

Meeting Minutes

Des Moines Area Metropolitan Planning Organization (MPO)

4:00 p.m., Thursday, October 18, 2018

Des Moines Area MPO Burnham Conference Room

The MPO held a meeting at 4:00 p.m. on October 18, 2018, in the Des Moines Area MPO Burnham Conference Room. Before the meeting, the MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on October 12, 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.**

MPO Representatives Present:

Vern Willey | City of Altoona
David Jones | City of Ankeny
Paul Moritz | City of Ankeny
Marketa Oliver | City of Bondurant
Drew Merrifield | City of Carlisle
John Edwards | City of Clive
Ted Weaver | City of Clive
Dave Chelsvig | City of Cumming
Mark Hanson | Dallas County
Jamie Schug | DART
Chris Coleman | City of Des Moines
Connie Boesen | City of Des Moines
Frank Cownie | City of Des Moines
Phil Delafield | City of Des Moines
Matt Anderson | City of Des Moines
Jen Schulte | City of Des Moines
Bill Gray | City of Des Moines
Joe Gatto | City of Des Moines
Josh Mandelbaum | City of Des Moines
Tom Armstrong | City of Grimes
Jill Altringer | City of Grimes
Tom Cope | City of Johnston
Stephanie Riva | City of Norwalk
Luke Nelson | City of Norwalk
Sara Kurovski | City of Pleasant Hill
Angela Connolly | Polk County
A.J. Johnson | City of Urbandale
Creighton Cox | City of Urbandale
Mike Carver | City of Urbandale
Kyle Michel | Van Meter**
Dean Yordi | Warren County
Tim Moerman | City of Waukee
Russ Trimble | City of West Des Moines
Tom Hadden | City of West Des Moines
Laura Reveles | City of West Des Moines
Joseph Jones | City of Windsor Heights
Andy Loonan | IDOT *
Darla Hugaboom | FHWA

MPO Representatives Absent:

Kyle Mertz | City of Altoona
Bobbi Bentz | City of Ankeny
Ryan Waller | City of Indianola
Paula Dierenfeld | City of Johnston
Tom Leners | Madison County
Tammi Dillavou | City of Mitchellville
Gary Mahannah | City of Polk City
Tom Hockensmith | Polk County
Bill Peard | City of Waukee
Steve Gaer | City of West Des Moines
Kevin Foley | Des Moines Airport *
* Advisory/Non-Voting Representatives
** Associate/Non-Voting Representatives

Others Present:

Clifford Leonard, Public
Jonathan Wilson | General Counsel
Scott Brennan | General Counsel

MPO Staff Present:

Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Zach Young | Principal Planner
Mike Armstrong | Senior Planner
Andrew Collings | Senior Planner
Tracey Deckard | Office Manager

1. Call to Order

MPO Vice Chair Joe Gatto recognized a quorum and called the October 18, 2018, meeting to order at 4:00 p.m.

2. Approval of Agenda

MOTION: A motion was made and seconded to approve the Des Moines Area Metropolitan Planning Organization October 18, 2018 meeting agenda.

MOTION CARRIED UNANIMOUSLY

3. Approval of the Meeting Minutes

MOTION: A motion was made and seconded to approve the Des Moines Area Metropolitan Planning Organization's September minutes as amended.

MOTION CARRIED UNANIMOUSLY

4. Approval of Financial Statements

MOTION: A motion was made and seconded to approve the Des Moines Area Metropolitan Planning Organization's Financial Statements.

MOTION CARRIED UNANIMOUSLY

5. Public Comment

None

6. Executive Director Review

Executive Director Review Committee Co-Chair Sara Kurovski presented. The committee members recommend a 4% increase.

MOTION: A motion was made and seconded to approve the Executive Director Review Committee's recommended compensation rate adjustment of 4%.

MOTION CARRIED UNANIMOUSLY

7. MPO Bylaws Amendment Second Reading and Weighted Vote Guidelines.

Executive Director and Attorney Jonathan Wilson presented and explained the next steps needed to complete the process to amend the Bylaws and 28E Agreement.

MOTION: A motion was made to approve the 2nd reading subject to the 28E Amendment being duly adopted by three-fourths (3/4) of the governmental bodies and to also allow general counsel to correct any scribes' errors nor non-substantive errors before it is filed with the Secretary of State.

MOTION CARRIED UNANIMOUSLY

[Sara Kurovski leaves meeting at 4:10 p.m.]

8. Water Trails Contract

Staff presented. Recommend approval of the MPO holding and overseeing contract for Water Trails Business plan as well as authorize MPO to fill potential cashflow gap not to exceed \$25,000 until private funds become available to reimburse the MPO in January.

MOTION: A motion was made and seconded to approve the MPO overseeing the contract for Water Trails Business plan as well as authorizing the potential cashflow gap.

MOTION CARRIED WITH CHRIS COLEMAN AND MARK HANSON VOTING NO.

9. FFY 2019-2022 Transportation Improvement Program Amendment Request

Staff presented. Recommend approval of the requested revisions to the FFY 2019-2022 TIP as requested by the City of Grimes.

MOTION: A motion was made and seconded to approve the FFY 2019-2022 TIP.

MOTION CARRIED UNANIMOUSLY

10. Title VI Documents

Staff presented. Recommend approval of the MPO's updated Title VI documents.

MOTION: A motion was made and seconded to approve the MPO's updated Title VI documents.

MOTION CARRIED.

11. Planning Area Boundary Update

Staff presented. Report and discussion only.

12. Surface Transportation Block Grant (STBG) Program schedule

Staff presented. Report and discussion only.

13. STBG Set-Aside Program Schedule

Staff presented. Report and discussion only.

14. Federal Legislative Agenda for Annual D.C. Trip

Staff presented Report only.

15. Mobilizing Tomorrow Update

Staff presented. Report only.

16. Upcoming Events

Staff presented. Information only.

17. Other Non-Action Items of interest to the Committee

Executive Director reported that he would be out of the office for the month of November due to a medical issue and that Dylan Mullenix would be running the office and the meetings.

18. Next Meeting Date- November 8, 2018 at 4:00 p.m.

19. Adjournment

Hearing no objection to the contrary Vice Chair Joe Gatto adjourned the meeting at 4:58 p.m.