

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee

11:30 a.m., May 17, 2023

Des Moines Area MPO Burnham Conference Room

TENTATIVE

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 3
 - Approve the April 12, 2023, meeting minutes.
 - Approve the April 24, 2023, special meeting minutes.
 - Approve the April 25, 2023 special meeting minutes.
 - Approve the May 4, 2023, special meeting minutes.
4. **CONSENT and VOTE: Approval of the April Financial Statement**..... Page 12
5. **CONSENT and VOTE: Contracts and Expenses** Page 13
6. **REPORT and VOTE: Mid-Iowa Planning Alliance Contract Amendment** Page 14
 - Report on a proposed amendment to the MPO-MIPA service agreement to reflect direction provided by the Policy Committee; consider approval.
7. **REPORT and VOTE: FY 2023 Unified Planning Work Program & Budget Amendment.** Page 15
 - Report regarding end-of-year amendments to the current FY 2023 budget; consider approval.
8. **REPORT and VOTE: FY 2024 Unified Planning Work Program & Budget Final Draft** Page 18
 - Report and discussion regarding the FY 2024 UPWP & budget; consider approval.
9. **REPORT and VOTE: Water Trails Line of Credit Agreement**.....Page 19
 - Discussion regarding the line of credit agreement with Bankers Trust for the Downtown Water Trails BUILD grant project; consider approval.
10. **REPORT and VOTE: Water Trails Destination Iowa Outdoor Recreation Grant Agreement ..**Page 20
 - Discussion regarding the grant agreement for the \$7,000,000 Destination Iowa grant awarded to the Downtown Water Trails project; consider approval.
11. **REPORT and VOTE: Water Trails Indemnification Agreement**Page 21
 - Discussion regarding the indemnification agreement related to the Destination Iowa Outdoor Recreation Grant; consider approval.
12. **REPORT and VOTE: Water Trails BUILD Grant Payment Approval**..... Page 22
 - Discussion regarding the *Application for Partial Payment No. 5* for the Water Trails BUILD grant project; consider approval.
13. **REPORT and VOTE: Interim Executive Director Salary**..... Page 23
 - Discussion regarding a temporary salary adjustment for the Interim Executive Director; consider approval.

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.damapo.org/title-vi/ or call 515-334-0075.

14. REPORT: Executive Director Search

Update Page 24

- Update regarding the process to hire a new Executive Director.

15. REPORT: DMDC 2023 Debrief and Legislative Update..... Page 25

- Report on MPO-related activities that took place during the May 10-12, 2023, Greater Des Moines Partnership's DMDC trip.

16. REPORT: Upcoming Events Page 26

17. VOTE: Approval of the MPO Policy Committee Agenda

18. Other Non-Action Items of Interest to the Committee

19. Next Meeting Date – June 7, 2023, at 11:30 a.m.

20. Adjournment

May 2022
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of MPO Executive Committee meeting minutes from the following meetings: April 12, 2023, regular meeting; April 25, 2023, special meeting; and, May 4, 2023, special meeting.

BACKGROUND:

The minutes of the April 12, 2023, regular meeting, the April 25-26, 2023, special meeting; and, the May 4, 2023, special meeting are included on the following pages.

RECOMMENDATION:

Approve the Executive Committee meeting minutes from April 12, 2023, regular meeting; April 25, 2023, special meeting; and, May 4, 2023, special 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, 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.

MEETING MINUTES
Des Moines Area Metropolitan Planning Organization (MPO)
EXECUTIVE COMMITTEE
11:30 a.m., April 24, 2023
Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on April 24, 2023, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on April 21, 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
Len Murray | City of Pleasant Hill
Matthew McKinney | City of West Des Moines
Tom Hockensmith | Polk County

Executive Members Absent:

Frank Cownie | City of Des Moines

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:

1. **Call to Order**

MPO Chair Bob Andeweg called the April 24th meeting to order at 11:30 a.m. A quorum was present.

2. **Approval of Agenda**

MOTION: A motion was made by Riva and seconded by Weaver to approve the April 24, 2023, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

MOTION CARRIED

3. **Adjournment**

Chair Andeweg called for adjournment due to the inability for Todd Ashby's attorney to be present. The meeting was rescheduled for April 25, 2023 at 11:30 a.m. Meeting was adjourned at 11:32 a.m.

MEETING MINUTES
Des Moines Area Metropolitan Planning Organization (MPO)
EXECUTIVE COMMITTEE
11:30 a.m., Wednesday, April 25, 2023
Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on April 25, 2023, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on April 24, 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
Len Murray | City of Pleasant Hill
Matthew McKinney | City of West Des Moines
Tom Hockensmith | Polk County

Executive Members Absent:

Frank Cownie | City of Des Moines

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:

Amy Beck | Fiedler Law Firm

1. Call to Order

MPO Chair Bob Andeweg called the April 25th meeting to order at 11:30 a.m. A quorum was present.

2. Vote to enter into closed session

MOTION: A motion was made by Holm and seconded by Murray to enter into a closed session.

MOTION CARRIED

CLOSED SESSION ENTERED 11:31 A.M.

CLOSED SESSION ENDED 12:48 P.M.

3. Action in Public Session Related to Personnel Matters

Chair Andeweg called the meeting to order from the closed session. Discussion from Hockensmith and Gatto on their recommendation for the non-renewal of the Executive Director's Contract. Discussion ensued.

MOTION: A motion was made by Gatto for the non-renewal of the Executive Director's Contract. Seconded by Hockensmith. Role call was taken. In favor of the non-renewal of the contract: Hockensmith, Gatto, Murray, O'Connor. (4) In favor of the continuation of the Executive Director's Contract: Andeweg, Riva, Weaver, McKinney, Holm, Walters. (6).

MOTION DEFEATED.

Request from Hockensmith and Gatto to bring the matter before the Policy Committee. Discussion ensued. MPO Chair set a Special Policy Meeting for Friday, April 28, 2023, beginning at 11:30 a.m.

4. Meeting adjourned at 12:55 p.m.

MEETING MINUTES
Des Moines Area Metropolitan Planning Organization (MPO)
EXECUTIVE COMMITTEE SPECIAL MEETING
8:00 a.m., Thursday, May 4, 2023
Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a Special Executive Committee hybrid live/virtual meeting at 8:00 a.m. on May 4, 2023, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on April 28, 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
Tom Hockensmith | Polk County
Matthew McKinney | City of West Des Moines

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

Others Present:

Executive Members Absent:

Frank Cownie | City of Des Moines

1. Call to Order

MPO Chair Bob Andeweg called the May 4th Special meeting to order at 8:00 a.m. A quorum was present.

2. Approval of Agenda

MOTION: A motion was made by Hockensmith and seconded by Holm to approve the May 4, 2023, Des Moines Area Metropolitan Planning Organization Special Executive Committee meeting agenda.

MOTION CARRIED

3. Ratify Executive Director Severance Agreement

Attorney Scott Brennan presented and handed out the proposed Severance Agreement information to members. Discussion ensued.

MOTION: A motion was made by Holm and seconded by O'Connor to ratify the Executive Director Severance Agreement.

MOTION CARRIED

4. Ratify Interim Executive Director Appointment

The chair recommended approval of appointing Dylan Mullenix, MPO Assistant Director to act as Interim Executive Director.

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

MOTION CARRIED

5. **Executive Director Search Process**

The Chair advised that he is going to set up a committee of board members to assist with the search for a new Executive Director. Discussion of hiring a recruiting agency to be approved by the Executive Committee. Additional discussion will be held in upcoming meetings. Report and discussion only.

6. **Next Meeting Date**

May 17, 2023, beginning at 11:30 a.m.

7. **Adjournment**

Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 8:16 a.m.

May 2023
Item No. 4

ISSUE: Approval of Financial Statement

VOTE: Consider approval of the April 2023, MPO Financial Statement.

BACKGROUND:

Contents of the April Financial Statement can be found at the following links:

- [Statement of Financial Position](#)
- [Budget vs. Actuals](#)
- [Transaction List by Vendor](#)
- [Water Trails Account Transaction List](#)
- [Water Trails BUILD Grant Balance](#)

RECOMMENDATION:

Committee Action: The Finance Subcommittee voted to receive and file the April Financial Statement at its May 8, 2023, meeting.

Recommend approval of the April Financial Statement.

STAFF CONTACT:

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

May 2023
Item No. 5

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
Business Record	CRE Trends and Issues Forum	Event sponsorship; included in the FY 2023 UPWP/budget.	\$6,150.00
Dentons Davis Brown	Legal Fees	Legal fees associated with the water trails project.	\$2,516.50
Iowa State University		Development of a Trail Management Program	\$15,000.00

RECOMMENDATION:

Recommend approval of the above expenses.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

May 2023
Item No. 6**ISSUE: Mid-Iowa Planning Alliance Contract Amendment**

REPORT and VOTE: Consider approval of an amendment to the MPO's service agreement with the Mid-Iowa Planning Alliance for Community Development (MIPA).

BACKGROUND:

In April 2022, the MPO approved entering into a [contract with MIPA](#). In this contract, the MPO provides MIPA with the three primary services listed below.

1. General office support including office space at the MPO, along with back-office services provided by MPO administrative staff;
2. Supervisory support of MIPA staff from MPO senior staff; and,
3. Supplemental planning staff support from MPO planners.

These services are ongoing with either party able to terminate the contract with 60 days written notice. The contract also has an indemnity clause, reviewed by MPO counsel, that holds the MPO harmless from MIPA actions.

Following recent discussions at the Executive and Policy Committees, MPO staff recommends amending this contract to remove #2, supervisory support. This change is reflective of the direction the Policy Committee provided at its April meeting.

The ongoing effort to transition the MPO away from providing MIPA contracted assistance will continue in the coming months. MPO staff will provide an update on the transition at the May meeting.

RECOMMENDATION:

Recommend amending the MPO-MIPA contract to remove the MPO's provision of supervisory support to MIPA staff, effective July 1, 2023.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

May 2023
Item No. 7

ISSUE: FY 2023 Unified Planning Work Program and Budget Amendment

REPORT and VOTE: Consider approval of an amendment to the *FY 2023 Unified Planning Work Program* (UPWP) and budget to reflect end of year adjustments.

BACKGROUND:

MPO staff proposes an amendment to the FY 2023 UPWP and budget. The purpose of the amendment is to address three items:

- Adjust the budget amounts of individual work elements within the UPWP to reflect anticipated costs. This is a routine adjustment done towards the end of the fiscal year and ensures the MPO can be reimbursed for all eligible federal planning dollars. Note that these adjustments do not change the total amount of federal funds programmed in the budget.
- Add remaining costs associated with the University Avenue planning study. This study was funded with Surface Transportation Block Grant funds awarded to the City of West Des Moines in FY 2021 and continued in FY 2022. It was not included in the FY 2023 UPWP; however, a small amount of work remained for which the City of West Des Moines has requested reimbursement. This totals \$5,144, of which \$4,115 is to be reimbursed by the MPO. These costs have been added to Work Element 4.
- Add costs associated with the vacation and sick accrual buy-out of the former MPO Executive Director per the severance agreement approved on May 4, 2023. This amount is anticipated to be \$30,750. Staff recommends adding to this an additional \$20,000 for vacation cash out from other staff who are anticipated to be over the carryover threshold by the end of the year. These costs have been added to Work Element 6 and are funded with non-federal dollars.

The proposed changes are highlighted in the summary tables from the FY 2023 UPWP on the following pages.

RECOMMENDATION:

Committee Action: The Finance Subcommittee recommended approval at its May 8, 2023, meeting.

Recommend approval of the suggested amendments to the FY 2023 UPWP and budget.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

Table 8. Fiscal Year 2023 Budget By Agency

UPWP CODE	WORK ELEMENT	MPO TOTAL	US DOT Funds						Other Funds/Grants			Local Match	
			FHWA STBG Carryover	FHWA PL New	FTA 5305d New	STBG New	DOT Total	Percent of Total	Amount	Source	Percent of Total	(from member assessments & reserve funds)	Percent of Total
1.0	Long-Range Planning	\$229,088 \$279,103	\$568 \$692	\$123,710 \$150,719	\$23,372 \$28,474	\$12,663 \$15,429	\$160,313 \$195,313	70%	\$0		0%	\$68,775 \$83,789	30%
2.0	Multimodal Planning	\$236,538 \$179,378	\$586 \$444	\$127,734 \$96,867	\$24,131 \$18,300	\$13,075 \$9,915	\$165,526 \$125,526	70%	\$0		0%	\$71,012 \$53,852	30%
3.0	Public Involvement	\$183,783 \$163,777	\$455 \$406	\$99,246 \$88,442	\$18,749 \$16,708	\$10,159 \$9,053	\$128,609 \$114,609	70%	\$0		0%	\$55,174 \$49,168	30%
4.0	Integrated Planning	\$359,748 \$329,136	\$891 \$803	\$194,269 \$174,977	\$36,701 \$33,056	\$19,886 \$17,911	\$251,747 \$226,747	70% 69%	\$0 \$1,029	City of West Des Moines for University Ave. Study	0% 0.31%	\$108,001 \$101,390	30% 31%
5.0	Funding	\$120,196 \$127,342	\$298 \$315	\$64,908 \$68,766	\$12,262 \$12,991	\$6,644 \$7,039	\$84,112 \$89,111	70%	\$0		0%	\$36,084 \$38,231	30%
6.0	Program Administration	\$589,263 \$695,746	\$1,460 \$1,598	\$318,211 \$348,307	\$60,116 \$65,802	\$32,573 \$35,653	\$412,360 \$451,360	70%	\$0		0%	\$176,903 \$244,386	30% 35%
7.0	CIRTPA	\$106,697	\$0	\$0	\$0	\$0	\$0	0%	\$106,697	CIRTPA Contract	100%	\$0	0%
8.0	Other Non-DOT Contracts	\$372,487	\$0	\$0	\$0	\$0	\$0	0%	\$372,487	MIPA, HTFs, Marion County, Indianola	100%	\$0	0%
TOTAL FY 2023 BUDGET		\$2,197,799 \$2,253,697	\$4,258	\$928,078	\$175,331	\$95,000	\$1,202,667	55%	\$479,184 \$480,213		22%	\$515,949 \$570,816	23% 26%

Notes:

- DART's Transit Service Planning project will not be part of the planning agreement entered into between the MPO and Iowa DOT.
- Scott Avenue Water Trails funding will not be part of the planning agreement entered into between the MPO and Iowa DOT and is not included here.
- FHWA Metropolitan Planning (PL) program funding is transferred to FTA 5305d program funding in a consolidated planning grant application. FHWA STBG program funding is transferred to FTA 5307 program funding in a separate FTA transfer grant application.
- MIPA employee personnel costs are included in work element 8.0

Table 9. Projected Fiscal Year 2023 Balance Summary

Current Balance		
<u><i>Projected FY 2022 Balance (Fed)</i></u>	<u><i>\$0</i></u>	<u><i>FY 2022 UPWP Budget Balance Projection</i></u>
Local Funds - Operating Reserve	\$526,687	3 Month Operational Reserve
Local Funds - Other	\$600,893	Cash Balance
<u><i>Projected Local Cash Balance</i></u>	<u><i>\$1,127,534</i></u>	<u><i>MPO Cash Balance - estimated end FY 2022</i></u>
TOTAL	\$1,127,534	
Revenue - FY 2023		
Federal Highway Administration (FHWA – NEW)	\$928,078	Iowa DOT Correspondence Dec 9, 2021
Federal Transit Administration (FTA 5303 NEW)	\$175,331	Iowa DOT Correspondence Dec 9, 2021
FHWA – STBG Carryover	\$4,258	Iowa DOT Correspondence Dec 9, 2021
FTA – Carryover	\$0	Iowa DOT Correspondence Dec 9, 2021
STBG - MPO	\$95,000	Awarded by MPO
STBG - Water Trails	\$550,000	Awarded by the MPO to the Water Trails project
BUILD - Water Trails	\$25,000,000	Awarded by the US DOT to the Water Trails Project
<u><i>DOT Funds Subtotal</i></u>	<u><i>\$26,752,667</i></u>	
MPO Per Capita Assessment Income	\$574,406	Planning Area Population * \$1.00
CIRTPA Administration (Work Element 7)	\$110,031	Housing Trust Fund Contract (including 5% fee)
MIPA Contract (Work Element 8)	\$83,798	MIPA Contract (including 5% fee)
Polk County Watershed Management (Work Element 8)	\$10,000	WMA Contract (including 5% fee)
Housing Trust Fund Contracts (Work Element 8)	\$168,000	Contracts w/Central Iowa HTF and Story County HTF (including 5% fee)
Hartford Comp. Plan Contract (Work Element 8)	\$15,000	Hartford Comp. Plan Contract (including 5% fee)
Melcher/Dallas Contract (Work Element 8)	\$10,000	Melcher/Dallas Contract (including 5% fee)
Marion County Contract (Work Element 8)	\$15,000	Marion County Contract (including 5% fee)
Indianola Bike Study Contract (Work Element 8)	\$5,000	Remainder of Indianola Bike Study Contract (including 5% fee)
Matching Funds for Water Trails Grants	\$6,387,500	Matching funds from Central Iowa Water Trails LLC
<u><i>Non-DOT Funds Subtotal</i></u>	<u><i>\$7,378,735</i></u>	
TOTAL	\$34,131,402	
Costs (Projections) - FY 2023		
US DOT Program Cost - MPO	\$1,202,667	Work Elements 1 through 6
Water Trails Costs	\$31,937,500	Passthrough costs for the Water Trails project
CIRTPA Costs	\$106,697	CIRTPA Administration (Work Element 7)
Other Contracts - MPO	\$281,292	Staff costs for other contracts (Work Element 8)
Local Costs	\$515,949 \$571,845	Work Elements 1 through 6
TOTAL	\$34,044,105 \$34,098,972	
Surplus/Deficit – FY 2023		
Projected DOT Balance	\$0	<u><i>Available for Programming</i></u>
Projected Water Trails Balance	\$0	
Projected Local Balance	\$87,297 \$31,401	<u><i>Cash Balance</i></u>
TOTAL	\$87,297 \$31,401	
Balance (Reserve) - End FY 2023		
Projected Balance (federal)	\$0	<u><i>Available for Programming</i></u>
Projected Local Balance - Operating	\$631,982	<u><i>3 Month Operating Reserve (MPO costs minus special projects x 30%)</i></u>
Projected Local (Other)	\$582,850	<u><i>Cash Balance</i></u>
Projected Local Cash Balance	\$1,214,831	
Total	\$1,214,831	

May 2023
Item No. 8**ISSUE: *Fiscal Year 2024 Unified Planning Work Program and Budget Final Draft***

REPORT and VOTE: Consider approval of the *FY 2024 Unified Planning Work Program* and budget.

BACKGROUND:

MPO staff has developed the *Fiscal Year 2024 Unified Planning Work Program* (FY 2024 UPWP) and budget, which covers the year July 1, 2023, through June 30, 2024. The MPO Finance Subcommittee, Technical Committee, and Executive Committee approved the draft FY 2024 UPWP in March. The MPO must submit the final UPWP to the Iowa DOT by June 1, 2023.

[A copy of the FY UPWP and budget final draft is available on the MPO website \(click to access\).](#)

Updates made to the final FY 2024 UPWP include the following:

- Per Iowa DOT's recommendation, added Planning Emphasis Areas to the Requirements section, and noted which emphasis areas are addressed in the Planning Activities section.
- Per Iowa DOT's recommendation, added Complete Streets Policy update and Complete Streets Prioritization Plan into Task 2a.
- Per Iowa DOT's recommendation, noted that Safe Streets for All funds will not be part of the main planning agreement between the MPO and the Iowa DOT.
- Added to Task 5 a project related to exploring innovative transportation funding.
- Revised Climate Action Planning activities in Task 4 to those related to transportation.
- Removed Watershed Management as an activity under Task 4.
- Removed staff supervision from the services the MPO provides to MIPA in Task 8.
- Reduced staff hours to the MIPA contract to account for dropping supervisor support.
- Updated Table 5's non-personnel costs to better reflect actual costs observed in FY 2023.
- Updated the indirect rate and associated tables to reflect updates to Table 5.
- Removed cost for GreenIowa Americorps in Table 5.
- Increased summer intern hours.
- Updated Water Trails grant and match funds available to date in Table 2 and Table 11.
- Added costs for the Executive Director severance package, offset with reserve funds.
- Added costs associated with an Executive Director search firm.

RECOMMENDATION:

Committee Action: The Finance Subcommittee recommended approval at its May 8, 2023, meeting.

Recommend approval of the final *Fiscal Year 2024 Unified Planning Work Program* and Budget.

STAFF CONTACT:

Dylan Mullenix, dmullenix@dmampo.org
(515) 334-0075

May 2023
Item No. 9**ISSUE: Line of Credit Agreement**

REPORT and VOTE: Consider approval of the line of credit agreement with Bankers Trust for the Downtown Water Trails BUILD grant project.

BACKGROUND:

ICON Water Trails is working to secure a Line of Credit (LOC) with Bankers Trust for \$15,000,000 to facilitate the cash flow of the Downtown Water Trails BUILD Grant project. There are three documents in the agreement that require signature by the MPO – Notice of Final Agreement, Governmental Certificate, and Pledge Agreement. The Notice of Final Agreement and the Governmental Certificate are supporting documents required by the bank. The Pledge Agreement is required for ICON to secure the LOC.

- [Sub-Agreement #4](#), entered into between the MPO and ICON in September 2021 and amended in September 2022, notes the funding responsibilities of both parties and discusses the LOC.
- [Sub-Agreement #2](#), entered into between the MPO, Polk County, and ICON in September 2021 and amended in September 2022, includes indemnification protection language that would apply to the LOC.

The Line of Credit Agreement with Bankers Trust will be provided prior to the meeting.

Representatives from ICON will be at the May meeting to provide additional information and answer any questions.

RECOMMENDATION:

Recommend approval for the MPO to sign the Line of Credit Agreement.

STAFF CONTACT:

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May 2023
Item No. 10

ISSUE: Destination Iowa Outdoor Recreation Grant Agreement

REPORT and VOTE: Consider approval of the grant agreement for the \$7,000,000 Destination Iowa grant awarded to the Downtown Water Trails project.

BACKGROUND:

The Great Outdoors Foundation (GOF) applied for and received a \$7,000,000 Destination Iowa grant from the Iowa Economic Development Authority (IEDA) for the Downtown Water Trails project. The IEDA requires that the organization that holds the construction contract, in this case the MPO, be a signatory on the agreement accepting the grant funds. An agreement between IEDA, GOF, and the MPO has been drafted and reviewed by MPO legal counsel.

[The Destination Iowa Grant Agreement is available to view on the MPO website \(click to access\).](#)

An overview of the grant agreement will be provided at the May meeting.

RECOMMENDATION:

Recommend approval of the Destination Iowa Grant Agreement between the IEDA, GOF, and MPO.

STAFF CONTACT:

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(515) 334-0075

May 2023
Item No. 11

ISSUE: Indemnification Agreement

REPORT and VOTE: Consider approval of the indemnification agreement related to the Destination Iowa Outdoor Recreation Grant.

BACKGROUND:

MPO legal counsel has drafted an indemnification agreement, labeled Sub-agreement A, related to the Destination Iowa grant to remove the liability from the MPO for being a party to the Destination Iowa Grant.

[Sub-Agreement A is available to view on the MPO website \(click to access\).](#)

An overview of the Indemnification agreement will be provided at the May meeting.

RECOMMENDATION:

Recommend approval of the Indemnification agreement.

STAFF CONTACT:

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(515) 334-0075

May 2023
Item No. 12

ISSUE: Water Trails BUILD Grant Payment Approval

REPORT and VOTE: Consider approval of the *Application for Partial Payment No. 5* for the Water Trails BUILD grant project.

BACKGROUND:

Snyder & Associates has submitted the Application for Partial Payment No. 5. The payment application has been reviewed by Polk County and has received their concurrence for payment in the amount of \$1,443,795.90.

[The *Application for Partial Payment No. 5* and supplemental memo is available on the MPO website \(click to access\).](#)

RECOMMENDATION:

Recommend approval of the Application for Partial Payment No. 5.

STAFF CONTACT:

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May 2023
Item No. 13

ISSUE: Interim Executive Director Salary Adjustment

REPORT and VOTE: Consider approval of a temporary salary adjustment for the Interim Executive Director.

BACKGROUND:

At its May 4, 2023, special meeting, the Executive Committee appointed Dylan Mullenix as the Interim Executive Director. This item is to discuss providing the Interim Executive Director a temporary salary adjustment for the duration of time in which they serve in the position.

RECOMMENDATION:

Recommend approval of a temporary salary adjustment to the Interim Executive Director.

STAFF CONTACT:

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May 2023
Item No. 14

ISSUE: Executive Director Search Update

REPORT: Update regarding the process to hire a new Executive Director.

BACKGROUND:

Chair Bob Andeweg will provide an update at the May meeting about the process of hiring a new Executive Director.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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May 2023
Item No. 15

ISSUE: DMDC 2023 Debrief and Legislative Update

REPORT: Update on MPO-related activities that took place during the May 10-12 Greater Des Moines Partnership DMDC trip.

BACKGROUND:

Representatives from the MPO staff and board took part in the Greater Des Moines Partnership's DMDC 2023 trip to Washington, D.C., and spoke with representatives of Iowa's congressional delegation about a number of priority projects. This agenda item is to provide an opportunity to report back highlights from the trip and discuss any follow-up actions.

RECOMMENDATIONS:

None. Report and discussion only.

STAFF CONTACT:

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May 2023
Item No. 16

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. Below are some of the upcoming electric vehicle events and recent recordings.

[Designing and Operating Roads for the Aging Population](#) - May 24th 9-10:30am & 12-1:30pm via zoom

[Iowa's Defining Decade Field Day](#) – May 24th @ 1:30-3:30pm – Tesdell Farm – Slater, Iowa

[Utilizing Utilities: Partners and Policies to Accelerate Adoption](#) – June 15th @ 2 p.m. – Zoom

[TRB Transportation Resilience 2023 – International Conference on Extreme Weather & Climate Change Challenges](#) – November 13-15th – Washington, D.C.

Recording: [Electrified Cities: Federal Funding for Local Governments](#)

Recording: [Recording of CFI Webinar held Wednesday, March 22nd](#) (Passcode: i#l2b6UV)

Recording: [MPO EV Series: Electric Vehicles in Emergency Management](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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