

Meeting Minutes

Des Moines Area Metropolitan Planning Organization (MPO)

4:00 p.m., Thursday, February 18, 2021

The MPO held a virtual meeting at 4:00 p.m. on February 18, 2021. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on February 12, 2021. **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:

Elizabeth Burns Thompson | City of Altoona
Gary Lorenz | City of Ankeny
David Jones | City of Ankeny
Marketa Oliver | City of Bondurant
Ruth Randleman | City of Carlisle
Ted Weaver | City of Clive
Kathie Hungerford | City of Cumming**
Elizabeth Presutti | DART
Scott Sanders | City of Des Moines
Frank Cownie | City of Des Moines
Connie Boesen | City of Des Moines
Joe Gatto | City of Des Moines
Bill Gray | City of Des Moines
Chris Coleman | City of Des Moines
Malcolm Hankins | City of Des Moines
Carl Voss | City of Des Moines
Pam Pepper | City of Indianola**
Tom Leners | Madison County**
Stephanie Riva | City of Norwalk
Sara Kurovski | City of Pleasant Hill
Courtney Clarke | City of Waukee
Laura Reveles | City of West Des Moines
Steve Gaer | City of West Des Moines
Kevin Foley | Des Moines Airport
Andy Loonan | IDOT *
Brooke Ramsey | HIRTA*

MPO Representatives Absent:

Mark Hanson | Dallas County
Colton Fors | City of Elkhart
Scott Mikkelsen | City of Grimes
Jim Evans | City of Johnston
Tammi Dillavou | City of Mitchellville
Jeff Walters | Polk City
Matt McCoy | Polk County
Robert Andeweg | City of Urbandale
Aaron Dekoch | Warren County

Kyle Michel | Van Meter**

Dave Burgess | City of Windsor Heights

Darla Hugaboom | FHWA*

Mark Bechtel | FTA*

* Advisory/Non-Voting Representatives

** Associate/Non-Voting Representative

Others Present:

Andy Swisher | HR Green

Pat Daly | DART

Clifford Leonard | Public

MPO Staff Present:

Scott Brennan | MPO General Counsel

Todd Ashby | Executive Director

Dylan Mullenix | Assistant Director

Zach Young | Planning Manager

Andrew Collings | Principal Planner

Sreyoshi Chakraborty | Senior Planner

Zhi Chen | Associate Planner

Gunnar Olson | Communications Manager

Tracey Deckard | Office Manager

Tanvi Halde | Intern

1. Call to Order

MPO Chair, Joe Gatto recognized a quorum and called the February 18, 2021 meeting to order at 4:02 p.m.

2. Approval of Agenda

MOTION: A motion was made by Randleman and seconded by Riva to approve the Des Moines Area Metropolitan Planning Organization February 18, 2021 meeting agenda.

MOTION CARRIED UNANIMOUSLY

3. Approval of the Meeting Minutes

MOTION: A motion was made by Randleman and seconded by Riva to approve the Des Moines Area Metropolitan Planning Organization's November meeting minutes.

MOTION CARRIED UNANIMOUSLY

4. Approval of the Financial Statement

MOTION: A motion was made by Oliver and seconded by McCoy to approve the Des Moines Area Metropolitan Planning Organizations Financial Statements.

MOTION CARRIED UNANIMOUSLY

5. Public Comment on MPO Actions

None

6. Contracts and Expenses

Executive Director presented. Consider approval of two (2) expenses in accordance with the MPO's proposed policies and procedures regarding contracts and expenses:

- Decartes, Container Locator data used for data to populate the container locator tool - \$13,440
- Davis Law Firm, Special legal services regarding Transload special meeting/research - \$20,534.17

MOTION: A motion was made by Gaer and seconded by McCoy to approve payment of the Decartes and Davis Law Firm invoices.

MOTION CARRIED UNANIMOUSLY

7. ITS Presentation

HR Green presented on planning for ITS Infrastructure. Presentation only.

8. Executive Director Annual Review and Compensation Adjustment

Sara Kurovski, Chair of the Review Committee reported. Memo from the Review Committee was provided prior to the meeting and discussed. Review Committee recommends the Executive Director's salary be increased by 4%.

MOTION: A motion was made by McCoy and seconded by Riva to approve the recommended increase of the Executive Director's salary.

MOTION CARRIED UNANIMOUSLY

9. Executive Director Life Insurance Benefit

Executive Director and Kurovski presented. Discussion to determine how to provide \$2000 Life Insurance benefit outlined in the Executive Director's contract as he is unable to obtain a policy. Discussion of setting up an IRA or Annuity to annually contribute these funds. Revision to the contract was determined.

MOTION: A motion was made by Gaer and seconded by Gatto to approve the payment of the life insurance funds to an annuity or IRA to be set up and to amend the Executive Director's contract to reference this change.

MOTION CARRIED UNANIMOUSLY

10. Election of Calendar Year 2021 Officers

Staff presented. Recommend approval of the Nominating Committee to keep the same slate of officers for the 2021 calendar year. Chair- Joe Gatto; Vice-Chair- Matt McCoy; Secretary/Treasurer- Sara Kurovski.

MOTION: A motion was made by Randleman and seconded by Gaer to approve the Nominating Committee recommendation of the above CY2021 Executive Committee officers.

MOTION CARRIED UNANIMOUSLY

11. DART Safety Plan and Targets

Pat Daly from DART presented. Consider approval to DART's Public Transportation Agency Safety Plan (PTSAP) and safety performance targets.

MOTION: A motion was made by Kurovski and seconded by Boesen to approve DART's Public Transportation Agency Plan and safety performance targets.

MOTION CARRIED UNANIMOUSLY

12. 2017-2021 Safety Performance Targets

Staff presented. Consider approval of the 2017-2021 Safety Performance Targets. Discussion of MPO continuing to set their own goals or just using the IDOT targets. Review next year.

MOTION: A motion was made by Coleman and seconded by Gaer to approve the 2017-2021 Safety Performance Targets.

MOTION CARRIED UNANIMOUSLY

13. MPO Appointment to SUDAS Board of Directors

Executive Director presented. Consider approval of the nomination of a technical representative to the Statewide Urban Designs and specifications Board of Directors. Mark Mueller from the City of Ankeny has been serving in that role and offered to continue as the representative to the SUDAS Board.

MOTION: A motion was made by Randleman and seconded by Jones to approve appointing Mark Mueller, City of Ankeny as the technical representative to the statewide Urban Designs Specifications Board of Directors.

MOTION CARRIED UNANIMOUSLY

14. Fiscal Year 2020 Audit

Executive Director presented. Denman & Company has completed the FY 2020 audit of the MPO's Finances. The auditor met with the MPO Finance Subcommittee to review the audit and discuss opportunities to address the auditor's recommendations about segregation of duties and other findings. No instances of noncompliance with federal requirements were found. A copy of the FY 2020 Audit was provided. Report only.

15. Economic Development District

Executive Director presented. Update on process to designate Central Iowa as an Economic Development District. (EDD) Report and discussion only.

16. Quarterly Budget Report

Assistant Director presented. Update on the MPO Budget through the end of 2nd Quarter FY 2021. Report and discussion only.

17. Fiscal Year 2022 Unified Planning Work Program and Budget Development

Assistant Director presented. Draft report provided with the agenda. Review of the draft budget for FY 2022 and an update on the work program development. Report and discussion only.

18. FFY 2022-2025 Transportation Improvement Program Development

Staff presented. Report on the process to develop the Federal Fiscal Years 2022-2025 Transportation Improvement Program. Report and discussion only.

19. FFY 2025 Surface Transportation Block Grant Program Applications

Planning Manager presented. Discussion regarding applications for the FFY 2025 Surface Transportation Block Grant Program (STBG) MPO received 22 STBG applications. MPO staff working to develop scores for projects to be presented in March 18 with the Funding Subcommittee. Funding recommendations will be made March 31, 2021. Report and discussion only.

20. Priority Project List for Annual D.C. Trip

Planning Manager Presented. Report on the priority projects and policies submitted for the Greater Des Moines Partnership's annual trip to Washington D.C. The trip is scheduled for September 2021. Report and discussion only.

21. Des Moines Transload Facility

Planning Manager presented. Staff continues to work with Des Moines Industrial, LLC to develop the Des Moines Transload Facility. Des Moines Industrial is on track rights and right of way acquisitions/easements on January 28, 2021. Site clearing to begin on February 22, 2021 and construction is set to start in March. Report and discussion only.

22. Purple Heart Highway Update

Executive Director provided an update on the project. Staff continues to work with the Greater des Moines Partnership and other stakeholders to promote the Highway 5/ US Highway 65 interstate designation. DOT is requesting that the MPO cost share a portion of the costs to upgrade pavement markings. Cost would come to approximately \$267,000. Report and discussion only.

23. Water Trails Update

Executive Director presented. Staff continues to work with project partners in relation to the use of the BUILD grant funds. NEPA document schedule for completion at the end of March, finalization of the BUILD grant agreement by July 1, 2021. Working to develop sub-agreements between the involved parties. Draft BUILD Grant Agreement with the FHWA was provided. Discussion of revamping of Birdland Park and inquiry if the allowed extension had been made to Federal Highway. Report and discussion only.

24. Legislative Issues Update

Assistant Director presented. Discussion regarding the break down of the Covid Recovery Bill. Appears MPO will get 4.5 million with 121.9 million going to the Iowa DOT. Additional items included and update on HF 304 Personal Delivery Devices and development of a new code chapter authorizing and regulating personal delivery devices for transporting cargo and goods; HF 249 which would prohibit local governments from using automated traffic enforcement devices; HSB 80/SF97 would include low speed electric bicycles under the definition of a bicycle and not a vehicle or motorcycle; HF 75/SF46 would further refine hands-free driving by prohibiting the use of an electronic communication device unless a voice-activated or hands-free mode; and HF 241 which allows for a county to adopt/enforce a riparian buffer ordinance.

25. Upcoming Events

Information only.

26. Next Meeting Date April 15, 2021 at 4:00 p.m.

27. Adjournment

Hearing no objection to the contrary Chair Joe Gatto adjourned the meeting at 5:22 p.m.