

MEETING MINUTES
Des Moines Area Metropolitan Planning Organization (MPO)
EXECUTIVE COMMITTEE
11:30 a.m., Wednesday, April 12, 2023
Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on April 12, 2023, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on April 7, 2023. **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
Dean O'Connor | City of Altoona
Jeff Walters | City of Polk City
Mark Holm | City of Ankeny
Joe Gatto | City of Des Moines

Executive Members Absent:

Frank Cownie | City of Des Moines
Matthew McKinney | City of West Des Moines
Tom Hockensmith | Polk County

Staff Present:

Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Zach Young | Planning Manager
Andrew Collings | Principal Planner
Tracey Deckard | Office Manager
Gunnar Olson | Public Affairs Manager
Allison van Pelt | Senior Planner
Zhi Chen | Senior Planner
Caleb Knutson | MIPA Senior Planner
Lucas Young | Senior Planner
Rhonda Young | Accountant

Others Present:

Russ Trimble | City of West Des Moines
Clifford Leonard | Public
John Norris | Polk County
Gabe Nelson | Snyder & Associates

1. Call to Order

MPO Chair Bob Andeweg called the April 12th meeting to order at 11:30 a.m. A quorum was present.

2. Approval of Agenda

MOTION: A motion was made by Holm and seconded by Riva to approve the April 12, 2023, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

MOTION CARRIED

3. Approval of Meeting Minutes

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

MOTION CARRIED

4. Approval of Contracts and Expenses

Executive Director presented. Recommend approval of invoice from Granicus for contact management in the amount of \$8,900.00. Discussion of other options and reviews of Granicus.

MOTION: A Motion was made by Gatto and seconded by O'Connor to approve payment.

MOTION CARRIED

5. **Federal Fiscal Year 2027 Surface Transportation Block Grant Funding Recommendation**

Planning Manager presented. Recommend approval of the Funding Subcommittee’s recommendation for awarding FFY 2027 Surface Transportation Block Grant Program Funding. Discussion ensued.

MOTION: A Motion was made by Gatto and seconded by Riva to approve the Funding Subcommittees recommendation for awarding FFY 2027 Surface Transportation Block Grant Program Funding

MOTION CARRIED

6. **Federal Fiscal Year 2022 Excess Funding**

Planning Manager presented. Recommend approval of the FFY 2022 Excess Funding Award.

MOTION: A motion was made by Holm and seconded by Gatto to approve the FFY 2022 Excess Funding Award.

MOTION CARRIED

7. **Comprehensive Safety Action Plan Request for Proposals**

Planning Manager presented. Recommend approval of the draft RFP for the Safe Street and Road for All grant Comprehensive Safety Action.

MOTION: A motion was made by O’Connor and seconded by Gatto to approval of the draft RFP for the Safe Street and Road for All grant Comprehensive Safety Action.

MOTION CARRIED

8. **FFY 2022-2026 Passenger Transportation Plan Final Draft**

Staff presented. Recommend approval of the FFY 2022-2026 Passenger Transportation Plan Final Draft.

MOTION: A motion was made by Gatto and seconded by O’Connor to approve the FFY 2022-2026 Passenger Transportation Plan Final Draft.

MOTION CARRIED

9. **Water Trails BUILD Grant Approval**

Executive Director presented. Recommend approval of the Application for Partial Payment No 4 for the Water Trails BUILD grant project.

MOTION: A motion was made by Weaver and seconded by Gatto to approve the Application for Partial Payment No 4 for the Water Trails BUILD grant project.

MOTION CARRIED

10. **Approval Authority for Water Trails BUILD Grant Payments**

Executive Director presented. Recommend approval of allowing the Executive Committee to approve Water Trails BUILD grant payments in months when the Policy Committee does not meet (March, July, and December)

MOTION: A motion was made by O’Connor and seconded by Holm to approve the Executive Committee to approve Water Trails BUILD grant payments in months when the Policy Committee does not meet

MOTION CARRIED

11. **EPA Climate Pollution Reduction Grant Opportunity**

Staff presented. Consider approval of submitting a notice of interest to the EPA in response to the recently announced Climate Pollution Reduction Grant. Lengthy discussion ensued. Gatto stresses that this grant isn’t directly about transportation and this type of work isn’t in the MPO strategic plan. Polk County has expressed interest in this grant and should get this opportunity. John Norris from Polk County was present and discussed his interest in the grant and has worked with staff and continues to want to work with an MPO staff member to submit a notice of interest. Holm, Weaver, and O’Connor all agree that the MPO should not be involved with this grant. Riva expressed concerns of Polk County indicating that they wanted to hire the MPO staff member to handle the grant. Russ Trimble of West Des Moines

inquired why Polk County was interested in the grant and discussed who is the most logical organization to handle the project. Extensive discussion continued. Chair called for Order. Intermission was called at 12:06.

The meeting resumed at 12:24.

MOTION: A motion was made by Gatto and seconded by Holm to deny the MPO from proceeding with grant application for this project and removing the item from the Policy agenda.

MOTION CARRIED. CHAIR VOTED NO.

12. **Mid-Iowa Planning Alliance (MIPA) Contract**

Executive Director presented. Discussion regarding the Des Moines Area MPO's contract with Mid-Iowa Planning Alliance (MIPA). Extensive discussion ensued. Topics included office locations, length of time it would take MIPA to be independent, importance of MPO to be compliant with current contract, the importance of the MIPA organization and how the loss of the MIPA contract could affect the MPO finances.

Report and discussion only.

13. **Charging & Fueling Infrastructure Discretionary Grant Program**

Staff presented. Report on Charging and Fueling Infrastructure Discretionary Grant Program, deadlines and specific funding potential.

Report and discussion only.

14. **Policies and Procedures Manual and Employee Handbook Update**

Executive Director reported. Advised that the Handbook Review Committee has been selected and review of the documents has begun. Feedback will be provided at a future meeting.

Report and discussion only.

15. **Purple Heart Highway Update**

Staff presented. Advised that meetings continue with stakeholders to promote the interstate designation.

Report and discussion only.

16. **Water Trails Update**

Executive Director presented. Update to work currently in progress at the Scott Street location. Cameras have been set up and rock and gravel have been ordered and stored.

17. **Legislative Update**

Assistant Director presented. Discussion regarding pending legislative items. Report and discussion only.

18. **Upcoming Events**

Information only.

19. **Other Non-Action Items**

Staff presented the new MPO Logo, the Executive Director reported on the Transload BUILD Grant reimbursement status from the first invoice presented; Chair and Gatto apologized for meeting disruptions.

20. **Next Meeting Date**

May 10, 2023, beginning at 11:30 a.m.

21. **Adjournment**

Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 1:09.