1. Call To Order
2. ROLL CALL
3. VOTE: Approval of Agenda
4. VOTE: Approval of Meeting Minutes ................................................................. Page 2
   • Approve the May 13, 2020, meeting minutes.
5. REPORT and VOTE: Draft FFY 2021-2024 Transportation Improvement Program .......... Page 5
   • Report regarding the draft Federal Fiscal Years 2021-2024 Transportation Improvement Program; consider approval.
6. REPORT and VOTE: FFY 2020-2023 TIP Amendment Request .................................. Page 6
   • Report regarding an amendment to the Federal Fiscal Year 2020-2023 Transportation Improvement Program to adjust funding for transit programs; consider approval.
7. REPORT and VOTE: Excess Surface Transportation Block Grant Funding Policy ......... Page 10
   • Report regarding the excess Surface Transportation Block Grant funding policy; consider approval.
8. REPORT and OPTIONAL VOTE: Fiscal Year 2021 Unified Planning Work Program and Budget Amendment ................................................................. Page 14
   • Report regarding the need to amend the Fiscal Years 2021 Unified Planning Work Program and Budget to add the West Des Moines University Avenue Corridor Study; consider approval.
9. REPORT: Mobilizing Tomorrow Amendment .......................................................... Page 15
   • Report regarding the amendment to the Long-Range Transportation Plan to add an appendix for illustrative projects.
10. REPORT: Transload Facility Update ................................................................. Page 16
    • Update on the development of the Des Moines Transload Facility.
11. REPORT: Purple Heart Highway Update ............................................................. Page 17
    • Update on the progress towards designating Iowa Highway 5/US Highway 65 as an interstate.
12. REPORT: Water Trails Update ............................................................................. Page 18
    • Update on efforts related to the use of the BUILD Grant for water trails.
13. REPORT: Legislative Update ................................................................................ Page 19
    • Standing item to discuss any items related to the Federal and State Legislative issues.
14. REPORT: Upcoming Events ................................................................................ Page 20
15. VOTE: Approval of the MPO Policy Agenda
16. Other Non-Action Items of Interest to the Committee
17. Next Meeting Date – July 8, 2020, at 11:30 a.m.
18. Adjournment
ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the May 13, 2020, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the May 13, 2020, MPO Executive Committee meeting are included on the following pages.

RECOMMENDATION:

Approve the minutes of the May 13, 2020, 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 13, 2020
Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a virtual meeting at 11:30 a.m. on May 13, 2020. MPO staff emailed agenda packets to the MPO Executive and members on May 8, 2020. 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:
Joe Gatto | City of Des Moines
Matt McCoy | Polk County
Sara Kurovski | City of Pleasant Hill
Steve Gaer | City of West Des Moines
Kyle Mertz | City of Altoona
Gary Lorenz | City of Ankeny
Chris Coleman | City of Des Moines
Stephanie Riva | City of Norwalk
Jeff Walters | City of Polk City
Bob Andeweg | City of Urbandale
Andy Loonan | IDOT

Executive Members Absent:
Ted Weaver | City of Clive

Staff Present:
Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Zach Young | Planning Manager
Andrew Collings | Principal Planner
Gunnaar Olson | Communication Manager
Tracey Deckard | Office Manager
Allison van Pelt | Associate Planner
Sreyoshi Chakraborty | Senior Planner
Zhi Chen | Associate Planner
Tanvi Halde | Intern
Scott Brennan | MPO General Counsel (alt)

Others Present:
Clifford Leonard | Public

1. **Call to Order**
MPO Chair Joe Gatto called the May 13, 2020, meeting to order at 11:32 a.m. A quorum was present.

2. **Roll Call**

3. **Approval of Agenda**

**MOTION:** A motion was made to approve the May 13, 2020, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

**MOTION CARRIED**

4. **Approval of Meeting Minutes**

**MOTION:** A motion was made to approve the April Executive Committee meeting minutes as amended.

**MOTION CARRIED**

5. **Contracts and Expenses**

Executive Director presented. Recommend approval of payment to the Business Record for the CRE Trends & Issues Forum in the amount of $8,500.00. This event was co-sponsored with Polk County Housing Trust Fund. The MPO share is $4,250.00.

**MOTION:** A motion was made to approve payment to the Business Record.

**MOTION CARRIED**

6. **FFY 2020-2023 Transportation Improvement Program (TIP) Amendment**

Staff presented. Recommend approval of the FFY 2020-2023 TIP Amendment proposed by DART.

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

**MOTION CARRIED**
7. **Fiscal Year 2021 Member Assessments**  
   Executive Director presented. Discussion of FY 2021 Member Assessment amounts. Recommend approval of reducing annual membership assessments by 50% due to Covid-19 pandemic.  
   **MOTION:** A motion was made to approve the reduction of membership assessments by 50%.  
   **MOTION CARRIED**

8. **Fiscal Year 2021 Unified Planning Work Program and Budget (UPWP)**  
   Staff presented. Recommend approval of the FY 2021 Unified Planning Work Program and Budget.  
   **MOTION:** A motion was made to approve the FY 2021 UPWP.  
   **MOTION CARRIED**

9. **Project Coordination for I-80 Widening Project**  
   Andy Loonan presented. Report and discussion only

10. **Rail Revolving Loan and Grant Reimbursements**  
    Staff presented. Report and discussion only.

11. **Transload Facility Update**  
    Staff presented. Report and discussion only.

12. **Purple Heart Highway Update**  
    Executive Director presented. Report and discussion only.

13. **Water Trails Update**  
    Staff presented. Report and discussion only.

14. **Legislative Update**  
    Staff presented. Report and discussion only.

15. **Upcoming Events**  
    Information only.

16. **Approval of the Policy Committee Agenda**  
    **MOTION:** A motion was made to approve the Policy Committee Agenda.  
    **MOTION CARRIED**

17. **Other Non-Action Items**  
    Discussion regarding Stormwater language integration into city documents

18. **Next Meeting Date**  
    June 10, 2020 beginning at 11:30.

19. **Adjournment**  
    Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:51 p.m.
ISSUE: Draft FFY 2021-2024 Transportation Improvement Program

REPORT and VOTE: Report regarding the draft Federal Fiscal Years 2021-2024 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) 2020, 2021, 2022, 2023, and/or 2024. Staff developed the project listing for the FFY 2021-2024 TIP with the information provided by the member governments.

The MPO staff will submit the FFY 2021-2024 TIP draft to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment on June 15, 2020. Staff will incorporate any comments received into the final draft. The final FFY 2021-2024 TIP is due to the Iowa DOT by July 15, 2020.

The MPO’s Public Participation Plan requires the FFY 2021-2024 TIP to undergo a 45-day comment period and have a public input meeting. Staff has scheduled an online public input meeting at 5:00 p.m. on Wednesday, June 24, 2020.

The draft FFY 2021-2024 TIP is available for review on the MPO website [Click here to access].

RECOMMENDATIONS:

Approve the draft Federal Fiscal Years 2021-2024 Transportation Improvement Program and forward to the Iowa DOT for their review.

STAFF CONTACT:

Sreyoshi Chakraborty, schakraborty@dmampo.org
(515) 334-0075
ISSUE: Federal Fiscal Year 2020-2023 Transportation Improvement Program Amendment Request

REPORT and VOTE: Report regarding an amendment to the Federal Fiscal Year 2020-2023 Transportation Improvement Program to adjust funding for transit programs; consider approval.

BACKGROUND:

The Des Moines Area Regional Transit Authority (DART) is seeking an amendment to the Fiscal Years 2020-2023 Transportation Improvement Program (TIP) to adjust funding for the following programs:

- Formula Projects – Adjust funding between TIP elements.
  - Rideshare Vehicles – decrease total by $170,000 and delay programming of four vehicles. Computer Hardware – increase total by $165,000, moving projects forward one year.
  - Large Buses – decrease total by $175,000 and utilize prior years funding. Small Buses – decrease total by $480,000, reduce vehicle size and delay programming of two vehicles. Facility A&E – increase total by $660,000 for upcoming facility projects.
  - Support Vehicles – decrease total by $40,000 and delay replacement of one vehicle. Computer Software – decrease total by $15,000, Facility Renovations – decrease total by $15,000, and Shop Equipment – decrease total by $20,000 as all three projects are not moving forward this year. ADA Paratransit – increase total by $125,000 due to decreased 5310 revenue for 2020, utilize $35,000 in previously unprogrammed funding (apportionment higher than projected).

- Discretionary Projects: New Operations and Maintenance Facility – adjust total to match actual Bus & Bus Facilities grant award of $17,275,000 and corresponding 20% local match of $4,318,750. Currently, this project is listed in the TIP at less than DART was apportioned; $20 million total, split 50/50 between federal and local sources.

The details of adjustments to each program is included on the following pages. They are grouped to indicate how the funds are being moved between the programs.

RECOMMENDATION:

Approve the Federal Fiscal Years 2020-2023 Transportation Improvement Program amendment request.

STAFF CONTACT:

Sreyoshi Chakraborty, schakraborty@dmampo.org
(515) 334-0075
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<th>Sponsor</th>
<th>Project</th>
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<th>Total Cost</th>
<th>Type of Funding</th>
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<tr>
<td>DART</td>
<td>New Maintenance Facility - 5115</td>
<td>$10,000,000.00</td>
<td>$20,000,000.00</td>
<td>FTA 5339 Discretionary and Formula</td>
<td>Revise funding to match grant award, adjust federal/local split</td>
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<td>Rideshare Vehicles - 1046</td>
<td>$548,000.00</td>
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<td>Decrease vehicle replacements</td>
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<td>Computer Hardware - 1030</td>
<td>$40,000.00</td>
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<td>Heavy-Duty Buses - 3866</td>
<td>$3,986,099.00</td>
<td>$4,788,793.00</td>
<td>FTA 5307 &amp; 5339 Formula, STBG</td>
<td>Adjust funding between sources and utilize prior year grant funds</td>
<td>Decrease total budget by $175,000</td>
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<td>DART</td>
<td>Small Buses - 4292</td>
<td>$752,036.00</td>
<td>$884,748.00</td>
<td>FTA 5307 and 5310 Formula</td>
<td>Decrease vehicle replacements by two</td>
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Delay replacement of one vehicle
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ISSUE: Excess Surface Transportation Block Grant Funding Policy

REPORT and VOTE: Consider approval of the excess STGB funding policy.

BACKGROUND:

Each year the MPO receives Surface Transportation Block Grant (STBG) Program funding through the Iowa Department of Transportation (DOT). In February/March, the Iowa DOT provides the MPO with the final apportionment from the previous fiscal year and estimated apportionments for the next four fiscal years. Since STBG funding is awarded four years in advance, the final apportionment is usually different than the amount that was awarded four years previously. This often results in excess STBG funding that is available to be awarded to projects.

The Executive Committee requested that staff develop a formal policy on how to distribute excess STBG funding. Staff worked with the Funding Subcommittee to develop the draft policy.

The draft Excess STBG policy is included on the following pages.

RECOMMENDATION:

Recommend approval of the Excess Surface Transportation Block Grant Funding Policy.

STAFF CONTACT:

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

1.1 Redistribution of Excess STBG Funding.

2.0 Policy Details

2.1 Each year the MPO receives STBG funding through the Iowa DOT. Budget estimates for STBG are determined prior to knowing the exact amount from the federal government. The budget estimates for STBG funds are typically conservative. Near the beginning of the fiscal year the federal government provides the actual STBG funding amount. This usually provides a small positive balance for the fiscal year.

2.2 STBG funds for the fiscal year are used to construct transportation projects. At times the projects may come in under budget or the project may be moved into a later year. If either of these conditions happen, there are excess STBG funds available for that fiscal year.

3.0 Policy Scope

3.1 Each year the MPO staff will determine if excess STBG funds are available based on information provided by the Iowa DOT. If the available excess funding is below $250,000, the excess STBG funds will be held until the next fiscal year or until the excess STBG funds are greater than $250,000. Once the STBG funds are greater than $250,000 the MPO staff will make the MPO Policy Committee aware of the amount of funding available. MPO Staff will then prepare for an excess STBG funding cycle.

3.2 The excess STBG funding cycle will be run concurrently with normal STBG funding cycle. When the Iowa DOT releases the funding targets, staff will review and determine the amount of excess STBG funding available. Staff will then solicit responses to an online application. Project applicants will be able to select from projects currently programmed in the last three years of the current Transportation Improvement Program and request additional funding for these projects.
3.3 The Funding Subcommittee will review the request and develop a recommendation for excess STBG awards and for the recommendation to be forwarded to the MPO Policy Committee for approval. Upon approval by the MPO Policy Committee, MPO staff will work with the project applicant to get the project into the TPMS system and funding awarded so the project can move forward.

3.4 In some instances, a project of regional importance that is not in the current Transportation Improvement Program may be in need of excess STBG funding. In this case, the Policy Committee reserves the right to add projects of this nature to the list of eligible projects for the Funding Subcommittee to consider as part of the excess funding cycle.

4.0 Related Policies

4.1 (Enter Number) STBG Funding Process

5.0 Policy Owner

5.1 DMAMPO

6.0 Definitions

6.1 DMAMPO- Des Moines Area Metropolitan Planning Organization
6.2 IA DOT - Iowa Department of Transportation
6.3 STBG - Surface Transportation Block Grant
6.4 TPMS - Transportation Program Management System

7.0 Procedures

7.1 TBD

8.0

9.0 Exhibits / Appendices / Forms

STBG Application Form
10.0 Supporting Information

DOT contact for STBG funding and TPMS

11.0 Document History

11.1 Originally drafted December 2019.
11.2 Revision February 2020
11.3 Revision May 2020
ISSUE: Fiscal Years 2021 Unified Planning Work Program and Budget Amendment

REPORT and OPTIONAL VOTE: Consider amending the Fiscal Years 2021 Unified Planning Work Program and Budget to add the West Des Moines University Avenue Corridor Study.

BACKGROUND:

In May the MPO voted to approve the Fiscal Years 2021 Unified Planning Work Program (FY 2021 UPWP) and budget. Following the approval, MPO staff identified the need to add the West Des Moines University Avenue Corridor Study into the document. In 2019, the MPO awarded the City of West Des Moines $100,000 in Federal Fiscal Year 2023 Surface Transportation Block Grant (SPBG) funds to complete the study. According to the STBG application, the study’s purpose is to develop a plan for the enhancement and redevelopment of a 600-acre section along the University Avenue corridor to increase the economic vitality and desirability of this aging area of the City. The plan will enable a vibrant and sustainable live, work, and play environment, incorporating residential opportunities in proximity to a variety of day and night time uses and amenities connected by a transportation network that allows for vehicle and pedestrian modes of travel to co-exist while increasing and enhancing the presence of the natural environment throughout the area.

In order for the City of West Des Moines to be reimbursed for the federal funds it received, the study must be included in the FY 2021 UPWP and budget. While the study is included in the UPWP’s list of upcoming planning projects and is in the Transportation Improvement Program (TIP), it was not included in the UPWP’s budget information.

The amended FY 2021 UPWP and budget will include additional information about the project and will adjust the budget to show an additional $100,000 in federal funds, which the MPO will reimburse to the City of West Des Moines as the project advances, and $25,000 in local match from West Des Moines.

The amended FY 2021 UPWP and budget is included on the MPO website, with changed items highlighted in yellow (click to access).

RECOMMENDATION:

Recommend approval the amendment to the FY 2021 UPWP and budget.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-007
ISSUE: *Mobilizing Tomorrow Amendment*

REPORT: Report regarding the amendment to the Long-Range Transportation Plan to add an appendix for illustrative projects.

BACKGROUND:

The MPO Policy Committee approved the Long-Range Transportation Plan update at their November 21, 2019, meeting. At the meeting, the committee discussed the lack of a north-south thoroughfare in the metro. The extension of Martin Luther King Jr Boulevard north was specially mentioned as an option and the committee requested that staff be the process of looking at amending the plan to include the MLK extension north as an illustrative project in the plan. Staff requested that illustrative projects be submitted by January 31, 2020.

The draft Illustrative Project appendix is available on the MPO website (click to access).

This amendment will be subject to a 45-day public comment period which will begin on June 1, 2020. Staff will bring the Illustrative Project appendix back in August for final approval.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075
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 document is going through a final review with the FRA’s legal sufficiency department. The document still must go through the public review process before a FONSI can be issued.
- Des Moines Industrial is working with the railroads to finalize track agreements/signoff on design.
- Staff is working with the FRA to finalize the BUILD grant agreement based on comments from the Office of the Secretary regarding the grant performance measures.
- Grant Agreement – MPO legal counsel is developing a sub-agreement with Des Moines Industrial for the BUILD grant.

Staff will provide a full update at the May meeting.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075
ISSUE: Purple Heart Highway Update

REPORT: Update on progress towards designating Iowa Highway 5/US Highway 65 as an interstate.

BACKGROUND:

Over the last decade the MPO has pursued efforts to designate the US 65/Iowa 5 bypass as an interstate. At the MPO’s request and with funding from communities along the corridor, the Iowa DOT produced in 2012 the Iowa Highway 5/US Highway 65 Freeway Corridor Interstate System Designation Summary Report. This report outlined the potential improvements necessary for the interstate designation, including issues related to roadway design and safety, right-of-way access, and signage. The report also identified the need to address how to handle slow moving and/or overweight agricultural equipment.

Since the report’s publication the MPO and local stakeholders have worked to identify options to address the outstanding issues identified by the Iowa DOT, particularly the slow moving and overweight vehicle issues. The primary concern is that without an alternative to cross the Des Moines River, some farm operators would be unable to access some fields and/or grain elevators if they are unable to use the bypass.

Staff met with representatives of Farm Bureau in early March and had additional discussions with the DOT. The DOT recommended contracting with HNTB (who did the initial study) to update the Iowa Highway 5 / US Highway 65 Freeway Corridor Interstate System Designation Summary Report.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org;
(515) 334-0075
ISSUE: Water Trails Update

REPORT: Discussion regarding the execution of the BUILD Grant for Central Iowa Water Trails.

BACKGROUND:

In November, the Des Moines Area MPO was awarded a $25 million grant from the Better Utilizing Investments to Leverage Development, or BUILD, grant program of the U.S. Department of Transportation.

The grant is significantly accelerating the implementation of the Central Iowa Water Trails initiative, specifically a five-mile stretch of the Des Moines River including the mitigation of the Scott Avenue Dam and improvements at three neighborhood access points.

Snyder and Associates has been brought on as the owner’s representative and is providing weekly project updates. Notable progress includes:

- An online public meeting to collect public input on the project is underway through June 3rd at www.DMRAProject.com.
- Schematic design is the key focus for the possible dam-modification projects.
- Concepts are being refined for the neighborhood access sites.

Staff will provide updates as part of the discussion.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org;
(515) 334-0075
ISSUE: Legislative Issues Update

REPORT: Standing item to discuss Federal and State legislative issues.

BACKGROUND:

Standing item throughout the Iowa legislative session to allow the committee to discuss any legislative (federal or state) items of interest.

On June 3rd, U.S. House Committee on Transportation and Infrastructure released the text of its proposed transportation reauthorization bill, the INVEST in America Act. Click here to read the full announcement and details about the bill.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org;
(515) 334-007
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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