

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Transportation Technical Committee (TTC)
Engineering Subcommittee
1:30 p.m., Monday, February 13, 2017
Des Moines Area MPO Mead Conference Room

TENTATIVE AGENDA

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 2
 - Approve the December 19, 2016, meeting minutes.
4. **REPORT: Best Practice Series: Complete Streets for Small Towns and Rural Communities** Page 5
 - Presentation on new tool for complete streets in small towns and rural settings
5. **REPORT: Fiscal Year 2018 Unified Planning Work Program and Budget Development**..... Page 6
 - Report on the process for developing the Fiscal Year 2018 work program and budget.
6. **REPORT: Water Trails Update**..... Page 8
 - Report on the Status of fundraising for Phase I Engineering Feasibility Study.
7. **REPORT: Draft Freight Report**..... Page 9
 - Report on the barriers to freight movement in Greater Des Moines and freight forecasts for the region.
8. **Other Non-Action Items of Interest to the Committee**
9. **Next Meeting Date**
 - 1:30 p.m., Monday, March 20, 2017, Des Moines Area MPO Office.
10. **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.

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February 2017
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the December 19, 2016, Engineering Subcommittee meeting minutes.

BACKGROUND:

The minutes of the December 19, 2016, Engineering Subcommittee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the December 19, 2016, Engineering Subcommittee meeting.

STAFF CONTACT:

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

MEETING MINUTES

**Des Moines Area Metropolitan Planning Organization (MPO)
Transportation Technical Committee Engineering Subcommittee
1:30 p.m., Monday, December 19, 2016
Des Moines Area MPO Meeting Mead Conference Room
Des Moines, Iowa**

Members Present:

Jon Hanson, City of Altoona
Jeff May, City of Clive
Jennifer McCoy, City of Des Moines
Kurt Bailey, Polk County
Joe Cory, City of West Des Moines

Members Absent:

Dave Cubit, City of Johnston
Dave McKay, City of Urbandale

Staff Present:

Zach Young, Principal Planner
Marcus Coenen, Associate Transportation Planner

1. Call to Order

Jennifer McCoy called the meeting to order at 1:37 p.m.

2. Approval of Agenda

Subcommittee members voted to approve the meeting agenda.

3. Approval of Meeting Minutes

Subcommittee members voted to approve the October 17, 2016, meeting minutes.

4. Food Truck Policies

Staff provided an overview of the research they conducted regarding food truck policies. Staff reviewed a document they prepared that covered a variety of different issues to explore when preparing a food truck policy. These included ways to streamline the process, recommended costs for permits, how to address trucks in the public Right-of-Way, how to address food trucks at special events, in public parks, and on private property. The document also covered health and safety concerns and recommendations for the applications process.

Discussion ensued regarding the various aspects of food truck policies and how each community has different needs when it comes to addressing food trucks.

5. Fiscal Impact Model

Staff provided an overview of the fiscal impact model they had developed using Envision Tomorrow and provided a demonstration of the tool.

6. Pavement Condition Report

Staff provided an overview of the pavement condition report.

7. Other Non-Action Items of Interest

8. Next Meeting Date

1:30 p.m., Monday, March 20, 2016

9. Adjournment

The meeting adjourned at 2:19 p.m.

February 2017
Item No. 4

ISSUE: Best Practice Series: Complete Streets for Small Towns Rural Communities

REPORT: Presentation on new tool for complete streets in small towns and rural settings.

BACKGROUND:

The MPO continues the Best Practices Series with a presentation on a new FHWA tool called [Small Town and Rural Multimodal Networks](#). This is a practitioner's guide to implementing complete streets and multimodal networks in small towns and rural settings based on national guidelines and research. The guide covers mixed traffic facilities, visually separated facilities, physically separated facilities, key network opportunities, and planning and project development strategies.

The guide also includes specific case studies from small communities and outlines extensive considerations for how different infrastructure can be implemented within the context of small towns and rural areas.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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(515) 334-0075

February 2017
Item No. 5

ISSUE: *Fiscal Year 2018 Unified Planning Work Program and Budget Development*

REPORT: Discussion of the process to develop the next work program and budget.

BACKGROUND:

MPO staff is beginning to develop the *Fiscal Year 2018 Unified Planning Work Program* (FY 2017 UPWP) and budget, which will document all planning activities the MPO will perform from July 1, 2017, through June 30, 2018. The Iowa Department of Transportation (DOT) requires the UPWP to describe the MPO's proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities. The Iowa DOT requires the MPO to submit a draft UPWP by April 1, 2017, and a final UPWP by June 1, 2017.

The following page includes a list of activities for consideration in the upcoming UPWP and budget as developed by MPO staff. Staff asks for feedback from member governments and participating agencies on planning these tasks and welcome proposals for other activities or requests for local planning assistance.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
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Draft FY 2018 MPO Activities for Review and Comment

| Activity | Type | Frequency |
|---|--------------------|-----------|
| Mobilizing Tomorrow update | Plan | One Time |
| Passenger Transportation Plan update | Plan | One Time |
| Indianola comprehensive plan update | Plan | One Time |
| Road diet feasibility study | Study | One Time |
| Conduct before/after studies of improvements, example speed camera effects, road diet effects, etc. | Study | One Time |
| Regional parking study | Study | One Time |
| Bike level of service analysis | Study | One Time |
| Water trails engineering study administration | study | One Time |
| Return on investment study to show how different development patterns or infrastructure investments bring about different rates of return | Study | One Time |
| National Household Travel Survey data analysis and reports based on data | Study | One Time |
| Norwalk pavement analysis | Study | One Time |
| MPO Performance survey update in 2018 | Study | One Time |
| Data reports summarizing performance of the transportation system | Report | Ongoing |
| City profiles reports | Report | Ongoing |
| Trail pavement condition analysis | Data Collection | Ongoing |
| Revise regional trail count program with new trail counters | Data Collection | One Time |
| Bike count program deployment | Data Collection | Ongoing |
| Speaker Series | Education | Ongoing |
| Mini workshops | Education | Ongoing |
| Pilot projects around metro, for example temporary bike lane during trail closure | Project | One Time |
| Safe Routes to Schools/Step It Up Project | Project | Ongoing |
| Carlisle sidewalk ordinance development | Project | One Time |
| Container project deployment | Project | Ongoing |
| Transload facility development | Project | Ongoing |
| Work related to state/federal funding swap if it occurs | Funding Program | One Time |
| Develop a more permanent mini-grant program similar to Wellmark Complete Streets Tactical Starts funds | Funding Program | One Time |
| Traffic count program to develop uniformity in traffic studies, holistic approach to count methodology, and process for gathering data | Policy Development | Ongoing |
| Watershed management assistance | Policy Development | Ongoing |
| Development a smartphone application for the public to log issues related to bike crashes/near misses, trail condition issues, etc. | Planning Tool | One Time |
| Transportation & public health model development | Planning Tool | Ongoing |
| Regional noise model and related studies | Planning tool | One Time |
| Model update to integrate National Household Travel Survey data | Planning Tool | One Time |
| Investigate need for microsimulation modeling tools | Planning Tool | One Time |

February 2017
Item No. 6

ISSUE: Water Trails Update

REPORT: Status of fundraising for Phase I Engineering Feasibility Study

BACKGROUND:

Staff is preparing to commence the Water Trails Engineering Study, the first phase of implementation of the [Greater Des Moines Water Trails and Greenways Master Plan](#). The engineering study will determine the feasibility and estimated costs of the recommended projects, including the mitigation of the dams on the Des Moines River in downtown Des Moines. With this information, local governments and funding partners can begin prioritizing projects and budgeting for the installation of these projects.

The Water Trails Engineering Study is being funded through a public-private partnership and is estimated to cost \$500,000. The Greater Des Moines Convention and Visitors Bureau, the Greater Des Moines Partnership, and the Polk County Conservation have committed \$30,000 each. And the Leadership Circle of the Community Foundation of Greater Des Moines awarded the project a Catalyst Challenge Grant, matching local governments' contributions dollar for dollar up to \$205,000. If every dollar were matched, that would bring the total to \$500,000. To date, the MPO has commitments to contribute to the study from 16 of the 19 communities that were invited to support the remaining \$205,000.

Once fundraising has been completed in February, the MPO will engage the services of independent engineering consultants. A [Request for Qualifications](#) was recently issued to potential engineering firms.

Staff expects the Engineering Study will be complete by the end of 2017. Additional public meetings will be held as the plan continues to be refined.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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February 2017
Item No. 6

ISSUE: Draft Freight Report

REPORT: Discussion regarding the draft freight report.

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.

[The Draft Freight Report is located on the MPO website \(click to access\).](#)

MPO staff will also provide as summary of the recent releases of the Freight Analysis Framework truck flow forecasts for 2045 as developed by the Bureau of Transportation Statistics (BTS) and Federal Highway Administration (FHWA).

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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