

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 12<sup>th</sup> 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 payment of legal fees to Denton Davis Law Firm for attorney fees in the 28E review in the amount of \$5,733.00. Counsel answered questions regarding the fee amounts were discussed and what actions were performed.

**MOTION:** A Motion was made by Weaver and seconded by Holm to approve payment.

**MOTION CARRIED**

5. **Public Comment of MPO Actions**

None.

6. **Fiscal Year 2022 Audit**

Ted Weaver, Chair of the Finance Committee presented. Discussed processes to put in place to alleviate some of the issues referenced.

**MOTION:** A motion was made by Weaver and seconded by Riva to approve the FY 2022 Audit.

**MOTION CARRIED**

7. **Fiscal Year 2024 Unified Planning Work Program and Budget Development**

Ted Weaver, Chair of the Finance Committee and Assistant Director presented. Stressed that this is a draft and not the final work program. Recommend approval of the draft Fiscal Year 2024 Unified Planning Work Program and Budget Development.

Gatto asked numerous questions regarding MIPA and expressed concern that the Executive Committee doesn't have any control of the MIPA Board. The Executive Director indicated that MIPA needs time to get the organization set up and probably would be a separate organization at some point. Gatto further advised that he doesn't want the MPO to have anything to do with MIPA. McKinney asked if MIPA was a separate entity and if there could be shared liability. Legal Counsel replied that the MPO has a contract with MIPA, and he has no concerns regarding MPO liability. Hockensmith indicated that he believes MIPA is a duplication of services that Polk County already provides through its funding of the Greater Des Moines Partnership and the Polk Count Housing Trust Fund.

Murray inquired how benefits costs and hours are allocated. The chair encourages a vote on the draft. Hockensmith indicates he is willing to move this draft item, but it does not indicate his approval. Gatto seconded with the same understanding.

**MOTION:** A motion was made by Hockensmith and seconded by Gatto with same to approve the draft Unified Planning Work Program and Budget.

**MURRAY OF PLEASANT HILL VOTED NO.**

**MOTION CARRIED**

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

Executive Director presented. Recommend approval of the Application for Partial Payment No. 2.

**MOTION:** A motion was made by Gatto and seconded by O'Connor to approve the Water Trails BUILD Grant payment.

**MOTION CARRIED**

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

Planning Manager presented. Discussion regarding the Federal Fiscal Year 2022 excess Surface Transportation Block Grant Program funds. Report and discussion only.

10. **DC List and Community Projects**

Staff presented. Discussion of DMDC 2023 annual trip to Washington DC and request fo9r information from members. Report and discussion only.

11. **Employee Handbook**

Executive Director presented. Discussion regarding the Des Moines Area MPO Employee Handbook. The Chair asked for volunteers to be on a committee to review the MPO Employee Handbook. O'Connor, Gatto and Murray volunteered. Report and discussion only.

12. **Policies and Procedures Manual**

Executive Director presented. Discussion regarding the Des Moines Area MPO Policies and Procedures Manal.

Report and discussion only.

13. **Purple Heart Highway Update**  
Staff presented. Update regarding the process to redesignate Iowa Highway 5/ US Highway 65 Freeway Corridor an interstate. Work on Phase 2 of the project continues.  
Report and discussion only.
14. **Water Trails Update**  
Executive Director reported. Provided an update on progress of the Central Iowa Water Trails. Another payment from the contractor is anticipated.  
Report and discussion only.
15. **Legislative Update**  
Assistant Director presented. Discussion regarding pending legislative items and discussion of the first funnel. Report and discussion only.
16. **Upcoming Events**  
Information only.
17. **Other Non-Action Items**  
None.
18. **Next Meeting Date**  
April 12, 2023, beginning at 11:30.
19. **Adjournment**  
Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:46.