

MEETING MINUTES
Des Moines Area Metropolitan Planning Organization (MPO)
EXECUTIVE COMMITTEE SPECIAL MEETING
11:30 a.m., Thursday, May 17, 2023
Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held an Executive Committee meeting at 11:30 a.m. on May 17, 2023, at the Des Moines Area MPO office. MPO staff emailed agenda packets to the MPO Executive Committee members on May 11, 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
Mark Holm | City of Ankeny
Joe Gatto | City of Des Moines
Frank Cownie | City of Des Moines
Jeff Walters | City of Polk City
Len Murray | City of Pleasant Hill
Tom Hockensmith | Polk County
Matthew McKinney | City of West Des Moines
Andy Loonan | Iowa DOT

Executive Members Absent:

Staff Present:

Dylan Mullenix | Interim Executive 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
Tracey Deckard | Office Manager
Gunnar Olson | Public Affairs Manager
Rhonda Miller | Accountant
Scott Brennan | MPO General Counsel

Others Present:

Jackie Pullen | ICON
Monica Converse | ICON
Hannah Inman | ICON
Adam Dutcher | ICON
Colleen MacRae | ICON
Chris Costa | Knapp Properties

1. Call to Order

MPO Chair Bob Andeweg called the May 17th meeting to order at 11:30 a.m. A quorum was present.

2. Approval of Agenda

MOTION: A motion was made by Hockensmith and seconded by Gatto to approve the May 17, 2023, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

MOTION CARRIED

3. Approval of Meeting Minutes

Recommend approval of the meeting minutes from April 12, 2023, April 24, 2023, April 25, 2023, and May 4, 2023. Len Murray asked that his name be included as being present at all meetings.

MOTION: A motion was made by O'Connor and seconded by Murray to approve the April 12, 2023, meeting minutes as amended.

MOTION CARRIED

MOTION: A motion was made by Murray and seconded by Gatto to approve the April 24, 2023, Special meeting minutes as amended.

MOTION CARRIED

MOTION: A motion was made by O'Connor and seconded by Riva to approve the April 25, 2023, Des Moines Area Metropolitan Planning Organization Special Executive Committee meeting minutes.

MOTION CARRIED

MOTION: A motion was made by Gatto and seconded by O'Connor to approve the May 4, 2023, Des Moines Area Metropolitan Planning Organization Special Executive Committee meeting minutes as amended.

MOTION CARRIED

4. **Approval of the April Financial Statement**

Finance Committee Chair, Ted Weaver presented. Reported that amendments were made to the financial statement to show retained earnings. Murray thanked the staff for including Water Trails Account information. Recommend approval.

MOTION: A Motion was made by Murray and seconded by Riva to approve the April Financial Statement.

MOTION CARRIED

5. **Contracts and Expenses**

Interim Executive Director presented. Recommend approval of the following expenses:

- Business Record for Sponsorship of the CRE Trends and Issues Forum in the amount of \$6,150.00.
- Dentons Davis Brown legal fees in the amount of \$2,516.50.
- Iowa State University for the development of a Trail Management Program in the amount of \$15,000.

MOTION: A motion was made by Gatto and seconded by Riva with a suggestion of advising the Business record that future sponsorships may not be possible, to approve the expenses.

MOTION CARRIED

6. **Mid-Iowa Planning Alliance Contract Amendment**

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

MOTION: A motion was made by McKinney and seconded by Walters to approve the amendment of the MPO-MIPA contract.

MOTION CARRIED

7. **FY 2023 Unified Planning Work Program and Budget Amendment**

Interim Executive Director presented. Advised that the Finance Committee reviewed and recommended approval. Recommend approval of the amendments to the FY 2023 Unified Planning Work Program and Budget.

MOTION: A motion was made by Murray and seconded by McKinney to approve the amendments to the FY 2023 Unified Planning Work Program and Budget.

MOTION CARRIED

8. **Fiscal Year 2024 Unified Planning Work Program and Budget**

Finance Committee Chair presented. Advised that the Finance Committee has reviewed and approved the FY 2024 Unified Planning Work Program and Budget. Recommend approval of the same.

MOTION: A motion was made by Murray and seconded by McKinney to approve the amendments to the FY 2023 Unified Planning Work Program and Budget.

MOTION CARRIED

9. **Line of Credit Agreement**

Matt McKinney, MPO Executive Committee member presented. Len Murray requested and read a lengthy statement into the record voicing concerns that the MPO is at risk regarding the presented sub-agreement following his review. He specifically requested a written legal opinion from MPO Counsel. Members present from ICON responded to Murray's concerns and attempted to explain the form language of concern. ICON explained that they have reserve funds to use if needed. Murray requested MPO Counsel to clarify ownership of the project bank account.

MOTION: A motion was made by Hockensmith and seconded by Gatto to defer action on this document until a legal opinion has been prepared.

MOTION CARRIED

10. **Destination Iowa Outdoor Recreation Grant Agreement**

Matt McKinney presented. Explained the grant that was applied for and received by the Great Outdoors Foundation (GOF). The Iowa Economic Development Authority (IEDA) requires that the organization that holds the construction contract, which is the MPO, be a signatory on the agreement accepting the grant funds. An agreement between the IEDA, GOF and the MPO has been drafted and reviewed. Recommend approval of the Destination Iowa Grant Agreement between the IEDA, GOF, and MPO. Discussion ensued.

MOTION: A motion was made by Gatto and seconded by Hockensmith to approve the grant agreement.

MOTION CARRIED

11. **Indemnification Agreement**

MPO General Counsel presented. Recommend approval of the indemnification agreement related to the Destination Iowa Outdoor Recreation Grant. Discussion ensued.

MOTION: A motion was made by Gatto and seconded by O'Connor to approve the Indemnification Agreement.

MOTION CARRIED

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

Planning Manager presented. Consider approval of the Application for Partial Payment No 5 for the Water Trails BUILD Grant project.

MOTION: A motion was made by Hockensmith and seconded by O'Connor to approve Partial Payment No. 5 for the Water Trails BUILD Grant project.

MOTION CARRIED

13. **Interim Executive Director Salary Adjustment**

The chair indicated that a review will be done and adjustment made following the annual review.

14. **Executive Director Search Update**

Chair has appointed a committee and they will be meeting soon to discuss hiring a firm to assist with the Executive Director search. Report and discussion only.

15. **DMDC 2023 Debrief and Legislative Update**

The Interim Executive Director provided a summary of the MPO Activities that took place during the May 10-12 Greater Des Moines Partnership DMDC trip. Report and discussion only.

16. **Upcoming Events**

Information only.

17. **Approval of the MPO Policy Committee Agenda**

The item regarding the line of credit will be removed from the Policy Agenda.

MOTION: A motion was made by Gatto and seconded by Hockensmith to approve the Policy Agenda as amended.

MOTION CARRIED

18. **Non-Action Items**

Staff provided information for the Charging & Fueling Infrastructure Discretionary Grant Notice of Funding Opportunity; staff also provided an update on the RFP for Safe Streets for All.

Interim Executive Director advised that he would try to meet with all committee members to make sure the MPO makes a smooth transition into new leadership and assured members that the MPO is continuing

to operate as it was previously. The Chair congratulated Dylan on the process.

19. **Next Meeting Date**

June 7, 2023, beginning at 11:30 a.m.

20. **Adjournment**

Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:38 p.m.