NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Transportation Technical Committee

–

9:30 a.m., Thursday, June 7, 2018
Des Moines Area MPO Burnham Conference Room

–

TENTATIVE AGENDA

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 2
   - Approve the May 3, 2018, meeting minutes.
4. **REPORT and VOTE: *FFY 2019-2022 Transportation Improvement Program* Draft**..... Page 5
   - Report regarding the draft Federal Fiscal Years 2019-2022 Transportation Improvement Program; consider approval.
5. **REPORT: Greater Des Moines Water Trails** ..... Page 6
   - Report on findings from the Water Trails Engineering Feasibility Study.
6. **REPORT: United Way Better Block Pilot**..... Page 7
   - Report on a proof-of-concept effort with United Way to test Better Block tools.
7. **REPORT: Executive Committee Restructuring**..... Page 8
   - Report on the Policy Committee's decision to restructure the Executive Committee;
8. **REPORT: MPO Performance Survey** ..... Page 10
   - Report on the MPO Performance Survey that will be conducted later this summer.
9. **REPORT: Regional Data Request**..... Page 11
   - Report on data that has been requested of local communities.
10. **REPORT: Upcoming Events** ..... Page 12
11. **Other Non-Action Items of Interest to the Committee**
12. **Next Meeting Date – July 12, 2018, at 9:30 a.m.**
13. **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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June 2018
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the May 3, 2018, MPO Technical Committee meeting minutes.

BACKGROUND:

The minutes of the May 3, 2018, MPO Technical Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the May 3, 2018, MPO Technical Committee meeting.

STAFF CONTACT:

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

MEETING MINUTES
Des Moines Area Metropolitan Planning Organization Transportation Technical Committee
9:30 a.m., Thursday, May 3, 2018
Des Moines Area MPO Burnham Conference Room

The MPO TTC held a meeting at 9:30 a.m., May 3, 2018, at the Des Moines Area MPO Burnham Conference Room. Before the meeting, the MPO staff emailed agenda packets to the TTC representatives and posted the agenda at the MPO office on April 26, 2018.

Representatives Present:
John Shaw | City of Altoona
Scott Atzen| City of Altoona
Eric Jensen | City of Ankeny
John Horton | City of Bondurant
Jeff May | City of Clive
Doug Ollendike | City of Clive
Al Miller | Dallas County
Jennifer McCoy | City of Des Moines
Mike Ludwig| City of Des Moines
Steve Naber | City of Des Moines
Luis Montaga | DART
John Gade | City of Grimes
David Wilwerding | City of Johnston
Matt Greiner | City of Johnston
Tom Leners | Madison County**
Luke Parris | City of Norwalk
Madeline Sturms | City of Pleasant Hill
Dennis Dietz | City of Polk City
Bret VandeLune | Polk County
Dave McKay | City of Urbandale
John Larson | City of Urbandale
Steve Franklin | City of Urbandale
Brad Deets | City of Waukee
Rudy Koester | City of Waukee
Kara Tragesser | City of West Des Moines
Eric Petersen | City of West Des Moines
Joe Cory | City of West Des Moines
Dalton Jacobus | City of Windsor Heights
Andy Loonan | IDOT

Representatives Absent:
Paul Moritz | City of Ankeny
Mark Mueller | City of Ankeny
Jeff Schug | City of Carlisle
Anthony Bellizzi | City of Cumming**
Bryan Belt |DSM International Airport
Weston Wunder | City of Grimes
Julia Castillo | HIRTA
Chuck Burgin | City of Indianola**
Wayne Patterson | City of Mitchellville
Wayne Schwartz | City of Norwalk
Kurt Bailey | Polk County
Allan Adams | City of Van Meter
David Carroll | Warren County
Darla Hugaboom | FHWA
Mark Bechtel | Federal Transit Administration*
* Non-Voting, Advisory Representative
** Non-Voting, Associate Representative

Staff Present:
Todd Ashby | Executive Director
Zach Young | Principal Planner
Andrew Collings | Senior Planner
Allison Riley | Associate Planner
Gunnar Olson | Communications Manager
Victoria Halloran | Intern

Others Present:
Clifford Leonard | Public
John Swanson | Polk County Soil Water

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1. **Call to Order**
MPO TTC Chair recognized a quorum and called the May 3, 2018, meeting to order at 9:30 a.m.

2. **Approval of Agenda**
MOTION: A motion was made and seconded to approve the MPO TTC's May 3, 2018 meeting agenda.
MOTION CARRIED UNANIMOUSLY

3. **Approval of Meeting Minutes**
MOTION: A motion was made and seconded to approve the MPO TTC April 5, 2018 meeting minutes.
MOTION CARRIED UNANIMOUSLY

4. **Fiscal Year 2019 Unified Planning Work Program and Budget**
Staff presented. Recommend approval of the FY 2019 Unified Planning Work Program and Budget
MOTION: A motion was made and seconded to approve the FFY 2019 Unified Planning Work Program and Budget.
MOTION CARRIED UNANIMOUSLY

5. **Federal Fiscal Year 2018-2021 Transportation Improvement Program Amendment Request**
Staff presented. Recommend approval of the FFY 2018-2021 Transportation Improvement Program Request.
MOTION: A motion was made and seconded to approve the FFY 2018-2021 Transportation Improvement Program Request
MOTION CARRIED UNANIMOUSLY

6. **Federal Fiscal Year 2019- 2022 Transportation Improvement Program Development**
Staff presented. Report and discussion only.

7. **Regional Data Request**
Staff presented. Report and discussion only.

8. **National Household Travel Survey Update**
Staff presented. Report only.

9. **Data Bike Report**
Staff presented. Report only.

10. **Better Utilization Investments to Leverage Development (BUILD) Grant Program**
Staff presented. Report and discussion only.

11. **Upcoming Events**
Staff presented. Information only.

12. **Other Non-Action Items of Interest to the Committee**
Executive Director, Todd Ashby, advised the committee of Senior Transportation Planner, Marcus Coenen's, fellowship in Germany.

13. **Next Meeting Date**
The next meeting will be held at 9:30 a.m., on Thursday June 7, 2018.

14. **Adjournment**
MOTION: A motion was made and seconded to adjourn the MPO TTC's May 3, 2018 meeting; the TTC Chair adjourned the meeting at 9:53 a.m.
MOTION CARRIED UNANIMOUSLY

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June 2018
Item No. 4

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)

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. 5

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 7 Technical 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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(515) 334-0075

June 2018
Item No. 6

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. 7

ISSUE: Executive Committee Restructuring

REPORT: Report on the Policy Committee's decision to restructure the Executive Committee.

BACKGROUND:

The recent 2018 MPO Executive Committee election has once again raised the prospect of restructuring the Executive Committee. The concept was previously discussed by the Executive Committee in 2015 and 2016. At that time there was general consensus among the Executive Committee to expand membership the proposal that communities over 50,000 (Ankeny, Des Moines, and West Des Moines) as well as Polk County would receive automatic representation on the Executive Committee and communities under 50,000 collectively would receive representation.

MPO staff reviewed and updated options for restructuring the Executive Committee. These options were reviewed at the February 7, 2018, Executive Committee meeting. A preferred option was agreed upon and the Policy Committee approved the preferred option at their May 17, 2018, committee meeting.

A summary of the Preferred Option is located on the following page.

Any changes to the structure of the Executive Committee will require an amendment to the MPO's Bylaws and 28E agreement.

RECOMMENDATION:

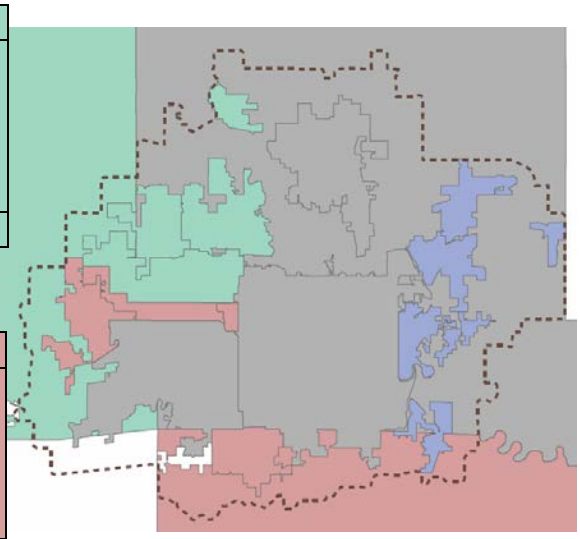
None. Report and discussion only.

STAFF CONTACT:

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

Preferred Option –
East/Northwest/Southwest Including Officers

Northwest (2 Rep)	
Dallas Co.	2,172
Grimes	11,909
Johnston	21,114
Polk City	4,428
Urbandale	43,018
Total	82,641



East (2 Rep)	
Altoona	17,938
Bondurant	5,796
Carlisle	4,249
Mitchellville	2,405
Pleasant Hill	9,750
Total	40,138

Southwest (2 Rep)	
Clive	17,546
Norwalk	10,590
Warren County	4,137
Waukee	19,284
Windsor Heights	4,983
Total	56,540

Committee Size = 11

- *Over 50,000 representatives: 4 (Des Moines x 2; Ankeny x 1, West Des Moines x 1)*
- *Polk County representative x 1*
- *Northwest community under 50,000 x 2*
- *Southwest community under 50,000 x 2*
- *East community under 50,000 x 2*
- *Officers chosen from among the geographic representatives*

The Preferred Option is set up to be implemented quickly with existing members on the Executive Committee:

- Chair Steve Gaer, West Des Moines (West Des Moines representative)
- Vice-Chair Joe Gatto, Des Moines (Des Moines representative 1)
- Secretary/Treasurer Gary Lorenz, Ankeny (Ankeny representative)
- Angela Connolly, Polk County (Polk County representative)
- Ted Weaver, Clive (Southwest community representative 1)
- Stephanie Riva, Norwalk (Southwest community representative 2)
- Tom Armstrong, Grimes (Northwest community representative 1)

All existing Executive Committee representatives would meet the requirements of this proposal. An additional Des Moines, Northwest community, and two East communities would need to be added.

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June 2018
Item No. 8

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.

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June 2018
Item No. 9

ISSUE: Regional Data Request

REPORT: Report on data that will be requested of local communities.

BACKGROUND:

The MPO will be requesting data on a variety of topics in the upcoming months due to several projects that have or will be undertaken this summer.

Currently, MPO staff has two data requests out to member communities:

- Fiscal Year (FY) 2019-2022 Transportation Capital Improvement Program (TCIP), which lists all transportation projects in the MPO planning area scheduled to take place during the course of the next four fiscal years. Spreadsheets have been sent to the MPO's Transportation Technical Committee with a request to return submissions no later than June 29th, 2018, along with any corresponding shapefiles.
- Hazard Mitigation Plan Update Community Profile and Capabilities worksheet outlines various plans, ordinances, staffing, and etcetera in place. City Managers and Administrators of communities within Polk County have received this document, and it is requested that one from each jurisdiction be returned no later than June 8th, 2018.

Additionally, as MPO staff continues development of the Long-Range Transportation Plan (LRTP) requests for related data will be made on an ad hoc basis and as it is needed.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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June 2018
Item No. 10

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:

Gunnar Olson, golson@dmampo.org
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