

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO) Executive Committee

11:30 a.m., Wednesday, June 8, 2016
 Des Moines Area MPO Mead Conference Room

AMENDED AGENDA

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**Page 2
 - Approve the May 25, 2016, meeting minutes.
4. **REPORT and VOTE: Fiscal Year 2017 Investment Policy**Page 5
 - Review the MPO’s existing investment policy for Fiscal Year 2017; consider approval.
5. **REPORT and VOTE: Executive Director Annual Review**Page 6
 - Report from the Executive Director Review Committee; consider approval.
6. **REPORT and OPTIONAL VOTE: Strategic Plan Committee Appointments**Page 7
 - Report regarding development and appointments made to the Strategic Plan Committee; consider approval.
7. **REPORT and VOTE: Draft Federal Fiscal Year 2017-2020 Transportation Improvement Program**Page 8
 - Report regarding the draft *Federal Fiscal Years 2017-2020 Transportation Improvement Program*; consider approval.
8. **REPORT and OPTIONAL VOTE: Federal Fiscal Year 2016-2019 Transportation Improvement Program Amendment Request**Page 9
 - Report regarding the City of Des Moines request to amend the *2016-2019 Transportation Improvement Program*; consider approval.
9. **REPORT: Draft Greater Des Moines Water Trails and Greenways Plan**.....Page 10
 - Staff will highlight the draft recommendations for the Greater Des Moines Water Trails and Greenways Plan.
10. **REPORT: MPO Appointment to SUDAS Board of Directors**.....Page 11
 - Report on the need for the MPO to appoint a representative to the Statewide Urban Design and Specifications Board of Directors, and call for nominations.
11. **REPORT: Transportation Funding Analysis**Page 12
 - Report regarding the MPO’s Analysis of Regional Transportation Spending.
12. **REPORT: Step It Up Action Plan**Page 13
 - Report on action plan developed as part of a National Association of Chronic Disease Directors in partnership with City of Des Moines, Des Moines School Board, Iowa Healthiest State Initiative, Iowa Department of Public Health, and the MPO.
13. **REPORT: Crash Analysis Report**.....Page 14
 - Report on crash data analysis for the MPO Planning Area.
14. **REPORT: Iowa Freight Plan and Rail Plan**Page 15
 - Update on the Iowa Department of Transportation’s State Freight Plan and State Rail Plan
15. **REPORT: Upcoming Events**.....Page 16
 - Report on upcoming events.
16. **VOTE: Approval of the MPO Agenda**
17. **Other Non-Action Items of Interest to the Committee**
18. **Next Meeting Date – July 13, 2016, at 11:30 a.m.**
19. **Adjournment**

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.

The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, visit www.dnampo.org/title-vi/ or call 515-334-0075.

June 2016
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the May 25, 2016, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the May 25, 2016, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the May 25, 2016, 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, May 25, 2016
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on May 25, 2016, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive April 7, 2016. **The fiscal year-to-date publication cost of meeting minutes for the MPO: \$437.88. 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
Angela Connolly | Polk County
Ruth Randleman | City of Carlisle
Tom Armstrong | City of Grimes
Steven Gaer | City of West Des Moines
Joe Gatto | City of Des Moines

Executive Members Absent:

Others Present:

Mike Clayton | IDOT
Diana Deibler | Deibler and Company

Staff Present:

Jonathan Wilson |MPO General Counsel
Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Zach Young | Principal Planner
Teva Dawson | Senior Planner
Tracey Deckard |Office Manager
Mike Armstrong | Associate Planner
Gunnar Olson | Communications Manager
Marcus Coenen | Associate Planner

** Non-voting Representative

1. Call to Order

MPO Chair Tom Hockensmith called the May 25, 2016, meeting to order at 9:32 a.m.

2. Approval of Agenda

MOTION: A motion was made to approve the May 25, 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 April 13, 2016 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.

MOTION CARRIED

4. Fiscal Year 2017 Unified Work Program and Budget

Staff presented. Discussion ensued.

MOTION: A motion was made to approve the 2017 Unified Work Program

MOTION CARRIED

MOTION: An additional motion was made to form a Strategic Planning Steering Committee.

MOTION CARRIED

5. **Federal Fiscal Years 2016-2019 Transportation Improvement Program Amendment Requests**

Staff presented. Discussion ensued.

MOTION: A motion was made to approve the requested revisions to the FFY 2016-2019 TIP from the City of Bondurant and the City of Des Moines.

MOTION CARRIED

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

Staff presented. Discussion ensued.

7. **The Tomorrow Plan TODAY- 2016 Edition**

Staff presented. Discussion ensued.

8. **Trail Counter Report**

Staff presented. Discussion ensued.

9. **Upcoming Events**

Staff presented. Discussion ensued.

10. **Approval of the MPO Agenda**

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

MOTION CARRIED

11. **Other Non-Action Items**

Information regarding the National Household Travel Survey was provided and discussion was held about the Transportation for America Leadership Academy. Discussion was also held about the opening ceremony for the SE connector.

12. **Adjournment**

Hearing no objection to the contrary, Chair Tom Hockensmith adjourned the meeting at 10:26 a.m.

June 2016
Item No. 4

ISSUE: Fiscal Year 2017 Investment Policy

REPORT and VOTE: Consider reaffirming the MPO's existing investment policy for Fiscal Year 2017.

BACKGROUND:

The MPO currently holds a checking account at US Bank and an investment account at the Iowa Public Agency Trust, as administered through Wells Fargo. The MPO maintains a majority of its funds in the investment account and electronically transfers money between accounts, as needed. The MPO is required to review the policy at last once annually.

[The Fiscal Year 2017 Investment Policy is available to download from the MPO website \(click to access\).](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

June 2016
Item No. 5

ISSUE: Executive Director Review

REPORT and VOTE: Report from the MPO Executive Director Review Committee and consideration of compensation adjustment.

BACKGROUND:

The MPO Chair annually appoints an Executive Director Review Committee (Review Committee) to complete an evaluation of the Executive Director's performance over the past year. The MPO Chair appointed the following individuals to 2016 Review Committee:

- Kyle Mertz, City of Altoona
- Gary Lorenz, City of Ankeny
- Ruth Randleman, City of Carlisle
- Joe Gatto, City of Des Moines
- Tom Hadden, City of West Des Moines

The Review Committee has met to discuss the Executive Director's performance and will report their findings to the Executive Committee and make a recommendation for a compensation rate adjustment at the June 8, 2016, meeting.

RECOMMENDATION:

Recommend approval of the Executive Director Review Committee's recommended compensation rate adjustment.

STAFF CONTACT:

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

June 2016
Item No. 6

ISSUE: Strategic Plan Committee Appointments

REPORT and OPTIONAL VOTE: Consider approval of appointments made to the Strategic Plan Committee.

BACKGROUND:

At its May meeting, the MPO voted to undertake the development of a strategic plan for the organization to be led by a steering committee appointed by the MPO Chair and confirmed by the Executive Committee. A recommendation for steering committee appointments will be shared at the June 8, 2016, Executive Committee meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

ISSUE: Draft *Federal Fiscal Year 2017-2020 Transportation Improvement Program*

REPORT and VOTE: Consider approval of the draft *Federal Fiscal Year 2017-2020 Transportation Improvement Program*.

BACKGROUND:

The MPO staff is required to develop a four-year Transportation Improvement Program (TIP) by updating the current TIP for the MPO. The purpose of the TIP is to list all projects in the MPO planning area proposed to receive federal funding and scheduled to begin within the next four federal fiscal years.

The MPO staff requested that MPO member governments and participating agencies review and report any project changes, new projects, or “roll-over” projects programmed in Federal Fiscal Year (FFY) 2016, 2017, 2018, 2019, and/or 2020. Staff developed the project listing for the FFY 2017-2020 TIP with the information provided by the member governments.

The MPO staff will submit the FFY 2017-2020 TIP draft to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment on June 15, 2016. Staff will incorporate any comments received into the final draft. The final FFY 2017-2020 TIP is due to the Iowa DOT by July 17, 2016.

The MPO’s Public Participation Plan requires the FFY 2017-2020 TIP to undergo a 45-day comment period and have a stand only public input meeting. Staff has scheduled a public input meeting at 5:00 p.m. on Tuesday, June 21, 2016, at the MPO office.

[The draft FFY 2017-2020 Transportation Improvement Program is available on the MPO website \(click to access\)](#)

RECOMMENDATION:

Approve the draft *Federal Fiscal Year 2017-2020 Transportation Improvement Program* and forward to the Iowa DOT for their review.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org
(515) 334-0075

ISSUE: *Federal Fiscal Year 2016-2019 Transportation Improvement Program Amendment Request*

REPORT and OPTIONAL VOTE: Consider approval of the City of Des Moines request to amend the *Federal Fiscal Year 2016-2019 Transportation Improvement Program*.

BACKGROUND:

The City of Des Moines has requested the following revisions to the *Federal Fiscal Year 2016-2019 Transportation Improvement Program* (FFY 2016-2019 TIP).

Sponsor: City of Des Moines

Project: Downtown Bicycle Plan Implementation Phase 2

Federal Aid Amount: \$400,000

Total Cost: \$500,000

Type of Funding: CMAQ

Change: Revise project to match Iowa DOT approved specifications.

[A map showing the location of the projects is available on the MPO website \(click to access\).](#)

The MPO staff notes that amendments to the TIP are subject to the approval of the MPO and a public comment period. The public will have a chance to comment at the June 16, 2016 Policy Committee meeting.

RECOMMENDATION:

Recommend approval of the requested revisions to the FFY 2016-2019 TIP.

STAFF CONTACT:

Andrew Collings, acollings@dmampo.org
(515) 334-0075

ISSUE: Draft Greater Des Moines Water Trails and Greenways Plan

REPORT: Staff will highlight the draft recommendations for the Greater Des Moines Water Trails and Greenways Plan.

BACKGROUND:

The MPO is developing the Greater Des Moines Water Trails & Greenways Plan on behalf of the Iowa Department of Natural Resources. When complete later this year, the plan will become the first regional roadmap for developing a network of recreational corridors along 150 miles of rivers and creeks in central Iowa.

The [State of the Rivers Report](#) is the culmination of months of research and represents the most comprehensive exploration to date of the current conditions of 150 miles of rivers and creeks throughout Greater Des Moines. The online report of “story maps” was developed by Des Moines Area MPO as part of the first phase of the Master Water Trails and Greenways planning effort — a critical first step before planners and the public move forward with generating ideas and recommendations for what the waterways and greenways could become.

Water trails are recreational corridors and routes on rivers and lakes that provide a unique experience all water users. Water trails help re-connect Iowans to the history, heritage, geology, fisheries, and wildlife of their waterways. Water trails provide adequate access and can include amenities like riverside camping, wild spaces, picnic areas, and restrooms, and watercraft rentals provided by local, state, and federal partners. Coordinated signage and mapping systems guide users toward the types of experiences they seek, ranging from a highly social first-time river experience lasting a few hours to multi-day adventures. Water trails help boost local economies and give central Iowans outdoor experiences just out their back doors.

Staff completed eight public workshops in March and April. The ideas generated at the public workshops and information gathered in the *State of the Rivers Report* has now culminated into the draft plan. Staff received feedback from experts during the month of May and will publish the draft plan for public review by June 10. MPO staff will spend the summer gathering feedback on the draft plan and approve the plan in fall of 2016.

[The draft Greater Des Moines Water Trails and Greenways Plan is available on the MPO website \(click to access\).](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Teva Dawson, tdawson@dmampo.org
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ISSUE: MPO Appointment to SUDAS Board of Directors

REPORT: Consider approval of a technical representative to the Statewide Urban Designs and Specifications Board of Directors.

BACKGROUND:

The MPO periodically appoints a technical representative to serve as the MPO's representative to the Statewide Urban Designs and Standards (SUDAS) Board of Directors. The SUDAS representative is required to be a licensed professional engineer (P.E.). John Peterson, formerly with the City of Ankeny, has been the MPO's representative since January 2015. Mr. Peterson notified MPO staff that his term is soon expiring and the MPO will need to appoint a new representative.

The MPO Transportation Technical Committee accepted nominations from the floor at the June 2, 2016, meeting. Final approval of the new SUDAS representative will occur at the August 18, 2016, Policy Committee meeting.

RECOMMENDATION:

None. Report and nominations only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

ISSUE: Transportation Funding Analysis

REPORT: Report regarding the MPO's Analysis of Regional Transportation Spending.

BACKGROUND:

In May 2016, the MPO staff completed the development of document titled, *Analysis of Regional Transportation Spending: An overview of transportation revenues and expenses of Greater Des Moines*. The purpose of the report is to provide critical context regarding the available funding for the regional transportation system and the spending practices of local governments.

Staff developed the report in part to help inform several important community conversations that are underway, including:

- Maintenance of existing infrastructure;
- Public transit, including bus rapid transit; and,
- Pedestrian and bicycle facilities.

The report provides an overview of the federal gas tax and the roots of the Highway Trust Fund crisis, and a breakdown of state, city, and county revenues and expenditures. The report also provides an overview of public transit revenue and expenditures, and a subsidy comparison of transit funding compared to roadway funding.

The key finding of the report include:

- Approximately 60 percent of roadway funding comes from local funding sources including property taxes and municipal bonds;
- City streets and public transit are subsidized at similar rates;
- User fees cover approximately 40 percent for all roadways – city, county, and state – and 25 percent for transit; and,
- Pedestrians and bicyclists pay their share for transportation infrastructure as most also own vehicles and pay property taxes.

[The Analysis of Regional Transportation Spending: An overview of transportation revenues and expenses of Greater Des Moines is available on the MPO website \(click to access\).](#)

The report serves as an informational resource to the many people, organizations, businesses, and governments in Greater Des Moines with a stake in the Region's transportation system.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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June 2016
Item No. 12

ISSUE: Step It Up Action Plan

REPORT: Report on action plan developed as part of a National Association of Chronic Disease Directors in partnership with City of Des Moines, Des Moines School Board, Iowa Healthiest State Initiative, Iowa Department of Public Health, and the MPO.

BACKGROUND:

In April 2016, the MPO received a grant from the National Association of Chronic Disease Directors and the Center for Disease Control as part of the Surgeon General's call to action on walkable communities. The product of this grant is the Step It Up Action Plan, which targets policy, infrastructure, and institutional changes to encourage greater walkability. The pilot project will center on three public schools in Des Moines with the intention of being replicable in other areas. The project will also produce a regional health and transportation model to better assess the health impacts of transportation decisions.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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ISSUE: Crash Analysis Report

REPORT: Report on crash data analysis for the MPO Planning Area.

BACKGROUND:

The US Department of Transportation recently released guidance on performance measures for safety including the number and rate of fatalities and serious injuries, and the number of fatalities and serious injuries for pedestrians and bicyclists. The performance measure guidance indicates a rolling 5-year average as the timeframe for estimating crash trends.

MPO staff has reviewed 2006-2015 crash data for all public roads in Dallas, Madison, Polk, and Warren Counties. Staff analyzed crashes using GIS data provided by the Iowa Department of Transportation (DOT). Crash data can help identify roadway types that tend to be most at risk. Crash-based metrics, such as number of fatalities/major injuries and fatality/major injury rates, have become common performance measures in transportation planning.

In addition to vehicle crash data, staff analyzed bicycle and pedestrian crash data for the region.

[The 2016 Crash Analysis Report is available on the MPO website \(click to access\).](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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ISSUE: Iowa Freight Plan and Rail Plan

REPORT: Update on the Iowa Department of Transportation's State Freight Plan and State Rail Plan.

BACKGROUND:

The Iowa Department of Transportation (DOT) is finalizing both the State Freight Plan and the State Rail Plan. The plans will include an evaluation of the state's existing systems as well as plans to address the needs of both systems over the next 25 years.

The Iowa DOT will hold an open house public meeting on Wednesday, June 8, 2016, for 3:30-7:00 PM at the Greater Des Moines Botanical Center. An online public meeting also will be available between June 8 and July 8. The online public meeting and additional information about both plans is available at <http://www.engagefreightrailplans.iowadot.gov/>.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

ISSUE: Upcoming Events

REPORT: Upcoming events and training of regional interest.

BACKGROUND:

Upcoming events worth noting:

The Nadas – Nightfall on the River – Friday, June 10, 2016, at 6:00 p.m.

This event will serve as a public outreach opportunity for staff to collect feedback on the draft Greater Des Moines Water Trails and Greenways Master Plan.

The Wild Life of Des Moines’ Urban Streams – Tuesday, June 14, 2016, at 7:00 p.m.

Part of The Tomorrow Plan 2016 Speaker Series, will feature Dr. Jim Pease, an Iowa State University professor who paddled 150 miles of waterways in Greater Des Moines in the past year documenting wildlife. His findings are supporting the development of the Greater Des Moines Water Trails and Greenways Master Plan. The event will take place at the Raccoon River Nature Lodge in West Des Moines.

The Crossroads City, CEO for Cities Cluster Workshop, Des Moines – June 26-28, 2016

The workshop will explore how cities and regions seize unique opportunities, connect, and collaborate across sectors, disciplines, generations, and borders to make bold investments in their future. The workshop will take place at the Embassy Club and the Downtown Marriott. To view the agenda and register use the following link: <http://ceosforcitiesworkshop.org/>

Dam Discussion Part II – Tuesday, June 28, 2016, at 7:00 p.m.

This event follows up on the Dam Debate, and will provide the public with an additional opportunity to share their thoughts and concern on downtown dam mitigation. The event will take place at the Des Moines Register’s Community Room on the ground floor of Capital Square.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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