

MEETING MINUTES  
 Des Moines Area Metropolitan Planning Organization (MPO)  
 EXECUTIVE COMMITTEE  
 11:30 a.m., Wednesday, August 9, 2023  
 Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on August 9, 2023, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on August 3, 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.**

<b>EXECUTIVE MEMBERS PRESENT:</b>	<b>PRESENT</b>	<b>ABSENT</b>
Robert Andeweg, Chair   City of Urbandale	<b>X</b>	
Stephanie Riva, Vice-Chair   City of Norwalk		<b>X</b>
Ted Weaver, Secretary/Treasurer   City of Clive	<b>X</b>	
Dean O'Connor   City of Altoona	<b>X</b>	
Mark Holm   City of Ankeny	<b>X</b>	
Ruth Randleman   City of Carlisle	<b>X</b>	
Frank Cownie   City of Des Moines		<b>X</b>
Joe Gatto   City of Des Moines	<b>X</b>	
Len Murray   City of Pleasant Hill	<b>X</b>	
Jeff Walters   City of Polk City	<b>X</b>	
Tom Hockensmith   Polk County	<b>X</b>	
Matthew McKinney   City of West Des Moines	<b>X</b>	
<b>STAFF PRESENT:</b>		
Dylan Mullenix   Interim Executive Director	<b>X</b>	
Zach Young   Planning Manager	<b>X</b>	
Andrew Collings   Principal Planner	<b>X</b>	
Zhi Chen   Senior Planner	<b>X</b>	
Carl Saxon   Senior Planner	<b>X</b>	
Lucas Young   Senior Planner		<b>X</b>
Gunnar Olson   Public Affairs Manager	<b>X</b>	
Tracey Deckard   Office Manager	<b>X</b>	
Rhonda Miller   Accountant		<b>X</b>
Caleb Knutson   MIPA Senior Planner		<b>X</b>

<b>OTHERS PRESENT:</b>	<b>INTEREST/REPRESENTING</b>
Clifford Leonard	Public
Tom Phillips, Mayor	City of Norwalk
Sam Hiscocks	Iowa DOT

1. **Call to Order**

MPO Chair Bob Andeweg called the August 9, 2023, meeting to order at 11:30 a.m. A quorum was present.

2. **Approval of Agenda**

**MOTION:** A motion was made by Weaver and seconded by O'Connor to approve the August 9, 2023, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

**MOTION CARRIED**

3. **Approval of Meeting Minutes**

Recommend approval of the July 12, 2023, meeting as amended.

**MOTION:** A motion was made by Weaver and seconded by O'Connor to approve the July 12, 2023 meeting minutes

**MOTION CARRIED**

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

MPO Treasurer/Finance Committee Chair, Ted Weaver presented. Advised that the Finance Committee had reviewed the July Financial Statements. Recommend approval.

**MOTION:** A Motion was made by O'Connor and seconded by Holm to approve the July Financial Statement.

**MOTION CARRIED**

5. **Contracts and Expenses**

Interim Executive Director presented. Recommend approval to pay Jester Insurance for office insurance in the amount of \$12,951.00 and payment to Now Now LLX for the website platform update in the amount of \$11,175.93.

**MOTION:** A motion was made by Weaver and seconded by O'Connor to approve payment of the invoice.

**MOTION CARRIED**

**NON-ACTION ITEMS PRESENTED:**

Staff presented information about the MPO Website updates and announced that the MPO will be celebrating the 40<sup>th</sup> Anniversary at an event on September 29 from 2-5 at Smash Park in West Des Moines. Invitations will be forthcoming.

6. **Transload Development and Operational Agreement Amendment**

Interim Executive Director presented. Due to circumstances discovered in prior reimbursements and policies, consider approval of an amendment to the Transload Development and Operation Agreement approved in October 2019 to remove section 13 related to reimbursement of MPO expenses.

**MOTION:** A motion was made by Weaver and seconded by Holm to approve the requested amendment.

**MOTION CARRIED**

**MCKINNEY ABSTAINED**

*[Len Murray arrives 11:37 a.m.]*

7. **Employee Handbook**

Interim Executive Director presented. Recommend approval of updates to the Employee Handbook.

**MOTION:** A motion was made by O'Connor and seconded by Holm to approve updates to the Employee Handbook.

**MOTION CARRIED**

8. **Policies and Procedures Manual**

Interim Executive Director presented. Recommend approval of the Policies and Procedures Manual as recommended by the Finance Subcommittee.

**MOTION:** A motion was made by O'Connor and seconded by Hockensmith to approve the Policies and Procedures Manual.

**MOTION CARRIED**

9. **Interim Executive Director Annual Review and Compensation Adjustment**

Chair presented. Recommend approval of the Review Committee's recommendation of a 4.25% increase based on the approved staff compensation review matrix.

**MOTION:** A motion was made by Weaver and seconded by O'Connor to the Review Committee's compensation adjustment.

**MOTION CARRIED**

10. **Interim Compensation Adjustment of the Interim Executive Director**

Chair presented. Recommend approval of the Review Committee's recommendation of a 12.5% adjustment for the Interim Executive Director, retractive to May 1, 2023, and continuing until a permanent director is hired.

**MOTION:** A motion was made by Hockensmith and seconded by Holm to the Review Committee's compensation adjustment.

**MOTION CARRIED**

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

Planning Manager presented. Recommend approval of the proposed Federal Fiscal Year 2023-2026 Transportation Improvement Program amendment from the Iowa Department of Transportation.

**MOTION:** A motion was made by Hockensmith seconded by Walters to approve the FFY 2023-2026 Transportation Improvement Program Amendment from the Iowa DOT.

**MOTION CARRIED**

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

Planning Manager presented. Staff recommends approval of the Application for Partial Payment No. 8 and the ability to begin approving Partial Payment Applications administratively. Discussion ensued. Hockensmith recommended that staff provide updates.

**MOTION:** A motion was made by Hockensmith and seconded by O'Connor to approve Partial Payment No. 8 and to allow Partial Payment Applications administratively. Staff will continue to provide updates.

**MOTION CARRIED**

13. **Comprehensive Safety Action Plan Consultant Contract Approval**  
Planning Manager presented. Recommend approval of the contract with Toole Design Group.  
**MOTION:** A motion was made by O'Connor and seconded by Walters to approve the contract with Toole Design Group.  
**MOTION CARRIED**
14. **Mobilizing Tomorrow Update Review**  
Planning Manager presented. Discussion regarding the process to update Mobilizing Tomorrow, the MPO's long-range transportation plan.  
Report and discussion only.
15. **FY 2025 Iowa Clean Air Attainment Program Pre-Applications**  
Planning Manager presented. Report on the Federal Fiscal Year 2025 Iowa Clean Air Attainment Program Pre-Applications. Report and discussion only.
16. **Purple Heart Highway Update**  
Staff presented. Update regarding the process to redesignate the Iowa Highway 5 / US Highway 65 Freeway Corridor to an interstate.  
Report and discussion only.  
  
*[12:25 Joe Gatto joins meeting via Zoom]*
17. **Enter Closed Session**  
Motion made by O'Connor and seconded by Walters to enter into closed session.  
Motion carried.  
Closed session begins at 12:26 a.m.  
Closed session ends at 12:57 a.m.
18. **Optional Vote -Action in Public Session Related to Personnel Matters.**  
Chair indicated no vote will be taken regarding the closed session.
19. **Approval of MPO Policy Agenda**  
Recommend approval of the MPO Policy Agenda.  
**MOTION:** A motion was made by Weaver and seconded by Walters to approve the MPO Policy Agenda.  
**MOTION CARRIED**
20. **Non-Action Items**  
Previously provided.
21. **Next Meeting Date**  
September 13, 2023, beginning at 11:30 a.m.
22. **Adjournment**  
Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:58 p.m.