

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)  
Policy Committee

4:00 p.m., April 20, 2023

Des Moines Area MPO Burnham Conference Room

**AMENDED AGENDA**

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 3
  - Approve the March 20, 2023, meeting minutes.
4. **CONSENT and VOTE: Approval of the Financial Statement**..... Page 7
5. **PUBLIC COMMENT on MPO Actions** ..... Page 8
6. **REPORT and VOTE: Line of Credit Agreement** .....Page 9
  - Discussion regarding the line of credit agreement with Bankers Trust for the Downtown Water Trails BUILD grant project; consider approval.
7. **REPORT and VOTE: Destination Iowa Outdoor Recreation Grant Agreement**.....Page 10
  - Discussion regarding the grant agreement for the \$7,000,000 Destination Iowa grant awarded to the Downtown Water Trails project; consider approval.
8. **REPORT and VOTE: Indemnification Agreement** .....Page 11
  - Discussion regarding the indemnification agreement related to the Line of Credit Agreement and the Destination Iowa Outdoor Recreation Grant; consider approval.
9. **REPORT and VOTE: Federal Fiscal Year 2027 Surface Transportation Block Grant Program Funding Recommendation** .....Page 12
  - Report and discussion regarding the award recommendation for Federal Fiscal Year 2027 Surface Transportation Block Grant funding; consider approval.
10. **REPORT and VOTE: Federal Fiscal Year 2022 Excess Funding** ..... Page 14
  - Report and discussion on the award recommendation for Federal Fiscal Year 2022 excess Surface Transportation Block Grant Program funds; consider approval.
11. **REPORT and VOTE: Comprehensive Safety Action Plan Request for Proposals**..... Page 16
  - Report and discussion regarding the draft Request for proposals for the Safe Street and Road for All grant Comprehensive Safety Action; consider approval.
12. **REPORT and VOTE: Passenger Transportation Plan Final Draft**..... Page 17
  - Report and vote on FFY 2023-2027 Central Iowa Passenger Transportation Plan Final draft; consider approval.
13. **REPORT and VOTE: Water Trails BUILD Grant Payment Approval**.....Page 18
  - Discussion regarding the *Application for Partial Payment No. 4* for the Water Trails BUILD grant project; 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.dmampo.org/title-vi/](http://www.dmampo.org/title-vi/) or call 515-334-0075.*

14. **REPORT and VOTE: Approval Authority for Water Trails BUILD Grant Payments**..... Page 19
  - Discussion regarding allowing the Executive Committee the authority to approve Water Trails BUILD grant payments in months when the Policy Committee does not meet; consider approval.
15. **REPORT: Mid-Iowa Planning Alliance (MIPA) Contract** ..... Page 20
  - Discussion regarding the MPO's contract with MIPA.
16. **REPORT: Charging & Fueling Infrastructure Discretionary Grant Program** ..... Page 23
  - Report on Charging and Fueling Infrastructure (CFI) Discretionary Grant Program.
17. **REPORT: Policies and Procedures Manual and Employee Handbook Update**..... Page 24
  - Update regarding the Des Moines Area MPO Policies and Procedures Manual and Employee Handbook.
18. **REPORT: Purple Heart Highway Update**..... Page 25
  - Update on the process to redesignate IA 5/ US 65 Freeway Corridor to an Interstate.
19. **REPORT: Water Trails Update** ..... Page 26
  - Update on efforts related to the use of the BUILD Grant for water trails.
20. **REPORT: Legislative Update**..... Page 27
  - Update on the key legislative issues that impact the MPO member governments.
21. **REPORT: Upcoming Events** ..... Page 28
22. **Other Non-Action Items of Interest to the Committee**
23. **Next Meeting Date – May 18, 2023, at 4:00 p.m.**
24. **Adjournment**

April 2023  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Consider approval of the February 16, 2023, MPO Executive Committee meeting minutes.

**BACKGROUND:**

The minutes of the March 20, 2023, MPO Policy Committee meeting will be provided prior to the meeting.

**RECOMMENDATION:**

Approve the minutes of the March 20, 2023, MPO Policy 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)**  
**4:00 p.m., Thursday, March 23, 2023**

The MPO held a hybrid in-person/ virtual meeting at 4:00 p.m. on March 23, 2023. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on March 20, 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.**

**MPO Representatives Present:**

Dean O'Connor | City of Altoona  
Mark Holm | City of Ankeny  
David Jones | City of Ankeny  
Marketa Oliver | City of Bondurant  
Ruth Randleman | City of Carlisle  
Ted Weaver | City of Clive  
Mark Hanson | Dallas County  
Luis Montoya | DART  
Scott Sanders | City of Des Moines  
Connie Boesen | City of Des Moines  
Scott Sanders | City of Des Moines  
Jake Anderson | City of Grimes  
Tammi Dillavou | City of Mitchellville  
Stephanie Riva | City of Norwalk  
Len Murray | City of Pleasant Hill  
Jeff Walters | Polk City  
Robert Andeweg | City of Urbandale  
Mark Snell | Warren County  
Courtney Clarke | City of Waukee  
Tom Hadden | City of West Des Moines  
Mike Jones | City of Windsor Heights  
Andy Loonan | IDOT \*

**MPO Representatives Absent:**

Kathie Hungerford | City of Cumming\*\*  
Carl Voss | City of Des Moines  
Joe Gatto | City of Des Moines  
Josh Mandelbaum | City of Des Moines  
Colton Fors | City of Elkhart  
Stephanie Erickson | City of Indianola\*\*  
Jim Evans | City of Johnston  
Heather Stancil | Madison County\*\*  
Tom Hockensmith | Polk County  
Travis Brott | Van Meter\*\*  
Matt McKinney | City of West Des Moines  
Julia Castillo | HIRTA\*  
Kevin Foley | Des Moines International Airport  
Johnnie Gibson | FHWA  
Daniel Nguyen | FTA\*  
Eva Steinman | FTA\*  
\* Advisory/Non-Voting Representatives  
\*\* Associate/Non-Voting Representative

**Others Present:**

Clifford Leonard | Public  
Gabe Nelson

**MPO Staff Present:**

Scott Brennan | MPO General Counsel  
Todd Ashby | Executive Director  
Dylan Mullenix | Assistant Director  
Zach Young | Planning Manager  
Andrew Collings | Principal Planner  
Allison van Pelt | Senior Planner  
Zhi Chen | Senior Planner  
Lucas Young | Senior Planner  
Carl Saxon | Senior Planner  
Gunnar Olson | Public Affairs Manager  
Tracey Deckard | Office Manager

**1. Call To Order**

Chair Andeweg recognized a quorum and called the March Special Policy Meeting to order at 4:00 p.m.

**2. Approval of Agenda**

**MOTION:** A motion was made by Murray to approve the agenda and seconded by Boesen to approve the Des Moines Area Metropolitan Planning Organization March 23, 2023, meeting agenda.

**MOTION CARRIED UNANIMOUSLY**

**3. Approval of the Meeting Minutes**

**MOTION:** A motion was made by Oliver and seconded by Randleman to approve the Des Moines Area Metropolitan Planning Organization's February meeting minutes.

**MOTION CARRIED UNANIMOUSLY**

**4. Public Comment on MPO Actions**

None.

**5. Priority Project List for Greater Des Moines Partnership D.C. Trip**

Staff presented. Recommend approval of the priority projects submitted for the Greater Des Moines Partnership's (GDMP) trip to Washington D.C. Discussion regarding prioritizing projects.

**MOTION:** A motion was made by Oliver and seconded by Murray to approve the priority projects submitted for the Greater Des Moines Partnership's (GDMP) trip to Washington D.C.

**MOTION CARRIED UNANIMOUSLY.**

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

Planning Manager presented. Recommend approval of the proposed Federal Fiscal Year 2023-2026 Transportation Improvement Program amendments from the City of Bondurant and the City of Des Moines.

**MOTION:** A motion was made by O'Connor and seconded by Oliver to approve the proposed Federal Fiscal Year 2023-2026 Transportation Improvement Program amendments from the City of Bondurant and the City of Des Moines.

**MOTION CARRIED UNANIMOUSLY.**

**7. Water Trails BUILD Grant Payment Approval**

Executive Director presented. Recommend approval of the Application for Partial Payment No 2 for the Water Trails BUILD grant project.

**MOTION:** A motion was made by O'Connor and seconded by Haddon to approve the Application for Partial Payment No 2 for the Water Trails BUILD grant project.

**MOTION CARRIED UNANIMOUSLY**

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

Staff presented. Discussion about recently announced EPA Climate Pollution Reduction Grant. Discussion ensued. Report and discussion only.

**9. Upcoming Events**

Information only.

**10. Other Non-Action Items of Interest to the Committee**

None

**11. Next Meeting Date- April 20, 2023, at 4:00 p.m.**

**12. Adjournment**

Hearing no objection to the contrary Chair Bob Andeweg adjourned the meeting at 4:30 p.m.

April 2023  
Item No. 4

**ISSUE: Approval of Financial Statement**

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

**BACKGROUND:**

The March 2023 MPO Financial Statement will be provided prior to the meeting.

**RECOMMENDATION:**

Approve the March MPO Financial Statement.

**STAFF CONTACT:**

Rhonda Miller, [rmiller@dmampo.org](mailto:rmiller@dmampo.org)  
(515) 334-0075

April 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 CONTACTS:**

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



April 2023  
Item No. 6

**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 has opened 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.

Included, as a supplemental item, is the Line of Credit Agreement with Bankers Trust.

An overview of the Line of Credit agreement will be provided at the April meeting.

**RECOMMENDATION:**

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

**STAFF CONTACT:**

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

April 2023  
Item No. 7

**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 accepting the grant funds. An agreement between IEDA, GOF, and the MPO has been drafted and reviewed by MPO legal counsel.

Included, as a supplemental item, is the Destination Iowa Grant Agreement.

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

**RECOMMENDATION:**

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

**STAFF CONTACT:**

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

April 2023  
Item No. 8

**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 related to the Destination Iowa grant to remove the liability from the MPO for being a party to the Destination Iowa Grant.

Included, as a supplemental item, is the Indemnification Agreement.

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

**RECOMMENDATION:**

Recommend approval of the Indemnification agreement.

**STAFF CONTACT:**

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

April 2023  
Item No. 9**ISSUE: Federal Fiscal Year 2027 Surface Transportation Block Grant Program Funding Recommendation**

REPORT and VOTE: Consider approval of the award recommendation for Federal Fiscal Year 2027 Surface Transportation Program Block Grant Program (STBG) funds.

**BACKGROUND:**

The Funding Subcommittee annually determines a funding recommendation for Surface Transportation Block Grant Program project applications. The Funding Subcommittee heard presentations from eligible project sponsors on February 15, 2023.

The FFY 2027 target for STBG funding is **\$16,090,000**. The Funding Subcommittee met on March 9, 2023, to develop a funding recommendation for consideration by the MPO Executive Committee and the MPO Policy Committee.

Included, immediately following, is the Funding Subcommittee's recommendation for FFY 2027 STBG awards.

**Past Actions:**

- The Funding Subcommittee approved at its March 9, 2023, meeting;
- The Technical Committee approved at its April 6, 2023, meeting;
- The Executive Committee approved at its April 12, 2023, meeting;

**RECOMMENDATIONS:**

Recommend approval of the Federal Fiscal Year 2027 Surface Transportation Block Grant Program funding recommendation.

**STAFF CONTACT:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org);  
(515) 334-0075

**Federal Fiscal Year 2027 STBG Funding Recommendation**

Primary Sponsor	Project Title	Termini Description	Request	Score	Award Amount
<b>System Capacity</b>					
Grimes	SE 37th Street PCC Pavement Reconstruction - West	S. James Street to SE Gateway Drive	\$1,500,000	40	\$400,000
Waukeke	Alice's Road Replacement	NE Horizon Dr to NE Douglas Pkwy	\$2,500,000	59	\$600,000
<b>Major Reconstruction/Replacement</b>					
Altoona	8th St. SW Reconstruction – Phase 2	US 65 to Venbury Drive including south on Venbury Drive past the Community Choice Credit Union driveway.	\$2,000,000	73	\$500,000
Ankeny	West First Street Widening and Improvements - Phase 2	NW Greenwood Street to NW State Street	\$3,000,000	89	\$1,195,000
Bondurant	Grant Street South Realignment	Grant Street South from Highway 65 (Hubbell Avenue) south to an area along Grant Street South approximately 1500' north of 32nd Street SW.	\$1,000,000	81	\$250,000
Des Moines	Douglas Avenue Corridor Improvements	Lower Beaver Road to Martin Luther King Jr. Parkway	\$1,750,000	94	\$1,750,000
Des Moines	East Army Post Road Improvements	SE 14th Street to Indianola Avenue	\$4,000,000	93	\$2,600,000
Johnston	IA 141 and Towner Drive Interchange	IA 141 from MM 149.55 to MM 150.65 and relocated NW Towner Drive from the new west ramps to the new east ramps of the interchange. Includes the closure of existing NW Towner Dr, NW Timberridge Ln, and NW Timberbrooke Ln intersections on IA 141.	\$2,000,000	55	\$500,000
Polk City	3rd Street and Broadway Street Intersection Improvements project	Intersection of W. Broadway Street & N/S 3rd Street in Polk City, Iowa	\$356,000	80	
Polk County	NE 23rd Ave/Easton Blvd. Reconstruction Project	From E. 42nd Street in Des Moines, to 200 feet east of NE 56 St. on NE Oak Hill Drive	\$1,750,000	87	\$1,750,000
Urbandale	Douglas Parkway Preservation	128th Street to Timberline Creek	\$900,000	70	\$500,000
West Des Moines	Ashworth Road Reconstruction and Reconfiguration	1st Street to 50th Street	\$2,000,000	109	\$1,500,000
West Des Moines	Mills Civic Pkwy Reconstruction	S. 91st Street to S. Grand Prairie Pkwy	\$2,000,000	61	
Windsor Heights	73rd Street Reconstruction – Phase 2	Center Street to University Avenue	\$7,000,000	88	
<b>System Optimization</b>					
Des Moines	Intelligent Transportation Systems Upgrade - Phase 6	Citywide	\$1,000,000	83	\$1,000,000
Pleasant Hill	University Ave and Sherrylynn Blvd Improvements	University Ave and Sherrylynn Blvd	\$930,000	64	\$500,000
Warren County	County Highway G16 HMA Resurfacing	State Highway 65/69 to Carlisle City Limits	\$896,000	45	\$200,000
<b>Bridge Program Projects</b>					
Des Moines	University Avenue Bridge Rehabilitation	Over the Des Moines River	\$1,250,000	N/A	\$1,250,000
<b>Transit Projects</b>					
DART	DART Bus Replacements and BCycle Station Replacement	Des Moines Area	\$1,500,000	N/A	\$1,500,000
<b>Other/Planning Studies</b>					
MPO	TMA Program		\$95,000	N/A	\$95,000
<b>Total</b>			<b>\$35,601,000</b>		<b>\$16,090,000</b>

April 2023  
Item No. 10

## ISSUE: Federal Fiscal Year 2022 Excess Funding

REPORT and VOTE: Consider approval of the award recommendation for Federal Fiscal Year 2022 excess Surface Transportation Block Grant Program (STBG) funds.

## BACKGROUND:

The MPO's Excess STBG Funding Policy requires staff to review the excess funding that is available in the Iowa Department of Transportation's (DOT) Final Apportionment year. This number is the difference between the amount that the MPO awarded to projects in the FFY compared to the final target provided by the Iowa DOT.

In FFY 2021, the MPO was awarded \$13,874,000 in STBG funding. The Final apportionment of FFY 2021 was \$12,977,392. The FFY 2021 balance is -\$896,608. In FFY 2022, the MPO was awarded \$13,243,000 in STBG funding. The Final apportionment in FFY 2022 was \$15,411,259. The FFY 2022 balance is \$2,168,259.

### FY 2022 Excess Funding

FFY 2021 Balance	-\$896,608
FFY 2022 Balance	\$2,168,259
<b>FFY 2022 Excess Funding Available</b>	<b>\$1,271,651</b>

According to the MPO's Excess STBG Funding Policy, staff provided the Funding Subcommittee with a list of eligible projects that are included in the last three years of the current Transportation Improvement Program. The Funding Subcommittee developed a recommendation on how to award the Excess funding at their March 9, 2023, meeting.

See page 13 for a list of all eligible projects and recommended awards.

### Past Actions:

- The Funding Subcommittee approved at its March 9, 2023, meeting;
- The Technical Committee approved at its April 6, 2023, meeting;
- The Executive Committee approved at its April 12, 2023, meeting;

## RECOMMENDATION:

Recommend approval of the FFY 2022 Excess Funding Award recommendations.

## STAFF CONTACT:

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org)  
(515) 334-0075

April 2023  
Item No. 11

**ISSUE: Comprehensive Safety Action Plan Request for Proposals**

REPORT and VOTE: Consider approval of the draft Request for Proposals for the Safe Street and Road for All grant Comprehensive Safety Action.

**BACKGROUND:**

The MPO was awarded \$800,000 in Safe Streets and Roads for All grant funds to develop a Comprehensive Safety Action Plan (CAP) for the MPO. The CAP will cover the MPO planning area including the area of Polk County which is located outside the MPO boundary. The MPO will be seeking a consultant team to complete the CAP with the goal of being completed in time to submit for implementation funds in the fall of 2024. Staff has drafted the Request for Proposals (RFP) for the Safe Streets and Roads for All grant Comprehensive Safety Action.

[The draft RFP is available on the MPO website \(click to access\).](#)

Staff will provide an overview of the RFP at the April meeting.

**Next Steps:**

- Following approval by the Executive and Policy Committee, staff will post the RFP around April 21<sup>st</sup>;
- MPO Chair will name a selection committee to review the RFP responses;
- Responses to the RFP are due on May 12<sup>th</sup> with selection committee review and interviews held in the following weeks;
- Consultant selection approval at June Committee meetings;

**Past Actions:**

- The Technical Committee approved at its April 6, 2023, meeting;
- The Executive Committee approved at its April 12, 2023, meeting;

**RECOMMENDATION:**

Recommend approval of the Safe streets for All RFP.

**STAFF CONTACT:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org)  
(515) 334-0075

### FFY 2022 Excess STBG Funding - Eligible Projects

FFY 2024						
TPMS#	Project Sponsor	Project Title	Award Amount	Project Cost	% Awarded	Execss Award
39393	Des Moines	Southeast Connector-SE 30th Street to US 65	\$11,284,000	\$41,000,000	28%	
35476	Des Moines	Intelligent Transportation Systems Upgrade Phase 4	\$500,000	\$1,500,000	33%	
<b>45474</b>	<b>Polk City</b>	<b>N. 3rd Street Reconstruction, Trail, and Overlay</b>	<b>\$893,000</b>	<b>\$1,955,000</b>	<b>46%</b>	<b>\$271,651</b>
45478	Polk County	Bridge Replacement of Bridge No. 3618	\$350,000	\$525,000	67%	
40171	Polk County	Bridge No. 6633 Bridge Replacement	\$600,000	\$900,000	67%	
45475	Windsor Heights	73rd Street Reconstruction – Phase 1	\$2,250,000	\$10,000,000	23%	
36675	Des Moines	Walnut Street Des Moines River Bridge Replacement (Water Street to E 1st Street)	\$1,400,000	\$21,500,000	7%	
FFY 2025						
45479	Altoona	8th St. SW Reconstruction – Phase 2	\$2,250,000	\$5,900,000	38%	
45473	Clive	Interstate 35 / Interstate 80 / US Highway 6 Interchange	\$2,500,000	\$76,160,000	3%	
45477	Des Moines	Fleur Drive Bridge over the Raccoon River	\$2,000,000	\$3,000,000	67%	
48651	Des Moines	Intelligent Transportation Systems Upgrade - Phase 5	\$500,000	\$1,500,000	33%	
<b>52464</b>	<b>Des Moines</b>	<b>Douglas Avenue Corridor Improvements</b>	<b>\$2,250,000</b>	<b>\$10,000,000</b>	<b>23%</b>	<b>\$500,000</b>
48650	Grimes	S James Street Improvements	\$500,000	\$7,040,000	7%	
40200	Polk County	BR 6721	\$600,000	\$900,000	67%	
48656	Polk County	BR 6676 Bridge Replacement	\$550,000	\$800,000	7%	
48649	Urbandale	Meredith Drive Preservation Project	\$500,000	\$1,850,000	27%	
FFY 2026						
<b>52463</b>	<b>Ankeny</b>	<b>West First Street Widening and Improvements - Phase 2</b>	<b>\$1,151,500</b>	<b>\$6,500,000</b>	<b>18%</b>	<b>\$500,000</b>
22143	DART	DART Bus Replacements and BCycle Station Replacement	\$4,082,000	\$5,581,970	73%	
52455	Des Moines	ITS Upgrade - Phase 6	\$1,500,000	\$3,000,000	50%	
52456	Des Moines	University Avenue Bridge Rehabilitation	\$1,750,000	\$3,000,000	58%	
52465	Grimes	SE 37th Street PCC Pavement Reconstruction	\$500,000	\$5,191,000	10%	
	Polk County	NE 23rd Ave/Easton Blvd Reconstruction Project	\$1,500,000	\$5,950,000	25%	
	Polk County	Polk County BR-6668	\$500,000	\$900,000	56%	
52466	Waukee	Alice's Road Replacement	\$750,000	\$19,850,000	4%	

**\$1,271,651**



April 2023  
Item No. 12**ISSUE: FFY 2022-2026 Passenger Transportation Plan Final Draft**

REPORT and VOTE: Consider approval of the MPO/CIRTPA FFY2023-2027 Passenger Transportation Plan Final draft.

**BACKGROUND:**

The Passenger Transportation Plan (PTP) process for Iowa's 9 Metropolitan Planning Organizations (MPOs) and 18 Regional Planning Affiliations (RPAs) is designed to promote joint, coordinated passenger transportation planning programs that further the development of the local and regional public transportation systems. Public transportation systems in Iowa include 35 public transit systems plus a wide array of human service and private transportation providers.

This document is updated every five years per Iowa DOT requirements, with the focal population of persons who cannot drive and rely upon passenger transportation for daily and essential services. MPO & CIRTPA staff have developed a draft plan in cooperation with HIRTA, DART, and the regional Transportation Advisory Groups.

**Next steps:**

- Final Draft of PTP will be brought to MPO & CIRTPA committees in April 2023 for final approval.
- Submit final PTP to IA DOT on May 1, 2023.

[The FFY 2023-2027 Central Iowa Passenger Transportation Plan draft is available on the MPO website.](#)

**Past Actions:**

- The Technical Committee approved at its April 6, 2023, meeting;
- The Executive Committee approved at its April 12, 2023, meeting;

**RECOMMENDATIONS:**

Recommend approval of the MPO/CIRTPA FFY 2022-2026 Passenger Transportation Plan Final Draft.

**STAFF CONTACT:**

Carl Saxon, [csaxon@dmampo.org](mailto:csaxon@dmampo.org)  
(515) 334-0075

April 2023  
Item No. 13

**ISSUE: *Water Trails BUILD Grant Payment Approval***

REPORT and VOTE: Consider approval of the *Application for Partial Payment No. 4* for the Water Trails BUILD grant project.

**BACKGROUND:**

Snyder & Associates has submitted the Application for Partial Payment No. 4. The payment application has been reviewed by Polk County and has received their concurrence for payment in the amount of \$623,537.24.

This total includes \$58,911.69 in reimbursable expenses. The remaining \$484,166.03 is for stored materials. The MPO will not be able to submit reimbursement for these costs until the materials are used per Iowa DOT specifications.

[The Application for Partial Payment No. 4 and supplemental memo is available on the MPO website \(click to access\).](#)

Past Actions:

- The Executive Committee approved at its April 12, 2023, meeting;

**RECOMMENDATION:**

Recommend approval of the Application for Partial Payment No. 4.

**STAFF CONTACT:**

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

April 2023  
Item No. 14

**ISSUE: Approval Authority for Water Trails BUILD Grant Payments**

REPORT and VOTE: Consider approval of allowing the Executive Committee to approve Water Trails BUILD grant payments in months when the Policy Committee does not meet.

**BACKGROUND:**

The Policy Committee does not have regularly scheduled meetings in March, July, or December. To ensure that the Water Trails payments are processed in a timely manner, staff is requesting that the Executive Committee have authority to approve payments in these months.

The Executive Committee approved the Water Trails BUILD grant payments in months when the Policy Committee does not meet at the April 12, 2023, meeting.

Past Actions:

- The Executive Committee approved at its April 12, 2023, meeting;

**RECOMMENDATION:**

The Executive Committee recommended approval that for the months of March, July and December when the MPO Policy Committee does not meet, the MPO Executive Committee is given the authority to approve pay estimates to the water trails contactor United/Reilly to allow for timely payment of project costs for the duration of the water trails BUILD project. The pay estimate will still go through the normal payment review process it regularly does with the construction engineer (Snyder & Associates) and Polk County prior to being reviewed by MPO staff and being presented to the MPO Executive Committee. No other authority, other than what has been previously approved, is granted to the Executive Committee.

**STAFF CONTACT:**

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

April 2023  
Item No. 15

## ISSUE: Mid-Iowa Planning Alliance Contract

REPORT: Discussion regarding the MPO's contract with the Mid-Iowa Planning Alliance (MIPA).

### BACKGROUND:

The Executive Committee's March 2023 agenda included an agenda item on the draft FY 2024 Unified Planning Work Program (UPWP) and budget. During this item's discussion, the Executive Committee members discussed the MPO's contract with the Mid-Iowa Planning Alliance for Community Development (MIPA). Chair Bob Andeweg asked for a continuation of this discussion at the April meetings of the Executive Committee and Policy Committee.

#### MPO Contracts Overview

The MPO currently has ongoing administrative contracts with four organizations listed below. Additional information about these organizations can be found [in this resource](#).

- Central Iowa Regional Transportation Planning Alliance (CIRTPA) - *contract since 1994*
- Central Iowa Housing Trust Fund (HTF) - *contract since 2020*
- Story County HTF - *contract since 2022*
- MIPA - *contract since 2022*

In recent months, the MPO Executive Committee and Policy Committee have discussed the MPO's ongoing role with these contracts and whether the contracts align with the MPO's [28E agreement](#) and [strategic plan](#). An outcome of the MPO Policy Committee's strategic planning session in January 2023 was the general consensus that the MPO's housing-related contracts are better suited for MIPA. In March 2023, both the Story County HTF board and the Central Iowa HTF board voted to terminate their contracts with the MPO for services effective at the end of June 2023. Those organizations will instead seek to receive administrative support from MIPA.

#### MIPA Contract Overview

In its [contract with MIPA](#), the MPO provides MIPA with the three primary services listed below.

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

### Discussion/Action Timeline

A document outlining the timeline of past discussions and actions related to MIPA's development and the MIPA contract, as well as discussions and actions related to the MPO's contracts with the Story County HTF and the Central Iowa HTF, [is available here](#).

### Staff Implications

A condition of MIPA's federal funding from the Economic Development Administration is that MIPA must have at least one direct employee. As noted previously in the MIPA Contract Overview section, the MPO provides general office support and supervisory support for this employee. Additionally, following discussions with the MPO's Finance Subcommittee, Executive Committee, and Policy Committee in February and March of 2022, the FY 2023 budget added a planner position to handle non-transportation related contracts. Both positions are fully funded by contracts, with no US Department of Transportation (DOT) dollars nor MPO membership dues used. Should the MPO's contract with MIPA cease, these two positions would move out of the MPO's responsibility, presumably to be handled by MIPA directly.

Furthermore, nearly all MPO staff members allocate some time to the contracts listed previously in the MPO Contracts Overview section. Should the MPO's contract with MIPA cease, MPO staff would only bill their time to the DOT and to CIRTPA.

### MPO Budget Implications

Over the last several years, the MPO staff and the Finance Subcommittee have identified contracts as a way to provide the MPO revenue while keeping the assessment rate flat. Contracts benefit the MPO financially in three ways:

- Personnel costs: the contracting agency pays for work done by MPO staff on the contracting agency's behalf;
- Indirect costs: the contracting agency pays a share of the MPO's overhead (e.g., rent, payroll, computers, telecommunications, office supplies); and,
- Administrative fees: the contracting agency pays a percent fee on MPO personnel costs charged to the contract.

The net impact of ceasing the MIPA budget, using draft FY 2024 budget figures, would be a loss of approximately \$93,000. With the MIPA contract, staff anticipates the MPO FY 2024 budget will have a \$34,035 ending balance. If MIPA is not included in the budget, staff anticipates the FY 2024 budget will have an ending balance of -\$59,110. For context, if the MPO were to fill this shortfall with MPO assessments, the assessment rate would need to increase from \$1.00 per capita to \$1.10 per capita.

### MIPA Transition Steps

The Policy Committee has raised the need to develop a transition plan for MIPA to become independent from the MPO should the current contract not be continued. MPO staff has identified the following items that need to be addressed for such a transition:

- Funding/Budget/Contracts
  - Transition housing contracts from MPO to MIPA – underway
  - MIPA budget amendment to remove MPO; have MIPA staff take over budgeting process
  - EDA grant amendment to remove/change contract with MPO. MIPA must demonstrate it has capacity to provide the same services that MPO was providing for MIPA to continue receiving the grant
  - MIPA staff takes over process of invoicing MIPA member dues and payments from other contracts
  - Transfer bank accounts with new signatories
- Dissolve MPO/MIPA contract by providing 60 days written notice
- Identify and arrange for MIPA overhead services
  - Office Space
  - Computers and software
    - Purchase equipment
    - Purchase/transfer software licenses
    - Transfer email and website accounts
    - Procure IT support
  - Printing & postage
  - Phone and internet services
  - Office equipment and supplies
  - Payroll services
  - Professional services – legal, auditor, and accounting
- Transition benefits package – health, dental, vision, life, disability, retirement/deferred compensation

At the Executive Committee's April 12<sup>th</sup> meeting, the committee asked staff to review the services provided by the current contract, identify options to transition services including timelines, and to provide suggestions at the April Policy Committee meeting.

### **RECOMMENDATION:**

None. Report and discussion only.

### **STAFF CONTACT:**

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

April 2023  
Item No. 16

**ISSUE: Charging & Fueling Infrastructure Discretionary Grant Program**

REPORT: Report on Charging and Fueling Infrastructure (CFI) Discretionary Grant Program

**BACKGROUND:**

The [Charging & Fueling Infrastructure \(CFI\) Discretionary Grant Program](#) Notice of Funding was released in March 2023.

This initial funding of up to \$700 million will be available to deploy electric vehicle charging infrastructure and other alternative fueling infrastructure projects in urban and rural communities in publicly accessible locations through the CFI Discretionary Grant Program.

The CFI Discretionary Grant Program was established by the Bipartisan Infrastructure Law and will provide up to \$2.5 billion over five years to a full range of applicants, including cities, counties, local governments, and Tribes. *This round of funding applications are due by May 30.*

[A summary of the Charging and Fueling Infrastructure Program is available on the MPO website \(click to access\).](#)

A recording of FHWA's March 22<sup>nd</sup> [webinar on the program is available here](#) (Passcode: i#l2b6UV)

**RECOMMENDATIONS:**

None. Report and discussion only.

**STAFF CONTACT:**

Allison van Pelt, [avanpelt@dmampo.org](mailto:avanpelt@dmampo.org)  
(515) 334-0075

April 2023  
Item No. 17

**ISSUE: Policies and Procedures Manual and Employee Handbook Update**

REPORT: Update regarding the Des Moines Area MPO Policies and Procedures Manual and Employee Handbook.

**BACKGROUND:**

At the March Executive Committee meeting, staff shared the draft MPO Employee Handbook and the draft MPO Policies and Procedures Manual. The MPO chair appointed a Handbook Review Committee to further review the document, following review by legal counsel. Staff also will be working with the Finance Subcommittee to review financial policies following legal counsel's review of the Policies and Procedures Manual. Staff anticipates feedback from those committees will be provided at the May meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

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



April 2023  
Item No. 18

**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 are 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 March meeting.

**RECOMMENDATIONS:**

None. Report and discussion only.

**STAFF CONTACT:**

Gunnar Olson, [golson@dmampo.org](mailto:golson@dmampo.org)  
(515) 334-0075

April 2023  
Item No. 19

**ISSUE: Water Trails Update**

REPORT: Discussion regarding the execution of the BUILD Grant for Central Iowa Water Trails.

**BACKGROUND:**

Staff continues to work with project partners to develop the Downtown Dam Mitigation and User Access Project and will provide an update at the April meeting.

**RECOMMENDATIONS:**

None. Report and discussion only.

**STAFF CONTACT:**

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

April 2023  
Item No. 20

**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](mailto:dmullenix@dmampo.org);  
(515) 334-0075

April 2023  
Item No. 21

**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.

*FHWA 2-part Webinar Series on State DOTs Carbon Reduction Strategy Development*  
March 29, 2023, from 3:00 to 4:30 pm Eastern (Ohio, Vermont, and Tennessee DOTs)  
[April 6, 2023, from 3:00 to 4:30 pm Eastern](#) (Colorado, Massachusetts, and California DOTs)

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

[TRB Transportation Resilience 2023 – International Conference on Extreme Weather & Climate Change Challenges](#) – November 13-15<sup>th</sup> – 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:**

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