts to develop a communications plan for MPO activities.

BACKGROUND:

The MPO hired a communications manager, Gunnar Olson, in January 2015 with a goal of raising the visibility of the MPO and bringing more awareness to the goals established in The Tomorrow Plan and Mobilizing Tomorrow. Since then, staff has been working to develop a Communications Plan to outline a cohesive and comprehensive strategy for MPO communications by all staff members.

MPO staff will share additional information about the Communications Plan at the August 12, 2015, meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Gunnar Olson, golson@dmampo.org;
(515) 334-0075

Agenda Report

MPO Executive Committee

August 2015
Item No. 7

ISSUE: Complete Streets Tactical Starts Program

REPORT: Update on the upcoming solicitation for projects under the Complete Streets Tactical Starts program funded through the Wellmark Foundation grant.

BACKGROUND:

The MPO is offering a one-time tactical starts mini-grant program as part of the Wellmark Foundation funding received for the development and promotion of complete streets policies in Greater Des Moines. The Program will fund at least five projects from the \$75,000 provided by the Wellmark Foundation with grant awards capped at \$15,000 per project.

The Tactical Starts program is intended to spur the adoption and implementation of complete streets policies while providing on-the-ground examples of the positive infrastructure outcomes from such policies. Grants will be available to member governments and partner organizations but will require the member government with jurisdiction to sign on as a sponsor. The MPO will accept applications through October 15, 2015. Additional information about the program is available at <http://dmampo.org/complete-streets-grants/>.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Mike Armstrong, marmstrong@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

August 2015
Item No. 8

ISSUE: Iowa's Clean Air Attainment Program

REPORT: Update on the Federal Fiscal Year (FFY) 2017 Iowa's Clean Air Attainment Program.

BACKGROUND:

Modeled after the federal Congestion Mitigation and Air Quality Improvement Program, Iowa's Clean Air Attainment Program (ICAAP) was created by the Iowa Department of Transportation (DOT) in 1994. The purpose of ICAAP is to provide funds to transportation projects that maintain the national ambient air quality standards outlined in the 1990 Clean Air Act Amendments.

Each year, the Iowa DOT awards ICAAP funds to projects with the highest potential for reducing transportation-related congestion and air pollution. Applications for ICAAP are available at the Iowa DOT's ICAAP website, <https://forms.iowadot.gov/BrowseForms.aspx?templateid=230017>.

Member governments and agencies planning to apply for ICAAP funds should submit letters of intent to the MPO no later than August 21, 2015; ICAAP applications are due to the MPO by 4:30 pm, on Friday, September 18, 2015. The MPO staff will review all ICAAP applications and submit the applications to the Iowa DOT by the October 1, 2015, deadline.

MPO staff has been contacted by the Des Moines Bicycle Collective to assist in sponsoring an ICAAP application for the expansion of the B-Cycle program. In particular, the Bicycle Collective is asking that the MPO assist in some aspects of the application development as well as to serve as the fiscal agent. Serving as the fiscal agent would entail the MPO making reimbursement request to the Iowa DOT on behalf of the project and passing these funds on to the Bicycle Collective. The MPO would not be responsible for funding any of the local match should the grant be received.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Zach Young, zyoung@dmampo.org;
(515) 334-0075.

Agenda Report

MPO Executive Committee

August 2015
Item No. 9

ISSUE: Freight Barriers Report

REPORT: Summary of barriers to the metro area's freight system.

BACKGROUND:

Goods movement is the transportation of for-sale products from their manufacturing location to where they will be sold. In Greater Des Moines, goods movement centers on rail and trucks, however, some challenges to this process still exist in the region. MPO staff has developed a report summarizing existing barriers to the freight network, including freight impediments and bottlenecks on the region's roadway and rail corridors.

Freight impediments were most recently updated as part of the 2014 Des Moines Rail Transload Feasibility Study. Freight and rail bottlenecks were identified in the Iowa Freight Mobility Issue Survey (2012), led by the Iowa Department of Transportation (DOT).

[The 2015 Freight Barriers Report is available to download from the MPO website \(click to access\).](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Aaron Bartling, abartling@dmampo.org;
(515) 334-0075

Agenda Report

MPO Executive Committee

August 2015
Item No. 10

ISSUE: Upcoming Events

REPORT: Discussion regarding upcoming events of interest to member communities.

BACKGROUND:

The MPO has added a section on its website for upcoming events, <http://dmampo.org/events/>. Below is a summary of two events scheduled in August.

Joe Minicozzi – Community Design and Tax Revenue

As part of the ongoing Tomorrow Plan 2015 Speaker Series, the MPO is collaborating with the Iowa Economic Development Authority, the Greater Des Moines Partnership, and the Iowa Association of Realtors to bring in Joe Minicozzi, principal of the consulting firm Urban3. Urban3 works to help communities make better decisions through the understanding of data and design by analyzing the relationship between building design and tax production.

The Iowa Economic Development Authority contracted Urban3 to analyze the Des Moines Metropolitan Statistical Area. Joe Minicozzi will discuss results from this analysis at three events:

- August 26, 7:30 - 9:00 a.m. | Des Moines Area MPO office (local government focus)
- August 26, 5:30 - 7:30 p.m. | Des Moines Botanical Garden (general public focus)
- August 27, 7:30 - 9:30 a.m. | Des Moines Botanical Garden (business community focus)

These events are free to attend but you are asked to RSVP by August 24th to GreenStreets@iowa.gov. More information is available on the [MPO events page](#).

Floodplain Management Workshop

The MPO, the City of Clive, and the Iowa Department of Natural Resources are sponsoring a workshop for managing development in floodplains on August 26 from 12:30 – 5:00 p.m. at the Special Events Building at Clive Aquatic Center. The event is free to attend but space is limited. Visit the [MPO events page](#) for more information and to register.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Gunnar Olson, golson@dmampo.org;
(515) 334-0075