

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
 Executive Committee

11:30 a.m., Wednesday, June 13, 2018

Des Moines Area MPO Burnham Conference Room

AMENDED TENTATIVE AGENDA

1. Call To Order
2. VOTE: Approval of Agenda
3. VOTE: Approval of Meeting Minutes..... Page 2
 - Approve the May 16, 2018, meeting minutes.
4. **CONSENT and VOTE: Contracts and Expenses** Page 5
5. REPORT and VOTE: *FFY 2019-2022 Transportation Improvement Program Draft*..... Page 6
 - Report regarding the draft *Federal Fiscal Years 2019-2022 Transportation Improvement Program*; consider approval.
6. REPORT: *Des Moines Transload Facility Agreement Sub-Agreement* Page 7
 - Update regarding the sub-agreement between the MPO and Des Moines Transloading, LLC, for the \$1.7 million in Railroad Revolving Loan and Grant Funds from the Iowa DOT.
7. REPORT: *Greater Des Moines Water Trails* Page 8
 - Report on findings from the Water Trails Engineering Feasibility Study.
8. REPORT: *United Way Better Block Pilot* Page 9
 - Report on a proof-of-concept effort with United Way to test Better Block tools.
9. REPORT: *MPO Performance Survey* Page 10
 - Report on the MPO Performance Survey that will be conducted later this summer.
10. REPORT: *Leasing Additional Space from Knapp Properties*..... Page 11
 - Report and discussion regarding the additional space available adjacent to the MPO office.
11. REPORT: *Upcoming Events* Page 12
12. VOTE: Approval of the MPO Agenda
13. Other Non-Action Items of Interest to the Committee
14. Next Meeting Date – July 18, 2018, at 11:30 a.m.
15. 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.dmampo.org/title-vi/ or call 515-334-0075.

June 2018
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the May 16, 2018, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the May 16, 2018, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the May 16, 2018, 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 a.m., Wednesday, May 16, 2018
Des Moines Area MPO | Mead Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on May 16, 2018, in the MPO Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on May 9, 2018. **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:

Steven Gaer | City of West Des Moines
Joe Gatto | City of Des Moines
Tom Armstrong | City of Grimes
Ted Weaver | City of Clive
Stephanie Riva | City of Norwalk
Angela Connolly | Polk County
Andy Loonan | IDOT

Executive Members Absent:

Gary Lorenz | City of Ankeny

Others Present:

Jonathan Wilson |MPO General Counsel
Clifford Leonard | Public

Staff Present:

Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Tracey Deckard| Office Manager
Marcus Coenen | Senior Transportation Planner
Allison Riley | Associate Planner

1. **Call to Order**
MPO Chair Steve Gaer called the May 16, 2018, meeting to order at 11:30 a.m.
2. **Approval of Agenda**
MOTION: A motion was made to approve the May 16, 2018, Des Moines Area Metropolitan Planning Organization Executive Committee amended meeting agenda.
MOTION CARRIED
3. **Approval of Meeting Minutes**
MOTION: A motion was made to approve the April 11, 2018 Des Moines Area Metropolitan Planning Organization Executive Committee meeting minutes.
MOTION CARRIED
4. **Contracts and Expenses**
None.
5. **Presentation: Des Moines Transload Facility Update**
Tim Woods presented an update on the status of the Des Moines Transload Facility.
Discussion ensued.
6. **Fiscal Year 2019 Unified Planning Work Program and Budget**
Staff presented. Recommend approval of the FFY 2019 Unified Planning Work Program.
MOTION: A motion was made to approve the FFY 2019 Unified Planning Work Program and Budget.
MOTION CARRIED
7. **Federal fiscal Year 2018-2022 Transportation Improvement Program Amendment Request**

Staff presented. Recommend approval of the requested revisions to the FFY 2018-2021 TIP made by the Iowa DOT.

MOTION: A motion was made to approve the FFY 2018-2021 TIP made by the Iowa DOT.

MOTION CARRIED

8. **Executive Committee Restructuring**

Report and discussion only.

9. **Strategic Plan Implementation Steps**

Staff presented. Report and discussion only.

10. **Iowa Department of Transportation Commission Meeting**

Staff presented. Report and discussion only.

11. **Data Bike Report**

Staff presented. Report and discussion only.

12. **Better Utilizing Investments to Leverage Development (BUILD) Grant Program**

Staff presented. Report and discussion only.

13. **Upcoming Events**

Staff presented. Information only.

14. **Approval of the MPO Agenda**

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

MOTION CARRIED

15. **Other Non-Action Items**

None.

16. **Next Meeting Date**

May 16, 2018 at 11:30 a.m.

17. **Adjournment**

Hearing no objection to the contrary, Chair Steve Gaer adjourned the meeting at 12:31 p.m.

May 2018
Item No. 4

ISSUE: Contracts and Expenses

Consent and VOTE: Consider approval of the following expenses in accordance with the MPO's proposed policies and procedures regarding contracts and expenses.

BACKGROUND:

Included below is a list of expenses that exceed the limits set by the MPO's policy and procedures regarding expenditures.

**Contracts for Approval - Expenses
June 2018**

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT
Jester Ins.	Annual Office Insurance	Renewal of Insurance Coverage for Property, General Liability, Work Comp	\$9,474.00

RECOMMENDATION:

Recommend approval of payment of the above referenced invoice.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-00

June 2018
Item No. 5

ISSUE: FFY 2019-2022 Transportation Improvement Program Draft

REPORT and VOTE: Report regarding the draft Federal Fiscal Years 2019-2022 Transportation Improvement Program; consider approval.

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) 2018, 2019, 2020, 2021, and/or 2022. Staff developed the project listing for the FFY 2019-2022 TIP with the information provided by the member governments.

The MPO staff will submit the FFY 2019-2022 TIP draft to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment on June 15, 2018. Staff will incorporate any comments received into the final draft. The final FFY 2019-2022 TIP is due to the Iowa DOT by July 15, 2018.

The MPO’s Public Participation Plan requires the FFY 2019-2022 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 19, 2018, at the MPO office.

[The draft FFY 2019-2022 Transportation Improvement Program is available on the MPO website \(click to access\).](#)

Note that the implementation of the federal-aid funding swap will begin with the FFY 2019-2022 TIP. To allow projects funded with Surface Transportation Block Grant (STBG) funds awarded by the MPO to be swapped with state funds, the Iowa DOT has asked the MPO to identify projects from the Iowa DOT’s project list that should use the MPO’s federal funding. After reviewing the Iowa DOT’s project listing, MPO staff selected the following Iowa DOT projects to use the MPO’s STBG funds in exchange for state funds and have reflected this swap in the draft FFY 2019-2022 TIP:

- I-80 from Douglas Ave to 100th Street (part of the I-80/35/141 reconfiguration) – FFY 2019/20
- US 69 from I-80 to SW 33rd Street – FY 2021
- I-80/35/235 Interchange on NE Side of Des Moines – FY 2022

RECOMMENDATION:

Approve the draft *Federal Fiscal Year 2019-2022 Transportation Improvement Program* and forward to the Iowa DOT for their review.

STAFF CONTACT:

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

June 2018
Item No. 6

ISSUE: Des Moines Transload Facility Agreement

REPORT: Consider approval of the sub-agreement between the MPO and Des Moines Transloading, LLC, for the \$1.7 million in Railroad Revolving Loan and Grant Funds from the Iowa DOT.

BACKGROUND:

The MPO has executed a Railroad Revolving Loan and Grant Program Agreement with the Iowa DOT for a loan of \$1.7 million to be used in the development of a transload facility in Des Moines. The MPO will be the borrower and act as a pass-through entity for the selected transload facility Operator, Des Moines Transload Services, LLC. The loan is to be repaid in ten years at zero interest. The MPO will receive compensation for its participation and monitoring loan advances.

Negotiations have been on-going to finalize a Transload Development and Operations Agreement with the Operator that will avoid exposing the MPO to potential liability for the loan repayment. The Operator is purchasing the site on contract from the City of Des Moines, subject to a variety of performance monitoring covenants and conditions. More recently, the City of Des Moines has been involved in the negotiations.

An agreement in principle appears to have been accomplished, subject to proper documentation and concurrence by the MPO, the Operator, and the City of Des Moines. The agreement in principle is as follows:

1. Steve Braithwaite, the owner of the Operator, will personally guarantee the performance of the Operator and the repayment of the Iowa DOT loan.
2. The Operator will pledge the facility and improvements as collateral security.
3. If the Operator were to default, The MPO would assign its position to the City of Des Moines and the City of Des Moines would be responsible for loan repayment and for pursuing all available remedies against the Operator and Steve Braithwaite.
4. Any loss incurred by the City of Des Moines would be reimbursed using "excess" STBG funds.

The City of Des Moines is taking up the agreement at their June 11, 2018, council meeting.

RECOMMENDATION:

None. Report and update only.

STAFF CONTACT:

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

June 2018
Item No. 7

ISSUE: Greater Des Moines Water Trails

REPORT: Presentation of findings from the Water Trails Engineering Feasibility Study.

BACKGROUND:

The Water Trails Engineering Feasibility Study, which the MPO has facilitated over the last 18 months, is nearing a close. The study includes two parts: a downtown component that focused on the three low-head dams in downtown Des Moines, and a regional component that examined approximately 80 sites outside of downtown. Deliverables available to date can be found at <https://dmampo.org/water-trails-engineering-study/>.

A final round of public meetings to review the findings is scheduled for June 21 with meetings from noon-1:30 p.m. and 5:00-6:30 p.m.; both meetings will be in the Des Moines Register Community Room in the Capital Square Building., 400 Locust Street, Des Moines.

At the June 13 Executive Committee meeting, MPO staff will review the findings of the engineering feasibility study and discuss next steps for the project.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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June 2018
Item No. 8

ISSUE: United Way Better Block Pilot

REPORT: Report on a proof-of-concept effort with United Way to test Better Block tools.

BACKGROUND:

As part of the MPO Speaker Series, Jason Roberts of the Better Block Foundation shared a successful approach to transportation and land use changes and community engagement through the use of low-cost, temporary materials to help neighborhoods envision public space differently.

Following the event, United Way of Central Iowa approached the MPO for assistance in trying out the Better Block toolkit for a Highland Park neighborhood event. The MPO used this opportunity as part of a proof-of-concept initiative to see if there would be interest and value in incorporating Better Block ideas into local transportation and land use challenges.

MPO staff will report out on initial impressions to the Technical and Executive Committees, while Elizabeth Buck and Seth Johnson of United Way will present their experience to the Policy Committee.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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June 2018
Item No. 9

ISSUE: MPO Performance Survey

REPORT: The MPO Performance Survey will be conducted this summer.

BACKGROUND:

In late 2015 and early 2016, the first-ever MPO Performance Survey was conducted among MPO member governments. The goal was to establish baseline metrics that MPO staff could use to evaluate the effectiveness of its service to member governments. The original survey was conducted by Deibler and Associates.

Now, two years later, it is time again to measure the MPO's effectiveness. The follow-up MPO Performance Survey will be conducted this summer by Deibler and Associates.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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(515) 334-0075

June 2018
Item No. 10

ISSUE: Leasing Additional Space from Knapp Properties

REPORT: Discussion regarding the additional space available adjacent to the MPO office.

BACKGROUND:

Knapp Properties is currently listing the vacant space directly south of the MPO office. This space consists of 2,576 square feet of leasable space. The space is leasing at approximately \$3,090 per month.

The MPO has been approach by several small non-profit organizations that would be interested in subleasing the space if the MPO were to take on the lease. This topic was mention at the January Executive meeting and being brought back for further discussion and consideration.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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(515) 334-0075

June 2018
Item No. 11

ISSUE: Upcoming Events

REPORT: Report on upcoming events of regional interest.

BACKGROUND:

Staff will highlight upcoming events, trainings and other opportunities of interest to representatives of MPO member governments.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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