

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)  
 Executive Committee

—

11:30 a.m., August 10, 2022

Des Moines Area MPO Burnham Conference Room

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TENTATIVE

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 2
  - Approve the July 13, 2022, meeting minutes.
4. **CONSENT and VOTE: Contracts and Expenses** ..... Page 5
5. **REPORT and VOTE: Executive Director Annual Review and Compensation Adjustment**..... Page 6
  - Receive report from the Executive Director Review Committee regarding their review and recommendation for compensation adjustment; consider approval.
6. **REPORT and VOTE: Safe Streets and Roads for All Grant Application** ..... Page 7
  - Update regarding the US DOT Safe Streets for All Grant opportunity; consider approval.
7. **REPORT: FY 2024 Iowa Clean Air Attainment Program Pre-Applications** ..... Page 8
  - Report regarding Federal Fiscal Year 2024 Iowa Clean Air Attainment Program applications.
8. **REPORT: EV Workshop Series Development & Survey** .....Page 10
  - Report on MPO staff’s development of an EV workshop series, including a request from TTC members for input.
9. **REPORT: Purple Heart Highway Update**..... Page 11
  - Update on the process to redesignate IA 5/ US 65 Freeway Corridor to an Interstate.
10. **REPORT: Water Trails Update** ..... Page 12
  - Update on efforts related to the use of the BUILD Grant for water trails.
11. **REPORT: Legislative Update** ..... Page 13
12. **REPORT: Upcoming Events** ..... Page 14
13. **VOTE: Approval of the MPO Police Committee Agenda**
14. **Other Non-Action Items of Interest to the Committee**
15. **Next Meeting Date – September 14, 2022, at 11:30 a.m.**
16. **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.dmampo.org/title-vi/](http://www.dmampo.org/title-vi/) or call 515-334-0075.*

August 2022  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Consider approval of the July 13, 2022, MPO Executive Committee meeting minutes.

**BACKGROUND:**

The minutes of the July 13, 2022, MPO Executive Committee meeting is included on the following pages.

**RECOMMENDATION:**

Approve the minutes of the July 13, 2022, 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, July 13, 2022  
Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on July 13, 2022, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on July 7, 2022. **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:**

Bob Andeweg | City of Urbandale  
Stephanie Riva | City of Norwalk  
Ted Weaver | City of Clive  
Mark Holm | City of Ankeny  
Ruth Randleman | City of Carlisle  
Joe Gatto | City of Des Moines  
Frank Cownie | City of Des Moines  
Jeff Walters | City of Polk City  
Tom Hockensmith | Polk County  
Russ Trimble | West Des Moines

**Staff Present:**

Todd Ashby | Executive Director  
Dylan Mullenix | Assistant Director  
Zach Young | Planning Manager  
Allison van Pelt | Senior Planner  
Zhi Chen | Senior Planner  
Aspen Pflanz | Planner II  
Tracey Deckard | Office Manager  
Scott Brennan | MPO General Counsel

**Executive Members Absent:**

Elizabeth Burns Thompson | City of Altoona  
Andy Loonan | IDOT

**Others Present:**

Clifford Leonard | public  
Daniel Nguyen | FHA  
Jason Clayworth  
Scott Kuknyo

1. **Call to Order**

MPO Chair Bob Andeweg called the July 13, 2022, meeting to order at 11:30 a.m. A quorum was present.

2. **Approval of Agenda**

**MOTION:** A motion was made by Hockensmith and seconded by Holm to approve the July 13, 2022, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

**MOTION CARRIED**

3. **Approval of Meeting Minutes**

**MOTION:** A motion was made by Holm and seconded by Hockensmith to approve the June 8, 2022, meeting minutes.

**MOTION CARRIED**

4. **Approval of Contracts and Expenses**

Executive Director presented. Recommend approval of the AMPO Membership invoice in the amount of \$3,245.00.

**MOTION:** A motion was made by Hockensmith and seconded by Randleman to approve the AMPO Membership invoice.

**MOTION CARRIED**

5. **Public Comment of MPO Actions**

None.

6. **Final FFY 2023-2026 Transportation Improvement Program**

Staff presented. Recommend approval of the final Federal Fiscal Years 2023-2026 Transportation Improvement Program.

**MOTION:** A motion was made by Weaver and seconded by Riva to approve the final Federal Fiscal Years 2023-2026 Transportation Improvement Program.

**MOTION CARRIED**

*{RUSS TRIMBLE JOINED THE MEETING AT 11:35}*

7. **Executive Director Annual Review and Compensation Adjustment**

Ted Weaver, Chair of the Review Committee presented. Executive Director was commended on his excellent performance this past year. The Review Committee would like to add staff opinions to the review process next year. Salary recommendation of 5.5% will be presented to the Policy Committee for approval in August. Report and discussion only.

8. **Iowa's Clean Air Attainment Program Applications (ICAAP)**

Planning Manager presented. Report on Federal Fiscal Year 2024ICAAP Applications. Report and discussion only.

*{MAYOR COWNIE JOINED THE MEETING AT 11:41}*

9. **Purple Heart Highway**

Executive Director presented. Work continues to move forward with the designation. Currently waiting on a list of all items that need to be accomplished from the Iowa DOT. Report and discussion only.

10. **Water Trails Update**

Executive Director presented. Developed money savings with change of scope; new letting date of November 1; contracts to be turned in by 8/23. Report and discussion only.

11. **Legislative Issues Update**

Assistant Director presented. Appropriations passed. The Des Moines International Airport terminal project will receive 7 million and the Broadway reconstruction will receive 5 million. Report and discussion only.

12. **MIPA Update**

Assistant Director presented. Additional meetings with surrounding communities are in progress.

13. **Upcoming Events**

Information only.

14. **Other Non-Action Items**

Planning Manger discussed the Safe Streets for All Grant Program and how to provide the matching funds. Various options were discussed. Item will be brought back to the committee in August. Executive Director announced his 10 year anniversary since his liver transplant and encouraged everyone to be an organ donor.

15. **Next Meeting Date**

August 10, 2022, beginning at 11:30.

16. **Adjournment**

Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 11.51 p.m.

August 2022  
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 is an expense that exceed the limits set by the MPO’s policy and procedures regarding expenditures.

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
Dentons Davis Brown	Legal Services	Special legal services - MIPA	\$2,961.00
Dentons Davis Brown	Legal Services	Special legal services related to Container Locator patent	\$2,972.00
Jester Insurance	Insurance Policy	Included in FY 2023 budget	\$11,961.00
Now Now LLC	Contract for Website Update	Included in FY 2023 budget	\$16,800.00

**RECOMMENDATION:**

Recommend approval of the above expense.

**STAFF CONTACT:**

Todd Ashby, [tashby@dmampo.org](mailto:tashby@dmampo.org)  
(515) 334-0075

August 2022  
Item No. 5

**ISSUE: Executive Director Annual Review and Compensation Adjustment**

REPORT and VOTE: Consider approval of the Review Committee's report on the Executive Director's annual review and consideration of compensation adjustment.

**BACKGROUND:**

The MPO Chair appointed an Executive Director Review Committee (Review Committee) to complete an evaluation of the Executive Director's performance over the past year. The 2022 Review Committee include the following members:

- Ted Weaver, City of Clive – Chair
- Jeff Walters, Polk City
- Ruth Randleman, City of Carlisle

The Executive Director Review Committee has met on several occasions and is recommending a 5.5 percent salary increase. The Review Committee Chair will provide the Committee with a full report at the August meeting.

**RECOMMENDATION:**

Recommend approval of the Review Committee's recommended salary adjustment of 5.5 percent for the Executive Director.

**STAFF CONTACT:**

Todd Ashby, [tashby@dmampo.org](mailto:tashby@dmampo.org);  
(515) 334-0075

August 2022  
Item No. 6

**ISSUE: Safe Streets for All Grant**

REPORT and VOTE: Update regarding the Safe Streets for All Grant; consider approval.

**BACKGROUND:**

As discussed at the July meeting, the Safe Streets for All program is a new grant opportunity created through the recent infrastructure bill. In late May, the US DOT released additional grant details and application instructions. The grant will provide \$1 billion in each of the next 6 years. For Fiscal Year 2023, two different funding pools are available:

- Funds to develop a Comprehensive Safety Action Plan
  - US DOT will make several hundred awards
  - Award amounts range from \$200,000 to \$1 million for single jurisdictions, or up to \$5 million for MPOs/multijurisdictional applications
- Implementation Funds
  - US DOT will make up to 100 awards
  - Award amounts range from \$5 million to \$30 million for single jurisdictions, or up to \$50 million for MPO/multijurisdictional applications
  - Applicants must already have a qualified Action Plan to be eligible

Upon reviewing the application guidance, MPO staff does not believe an eligible Action Plan already exists for the planning area; therefore, the MPO and its communities would be ineligible for implementation funds until one is developed.

MPO has received interest from several MPO member communities about applying for this opportunity. The Transportation Technical Committee discussed this opportunity at its July 7, 2022, meeting and was supportive of the MPO applying for a regional Action Plan.

Staff is proposing applying for \$800,000 in federal funds which would require a local match of \$200,000 that would come from the MPO's reserve fund if the application is awarded.

Staff was made aware that the Iowa County Engineers Association is submitting a statewide application for the non-incorporated areas of each county. Staff was also made aware that the Iowa DOT was providing the local match for that application and that the MPO/RPAs should pursue assistance from them as well.

**RECOMMENDATIONS:**

Recommend approval for the MPO staff to contact the DOT for assistance providing part or all of the local match and the use of MPO reserve funds for any match shortfall. Staff shall prepare a Safe Streets for All grant application for a regional Comprehensive Safety Action Plan.

**STAFF CONTACT:**

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

August 2022  
Item No. 7

**ISSUE: FY 2024 Iowa Clean Air Attainment Program Pre-Applications**

REPORT: Report on Federal Fiscal Year 2024 Iowa Clean Air Attainment Program applications.

**BACKGROUND:**

Pre-applications for Federal Fiscal Year 2024 Iowa Clean Air Attainment Program applications were due on July 26, 2022. Staff will provide an overview of the pre-applications at the August meeting.

The ICAAP Schedule moving forward is as follows:

- **July 26, 2022** – Pre-Applications due to the MPO
- **August 2022** – Pre-Application presented to the Transportation Technical, Executive, and Policy Committee’s for review.
- **September 2022** – Pre-Applications are presented to Technical, Executive, and Policy Committee’s for approval and ICAAP resolutions are forwarded to project sponsor to include in the final application to the Iowa Department of Transportation.
- **October 1, 2022** – Project sponsors submit their application to the Iowa Department of Transportation (sponsors are required to send an electronic copy of final application to the MPO staff).

The list of submitted pre-applications is available on the following page.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

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



**FFY 2024 ICAAP Pre-Applications**

Primary Sponsor	Secondary Sponsor	Project Title	Project Description	Total Estimated Project Cost	ICAAP Funding Request
Altoona		City of Altoona Intelligent Transportation System (ITS) Master Plan	<p>Development of a city-wide Intelligent Transportation System (ITS) Master Plan that would guide future deployment of all advanced technologies meant to improve transportation operations and reduce vehicle emissions.</p> <p>The ITS Master Plan will allow the city to optimally leverage the considerable investment in their city-wide fiber communication system to monitor and improve traffic flows on major corridors and around key event centers, like Adventureland Park and Prairie Meadows. Improving traffic flow will help mitigate increasing emissions associated with delays at traffic signals, numerous event related back-ups, and significant trolling for event center parking spots.</p> <p>Overall, the Altoona ITS Master Plan will serve to document and benchmark existing conditions and define a path forward for implementing new technologies across the city to effectively monitor and manage traffic. These types of projects that develop comprehensive master plans for cities to relieve traffic congestion and reduce pollution along major arterial corridors have been successfully funded by Iowa Department of Transportation ICAAP grants in other cities across Iowa.</p>	\$95,000	\$76,000
DART	Bondurant	Route #17 Extension to Bondurant - Year 3	<p>In November 2020 DART extended service on Route #17 from the Outlets of Des Moines to 1st Street N and NE 62nd Avenue in Bondurant. This extension of service provides the citizens of Bondurant daily fixed-route transit options in addition to the weekly on-call route that connects Bondurant to the cities of Altoona and Ankeny with transfer options to Des Moines. The extension of service also coincided with the opening of the Amazon facility, providing transportation options for the 1,000 new full-time positions that were created. The estimated net annual operating costs for the third year of the extension are \$65,500, with DART requesting 80% in ICAAP funding or \$52,400.</p>	65500	52400
DART		DART Outreach and Education Campaign	<p>While DART's ridership has recovered at a stronger rate than most other transit systems, overall ridership is still at about 60% of what it was pre-pandemic. DART is working to return to pre-pandemic ridership over the next two fiscal years increasing from 2.6 million rides in FY22 to 4.4 million rides by the end of FY24. This is a critical time to encourage transit ridership as people begin to settle into new habits post-pandemic.</p> <p>Returning to pre-pandemic ridership on Fixed Route will require active ridership recruitment and education so first-time riders understand how to use public transit. Returning to pre-pandemic ridership on RideShare will require significant education and outreach to employers throughout the state who are struggling to attract and retain workers as well as individuals who may already be commuting long distances to work.</p>	50000	40000
Urbandale		ICAAP 100th Street Signal Coordination	<p>Includes the installation of adaptive signal control technology along 100th Street at 5 signalized intersections from Plum Drive in Urbandale, IA to NW 54th Avenue in Urbandale/Johnston, IA.</p>	\$125,000	\$100,000
West Des Moines		Traffic System Vehicle Detection Improvement Project – Phase 2	<p>Replace existing vehicle detection method, such as in ground loops, with state of the art, single point, video detection.</p>	\$540,000	\$432,000

August 2022  
Item No. 8

**ISSUE: Electric Vehicle Workshop Series Development & Survey**

REPORT: Report on MPO staff's development of an Electric Vehicle (EV) workshop series, including a request from TTC members for input.

**BACKGROUND:**

With the Infrastructure Investment and Jobs Act (IIJA) passage in November 2021, EV infrastructure planning has soared in community and regional transportation priorities. To aid in the regional EV planning and implementation, MPO staff has engaged state and national partner organizations to develop an EV workshop series for our member communities and the region.

To better inform the effort, MPO staff is asking Transportation Technical Committee members to complete a survey to help determine priority topics, possible products, and more.

[The survey can be found here.](#) MPO staff is requesting committee member submissions by August 31<sup>st</sup>.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

Allison van Pelt, [avanpelt@dmampo.org](mailto:avanpelt@dmampo.org);  
(515) 334-0075.

August 2022  
Item No. 9

**ISSUE: Purple Heart Highway Update**

REPORT: Update regarding the process to redesignate Iowa Highway 5 / US Highway 65 Freeway Corridor to an Interstate.

**BACKGROUND:**

Staff is continuing to work with the Greater Des Moines Partnership and other stakeholders to promote the Highway 5/US Highway 65 interstate designation. Staff will provide a full update at the August meeting.

**RECOMMENDATIONS:**

None. Report and discussion only.

**STAFF CONTACT:**

Todd Ashby, [tashby@dmampo.org](mailto:tashby@dmampo.org)  
(515) 334-0075

August 2022  
Item No. 10

**ISSUE: Water Trails Update**

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

**BACKGROUND:**

Staff is continuing to work with project partners to develop the Downtown Dam Mitigation and User Access Project and will provide an update at the August meeting.

**RECOMMENDATIONS:**

None. Report and discussion only.

**STAFF CONTACT:**

Todd Ashby, [tashby@dmampo.org](mailto:tashby@dmampo.org)  
(515) 334-0075

August 2022  
Item No. 11

**ISSUE: Legislative Issues Update**

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

**BACKGROUND:**

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

**RECOMMENDATIONS:**

None. Report and discussion only.

**STAFF CONTACT:**

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

August 2022  
Item No. 12

**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. Upcoming events that may be of interest include the following:

- [Passenger Transportation Summit](#), August 11, 2022, in Ankeny
- [I-80 Mid-America Clean Fuels Corridor Stakeholder Convening & Funding Updates](#), August 16, 2022, Quad Cities
- [IStorm 2022 Annual Conference](#), September 15-16, 2022, in Ankeny
  - Includes a free , [ISWELL \(Iowa Stormwater Education for Local Leaders\)](#) training for elected officials and communities leaders on morning of September 15
- [Iowa Water Conference](#), September 28-29, 2022, in Dubuque
- [APA Iowa Chapter Annual Conference](#), October 12-14, 2022, in Ottumwa

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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