

**MEETING MINUTES**  
**Des Moines Area Metropolitan Planning Organization (MPO)**  
**Executive Committee**  
**11:30 p.m., Wednesday, June 8, 2016**  
**Des Moines Area MPO | Mead Conference Room**

The MPO Executive Committee held a meeting at 11:30 a.m. on June 8, 2016, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive June 7, 2016. **The fiscal year-to-date publication cost of meeting minutes for the MPO: \$573.17. 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:**

*Tom Hockensmith | Polk County*  
*Chris Coleman | City of Des Moines*  
*Ruth Randleman | City of Carlisle*  
*Joe Gatto | City of Des Moines*

**Executive Members Absent:**

*Tom Armstrong | City of Grimes*  
*Angela Connolly | Polk County*  
*Steven Gaer | City of West Des Moines*

**Staff Present:**

*Jonathan Wilson |MPO General Counsel via phone*  
*Todd Ashby | Executive Director*  
*Dylan Mullenix | Assistant Director*  
*Tracey Deckard |Office Manager*  
*Mike Armstrong | Associate Planner*  
*Gunnar Olson | Communications Manager*  
*Marcus Coenen | Associate Planner*  
*Allison Riley | MPO Intern*

**Others Present:**

*Mike Clayton | IDOT*  
*Clifford Leonard | public*  
\*\* Non-voting Representative

**1. Call to Order**

MPO Chair Tom Hockensmith called the June 8, 2016, meeting to order at 11:34 a.m.

**2. Approval of Agenda**

**MOTION:** A motion was made to approve the June 8, 2016, 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 May 25, 2016 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

**MOTION CARRIED**

**4. Fiscal Year 2017 Investment Policy**

Staff presented. Discussion ensued.

**MOTION:** A motion was made to approve the current Investment Policy.

**MOTION CARRIED**

**5. Executive Director Review**

**MOTION:** A motion was made to go into closed session at 11:42 a.m. Legal Counsel articulated the purpose for the closed session as follows: *The*

*decision to go into closed session was to evaluate a personnel matter on subject matters that could be an embarrassment or of a sensitive nature and pursuant to the Iowa Code the committee can go into closed session. Only the evaluation can be discussed during the closed session and no action can be taken.*

**MOTION CARRIED**

Staff and guests were asked to leave the room.

**MOTION:** A motion was made to go out of closed session at 11:51 a.m.

**MOTION CARRIED**

Staff / guests rejoined the meeting at 11:52 a.m.

**MOTION:** A motion was made to document the recommendations of the evaluation committee with regard to the review of the Executive Director. Legal Counsel articulated into the record the following:

*The recommendations of the committee included creating a more formalized evaluation process for the Executive Director, exploring the use of a written contract for the Executive Director, moving the Executive Director's evaluation to the month of June to coincide with the staff and the MPO's fiscal year, a salary increase 3.5% retroactive from January and continuing for eighteen (18) months until the beginning of the next fiscal year which commences on July 1, 2017. This compensation as well as those of the other staff is within the existing budget. The committee further recommends to proceed with the development of goals driven by the strategic plan going forward and that these goals will be implemented in future evaluations. The committee contemplated the creation of a contract for the Executive Director and that the deferred compensation or other benefits will also be considered in any future evaluations.*

**MOTION CARRIED**

**6. Strategic Plan Committee Appointments**

Item removed from the agenda by the Chair for additional time to consider the appointments. This matter may be considered at the next meeting.

**7. Draft Federal Fiscal Year 2017-2020 Transportation Improvement Program**

Staff presented. Discussion ensued.

**MOTION:** A motion was made to approve the draft Federal Fiscal Year 2017-2020 Transportation Improvement Program (TIP) which will be forwarded to the DOT for their review.

**MOTION CARRIED**

8. **Federal Fiscal Year 2016-2019 Transportation Improvement Program Amendment Request by the City of Des Moines**

Staff presented. Discussion ensued. Executive Committee member, Chris Coleman and Joe Gatto requested additional information before approving it. They requested that this item be moved to be considered at the upcoming MPO Policy Meeting.

**MOTION:** A motion was made move this item to the MPO Policy Meeting scheduled for June 16, 2016 in order for the committee members to obtain additional information about this requested amendment.

**MOTION CARRIED**

9. **Draft Greater Des Moines Water Trails and Greenways Plan**

Staff presented. Discussion ensued.

10. **MPO Appointment to SUDAS Board of Directors**

Staff presented. No nominations were made during the meeting.

11. **Transportation Funding Analysis**

Staff presented. Discussion ensued.

12. **Step It Up Action Plan**

Staff presented. Discussion ensued.

13. **Crash Analysis Report**

Staff presented. Report only.

14. **Iowa Freight Plan and Rail Plan**

Staff presented. Report only.

15. **Upcoming Events**

Staff presented. Report only.

16. **MPO Draft Policy Agenda**

**MOTION:** A motion was made to approve the MPO Policy Agenda.

**MOTION CARRIED**

17. **Other Non-Action Items**

Legal counsel discussed a ruling from a current case.

18. **Adjournment**

Hearing no objection to the contrary, Chair Tom Hockensmith adjourned the meeting at 12:34 p.m.