

AMENDED

NOTICE OF MEETING

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

11:30 a.m., November 9, 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 October 12, 2022, meeting minutes.
- 4. CONSENT and VOTE: Contracts and Expenses Page 6**
- 5. REPORT and VOTE: Calendar Year 2023 Meeting Dates Page 7**
 - Report regarding the Calendar Year 2023 meeting dates; consider approval.
- 6. REPORT and VOTE: FFY 2023-2026 Transportation Improvement Program Amendments Page 9**
 - Report on FFY 2023-2026 Transportation Improvement Program amendment from the City of Des Moines; **DART and Iowa Department of Transportation**; consider approval.
- 7. REPORT: Surface Transportation Block Grant (STBG) Program Schedule Page 11**
 - Report regarding the Federal Fiscal Year 2027 Surface Transportation Block Grant (STBG) Program schedule.
- 8. REPORT: Priority Project Solicitation for Annual D.C. Trip Page 12**
 - Report and discussion on the process to identify priority projects and policies for the Greater Des Moines Partnership's annual trip to Washington D.C.
- 9. REPORT: MPO Representative Selection Process Page 13**
 - Review of the process for MPO members to appoint representatives and for the MPO to select officers for calendar year 2023.
- 10. REPORT: FY 2023 1st Quarter Budget Report Page 14**
 - Report and discussion on the 1st quarter expenditures for Fiscal Year 2023.
- 11. REPORT: Purple Heart Highway Update..... Page 16**
 - Update on the process to redesignate IA 5/ US 65 Freeway Corridor to an Interstate.
- 12. REPORT: Water Trails Update Page 17**
 - Update on efforts related to the use of the BUILD Grant for water trails.
- 13. REPORT: Legislative Update..... Page 18**
 - Update on the key legislative issues that impact the MPO member governments.
- 14. REPORT: Upcoming Events Page 19**
- 15. VOTE: Approval of the MPO Policy Committee Agenda**
- 16. Other Non-Action Items of Interest to the Committee**
- 17. Next Meeting Date – December 7, 2022, at 11:30 a.m.**
- 18. 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/ or call 515-334-0075.

November 2022
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the October 12, 2022, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the October 12, 2022, MPO Executive Committee meeting is included on the following pages.

RECOMMENDATION:

Approve the minutes of the October 12, 2022, 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, October 12, 2022
Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on October 12, 2022, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on October 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
Frank Cownie | City of Des Moines
Joe Gatto | City of Des Moines
Jeff Walters | City of Polk City
Tom Hockensmith | Polk County
Russ Trimble | West Des Moines
Andy Loonan | IDOT
Elizabeth Burns Thompson | City of Altoona

Executive Members Absent:

Staff Present:

Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Andrew Collings | Principal Planner
Allison van Pelt | Senior Planner
Tracey Deckard | Office Manager
Lucas Young | Senior Planner
Aspen Pflanz | Associate Planner
Rhonda Miller | Accountant
Scott Brennan | MPO General Counsel

Others Present:

Mindy Moore | HDR
Jeff Wiggins | City of Des Moines
Clifford Leonard | Public

1. Call to Order

MPO Chair Bob Andeweg called the October 12th 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 Gatto to approve the October 12, 2022, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

MOTION CARRIED

3. Approval of Meeting Minutes

MOTION: A motion was made by Cownie and seconded by Gatto to approve the September meeting minutes.

MOTION CARRIED

4. Approval of Contracts and Expenses

Executive Director presented. Recommend approval of payment to Dentons Davis Brown and Denman & Co invoices as well as recommend approval of the Story County Contract for Services. Lengthy discussion ensued regarding the Story County Contract for services.

MOTION: A motion was made by Hockensmith and seconded by Gatto to approve payment of the invoices from Dentons Davis and Denman and Co. No vote on Story County Contract.

MOTION TO APPROVE INVOICES ONLY CARRIED

5. **Model Ordinance Regulating Bicycles and Personal Transportation Devices**

Staff presented. Presentation about the draft Model Ordinance Regulating Bicycles and Personal Transportation Devices. The Bike-Ped Roundtable held several special meetings with MPO member community staff and transportation professional to craft the initial ordinance language and revise it to address education and enforcement concerns. Discussed in previous meeting. Now requested approval of the Model Ordinance. Lengthy discussion ensued. Copies provided.

MOTION: A motion was made by Holm and seconded by Trimble to table the discussion.

MOTION TO TABLE DISCUSSION CARRIED. RANDLEMAN VOTED NO.

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

Staff presented. Recommend approval of the Federal Fiscal Year 2023-2026 Transportation Improvement Program amendments from DART, the City of Des Moines, The Iowa Department of Transportation, and the City of Norwalk.

MOTION: A motion was made by Gatto and seconded by Hockensmith to approve the FFY 2023-2026 Transportation Improvement Program Amendments.

MOTION CARRIED

7. **Technical Analysis for Interstate Designation**

Staff presented. Recommend approval to enter into contract with HNTB to update previously completed analysis required by the Federal Highway Administration (FHWA) and the Iowa DOT to re-designate the Iowa Highway 5 and U. S. Highway 65, a/k/a the Purple Heart Highway. The proposed contract is for \$206,730.58. The contractor estimates the analysis will take approximately six months to complete. Lengthy discussion ensued.

MOTION: A motion was made by Hockensmith to push this matter back to get assurances from the Ag community and Farm Bureau that they will support this plan. Seconded by Trimble.

MOTION CARRIED

8. **Office Expansion Lease Agreement**

Executive Director presented. Discuss the option of leasing the vacant space on the south side of the existing office due. Discussion to be tabled until additional information can be obtained from the Story County Housing Trust Fund and the Central Iowa Housing Trust Fund.

Report and discussion only.

9. **Adopting Justice40 Initiative Metrics**

Staff presented. MPO staff is seeking direction from MPO governing committees on whether the Justice40 metrics should be adopted or if MPO staff should perform their own Environmental Justice Report to be incorporated into ongoing planning efforts and upcoming funding cycle. Discussion only.

10. **Surface Transportation Block Grant (STBG) Scoring Update**

Removed from the agenda

11. **Priority Project Solicitation for Annual D.C. Trip**

Assistant Director presented. Suggested to wait to discuss this matter until after the elections.

12. **Purple Heart Highway Update**

Executive Director advised that no additional items to be discussed due to discussion in Item #7.

13. **Water Trails Update**

Executive Director presented. Pre-bid meeting held and there was considerable interest. Bid letting set for November 1. Discussion only.

14. **Legislative Issues Update**

Assistant Director reported. Full FY appropriations bill could still be passed by the end of the year depending on the November election results.

15. **Upcoming Events**

Information only.

16. **Other Non-Action Items**

Executive Director reported that the DOT Commission toured the Transload Facility and were very impressed. Thanks to Ted Weaver for being there. Also, thanks to Stephanie Riva for presenting to the DOT Commission about the MPO. Staff discussed the EV Community Ready meeting scheduled for October 4, proposed SUDAS Updates, and FEMA Unified Hazard Mitigation Grant Funding that is due 12/7/2022.

17. **Vote- MPO Policy Agenda**

MOTION: A motion was made by Hockensmith and seconded by Gatto to approve the draft agenda and remove item #7, #10 and #17.

MOTION CARRIED

18. **Next Meeting Date**

October 12, 2022, beginning at 11:30.

19. **Adjournment**

Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 1:13 p.m.

November 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 Fees	Legal fees related to Water Trails BUILD Grant.	\$3,745.00
Dentons Davis Brown	Legal Fees	Legal fees related to model bicycle ordinance.	\$2,562.00
Rival Solutions	Software	Software renewal for the data bike	\$4,875.00
Story County Housing Trust Fund	Amended Contract	Amend the existing contract to increase contract amount and staff support for the next two years due to ARPA funding received by HTF	\$40,000
Story County	Contract for Services	3-year contract to perform housing related planning services for Story County; funds were anticipated in the current FY 2023 budget	\$190,000

RECOMMENDATION:

Recommend approval of the above expense.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

November 2022
Item No. 5

ISSUE: Calendar Year 2023 Meeting Dates

REPORT and VOTE: Report on the proposed meeting dates in Calendar Year 2023 for the MPO's Transportation Technical Committee; consider approval.

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 2023 MPO meeting schedule.

RECOMMENDATIONS:

Approve the meeting dates for Calendar Year 2023.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org;
(515) 334-0075.

MPO COMMITTEE 2023 MEETING DATES

TTC COMMITTEE

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

EXECUTIVE COMMITTEE

Wednesday, January 11
Wednesday, February 8
Wednesday, March 8
Wednesday, April 12
Wednesday, May 17
Wednesday, June 7
Wednesday, July 12
Wednesday, August 9
Wednesday, September 13
Wednesday, October 11
Wednesday, November 8
Wednesday, December 13

POLICY COMMITTEE

Thursday, January 19
Thursday, February 16
**No Meeting
Thursday, April 20
Thursday, May 18
Thursday, June 15
**No Meeting
Thursday, August 17
Thursday, September 21
Thursday, October 19
Thursday, November 16
**No Meeting

****Meeting date revised due to DMPDC trip which is scheduled for May 10-12***

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

November 2022
Item No. 6

ISSUE: FFY 2023-2026 Transportation Improvement Program Amendments -AMENDED

REPORT and VOTE: Consider approval of the amendment to *Federal Fiscal Year 2023-2026 Transportation Improvement Program*.

BACKGROUND:

The City of Des Moines has requested the following amendment to the *FFY 2023-2026 Transportation Improvement Program*:

Sponsor: City of Des Moines
Project: Walnut Street Bridge Replacement (Item 36675)
Federal Aid Amount: \$3,400,000
Total Cost: \$11,000,000
Type of Funding: STBG
TIP Project Modifications: None necessary.
Change: Change funding from SWAP-STBG to STBG (FA) and add project to the *FFY 2023-2026 Transportation Improvement Program*.

The Des Moines Area Regional Transit Authority (DART) has requested the following amendment to the *FFY 2023-2026 Transportation Improvement Program*:

Sponsor: DART
Project: DART Transit Shelters (Item 45483)
Federal Aid Amount: \$200,000
Total Cost: \$337,000
Type of Funding: STBG-TAP
TIP Project Modifications: None necessary.
Change: Add project to the *FFY 2023-2026 Transportation Improvement Program*.

The Iowa Department of Transportation (IDOT) has requested the following amendment to the *FFY 2023-2026 Transportation Improvement Program*:

Sponsor: IDOT
Project: US 65 Bridge Deck Overlay (Item 39327)
Federal Aid Amount: \$2,016,000
Total Cost: \$2,520,000
Type of Funding: HBP
TIP Project Modifications: None necessary.
Change: Increase HBP funding from \$1,139,200 to \$2,016,000 and PRF funding from \$284,800 to \$504,000 in the *FFY 2023-2026 Transportation Improvement Program*.

RECOMMENDATIONS:

Recommend approval of the proposed *Federal Fiscal Year 2023-2026 Transportation Improvement Program* amendment.

STAFF CONTACTS:

Aspen Pflanz, apflanz@dmampo.org
(515) 334-0075

November 2022
Item No. 7

ISSUE: Surface Transportation Block Grant (STBG) Program Schedule

REPORT: Report on the Federal Fiscal Year 2027 Surface Transportation Block Grant (STBG) Program Schedule.

BACKGROUND:

The MPO will award Surface Transportation Block Grant (STBG) Program funds to critical projects throughout the region. The MPO will begin the process for selecting and awarding Federal Fiscal Year (FFY) 2025 STBG funds in December 2022.

MPO staff will post applications on the MPO website by December 1, 2022. Completed applications are due to the MPO office by **January 6, 2023**.

Applications, guidelines, schedule and scoring criteria will be posted on the MPO website by December 1, 2022

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

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

November 2022
Item No. 8**ISSUE: Priority Project Solicitation for Annual D.C. Trip**

REPORT: Report and discussion on the process to identify priority projects and policies for the Greater Des Moines Partnership's annual trip to Washington D.C.

BACKGROUND:

The MPO staff annually works with MPO member governments and participating agencies to develop a list of priority transportation projects to discuss with congressional members during the Greater Des Moines Partnership's (GDMP) annual trip to Washington, D.C. Staff is proposing to reassess this process going forward, to reflect recent and potential future changes at the federal level.

The process of selecting priority projects has evolved over the years. Previously, the region identified priority projects as those for which earmarks were actively being sought – and then lobbied directly for those projects. More recently, with the absence of earmarks, the region identified projects of general significance, regardless of whether they were seeking federal funding. Starting last year, the MPO assisted in soliciting project proposals for the Community Project Funding initiative, which allows members of Congress to target federal funds toward projects and programs in communities they represent.

The November elections could impact the Community Project Funding initiative. Any change to the MPO's process will need to take these changes into account.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Gunnar Olson, golson@dmampo.org
(515) 334-0075

November 2022
Item No. 9

ISSUE: MPO Representative Selection Process

REPORT: Review of the process for MPO members to appoint representatives and for the MPO to select officers for 2023.

BACKGROUND:

At the end of the calendar year, MPO staff begins the process of soliciting MPO member representatives for the new year. This agenda item is to review the process outlined in the MPO's [bylaws](#) and to discuss steps staff intends to take to facilitate this process.

Proposed Process:

- By November 15th, MPO staff will send a request to each member government requesting the names of their primary and alternate representatives for the Policy and Technical Committees, as well as their Executive Committee representative (for those with designated representatives) or their Executive Committee nominee (for communities under 50,000), due by the end of December (Article III, Section 5 of the bylaws). Staff will provide a sample resolution for the members to use. New representatives take their positions beginning in January.
- Executive Committee representatives for the three subareas are to be appointed by a vote of a selection committee, comprised of each subarea city's mayor or their county board chair. Each community's appointment must be approved in advance by their city or county. Each subarea may appoint two representatives. This process is to be completed prior to the February Executive Committee meeting where a nominating committee will propose their slate of officers (Article V, Section 2 of the bylaws). To aid in this process, staff will provide each subarea's selection committee with the Executive Committee nominations from each subarea community. Staff will also organize a meeting in late January for each subarea's selection committee to meet to vote on their selection.
- The MPO chair will appoint a three-person nominating committee prior to the February Executive Committee meeting. The nominating committee will present their slate of officers, to be selected from among the 11 Executive Committee members – at the February Executive and Policy meetings (Article VIII, Section 3 of the bylaws). The Policy Committee will vote to elect officers at its February meeting (Article VI, Section 5 of the bylaws).
- New officers serve from March 1 through the end of February (Article VI, Section 6 of the bylaws).

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

November 2022
Item No. 10

ISSUE: Fiscal Year 2023 1st Quarter Budget Report

REPORT: Update on the 1st quarter expenditures for Fiscal Year 2023.

BACKGROUND:

The MPO staff has developed a status report for the Fiscal Year 2023 budget. The report compares expenditures as compared to budgeted amounts as well as the status of the MPO's federal planning funds.

The 1st quarter budget report is included on the following page.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Rhonda Miller, rmiller@dmampo.org
(515) 334-0075

MPO Budget Update FY 2023 (July 1, 2022 - June 20, 2023)

FY 2023 Expenitures

BUDGET CATEGORY	FY 2023 BUDGET	1ST QUARTER July - September	AMOUNT REMAINING	%
Salaries & Wages	\$ 861,835.00	\$ 229,116.06	\$ 632,718.94	27%
Fringe Benefits	\$ 705,845.00	\$ 124,396.30	\$ 581,448.70	18%
Personnel Costs TOTAL	\$ 1,567,680.00	\$ 353,512.36		
Facilities	\$ 141,000.00	\$ 32,173.23	\$ 108,826.77	23%
Professional Services (Attorney, Audit, Payroll)	\$ 74,750.00	\$ 50,852.50	\$ 23,897.50	68%
Computers & Software	\$ 55,000.00	\$ 10,929.26	\$ 44,070.74	20%
Telecommunications	\$ 23,000.00	\$ 5,509.90	\$ 17,490.10	24%
Printing and Postage	\$ 10,200.00	\$ 960.31	\$ 9,239.69	9%
Travel & Training	\$ 60,000.00	\$ 10,251.79	\$ 49,748.21	17%
Dues/Memberships	\$ 14,170.00	\$ 13,428.05	\$ 741.95	95%
Equipment	\$ 18,000.00	\$ 559.98	\$ 17,440.02	3%
Office Supplies	\$ 12,000.00	\$ 2,432.86	\$ 9,567.14	20%
Publications	\$ 5,000.00	\$ 125.39	\$ 4,874.61	3%
Sponsorships	\$ 15,000.00	\$ 310.50	\$ 14,689.50	2%
Food & Beverages	\$ 7,000.00	\$ 1,904.43	\$ 5,095.57	27%
Meeting Rooms	\$ 500.00		\$ 500.00	0%
Non-Personnel Costs	\$ 194,500.00		\$ 194,500.00	0%
MPO Audit (Task 6)	\$12,000	\$ -	\$ 12,000.00	0%
CXR Sponsorship (Task 4)	\$30,000	\$ -	\$ 30,000.00	0%
Strategic Planning (Task 6)	\$25,000	\$ -	\$ 25,000.00	0%
Travel Demand Model Consultant (Task 1)	\$10,000	\$ -	\$ 10,000.00	0%
Speaker Series (Task 3)	\$15,000	\$ -	\$ 15,000.00	0%
Data bike software/ Intrans (task 2)	\$60,000	\$ -	\$ 60,000.00	0%
Website Overhaul (task 3)	\$15,000	\$ 8,500.00	\$ 6,500.00	57%

November 2022
Item No. 11

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. Notable highlights include:

- MPO staff and its partners at the Greater Des Moines Partnership continue to meet with stakeholders in the ag community. America's Cultivation Corridor has been helping schedule and facilitate meetings with key stakeholders. Recent meetings include Bill Northey, Agribusiness Association of Iowa, and Mike Steenhoek, Soy Transportation Coalition.

Staff will provide a full update at the meeting.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Gunnar Olson, golson@dmampo.org
(515) 334-0075

November 2022
Item No. 12

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 November meeting.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

November 2022
Item No. 13

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;
(515) 334-0075

November 2022
Item No. 14

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.

November 2022 events include:

11/8/22 – [World Town Planning Day](#)

11/12/22 - [Mitigation and Recovery From Natural Disasters: A One-Day Interactive Workshop](#)

11/17/22 – [Planning on Tap: Climate Change](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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