

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)  
Executive Committee

11:30 a.m., July 13, 2022

Des Moines Area MPO Burnham Conference Room

TENTATIVE

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 2
  - Approve the June 8, 2022, meeting minutes.
4. **CONSENT and VOTE: Contracts and Expenses** ..... Page 6
5. **PUBLIC COMMENT on MPO Actions** ..... Page 7
6. **REPORT and VOTE: Final FFY 2023-2026 Transportation Improvement Program**..... Page 8
  - Report regarding the final *Federal Fiscal Year 2023-2026 Transportation Improvement Program*; consider approval.
7. **REPORT: Executive Director Annual Review and Compensation Adjustment**..... Page 9
  - Receive report from the Executive Director Review Committee regarding their review and recommendation for compensation adjustment.
8. **REPORT: FY 2024 Iowa Clean Air Attainment Program Pre-Applications** ..... Page 10
  - Report regarding Federal Fiscal Year 2024 Iowa Clean Air Attainment Program applications.
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: MIPA Update** ..... Page 14
  - Bi-Monthly MIPA update to the MPO.
13. **REPORT: Upcoming Events** ..... Page 15
14. **Other Non-Action Items of Interest to the Committee**
15. **Next Meeting Date – August 10, 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.*

July 2022  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Consider approval of the June 8, 2022, MPO Executive Committee meeting minutes.

**BACKGROUND:**

The minutes of the June 8, 2022, MPO Executive Committee meeting is included on the following pages.

**RECOMMENDATION:**

Approve the minutes of the June 8, 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, June 8, 2022  
Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on June 8, 2022 at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on June 2, 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  
Andy Loonan | IDOT

**Staff Present:**

Todd Ashby | Executive Director  
Dylan Mullenix | Assistant Director  
Zach Young | Planning Manager  
Andrew Collings | Principal Planner  
Caleb Knutson | MIPA Senior Planner  
Allison van Pelt | Senior Planner  
Gunnar Olson | Communications Manager  
Zhi Chen | Associate Planner  
Aspen Pflanz | Associate Planner  
Tracey Deckard | Office Manager  
Scott Brennan | MPO General Counsel

**Executive Members Absent:**

Elizabeth Burns Thompson | City of Altoona

**Others Present:**

Clifford Leonard | public  
Jason Clayworth | Axios

**1. Call to Order**

MPO Chair Bob Andeweg called the June 8, 2022, meeting to order at 11:30 a.m. A quorum was present.

**2. Approval of Agenda**

**MOTION:** A motion was made by Gatto and seconded by Weaver to approve the June 8, 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 Randleman to approve the May 18, 2022, meeting minutes.

**MOTION CARRIED**

**4. Approval of Contracts and Expenses**

Executive Director presented. Recommend approval of the Denton Davis Law Firm invoice in the amount of \$4,494.00.

**MOTION:** A motion was made by Weaver and seconded by Gatto to approve the Denton Davis Law Firm invoice.

**MOTION CARRIED**

5. **Draft FFY 2023-2026 Transportation Improvement Program**

Staff presented. Recommend approval of the Draft FFY 2023-2026 Transportation Improvement Program.

**MOTION:** A motion was made by Riva and seconded by Randleman to approve the draft Federal Fiscal Years 2023-2026 Transportation Improvement Program to be forwarded to the Iowa DOT for review

**MOTION CARRIED**

6. **FFY 2022-2025 Transportation Improvement Program Amendments**

Staff presented. Recommend approval of the proposed Federal Fiscal Year 2022-2025 Transportation Improvement Program amendments from the Iowa DOT.

**MOTION:** A motion was made by Gatto and seconded by Randleman to approve the Federal Fiscal Year 2022-2025 Transportation Improvement Program amendments from the Iowa DOT. **MOTION CARRIED**

7. **Safe Streets for All Grant**

Assistant Director presented. Update regarding Safe Streets for All Grant. Recommend approval for the MPO staff to develop a Safe Streets for All grant application for a regional Comprehensive Safety Action Plan. Questions about the grant and process ensued.

**MOTION:** A motion was made by Randleman and seconded by Gatto to approve the MPO staff to develop a Safe Streets for All grant application for a regional Comprehensive Safety Action Plan.

**MOTION CARRIED**

8. **Fiscal Year 2023 Investment Policy**

Executive Director presented. Consider reaffirming the MPO's existing investment policy for Fiscal Year 2023.

**MOTION:** A motion was made by Hockensmith and seconded by Randleman to reaffirm the MPO's existing investment policy for Fiscal Year 2023.

**MOTION CARRIED**

9. **Self-Certification**

Assistant Director presented. The MPO is required to annual self-certify its planning process to ensure it complies with federal requirements. A formal self-certification statement will be included in the Federal Fiscal Years 2023-2026 Transportation Improvement Program. Recommend approval.

**MOTION:** A motion was made by Hockensmith and seconded by Gatto to approve the MPO's self-certification.

**MOTION CARRIED**

10. **Des Moines Industrial's Reimbursement to the MPO**

Planning Manager presented. On October 7, 2019, Des Moines Industrial and the MPO entered into a Transload Development and Operation agreement. As part of this agreement, Des Moines Industrial agreed to reimburse the MPO for up to \$250,000 for costs incurred as the fiscal agent and facilitator of the project. Recommend approval of the \$250,000 reimbursement from Des Moines Industrial to be paid out in quarterly payments over an eight (8) year period beginning January 1, 2024.

**MOTION:** A motion was made by Hockensmith and seconded by Gatto to approve reimbursement from Des Moines Transload in the amount of \$250,000 to be paid in quarterly payments beginning January 1, 2024.

**MOTION CARRIED**

11. **Executive Director Annual Review**

Chair Bob Andeweg presented. Members of the review committee are Ted Weaver-Chair, Jeff Walters and Ruth Randleman. Meeting will be set up with the committee and a report will be made next month. Report and discussion only.

12. **Federal Aid Swap Funds to Federal Aid Conversion**

Principal Planner presented. Report regarding the Iowa DOT's announcement to convert federal aid swap funds to federal aid for all projects starting with 2023 letting dates. Report and discussion only.

13. **Purple Heart Highway**

Executive Director presented. IDOT met with stakeholders and meeting went well to move forward. Currently waiting for a summary of stakeholder meetings. Questions regarding potential dates for additional meetings were requested. Report and discussion only.

14. **Water Trails Update**

Executive Director presented. Submitted scope of change for the project has been approved. Discussion and questions ensued. Report and discussion only.

15. **Economic Development District**

Staff presented. Board advised of several meetings that have occurred and several others scheduled. Request of Notice of these meetings requested. Report and discussion only.

16. **Legislative Issues Update**

Assistant Director presented. Advised that Representative Axne has submitted her 15 projects for consideration in the FFY 2023 bill to the Appropriations Committee. The Des Moines International Airport terminal and the Broadway reconstruction were included. Additional discussion regarding the Infrastructure Bill implementation was held. Report and discussion only.

17. **Upcoming Events**

Information only.

18. **Other Non-Action Items**

None

19. **Approval of the Policy Agenda**

**MOTION:** A motion was made by Hockensmith and seconded by Gatto to approve the May 19, 2022, Policy Agenda.

**MOTION CARRIED**

20. **Next Meeting Date**

July 13, 2022, beginning at 11:30.

21. **Adjournment**

Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12.15 p.m.

July 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
AMPO	Membership Dues	Cost included in the FY 2023 budget.	\$3,245.00

**RECOMMENDATION:**

Recommend approval of the above expense.

**STAFF CONTACT:**

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(515) 334-0075

July 2022  
Item No. 5

**ISSUE: Public Comment of MPO Actions**

PUBLIC COMMENT: Opportunity for public comment on actions taken by the MPO board.

**BACKGROUND:**

The MPO's *Public Participation Plan* provides an opportunity for the public to comment on items on the agenda.

**RECOMMENDATION:**

None. Public comment only.

**STAFF CONTACTS:**

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

July 2022  
Item No. 6**ISSUE: Final FFY 2023-2026 Transportation Improvement Program**

REPORT and VOTE: Report regarding the final *Federal Fiscal Year 2023-2026 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) 2022, 2023, 2024, 2025, and/or 2026. Staff developed the project listing for the FFY 2023-2026 TIP with the information provided by the member governments.

The MPO staff will submitted the draft FFY 2023-2026 TIP to the Iowa Department of Transportation (DOT), Federal Highway Administration (FHWA), and Federal Transit Authority (FTA) for review and comment on June 15, 2022. Staff will incorporate any comments received into the final draft.

The MPO’s Public Participation Plan requires the FFY 2023-2026 TIP to undergo a 30-day comment period and have a public input meeting. Staff hosted a public input meeting at 5:00 p.m. on Thursday, June 23, 2022. No members of the public attended, and no comments have been received via mail, phone, or email. The final FFY 2023-2026 TIP is due to the Iowa DOT by July 15, 2022.

The final FFY 2023-2026 TIP will be provided prior to the July meeting.

**RECOMMENDATIONS:**

Recommend approval of the final *Federal Fiscal Years 2022-2026 Transportation Improvement Program* and forward to the Iowa DOT for final submittal.

**STAFF CONTACT:**

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July 2022  
Item No. 7

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

REPORT: Discussion regarding 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 will provide the Committee with an update at the July meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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

July 2022  
Item No. 8

**ISSUE: Iowa's Clean Air Attainment Program 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 are due on July 26, 2026. 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 Pre-Application and additional resource are available on the MPO website \(click to access\).](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

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(515) 334-0075.

July 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 July meeting.

**RECOMMENDATIONS:**

None. Report and discussion only.

**STAFF CONTACT:**

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

July 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 July meeting.

**RECOMMENDATIONS:**

None. Report and discussion only.

**STAFF CONTACT:**

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

July 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:**

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(515) 334-0075

July 2022  
Item No. 12

**ISSUE: MIPA Update**

REPORT: Bi-Monthly MIPA update to the MPO.

**BACKGROUND:**

Standing item to allow to update the committee on actions taken by the MIPA board at their bi-monthly meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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(515) 334-0075

July 2022  
Item No. 13

**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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(515) 334-0075