

## NOTICE OF MEETING

### Des Moines Area Metropolitan Planning Organization (MPO) Executive Committee

11:30 a.m., Wednesday, November 13, 2019  
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 October 9, 2019, meeting minutes.
4. **CONSENT and VOTE: Contracts and Expenses** ..... Page 5
5. **REPORT and VOTE: Calendar Year 2020 Meeting Dates** ..... Page 6
  - Report on the proposed meeting dates in Calendar Year 2020; consider approval.
6. **REPORT and VOTE: Mobilizing Tomorrow Final Draft** ..... Page 8
  - Report regarding the final draft of Mobilizing Tomorrow, the MPO’s long-range transportation plan update; consider approval.
7. **REPORT and VOTE: Surface Transportation Block Grant Scoring Criteria** ..... Page 9
  - Report regarding the updated scoring criteria for STBG applications; consider approval.
8. **REPORT and VOTE: Greater Des Moines Street Collective’s B-Cycle Application** ..... Page 10
  - Report regarding the possibility of the MPO serving as the project sponsor for the Street Collective’s application for Transportation Alternative Program funding; consider approval.
9. **REPORT: Fiscal Year 2020 1<sup>st</sup> Quarter Budget Report** ..... Page 11
  - Review of the Fiscal Year 2020 budget through the end of the 1<sup>st</sup> quarter.
10. **REPORT: Budget Forecast and Member Assessments** ..... Page 12
  - Report and discussion regarding forecasted revenues and expenditures and potential impacts on member assessments.
11. **REPORT: Model Bicycle Ordinance** ..... Page 13
  - Update regarding the draft Model Bicycle Ordinance.
12. **REPORT: Des Moines Transload Facility** ..... Page 14
  - Update regarding the Des Transload Facility.
13. **REPORT: Central Iowa Water Trails** ..... Page 15
  - Update regarding the Central Iowa Water Trails project.
14. **REPORT: Iowa Data Bike 2.0** ..... Page 16
  - Review of a proposal to develop a second Iowa Data Bike that improves upon the first.
15. **REPORT: Upcoming Events** ..... Page 17
16. **VOTE: Approval of the MPO Policy Agenda**
17. **Other Non-Action Items of Interest to the Committee**
18. **Next Meeting Date – December 11, 2019, 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.dmamp.org/title-vi/](http://www.dmamp.org/title-vi/) or call 515-334-0075.*

November 2019  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Consider approval of the October 9, 2019, MPO Executive Committee meeting minutes.

**BACKGROUND:**

The minutes of the October 9, 2019, MPO Executive Committee meeting are included on the following pages.

**RECOMMENDATION:**

Approve the minutes of the October 9, 2019, MPO Executive Committee meeting.

**STAFF CONTACT:**

Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org)  
(515) 334-0075

MEETING MINUTES  
Des Moines Area Metropolitan Planning Organization (MPO)  
EXECUTIVE COMMITTEE  
11:30 a.m., Wednesday, October 9, 2019  
Des Moines Area MPO | Burnham Conference Room

The MPO Executive Committee held a meeting at 11:30 a.m. on October 9, 2019 at the Des Moines Area MPO offices. Before the meeting, the MPO staff emailed agenda packets to the MPO Executive and members on October 4, 2019. **An Amended Agenda was emailed to members on October 5, 2019. 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:**

Steve Gaer | City of West Des Moines  
Joe Gatto | City of Des Moines  
Gary Lorenz | City of Ankeny  
Tom Armstrong | City of Grimes  
Ted Weaver | City of Clive  
Chris Coleman | City of Des Moines  
Stephanie Riva | City of Norwalk  
Sara Kurovski | City of Pleasant Hill  
Matt McCoy | Polk County  
Bob Andeweg | City of Urbandale  
Andy Loonan | IDOT

**Executive Members Absent**

Kyle Mertz | City of Altoona

**Staff Present:**

Todd Ashby | Executive Director  
Dylan Mullenix | Assistant Director  
Gunnar Olson | Communications & Strategy Manager  
Sreyoshi Chakraborty | Senior Planner  
Allison van Pelt | Associate Planner  
Zhi Chen | Associate Planner  
Tracey Deckard | Office Manager  
Tanvi Halte | Intern  
Aspen Pflanz | Intern

**Others Present**

Scott Brennan | MPO General Counsel  
Clifford Leonard | Public  
Carol White | Shull, Schrum, McClafien

1. **Call to Order**

MPO Chair Steve Gaer called the October 9, 2019, meeting to order at 11:30 a.m. A quorum was present.

2. **Approval of Agenda**

**MOTION:** A motion was made to approve the October 9, 2019, 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 September 11, 2019 Executive Committee meeting minutes as amended.

**MOTION CARRIED**

[Chris Coleman arrives 11:31]

4. **Federal Fiscal Year 2020-2023 Transportation Improvement Program (TIP) Amendment Request**

Staff presented. Recommend approval of payment of FFY 2020-2023 TIP Amendment made by the City of Pleasant Hill.

**MOTION:** A motion was made to approve the FFY 2020-2023 TIP Amendment.

**MOTION CARRIED**

[Matt McCoy arrives 11:33]

5. **Surface Transportation Block Grant Funding Swap with Polk County**

Executive Director presented. Discussion ensued. Report & discussion only.

6. **Des Moines Transload Facility Sub-Agreement**  
Executive Director presented. Report and discussion only.
7. **Surface Transportation Block Grant Project Scoring**  
Staff presented. Report and discussion only.
8. **Federal Legislative Agenda for Annual D.C. Trip.**  
Staff presented. Report and discussion only.
9. **Mobilizing Tomorrow Draft**  
Staff presented. Report and discussion only.
10. **Pavement Condition Data Collection**  
Staff presented. Report and discussion only.
11. **Upcoming Events**  
Staff presented. Report only.
12. **Approval of MPO Policy Agenda**  
**MOTION:** A motion was made to approve the September 19, 2019 Policy Committee meeting Agenda as amended.  
**MOTION CARRIED**
13. **Other Non-Action Items**  
Chris Coleman discussed the SE Connector and the need to complete the project as soon as possible and discussed possible STBG options.  
Matt McCoy requested quarterly status updates on the water trails matters.  
Joe Gatto requested that the finance committee become involved regarding MPO dues.  
Additional discussion was held regarding the status of E-Scooters.
14. **Next Meeting Date**  
November 13, 2019 at 11:30 a.m. at the MPO offices.
15. **Adjournment**  
Hearing no objection to the contrary, Chair Steve Gaer adjourned the Executive Committee meeting at 12:50 p.m.

November 2019  
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:**

Below are expenses that exceed the limits set by the MPO's policy and procedures regarding expenditures and require the Executive Committee's approval.

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
Rival Solutions	RUBIX Workflow Processing services renewal	Annual renewal (\$4000.00 discount)	\$9,125.00
Davis Brown Law Firm	Special Legal Services	Transload	\$8,857.78
Decartes	Container Locator data	Purchase data need to operate the Container Locator website; Finance Subcommittee discussed budget impact and recommended approval	\$13,440.00

**RECOMMENDATION:**

Recommend approval of the contracts and expenses.

**STAFF CONTACT:**

Todd Ashby, [tashby@dmampo.org](mailto:tashby@dmampo.org)  
(515) 334-00

November 2019  
Item No. 5

**ISSUE: Calendar Year 2020 Meeting Dates**

REPORT and VOTE: Consider approval of the proposed meeting dates for Calendar Year 2020.

**BACKGROUND:**

The MPO staff annually issues a proposed MPO meeting schedule for the upcoming calendar year. The MPO is required to issue its upcoming meeting dates to comply with the State of Iowa's Open Meetings Law. MPO staff asks for feedback on any known conflicts with the proposed schedule.

Included, immediately following, is the proposed Calendar Year 2020 MPO meeting schedule.

**RECOMMENDATIONS:**

Approve the meeting dates for Calendar Year 2020.

**STAFF CONTACT:**

Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org);  
(515) 334-0075.

## MPO COMMITTEE 2020 MEETING DATES

### TTC COMMITTEE

<i>Thursday, January 9</i>
Thursday, February 6
Thursday, March 5
Thursday, April 2
Thursday, May 7
Thursday, June 4
Thursday, July 2
Thursday, August 6
Thursday, September 3
Thursday, October 1
Thursday, November 5
Thursday, December 3

### EXECUTIVE COMMITTEE

<i>Wednesday, January 15</i>
Wednesday, February 12
Wednesday, March 11
Wednesday, April 8
Wednesday, May 13
Wednesday, June 10
Wednesday, July 8
Wednesday, August 12
Wednesday, September 9
Wednesday, October 7
<i>Wednesday, November 18</i>
Wednesday, December 9

### POLICY COMMITTEE

<i>Thursday, January 23</i>
Thursday, February 20
<b>**No Meeting</b>
Thursday, April 16
Thursday, May 21
Thursday, June 18
<b>**No Meeting</b>
Thursday, August 20
Thursday, September 17
Thursday, October 15
Thursday, November 19
<b>**No Meeting</b>

*\*Meeting date change- different from normal schedule-*

*January- all meetings moved one week due to New Year Holiday*

*November- Exec moved one week (MPO closed for Veterans day Nov 11) scheduled for day before policy*

**\*\*MPO Executive and Policy Committee approved the elimination of Policy meetings in March, July and December**

November 2019  
Item No. 6

**ISSUE: Mobilizing Tomorrow Final Draft**

REPORT and VOTE: Consider approval of the final draft of Mobilizing Tomorrow, the MPO's long-range transportation plan update.

**BACKGROUND:**

The MPO staff is making final edits to Mobilizing Tomorrow, the MPO's long-range transportation plan. The long-range transportation plan requires a 45-day public comment period which opened on September 24, 2019. Staff will collect public comment through November 10, 2019.

This is an updated to the plan that was adopted in November 2014. Staff has prepared a summary document that outlines the contents of the plan and changes that were made from the last plan update.

[The Mobilizing Tomorrow Summary document is available on the MPO website \(click to access\).](#)

The Long-Range Plan Steering Committee met on November 5, 2019, and recommended the approval of the updated Mobilizing Tomorrow Plan. Staff has received comments from the Iowa Department of Transportation and is working to review and incorporate these comments into the final draft of the plan.

Staff will provide an updated version of the plan prior to the November meeting.

**RECOMMENDATION:**

Recommend approval of the final draft of the update to Mobilizing Tomorrow, the MPO's long-range transportation plan.

**STAFF CONTACT:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org)  
(515) 334-0075



November 2019  
Item No. 7

**ISSUE: Surface Transportation Block Grant Project Scoring Criteria**

REPORT and VOTE: Consider approval of the updated scoring process for the Surface Transportation Block Grant (STBG) program applications.

**BACKGROUND:**

In light of the long-range transportation plan update, staff is reviewing and updating the scoring process for Surface Transportation Block Grant (STBG) program applications. Staff has prepared a draft of the updated scoring criteria.

[The draft scoring criteria is available on the MPO website \(click to access\).](#)

The Technical Committee as well as its Planning and Engineering Subcommittee reviewed the draft scoring criteria during October and forwarded their recommendations to the Funding Subcommittee for their review and approval.

The Funding Subcommittee met on October 30, 2019, to review the draft scoring process and provided a recommendation to the Executive and Policy Committee to approve the updated scoring criteria.

**RECOMMENDATION:**

Recommend approval of the updated scoring criteria for Surface Transportation Block Grant applications.

**STAFF CONTACTS:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org);  
(515) 334-0075.

November 2019  
Item No. 8

**ISSUE: Greater Des Moines Street Collective's B-Cycle Application**

REPORT and VOTE: Consider approval of the MPO serving as the project sponsor for the Greater Des Moines Street Collective's application for Transportation Alternative Program funding.

**BACKGROUND:**

The Des Moines B-Cycle program, managed by the Street Collective and its partners, has over 20 stations and 120 bikes available to the public for use. The popularity of this program is evident from consistent usage throughout the year. The Street Collective has been looking at options to enhance the existing bikeshare system by adding e-bikes to their fleet. E-bikes are gaining popularity in other communities because they allow additional mobility to users. They are currently exploring funding options to purchase e-bikes and are considering the use STBG Set Aside (TAP) funding in order to do so. The Street Collective would require a public entity to sponsor their project and has inquired with the City of Des Moines, DART, and the MPO about their willingness to serve in this role. The Street Collective would still provide the required local match to the project.

**RECOMMENDATION:**

Recommend approval for the MPO to serve as the project sponsor for the Greater Des Moines Street Collective's B-Cycle application for Transportation Alternative Program funding.

**STAFF CONTACT:**

Sreyoshi Chakraborty, [schakraborty@dmampo.org](mailto:schakraborty@dmampo.org)  
(515) 334-0075

November 2019  
Item No. 9

**ISSUE: Fiscal Year 2020 1<sup>st</sup> Quarter Budget Report**

REPORT: Review of the Fiscal Year 2020 budget through the end of the 1<sup>st</sup> Quarter.

**BACKGROUND:**

The MPO staff has developed a status report for the 1<sup>st</sup> Quarter of Fiscal Year 2020 budget. The report compares expenditures as compared to budgeted amounts as well as the status of the MPO's federal planning funds.

The 1<sup>st</sup> Quarter fiscal report will be provided prior to the November meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075

November 2019  
Item No. 10

**ISSUE: Budget Forecast and Member Assessments**

REPORT: Discussion regarding forecasted budget figures and potential impacts on member assessments.

**BACKGROUND:**

At its October meeting the Executive Committee asked for an update on forecasted revenues and expenditures in order to understand whether any changes are needed to member assessments. MPO staff met with the Finance Subcommittee on December 4, 2019, to review budget forecasts and discuss assessment needs. The Finance Subcommittee recommended keeping assessments at current levels.

Additional information will be provided at the November meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075

November 2019  
Item No. 11

**ISSUE: Model Bicycle Ordinance**

REPORT: Update and discussion regarding the draft Model Bicycle Ordinance.

**BACKGROUND:**

The Model Bicycle Ordinance was tabled by the Technical Committee in September 2019, in order to allow the MPO to develop a detailed implementation and outreach plan. Since then the MPO staff has made changes to the draft ordinance and started working with communities and other stakeholders to get additional feedback and keep refining the ordinance language.

[The current version of the Model Bicycle Ordinance is available on the MPO website \(click to access\).](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Sreyoshi Chakraborty, [schakraborty@dmampo.org](mailto:schakraborty@dmampo.org)  
(515) 334-0075

November 2019  
Item No. 12

**ISSUE: Des Moines Transload Facility**

REPORT: Update regarding the Des Moines Transload Facility.

**BACKGROUND:**

Staff is continuing to work with Des Moines Industrial, LLC, to develop the Des Moines Transload Facility. The following are the main topics that staff is working with the Federal Railroad Administration (FRA) and Des Moines Industrial, LLC, to complete:

- Environmental Assessment – the final version was submitted to the FRA on November 5, 2019, for their review. The document still has a substantial review process to go through before it is office approved.
- Grant Agreement – staff met with MPO legal council to review the terms, conditions, and assurances portions of the agreement. Legal council is developing a redlined version and staff is making some final edits to the remaining sections of the agreement before sending back to the FRA for review.

Des Moines Industrial, LLC, is also in the process of working with the City of Des Moines to finalize the transfer of the property. Staff will provide a full update at the November meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org)  
(515) 334-0075

November 2019  
Item No. 13

**ISSUE: Central Iowa Water Trails**

REPORT: Update regarding the Central Iowa Water Trails initiative.

**BACKGROUND:**

At its October meeting the Executive Committee requested that regular updates on the water trails project be provided to the Executive Committee and the Policy Committee. MPO staff will provide an update regarding the project at the November meetings.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Gunnar Olson, [golson@dmampo.org](mailto:golson@dmampo.org)  
(515) 334-0075

November 2019  
Item No. 14

**ISSUE: Iowa Data Bike 2.0**

REPORT: Review of a proposal to develop a second Iowa Data Bike.

**BACKGROUND:**

The MPO debuted the Iowa Data Bike in the spring of 2017. Since that time the technology used has advanced considerably prompting staff to reassess the tools and functionality of the Iowa Data Bike. Based on this review, MPO staff proposes the development of the Iowa Data Bike 2.0.

[A proposal document is available on the MPO website \(click to access\)](#). Additional information and budget considerations will be discussed at the November meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Gunnar Olson, [golson@dmampo.org](mailto:golson@dmampo.org)  
(515) 334-0075



November 2019  
Item No. 15

**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.

**Cultivating Communities as a Catalyst for Lasting Change**

**Rich Harwood**, president and founder of The Harwood Institute, will be the keynote speaker for a special edition of the Tomorrow Plan Speaker Series, featuring a midpoint review of Capital Crossroads 2.0. Harwood is dedicated to transforming public and political lives by supporting individuals, organizations and communities in their quest to create change. Harwood will discuss concrete ways for Central Iowans to build community and overcome challenges to inspire positive, lasting change.

THURSDAY, DECEMBER 12

11:30 a.m. — PICK UP LUNCH

11:35 a.m. — MIDPOINT REVIEW OF CAPITAL CROSSROADS

12 p.m. — KEYNOTE

1 p.m. — Q&A

STATE HISTORICAL MUSEUM

600 E. LOCUST ST., DES MOINES

OPTIONAL LUNCH AVAILABLE FOR PURCHASE

RSVP HERE: <http://tomorrowplanspeakerseries.org/rich-harwood/>

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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(515) 334-0075