

Meeting Minutes
Policy Committee Meeting
Des Moines Area Metropolitan Planning Organization (MPO)
11:30 a.m., August 17, 2023

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., August 17, 2023. The MPO staff emailed agenda packets to the MPO's representatives and posted the agenda at the MPO office on August 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.**

MPO Representatives Present:

Mark Holm | City of Ankeny
Michael Schrock | City of Ankeny
Doug Elrod | City of Bondurant
Ruth Randleman | City of Carlisle
Mark Hanson | Dallas County
Luis Montoya | DART
Frank Cownie | City of Des Moines
Scott Sanders | City of Des Moines
Carl Voss | City of Des Moines
Joe Gatto | City of Des Moines
Josh Mandelbaum | City of Des Moines
Pam Cooksey | City of Des Moines
Malcolm Hankins | City of Des Moines
Jake Anderson | City of Grimes
Tom Phillips | City of Norwalk
Len Murray | City of Pleasant Hill
Jeff Walters | Polk City
Tom Hockensmith | Polk County
Robert Andeweg | City of Urbandale
Courtney Clarke | City of Waukee
Matt McKinney | City of West Des Moines
Tom Hadden | City of West Des Moines
Mike Jones | City of Windsor Heights
Zac Bittig | IDOT *

MPO Representatives Absent:

Dean O'Connor | City of Altoona
Ted Weaver | City of Clive
Kathie Hungerford | City of Cumming**
Colton Fors | City of Elkhart**
Heather Stancil | Madison County**
Tammi Dillavou | City of Mitchellville
Stephanie Erickson | City of Indianola**
Jim Evans | City of Johnston
Travis Brott | Van Meter**
Mark Snell | Warren County
Kevin Foley | Des Moines International Airport*
Julia Castillo | HIRTA*
Johnnie Gibson | FHWA*
Daniel Nguyen | FTA*
Eva Steinman | FTA*
* Advisory/Non-Voting Representatives
** Associate/Non-Voting Representative

Others Present:

Clifford Leonard | Public
Todd Shafer | City of Ankeny

MPO Staff Present:

Scott Brennan | MPO General Counsel
Dylan Mullenix | Interim Executive Director
Zach Young | Planning Manager
Andrew Collings | Principal Planner
Tracey Deckard | Office Manager
Gunnar Olson | Public Affairs Manager
Zhi Chen | Senior Planner

1. Call To Order

Chair Andeweg recognized a quorum and called May Policy Meeting to order at 4:02 p.m.

2. Approval of Agenda

MOTION: A motion was made by Cownie and seconded by Walters to approve the Des Moines Area Metropolitan Planning Organization August 17, 2023, meeting agenda.

MOTION CARRIED UNANIMOUSLY

3. Approval of Meeting Minutes

MOTION: A motion was made by Cownie and seconded by Walters to approve the June 15, 2023, Policy meeting minutes.

MOTION CARRIED UNANIMOUSLY

4. Approval of the Financial Statements

Interim Executive Director presented. Finance Committee approved and Holm to approve the Financial Statements.

MOTION CARRIED UNANIMOUSLY

5. Public Comment

None.

6. Transload Development and Operational Agreement Amendment

Planning Manager presented. Recommend approval of the amendment to the Transload Development and Operation Agreement amendment.

MOTION: A motion was made by Gatto and seconded by Walters to approve the amendment.

MOTION CARRIED. MCKINNEY ABSTAINED

Mark Snell joins meeting at 4:16

7. Employee Handbook

Interim Executive Director presented. Recommend approval of the updated Employee Handbook. Voss inquired about marijuana testing.

MOTION: A motion was made by Murray and seconded by Holm to approve the Employee Handbook

MOTION CARRIED.

8. Policies and Procedures Manual

Interim Executive Director presented. Consider approval of the Policies and Procedures Manual.

MOTION: A motion was made by Holm and seconded by Walters to approve the Policies and Procedures.

MOTION CARRIED UNANIMOUSLY

9. Interim Executive Director Annual Review and Compensation Adjustment

Chair presented. Recommend approval of a salary increase for the Dylan Mullenix, Interim Executive Director as recommended by the Review Committee.

MOTION: A motion was made by Jones and seconded by Holm to reaffirm and update the agreement.

MOTION CARRIED UNANIMOUSLY

10. Temporary Salary Adjustment for Interim Executive Director

Chair presented. Recommend approval of Review Committees recommendation of a temporary salary adjustment for Dylan Mullenix as the acting Interim Executive Director.

MOTION: A motion was made by McKinney and seconded by Holm to approve the temporary salary adjustment for the acting Interim Executive Director.

MOTION CARRIED UNANIMOUSLY

11. FFY 2023-2026 Transportation Improvement Program Amendment

Planning Manager presented. Recommend approval of the FFY 2023-2026 Transportation Improvement Program Amendment requested by the IDOT.

MOTION: A motion was made by Hockensmith and seconded by Gatto to approve the FFY 2023-2026 Transportation Improvement Program Amendment.

MOTION CARRIED UNANIMOUSLY.

Mark Hanson joins meeting at 4:22 p.m.

12. Water Trails BUILD Grant Payment Approval

Planning Manager presented. Recommend approval of BUILD Grant request #8 and to administratively approve payments in the future with full reports to the Policy Committee

MOTION: A motion was made by Hockensmith and seconded by Hadden to approve the BUILD Grant payment #8 and to administratively approve future payments.

MOTION CARRIED UNANIMOUSLY.

13. Comprehensive Safety Action Plan Consultant Contract Approval

Planning Manager presented. Recommend approval of the Comprehensive Safety Action Plan contract with Toole Design Group.

MOTION: A motion was made by Hadden and seconded by McKinney to approve the Toole Design Group contract.

MOTION CARRIED UNANIMOUSLY.

14. Mobilizing Tomorrow Update Overview

Planning Manager presented. Report on the process to update Mobilizing Tomorrow, the MPO's long-range transportation plan.

15. FY 2025 Iowa Clean Air Attainment Program Pre-Applications

Planning Manager presented. Update on RFP proposals received and next steps in the consultant selection process. Report and discussion only.

16. Purple Heart Highway Update

Staff presented. Report regarding ongoing efforts toward interstate designation of the Purple Heart Highway. Lengthy discussion ensued regarding potential options and future projects. Report only.

17. Closed session canceled.

The chair reported that the Search Committee will reconvene.

18. No vote on closed session actions

19. Other Non-Action Items of Interest to the Committee

Staff provided information on the new website and also announced the scheduling of the MPO 40th Anniversary event on September 29 at Smash Park from 2:00-5:00 p.m.

20. Next Meeting Date- September 21, 2023, at 4:00 p.m.

21. Adjournment

Hearing no objection to the contrary, The Chair adjourned the meeting at 5:00 p.m.