

**AMENDED
NOTICE OF MEETING**

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

—
4:00 p.m., May 18, 2023

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 3**
 - Approve the April 20, 2023, meeting minutes and the April 28, 2023, Special Policy meeting minutes.
- 4. CONSENT and VOTE: Approval of the Financial Statement..... Page 8**
- 5. PUBLIC COMMENT on MPO Actions Page 9**
- 6. REPORT and VOTE: Mid-Iowa Planning Alliance Contract Amendment Page 10**
 - 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 11**
 - 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 13**
 - Report and discussion regarding the FY 2024 UPWP & budget; consider approval.
- 9. REPORT and VOTE: Water Trails Destination Iowa Outdoor Recreation Grant Agreement ..Page 15**
 - Discussion regarding the grant agreement for the \$7,000,000 Destination Iowa grant awarded to the Downtown Water Trails project; consider approval.
- 10. REPORT and VOTE: Water Trails Indemnification AgreementPage 16**
 - Discussion regarding the indemnification agreement related to the Destination Iowa Outdoor Recreation Grant; consider approval.
- 11. REPORT and VOTE: Water Trails BUILD Grant Payment Approval..... Page 17**
 - Discussion regarding the *Application for Partial Payment No. 5* for the Water Trails BUILD grant project; consider approval.
- 12. REPORT and VOTE: Interim Executive Director Salary..... Page 18**
 - Discussion regarding a temporary salary adjustment for the Interim Executive Director; consider approval.
- 13. REPORT: Executive Director Search Update..... Page 19**
 - Update regarding the process to hire a new Executive Director.

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.

14. **REPORT: DMDC 2023 Debrief and Legislative Update**..... Page 20
 - Report on MPO-related activities that took place during the May 10-12, 2023, Greater Des Moines Partnership’s DMDC trip.
15. **REPORT: Upcoming Events** Page 21
16. **Other Non-Action Items of Interest to the Committee**
17. **Next Meeting Date – June 15, 2023, at 4:00 p.m.**
18. **Adjournment**

May 2023
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the April 20, 2023, MPO Policy Committee meeting minutes and the April 28, 2023, Special Policy Committee meeting minutes.

BACKGROUND:

The minutes of the April 20, 2023, MPO Policy Committee meeting are included on the following pages. The minutes of the April 28, 2023 Special Policy Committee meeting will be provided prior to the meeting.

RECOMMENDATION:

Approve the minutes of the April 20, 2023, MPO Policy Committee meeting minutes and the April 28, 2023, Special Policy Committee meeting.

STAFF CONTACT:

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

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: 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 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

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: 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:

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

May 2023
Item No. 10

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:

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

May 2023
Item No. 11

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:

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

May 2023
Item No. 12

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 with 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:

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

May 2023
Item No. 13

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:

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

May 2023
Item No. 14

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:

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

May 2023
Item No. 15

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.

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