

**Meeting Minutes**  
**Special Policy Committee Meeting**  
**Des Moines Area Metropolitan Planning Organization (MPO)**  
**11:30 a.m., April 28, 2023**

The MPO held a Special Policy hybrid in-person/ virtual meeting at 11:30 a.m., April 28, 2023. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on April 25, 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  
Michael Schrock | City of Ankeny  
Doug Elrod | City of Bondurant  
Deven Markley | City of Carlisle  
Kathie Hungerford | City of Cumming\*\*  
Mark Hanson | Dallas County  
Luis Montoya | DART  
Frank Cownie | City of Des Moines  
Connie Boesen | City of Des Moines  
Carl Voss | City of Des Moines  
Joe Gatto | City of Des Moines  
Josh Mandelbaum | City of Des Moines  
Heather Stancil | Madison County\*\*  
Tammi Dillavou | City of Mitchellville  
Mark Konrad | City of Pleasant Hill  
Jeff Walters | Polk City  
Tom Hockensmith | Polk County  
Robert Andeweg | City of Urbandale  
Matt McKinney | City of West Des Moines  
Tom Hadden | City of West Des Moines  
Mike Jones | City of Windsor Heights  
Brooke Ramsey | HIRTA\*

**MPO Representatives Absent:**

David Jones | City of Ankeny  
Ted Weaver | City of Clive  
Colton Fors | City of Elkhart\*\*  
Scott Mikkelsen | City of Grimes  
Stephanie Erickson | City of Indianola\*\*

Jim Evans | City of Johnston  
Stephanie Riva | City of Norwalk  
Travis Brott | Van Meter\*\*  
Courtney Clarke | City of Waukee  
Mark Snell | Warren County  
Kevin Foley | Des Moines International Airport\*  
Andy Loonan | IDOT \*  
Johnnie Gibson | FHWA\*  
Daniel Nguyen | FTA\*  
Eva Steinman | FTA\*  
\* Advisory/Non-Voting Representatives  
\*\* Associate/Non-Voting Representative

**Others Present:**

Gabe Nelson | Snyder  
Tony Chavez | Zack Nunn's office

**MPO Staff Present:**

Scott Brennan | MPO General Counsel  
Dylan Mullenix | Interim Executive Director  
Zach Young | Planning Manager  
Allison van Pelt | Senior Planner  
Tracey Deckard | Office Manager  
Gunnar Olson | Public Affairs Manager  
Lucas Young | Senior Planner  
Zhi Chen | Senior Planner  
Rhonda Miller | Accountant

**1. Call To Order**

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

**2. Approval of Agenda**

**MOTION:** A motion was made by Gatto to approve the agenda and seconded by Murray to approve the Des Moines Area Metropolitan Planning Organization May 18, 2023, meeting agenda.

**MOTION CARRIED UNANIMOUSLY**

**3. Approval of Meeting Minutes**

**MOTION:** A motion was made by Gatto and seconded by Hockensmith to approve the April 20, 2023, and the April 28, 2023 Special Policy meeting minutes.

**MOTION CARRIED UNANIMOUSLY**

**4. Approval of the Financial Statements**

Interim Executive Director presented.

**MOTION:** A motion was made by Gatto and seconded by Hansen to approve the Financial Statements.

**MOTION CARRIED UNANIMOUSLY**

**5. Public Comment on MPO Actions**

None.

**6. MIPA Contract Amendment**

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

**MOTION:** A motion was made by Hanson and seconded by Cownie to approve the amendments to the MPO-MIPA contract to remove the MPO's provision of supervisory support to MIPA staff, effective July 1, 2023.

**MOTION CARRIED UNANIMOUSLY**

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

Interim Executive director presented. Consider approval of the amendment to the FY 2023 Unified Work Program as approved by the Finance Subcommittee at their May 8, 2023, meeting.

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

**MOTION CARRIED UNANIMOUSLY**

**8. Fiscal Year 2024 Unified Planning work Program and Budget Final Draft.**

Interim Executive Director presented. Consider approval of the FY 2024 Unified Planning Work Program and budget that was approved by the Finance Subcommittee at their May 8, 2023, meeting.

**MOTION:** A motion was made by Hockensmith and seconded by Gatto to approve the amendments to the MPO-MIPA contract to remove the MPO's provision of supervisory support to MIPA staff, effective July 1, 2023.

**MOTION CARRIED UNANIMOUSLY**

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

MPO Committee member Matt McKinney presented and answered questions about the grant award.

**MOTION:** A motion was made by Mandelbaum and seconded by Cownie to approve the Destination Iowa Grant Agreement between the IEDA, GOF and the MPO.

**MOTION CARRIED UNANIMOUSLY**

**10. Indemnification Agreement**

MPO Committee member Matt McKinney presented. Recommend approval of the Indemnification agreement.

**MOTION:** A motion was made by Elrod and seconded by Gatto to approve the Indemnification agreement.

**MOTION CARRIED UNANIMOUSLY**

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

Planning Manager presented. Recommend approval of the Application for Partial Payment No. 5.

**MOTION:** A motion was made by Gatto and seconded by Hockensmith to approve the Application for Partial Payment No. 5.

**MOTION CARRIED UNANIMOUSLY.**

**12. Interim Executive Director Salary Adjustment**

The Chair presented. The Interim Executive Director will meet with the review committee for his annual review to determine his salary adjustment. Report and discussion only.

**13. Executive Director Search Update**

The Chair presented. A committee has been set up to move forward with the search for an executive director. The committee will meet to choose a firm to work with to conduct the search. Report and discussion only.

**14. DMDC Debrief**

Interim Executive Director and staff reported. Report and update of MPO-related activities that took place during the DMDC trip on May 10-12.

**15. Upcoming Events**

Information only.

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

Update on the Charging & Fueling Infrastructure grant and advise of new deadline of June 13, 2023.

Discussion of PROTECT grant funding, applications due on 8/18/2023

Update on the RFP for Safe Streets for all.

Interim Executive Director advised that the MPO will operate as usual and will be meeting with all committee members.

The Chair- thanked Dylan and the staff for their continued work.

Mark Hansen advised of Des Moines Historical Society even at the log cabin located at Principal Park.

**17. Next Meeting Date- June 15, 2023, at 4:00 p.m.**

**18. Adjournment**

Hearing no objection to the contrary, The Chair adjourned the meeting at 4:36 p.m.